



City of Havre de Grace

711 PENNINGTON AVENUE, HAVRE DE GRACE, MARYLAND 21078

410-939-1800

WWW.HAVREDEGRACEMD.COM

Public Notice

Havre de Grace City Council Meeting

PLACE: City Council Chambers
City Hall
711 Pennington Avenue
Havre de Grace, Maryland 21078

TIME: 7:00 p.m.

DATE: Monday, May 15, 2023

The public may attend the meeting or view it live by visiting the City of Havre de Grace website at: www.havredegracemd.com and click on the City YouTube Videos tab. The video will be available to view on the website immediately following the meeting.

The Council intends to close part of the meeting to discuss election of City Council President. The public may attend the open session and observe the vote of Council to move into closed session at agenda item #20. The closing statement will be read into the record and will be available for public inspection. The Council will reconvene in open session after the closed session.



COUNCIL MEETING AGENDA

May 15, 2023

711 Pennington Avenue, Havre de Grace, Maryland

7:00 p.m.

Public Hearing for Charter Amendment Resolution No. 293 concerning Requiring Budget Amendments by Ordinance

A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND, ADOPTED PURSUANT TO THE AUTHORITY OF THE MARYLAND CONSTITUTION ARTICLE XI-E, THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND, AND THE HAVRE DE GRACE CITY CHARTER SECTION 19, AMENDING IN PART SECTION 37 F. AND 19 A. OF THE CITY CHARTER, GENERALLY PERTAINING TO BUDGET AMENDMENTS; REPEALING THE REQUIREMENT THAT BUDGET AMENDMENTS BE APPROVED BY RESOLUTION; REQUIRING BUDGET AMENDMENTS BE APPROVED BY ORDINANCE

Public Hearing for Charter Amendment Resolution No. 294 concerning Authorizing Certain Personnel to Enter into Certain Agreements

A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND, ADOPTED PURSUANT TO THE AUTHORITY OF THE MARYLAND CONSTITUTION ARTICLE XI-E, THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND, AND THE HAVRE DE GRACE CITY CHARTER SECTION 19, AMENDING IN PART SECTION 37 G. OF THE CITY CHARTER, GENERALLY PERTAINING TO THE EXECUTION OF THE ANNUAL BUDGET ORDINANCE; AUTHORIZING CERTAIN PERSONNEL TO ENTER INTO CERTAIN AGREEMENTS; AUTHORIZING THE CREATION OF ADMINISTRATIVE RULES AND PROCEDURES TO CARRY OUT SUBSECTION

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Opening Prayer: Pastor Yvonne Austin, Agape Church
5. Approval of the Minutes:
 - A. City Council Meeting Minutes – May 1, 2023
 - B. City Council Public Hearing Minutes on Tax Rate and Water & Sewer Rate Ordinances – May 8, 2023
6. Comments from Citizens
7. Appointments: None
8. Recognitions: None
9. Proclamations:
 - A. Emergency Medical Services Week – May 21-27, 2023 (Presented to John Correr, Jr. by Mayor Martin)

10. Presentations:

- A. Official Election Results (Nic Galloro, Election Board Chair)

11. Resolutions:

- A. **Calendar Resolution to Authorize Termination of the Urban County Entitlement Program Cooperation Agreement with Harford County (CP Ringsaker)**

A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND, PURSUANT TO THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND AND SECTIONS 33 AND 34 OF THE CITY CHARTER AUTHORIZING THE MAYOR TO TERMINATE THE URBAN COUNTY ENTITLEMENT PROGRAM COOPERATION AGREEMENT WITH HARFORD COUNTY

12. Ordinances:

- A. **Ordinance No. 1105 concerning Amending City Code Chapter 25: Board, Committees and Commissions: Second Reading (CP Ringsaker)**

AN ORDINANCE BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND, ADOPTED PURSUANT TO THE AUTHORITY OF ARTICLE XI-E OF THE MARYLAND CONSTITUTION, THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND, AND SECTIONS 33 AND 34 OF THE HAVRE DE GRACE CITY CHARTER TO AMEND CITY CODE 25: BOARDS, COMMITTEES AND COMMISSIONS, ARTICLE I, SECTION 25-0 DUTY TO REPORT

- B. **Ordinance No. 1106 concerning Delegating Additional Administrative Duties to the Director of Administration: Second Reading (CP Ringsaker)**

AN ORDINANCE BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND, ADOPTED PURSUANT TO THE AUTHORITY OF ARTICLE XI-E OF THE MARYLAND CONSTITUTION, THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND, AND SECTIONS 18, 33, 34 AND 48 OF THE HAVRE DE GRACE CITY CHARTER TO DELEGATE TO THE DIRECTOR OF ADMINISTRATION ADDITIONAL ADMINISTRATIVE DUTIES

- C. **Ordinance No. 1107 concerning FY 2024 Tax Rates: Second Reading (CM Robertson)**

AN ORDINANCE BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND, PURSUANT TO THE AUTHORITY PROVIDED BY THE ANNOTATED CODE OF MARYLAND TAX-PROPERTY ARTICLE TITLE 6 AND THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND, FIXING THE TAX RATE FOR THE FISCAL YEAR JULY 1, 2023 TO JUNE 30, 2024 ON EACH ONE HUNDRED DOLLARS (\$100.00) OF ASSESSABLE REAL PROPERTY, PERSONAL PROPERTY; AND PROVIDING AN ADDITIONAL SPECIAL TAX LEVIED WITHIN THE CRITICAL AREA SPECIAL TAXING DISTRICT AND SETTING THE SERVICE CHARGE FOR THE SEMI-ANNUAL PROPERTY TAX PAYMENT OPTION

- D. **Ordinance No. 1108 concerning FY 2024 Water and Sewer Rates: Second Reading (CM Robertson)**

AN ORDINANCE BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND, ADOPTED PURSUANT TO THE AUTHORITY OF ARTICLE XI-E OF THE MARYLAND CONSTITUTION, THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND, SECTIONS 33 AND 34 OF THE HAVRE DE GRACE CITY CHARTER, CITY CODE CHAPTER 196 AND EXHIBIT A THERETO, ESTABLISHING THE CITY WATER AND SEWER RATES AND SERVICE PARTICIPATION FEES FOR THE USERS OF THE CITY WATER AND SEWER SYSTEM

13. Old Business: None

14. Business from Mayor Martin

15. Business from Council:
 - A. Council Member Schneegas
 - B. Council Member Boyer
 - C. Council Member Robertson
 - D. Council President Ringsaker
 - E. Council Member Martin
 - F. Council Member Zinner
16. Motion to Adjourn Sine Die
17. Oath of Office (Administered by Mayor Martin)
 - A. Johnny Boker
 - B. Vicki Jones
 - C. Jason Robertson
18. Call to Order
19. Roll Call
20. Motion to Move into Closed Session (CP Ringsaker)
 - A. Selection of Council President
21. Reconvene
22. Roll Call
23. Motion for the Selection of Council President
24. New Business:
 - A. Budget Amendment 2023-13: Authorize Spending for DHCD 2023 Series Bond Legal Fees (CM Robertson)
25. Directors Report:
 - A. Mr. Steve Gamatoria – Director of Administration
 - B. Mr. Tim Bourcier – Director of Planning
 - C. Ms. Bridgette Johnson – Director of Economic Development & Tourism
 - D. Mr. George DeHority – Director of Finance
 - E. Mr. EJ Millisor – Director of Public Works
 - F. Chief Teresa Walter – Chief of Police
26. Business from Mayor Martin
27. Business from Council:
 - A. Council Member Boyer
 - B. Council Member Schneegas
 - C. Council Member Ringsaker
 - D. Council Member Robertson
 - E. Council Member Boker
 - F. Council Member Jones
28. Business from Council President
29. Adjournment

CITY COUNCIL

READ FILE COVER SHEET

Subject: **Charter Resolution 293 Authorizing Certain Personnel to Enter into Certain Agreements**

(Public Hearing)

Date: **4/18/2023**

Notice: Any comments made after 5:00 p.m. on the Thursday before the Council Meeting will not be seen in the agenda packet.

- Purpose:
- FYI
 - Read and Comment as Needed**
 - Action Required by May 15, 2023**
 - In Confidential File Drawer

Approve:

Casi Boyer Yes No No Comment

Comment: _____

Dave Martin Yes No No Comment

Comment: _____

Jim Ringsaker Yes No No Comment

Comment: _____

Jason Robertson Yes No No Comment

Comment: _____

Tammy Lynn Schneegas Yes No No Comment

Comment: _____

Carolyn Zinner Yes No No Comment

Comment: _____

Note: N/A

CITY COUNCIL
OF
HAVRE DE GRACE, MARYLAND

Charter Amendment Resolution 293

Introduced by Council President Ringsaker

A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND, ADOPTED PURSUANT TO THE AUTHORITY OF THE MARYLAND CONSTITUTION ARTICLE XI-E, THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND, AND THE HAVRE DE GRACE CITY CHARTER SECTION 19, AMENDING IN PART SECTION 37 G. OF THE CITY CHARTER, GENERALLY PERTAINING TO THE EXECUTION OF THE ANNUAL BUDGET ORDINANCE; AUTHORIZING CERTAIN PERSONNEL TO ENTER INTO CERTAIN AGREEMENTS; AUTHORIZING THE CREATION OF ADMINISTRATIVE RULES AND PROCEDURES TO CARRY OUT SUBSECTION

On: April 17, 2023

at: 7:00 p.m.

