



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: Tuesday, June 20, 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.



COUNCIL MEETING AGENDA

June 20, 2023

711 Pennington Avenue, Havre de Grace, Maryland

7:00 p.m.

Public Hearing on Ordinance No. 1110 concerning Amending Chapter 162 Solid Waste

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 CHAPTER 162 SOLID WASTE

Public Hearing on Ordinance No. 1111 concerning Amending Chapter 205 - Zoning - Through Lots, Fences

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 SECTION 205 - ZONING

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Opening Prayer: Rev. Gene Proud, Proud Evangelistic Association
5. Approval of the Minutes:
 - A. City Council Meeting Minutes – June 5, 2023
 - B. City Council Closed Session Meeting Minutes – June 5, 2023
 - i. Votes from Closed Session
 - C. City Council Public Hearing Meeting Minutes – June 12, 2023
6. Comments from Citizens
7. Appointments:
 - A. Arts Commission (CM Jones)
 - i. Janet Carrick – Reappointment
 - B. Independence Day Commission (CM Boker)
 - i. Carolyn Zinner – Appointment
8. Oath of Office (Administered by Mayor Martin)
 - A. Independence Day Commission
 - i. Carolyn Zinner
9. Recognitions: None

10. Proclamations: None

11. Presentations:

- A. Comprehensive Plan Update (Planning Commission – Volney Ford, Dianne Klair)
- B. Downtown Restoration Update (Patrick Sypolt, Director of Capital Projects)

12. Resolutions:

- A. **Calendar Resolution concerning Approving a License Agreement for a Sign in the City Right-of-Way at 114 N. Union Avenue (CM Schneegas)**

A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND, PURSUANT TO SECTIONS 33 AND 34 OF THE CITY CHARTER AND THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND FOR APPROVAL OF A LICENSE AGREEMENT FOR THE REPLACEMENT OF A SIGN AT THE NORTHWEST CORNER OF NORTH UNION AVENUE AND CONGRESS AVENUE RIGHT-OF-WAY AND TO AUTHORIZE THE MAYOR TO EXECUTE SUCH LICENSE

- B. **Calendar Resolution concerning Approving a License Agreement for a Sign in the City Right-of-Way at Weber Street Extended (CM Schneegas)**

A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND, PURSUANT TO SECTIONS 33 AND 34 OF THE CITY CHARTER AND THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND FOR APPROVAL OF A LICENSE AGREEMENT FOR THE REPLACEMENT OF A SIGN AT THE NORTHWEST CORNER OF SENECA AVENUE AND WEBER STREET EXTENDED RIGHT-OF-WAY AND TO AUTHORIZE THE MAYOR TO EXECUTE SUCH LICENSE

- C. **Calendar Resolution concerning Establishing a Maryland Women Veteran Memorial (CM Boker)**

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 TO ESTABLISH A MARYLAND WOMEN VETERANS MEMORIAL IN THE CITY OF HAVRE DE GRACE

13. Ordinances:

- A. **Ordinance No. 1109 concerning Establishing the City Budget for FY 2024: Second Reading (CM Robertson)**

AN ORDINANCE BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE BY THE AUTHORITY OF ARTICLE XI-E OF THE MARYLAND CONSTITUTION, THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND AND SECTION 37 OF THE HAVRE DE GRACE CITY CHARTER FOR THE PURPOSE OF ESTABLISHING THE CITY BUDGET FOR FISCAL YEAR 2024, BY DESIGNATING THE ANNUAL PROJECTION OF ANTICIPATED REVENUES AND PROPOSED AUTHORIZED EXPENSES FOR THE CITY OF HAVRE DE GRACE FOR FISCAL YEAR 2024

- B. **Ordinance concerning an Agreement with the Havre de Grace Green Team for Composting: First Reading (CM Boyer)**

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 ENTER INTO AN AGREEMENT WITH THE HAVRE DE GRACE GREEN TEAM LTD, AS IT RELATES TO COMPOSTING COLLECTION WITH GARRITY RENEWABLES, LLC. ON CITY PROPERTY

14. Old Business:

A. **Calendar Resolution concerning Approving a License Agreement for Encroachment onto the City Right-of-Way at 569 Lewis Street (CM Schneegas) - Tabled**

A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND, PURSUANT TO SECTION 33 AND 34 OF THE CITY CHARTER AND THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND FOR APPROVAL OF A LICENSE AGREEMENT FOR 569 LEWIS STREET FOR PERMISSION TO ENCROACH ONTO THE CITY RIGHT-OF-WAY

15. New Business:

A. Special Events (Steve Gamatoria)

i. Summer Jam, June 24, 2023

12:00 p.m.-4:00 p.m., Havre de Grace Housing Authority Somerset Manor Community

ii. Movies in the Park, June 30, July 28, August 25, 2023

8:35 p.m.-10:30 p.m. (6/30), 8:30 p.m.-10:30 p.m. (7/28), 8:00 p.m.-10:00 p.m. (8/25)
Concord Point Park

16. 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

17. Business from Mayor Martin

18. Business from Council:

- A. Council Member Robertson
- B. Council Member Boker
- C. Council Member Jones
- D. Council Member Boyer
- E. Council Member Schneegas
- F. Council President Ringsaker

19. Adjournment

CITY COUNCIL

READ FILE COVER SHEET

Subject: **Ordinance 1110 concerning Amending Chapter 162,
Solid Waste (Collection Time, Tipping Fee)**
(Public Hearing)

Date: **6/6/2023**

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:

<input type="checkbox"/>	FYI
<input checked="" type="checkbox"/>	Read and Comment as Needed
<input checked="" type="checkbox"/>	Action Required by June 20, 2023
<input type="checkbox"/>	In Confidential File Drawer

Approve:

Johnny Boker Yes No No Comment

Comment: _____

Casi Boyer Yes No No Comment

Comment: _____

Vicki Jones 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: _____

Note: N/A

CITY COUNCIL
OF
HAVRE DE GRACE, MARYLAND

ORDINANCE NO. 1110

Introduced by _____ Council Member Jones _____

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 CHAPTER 162 SOLID WASTE

On: June 5, 2023

at: 7:00 p.m.

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

PUBLIC HEARING

A Public Hearing is scheduled for June 20, 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 **WHEREAS**, the Mayor and City Council contract with a waste management company to dispose
33 of refuse; and

34
35 **WHEREAS**, the time of pickup may change; and

36
37 **WHEREAS**, the Local Government Article of the Annotated Code of Maryland authorizes the
38 Mayor and City Council of Havre de Grace to set and collect fees; and

39
40 **WHEREAS**, Harford County Government assesses the City of Havre de Grace a per ton charge
41 for solid waste generated in the City which is placed in the County's landfill, the charge being
42 known as the tipping fee; and

43
44 **WHEREAS**, on May 9, 2023, Harford County Government passed Bill No. 23-009, increasing
45 the tipping fee from \$72 per ton to \$117 per ton; and

46
47 **WHEREAS**, on May 9, 2023, Harford County passed Bill No. 23-009, establishing a tipping fee
48 for yard waste disposal of \$20 per load; and

49
50 **WHEREAS**, the City has reviewed Harford County's increase in the charges assessed by the
51 County and has determined that the annual tipping fee assessed against each solid waste customer
52 in the City of Havre de Grace should increase from \$62.00 to \$107.50; and

53
54 **WHEREAS**, the City desires to amend its code to more accurately align with the Annotated Code
55 of Maryland.

56
57 **NOW THEREFORE**, be it decided, determined, and ordained that the City Code Chapter 162
58 Solid Waste be amended as follows:

59
60 **§ 162-7 Placing containers for pickup.**

61 No earlier than 6:00 p.m. on the day preceding the day designated for collection and no later than
62 [7:00 a.m.] the time stated within the waste management contract and posted on the City website
63 on the day designated for collection, all containers, other than dumpsters, shall be placed for
64 collection at ground level at or near the curblineline or at other locations approved by the contractor
65 with concurrence of the City. Refuse containers shall be removed from the curb by 8:00 p.m. of
66 the collection day. It shall be unlawful to locate or place containers in such a way as to obstruct
67 either pedestrian or vehicular traffic or create a safety hazard thereto.

68
69 **§ 162-13 Refuse charges.**

70 The City may establish and collect such charges and fees for the disposal of refuse as the
71 City deems necessary from time to time. Such charges may be applied to any one or more
72 class of persons or uses for the purpose of offsetting any refuse disposal costs and charges
73 as may be incurred by the City and are as described by [resolution] ordinance.

74
75
76
77

78 § 162-13-1 Refuse Collection Fee “Tipping Fee”

79

80 a. The annual tipping fee charged for solid waste disposal in the City of Havre de Grace
81 shall be \$107.50.

82 b. The City Administration is authorized to charge, collect and pay over to the solid waste
83 management operator the amounts collected to cover charges for solid waste disposal
84 in its landfill known as the tipping fee.

85 c. The City administration is authorized to collect the tipping fee quarterly, semi-annually,
86 or annually.

87

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

89

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

92

93

94 ATTEST:

MAYOR AND CITY COUNCIL
OF HAVRE DE GRACE

95

96

97

98 _____
99 Stephen J. Gamatoria
Director of Administration

William T. Martin
Mayor

100

101

102 Introduced/First Reading: 6/5/2023

103 Public Hearing:

104 Second Reading/Adopted:

105

106 Effective Date:

CITY COUNCIL

READ FILE COVER SHEET

Subject: **Ordinance 1111 concerning Amending Chapter 205 - Zoning Through Lots, Fences**
(Public Hearing)

Date: **6/6/2023**

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:

<input type="checkbox"/>	FYI
<input checked="" type="checkbox"/>	Read and Comment as Needed
<input checked="" type="checkbox"/>	Action Required by June 20, 2023
<input type="checkbox"/>	In Confidential File Drawer

Approve:

Johnny Boker Yes No No Comment

Comment: _____

Casi Boyer Yes No No Comment

Comment: _____

Vicki Jones 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: _____

Note: N/A

CITY COUNCIL
OF
HAVRE DE GRACE, MARYLAND

ORDINANCE NO. 1111

Introduced by _____ Council Member Schneegas _____

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 SECTION 205 - ZONING

On: June 5, 2023

at: 7:00 p.m.

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

PUBLIC HEARING

A Public Hearing is scheduled for June 20, 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.

31 § 205-3. Continuing existing uses and approvals.

32 A. After March 15, 1982, an existing structure or combined use of structure and land devoted to
33 a use not principally or conditionally permitted in the district in which it is located shall not be
34 modified (i.e. enlarged, extended, substituted, reconstructed, converted or altered) except as
35 follows:

36
37 (1) Modifications of nonconforming uses and structures to permitted uses and structures shall
38 be permitted without Board of Appeals approval. Once a nonconforming use and/or
39 structure is modified to a permitted use and structure, the prior nonconforming use and
40 structure shall no longer be permitted unless Board of Appeals variance approval is
41 obtained.

42
43 (2) Modifications of nonconforming uses and structures to conditional uses and structures
44 **[shall be permitted with]** requires Board of Appeals approval.

45
46 (3) Modifications of nonconforming uses and structures shall be permitted in conformance
47 with orders of governmental agencies having jurisdiction over the premises.

48
49 **[(4) Modifications of nonconforming uses to other nonconforming uses and modification**
50 **of nonconforming structures to other nonconforming structures shall be permitted**
51 **with Board of Appeals approval.]**

52
53 (4) **[5]** Modification of a combined nonconforming use and structure (conforming or
54 nonconforming) shall be permitted without Board of Appeals approval within the following
55 restrictions:

56
57 (a) An increase of no more than 25% in the gross floor area applicable to the combined
58 nonconforming use and structure will be allowed on a one-time basis.

59
60 (b) Additions to structures shall conform to lot specifications in Table I.

61
62 § 205-13 Definitions.

63
64 **LOT LINE, FRONT**

65 The line separating the lot from the street right-of-way upon which it fronts. In the case of a corner
66 or **[double-frontage]** through lot, it shall be the line separating said lot from the street right-of-
67 way as determined by the Department of Planning to be the front yard [that is designated as the
68 front street in the] at the time of a request for a building permit.

69
70 **LOT, THROUGH**

71 A lot which fronts upon two parallel roads with a 36 foot right-of-way or greater or which fronts
72 upon two roads with a 36 foot right-of-way or greater which do not intersect at the boundary of
73 the lot or which is bounded on one side by a **[street]** road with a 36 foot right-of-way or greater
74 and on the opposite side by a navigable waterway and which has no rear lot line.

75

76 § 205-24 Conditional Uses.

77

78 L. Personal service shops.

79

80 M. Restaurants.

81

82 N. Boutique hotels.

83

84 **NOW, THEREFORE**, it is determined, decided, and ordained by the City Council that the above
85 amendments to the City Code Section 205-Zoning are hereby approved.

86

87 In accordance with the provisions of the Maryland Ann. Code, Land Use Article, §4-203 and
88 the City Charter requirements, this ordinance shall become effective no earlier than ten days
89 after the close of the public hearing on the Zoning Code amendments set forth herein.

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:

99

MAYOR AND CITY COUNCIL
OF HAVRE DE GRACE

100

101

102 _____
103 Stephen J. Gamatoria
104 Director of Administration

William T. Martin
Mayor

104

105

106 Introduced/First Reading: 6/5/2023

107 Public Hearing:

108 Second Reading/Adopted:

109

110 Effective Date:



June 5, 2023

Council Meeting Proceedings

711 Pennington Avenue, Havre de Grace, Maryland

7:00 p.m.

The regular meeting of the Mayor and City Council was called to order on May 15, 2023, at 7:02 p.m. with Mayor Martin presiding. Council Members present: CP Ringsaker, CM Boker, CM Boyer, CM Robertson, and CM Schneegas. Council Member absent: CM Jones; Mayor Martin conveyed for CM Jones that she apologizes for missing her first full meeting, but she had a family meeting scheduled months in advance of her filing for the election.

The Pledge of Allegiance was recited, and the opening prayer was given by Rev. Dr. Lynne Humphries-Russ, Hopewell United Methodist Church.

Approval of Minutes

City Council Meeting Minutes – CM Boyer moved to approve the Council Meeting minutes of May 15, 2023. Second by CM Schneegas. Motion carried 5-0.

City Council Closed Session Meeting Minutes – CP Ringsaker moved to approve the Council Closed Session minutes of May 15, 2023. Second by CM Robinson. Motion carried 5-0.

CP Ringsaker made changes to the agenda: (1) 13.C. Ordinance on Zoning-Commercial/Industrial for first reading was pulled due to Director Bourcier not being in attendance; and (2) a closed session was added to the end of the meeting before adjournment.

Comments from Citizens

Bryan Myers, 815 Erie Street, Havre de Grace, spoke on the traffic issue in the 800 block of Erie Street. Mayor Martin let the residents know that he has declared a state of emergency in the 800 block of Erie Street for 30 days and an executive order to address the problem and then gave the history of the traffic pattern in the 800 block of Erie Street. Mayor Martin explained the next steps following the state of emergency and executive order and signed the declaration of a state of emergency and the executive order.

Diane Kramer, 853 Erie Street, inquired if speed bumps could be put in if the law isn't passed. CP Ringsaker stated the law would most likely pass and they could also look at putting in speed bumps too.

Ricardo Marrero, 851 Erie Street, spoke about the sight line difficulty on Erie Street. CM Boyer explained there are areas around the City with this problem and the Street & Traffic Safety Advisory Board is examining them for correction.

Karen Felling, 357 Green Street, Havre de Grace, spoke on the lack of parking on Washington Street in the downtown area and its impact on the elderly and handicapped.

Lynn Lang, 32 Woodall Road, Perryville, (owner of Crazy Eights Salon) spoke on the issue of parking on Washington Street. She submitted a petition of 323 signatures of customers and downtown merchants. She suggested to make Washington Street one way and have pull in parking on both sides. She inquired how customers will get into businesses during renovations; the Mayor replied there will be minimal disruption to the businesses.

Sarah King, 564 Bailiff Road, North East, spoke on the issue of parking on Washington Street. She inquired if a parking study has been done – the Mayor replied there have been two parking studies in the past and both say there isn't enough parking – we will never have enough parking. The Mayor explained the renovation is scheduled to start in September, but if not, the City will wait until after the holidays to start any work.

Lisa Altland, 614 Chapel Heights Drive, Havre de Grace, inquired on the restoration funding and if the restoration plan has been approved; CM Robertson replied with the funding plan and the approval plan. Mrs. Altland spoke on the issue of parking as well. Mrs. Altland also inquired about communication to the public and if public hearings

regarding the parking will be held; Mayor Martin replied that the engineering plans are at about 30% done and there will be updates to the Council and the public as they move further along.

Joseph Smith, 110 Flying Ebony Place, Havre de Grace, congratulated CM Boker and CM Jones on their election and CM Robertson on his reelection. He is not opposed to the restoration changes overall, but has concerns on the parking, especially for handicapped and elderly people. He stated that parking studies are a snapshot in time and there are good reasons to do another study; he suggested looking at a parking management plan. In regards to the construction, the merchants were polled and the top 3 considerations they request are: temporary signage, timely completion and mitigation measures, and financial assistance through grant subsidies if there are delays or access to businesses cause loss of business. He asked for ongoing dialogue to discuss the issues at hand.