Charter Amendment Resolution introduced, read first time, ordered posted and public hearing scheduled.

PUBLIC HEARING

A Public Hearing is scheduled for May 15, 2023 at 7:00 p.m.

EXPLANATION

Underlining indicates matter added to existing law.

[Bold Brackets] indicate matter deleted from existing law.

Amendments proposed prior to final adoption will be noted on a separate page with line references or by handwritten changes on the draft legislation.

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NOW, THEREFORE, it is determined, decided, and resolved by the City Council that the foregoing is hereby approved.

1. Section 37 G. of the City Charter is to be amended as follows, with the words underscored to be added and the words in **[bold and brackets]** to be deleted.

Adding in part to section 37 G. Budget ordinance; how made.

G. The Director of Administration, or an officer or an employee under his direction, may expend money and/or enter into a contract for the purpose of obtaining goods or services that the City Council approved budget ordinance has appropriated for the respective fiscal year. No officer or employee of the City shall expend money that is not appropriated or contract or incur a liability for any purpose which would cause proposed expenditures to rise above anticipated revenues or would have required the passage of a budget amendment transfer prior to the expenditure, contract or liability. The Charter does not permit any such expenditure; contract or liability and the City may declare the same null and void. This section does not apply to the spending of money for the bonding of the capital improvements or contracts for leases or services that exceed the length of the budget year. The mayor or the directors established in the City Charter may establish administrative rules and procedures to carry out the provisions found in this subsection.

ADOPTED by the City Council of Havre de Grace, Maryland this __ day of ____, 2023.

SIGNED by the Mayor and attested by the Director of Administration this ____ day of _____, 2023.

ATTEST:

MAYOR AND CITY COUNCIL
OF HAVRE DE GRACE

Stephen J. Gamatoria
Director of Administration

William T. Martin
Mayor

Introduced/First Reading: 4/17/2023

Public Hearing:

Second Reading/Adopted:

Effective Date:

The effective date is the 50th day after adoption by City Council if a referendum is not presented 40 days after the Charter amendment. Council cannot suspend the time requirements as this is a State law requirement.

CITY COUNCIL

READ FILE COVER SHEET

Subject: **Charter Resolution 294 concerning Requiring Budget Amendments by Ordinance**
(Public Hearing)

Date: **4/18/2023**

Notice: Any comments made after 5:00 p.m. on the Thursday before the Council Meeting will not be seen in the agenda packet.

- Purpose:
- FYI
 - Read and Comment as Needed**
 - Action Required by May 15, 2023**
 - In Confidential File Drawer

Approve:

Casi Boyer Yes No No Comment

Comment: _____

Dave Martin Yes No No Comment

Comment: _____

Jim Ringsaker Yes No No Comment

Comment: _____

Jason Robertson Yes No No Comment

Comment: _____

Tammy Lynn Schneegas Yes No No Comment

Comment: _____

Carolyn Zinner Yes No No Comment

Comment: _____

Note: N/A

CITY COUNCIL
OF
HAVRE DE GRACE, MARYLAND

Charter Amendment Resolution 294

Introduced by Council President Ringsaker

A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND, ADOPTED PURSUANT TO THE AUTHORITY OF THE MARYLAND CONSTITUTION ARTICLE XI-E, THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND, AND THE HAVRE DE GRACE CITY CHARTER SECTION 19, AMENDING IN PART SECTION 37 F. AND 19. A OF THE CITY CHARTER, GENERALLY PERTAINING TO BUDGET AMENDMENTS; REPEALING THE REQUIREMENT THAT BUDGET AMENDMENTS BE APPROVED BY RESOLUTION; REQUIRING BUDGET AMENDMENTS BE APPROVED BY ORDINANCE

On: April 17, 2023

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Charter Amendment Resolution introduced, read first time, ordered posted and public hearing scheduled.

PUBLIC HEARING

A Public Hearing is scheduled for May 15, 2023 at 7:00 p.m.

EXPLANATION

Underlining indicates matter added to existing law.

[Bold Brackets] indicate matter deleted from existing law.

Amendments proposed prior to final adoption will be noted on a separate page with line references or by handwritten changes on the draft legislation.

32 NOW, THEREFORE, it is determined, decided, and resolved by the City Council that the
33 foregoing is hereby approved.

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35 1. Section 37 F. of the City Charter is to be amended as follows, with the words underscored to
36 be added and the words in **[bold and brackets]** to be deleted.

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38 Repealing in part section 37 F. and adding in part to section 37 F. Budget Ordinance; how made.

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40 F. Funds not encumbered at the end of the fiscal year shall be directed to fund balance, considered
41 anticipated revenue for the following fiscal year, or may be expended after passage of a budget
42 amendment approved in the form of a **[resolution]** budget amendment ordinance. No public
43 money may be expended without having been appropriated by the budget ordinance or by the
44 Council by a budget amendment. Budget amendments shall be in the form of an ordinance. Budget
45 amendment ordinances may be passed after receiving a public hearing and passed upon second
46 reading. Budget amendment ordinances may be adopted on second reading at a meeting on the
47 same date at which it received a public hearing. Interdepartmental transfers and transfers between
48 the three (3) expenditure categories noted in Section 37B, including those within a department,
49 can only be approved by the passage of a budget amendment **[resolution]** ordinance.

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51 2. Section 19 A. of the City Charter is to be amended as follows, with the words underscored to
52 be added and the words in bold and brackets to be deleted.

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54 Repealing in part section 19 A. and adding in part to section 19 A. Resolutions and Ordinance;
55 passage, veto power.

56

57 All resolutions, except Charter amendment resolutions, shall be adopted by a majority of
58 affirmative votes of the City Council members present and voting by roll call vote. All Charter
59 amendment resolutions shall be introduced by a majority voice vote and then shall be adopted by
60 at least four affirmative votes of the City Council members by roll call. Any Charter amendment
61 purporting to change the term of office of the Mayor or the City Council shall be effective only
62 after approval of a majority of legal voters casting ballots at a general or special election held for
63 that purpose. Public notice of such Charter change shall be made in a newspaper having general
64 circulation in the City, published for three (3) consecutive weeks, once per week, immediately
65 prior to the election. All ordinances shall be introduced for a first reading by a majority voice vote
66 and then shall be adopted on first reading by at least four affirmative votes of the City Council
67 members by roll call. All ordinances shall be introduced for a second reading by a majority voice
68 vote and then shall be adopted by at least four affirmative votes of the City Council members by
69 roll call. No ordinance shall have a second reading and be adopted at the meeting at which it is
70 first introduced or at a meeting held on the same day as the public hearing. In cases of an
71 emergency the provision that an ordinance may not be adopted at a meeting at which it is first
72 introduced or on the same day as the public hearing may be suspended by the affirmative vote of
73 at least four members of the City Council by roll call. This section does not apply to a budget
74 amendment ordinance.

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78 ADOPTED by the City Council of Havre de Grace, Maryland this __ day of _____, 2023.

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80 SIGNED by the Mayor and attested by the Director of Administration this ____ day of _____,
81 2023.

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84 ATTEST:

MAYOR AND CITY COUNCIL
OF HAVRE DE GRACE

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88 _____
89 Stephen J. Gamatoria
90 Director of Administration

William T. Martin
Mayor

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93 Introduced/First Reading: 4/17/2023

94 Public Hearing:

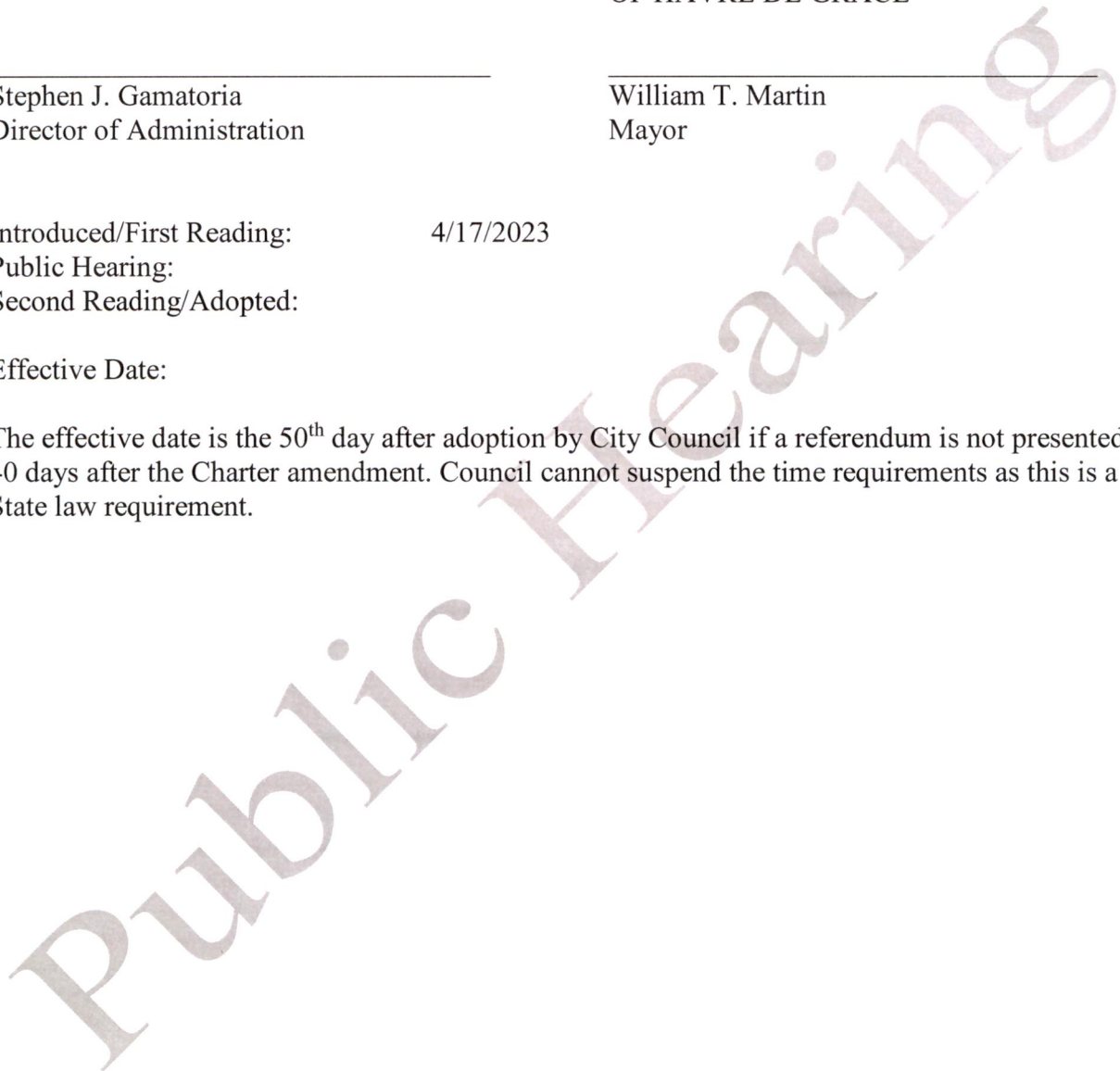
95 Second Reading/Adopted:

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97 Effective Date:

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99 The effective date is the 50th day after adoption by City Council if a referendum is not presented
100 40 days after the Charter amendment. Council cannot suspend the time requirements as this is a
State law requirement.





May 1, 2023

Public Hearing Proceedings

711 Pennington Avenue, Havre de Grace, Maryland

7:00 p.m.

Public Hearing for Ordinance No. 1105 concerning Amending City Code 25: Boards, Committees and Commissions was called to order on May 1, 2023 at 7:00 p.m. with Mayor Martin presiding. Council Members present: CP Ringsaker, CM Boyer, CM Martin, CM Robertson, CM Schneegas, and CM Zinner.

AN ORDINANCE BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND, ADOPTED PURSUANT TO THE AUTHORITY OF ARTICLE XI-E OF THE MARYLAND CONSTITUTION, THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND, AND SECTIONS 33 AND 34 OF THE HAVRE DE GRACE CITY CHARTER TO AMEND CITY CODE 25: BOARDS, COMMITTEES AND COMMISSIONS, ARTICLE I, SECTION 25-0 DUTY TO REPORT

Comments from Citizens: No comments.

Public Hearing closed at 7:04 p.m.

Public Hearing for Ordinance No. 1106 concerning Delegating Additional Administrative Duties to the Director of Administration was called to order on May 1, 2023 at 7:04 p.m. with Mayor Martin presiding. Council Members present: CP Ringsaker, CM Boyer, CM Martin, CM Robertson, CM Schneegas, and CM Zinner.

AN ORDINANCE BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND, ADOPTED PURSUANT TO THE AUTHORITY OF ARTICLE XI-E OF THE MARYLAND CONSTITUTION, THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND, AND SECTIONS 18, 33, 34 AND 48 OF THE HAVRE DE GRACE CITY CHARTER TO DELEGATE TO THE DIRECTOR OF ADMINISTRATION ADDITIONAL ADMINISTRATIVE DUTIES

Comments from Citizens: No comments.

Public Hearing closed at 7:05 p.m.

May 1, 2023

Council Meeting Proceedings

The regular meeting of the Mayor and City Council was called to order on May 1, 2023, at 7:06 p.m. with Mayor Martin presiding. Council Members present: CP Ringsaker, CM Boyer, CM Martin, CM Robertson, CM Schneegas, and CM Zinner.

The Pledge of Allegiance was recited, and the opening prayer was given by Rev. Mary Whitehead of Spearhead Global Outreach. Rev. Whitehead reminded everyone of the Blessing by the Bay on May 5 at 3 p.m.

Approval of Minutes

City Council Meeting Minutes – CM Zinner moved to approve the Council Meeting minutes of April 17, 2023. Second by CM Schneegas. Motion carried 6-0.

City Council Public Work Session Meeting Minutes on Proposed FY '24 Budget – CM Martin moved to approve the Council Public Work Session Meeting minutes of April 24, 2023. Second by CP Ringsaker.. Motion carried 6-0.

Comments from Citizens

Dr. Jesse Monestersky, 1646 Vista Bay Court, Havre de Grace, spoke about the impending development by his property in Scenic Manor and its impact.

Comments from Citizens (continued)

Megan Kantor, 1640 Vista Bay Court, Havre de Grace, spoke about the impending development by her property in Scenic Manor and its impact. Mayor Martin explained the City will do the best they can to try to deter any detriment to the property. Steve Gamatoria gave the history, annexation, and development plan of the property. Tim Bourcier gave information on the process to have the property developed.

Lea Cataggio, 1306 Lewis Lane, Havre de Grace, read her 5th grade son's letter regarding the use of the STAR Centre gymnasium for indoor sports. Ms. Cataggio spoke of the need for the use of indoor and outdoor spaces for sports.

Lori Maslin, 100 S. Washington Street, Havre de Grace, spoke on Ordinance No. 1102 Fees. CP Ringsaker explained the residential rental fee was for the short-term rentals. Ms. Maslin spoke about the need for better clarification of the code.

Bob Rhudy, 3145 E. Nobles Mill Road, Darlington, gave information on the Golden Rule Peace Boat that is visiting May 4-7.

Ms. Guzzo, Havre de Grace, spoke about the residential rental fee and water rate increase.

Cheryl Stottlemeyer, 458 Lewis Lane, Havre de Grace, spoke about not being notified of work on Lewis Lane and when it will be completed. EJ Millisor commented that from the last contact with BGE we were told the special fitting will be installed May 8-9. Ms. Stottlemeyer also spoke on the increase in the water bill.

Brian Bangs of Bangs Properties, Havre de Grace, spoke about the fee structure. Tim Bourcier explained the rationale for the fee for short-term rentals.

Appointments

CM Zinner made a motion to approve the appointment of Kyle Dixon, Jeanette Pawlak, and Sandra "Sandy" Smith to the Historic Preservation Commission. Second by CM Robertson. Motion carried 6-0.

Oath of Office

The Mayor administered the oath of office to Kyle Dixon, Jeanette Pawlak, and Sandra "Sandy" Smith of the Historic Preservation Commission and to Officer Cole Higgins of the Havre de Grace Police Department.

Proclamations

Mayor Martin presented a proclamation to Robert Rhudy for the visitation of the Golden Rule Peace Boat.

Presentation

Allen Fair gave an update on the Harmer's Town project. They hope to be back in the future with the architect for a more detailed presentation. Harmer's Town will also have a history museum – Harford Memorial Hospital will be giving them all their historical items. They are working on programs with a kickoff Alley Art Challenge for the youth.

Christy Silverstein and Taryn Martin announced the Grand Marshal for the 2023 Independence Day Parade. After listing all his accomplishments over the years, Allen Fair was announced as the Grand Marshal.

The Council took a recess and reconvened at 9:24 p.m.