Ross Stauffer, 415 Pennington Avenue, Havre de Grace, representing River Dental, spoke on the issue of parking and the type of parking, pointing out that parallel parking is no longer required to be taught in Maryland.

Deborah Goldman, 300 Bourbon Street, spoke on the restoration project and parking for the rental units downtown. She inquired if the restoration is for tourism and how it helps taxpayers. CM Robertson replied the taxpayers will be helped by having sidewalks that are functional for pedestrians.

Mayor Martin gave the history of the ARPA funds, the infrastructure, and the restoration plan process and its future. After commenting on the parking concerns, the Mayor gave the trolley statistics from the weekend – 4 trolleys ran for 3 days, had 1,100 passengers, and traveled 388 miles without using any gasoline since they are all electric.

Rick Wahl, 329 Bounding Home Court, Havre de Grace, spoke in support of the special event application for the Youth Sailing Family Picnic Fundraiser.

Appointments

CM Robertson made a motion to accept the appointment of Charles Hiner to the Economic Development Advisory Board. Second by CM Boyer. Motion carried 5-0.

CP Ringsaker made a motion to accept the appointment of Ronald Browning to the Historic Preservation Commission. Second by CM Schneegas. Motion carried 5-0.

CM Schneegas made a motion to accept the reappointment of Steven Lay to the Marina Commission. Second by CM Boker. Motion carried 5-0.

CM Schneegas made a motion to accept the appointment of Janice Chan to the Planning Commission. Second by CM Robertson. Motion carried 5-0.

Oath of Office

Mayor Martin administered the oath of office to Charles Hiner of the Economic Development Advisory Board, Ronald Browning of the Historic Preservation Commission, and Janice Chan of the Planning Commission.

Presentations

Michelle Hoffman gave a presentation on the Havre de Grace Recreation Committee with some of the youth in attendance. CP Ringsaker thanked them for the presentation and all that they do. He wishes the county and Aberdeen would give more to the program, he encouraged them to work with Delegate Andre Johnson and Delegate Steve Johnson for available grant funds from the state, and stated the Council could review the budget and see how they can help in the future and revisit the STAR Centre rental. CM Robertson thanked them for coming out

The Historic Preservation Commission presented the Historic Preservation Awards to Fran Blythe of 860 Ontario Street, Kevin Purcell & Bonnie Bradford of 317 Fountain Street, and Jeanne Baynes Lounsberry of 1100 S. Adams Street.

Recognitions and Oaths

Mayor Martin, CM Boyer, and Chief Walter recognized the promotions of Kenneth Terry to rank of Lieutenant, Anthony Molesky to rank of Sergeant, and Bryan Adams to rank of Corporal. Mayor Martin swore in Lt. Terry, Sgt. Molesky, and Cpl. Adams.

A recess was taken at 9:35 p.m. and the meeting reconvened at 9: 41 p.m.

Resolutions

Calendar Resolution concerning Approving a License Agreement for Encroachment onto the City Right-of-Way at 569 Lewis Street

A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND, PURSUANT TO SECTION 33 AND 34 OF THE CITY CHARTER AND THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND FOR APPROVAL OF A LICENSE AGREEMENT FOR 569 LEWIS STREET FOR PERMISSION TO ENCROACH ONTO THE CITY RIGHT-OF-WAY

CM Schneegas requested the resolution be tabled. Second by CP Ringsaker. Motion carried 5-0.

Calendar Resolution concerning Approving a Lease Agreement for an Existing HVAC Unit and Related Utilities in the City Right-of-Way at the Corner of 569 Lewis Street and Stokes Street

A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND, PURSUANT TO SECTION 33 AND 34 OF THE CITY CHARTER AND THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND FOR APPROVAL OF A LEASE AGREEMENT FOR AN EXISTING HVAC UNIT AND RELATED UTILITIES IN THE CITY RIGHT OF WAY AT THE CORNER OF 569 LEWIS STREET AND STOKES STREET TO AUTHORIZE THE MAYOR TO EXECUTE SUCH LEASE

A motion to introduce was made by CM Schneegas. Second by CM Boker. Motion carried 5-0. The resolution was given number 2023-07. A motion to adopt was made by CP Ringsaker. Second by CM Schneegas. After a roll call vote, motion to approve carried 5-0.

Calendar Resolution concerning Ratifying the Additional Terms of Settlement of the Opioid Multi-District Litigation

A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND PURSUANT TO SECTION 33 AND 34 OF THE CITY CHARTER AND THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND TO RATIFY ADDITIONAL TERMS OF SETTLEMENT OF THE OPIOID MULTI-DISTRICT LITIGATION

A motion to introduce was made by CP Ringsaker. Second by CM Schneegas. Motion carried 5-0. The resolution was given number 2023-08. A motion to adopt was made by CP Ringsaker. Second by CM Schneegas. After a roll call vote, motion to approve carried 5-0.

Charter Amendment Resolution No. 293 concerning Requiring Budget Amendments by Ordinance: Second Reading

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

A motion to introduce was made by CP Ringsaker. Second by CM Boker. Motion carried 5-0. A motion to adopt was made by CP Ringsaker. Second by CM Schneegas. After a roll call vote, motion to approve carried 5-0.

Charter Amendment Resolution No. 294 concerning Authorizing Certain Personnel to Enter into Certain Agreements: Second Reading

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

A motion to introduce was made by CP Ringsaker. Second by CM Boker. Motion carried 5-0. A motion to adopt was made by CP Ringsaker. Second by CM Schneegas. After a roll call vote, motion to approve carried 5-0.

Ordinances

Ordinance concerning Establishing the City Budget for FY 2024: First Reading

AN ORDINANCE BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE BY THE AUTHORITY OF ARTICLE XI-E OF THE MARYLAND CONSTITUTION, THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND AND SECTION 37 OF THE HAVRE DE GRACE CITY CHARTER FOR THE PURPOSE OF ESTABLISHING THE CITY BUDGET FOR FISCAL YEAR 2024, BY DESIGNATING THE ANNUAL PROJECTION OF ANTICIPATED REVENUES AND PROPOSED AUTHORIZED EXPENSES FOR THE CITY OF HAVRE DE GRACE FOR FISCAL YEAR 2024

A motion to introduce was made by CM Robertson. Second by CM Boker. Motion carried 5-0. The ordinance was given number 1109. A motion to adopt was made by CM Robertson. Second by CP Ringsaker. After a roll call vote, motion to approve carried 5-0. The public hearing will be Monday, June 12, 2023 at 6 p.m.

Ordinance concerning Amending Chapter 162 Solid Waste: 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, AND SECTIONS 33 AND 34 OF THE HAVRE DE GRACE CITY CHARTER TO AMEND CHAPTER 162 SOLID WASTE

A motion to introduce was made by CP Ringsaker. Second by CM Boker. Motion carried 5-0. The ordinance was given number 1110. A motion to adopt was made by CP Ringsaker. Second by CM Schneegas. After a roll call vote, motion to approve carried 5-0. The public hearing will be Tuesday, June 20, 2023 at 7 p.m.

Ordinance concerning Amending Portions of Chapter 205 – Zoning – Commercial/Industrial: 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 AND LAND USE ARTICLES OF THE ANNOTATED CODE OF MARYLAND, AND SECTIONS 33 AND 34 OF THE HAVRE DE GRACE CITY CHARTER TO AMEND PORTIONS OF CITY CODE 205-ZONING

The item was removed.

Ordinance concerning Amending Chapter 205 - Zoning - Through Lots, Fences: 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, AND SECTIONS 33 AND 34 OF THE HAVRE DE GRACE CITY CHARTER TO AMEND CITY CODE SECTION 205 - ZONING

A motion to introduce was made by CM Schneegas. Second by CP Ringsaker. Motion carried 5-0. The ordinance was given number 1111. A motion to adopt was made by CP Ringsaker. Second by CM Boker. After a roll call vote, motion to approve carried 5-0. The public hearing will be Tuesday, June 20, 2023 at 7 p.m.

Old Business

Special Event – Farmers Market – Steve Gamatoria gave information on the request from the Farmers Market to change their location to the front of the STAR Centre on September 23, 2023 due to the Susquehanna River Running Festival. CM Boker made a motion to approve the location change on September 23, 2023. Second by CM Schneegas. Motion carried 5-0.

New Business

Special Events

Steve Gamatoria presented the special event applications:

Havre de Grace Youth Sailing Program – Family Picnic Fundraiser, June 25, 2023, 1:00 p.m.-4:00 p.m., Hutchins Memorial Park. A motion to approve was made by CP Ringsaker. Second by CM Boker. Motion carried 5-0.

Animal Blessing & Pet Expo, September 10, 2023, 12:30 p.m.-3:30 p.m., Concord Point Park. A motion to approve was made by CM Robertson. Second by CP Ringsaker. Motion carried 5-0.

Directors Report

Steve Gamatoria, Director of Administration: Mr. Gamatoria thanked the Council, Ms. Ishak, and Ms. Brinkman for the extensive amount of meeting material on the agenda. There will be a Derailment Tabletop seminar that will feature HdG at the Department of Emergency Services in July-he will send an email to the Council with the date. Citizens were reminded of the temporary sign ordinance and that unpermitted signs will be removed.

Tim Bourcier, Director of Planning: Mr. Bourcier was not in attendance.

Bridgette Johnson, Director of Economic Development & Tourism: Ms. Johnson reported they have partnered to construct cedar pavilion through a grant request and would go at North Park. Working on grant proposal to install permanent restroom at Hutchins Memorial Park. We had a successful First Friday – thanked Police Department and DPW for partnering with us to pull off the event.

George DeHority, Director of Finance: Deputy Director Abdul Abdi reported in the absence of Mr. DeHority. He reported on the current financial condition of General Fund 1, Water/Sewer Fund 9, and Marina Fund 8. The General Fund 1 balance is \$2.6 million, which is slightly below budget. The Water/Sewer Fund 9 balance is \$1.3 million, which is slightly above budget. The Marina Fund 8 balance is \$603,000, which is slightly below budget.

EJ Millisor, Director of Public Works: Mr. Tim Whittie reported in the absence of Mr. Millisor. They are updating the capital projects to put the information online.

Chief Teresa Walter, Havre de Grace Police Department: Chief Walter reported the Summer Safety Camp on July 10-14 is booked. National Night Out is August 1, 5-8 pm-if your neighborhood is interested in participating, the Police Department is happy to help – call 939-2121 and ask for Cpl. Goertz. The Torch Run is June 21.

Business from Mayor Martin

Due to the time, Mayor Martin held his comments.

Business from Council

Council Member Schneegas: CM Schneegas reported it was a wonderful weekend starting with Pride of Baltimore II docking on Thursday. She looks forward to more good times in HdG this summer. Welcomed Mr. Abdi.

Council Member Robertson: CM Robertson reported on upcoming events: the Susquehanna River View Car Cruise at the American Legion is the second Thursday of each month at 6 pm from June-October, the Island Jack Band Trio is June 18 from 1 pm-5 pm, and the American Legion is celebrating Juneteenth with a meal on June.19 with speakers.

Council Member Boker: CM Boker attended St. Patrick's Church on May 21 to present the proclamation for their 150th year anniversary. First Friday was excellent and it can't be done without support of DPW and the Police Department. He thanked the Susquehanna Hose Company, Police Department, EMT, and first responders for all they do.

Council Member Jones: CM Jones was not in attendance due to a prior scheduled commitment.

Council Member Boyer: CM Boyer reported the Twinning group will meet on June 6 for those interested in going to Mumbles in September; they will have a potluck on June 22. APG is having a career fair – go to Facebook and search APG to register.

Council President Ringsaker: CP Ringsaker welcomed Mr. Abdi and went into the closed session.

Closed Session

CP Ringsaker made a motion to move into closed session at 10:48 p.m. under General Provisions Article Section 3-305(b)(7) To consult with counsel to obtain legal advice; and (b)(8) To consult with staff, consultants, or other individuals about pending or potential litigation. The Council will not reconvene in open session after the closed session and votes, if any, will be recorded in public at the Council meeting on June 20, 2023. Second by CM. Boker. Motion carried 4-1 with CM Robertson voting nay. [The full Open Meetings Act Closing Statement is attached.]

Adjournment

CP Ringsaker made a motion to adjourn at 10:48 p.m. Second by CM Schneegas. Motion carried 5-0.

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

Submitted by: Tamara Brinkman

PRESIDING OFFICER'S ORAL STATEMENT

FOR CLOSING A MEETING

UNDER THE OPEN MEETINGS ACT (General Provision Article 3-305)

Motion to go into a closed session upon adjournment of the open session on **Monday, June 5, 2023** to consider the following matter:

1. To consult with the City Attorney about pending or potential litigation

This meeting will be closed under General Provisions Article Section 3-305(b)(7) and (b)(8):

(7) "To consult with counsel to obtain legal advice"

(8) "To consult with staff, consultants, or other individuals about pending or potential litigation"

The reason for closing the meeting is:

Communications with the City Attorney regarding legal advice of potential or pending litigation is entitled to confidentiality under the attorney client privilege.

THE CITY COUNCIL WILL NOT RESUME OPEN SESSION AFTER THE CLOSED SESSION AND VOTES, IF ANY, WILL BE RECORDED IN PUBLIC AT THE COUNCIL MEETING ON TUESDAY, JUNE 20, 2023.

PUBLIC VERSION – SUMMARY OF CLOSED SESSION

(attach to public meeting minutes)

MINUTES OF HAVRE DE GRACE CITY COUNCIL MEETING

Monday, June 5, 2023

City Hall
711 Pennington Avenue
Havre de Grace, MD 21078

Time of Closed Session: 10:56 PM

Place: City Hall, Mayor's office.

Purpose: To consider legal advice regarding potential and pending litigation.

Persons Attending: CM Boker; CM Boyer; CP Ringsaker; CM Robertson; CM Schneegas. Absent: CM Jones. Also present: Mayor Martin, City Attorney, R. Taylor, S. Gamatoria.

Vote to go into Closed Session: CP Ringsaker, 2nd by CM Boker, with all 4 CM voting in favor and CM Robertson voting against, 4-1. Motion passes.

Authority under Section 3-305 for the closed session: General Provision Article 3-305(b)(7) and (8).

Topics actually discussed:

- **Consult with counsel to obtain legal advice regarding whether to proceed with legal claims regarding PFAS/PFOS multidistrict litigation.**
- **Consult with city attorney, staff, consultants, or other individuals about pending or potential litigation regarding the PFAS/PFOS multidistrict litigation, the pending Opioid MDL litigation, and status of pending Pensell and 625 S. Washington Street Lawsuits.**

Votes taken:

Motion made by Council Member Robertson to retain Baron & Budd, PC , Cossich, Sumich, Parsiola & Taylor LLC and Poole Law Group to proceed with PFAS/PFOS Multidistrict litigation complaint on a contingent basis, second by Council President Ringsaker. Motion carries 5-0.

Motion made by Council Member Robertson, second by Council President Ringsaker to proceed against McKinsey for additional claims in the opioid MDL with existing outside counsel. Motion carries 5-0.

CP Ringsaker made a motion to adjourn the closed session, 2nd by CM Robertson. Motion carries 5-0.

Time of Adjournment of Closed Session: 11:10 PM

NOTE – THERE ARE NO SEPARATE CONFIDENTIAL MINUTES OF THIS MEETING AS THE CONTENTS OF THE PUBLIC MEETING MINUTES DO NOT DIFFER FROM WHAT WOULD BE PRESENTED IN SUCH CONFIDENTIAL MINUTES DUE TO THE TOPICS ACTUALLY DISCUSSED AND VOTES TAKEN AT THE MEETING.

THE RESULTS OF THE VOTES TAKEN AT THE CLOSED SESSION WILL BE ANNOUNCED AT NEXT REGULARLY SCHEDULED CITY COUNCIL MEETING.

PRESIDING OFFICER'S ORAL STATEMENT

FOR CLOSING A MEETING

UNDER THE OPEN MEETINGS ACT (General Provision Article 3-305)

Motion to go into a closed session upon adjournment of the open session on **Monday, June 5, 2023** to consider the following matter:

1. To consult with the City Attorney about pending or potential litigation

This meeting will be closed under General Provisions Article Section 3-305(b)(7) and (b)(8):

(7) "To consult with counsel to obtain legal advice"

(8) "To consult with staff, consultants, or other individuals about pending or potential litigation"

The reason for closing the meeting is:

Communications with the City Attorney regarding legal advice of potential or pending litigation is entitled to confidentiality under the attorney client privilege.

THE CITY COUNCIL WILL NOT RESUME OPEN SESSION AFTER THE CLOSED SESSION AND VOTES, IF ANY, WILL BE RECORDED IN PUBLIC AT THE COUNCIL MEETING ON TUESDAY, JUNE 20, 2023.

**PRESIDING OFFICER'S WRITTEN STATEMENT FOR CLOSING A MEETING ("CLOSING STATEMENT")
UNDER THE OPEN MEETINGS ACT (General Provisions Article § 3-305)**

This form has three pages. Complete items 1 – 4:

1. Recorded vote to close the meeting: Date: 6/5/23; Time of Vote to Close: 10:48 PM;

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

Motion to close meeting made by: CP Ringsaker; Seconded by: CM Boker;

Members in favor: Johnny Boker, Casi Boyer, Jim Ringsaker, Jason Robertson,

Tammy Lynn Schneegas;

Abstaining: _____;

Absent: Vicki Jones.