Ordinances

Ordinance No. 1102 concerning Amending City Code 70: Fees: Second Reading

AN ORDINANCE BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND, ADOPTED PURSUANT TO THE AUTHORITY OF ARTICLE XI-E OF THE MARYLAND CONSTITUTION, THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND, AND SECTIONS 33 AND 34 OF THE HAVRE DE GRACE CITY CHARTER TO AMEND CITY CODE 70: "FEES" BY REPEALING AND REPLACING ORDINANCE NO. 1091 TO UPDATE THE DEFINITIONS AND GENERAL SCHEDULE OF FEES CHARGED BY THE CITY FOR VARIOUS PERMITS, LICENSES, AND OTHER SERVICES THEREUNDER

A motion to introduce was made by CP Ringsaker. Second by CM Robertson. Motion carried 6-0. A motion to adopt was made by CM Robertson. Second by CP Ringsaker. CP Ringsaker made a motion to remove the housekeeping fee from small gym and auditorium classrooms at the STAR Centre, and remove "Additional (optional): \$30 per hour to have an attendant onsite during event to service restrooms and empty trash" at the

Opera House. Second by CM Boyer. Motion carried 6-0. CP Ringsaker made a motion to add "(Short-term)" after Residential Rentals. Second by CM Robertson. Motion carried 6-0. CM Robertson made a motion to add a subsection under the STAR Centre "Reduce Rates for STAR Centre" with the bullet point "Havre de Grace Recreation Committee – Reduced to 50% rental rate for large gym and the small gym, cleaning fee to be charged no more than once per weekly rental. Second by CM Zinner. After discussion, CP Ringsaker made a motion to table, after a roll call vote, motion failed 3-3. After further discussion, CM Robertson withdrew his motion, CM Zinner withdrew her second. CM Robertson then made a motion to amend the fee schedule to create the subline under the STAR Centre that reads "Reduce Rates for STAR Centre" with the bullet point "Havre de Grace Recreation Committee – Reduced to 50% rental rate for large gym and the small gym, full cleaning fee to be charged no more than once per weekly rental. A sunset on this fee reduction at the beginning of FY '25. Second by CM Zinner. Motion carried 6-0. A motion to approve as amended on second reading carried 6-0.

Ordinance No. 1103 concerning Approving an Extension of the Temporary Moratorium on Short-Term Rentals: Second Reading

AN ORDINANCE BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND, ADOPTED PURSUANT TO THE AUTHORITY OF ARTICLE XI-E OF THE MARYLAND CONSTITUTION, THE LOCAL GOVERNMENT ARTICLE AND THE LAND USE ARTICLE OF THE ANNOTATED CODE OF MARYLAND, AND SECTIONS 33 AND 34 OF THE HAVRE DE GRACE CITY CHARTER TO EXTEND THE TEMPORARY MORATORIUM ON THE APPROVAL AND ISSUANCE OF PERMITS WITHIN THE CITY'S MUNICIPAL LIMITS FOR SHORT TERM RENTALS

A motion to introduce was made by CP Ringsaker. Second by CM Martin. Motion carried 6-0. A motion to adopt was made by CM Martin. Second by CM Schneegas. After a roll call vote, motion to approve carried 6-0.

Ordinance No. 1104 concerning Approving, Affirming, and Ratifying the Agreement to Supply Municipal Water to the City of Aberdeen: Second Reading

AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE ADOPTED PURSUANT TO THE AUTHORITY OF ARTICLE XI-E OF THE MARYLAND CONSTITUTION, THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND AND SECTIONS 33 AND 34 OF THE HAVRE DE GRACE CITY CHARTER, FOR THE PURPOSE OF APPROVING, AFFIRMING, AND RATIFYING THE AGREEMENT TO SUPPLY MUNICIPAL WATER TO THE CITY OF ABERDEEN

A motion to introduce was made by CP Ringsaker. Second by CM Martin. Motion carried 6-0. A motion to adopt was made by CM Martin. Second by CM Zinner. After a roll call vote, motion to approve carried 6-0.

Ordinance concerning Establishing Tax Rates for FY 2024: First Reading

AN ORDINANCE BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND, PURSUANT TO THE AUTHORITY PROVIDED BY THE ANNOTATED CODE OF MARYLAND TAX-PROPERTY ARTICLE TITLE 6 AND THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND, FIXING THE TAX RATE FOR THE FISCAL YEAR JULY 1, 2023 TO JUNE 30, 2024 ON EACH ONE HUNDRED DOLLARS (\$100.00) OF ASSESSABLE REAL PROPERTY, PERSONAL PROPERTY; AND PROVIDING AN ADDITIONAL SPECIAL TAX LEVIED WITHIN THE CRITICAL AREA SPECIAL TAXING DISTRICT AND SETTING THE SERVICE CHARGE FOR THE SEMI-ANNUAL PROPERTY TAX PAYMENT OPTION

A motion to introduce was made by CM Robertson. Second by CM Zinner. Motion carried 6-0. The ordinance was given number 1107. A motion to adopt was made by CM Robertson. Second by CP Ringsaker.. After a roll call vote, motion to approve carried 6-0. The public hearing will be May 8, 2023 at 6:00 p.m.

Ordinance concerning Establishing Water and Sewer Rates for FY 2024: First Reading

AN ORDINANCE BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND, ADOPTED PURSUANT TO THE AUTHORITY OF ARTICLE XI-E OF THE MARYLAND CONSTITUTION, THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND, SECTIONS 33 AND 34 OF THE HAVRE DE GRACE CITY CHARTER, CITY CODE CHAPTER 196 AND EXHIBIT A THERETO, ESTABLISHING THE CITY WATER AND SEWER RATES AND SERVICE PARTICIPATION FEES FOR THE USERS OF THE CITY WATER AND SEWER SYSTEM

A motion to introduce was made by CM Robertson. Second by CM Martin. Motion carried 6-0. The ordinance was given number 1108. A motion to adopt was made by CM Robertson. Second by CM Schneegas. After a roll call vote, motion to approve carried 6-0. The public hearing will be May 8, 2023 at 6:00 p.m.

Directors Report

Steve Gamatoria, Director of Administration: Mr. Gamatoria gave clarification on comments made by citizens during the meeting – Food Trucks is captured under Chapter 127 and is stated in the fee schedule; regarding the International Building Code, we will put a link on the City website that will link to the International Building Code on Harford County's website, and our Planning Department has a link to the Property Maintenance Code on the City website; regarding short-term rentals, one important reason the City looked at short-term rentals was to make sure the City was managing and not losing the integrity of neighborhoods.

Tim Bourcier, Director of Planning: Mr. Bourcier reported they are working on four grants: the Maryland Bikeways grant, U.S. Housing & Urban Development Thriving Communities grant, the Maryland Historical Trust Certified Local Government Program, and is working with the U.S. Economic Development Administration for funding infrastructure projects in commercial/industrial areas. April permit numbers: 3 new construction in Bulle Rock and 9 renovations – he expects the numbers to tick up during the year.

Bridgette Johnson, Director of Economic Development & Tourism: Ms. Johnson congratulated Wanda Boker for approval of a grant from Federal National Parks Services for \$48,000 with no required match to research and write a narrative for a self-guided walking tour through the City; the grant was a partnership with other Havre de Grace organizations. They plan to start installation of LED lighting (provided through the Smart Energy grant) in the Water Treatment Plant building, Wastewater Treatment building, and Community Center by the end of August. First Fridays is this Friday – they are expecting a large crowd with Paul, Jr. with American Chopper attending to unveil his latest project for Reliable Scaffolding & Shoring Services. We will also have a drone taking videos and pictures of the living shoreline, event, and crowd size. Follow on social media for more information.

George DeHority, Director of Finance: Mr. George DeHority reported on the current financial condition of General Fund 1, Water/Sewer Fund 9, and Marina Fund 8. The General Fund 1 balance is \$3,716,000, which is \$1,826,600 above budget. The Water/Sewer Fund 9 balance is \$1,301,900, which is \$489,400 above budget. The Marina Fund 8 balance is \$937,200, which is \$313,500 above budget.

EJ Millisor, Director of Public Works: Mr. Millisor congratulated Officer Cole Higgins on his appointment; Officer Higgins was a former DPW employee. The River Sweep went well with about 51 bags of trash collected; we planned on having 8 dumpsters, but only needed one dumpster - Procurement Officer Michele Widman was recognized for negotiating to have funds returned for the other dumpsters that weren't used. JD Lawn Service will be eradicating weeds at multiple locations by burning them.

Chief Teresa Walter, Havre de Grace Police Department: Chief Walter reported that a lot is going on with special events starting Thursday – she asked people to pay attention to signs, barricades, and the directions by officers. The Special Olympics Maryland Torch Run is mid-June – t-shirts and hats are available for sale and the money goes towards the Special Olympics, the cost is \$15.

Business from Mayor Martin

Mayor Martin reported the election is tomorrow at the STAR Centre (former high school gymnasium) – polls close at 8 p.m. First Friday is May 5. Defender's Day is Saturday from 1 p.m. to 9 p.m. – the City has made the first Saturday in May a municipal holiday – John O'Neill Day - it is our City celebration – there will be food trucks, beer garden (proceeds for the Independence Day Commission), vendors, and live music followed by fireworks. The new floors were installed in the gyms at the STAR Centre.