2. Statutory authority to close session (check all provisions that apply):

This meeting will be closed under General Provisions Art. § 3-305(b) only:

(1) ___ "To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals";

(2) ___ "To protect the privacy or reputation of individuals concerning a matter not related to public business";

(3) ___ "To consider the acquisition of real property for a public purpose and matters directly related thereto";

(4) ___ "To consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State";

(5) ___ "To consider the investment of public funds";

(6) ___ "To consider the marketing of public securities";

(7) X "To consult with counsel to obtain legal advice";

(8) X "To consult with staff, consultants, or other individuals about pending or potential litigation";

(9) ___ "To conduct collective bargaining negotiations or consider matters that relate to the negotiations";

(10) ___ "To discuss public security, if the public body determines that public discussion would constitute a risk to the public or to public security, including: (i) the deployment of fire and police services and staff; and (ii) the development and implementation of emergency plans";

(11) ___ "To prepare, administer, or grade a scholastic, licensing, or qualifying examination";

(12) ___ "To conduct or discuss an investigative proceeding on actual or possible criminal conduct";

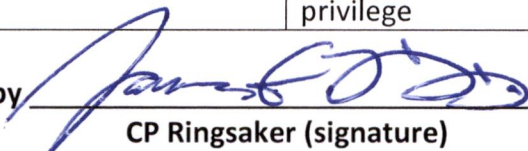
(13) ___ "To comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter";

(14) ___ "Before a contract is awarded or bids are opened, to discuss a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process."

Continued →

3. For each provision checked above, disclosure of the topic to be discussed and the public body's reason for discussing that topic in closed session.

Citation	Topic	Reason for closed-session
§3-305(b) (7)	To consult with counsel to obtain legal advice	Communications with the City Attorney regarding legal advice of potential or pending litigation is entitled to confidentiality under the attorney client privilege.
§3-305(b) (8)	To consult with staff, consultants, or other individuals about pending or potential litigation	Communications with the City Attorney regarding legal advice of potential or pending litigation is entitled to confidentiality under the attorney client privilege

4. This statement is made by , Presiding Officer.
CP Ringsaker (signature)

WORKSHEET FOR OPTIONAL USE IN CLOSED SESSION: INFORMATION THAT MUST BE DISCLOSED IN THE MINUTES OF THE NEXT OPEN MEETING

Start Time of closed session: _____ PM

Place: _____

Purpose(s) _____

Members who voted to meet in closed session: _____;

Abstaining: _____;

Absent: _____.

Persons attending closed session: _____

OTHERS: _____

Authority under § 3-305 for the closed session: _____

Topics actually discussed: _____

Actions taken (if any): _____

Each recorded vote: _____



Council Meeting Public Hearing

June 12, 2023

Minutes

6:00 p.m. Council Chambers, City Hall
711 Pennington Avenue, Havre de Grace, MD 21078

The meeting of the Mayor and City Council was called to order on June 12, 2023, at 6:00 p.m. with Mayor Martin presiding. Council Members present: CP Ringsaker, CM Boker, CM Boyer, CM Jones, CM Robertson, and CM Schneegas. Council Member Absent: CM Jones.

Public Hearing for Ordinance No. 1109 concerning Establishing the City Budget for FY 2024

AN ORDINANCE BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE BY THE AUTHORITY OF ARTICLE XI-E OF THE MARYLAND CONSTITUTION, THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND AND SECTION 37 OF THE HAVRE DE GRACE CITY CHARTER FOR THE PURPOSE OF ESTABLISHING THE CITY BUDGET FOR FISCAL YEAR 2024, BY DESIGNATING THE ANNUAL PROJECTION OF ANTICIPATED REVENUES AND PROPOSED AUTHORIZED EXPENSES FOR THE CITY OF HAVRE DE GRACE FOR FISCAL YEAR 2024

Comments from Citizens:

Carrie Parsons, address on file, applauded everyone on the very tight budget – it shows a lot of work and thought was put into it – great job by Steve Gamatoria and George DeHority. She suggested the City review the water/sewer and electricity used at the STAR Centre and other community centers to determine how much is used annually as we might be under estimating or over charging fees to rent the facilities.

Comments from Council:

CM Robertson inquired about some items in the budget. Under Economic Development, is professional services for non-employee related expenses for digital marketing and grant writing? Bridgette Johnson confirmed that is correct - it pays for Wanda Boker, the Sustainable Economic Development consultant and Lee Schafer, the Harford Digital Solutions consultant, and expenses we use for marketing and promotions. Under Economic Development Salary Regular Time, is the increase for another part-time helper or an increase to an individual salary? Bridgette Johnson replied there has been no increase in salaries - there is a part-time Main Street & Tourism Coordinator person coming on board June 20. Under Unassigned Expenses – change in description and change in account number – what was done? George DeHority explained the account is city wide enhancements for those things not anticipated for in the budget and doesn't include anything in North Park; North Park is still a high priority and will be carried forward after the land survey and engineering is completed. What is the total spent on Toole Design between the previous fiscal year and current fiscal year? George DeHority replied in FY 21, \$199,887 was spent for all the charrette activity; we have a contract this year for \$460,000 with Toole Design for Phase II, which was to wrap up all the comments from the charrettes - we currently have a \$5,200 balance. We are now looking for an engineering firm for the construction oversight, but it hasn't gone to the market yet. Steve Gamatoria gave an overview of the current status - we are reviewing the RFP [Note: is RFQ, not RFP] to take us to construction. This will take us from the 30% current drawings to the 100% construction drawings that will include engineering and management of the project. George DeHority commented that it hasn't gone to market yet. It was anticipated we would spend about \$1 million and it looks like we will top out at about \$600,000 in this fiscal year, so the \$400,000 will carry over as a budget amendment. To date, \$659,887 has been committed to the project. CM Robertson inquired if there would be significant costs if changes were made to the design now. Steve Gamatoria commented we know what it will look like underground, but the topside will depend on what finishes we decide to use. Mr. Sypolt, Director of Capital Projects, will be invited to the next Council meeting to bring everyone up to date on the project.

Adjournment

CP Ringsaker made a motion to adjourn at 6:20 p.m. Second by CM Robertson. 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: **Resolution concerning Authorizing a License Agreement for a Replacement Sign at 114 North Union Avenue**

Date: **6/15/2023**

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 June 20, 2023
 In Confidential File Drawer

Approve:

Johnny Boker Yes No No Comment

Comment: _____

Casi Boyer Yes No No Comment

Comment: _____

Vicki Jones 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: _____

Note: N/A

CITY COUNCIL
OF
HAVRE DE GRACE, MARYLAND

RESOLUTION NO. 2023-__

Introduced by Council Member Schneegas

A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND, PURSUANT TO SECTIONS 33 AND 34 OF THE CITY CHARTER AND THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND FOR APPROVAL OF A LICENSE AGREEMENT FOR THE REPLACEMENT OF A SIGN AT THE NORTHWEST CORNER OF NORTH UNION AVENUE AND CONGRESS AVENUE RIGHT-OF-WAY AND TO AUTHORIZE THE MAYOR TO EXECUTE SUCH LICENSE

WHEREAS, the owner of the property located at 114 North Union Avenue in Havre de Grace, Maryland has given the LICENSEE authorization; and

WHEREAS, the LICENSEE has completed a permit application and has obtained approval from the City to encroach on City right-of-way for the replacement of a sign at the northwest corner North Union Avenue and Congress Avenue; and

WHEREAS, the sign is in accordance with the description in the permit application, and will not adversely impact the right-of-way; and

WHEREAS, the sign will promote the health, safety, and welfare of the public and serve the City’s general purposes; and

WHEREAS, the LICENSE was listed on the agenda at a City Council meeting and the City Council has approved the general terms of the LICENSE in accordance with Resolution No. 2020-21; and

WHEREAS, the License attached as Exhibit A conforms to the requirements of Resolution No. 2020-21 and the Department of Planning Memorandum dated May 26, 2023 attached as Exhibit B describes the location of the sign; and

WHEREAS, the Council has authorized the Mayor to execute such LICENSE, which LICENSE will not become binding until it is signed by the Mayor and attested by the Director of Administration.

40 **NOW THEREFORE**, it is determined, decided, and resolved by the City Council that the
41 License is hereby approved and the Mayor is authorized to execute such License, which License
42 will not become binding until it is signed by the Mayor and attested by the Director of
43 Administration.

44
45 ADOPTED by the City Council of Havre de Grace, Maryland this ___ day of ____, 2023.

46
47 SIGNED by the Mayor and attested by the Director of Administration this ___ day of ____,
48 2023.

49
50
51 ATTEST:

THE MAYOR AND CITY COUNCIL
OF HAVRE DE GRACE, MARYLAND

52
53
54 _____
55 Stephen J. Gamatoria
56 Director of Administration

William T. Martin
Mayor

57
58
59 Introduced: 06/20/2023

60 Passed/Adopted:

61
62 Effective Date:

EXHIBIT A



City of Havre de Grace

711 PENNINGTON AVENUE, HAVRE DE GRACE, MARYLAND 21078
WWW.HAVREDEGRACEMD.COM

410-939-1800

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LICENSE AGREEMENT

This AGREEMENT is made this _____ day of _____, 2023,
between the Mayor and City Council of Havre de Grace, Maryland (“City”) and St. John’s
Episcopal Church (“Licensee”).

WHEREAS, the owner of the property located at 114 North Union Avenue in Havre de
Grace, Maryland has given the LICENSEE authorization; and

WHEREAS, the LICENSEE has completed a permit application and has obtained approval
from the City to encroach on City right-of-way for the replacement of a sign at the northwest
Corner of North Union Avenue and Congress Avenue right-of-way; and

WHEREAS, the sign is in accordance with the description in the permit application, and
will not adversely impact the right-of-way; and

WHEREAS, the sign will promote the health, safety, and welfare of the public and serve
the City’s general purposes; and

WHEREAS, the LICENSE was listed on the agenda at a City Council meeting and the City
Council has approved the general terms of the LICENSE in accordance with Resolution No. 2020-
21; and

WHEREAS, the Council has authorized the Mayor to execute such LICENSE, which
LICENSE will not become binding until it is signed by the Mayor and attested by the Director of
Administration.

26 NOW THEREFORE, in consideration of the promises contained herein, the parties agrees
27 as follows:

28 **1. Property**

29 The City grants to the LICENSEE a LICENSE to encroach into the City's right-of-way at
30 the northwest corner North Union Avenue and Congress Avenue.

31 **2. Terms of Use**

32 Licensee agrees:

- 33 a. Application for a LICENSE of City property shall be accompanied by a \$50.00
34 administrative fee for each application per §151-26.
- 35
- 36 b. The LICENSEE is required to pay all costs associated with the LICENSE for the City
37 Right-of-Way property, including but not limited to maintenance, repair, utilities,
38 taxes, and insurance.
- 39
- 40 c. The sign should be limited to a height of six feet above grade to top of sign as stated
41 in §151-17D of the City Code.
- 42
- 43 d. The sign shall be kept in good condition at all times and maintained as necessary and
44 comply with §151-25 of the City Code.
- 45
- 46 e. If illuminated, the sign must comply with §151-22 sign illumination standards of the
47 City Code.
- 48
- 49 f. The proposed sign must comply with §151-17 and §151-24C of the City Code when
50 applying for a sign permit
- 51
- 52 g. The City reserves the right to require the owner to remove the licensed items at any
53 time at the owner's sole expense.
- 54
- 55 h. Any alterations to the sign, outside what is allowed under Havre de Grace City Code
56 §151-20 and as provided in application for this LICENSE, must be approved prior to
57 installation by the City Council. The City further reserves the right to request the
58 LICENSEE to reapply for City Council approval based on proposed alterations. The
59 referenced City Code is attached as part of this agreement.
- 60
- 61 i. Any future proposed installation in the City Right-of-Way will require the City Council
62 to review and approve an amended License Agreement prior to receiving any permits.
63 or starting construction.
- 64

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3. Indemnity.

The Licensee shall indemnify and save harmless the City and its employees and agents from all claims and demands, suits, actions, loss, damages, recoveries, judgments, costs and expenses in any manner arising out of or in connection with any injury, death, loss, or damage related to the Licensee’s use of the right-of-way, the Licensee’s conduct, or the Licensee’s breach of the License.

4. Restoration.

The Licensee shall be responsible for all costs or expenses to restore the City right-of-way after termination of the permitted use. The City may undertake the restoration and all costs and expenses shall be assessed against the Licensee and the property owner, and such costs will become a lien on the property until fully paid.

5. Maintenance.

The Licensee shall maintain any facility or object in, above, or in the City right-of-way and related to the use in a manner that is attractive, clean, safe, workmanlike, and in good repair. The Licensee shall insure that the facility or object in, above, or in the City right-of-way related to the use is in compliance with all applicable federal, State, County and City laws, rules, ordinances, or regulation which are hereby incorporated into this Agreement.

6. Term

This Agreement shall expire December 31, 2026, unless the City terminates or modifies this Agreement. In its sole discretion, the City Council may renew or extend this Agreement upon the request of the Licensee.

88 **7. Permitted Use.**

89 The temporary permitted use allowed by this Agreement is limited to the following:
90 *replacement sign*. Any disagreement between the parties about the type of use, the location of the
91 use, or any special conditions required, shall be resolved by the City’s Director of Planning or his
92 designee in his sole discretion.

93 **8. Entire Agreement.**

94 The Parties agree that this document contains the entire Agreement.

95 **9. No Waiver**

96 The Licensee agrees that the City’s failure to enforce any of the terms herein shall not
97 constitute a waiver.

98 **10. Venue/Choice of Law**

99 This is a Maryland contract and the parties hereto agree that the laws of Maryland shall
100 apply to any disputes arising under the License. Harford County is the sole venue for any dispute.

101 **11. No Assignment**

102 This License may not be assigned by the Licensee without the express written consent of
103 the City, which continuation may be permitted by the City in its sole discretion if the proposed
104 assignee continues the current use of the property for the remainder of the License term.

105 **12. Specific Enforcement/Breach of Contract/Attorneys’ Fees**

106 In any legal action to enforce the terms of this License, for declaratory action, or to recover
107 damages for breach of the terms of this License filed by any party, the City shall be entitled to
108 recover reasonable attorneys’ fees and costs from the Licensee or its successor or assigns for its
109 successful prosecution or defense of such claims.

110 WITNESS our hands and seals.

111

112 WITNESS/ATTEST: LICENSEE: _____

113

114

115 _____

116

Signature

117

118 WITNESS/ATTEST: MAYOR AND CITY COUNCIL OF
119 HAVRE DE GRACE, MARYLAND

120

121

122 _____

123

Stephen J. Gamatoria

William T. Martin

124

Director of Administration

Mayor

125

126

127 APPROVED AS TO LEGAL SUFFICIENCY:

128

129 _____

130

April C. Ishak, City Attorney

131

132 THIS LICENSE AGREEMENT RELATES TO

133 PERMIT #2023-0348 IF APPLICABLE

EXHIBIT B



City of Havre de Grace

711 PENNINGTON AVENUE, HAVRE DE GRACE, MARYLAND 21078
WWW.HAVREDEGRACEMD.COM

410-939-1800

DEPARTMENT OF PLANNING
MEMORANDUM

May 26, 2023

To: Stephen J. Gamatoria, Director of Administration

From: Tim Bourcier, Director of Planning

Re: **Intersection of North Union Avenue and Congress Avenue - License Agreement
Request for a License Approval to Replace a Sign in City Right-of-Way**

The Department of Planning has reviewed a permit application for the replacement of a sign at the northwest corner of North Union Avenue and Congress Avenue within the City’s Right-of-Way. The existing sign will be replaced by a three foot by five foot dual faced “St. John’s Episcopal Church” sign (See Attachment 1) with approximately two feet by five-foot extended message area below. Should the City Council approve the requested License Agreement, the following conditions are recommended:

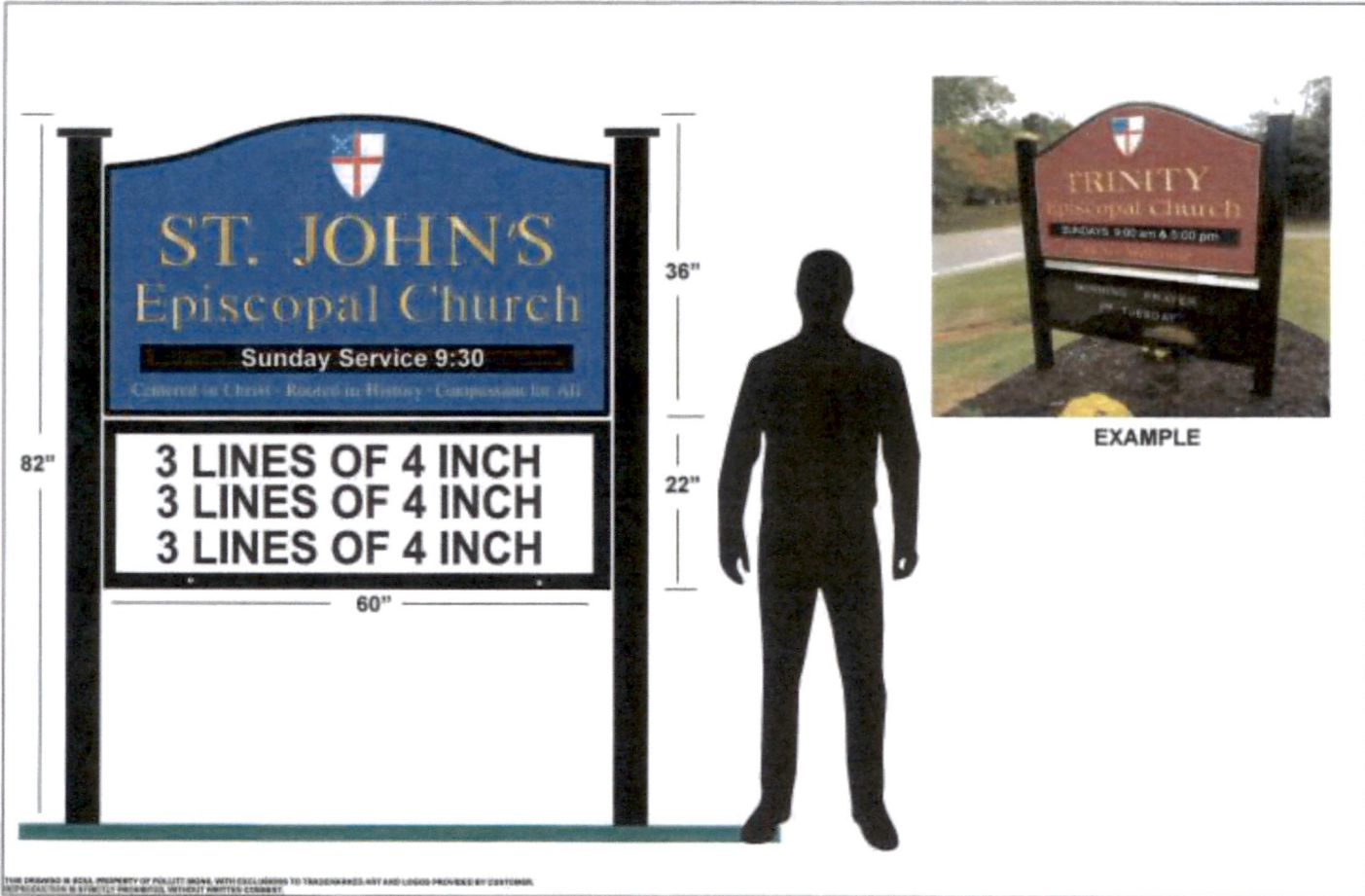
- a. Application for a LICENSE of City property shall be accompanied by a \$50.00 administrative fee for each application per §151-26.
- b. The LICENSEE is required to pay all costs associated with the LICENSE for the City Right-of-Way property, including but not limited to maintenance, repair, utilities, taxes, and insurance.
- c. The sign should be limited to a height of six feet above grade to top of sign as stated in §151-17D of the City Code.
- d. The sign shall be kept in good condition at all times and maintained as necessary and comply with §151-25 of the City Code.
- e. If illuminated, the sign must comply with §151-22 sign illumination standards of the City Code.
- f. The proposed sign must comply with §151-17 and §151-24C of the City Code when applying for a sign permit.
- g. The City reserves the right to require the owner to remove the licensed items at any time at the owner’s sole expense.
- h. Any alterations to the sign, outside what is allowed under Havre de Grace City Code §151-20 and as provided in application for this LICENSE, must be approved prior to installation by the City Council. The City further reserves the right to request the LICENSEE to reapply for City Council approval based on proposed alterations. The referenced City Code is attached as part of this agreement.

- i. Any future proposed installation in the City Right-of-Way will require the City Council to review and approve an amended License Agreement prior to receiving any permits or starting construction.

A copy of the proposed replacement sign indicating the dimensions and location of the sign, 2023 aerial photograph, and site photos of the subject's property are included with this memo.

cc: Stephen Gamatoria, Director of Administration
Eric V. Lawrence, Associate Planner
Marisa Willis, CFM, Planner
Colleen Critzer, Permits Clerk

ATTACHMENT 1: PROPOSED SIGN DETAIL



THIS DRAWING IS SOLE PROPERTY OF POLLITT SIGNS. WITH EXCLUSIONS TO TRADEMARKS AND LOGOS PROVIDED BY CUSTOMER. REPRODUCTION IS STRICTLY PROHIBITED, WITHOUT WRITTEN CONSENT.

Pollitt Signs
 Havre de Grace, MD est. 1947
 410-939-4050
 POLLITTSIGNS.COM

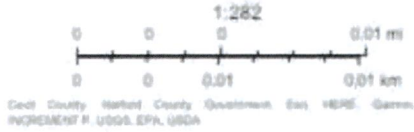
ELECTRICAL NOTES	CUSTOMER	ALLOWABLE S.G. FT.	CUSTOMER APPROVAL
<p>ALL ELECTRICAL COMPONENTS WILL BE U.S. LISTED AND APPROVED AS PER 2014 NEC 600-2 & NEC 600-4 & DESIGNED TO UL 48 PER FS 200-15. ALL SIGNS ARE TO BE GROUNDED AND BONDING PER NEC 600-7 & 750-95. ALL WIRING INSIDE LISTERS ARE TO BE #12 THIN WALL EMT. ALL PRIMARY WIRING PROVIDED BY CUSTOMER IS TO BE #12 THIN WALL EMT. ALL PER NEC 600-21. THESE PLANS CONFORM WITH NEC 400-21. PRIMARY ELECTRIC SOURCE TO BE PROVIDED BY CUSTOMER TO WIRING & FEET OF SIGN LOCATION.</p>		<p>PROPOSED S.G. FT.</p>	<p>PLEASE VERIFY COLORS, SPELLING AND LAYOUT PRIOR TO ORDERING. ACTUAL SIZE AND COLORS OF FINISHED PRODUCT MAY VARY.</p> <p>Date: <u>4/27/23</u></p>

2023 AERIAL PHOTOGRAPH-SIGN LOCATION
114 North Union Avenue -Sign Replacement



5/22/2023, 3:09:39 PM

Centerline
Cadastral (IN WHITE)
Harford County Boundary
SIGN LOCATION



Coast County Harford County Government, Esri, HERE, Garmin, USGS, NOAA, EPA, USDA, NPS

SITE PHOTOS

05.22.23



CITY COUNCIL

READ FILE COVER SHEET

Subject: **Resolution concerning Authorizing a License Agreement for a Replacement Sign at Weber Street Extended**

Date: **6/15/2023**

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 June 20, 2023
 In Confidential File Drawer

Approve:

Johnny Boker Yes No No Comment

Comment: _____

Casi Boyer Yes No No Comment

Comment: _____

Vicki Jones 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: _____

Note: N/A

CITY COUNCIL
OF
HAVRE DE GRACE, MARYLAND

RESOLUTION NO. 2023-__

Introduced by Council Member Schneegas

A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND, PURSUANT TO SECTIONS 33 AND 34 OF THE CITY CHARTER AND THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND FOR APPROVAL OF A LICENSE AGREEMENT FOR THE REPLACEMENT OF A SIGN AT THE NORTHWEST CORNER OF SENECA AVENUE AND WEBER STREET EXTENDED RIGHT-OF-WAY AND TO AUTHORIZE THE MAYOR TO EXECUTE SUCH LICENSE

WHEREAS, the owner of the property located at Weber Street Extended in Havre de Grace, Maryland has given the LICENSEE authorization; and

WHEREAS, the LICENSEE has completed a permit application and has obtained approval from the City to encroach on City right-of-way for the replacement of a sign at the northwest corner of Weber Street Extended and Seneca Avenue right-of-way; and

WHEREAS, the sign is in accordance with the description in the permit application, and will not adversely impact the right-of-way; and

WHEREAS, the sign will promote the health, safety, and welfare of the public and serve the City’s general purposes; and

WHEREAS, the LICENSE was listed on the agenda at a City Council meeting and the City Council has approved the general terms of the LICENSE in accordance with Resolution No. 2020-21; and

WHEREAS, the License attached as Exhibit A conforms to the requirements of Resolution No. 2020-21 and the Department of Planning Memorandum dated May 26, 2023 attached as Exhibit B describes the location of the sign; and

WHEREAS, the Council has authorized the Mayor to execute such LICENSE, which LICENSE will not become binding until it is signed by the Mayor and attested by the Director of Administration.

40 **NOW THEREFORE**, it is determined, decided, and resolved by the City Council that the
41 License is hereby approved and the Mayor is authorized to execute such License, which License
42 will not become binding until it is signed by the Mayor and attested by the Director of
43 Administration.

44
45 ADOPTED by the City Council of Havre de Grace, Maryland this __ day of ____, 2023.

46
47 SIGNED by the Mayor and attested by the Director of Administration this __ day of ____,
48 2023.

49
50
51 ATTEST: THE MAYOR AND CITY COUNCIL
52 OF HAVRE DE GRACE, MARYLAND
53

54 _____
55 Stephen J. Gamatoria
56 Director of Administration

William T. Martin
Mayor

57
58
59 Introduced: 06/20/2023
60 Passed/Adopted:
61
62 Effective Date:

EXHIBIT A



City of Havre de Grace

711 PENNINGTON AVENUE, HAVRE DE GRACE, MARYLAND 21078
WWW.HAVREDEGRACEMD.COM

410-939-1800

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LICENSE AGREEMENT

This AGREEMENT is made this _____ day of _____, 2023,
between the Mayor and City Council of Havre de Grace, Maryland (“City”) and Salvation Army
 (“Licensee”).

WHEREAS, the owner of the property located at Weber Street Extended in Havre de
 Grace, Maryland has given the LICENSEE authorization; and

WHEREAS, the LICENSEE has completed a permit application and has obtained approval
 from the City to encroach on City right-of-way for the replacement of a sign at the northwest
 Corner of Weber Street Extended and Seneca Avenue right-of-way; and

WHEREAS, the sign is in accordance with the description in the permit application, and
 will not adversely impact the right-of-way; and

WHEREAS, the sign will promote the health, safety, and welfare of the public and serve
 the City’s general purposes; and

WHEREAS, the LICENSE was listed on the agenda at a City Council meeting and the City
 Council has approved the general terms of the LICENSE in accordance with Resolution No. 2020-
 21; and

WHEREAS, the Council has authorized the Mayor to execute such LICENSE, which
 LICENSE will not become binding until it is signed by the Mayor and attested by the Director of
 Administration.

26 NOW THEREFORE, in consideration of the promises contained herein, the parties agrees
27 as follows:

28 **1. Property**

29 The City grants to the LICENSEE a LICENSE to encroach into the City’s right-of-way at
30 the northwest corner of Weber Street Extended and Seneca Avenue.

31 **2. Terms of Use**

32 Licensee agrees:

- 33 a. Application for a LICENSE of City property shall be accompanied by a \$50.00
34 administrative fee for each application per §151-26.
- 35
- 36 b. The LICENSEE is required to pay all costs associated with the LICENSE for the City
37 Right-of-Way property, including but not limited to maintenance, repair, utilities,
38 taxes, and insurance.
- 39
- 40 c. The sign and sign post shall be kept in good condition at all times and maintained as
41 necessary and comply with §151-25 of the City Code.
- 42
- 43 d. The proposed sign must comply with §151-16E and §151-24C of the City Code when
44 applying for a sign permit.
- 45
- 46 e. The City reserves the right to require the owner to remove the licensed items at any
47 time at the owner’s sole expense.
- 48
- 49 f. Any alterations to the sign, outside what is allowed under Havre de Grace City Code
50 §151-20 and as provided in application for this LICENSE, must be approved prior to
51 installation by the City Council. The City further reserves the right to request the
52 LICENSEE to reapply for City Council approval based on proposed alterations. The
53 referenced City Code is attached as part of this agreement.
- 54
- 55 g. Any future proposed installation in the City Right-of-Way will require the City Council
56 to review and approve an amended License Agreement prior to receiving any permits.
57 or starting construction.
- 58

59 **3. Indemnity.**

60 The Licensee shall indemnify and save harmless the City and its employees and agents
61 from all claims and demands, suits, actions, loss, damages, recoveries, judgments, costs and
62 expenses in any manner arising out of or in connection with any injury, death, loss, or damage

63 related to the Licensee's use of the right-of-way, the Licensee's conduct, or the Licensee's breach
64 of the License.

65 **4. Restoration.**

66 The Licensee shall be responsible for all costs or expenses to restore the City right-of-way
67 after termination of the permitted use. The City may undertake the restoration and all costs and
68 expenses shall be assessed against the Licensee and the property owner, and such costs will become
69 a lien on the property until fully paid.

70 **5. Maintenance.**

71 The Licensee shall maintain any facility or object in, above, or in the City right-of-way and
72 related to the use in a manner that is attractive, clean, safe, workmanlike, and in good repair. The
73 Licensee shall insure that the facility or object in, above, or in the City right-of-way related to the
74 use is in compliance with all applicable federal, State, County and City laws, rules, ordinances, or
75 regulation which are hereby incorporated into this Agreement.

76 **6. Term**

77 This Agreement shall expire December 31, 2026, unless the City terminates or modifies
78 this Agreement. In its sole discretion, the City Council may renew or extend this Agreement upon
79 the request of the Licensee.

80 **7. Permitted Use.**

81 The temporary permitted use allowed by this Agreement is limited to the following:
82 *replacement sign*. Any disagreement between the parties about the type of use, the location of the
83 use, or any special conditions required, shall be resolved by the City's Director of Planning or his
84 designee in his sole discretion.

85 **8. Entire Agreement.**

86 The Parties agree that this document contains the entire Agreement.

87 **9. No Waiver**

88 The Licensee agrees that the City’s failure to enforce any of the terms herein shall not
89 constitute a waiver.

90 **10. Venue/Choice of Law**

91 This is a Maryland contract and the parties hereto agree that the laws of Maryland shall
92 apply to any disputes arising under the License. Harford County is the sole venue for any dispute.

93 **11. No Assignment**

94 This License may not be assigned by the Licensee without the express written consent of
95 the City, which continuation may be permitted by the City in its sole discretion if the proposed
96 assignee continues the current use of the property for the remainder of the License term.

97 **12. Specific Enforcement/Breach of Contract/Attorneys’ Fees**

98 In any legal action to enforce the terms of this License, for declaratory action, or to recover
99 damages for breach of the terms of this License filed by any party, the City shall be entitled to
100 recover reasonable attorneys’ fees and costs from the Licensee or its successor or assigns for its
101 successful prosecution or defense of such claims.

102 WITNESS our hands and seals.

103
104 WITNESS/ATTEST: LICENSEE: _____

105
106
107 _____ Signature

108
109 WITNESS/ATTEST: MAYOR AND CITY COUNCIL OF
110 HAVRE DE GRACE, MARYLAND

111
112
113
114 _____
115 Stephen J. Gamatoria William T. Martin

116 Director of Administration Mayor

117

118

119 APPROVED AS TO LEGAL SUFFICIENCY:

120

121

122 _____
April C. Ishak, City Attorney

123

124 THIS LICENSE AGREEMENT RELATES TO

125 PERMIT #2023-0347 IF APPLICABLE

EXHIBIT B



City of Havre de Grace

711 PENNINGTON AVENUE, HAVRE DE GRACE, MARYLAND 21078
WWW.HAVREDEGRACEMD.COM

410-939-1800

DEPARTMENT OF PLANNING MEMORANDUM

May 26, 2023

To: Stephen J. Gamatoria, Director of Administration

From: Tim Bourcier, Director of Planning

**Re: Intersection of Weber Street Extended and Seneca Avenue - License Agreement
Request for a License Approval to Replace a Sign in City Right-of-Way**

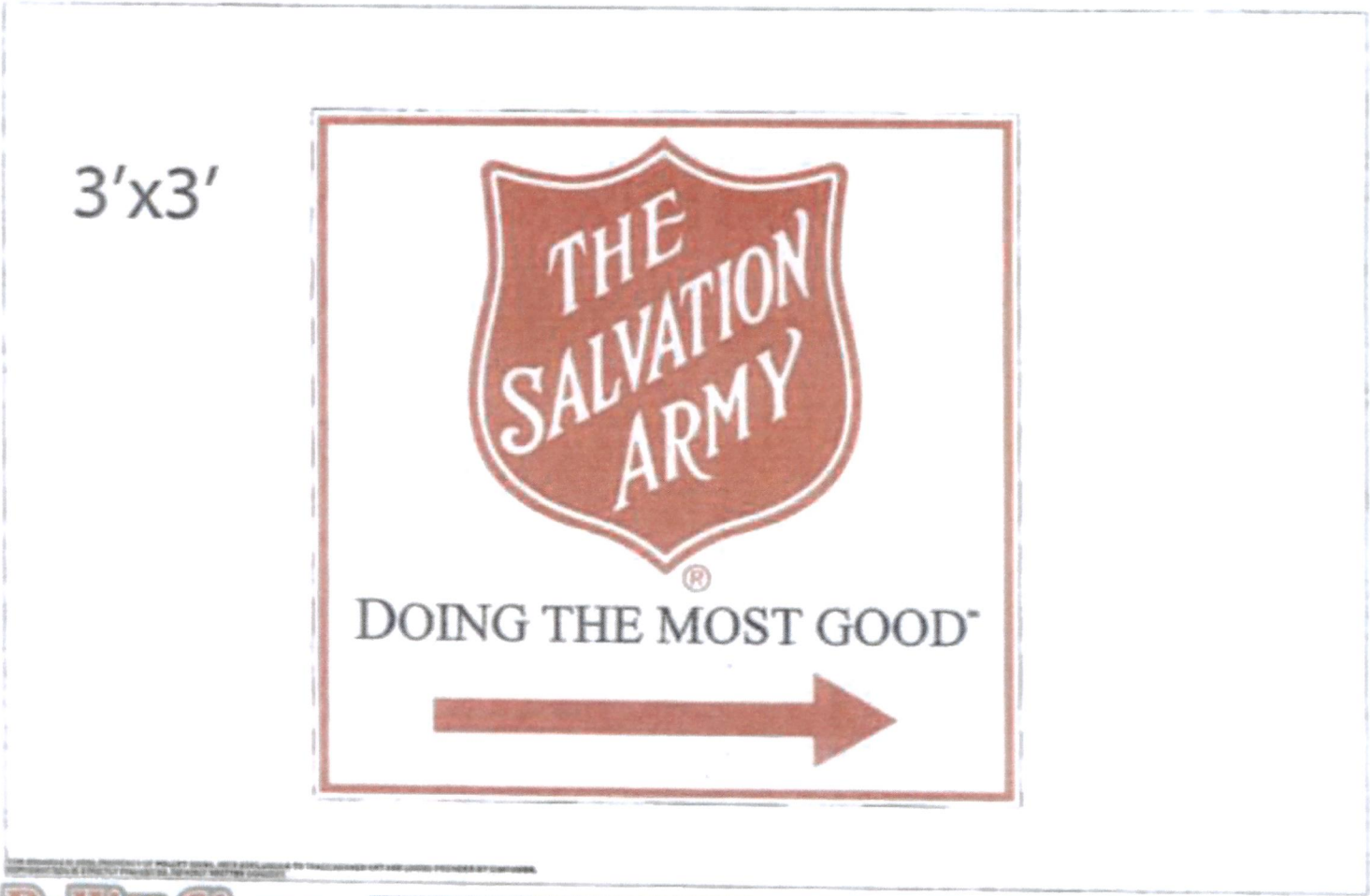
The Department of Planning has reviewed a permit application for the replacement of a sign at the northwest corner of Seneca Avenue and Weber Street Extended within the City's Right-of-Way. The existing sign will be replaced by a three foot by three foot dual faced (not lighted) "Salvation Army" sign (See Attachment 1) to go on top of an existing sign post at northwest Seneca Avenue and Weber Street Extended intersection (Entrance to Salvation Army). Should the City Council approve the requested License Agreement, the following conditions are recommended:

- a. Application for a LICENSE of City property shall be accompanied by a \$50.00 administrative fee for each application per §151-26.
- b. The LICENSEE is required to pay all costs associated with the LICENSE for the City Right-of-Way property, including but not limited to maintenance, repair, utilities, taxes, and insurance.
- c. The sign and sign post shall be kept in good condition at all times and maintained as necessary and comply with §151-25 of the City Code.
- d. The proposed sign must comply with §151-16E and §151-24C of the City Code when applying for a sign permit.
- e. The City reserves the right to require the owner to remove the licensed items at any time at the owner's sole expense.
- f. Any alterations to the sign, outside what is allowed under Havre de Grace City Code §151-20 and as provided in application for this LICENSE, must be approved prior to installation by the City Council. The City further reserves the right to request the LICENSEE to reapply for City Council approval based on proposed alterations. The referenced City Code is attached as part of this agreement.
- g. Any future proposed installation in the City Right-of-Way will require the City Council to review and approve an amended License Agreement prior to receiving any permits or starting construction.

A copy of the proposed replacement sign indicating the dimensions and location of the sign, 2023 aerial photograph, and site photos of the subject's property are included with this memo.

cc: Stephen Gamatoria, Director of Administration
Eric V. Lawrence, Associate Planner
Marisa Willis, CFM, Planner
Colleen Critzer, Permits Clerk

ATTACHMENT 1: PROPOSED SIGN DETAIL



THE SERVICE IS YOUR PROPERTY OF POLLITT SIGNS, 2023. EXCLUSIVE TO THE CUSTOMER. NOT TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM. ALL RIGHTS RESERVED.

Pollitt Signs
 Havre de Grace, MD
 410-939-4050
 POLLITTSIGNS.COM

ALL ELECTRICAL COMPONENTS WILL BE UL LISTED AND APPROVED AS PER 2021 NEC 404.4 & NEC 400.4 & DESIGNED TO UL 48 PER E.S. 553-11. ALL SIGNS ARE TO BE GROUND AND BOND PER NEC 400.7 & 250-16. ALL WIRING AND LETTERS ARE TO BE UL LISTED FOR USE. ALL WIRING WORK PROVIDED BY CUSTOMER IS TO BE #12 BHN-100V TYPICAL AS PER NEC 400.11. WIRE PLANS COMPLY WITH NEC 400.21. PRIMARY ELECTRIC SOURCE TO BE PROVIDED BY CUSTOMER TO WITHIN 5 FEET OF SIGN LOCATION.





CUSTOMER: _____ ALLOWANCE: _____ CUSTOMER APPROVAL: _____

APPROVE THIS LAYOUT AS SHOWN (INITIALED NAME) AFTER SIGNIFY TOTAL OR CHARGED FEE

2023 AERIAL PHOTOGRAPH-SIGN LOCATION
northwest corner of Seneca Avenue and Weber Street Extended



5/22/2023, 12:45:12 PM

Cadastral (IN WHITE)  Harford County Boundary
— Centerline
 **SIGN LOCATION**

1:564
0 0 0.01 0.01 mi
0 0.01 0.01 0.02 km
Coat County, Harford County Government, Esri, HERE, Garmin, INCREMENT P, USGS, EPA, USGS
Esri, HERE, Garmin, USGS, NOAA, EPA, USGS, NPS

2023 AERIAL PHOTOGRAPH – PROPERTY LOCATION

Salvation Army Weber Street Extended



5/22/2023, 12:52:50 PM

Cadastral (IN WHITE) Harford County Boundary
Centerline
 PROPERTY (SALVATION ARMY)

1:2,257
0 0.01 0.03 0.05 mi
0 0.02 0.04 0.09 km
Coul. County, Harford County, Government, Esri, HERE, Garmin, INCREMENT P, USGS, EPA, USDA
Esri, HERE, Garmin, FAO, USGS, EPA, NPS

SITE PHOTOS

05.22.23



CITY COUNCIL

READ FILE COVER SHEET

Subject: **Resolution concerning Establishing a
Maryland Women Veterans Memorial**

Date: **6/15/2023**

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 June 20, 2023
 In Confidential File Drawer

Approve:

Johnny Boker Yes No No Comment

Comment: _____

Casi Boyer Yes No No Comment

Comment: _____

Vicki Jones 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: _____

Note: N/A

CITY COUNCIL
OF
HAVRE DE GRACE, MARYLAND

RESOLUTION NO. 2023-_____

Introduced by _____ Council Member Boker

**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
TO ESTABLISH A MARYLAND WOMEN VETERANS MEMORIAL
IN THE CITY OF HAVRE DE GRACE**

WHEREAS, the City of Havre de Grace (“City”) is home to many active duty service members who work at nearby Aberdeen Proving Grounds as well as many veterans who have made Havre de Grace their home; and

WHEREAS, the City has a rich history of honoring active duty service members and veterans; and

WHEREAS, the City is home to the Joseph L Davis Post 47 American Legion, and the VFW Post 8126; and

WHEREAS, the City hosts several events each year to honor our heroes, including but not limited to the City's annual Memorial Day Service, Veterans Day parade, participation in Wreaths Across America, and the Patriot Program; and

WHEREAS, the City maintains and is home to several war memorials, including the war memorial at Tydings Memorial Park, the Gold STAR Memorial located at Concord Point Park, and a memorial dedicated to Congressional Gold Medal recipient Alfred B. Hilton located at David Craig Park; and

WHEREAS, the City has the land to accommodate the placement of an additional war memorial and the staffing resources to maintain it; and

WHEREAS, according to the United Service Organizations currently, “Women make up 16% of our nation’s Armed Forces, serving in every branch of the U.S. military,” and throughout American history, women have played a vital role in the defense of our nation; and

43 **WHEREAS**, the City’s rich and diverse history, its location at the mouth the Susquehanna River
44 and headwaters of the Chesapeake Bay, and status as a popular tourist destination make it an ideal
45 location for a permanent memorial recognizing and honoring women veterans; and

46
47 **WHEREAS**, Chapter 423 of *The Laws of Maryland* established a Maryland Women Veterans
48 Memorial Commission (“Commission”) to “provide recommendations for the funding, design,
49 construction, and placement of an appropriate memorial dedicated to Maryland women veterans”;
50 and

51
52 **WHEREAS**, On June 7, 2023, the Commission visited the City and during the tour, the
53 Commission viewed several potential locations which could easily serve as a permanent location
54 for the Maryland Women Veterans Memorial.

55
56 **NOW, THEREFORE**, it is determined, decided, and resolved by the City Council that:

- 57
- 58 1. It is the position of the Mayor and City Council of Havre de Grace that the Maryland
59 Women Veterans Memorial should be located in the City of Havre de Grace.
- 60 2. The Mayor and City Council of Havre de Grace respectfully request the Maryland Women
61 Veterans Memorial Commission to recommend the City of Havre de Grace as the
62 permanent location of the Maryland Women Veterans Memorial.
- 63 3. The Mayor and City Council of Havre de Grace are prepared to develop and consider land-
64 use agreements for the placement of the Maryland Women Veterans Memorial within the
65 municipal jurisdiction.
- 66 4. The Mayor and City Council of Havre de Grace are prepared to assign the appropriate
67 staffing resources to maintain or assist in maintaining the Maryland Women Veterans
68 Memorial.

69
70 ADOPTED by the City Council of Havre de Grace, Maryland this ___ day of _____, 2023.

71
72 SIGNED by the Mayor and attested by the Director of Administration this ___ day of
73 _____, 2023.

74
75
76 ATTEST:

MAYOR AND CITY COUNCIL
OF HAVRE DE GRACE

77
78
79 _____
80 Stephen J. Gamatoria
81 Director of Administration

William T. Martin
Mayor

82
83 Introduced: 6/20/2023

84 Passed/Adopted:

85
86 Effective Date:

CITY COUNCIL

READ FILE COVER SHEET

Subject: **Ordinance 1109 concerning Establishing the
City Budget for FY 2024**

(2nd Reading)

Date: **6/13/2023**

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 June 20, 2023
 In Confidential File Drawer

Approve:

Johnny Boker Yes No No Comment

Comment: _____

Casi Boyer Yes No No Comment

Comment: _____

Vicki Jones 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: _____

Note: N/A

CITY COUNCIL
OF
HAVRE DE GRACE, MARYLAND

ORDINANCE NO. 1109

Introduced by _____ Council Member Robertson

AN ORDINANCE BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE BY THE AUTHORITY OF ARTICLE XI-E OF THE MARYLAND CONSTITUTION, THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND AND SECTION 37 OF THE HAVRE DE GRACE CITY CHARTER FOR THE PURPOSE OF ESTABLISHING THE CITY BUDGET FOR FISCAL YEAR 2024, BY DESIGNATING THE ANNUAL PROJECTION OF ANTICIPATED REVENUES AND PROPOSED AUTHORIZED EXPENSES FOR THE CITY OF HAVRE DE GRACE FOR FISCAL YEAR 2024

On: June 5, 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 June 12, 2023 at 6:00 p.m., and concluded on June 12, 2023 at 6:20 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.

34 **WHEREAS**, the Mayor and City Council of Havre de Grace, a Maryland municipal
35 corporation, is required to establish an annual projection of anticipated revenues and proposed
36 expenses, known as the budget, for the City of Havre de Grace for the fiscal year beginning July 1,
37 2023 through June 30, 2024, said period known as fiscal year 2024; and

38 **WHEREAS**, the Mayor and City Council of Havre de Grace is further required to approve the
39 budget by Ordinance, pursuant to the Havre de Grace Charter Section 37 and by the authority of the
40 Local Government Article of the Annotated Code of Maryland; and

41 **WHEREAS**, the Mayor and City Council held budget work sessions on April 10, 2023 and
42 April 24, 2023 prior to the second City Council meeting in May as required by the City Charter; and

43 **WHEREAS**, the Mayor and City Council of Havre de Grace shall conduct a public hearing
44 for the purpose of receiving public comment on this budget Ordinance; and

45 **WHEREAS**, the Mayor and City Council of Havre de Grace have previously set the City tax
46 rate and charges for water and sewer service by Ordinance, as required by the Charter.

47 **NOW THEREFORE**, it is determined, decided, and ordained by the City Council that
48 the Annual Budget Ordinance for the City of Havre de Grace for the fiscal year 2024 shall be enacted
49 as follows:

50 **BUDGET ORDINANCE**

51 **Section 1.** Attached hereto is the Havre de Grace Budget for the fiscal year 2024 ("Budget").
52 The Budget covers the General Fund, Water & Sewer Fund and Marina Fund. The Budget
53 document and all of its attachments are incorporated by reference into this Ordinance and made
54 a part hereof.

55 **Section 2.** The City shall collect the anticipated revenue and make the proposed expenditures in
56 compliance with the Budget or by an appropriate Budget Amendment as authorized by Section
57 37 of the Havre de Grace City Charter.

58 **Section 3.** This Ordinance shall be effective on July 1, 2023 and expire on June 30, 2024.

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

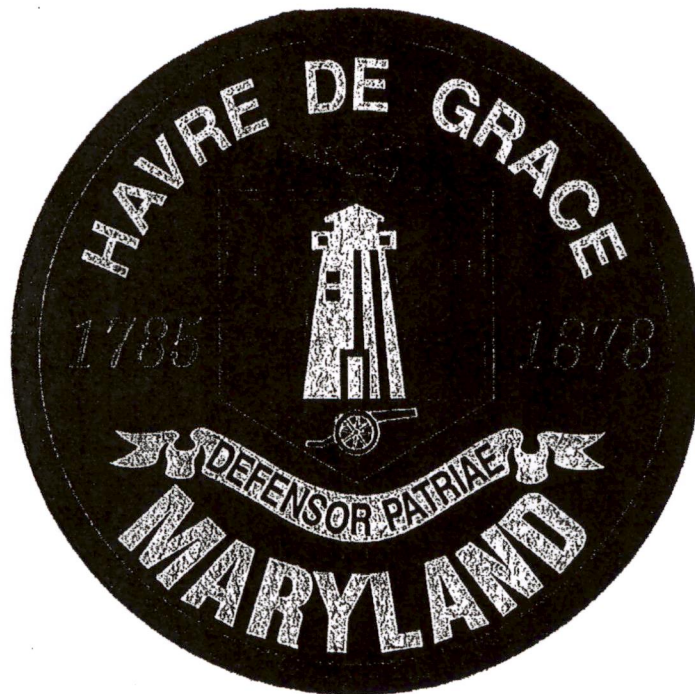
60 SIGNED by the Mayor and attested by the Director of Administration this ____ day of June,
61 2023.