Business from Council

Council Member Robertson: CM Robertson had nothing to report.

Council Member Schneegas: CM Schneegas encouraged people to get out this Friday and ride the Tide trolley. She recommended everyone get out tomorrow between 7 a.m. and 8 p.m. to vote.

Council Member Martin: CM Martin had nothing to report.

Council Member Boyer: CM Boyer wished luck to all the candidates. The Green Team will be at the Farmers Market selling their compost as a fundraiser for the Green Team. She recommended to Tim Bourcier that the Maryland Bikeways grant include engineering studies on Chapel Road; per Tim Bourcier, it is included in the grant.

Council Member Zinner: CM Zinner thanked everyone for approving the new members for the Historic Preservation Commission. She commented that some people don't know about the election tomorrow and encouraged people to bring a friend and vote - we have great candidates.

Council President Ringsaker: CP Ringsaker wished good luck to the candidates. Sydney Kuck and Ellianna Andreen were recognized for receiving their Girl Scout Gold Award this past weekend.

Adjournment

CM Martin made a motion to adjourn at 11:02 p.m. Second by CP Ringsaker. Motion carried 6-0.

Video recording of the City Council Meeting may be viewed through the City of Havre de Grace YouTube channel.

Submitted by: Tamara Brinkman



COUNCIL MEETING PUBLIC HEARING

Minutes

May 8, 2023

711 Pennington Avenue, Havre de Grace, Maryland

6:00 p.m.

The public hearing was called to order on May 8, 2023, at 6:00 p.m. with Mayor Martin presiding. Council Members present: CP Ringsaker, CM Boyer, CM Martin, CM Robertson, and CM Schneegas. Council Member absent: CM Zinner

Public Hearing for Ordinance No. 1107 concerning Establishing Tax Rates for FY 2024

AN ORDINANCE BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND, PURSUANT TO THE AUTHORITY PROVIDED BY THE ANNOTATED CODE OF MARYLAND TAX-PROPERTY ARTICLE TITLE 6 AND THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND, FIXING THE TAX RATE FOR THE FISCAL YEAR JULY 1, 2023 TO JUNE 30, 2024 ON EACH ONE HUNDRED DOLLARS (\$100.00) OF ASSESSABLE REAL PROPERTY, PERSONAL PROPERTY; AND PROVIDING AN ADDITIONAL SPECIAL TAX LEVIED WITHIN THE CRITICAL AREA SPECIAL TAXING DISTRICT AND SETTING THE SERVICE CHARGE FOR THE SEMI-ANNUAL PROPERTY TAX PAYMENT OPTION

Public Hearing opened at 6:00 p.m.

Comments from Citizens:

Kirk Smith, 840 Otsego Street, Havre de Grace, spoke in favor of the ordinance.

Public Hearing closed at 6:03 p.m.

Public Hearing for Ordinance No. 1108 concerning Establishing Water and Sewer Rates for FY 2024

AN ORDINANCE BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND, ADOPTED PURSUANT TO THE AUTHORITY OF ARTICLE XI-E OF THE MARYLAND CONSTITUTION, THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND, SECTIONS 33 AND 34 OF THE HAVRE DE GRACE CITY CHARTER, CITY CODE CHAPTER 196 AND EXHIBIT A THERETO, ESTABLISHING THE CITY WATER AND SEWER RATES AND SERVICE PARTICIPATION FEES FOR THE USERS OF THE CITY WATER AND SEWER SYSTEM

Public Hearing opened at 6:03 p.m.

Comments from Citizens:

Kirk Smith, 840 Otsego Street, Havre de Grace, had observations and inquiries, which were answered by Director of Finance George DeHORITY, Director of Administration Steve Gamatoria, CP Ringsaker, and CM Martin. Mr. Smith also supported the purchase of the new barriers.

Carrie Parsons, 840 Otsego Street, Havre de Grace, recommended the City review each City building and determine how much each building is costing the citizens in water and sewer.

Public Hearing closed at 6:24 p.m.

Adjournment

CP Ringsaker made a motion to adjourn at 6:24 p.m. Second by CM Martin. Motion carried 5-0.

Submitted by:

Tamara Brinkman

Video recording of the meeting may be viewed online through the City of Havre de Grace YouTube channel.

CITY COUNCIL

READ FILE COVER SHEET

Subject: **Calendar Resolution to Authorize Termination of the Urban County Entitlement Program Cooperation Agreement with Harford County**

Date: **5/11/2023**

Notice: Any comments made after 5:00 p.m. on the Thursday before the Council Meeting will not be seen in the agenda packet.

- Purpose:
- FYI
 - Read and Comment as Needed**
 - Action Required by May 15, 2023**
 - In Confidential File Drawer

Approve:

Casi Boyer Yes No No Comment

Comment: _____

Dave Martin Yes No No Comment

Comment: _____

Jim Ringsaker Yes No No Comment

Comment: _____

Jason Robertson Yes No No Comment

Comment: _____

Tammy Lynn Schneegas Yes No No Comment

Comment: _____

Carolyn Zinner Yes No No Comment

Comment: _____

Note: N/A

CITY COUNCIL
OF
HAVRE DE GRACE, MARYLAND

RESOLUTION NO. 2023-_____

Introduced by _____ Council President Ringsaker

**A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF
HAVRE DE GRACE, MARYLAND, PURSUANT TO THE LOCAL
GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF
MARYLAND AND SECTIONS 33 AND 34 OF THE CITY CHARTER
AUTHORIZING THE MAYOR TO TERMINATE THE URBAN
COUNTY ENTITLEMENT PROGRAM COOPERATION
AGREEMENT WITH HARFORD COUNTY**

WHEREAS, Resolution No. 96-4 authorized the Mayor to enter into a cooperative agreement with Harford County to participate in the urban county entitlement program (“the Agreement”); and

WHEREAS, the Agreement is automatically renewed for successive three-year periods unless the City provides written notice that it elects not to participate in the new period; and

WHEREAS, the City intends to terminate the Agreement;

NOW, THEREFORE, it is determined, decided, and resolved by the City Council that the Mayor is authorized to issue the required notice to terminate the cooperative Agreement with Harford County, which was entered pursuant to Resolution No. 96-4.

ADOPTED by the City Council of Havre de Grace, Maryland this __ day of _____, 2023.

SIGNED by the Mayor and attested by the Director of Administration this _____ day of _____, 2023.

ATTEST:

MAYOR AND CITY COUNCIL
OF HAVRE DE GRACE

Stephen J. Gamatoria
Director of Administration

William T. Martin
Mayor

Introduced: 05/15/2023

Passed/Adopted:

Effective Date:

CITY COUNCIL

READ FILE COVER SHEET

Subject: **Ordinance 1105 concerning Amending Chapter 25 -
Boards, Committees and Commissions - Duty to Report
(2nd Reading)**

Date: **5/2/2023**

Notice: Any comments made after 5:00 p.m. on the Thursday before the Council Meeting will not be seen in the agenda packet.

- Purpose:
- FYI
 - Read and Comment as Needed**
 - Action Required by May 15, 2023**
 - In Confidential File Drawer

Approve:

Casi Boyer Yes No No Comment

Comment: _____

Dave Martin Yes No No Comment

Comment: _____

Jim Ringsaker Yes No No Comment

Comment: _____

Jason Robertson Yes No No Comment

Comment: _____

Tammy Lynn Schneegas Yes No No Comment

Comment: _____

Carolyn Zinner Yes No No Comment

Comment: _____

Note: N/A

CITY COUNCIL
OF
HAVRE DE GRACE, MARYLAND

ORDINANCE NO. 1105

Introduced by _____ Council President Ringsaker

AN ORDINANCE BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND, ADOPTED PURSUANT TO THE AUTHORITY OF ARTICLE XI-E OF THE MARYLAND CONSTITUTION, THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND, AND SECTIONS 33 AND 34 OF THE HAVRE DE GRACE CITY CHARTER TO AMEND CITY CODE 25: BOARDS, COMMITTEES AND COMMISSIONS, ARTICLE I, SECTION 25-0 DUTY TO REPORT

On: 4/17/2023

at: 7:00 p.m.

Ordinance introduced, read first time, ordered posted and public hearing scheduled.

PUBLIC HEARING

Having been posted and notice of time and place of hearing and title of Ordinance having been published according to the Charter, a public hearing was held on 5/1/2023 at 7:00 p.m., and concluded on 5/1/2023 at 7:04 p.m.

EXPLANATION

Underlining indicates matter added to existing law.

[Bold Brackets] indicate matter deleted from existing law.

Amendments proposed prior to final adoption will be noted on a separate page with line references or by handwritten changes on the draft legislation.

32
33

34 **WHEREAS**, the City Code Chapter 25 Boards, Committees and Commissions sets out the
35 establishment of several City commissions and their general duties, powers and structure; and
36

37 **WHEREAS**, the Mayor and City Council have determined that annual reporting requirements are
38 achieved through other means such as the minutes obtained through the Open Meetings Act and
39 financial information obtained through the budget process; and
40

41 **WHEREAS**, the Mayor and City Council have found that an annual reporting requirement is an
42 undue burden on the volunteers serving on the City boards, committees and commissions;
43

44 **NOW THEREFORE**, be it decided, determined and ordained that the City Code Chapter 25
45 Boards, Committees and Commissions be amended as follows:
46

47 **§25-0 Duty to report**

48 Each board, commission or committee in this chapter by its chairperson[men] or designee shall
49 appear before or submit a written report at a time and place to be determined in the discretion of
50 the Mayor and City Council. [at a regular City Council meeting at least once each year and
51 report on the board's or commission's or committee's activities, present copies of the prior
52 year's meeting minutes, and account for any funds raised, including funding received from
53 the City, and expenses paid, and any other information requested by the Mayor and City
54 Council related to its operations.] Notwithstanding this provision, the chairperson or designee
55 of a board, commission or committee in this chapter is obligated to adhere to specific reporting
56 requirements in the applicable section of City Code Chapter 25.
57

58 ADOPTED by the City Council of Havre de Grace, Maryland this ___ day of ____, 2023.
59

60 SIGNED by the Mayor and attested by the Director of Administration this ___ day of ____,
61 2023.
62

63 ATTEST:

MAYOR AND CITY COUNCIL
OF HAVRE DE GRACE

64
65
66
67 Stephen J. Gamatoria
68 Director of Administration
69

70
71
72
73 William T. Martin
74 Mayor
75

71 Introduced/First Reading: 4/17/2023

72 Public Hearing: 5/1/2023

73 Second Reading/Adopted:
74

75 Effective Date:
76

77 Legislative History

78 Ordinance No. 1093 enacted 2/7/2023

79 Ordinance No. 953 enacted 3/17/2014

CITY COUNCIL

READ FILE COVER SHEET

Subject: **Ordinance 1106 concerning Delegating Additional
Administrative Duties to the Director of Administration
(2nd Reading)**

Date: **5/2/2023**

Notice: Any comments made after 5:00 p.m. on the Thursday before the Council Meeting will not be seen in the agenda packet.

- Purpose:
- FYI
 - Read and Comment as Needed**
 - Action Required by May 15, 2023**
 - In Confidential File Drawer

Approve:

Casi Boyer Yes No No Comment

Comment: _____

Dave Martin Yes No No Comment

Comment: _____

Jim Ringsaker Yes No No Comment

Comment: _____

Jason Robertson Yes No No Comment

Comment: _____

Tammy Lynn Schneegas Yes No No Comment

Comment: _____

Carolyn Zinner Yes No No Comment

Comment: _____

Note: N/A

CITY COUNCIL
OF
HAVRE DE GRACE, MARYLAND

ORDINANCE NO. 1106

Introduced by _____ Council President Ringsaker

AN ORDINANCE BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND, ADOPTED PURSUANT TO THE AUTHORITY OF ARTICLE XI-E OF THE MARYLAND CONSTITUTION, THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND, AND SECTIONS 18, 33, 34 AND 48 OF THE HAVRE DE GRACE CITY CHARTER TO DELEGATE TO THE DIRECTOR OF ADMINISTRATION ADDITIONAL ADMINISTRATIVE DUTIES

On: April 17, 2023
at: 7:00 p.m.

Ordinance introduced, read first time, ordered posted and public hearing scheduled.

PUBLIC HEARING

Having been posted and notice of time and place of hearing and title of Ordinance having been published according to the Charter, a public hearing was held on May 1, 2023 at 7:04 p.m., and concluded on May 1, 2023 at 7:05 p.m.

EXPLANATION

Underlining indicates matter added to existing law.

[Bold Brackets] indicate matter deleted from existing law.

Amendments proposed prior to final adoption will be noted on a separate page with line references or by handwritten changes on the draft legislation.

36 **WHEREAS**, under Section 18 of the City of Havre de Grace (“City”) Charter the Mayor is the
37 Chief Executive Officer of the City and shall have the duty of general supervision of the City,
38 its employees, and its property; and
39

40 **WHEREAS**, under Section 33 of the City Charter the City Council ("Council") has the authority
41 to assign to all officers named in the Charter such other and further duties not otherwise provided;
42 and
43

44 **WHEREAS**, under Section 48 of the City Charter, the Director of Administration, shall perform
45 all duties required under the laws of the state, the Charter, and City ordinances, and shall be
46 responsible for all matters relating to personnel, procurement, information technology, elections,
47 public notices, leases, and the sale, transfer or conveyance of City property; and
48

49 **WHEREAS**, the City enters into many contracts, agreements, and similar documents that are
50 routine in nature or, in certain circumstances, involve specific expenditures, that have already
51 been approved by the City Council in the annual budget process or by ordinance; and
52

53 **WHEREAS**, in order to establish a process by which the City can operate in a cost-effective
54 and timely manner, the City Council desires to expressly delegate to the Director of
55 Administration and his or her designee (under the direct supervision and with approval of the
56 Director of Administration), subject to review for legal sufficiency by the City Attorney, the
57 authority to negotiate, prepare, and execute final agreements and other supporting documents
58 necessary to accomplish these routine and/or otherwise Council-approved items of City business
59 or matters already appropriated through budget expenditures in the interest of efficient
60 administration of governmental operations in the City; and
61

62 **WHEREAS**, the Mayor shall continue to sign the City's ordinances, the resolutions of the
63 Council, and the documents which he or she is obligated by the Charter or state law to sign; and
64

65 **WHEREAS**, any matter which is required to be adopted by ordinance pursuant to the Local
66 Government Article of the Maryland Code or other state law shall not be affected by this
67 ordinance;
68

69 **NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF**
70 **HAVRE DE GRACE:**

- 71 1. The Council grants authority to the Director of Administration and his or her designee
72 (under the direct supervision of and subject to the approval of the Director of
73 Administration) to sign on behalf of the City all contracts and agreements approved by
74 Council. In addition, subject to compliance with any state law that requires adoption of an
75 ordinance, the Director of Administration is authorized to approve and execute a contract
76 for the purchase of goods and services selected through the City’s procurement process if
77 such expenditure has been approved by City Council in the annual budget.
- 78 2. The authority granted to the Director of Administration and his or her designee herein with
79 respect to signing or entering into any contracts shall also include the authority to terminate
80 such contracts as permitted under the contract (after consultation with the City Attorney
81 and review for legal sufficiency) and to sign amendments to such contract so long as such

82 amendments do not result in increased expenditures which exceed the amount allocated to
83 such item in the approved annual budget.

84 3. The Council hereby grants authority to the Director of Administration or his/her designee
85 (under the direct supervision of and subject to approval by the Director of Administration)
86 to negotiate and execute contracts on behalf of the City (after consultation with the City
87 Attorney and review for legal sufficiency, or on a standard form approved by City Council)
88 provided that the funding for the contract, if any, is contained in a City Council approved
89 budget ordinance.

90
91
92 ADOPTED by the City Council of Havre de Grace, Maryland this __ day of _____, 2023.

93
94 SIGNED by the Mayor and attested by the Director of Administration this ____ day of
95 _____, 2023.

96
97
98 ATTEST: MAYOR AND CITY COUNCIL
99 OF HAVRE DE GRACE

100
101 _____
102 Stephen J. Gamatoria
103 Director of Administration

104
105 _____
106 William T. Martin
107 Mayor

108 Introduced/First Reading: 4/17/2023

109 Public Hearing:

110 Second Reading/Adopted:

Effective Date:

Second Reading

CITY COUNCIL

READ FILE COVER SHEET

Subject: **Ordinance 1107 concerning Establishing Tax Rates
for FY 2024**

(2nd Reading)

Date: **5/9/2023**

Notice: Any comments made after 5:00 p.m. on the Thursday before the Council Meeting will not be seen in the agenda packet.

- Purpose:
- FYI
 - Read and Comment as Needed**
 - Action Required by May 15, 2023**
 - In Confidential File Drawer

Approve:

Casi Boyer Yes No No Comment

Comment: _____

Dave Martin Yes No No Comment

Comment: _____

Jim Ringsaker Yes No No Comment

Comment: _____

Jason Robertson Yes No No Comment

Comment: _____

Tammy Lynn Schneegas Yes No No Comment

Comment: _____

Carolyn Zinner Yes No No Comment

Comment: _____

Note: N/A

CITY COUNCIL
OF
HAVRE DE GRACE, MARYLAND

ORDINANCE NO. 1107

Introduced by _____ Council Member Robertson _____

AN ORDINANCE BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND, PURSUANT TO THE AUTHORITY PROVIDED BY THE ANNOTATED CODE OF MARYLAND TAX-PROPERTY ARTICLE TITLE 6 AND THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND, FIXING THE TAX RATE FOR THE FISCAL YEAR JULY 1, 2023 TO JUNE 30, 2024 ON EACH ONE HUNDRED DOLLARS (\$100.00) OF ASSESSABLE REAL PROPERTY, PERSONAL PROPERTY; AND PROVIDING AN ADDITIONAL SPECIAL TAX LEVIED WITHIN THE CRITICAL AREA SPECIAL TAXING DISTRICT AND SETTING THE SERVICE CHARGE FOR THE SEMI-ANNUAL PROPERTY TAX PAYMENT OPTION

On: May 1, 2023

at: 7:00 p.m.