62
63 ATTEST: MAYOR AND CITY COUNCIL
64 OF HAVRE DE GRACE
65

66
67 _____
68 Stephen J. Gamatoria
69 Director of Administration

66
67 _____
68 William T. Martin
69 Mayor

70 Introduced/First Reading: 6/5/2023
71 Public Hearing: 6/12/2023
72 Second Reading/Adopted:
73 Effective Date:



**ANNUAL BUDGET
FISCAL YEAR 2023**

William T. Martin, Mayor

Members of the City Council:

James E. Ringsaker, Jr., Council President

Johnny Boker

Cassandra Boyer

Vicki Jones

Jason G. Robertson

Tammy L. Schneegas

FY 2024 vs FY 2023

GENERAL FUND				
	ORIG. BGT.	CURR. BGT.	REQUESTED	Page
	FY 2023	FY 2023	FY 2024	
Operating Revenues				
Taxes and Penalties	\$11,759,300	\$12,132,000	\$12,721,200	1
Intergovernmental	892,800	892,800	1,068,200	1
Licenses and Permits	323,400	323,400	333,100	1
Service Fees	121,100	129,200	743,700	1
Fines and Forfeitures	4,600	4,600	4,800	1
Grants	2,673,500	3,342,700	1,893,600	2
Miscellaneous	286,400	850,600	744,200	2
	<u>16,061,100</u>	<u>17,675,300</u>	<u>17,508,800</u>	
Operating Expenses				
Mayor	51,800	51,800	64,800	3
City Council	90,000	90,000	89,300	4
Administration	2,698,000	3,494,100	4,334,300	5-7
Registration & Elections	4,200	4,200	6,100	8
Legal Services	200,000	200,000	250,000	8
Casualty & Liability Insurance	172,900	172,900	172,500	8
Economic Development	521,300	549,300	518,300	9-10
Finance	814,600	814,600	855,900	11
Planning and Code Enforcement	858,900	808,900	902,900	12
Public Safety	5,707,400	5,707,400	5,751,200	13-14
Public Works	4,187,700	4,625,500	4,657,800	15-18
Service Organizations	18,500	18,500	18,500	19
Museums	83,000	83,000	83,000	19
Civic Groups	201,400	201,400	165,700	19
Ambulance Corps	105,500	105,500	110,500	19
Susquehanna Hose Co.	426,600	426,600	598,400	19
	<u>16,141,800</u>	<u>17,353,700</u>	<u>18,579,200</u>	
Capital Expenses				
Capital Equipment	1,597,700	1,974,800	1,076,900	21
Capital Projects	9,841,400	9,869,600	5,757,500	22
Debt Service	546,700	546,700	549,400	20
	<u>11,985,800</u>	<u>12,391,100</u>	<u>7,383,800</u>	
	<u>28,127,600</u>	<u>29,744,800</u>	<u>25,963,000</u>	
Fund Increase/(Decrease)	(12,066,500)	(12,069,500)	(8,454,200)	
Beginning Balance	2,370,600	2,150,700	1,746,800	2
Fund Transfers/Reserves	9,695,900	9,918,800	6,707,400	2
	<u>9,695,900</u>	<u>9,918,800</u>	<u>6,707,400</u>	
Fund Excess/ (Deficiency)	<u><u>\$0</u></u>	<u><u>\$0</u></u>	<u><u>\$0</u></u>	

GENERAL FUND OPERATING REVENUES

Account No.	Description	Original Budget FY 2023	Current Budget FY 2023	Requested Budget FY 2024
TAXES				
01-0001-41-01	Real Property Taxes	9,137,100	9,413,200	9,598,200
01-0001-41-06	Critical Area Tax	45,000	45,000	46,400
01-0001-41-12	Pers Prop, Unincorporated	4,400	4,400	4,200
01-0001-41-13	Pers Prop, RR/Utilities	242,000	242,000	257,400
01-0001-41-14	Pers Prop, Incorporated	176,300	176,300	255,300
01-0001-41-20	Penalties, Real Property	32,200	32,200	36,400
01-0001-41-23	Penalties, Personal Property Taxes	11,000	11,000	9,000
01-0001-41-41	Income Tax - City Share	1,622,900	1,622,900	1,923,200
01-0001-41-58	Pole and Conduit Tax	75,200	75,200	75,200
01-0001-41-61	Admissions & Amusements	83,400	83,400	86,100
01-0001-41-62	Hotel/Motel Tax	34,800	34,800	38,900
01-0001-41-63	County Stormwater Management Al	286,800	383,400	383,400
01-0001-41-95	County Pmts In Lieu of Taxes	8,200	8,200	7,500
	Subtotal - Taxes	11,759,300	12,132,000	12,721,200
INTERGOVERNMENTAL				
01-0001-43-33	State Police Protection	253,200	253,200	273,000
01-0001-43-51	Highway User Fees	634,100	634,100	791,000
01-0001-43-63	Enterprise Zone Credit Reimb	5,500	5,500	4,200
	Subtotal - Intergovernmental	892,800	892,800	1,068,200
LICENSES AND PERMITS				
01-0001-42-23	Trader Licenses	2,700	2,700	3,200
01-0001-42-32	Building Permits	165,800	165,800	172,100
01-0001-42-34	Cable TV License Fee	154,900	154,900	157,800
	Subtotal - Licenses/Permits	323,400	323,400	333,100
GENERAL SERVICE FEES				
01-0001-44-15	Rent - American Tower	47,000	47,000	48,400
01-0001-44-16	Rent - Opera House			48,500
01-0001-44-30	Rent-Tydings Concession	14,100	14,100	14,900
01-0001-44-32	Backfin Blues Creole de Graw-Leas	1,400	1,400	1,400
01-0001-44-34	Rent - STAR Centre		8,100	583,500
01-0001-44-35	Rent - Upper Chesapeake (Lodge La	3,300	3,300	3,300
01-0001-44-36	Rent - HdG Alliance (710 Market)	3,000	3,000	
01-0001-44-37	Candidate Filing Fees	200	200	500
01-0001-44-49	Firing Range Rental-Unbilled	100	100	100
01-0001-44-51	Firing Range Reimbursement-Billed	43,900	43,900	36,100
01-0001-44-52	Administrative Fees	7,100	7,100	3,600
01-0001-44-54	Board of Appeals Fees	1,000	1,000	3,400
	Subtotal - Service Fees	121,100	129,200	743,700
FINES/FORFEITURES				
01-0001-45-01	City Ord Violations	3,500	3,500	3,500
01-0001-45-02	Police Misc Income	1,100	1,100	1,300
	Subtotal - Fines/Forfeitures	4,600	4,600	4,800

GENERAL FUND OPERATING REVENUES

Account No.	Description	Original Budget FY 2023	Current Budget FY 2023	Requested Budget FY 2024
GRANTS				
01-0001-48-34	State Grants	890,900	1,240,900	500,000
01-0001-48-52	Federal Grants		319,200	
01-0001-48-65	County Grants - Fin. Inst.	5,100	5,100	6,500
01-0001-48-75	County Grants - Parks & Rec.	500,000	500,000	
01-0001-48-80	County Grants - Police Diff.	1,214,400	1,214,400	1,354,000
01-0001-48-81	Mini Police Grants	33,100	33,100	33,100
01-0001-48-97	CDBG Grant	30,000	30,000	
	Subtotal - Grants/Bonds	2,673,500	3,342,700	1,893,600
MISCELLANEOUS				
01-0001-46-04	Contrib & Donations		5,000	162,000
01-0001-46-08	Sale of Surplus Property	98,900	98,900	139,700
01-0001-46-22	Interest Income	4,200	4,200	36,600
01-0001-46-23	City Sponsored Event Proceeds		301,200	68,800
01-0001-46-28	Misc Revenues	11,200	11,200	8,100
01-0001-46-29	Misc Revenues - Billed	2,200	2,200	3,100
01-0001-46-39	Expense Reimbursements - Billed	45,500	45,500	27,500
01-0001-46-40	Expense Reimbursement	104,800	355,800	272,900
01-0001-46-50	Misc AR Penalties	6,800	6,800	10,800
01-0001-46-76	Tourism Sales	6,800	13,800	8,700
01-0001-46-77	Tourism Advertising Revenue	500	500	500
01-0001-46-78	Tourism Advertising - Guide	5,500	5,500	5,500
	Subtotal - Miscellaneous	286,400	850,600	744,200
TRANSFERS IN/(OUT)				
01-0001-49-43	Distributed Expenses	1,840,500	1,840,500	1,730,700
01-0001-49-00	Fund Transfers (ARPA)	7,910,000	8,018,500	5,182,100
01-0001-49-00	Fund Transfers (DHCD)		61,800	
01-0001-49-00	Fund Transfers (Critical Area)	5,000	44,000	
01-0001-49-00	Fund Transfers (Emergency)	(99,600)	(99,600)	(205,400)
01-0001-49-00	Fund Transfers (Police Reserve)		53,600	
01-0001-49-00	Fund Transfers (Community Ctr)	40,000		
01-0001-49-98	Unrestricted Fund Balance	2,370,600	2,150,700	1,746,800
	Subtotal - Transfers/Reserves	12,066,500	12,069,500	8,454,200
	TOTAL REVENUES	28,127,600	29,744,800	25,963,000

MAYOR

Account No.	Description	Original Budget FY 2023	Current Budget FY 2023	Requested Budget FY 2024
EMPLOYEE-RELATED EXPENSES				
01-1031-5001	Salaries - Regular Time	18,200	18,200	18,200
01-1031-5022	FICA Expense	1,400	1,400	1,400
01-1031-5031	Workers Compensation Insurance	200	200	200
	<i>Subtotal - Employee</i>	<i>19,800</i>	<i>19,800</i>	<i>19,800</i>
NON-EMPLOYEE-RELATED EXPENSES				
01-1031-6276	Professional Services	2,000	2,000	3,000
01-1031-6277	Travel Expense	3,000	3,000	5,000
01-1031-6282	Office Supplies	2,000	2,000	2,000
01-1031-6283	Public Relations	25,000	25,000	35,000
	<i>Subtotal - Non-Employee</i>	<i>32,000</i>	<i>32,000</i>	<i>45,000</i>
	TOTAL - MAYOR	51,800	51,800	64,800

CITY COUNCIL

Account No.	Description	Original Budget FY 2023	Current Budget FY 2023	Requested Budget FY 2024
EMPLOYEE-RELATED EXPENSES				
01-1011-5001	Salaries - Regular Time	46,800	46,800	46,800
01-1011-5022	FICA Expense	3,600	3,600	3,600
01-1011-5031	Workers Compensation Insurance	100	100	100
	<i>Subtotal - Employee</i>	<i>50,500</i>	<i>50,500</i>	<i>50,500</i>
NON-EMPLOYEE-RELATED EXPENSES				
01-1011-6062	Dues and Subscriptions	20,000	20,000	20,000
01-1011-6070	Printing and Publishing	1,500	1,500	3,000
01-1011-6277	Travel Expense	4,500	4,500	5,500
01-1011-6283	Public Relations	13,500	13,500	10,000
01-1011-6290	Misc Operating Costs			300
	<i>Subtotal - Non-Employee</i>	<i>39,500</i>	<i>39,500</i>	<i>38,800</i>
TOTAL - CITY COUNCIL		90,000	90,000	89,300

ADMINISTRATION OFFICES

Account No.	Description	Original Budget FY 2023	Current Budget FY 2023	Requested Budget FY 2024
EMPLOYEE-RELATED EXPENSES				
01-1091-5001	Salaries - Regular Time	732,400	772,700	701,200
01-1091-5004	Salaries - Overtime	1,400	1,400	900
01-1091-5007	Salaries - Seasonal	40,600	40,600	135,000
01-1091-5013	Salaries - Sick Leave	39,000	39,000	40,200
01-1091-5016	Salaries - Annual Leave	34,900	34,900	32,000
01-1091-5019	Salaries - Personal Leave	12,400	12,400	10,700
01-1091-5022	FICA Expense	65,600	76,100	70,200
01-1091-5028	Hospitalization	145,100	206,700	142,900
01-1091-5030	Retirees' Medical Benefits	197,600	197,600	219,800
01-1091-5031	Workers Compensation Insurance	4,100	4,100	3,500
01-1091-5040	Retirement	82,200	82,200	67,100
01-1091-5045	Actuarial & Pension Services	12,800	12,800	9,400
	Subtotal - Employee	1,368,100	1,480,500	1,432,900
NON-EMPLOYEE-RELATED EXPENSES				
01-1091-6025	Medical Testing & Supplies	10,000	10,000	11,000
01-1091-6062	Dues and Subscriptions	1,500	1,500	2,000
01-1091-6067	Postage	26,000	26,000	28,000
01-1091-6192	City Buildings Water & Sewer	25,400	25,400	32,200
01-1091-6207	City-Wide Enhancement Projects			45,000
01-1091-6274	Employee Wellness Program	10,000	10,000	20,000
01-1091-6276	Professional Services	325,000	480,000	380,000
01-1091-6277	Travel Expense	5,000	5,000	10,000
01-1091-6278	Employee Development	40,000	40,000	60,600
01-1091-6280	Utilities	198,500	198,500	214,000
01-1091-6282	Office Supplies	14,500	14,500	17,500
01-1091-6283	Public Relations	60,000	60,000	75,000
01-1091-6284	Vehicle Maintenance	1,000	1,000	7,500
01-1091-6286	Vehicle Fuel	2,200	2,200	2,400
01-1091-6301	Historic District Commission	22,000	22,000	12,000
01-1091-6302	Arts Commission	3,000	3,000	7,500
01-1091-6303	Youth Commission	7,000	7,000	7,500
	Subtotal - Non-Employee	751,100	906,100	932,200
	TOTAL - ADMINISTRATION	2,119,200	2,386,600	2,365,100

INFORMATION TECHNOLOGY

Account No.	Description	Original Budget FY 2023	Current Budget FY 2023	Requested Budget FY 2024
EMPLOYEE-RELATED EXPENSES				
01-1094-5001	Salaries - Regular Time	86,900	86,900	83,800
01-1094-5013	Salaries - Sick Leave	4,500	4,500	4,300
01-1094-5016	Salaries - Annual Leave	4,500	4,500	4,300
01-1094-5019	Salaries - Personal Leave	1,500	1,500	1,400
01-1094-5022	FICA Expense	7,400	7,400	7,100
01-1094-5028	Hospitalization	30,300	30,300	33,500
01-1094-5031	Workers Compensation Insurance	200	200	200
01-1094-5040	Retirement	11,700	11,700	11,200
01-1094-5045	Actuarial & Pension Services	1,800	1,800	1,600
	Subtotal - Employee	148,800	148,800	147,400
NON-EMPLOYEE-RELATED EXPENSES				
01-1094-6075	Office Machine Rental	35,000	35,000	35,000
01-1094-6137	Other Supplies & Materials	2,500	2,500	2,500
01-1094-6155	Equipment Maintenance	140,000	140,000	165,000
01-1094-6276	Professional Services	30,000	30,000	
01-1094-6281	Communications	55,000	55,000	72,000
01-1094-6285	Office Equipment	67,500	67,500	46,300
	Subtotal - Non-Employee	330,000	330,000	320,800
	TOTAL - IT	478,800	478,800	468,200

SPECIAL EVENTS

Account No.	Description	Original Budget FY 2023	Current Budget FY 2023	Requested Budget FY 2024
EMPLOYEE-RELATED EXPENSES				
01-1095-5001	Salaries - Regular Time			271,800
01-1095-5013	Salaries - Sick Leave			13,000
01-1095-5016	Salaries - Annual Leave			6,800
01-1095-5019	Salaries - Personal Leave			4,500
01-1095-5022	FICA Expense			22,600
01-1095-5028	Hospitalization			81,400
01-1095-5031	Workers Compensation Insurance			700
	<i>Subtotal - Employee</i>			<i>400,800</i>
NON-EMPLOYEE-RELATED EXPENSES				
01-1095-6207	Special Events	100,000	628,700	816,200
01-1095-6153	Facility Operations			284,000
	<i>Subtotal - Non-Employee</i>	<i>100,000</i>	<i>628,700</i>	<i>1,100,200</i>
	TOTAL - SPECIAL EVENTS	100,000	628,700	1,501,000

REGISTRATION AND ELECTIONS, LEGAL SERVICES, AND INSURANCE

Account No.	Description	Original Budget FY 2023	Current Budget FY 2023	Requested Budget FY 2024
REGISTRATION AND ELECTIONS				
01-1041-5007	Salaries - Seasonal	2,300	2,300	2,300
01-1041-5022	FICA Expense	200	200	200
01-1041-6282	Office Supplies	800	800	2,600
01-1041-6283	Public Relations	900	900	1,000
	TOTAL - REGISTRTRN/ELECTIONS	4,200	4,200	6,100
LEGAL SERVICES				
01-1061-6061	Legal Services - Council	200,000	200,000	250,000
	TOTAL - LEGAL SERVICES	200,000	200,000	250,000
INSURANCE				
01-2400-6125	Consulting Fees	500	500	
01-2400-6200	Casualty Insurance	157,400	157,400	157,500
01-2400-6290	Unemployment Insurance	15,000	15,000	15,000
	TOTAL - INSURANCE	172,900	172,900	172,500

ECONOMIC DEVELOPMENT

Account No.	Description	Original Budget FY 2023	Current Budget FY 2023	Requested Budget FY 2024
EMPLOYEE-RELATED EXPENSES				
01-1071-5001	Salaries - Regular Time	114,600	114,600	114,400
01-1071-5013	Salaries - Sick Leave	6,200	6,200	6,200
01-1071-5016	Salaries - Annual Leave	12,500	12,500	12,500
01-1071-5019	Salaries - Personal Leave	2,100	2,100	2,100
01-1071-5022	FICA Expense	10,300	10,300	10,300
01-1071-5028	Hospitalization	2,900	2,900	2,900
01-1071-5031	Workers Compensation Insurance	300	300	300
01-1071-5040	Retirement	16,200	16,200	16,200
01-1071-5045	Actuarial & Pension Services	2,500	2,500	2,300
	Subtotal - Employee	167,600	167,600	167,200
NON-EMPLOYEE-RELATED EXPENSES				
01-1071-6062	Dues and Subscriptions	2,000	2,000	2,000
01-1071-6070	Printing and Publishing	2,000	2,000	2,000
01-1071-6206	Economic Development Activities	10,000	15,000	12,000
01-1071-6276	Professional Services	115,000	115,000	110,000
01-1071-6277	Travel Expense	2,000	2,000	1,100
01-1071-6278	Employee Development	500	500	200
01-1071-6280	Utilities	600	600	
01-1071-6282	Office Supplies	500	500	300
01-1071-6283	Public Relations	1,000	1,000	1,000
01-1071-6288	Advertising	5,000	5,000	5,000
	Subtotal - Non-Employee	138,600	143,600	133,600
	TOTAL - ECON. DEV.	306,200	311,200	300,800