Ordinance introduced, read first time, ordered posted and public hearing scheduled.

PUBLIC HEARING

Having been posted and notice of time and place of hearing and title of Ordinance having been published according to the Charter, a public hearing was held on May 8, 2023 at 6:00 p.m., and concluded on May 8, 2023 at 6:03 p.m.

EXPLANATION

Underlining indicates matter added to existing law.

[Bold Brackets] indicate matter deleted from existing law.

Amendments proposed prior to final adoption will be noted on a separate page with line references or by handwritten changes on the draft legislation.

33

34 **WHEREAS**, The Mayor and City Council of Havre de Grace are authorized by the Local
35 Government Article of the Annotated Code of Maryland and the Tax-Property Article Title 6 of
36 the Annotated Code of Maryland to fix tax rates on all taxable property within City limits, and
37

38 **WHEREAS**, the Mayor and City Council have determined to set the real property tax rate
39 at Fifty-Six and One-Half Cents (\$0.565) on each One Hundred Dollars (\$100.00) of assessable
40 real property on the assessment books of the City of Havre de Grace, Maryland, and
41

42 **WHEREAS**, the Mayor and City Council have determined to set the personal property tax
43 rate at One Dollar Seventy and One-Half Cents (\$1.705) on each One Hundred Dollars (\$100.00)
44 of assessable personal property on the assessment books of the City of Havre de Grace, Maryland,
45 and to grant a one year tax credit of up to one thousand dollars (\$1,000.00) for personal property
46 tax payers, and
47

48 **WHEREAS**, the Mayor and City Council have determined to set the real property tax rate
49 at an additional Four and Four-Tenths Cents (\$0.044) on each One Hundred Dollars (\$100.00) of
50 assessable real property (but not personal property) on the assessment books of the City of Havre
51 de Grace, located within the Critical Area Taxing District, and
52

53 **WHEREAS**, the Mayor and City Council have determined to set the service charge
54 applicable to the semi-annual property tax payment option at One and Thirty One Hundredth
55 Percent (1.30%) of the amount of tax due at the second installment.
56

57 **NOW, THEREFORE, BE IT ENACTED**, in accordance with the authority vested in the
58 Mayor and City Council of Havre de Grace, by law and the Charter of the City of Havre de Grace,
59 that the terms and conditions of this Ordinance be and the same is hereby adopted for the purpose
60 of establishing the following tax rates for the City of Havre de Grace for the fiscal year July 1,
61 2023 through June 30, 2024.
62

63 Section 1. **BE IT ENACTED AND ORDAINED BY THE MAYOR AND CITY**
64 **COUNCIL OF HAVRE DE GRACE** that the tax rate generally applicable throughout the City of
65 Havre de Grace for the fiscal year beginning July 1, 2023 and ending June 30, 2024 be and is
66 hereby fixed at Fifty-Six and One-Half Cents (\$0.565) on each One Hundred Dollars (\$100.00) of
67 assessable real property on the assessment books of the City of Havre de Grace, Maryland.
68

69 Section 2. **BE IT ENACTED AND ORDAINED BY THE MAYOR AND CITY**
70 **COUNCIL OF HAVRE DE GRACE**, that the tax rate generally applicable throughout the City of
71 Havre de Grace for the fiscal year beginning July 1, 2023 and ending June 30, 2024 be and is
72 hereby fixed at One Dollar Seventy and One-Half Cents (\$1.705) on each One Hundred Dollars
73 (\$100.00) of assessable personal property on the assessment books of the City of Havre de Grace,
74 Maryland and to grant a one-time tax credit of one thousand dollars (\$1,000.00) for personal
75 property tax payers for this tax year.
76

77 Section 3. **BE IT FURTHER ENACTED AND ORDAINED BY THE MAYOR AND**
78 **CITY COUNCIL OF HAVRE DE GRACE**, that the tax rate generally applicable throughout the
79 City of Havre de Grace for the fiscal year beginning July 1, 2023 and ending June 30, 2024 be and

is hereby fixed to be an additional Four and Four-Tenths Cents (\$0.044) on each One Hundred Dollars (\$100.00) of assessable real property (but not personal property) on the assessment books of the City of Havre de Grace, located within the Critical Area Taxing District.

Section 4. BE IT FURTHER ENACTED AND ORDAINED BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, that the service charge applicable to the semi-annual property tax payment option shall be One and Thirty One Hundredth Percent (1.30%) of the amount of tax due at the second installment.

Section 5. AND BE IT FURTHER ENACTED AND ORDAINED that this Ordinance shall take effect as of July 1, 2023 and the Director of Finance be and is hereby authorized to enforce payment of the aforesaid taxes in accordance with applicable law.

NOW THEREFORE, it is determined, decided, and ordained by the City Council that the foregoing amendments to the City Code are hereby approved.

ADOPTED by the City Council of Havre de Grace, Maryland this ____ day of May, 2023.

SIGNED by the Mayor and attested by the Director of Administration this ____ day of May, 2023.

ATTEST:

THE MAYOR AND CITY COUNCIL
OF HAVRE DE GRACE, MARYLAND

Stephen J. Gamatoria
Director of Administration

William T. Martin
Mayor

Introduced/First Reading: 5/1/2023

Public Hearing: 5/8/2023

Second Reading/Adopted:

Effective Date: 7/1/2023

CITY COUNCIL

READ FILE COVER SHEET

Subject: **Ordinance 1108 concerning Establishing Water and Sewer Rates for FY 2024**

(2nd Reading)

Date: **5/9/2023**

Notice: Any comments made after 5:00 p.m. on the Thursday before the Council Meeting will not be seen in the agenda packet.

- Purpose:
- FYI
 - Read and Comment as Needed**
 - Action Required by May 15, 2023**
 - In Confidential File Drawer

Approve:

Casi Boyer Yes No No Comment

Comment: _____

Dave Martin Yes No No Comment

Comment: _____

Jim Ringsaker Yes No No Comment

Comment: _____

Jason Robertson Yes No No Comment

Comment: _____

Tammy Lynn Schneegas Yes No No Comment

Comment: _____

Carolyn Zinner Yes No No Comment

Comment: _____

Note: N/A

34 **WHEREAS**, the Mayor and City Council of Havre de Grace has purchased, constructed
35 and maintained a water production and distribution system and a sewage collection and treatment
36 system in the City of Havre de Grace and surrounding areas, and has established the applicability,
37 rates, and procedures relating thereto pursuant to the authority granted by the laws of the State of
38 Maryland and the Charter of the City of Havre de Grace; and
39

40 **WHEREAS**, Section 37A of the Charter of the Mayor and City Council of Havre de Grace
41 requires that, on or before the first City Council Meeting in June of each year, the City Council
42 shall set the City water and sewer rates by ordinance; and
43

44 **WHEREAS**, the Water/Sewer Commission, on March 20, 2023 delivered to the Mayor
45 and City Council its recommendations on changes to be made to the rate and charge structure;
46

47 **NOW, THEREFORE, BE IT ENACTED**, in accordance with the authority vested in the
48 Mayor and City Council of Havre de Grace, by law and the Charter of the City of Havre de Grace,
49 that the terms and conditions of this Ordinance be and the same is hereby adopted for the purpose
50 of establishing the City water and sewer rates for the fiscal years July 1, 2023 to June 30, 2024,
51 July 1, 2024 to June 30, 2025, and July 1, 2025 to June 30, 2026 as follows:
52

53 1. The terms and provisions of City Code Chapter 196 and its Exhibit A, which contains
54 a schedule listing all of the rates, charges or fees that the Mayor and City Council
55 authorizes and imposes in connection with the City Water and Sewer System, are
56 hereby reenacted and incorporated herein by reference without change, except for the
57 following:

58 2. In Section 196-1 entitled "Cost Schedule" delete the language in its entirety and replace
59 it with the following:

60 A. The attached Exhibit A to Chapter 196 of the Code, entitled "Havre de Grace
61 Water and Sewer Cost Schedule," is a schedule listing all of the rates, charges
62 and fees that the Mayor and City Council of Havre de Grace authorize and
63 impose in connection with the City water and sewer system for the period
64 beginning July 1, 2023, and ending June 30, 2024, the basic metered water and
65 sewer charges for the period beginning July 1, 2024, and July 1, 2025, and the
66 basic metered water and sewer charges for the period beginning July 1, 2025,
67 and July 1, 2026, together with certain procedures as to the applicability and
68 collection of the water and sewer rates, capital cost recovery charges, fees and
69 service participation fees, which Exhibit A is hereby amended and shall be
70 enacted to read as set forth below.