TOURISM

Account No.	Description	Original Budget FY 2023	Current Budget FY 2023	Requested Budget FY 2024
EMPLOYEE-RELATED EXPENSES				
01-1072-5001	Salaries - Regular Time	112,700	112,700	109,200
01-1072-5004	Salaries - Overtime	300	300	100
01-1072-5013	Salaries - Sick Leave	4,700	4,700	5,500
01-1072-5016	Salaries - Annual Leave	3,600	3,600	3,400
01-1072-5019	Salaries - Personal Leave	1,200	1,200	1,100
01-1072-5022	FICA Expense	7,800	7,800	9,100
01-1072-5028	Hospitalization	29,900	29,900	33,200
01-1072-5031	Workers Compensation Insurance	200	200	300
01-1072-5040	Retirement	9,400	9,400	8,800
01-1072-5045	Actuarial & Pension Services	1,500	1,500	1,200
	Subtotal - Employee	171,300	171,300	171,900
NON-EMPLOYEE-RELATED EXPENSES				
01-1072-6062	Dues and Subscriptions	2,000	2,000	2,000
01-1072-6067	Postage	300	1,700	300
01-1072-6070	Printing and Publishing	7,000	15,600	4,000
01-1072-6130	Items for Resale	3,000	13,000	5,000
01-1072-6277	Travel Expense	3,000	3,000	3,000
01-1072-6280	Utilities	4,500	4,500	3,300
01-1072-6282	Office Supplies	2,000	2,000	2,000
01-1072-6283	Public Relations	5,000	13,000	6,000
01-1072-6288	Advertising	17,000	12,000	20,000
	Subtotal - Non-Employee	43,800	66,800	45,600
	TOTAL - TOURISM	215,100	238,100	217,500

FINANCE

Account No.	Description	Original Budget FY 2023	Current Budget FY 2023	Requested Budget FY 2024
EMPLOYEE-RELATED EXPENSES				
01-1051-5001	Salaries - Regular Time	433,700	433,700	463,700
01-1051-5004	Salaries - Overtime	400	400	900
01-1051-5013	Salaries - Sick Leave	22,700	22,700	24,200
01-1051-5016	Salaries - Annual Leave	30,900	30,900	28,700
01-1051-5019	Salaries - Personal Leave	7,600	7,600	8,100
01-1051-5022	FICA Expense	37,700	37,700	40,100
01-1051-5028	Hospitalization	98,300	98,300	129,200
01-1051-5031	Workers Compensation Insurance	1,200	1,200	1,200
01-1051-5040	Retirement	53,100	53,100	56,500
01-1051-5045	Actuarial & Pension Services	8,300	8,300	7,900
	<i>Subtotal - Employee</i>	<i>693,900</i>	<i>693,900</i>	<i>760,500</i>
NON-EMPLOYEE-RELATED EXPENSES				
01-1051-6080	Bank Service Charges	60,300	60,300	35,000
01-1051-6276	Professional Services	51,100	51,100	51,100
01-1051-6277	Travel Expense	300	300	300
01-1051-6282	Office Supplies	9,000	9,000	9,000
	<i>Subtotal - Non-Employee</i>	<i>120,700</i>	<i>120,700</i>	<i>95,400</i>
	TOTAL - FINANCE	814,600	814,600	855,900

PLANNING AND CODE ENFORCEMENT

Account No.	Description	Original Budget FY 2023	Current Budget FY 2023	Requested Budget FY 2024
EMPLOYEE-RELATED EXPENSES				
01-1089-5001	Salaries - Regular Time	438,800	438,800	480,700
01-1089-5004	Salaries - Overtime	3,100	3,100	1,800
01-1089-5013	Salaries - Sick Leave	22,500	22,500	24,500
01-1089-5016	Salaries - Annual Leave	21,800	21,800	20,000
01-1089-5019	Salaries - Personal Leave	7,500	7,500	7,400
01-1089-5022	FICA Expense	37,600	37,600	40,800
01-1089-5028	Hospitalization	108,100	108,100	98,400
01-1089-5031	Workers Compensation Insurance	15,000	15,000	15,400
01-1089-5040	Retirement	58,700	58,700	58,200
01-1089-5045	Actuarial & Pension Services	9,200	9,200	8,200
	Subtotal - Employee	722,300	722,300	755,400
NON-EMPLOYEE-RELATED EXPENSES				
01-1089-6161	Uniform Expense	500	500	500
01-1089-6183	Planning Commission	400	400	2,400
01-1089-6198	Board of Appeals	5,000	5,000	5,000
01-1089-6206	Community Outreach			10,000
01-1089-6274	Property Maintenance			50,000
01-1089-6275	County Inspections	25,500	25,500	25,500
01-1089-6276	Professional Services	100,000	50,000	50,000
01-1089-6277	Travel Expense	1,000	1,000	1,500
01-1089-6282	Office Supplies	100	100	200
01-1089-6284	Vehicle Maintenance	1,000	1,000	
01-1089-6286	Vehicle Fuel	3,100	3,100	2,400
	Subtotal - Non-Employee	136,600	86,600	147,500
	TOTAL - PLANNING/CODE ENFOR	858,900	808,900	902,900

POLICE ADMINISTRATION

Account No.	Description	Original Budget FY 2023	Current Budget FY 2023	Requested Budget FY 2024
EMPLOYEE-RELATED EXPENSES				
01-1111-5001	Salaries - Regular Time	445,400	445,400	559,800
01-1111-5004	Salaries - Overtime	14,400	14,400	18,100
01-1111-5013	Salaries - Sick Leave	22,600	22,600	28,500
01-1111-5016	Salaries - Annual Leave	19,100	19,100	21,500
01-1111-5019	Salaries - Personal Leave	7,500	7,500	9,100
01-1111-5022	FICA Expense	38,600	38,600	48,600
01-1111-5028	Hospitalization	161,500	161,500	219,500
01-1111-5031	Workers Compensation Insurance	1,200	1,200	1,500
01-1111-5040	Retirement	59,000	59,000	71,200
01-1111-5045	Actuarial & Pension Services	9,200	9,200	10,000
	Subtotal - Employee	778,500	778,500	987,800
NON-EMPLOYEE-RELATED EXPENSES				
01-1111-6067	Postage	500	500	500
01-1111-6153	Range Facility Maintenance	25,000	25,000	15,000
01-1111-6275	Mandated Tests & Related Sup	18,000	18,000	10,000
01-1111-6277	Travel Expense	4,000	4,000	4,000
01-1111-6280	Utilities	57,100	57,100	44,800
01-1111-6281	Communications	40,000	40,000	30,000
01-1111-6282	Office Supplies	4,000	4,000	4,000
01-1111-6283	Public Relations	14,000	14,000	10,000
01-1111-6285	Office Equipment	20,000	20,000	20,000
	Subtotal - Non-Employee	182,600	182,600	138,300
	TOTAL - POLICE ADMINISTRATI	961,100	961,100	1,126,100

POLICE PATROL AND INVESTIGATION

Account No.	Description	Original Budget FY 2023	Current Budget FY 2023	Requested Budget FY 2024
EMPLOYEE-RELATED EXPENSES				
01-1112-5001	Salaries - Regular Time	2,370,600	2,370,600	2,242,900
01-1112-5004	Salaries - Overtime	156,300	156,300	186,200
01-1112-5013	Salaries - Sick Leave	114,900	114,900	111,400
01-1112-5016	Salaries - Annual Leave	119,600	119,600	118,300
01-1112-5019	Salaries - Personal Leave	38,300	38,300	37,100
01-1112-5022	FICA Expense	206,300	206,300	198,900
01-1112-5028	Hospitalization	560,800	560,800	604,200
01-1112-5031	Workers Compensation Insurance	163,700	163,700	158,700
01-1112-5040	Retirement	517,900	517,900	489,600
01-1112-5045	Actuarial & Pension Services	88,100	88,100	74,800
	Subtotal - Employee	4,336,500	4,336,500	4,222,100
NON-EMPLOYEE-RELATED EXPENSES				
01-1112-6137	Supplies and Materials	162,000	162,000	162,000
01-1112-6151	K9 Expense	8,000	8,000	8,000
01-1112-6153	Building Maintenance	30,000	30,000	30,000
01-1112-6155	Equip Maintenance	3,000	3,000	3,000
01-1112-6161	Uniform Expense	45,000	45,000	60,000
01-1112-6163	Employee Training	45,000	45,000	30,000
01-1112-6284	Vehicle Maintenance	10,000	10,000	10,000
01-1112-6286	Vehicle Fuel	106,800	106,800	100,000
	Subtotal - Non-Employee	409,800	409,800	403,000
	TOTAL - POLICE PATROL & INVI	4,746,300	4,746,300	4,625,100

PUBLIC WORKS

Account No.	Description	Original Budget FY 2023	Current Budget FY 2023	Requested Budget FY 2024
DPW ADMINISTRATION				
EMPLOYEE-RELATED EXPENSES				
01-1211-5001	Salaries - Regular Time	749,000	749,000	994,600
01-1211-5004	Salaries - Overtime	15,100	15,100	21,500
01-1211-5013	Salaries - Sick Leave	38,400	38,400	50,900
01-1211-5016	Salaries - Annual Leave	36,500	36,500	44,100
01-1211-5019	Salaries - Personal Leave	12,800	12,800	16,600
01-1211-5022	FICA Expense	64,800	64,800	86,000
01-1211-5028	Hospitalization	152,800	152,800	273,800
01-1211-5031	Workers Compensation Insurance	34,100	34,100	47,400
01-1211-5040	Retirement	92,400	92,400	124,400
01-1211-5045	Actuarial & Pension Services	14,400	14,400	17,400
	Subtotal - Employee	1,210,300	1,210,300	1,676,700
NON-EMPLOYEE-RELATED EXPENSES				
01-1211-6161	Uniform Expense	5,500	5,500	5,500
01-1211-6277	Travel Expense	200	200	
01-1211-6283	Public Relations	4,000	4,000	4,000
	Subtotal - Non-Employee	9,700	9,700	9,500
	TOTAL - DPW ADMINISTRATION	1,220,000	1,220,000	1,686,200
WASTE DISPOSAL				
01-1244-6125	Contractual Services	890,000	915,000	950,000
	TOTAL - WASTE DISPOSAL	890,000	915,000	950,000
SIDEWALKS AND CURBS				
01-1253-6137	Supplies and Materials	83,900	58,900	40,000
	TOTAL - SIDEWALKS AND CURBS	83,900	58,900	40,000
SNOW AND ICE REMOVAL				
01-1254-6137	Other Supplies and Materials	20,000	20,000	20,000
01-1254-6155	Equip Maintenance	3,100	3,100	3,100
	TOTAL - SNOW AND ICE REMOVAL	23,100	23,100	23,100
STORM DRAINAGE				
01-1256-6137	Other Supplies and Materials	1,000	1,000	1,000
	TOTAL - STORM DRAINAGE	1,000	1,000	1,000
STREET LIGHTS				
01-1258-6137	Other Supplies and Materials	500	500	500
01-1258-6276	Professional Services	8,000	8,000	8,000
01-1258-6280	Utilities	185,700	185,700	175,900
	TOTAL - STREET LIGHTS	194,200	194,200	184,400
TREE SERVICES				
01-1290-6137	Other Supplies and Materials	3,000	3,000	3,000
01-1290-6276	Professional Services	80,000	80,000	90,000
	TOTAL - TREE SERVICES	83,000	83,000	93,000

PUBLIC WORKS

Account No.	Description	Original Budget FY 2023	Current Budget FY 2023	Requested Budget FY 2024
BUILDING AND PROPERTY MAINTENANCE				
01-1292-6153	Building Maintenance	150,000	150,000	125,000
01-1292-6154	Opera House Maintenance	20,000	35,000	
01-1292-6274	Grounds Maintenance	90,000	130,000	155,000
	TOTAL - BLDG. AND PRPTY MAIN	260,000	315,000	280,000
RECREATION SUPPORT				
01-1293-6137	Supplies and Materials	45,000	45,000	50,000
01-1293-6275	Park Maintenance	57,500	57,500	70,000
01-1293-6280	Utilities	26,300	26,300	20,400
	TOTAL - RECREATION SUPPORT	128,800	128,800	140,400
	TOTAL - PUBLIC WORKS	2,884,000	2,939,000	3,398,100

HIGHWAYS & STREETS

Account No.	Description	Original Budget FY 2023	Current Budget FY 2023	Requested Budget FY 2024
EMPLOYEE-RELATED EXPENSES				
01-1251-5001	Salaries - Regular Time	386,600	515,700	363,800
01-1251-5004	Salaries - Overtime	10,900	117,300	25,000
01-1251-5013	Salaries - Sick Leave	17,500	31,500	18,800
01-1251-5016	Salaries - Annual Leave	21,500	34,600	19,800
01-1251-5019	Salaries - Personal Leave	5,800	10,500	6,300
01-1251-5022	FICA Expense	29,900	50,800	33,100
01-1251-5028	Hospitalization	132,900	174,600	116,300
01-1251-5031	Workers Compensation Insurance	17,300	33,700	18,900
01-1251-5040	Retirement	45,600	82,100	43,000
01-1251-5045	Actuarial & Pension Services	7,100	7,100	6,000
	Subtotal - Employee	675,100	1,057,900	651,000
NON-EMPLOYEE-RELATED EXPENSES				
01-1251-6137	Supplies and Materials	47,000	47,000	47,000
01-1251-6145	Rental Expense	1,000	1,000	1,000
01-1251-6155	Equip Maintenance	50,000	50,000	50,000
01-1251-6159	Minor Equipment and Tools	3,000	3,000	3,000
01-1251-6161	Uniform Expense	13,000	13,000	13,000
01-1251-6277	Travel Expense	200	200	200
01-1251-6280	Utilities	11,500	11,500	9,200
01-1251-6281	Communications	300	300	300
01-1251-6282	Office Supplies	200	200	200
01-1251-6284	Vehicle Maintenance	3,500	3,500	3,500
01-1251-6285	Office Equipment	500	500	500
01-1251-6286	Vehicle Fuel	53,000	53,000	50,700
	Subtotal - Non-Employee	183,200	183,200	178,600
	TOTAL - HIGHWAYS/STREETS	858,300	1,241,100	829,600

SHOP OPERATION

Account No.	Description	Original Budget FY 2023	Current Budget FY 2023	Requested Budget FY 2024
EMPLOYEE-RELATED EXPENSES				
01-1242-5001	Salaries - Regular Time	205,500	205,500	192,800
01-1242-5004	Salaries - Overtime	3,400	3,400	900
01-1242-5013	Salaries - Sick Leave	10,800	10,800	10,100
01-1242-5016	Salaries - Annual Leave	14,800	14,800	13,900
01-1242-5019	Salaries - Personal Leave	3,600	3,600	3,400
01-1242-5022	FICA Expense	18,100	18,100	16,900
01-1242-5028	Hospitalization	47,400	47,400	51,800
01-1242-5031	Workers Compensation Insurance	12,600	12,600	11,900
01-1242-5040	Retirement	28,100	28,100	26,400
01-1242-5045	Actuarial & Pension Services	4,400	4,400	3,700
	Subtotal - Employee	348,700	348,700	331,800
NON-EMPLOYEE-RELATED EXPENSES				
01-1242-6137	Supplies and Materials	10,000	10,000	10,000
01-1242-6155	Equipment Maintenance	1,000	1,000	1,000
01-1242-6159	Minor Equipment and Tools	8,000	8,000	5,000
01-1242-6161	Uniform Expense	4,500	4,500	4,500
01-1242-6276	Professional Services	4,000	4,000	5,000
01-1242-6280	Utilities	10,500	10,500	7,900
01-1242-6282	Office Supplies	200	200	200
01-1242-6284	Vehicle Maintenance	2,000	2,000	2,000
01-1242-6285	Office Equipment	100	100	100
01-1242-6286	Vehicle Fuel	56,400	56,400	62,600
	Subtotal - Non-Employee	96,700	96,700	98,300
	TOTAL - SHOP OPERATION	445,400	445,400	430,100

VOLUNTEER ORGANIZATIONS

Account No.	Description	Original Budget FY 2023	Current Budget FY 2023	Requested Budget FY 2024
SERVICE ORGANIZATIONS				
01-1815-6180	Army Alliance	2,500	2,500	2,500
01-1815-6181	Small Business Resource Cent	1,000	1,000	1,000
01-1815-6182	HdG Alliance	15,000	15,000	15,000
	TOTAL - SERVICE ORGANIZATIO	18,500	18,500	18,500
CIVIC GROUPS				
01-2332-6084	Lower Susq Heritage Greenway	25,000	25,000	25,000
01-2332-6089	Harford Cy Boys & Girls Club	15,000	15,000	15,000
01-2332-6091	Little League	15,000	15,000	15,000
01-2332-6094	HdG Public Schools	6,000	6,000	6,000
01-2332-6193	Recreation Council	56,700	56,700	56,700
01-2332-6253	Community Projects of HdG	11,200	11,200	3,500
01-2332-6255	Historical Society-Harford Cnt	1,000	1,000	1,000
01-2332-6256	Kitchen Door	2,500	2,500	2,500
01-2332-6257	Grace Place	2,500	2,500	2,500
01-2332-6258	HdG Youth Sailing School	3,000	3,000	3,000
01-2332-6259	HdG Green Team	8,000	8,000	8,000
01-2332-6291	HdG Arts Collective	53,000	53,000	25,000
01-2332-6292	St. Johns Cupboard	2,500	2,500	2,500
	TOTAL - CIVIC GROUPS	201,400	201,400	165,700
MUSEUMS				
01-2334-6208	Lockhouse Expenses	20,000	20,000	20,000
01-2334-6218	Lighthouse Expense	18,000	18,000	18,000
01-2334-6219	Maritime Museum Expenses	15,000	15,000	15,000
01-2334-6226	Decoy Museum	15,000	15,000	15,000
01-2334-6228	Harmers Town Project	15,000	15,000	15,000
	TOTAL - MUSEUMS	83,000	83,000	83,000
EMERGENCY SERVICES				
01-1125-6290	HdG Ambulance Corps	105,500	105,500	110,500
01-1131-6290	Susquehanna Hose Co	351,600	351,600	368,400
01-1131-6501	Additional SHCo Contributions	75,000	75,000	230,000
	TOTAL - EMERGENCY SERVICES	532,100	532,100	708,900
	TOTAL - VOLUNTEER ORGS.	835,000	835,000	976,100