71 B. In Exhibit A Section One entitled "Water Service Within the City," delete the
72 language in its entirety and replace it with the following:

73 Beginning July 1, 2023, the basic rate for City water service shall be \$ 6.80
74 per 1,000 gallons delivered. Beginning July 1, 2024, the basic rate for City
75 water service shall be \$6.80 per 1,000 gallons delivered. Beginning July 1,
76 2025, the basic rate for City water service shall be \$ 6.80 per 1,000 gallons
77 delivered. Such users shall pay the basic rates in effect when billed. User
78 charges shall be payable quarterly upon receipt of bill.

79 C. In Exhibit A Section Three entitled "City Sewer Charges Within the City,"
80 delete the language and replace it with the following:

81 Beginning July 1, 2023, the basic rate for City sewer service shall be \$10.20
82 per 1,000 gallons of water delivered. Beginning July 1, 2024, the basic rate
83 for City sewer service shall be \$10.20 per 1,000 gallons delivered.
84 Beginning July 1, 2025, the basic rate for City sewer service shall be \$10.20
85 per 1,000 gallons delivered. Such users shall pay the basic rate in effect
86 when billed.

87
88 D. In Exhibit A Section Five entitled "Capital Cost Recovery Charges," delete the
89 language in its entirety and replace it with the following:

90 Capital Cost Recovery Charges are applicable to any new connections to
91 the system that increase the demand on the water and sewer system. This
92 includes changes in the use of an existing structure which increase the
93 demand on the system as determined by fixture unit calculations.

94
95 Capital Cost Recovery Charges are not applicable to the replacement of a
96 residence or the redevelopment of a property, provided such replacement or
97 redevelopment occurs within three years from the disconnection from the
98 water and/or sewer system prior to the issuance of a use and occupancy
99 permit, and the replacement or redevelopment of the property does not
100 increase the demand on the system as determined by fixture unit
101 calculations.

102 The charges are as follows:

103 Residential Units:

- 104 1. Water - \$5,300, July 1, 2023 to June 30, 2024 per unit
- 105 2. Sewer - \$13,200, July 1, 2023 to June 30, 2024 per unit

106 Commercial/Industrial Units:

- 107 1. Charge determined by calculation of water use and type of sewer
108 production above and beyond one residential capital cost recovery
109 charge which is the minimum fee.
- 110 2. Charge for fire suppression use: Any commercial sprinkler system,
111 stand pipe system, or combination thereof, will be assessed a capital
112 cost recovery charge for water only. Charges will be based upon
113 units of flow and charged at the residential rate per unit. One unit
114 will be equal to a flow rate of 220 gallons per minute (220 gpm)
115 (i.e., 1 to 220 gpm will equal 1 unit; 221 to 440 gpm will equal 2
116 units; 441 to 660 gpm will equal 3 units; 661 to 880 gpm will equal
117 4 units; and so on). A unit will be calculated using a factor of 10%
118 of the total peak flow of the entire sprinkler system, stand pipe
119 system or a total combination of both systems. All commercial
120 sprinkler systems and stand pipe systems will be supplied by a
121 dedicated line from the street main and shall be equipped with the
122 proper back flow preventers and a meter. Upon installation, the

123 customer will be responsible for all charges associated with the
 124 connection to the City water system. Each installed system will have
 125 the meter read quarterly and will be billed for the base service
 126 charge, as hereinafter defined in Paragraph 10, and any gallons used.

127 E. In Exhibit A Section Ten entitled “Base Service Charge and Infrastructure
 128 Reinvestment Program Charge.” Delete the language in its entirety and replace
 129 it with the following:

130 A. A base service charge will be included on each quarterly water and/or sewer
 131 bill. The amount of the charge will be based upon the size of the water meter
 132 connected to the City water system and the rates in effect beginning July 1,
 133 2023, are as follows:

134	Meter Size	Quarterly Base
135	(inches)	Service Charge
136	5/8	\$20.00
137	3/4	\$20.00
138	1	\$20.00
139	1 1/2	\$85.00
140	2	\$130.00
141	3	\$210.00
142	4	\$350.00
143	6	\$550.00
144	8	\$885.00

145 B. Any water meter connected to the City water system that is used solely for
 146 the purpose of supplying a fire suppression system, regardless of the meter
 147 size, shall be charged the base service charge as a one-inch meter.
 148

149 C. An Infrastructure Reinvestment Program service charge will be included on
 150 each quarterly water and/or sewer bill. The amount of the charge will be
 151 based upon the size of the water meter connected to the City water system
 152 and the rates in effect beginning July 1, 2023, are as follows:

153	Meter Size	Quarterly IRP
154	(inches)	Service Charge
155	5/8	\$30.00
156	3/4	\$30.00
157	1	\$30.00
158	1 1/2	\$100.00
159	2	\$200.00
160	3	\$300.00
161	4	\$400.00
162	6	\$1,000.00
163	8	\$1,000.00

164

D. Any water meter connected to the City water system that is used solely for the purpose of supplying a fire suppression system, regardless of the meter size, shall not be charged the Infrastructure Reinvestment Program service charge.

BE IT FURTHER ENACTED AND ORDAINED that this Ordinance shall take effect on July 1, 2023.

NOW THEREFORE, it is determined, decided, and ordained by the City Council that the foregoing amendments to the City Code are hereby approved.

ADOPTED by the City Council of Havre de Grace, Maryland this ____ day of ____, 2023.

SIGNED by the Mayor and attested by the Director of Administration this ____ day of ____, 2023.

ATTEST:

MAYOR AND CITY COUNCIL
OF HAVRE DE GRACE

Stephen J. Gamatoria
Director of Administration

William T. Martin
Mayor

Introduced/First Reading: 5/1/2023

Public Hearing: 5/8/2023

Second Reading/Adopted:

Effective Date: 7/1/2023

Legislative History:

Ordinance No. 1077, Adopted, May 16, 2022

CITY COUNCIL

READ FILE COVER SHEET

Subject: **Budget Amendment 2023-13: Authorize Spending for
DHCD 2023 Series Bond Legal Fees**

Date: **5/3/2023**

Notice: Any comments made after 5:00 p.m. on the Thursday before the Council Meeting will not be seen in the agenda packet.

Purpose:

- FYI
 Read and Comment as Needed
 Action Required by May 15, 2023
 In Confidential File Drawer

Approve:

Casi Boyer Yes No No Comment

Comment: _____

Dave Martin Yes No No Comment

Comment: _____

Jim Ringsaker Yes No No Comment

Comment: _____

Jason Robertson Yes No No Comment

Comment: _____

Tammy Lynn Schneegas Yes No No Comment

Comment: _____

Carolyn Zinner Yes No No Comment

Comment: _____

Note: N/A



INTER-CITY MEMORANDUM

To: City Council President James E. Ringsaker, Jr.
From: Mayor William T. Martin
Date: April 25, 2023
RE: Proposed Budget Amendment 2023-13

The City approved the fiscal 2023 budget under Ordinance 1078 on June 21, 2022.

The City authorized the Administration to borrow up to \$15,000,000 in one or more series from the Department of Housing and Community Development (DHCD) by December 31, 2024 under Ordinance 1036 on June 15, 2020.

The City borrowed \$8,082,618.34 on August 1, 2020 under this authority, resulting in \$6,917,381.66 in unused authority.

The City obligated another \$6,183,173.36 that was issued April 20, 2023 under this authority. The additional obligation was not contemplated by Budget Ordinance 1078.

As part of that obligation, the City has incurred \$144,665.64 in legal fees from DHCD and anticipates \$25,000 in additional legal fees from the City's Bond Council. These costs will be paid from the bond proceeds.

I am therefore asking your approval to increase anticipated "DHCD Bond Proceeds", account #09-0001-49-27 by \$169,700 and to authorize the funding for the legal fees under "Legal Fees – Bond Issuance", account #09-1232-6280 by the same amount.

Please contact George DeHority if you have any questions or require additional information regarding this amendment request.

BUDGET AMENDMENT

April 25, 2023

Amendment # 2023-13

SOURCE OF FUNDS

Account Number	Account Title	Amount
	Water & Sewer Fund 9	
09-0001-49-27	DHCD Bond Proceeds	\$169,700.00
	Total Sources	\$169,700.00

USE OF FUNDS

Account Number	Account Title	Amount
	Water & Sewer Fund 9	
09-1232-6061	Legal Fees - Bond Issuance	\$169,700.00
	Total Uses	\$169,700.00

REASON FOR ADJUSTMENT

To authorise spending for DHCD 2023 Series Bond Legal Fees.

AUTHORITY

City Council on 5/15/23.

APPROVAL

MAYOR	_____	Date: _____
ADMINISTRATION	_____	Date: _____
FINANCE	_____	Date: _____