GENERAL FUND DEBT SERVICE

Account No.	Description	Original Budget FY 2023	Current Budget FY 2023	Requested Budget FY 2024
01-2410-6416	130 CDA 2006 Park Improvemen	25,000	25,000	26,000
01-2410-6417	130 CDA 2006 Park Improvemen	4,600	4,600	3,500
01-2410-6418	130 CDA 2006 Park Improvemen	300	300	300
01-2410-6428	141 701 Concord Principal	41,100	41,100	42,700
01-2410-6429	141 701 Concord Interest	38,900	38,900	37,300
01-2410-6437	142 2013 Refinancing Principal	150,300	150,300	156,100
01-2410-6438	142 2013 Refinancing Interest	8,200	8,200	5,300
01-2410-6439	143 2016 DHCD Opera House Principal	137,700	137,700	140,000
01-2410-6440	143 2016 DHCD Opera House Interest	30,900	30,900	28,600
01-2410-6441	144 627/649 Water Street Principal	55,000	55,000	55,000
01-2410-6444	148 Street Sweeper Lease Principal	48,500	48,500	\$49,900
01-2410-6445	148 Street Sweeper Lease Interest	6,200	6,200	4,700
	GENERAL FUND DEBT SERVICE	546,700	546,700	549,400

CAPITAL BUDGET WORKSHEET
General Fund

Account No.	Description	Original Budget FY 2023	Current Budget FY 2023	Requested Budget FY 2024
CAPITAL EQUIPMENT				
01-1091-6501	Gold Star Memorial		8,000	
01-1091-6501	Xmas Lights		2,700	
01-1091-6501	Playground Equipment		28,400	
01-1091-6501	Hutchins Park Bathroom Relocation		100,000	
01-1091-6501	Trolleys (2) - [ARPA \$145,000]		145,000	
01-1091-6501	St Johns/Congress Ave Property [ARPA \$220,000]		15,000	
01-1091-6501	STAR Centre Light System/LED Wall [State Bond \$300,000]			300,000
01-1091-6501	STAR Centre Curtains [State Bond \$50,000]			50,000
01-1091-6501	STAR Centre Lobby Floor [State Bond \$50,000]			50,000
01-1091-6501	STAR Centre Theatre Rigging [State Bond \$50,000]			50,000
01-1091-6501	STAR Centre Sound System [State Bonds \$50,000]			50,000
01-1091-6507	Pickleball Court			
01-1091-6507	Unassigned	145,000	121,500	
01-1091-6508	STAR Centre Rehabilitation	475,000	477,900	24,500
01-1094-6501	Security System	30,000	30,000	
01-1112-6501	Police Vehicles [Resale - \$43,400]	358,100	358,100	358,100
01-1112-6501	Range Pavilian Rehab	100,000	100,000	
01-1112-6501	Office Furniture	15,000	7,400	
01-1112-6501	Range MILO Simulator	37,300	69,500	
01-1112-6501	Modular Barricade System [DHCD - \$100,000]		121,400	
01-1112-6501	PD Bldg Entry Rehab		7,600	
01-1242-6501	DPW/Admin Vehicles [Resale - \$101,400]	174,800	174,800	194,300
01-1242-6501	2 Ton Dump Truck	160,000	160,500	
01-1242-6501	Car Wash	55,000		
01-1242-6501	PD Bldg AC Ductwork	40,000	39,500	
01-1242-6501	Electric Gate	7,500	7,500	
	Subtotal - Equipment	1,597,700	1,974,800	1,076,900

CAPITAL BUDGET WORKSHEET
General Fund

Account No.	Description	Original Budget FY 2023	Current Budget FY 2023	Requested Budget FY 2024
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CAPITAL PROJECTS

01-1251-7013	Paving Program	556,500	556,500	600,000
01-1251-7073	MS4 Stormwater Remediation	70,000	70,000	
01-1251-7082	Water Street Remediation	164,100	53,500	
01-1251-7083	Living Shoreline Projects	1,376,800	1,714,900	
01-1251-7084	Critical Area Remediation	50,000	99,500	
01-1251-7086	City Hall Repairs	46,000	43,000	
01-1251-7089	Green St Pier, Swan Hrbr Bridge, Shuttle		466,000	
01-1251-7092	PD Building AC Ductwork Cleaning	40,000	40,000	
01-1251-7094	Burns Property Rehabilitation	20,000		
01-1251-7097	Juniata Street Sidewalks	68,000	96,800	
01-1251-7098	Downtown Infrastructure Rehab/Resilancy	6,170,000	6,170,000	5,157,500
01-1251-7099	DPW Yard Heated Garage	120,000		
01-1251-7100	Tourism Building Rehab	30,000		
01-1251-7101	Portable Band Stage	150,000		
01-1251-7102	Visitor's Center Rehabilitation	400,000	50,200	
01-1251-7103	Community Center Pickle Ball Courts	150,000	119,400	
01-1251-7104	Bloomsbury/Giles Storm Drain	30,000		
01-1251-7105	Basketball Court Renovation	10,000		
01-1251-7106	Hutchins Park Tent Replacement	40,000	29,200	
01-1251-7107	McLhinney Park Rehabilitation	200,000	200,000	
01-1251-7108	Community Center Rehabilitation	150,000	160,600	
	Subtotal - Projects	9,841,400	9,869,600	5,757,500

	TOTAL CAPITAL ITEMS	11,439,100	11,844,400	6,834,400
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FY 2024 vs FY 2023

WATER & SEWER FUND

	ORIG. BGT. FY 2023	CURR. BGT. FY 2023	REQUESTED FY 2024	Page
Operating Revenues				
Water Production	\$2,498,400	\$2,498,400	\$2,875,300	1
Water Distribution	1,345,300	1,345,300	1,369,900	1
Wastewater Treatment	3,746,900	3,746,900	4,063,900	1
Miscellaneous W&S	175,300	175,300	308,600	1
	<u>7,765,900</u>	<u>7,765,900</u>	<u>8,617,700</u>	
Operating Expenses				
Water Production	2,678,600	2,678,600	2,592,400	2
Water Distribution	1,750,500	1,470,000	2,088,300	3
Wastewater Treatment	2,720,000	2,774,000	2,580,900	4
	<u>7,149,100</u>	<u>6,922,600</u>	<u>7,261,600</u>	
Net Operating Income/(Loss)	616,800	843,300	1,356,100	
Capital Revenues				
Designated Infrastructure Fees	1,918,400	1,642,300	1,918,400	1
Grant/Debt Proceeds	2,279,900	7,645,900	4,896,200	1
	<u>4,198,300</u>	<u>9,288,200</u>	<u>6,814,600</u>	
Capital Expenses				
Debt Service	2,730,400	2,730,400	2,643,000	6
Capital Projects	3,758,700	11,413,500	5,451,700	5
	<u>6,489,100</u>	<u>14,143,900</u>	<u>8,094,700</u>	
Net Capital Income/(Loss)	(2,290,800)	(4,855,700)	(1,280,100)	
Fund Increase/(Decrease)	(1,674,000)	(4,012,400)	76,000	
Beginning Balance	610,600	207,200	(341,700)	1
Fund Transfers/Reserves	1,063,400	3,805,200	265,700	1
Fund Excess/ (Deficiency)	\$0	\$0	\$0	

**FUND 9 - WATER & SEWER
REVENUES**

Account No.	Description	Original Budget FY 2023	Current Budget FY 2023	Requested Budget FY 2024
WATER PRODUCTION FEES				
09-1209-44-28	Truckload Wtr Sales	4,000	4,000	1,600
09-1209-44-41	Water Revenue	2,493,500	2,493,500	2,872,500
09-1209-44-70	Misc Revenue - Water	900	900	1,200
	Subtotal - Water Fees	2,498,400	2,498,400	2,875,300
WATER DISTRIBUTION/WASTEWATER COLLECTION FEES				
09-1309-44-10	Water Meter Sales	8,100	8,100	13,600
09-1309-44-17	Service Participation Fee	10,700	10,700	13,800
09-1309-44-42	Infrastructure Replacement Fee	774,800	774,800	784,500
09-1309-44-46	Base Fees	519,100	519,100	527,500
09-1309-44-56	Svc Chg Turn-On/Off	32,600	32,600	30,500
	Subtotal - Water Distribution	1,345,300	1,345,300	1,369,900
WATER PLANT INFRASTRUCTURE FEES				
09-1209-42-47	User Benefit Fees - Water	34,600	34,600	34,600
09-1209-42-48	Capital Cost Recovery Charge	530,000	358,600	530,000
	Subtotal - Water Capital	564,600	393,200	564,600
WASTEWATER TREATMENT FEES				
09-1409-44-41	Sewer Revenue	3,713,700	3,713,700	4,031,200
09-1409-44-49	Industrial Surcharge	33,200	33,200	32,700
	Subtotal - Wastewater Fees	3,746,900	3,746,900	4,063,900
WASTEWATER PLANT INFRASTRUCTURE FEES				
09-1409-42-47	User Benefit Fees - Sewer	33,800	33,800	33,800
09-1409-42-48	Cost Recovery Charge	1,320,000	1,215,300	1,320,000
	Subtotal - Wastewater Capital	1,353,800	1,249,100	1,353,800
MISCELLANEOUS FUND 9 REVENUES				
09-0001-46-08	Sale of Surplus Property			6,700
09-0001-46-22	Interest Income	100	100	700
09-0001-46-28	Misc Revenues - (Utility Bill Charges)	8,100	8,100	6,500
09-0001-46-39	Expense Reimbursement - Billed	51,400	51,400	171,000
09-0001-46-40	Expense Reimburment	8,400	8,400	3,400
09-0001-46-50	Misc AR Penalty	100	100	7,400
09-1209-46-43	Penalties - Water	12,900	12,900	16,200
09-1209-46-66	Penalties - User Benefits	1,400	1,400	1,000
09-1309-46-42	Connection Fees	29,700	29,700	26,000
09-1409-46-42	Connecting Fees	17,500	17,500	19,600
09-1409-46-43	Penalties - Sewer	12,900	12,900	17,700
09-1409-46-71	BOD Surcharge	32,800	32,800	32,400
	Subtotal - Miscellaneous	175,300	175,300	308,600
FUND TRANSFERS AND LOAN PROCEEDS				
09-0001-49-01	Short Term General Fund Advance			
09-0001-49-01	Appropriated Retained Earnings	610,600	207,200	(341,700)
09-0001-49-27	DHCD Bond Proceeds	2,189,000	7,555,000	4,805,300
09-0001-48-50	State Grant Proceeds	90,900	90,900	90,900
09-0001-49-00	Fund Transfers	1,063,400	3,805,200	265,700
	Subtotal - Transfers/Reserves	3,953,900	11,658,300	4,820,200
	TOTAL - WATER & SEWER	13,638,200	21,066,500	15,356,300

WATER PRODUCTION

Account No.	Description	Original Budget FY 2023	Current Budget FY 2023	Requested Budget FY 2024
EMPLOYEE-RELATED EXPENSES				
09-1231-5001	Salaries - Regular Time	572,800	572,800	470,400
09-1231-5004	Salaries - Overtime	11,900	11,900	24,700
09-1231-5013	Salaries - Sick Leave	30,000	30,000	24,600
09-1231-5016	Salaries - Annual Leave	42,100	42,100	31,000
09-1231-5019	Salaries - Personal Leave	10,000	10,000	8,200
09-1231-5022	FICA Expense	50,700	50,700	42,600
09-1231-5028	Hospitalization	199,200	199,200	225,600
09-1231-5031	Workers Compensation Insurance	35,200	35,200	28,800
09-1231-5040	Retirement	70,900	70,900	57,400
09-1231-5045	Actuarial & Pension Services	11,100	11,100	8,000
	Subtotal - Employee	1,033,900	1,033,900	921,300
NON-EMPLOYEE-RELATED EXPENSES				
09-1231-6067	Postage	2,000	2,000	2,000
09-1231-6135	Contract Laboratory	28,000	28,000	35,000
09-1231-6136	Lab Supplies & Equipment	20,000	20,000	25,000
09-1231-6137	Other Supplies and Materials	5,000	5,000	5,000
09-1231-6139	Chemical Expense	95,000	95,000	145,000
09-1231-6141	Sludge Removal	70,000	70,000	70,000
09-1231-6145	Rental Expense	1,000	1,000	1,000
09-1231-6146	SHB Shared Chem & Utilities	20,000	20,000	25,000
09-1231-6147	SHB Shared Rep & Maint	2,500	2,500	2,500
09-1231-6153	Building Maintenance	10,000	10,000	40,000
09-1231-6155	Equip Maintenance	40,000	40,000	85,000
09-1231-6159	Minor Equipment and Tools	4,000	4,000	10,000
09-1231-6161	Uniform Expense	10,000	10,000	10,000
09-1231-6166	Distributed Expenses	881,100	881,100	827,700
09-1231-6193	City Buildings Water & Sewer	221,200	221,200	158,200
09-1231-6200	Casualty Insurance	26,700	26,700	36,000
09-1231-6212	Loop Meter			1,000
09-1231-6274	Grounds Maintenance	3,000	3,000	4,000
09-1231-6276	Professional Services	5,000	5,000	5,000
09-1231-6278	Employee Development	5,000	5,000	5,000
09-1231-6280	Utilities	184,500	184,500	168,600
09-1231-6281	Communications	8,000	8,000	8,000
09-1231-6282	Office Supplies	1,000	1,000	1,000
09-1231-6286	Vehicle Fuel	1,700	1,700	1,100
	Subtotal - Non-Employee	1,644,700	1,644,700	1,671,100
	TOTAL - WATER PRODUCTION	2,678,600	2,678,600	2,592,400

WATER DISTRIBUTION

Account No.	Description	Original Budget FY 2023	Current Budget FY 2023	Requested Budget FY 2024
EMPLOYEE-RELATED EXPENSES				
09-1232-5001	Salaries - Regular Time	740,200	383,900	671,700
09-1232-5004	Salaries - Overtime	64,500	40,000	58,300
09-1232-5013	Salaries - Sick Leave	37,800	23,800	34,400
09-1232-5016	Salaries - Annual Leave	34,400	21,300	31,900
09-1232-5019	Salaries - Personal Leave	12,600	7,900	11,500
09-1232-5022	FICA Expense	67,600	36,200	61,600
09-1232-5028	Hospitalization	288,300	185,000	293,800
09-1232-5031	Workers Compensation Insurance	44,200	27,800	40,300
09-1232-5040	Retirement	89,400	52,900	79,600
09-1232-5045	Actuarial & Pension Services	13,900	13,900	11,200
	Subtotal - Employee	1,392,900	792,700	1,294,300
NON-EMPLOYEE-RELATED EXPENSES				
09-1232-6061	Legal Fees - Bond Issuance		169,700	
09-1232-6080	Bank Service Charges	33,200	33,200	49,700
09-1232-6137	Other Supplies and Materials	120,000	120,000	200,000
09-1232-6140	Meters	60,000	210,000	210,000
09-1232-6145	Rental Expense	2,500	2,500	2,500
09-1232-6155	Equip Maintenance	15,000	15,000	40,000
09-1232-6159	Minor Equipment and Tools	5,000	5,000	5,000
09-1232-6161	Uniform Expense	11,000	11,000	11,000
09-1232-6200	Casualty Insurance	1,800	1,800	2,400
09-1232-6276	Professional Services	60,000	60,000	65,000
09-1232-6277	Travel Expense	200	200	200
09-1232-6278	Employee Development	2,500	2,500	2,500
09-1232-6279	Engineering Services			160,000
09-1232-6281	Communications	1,800	1,800	1,800
09-1232-6282	Office Supplies	300	300	300
09-1232-6284	Vehicle Maintenance	8,000	8,000	4,000
09-1232-6285	Office Equipment	2,500	2,500	2,500
09-1232-6286	Vehicle Fuel	33,800	33,800	37,100
	Subtotal - Non-Employee	357,600	677,300	794,000
	TOTAL - WATER DISTRIBUTION	1,750,500	1,470,000	2,088,300

WASTEWATER TREATMENT

Account No.	Description	Original Budget FY 2023	Current Budget FY 2023	Requested Budget FY 2024
EMPLOYEE-RELATED EXPENSES				
09-1245-5001	Salaries - Regular Time	537,400	537,400	415,300
09-1245-5004	Salaries - Overtime	17,100	17,100	16,900
09-1245-5013	Salaries - Sick Leave	28,000	28,000	21,400
09-1245-5016	Salaries - Annual Leave	34,800	34,800	20,700
09-1245-5019	Salaries - Personal Leave	9,300	9,300	7,100
09-1245-5022	FICA Expense	47,700	47,700	36,700
09-1245-5028	Hospitalization	180,900	180,900	162,900
09-1245-5031	Workers Compensation Insurance	32,800	32,800	25,000
09-1245-5040	Retirement	72,800	72,800	55,700
09-1245-5045	Actuarial & Pension Services	11,400	11,400	7,800
	Subtotal - Employee	972,200	972,200	769,500
NON-EMPLOYEE-RELATED EXPENSES				
09-1245-6135	Contract Laboratory	35,000	35,000	40,000
09-1245-6136	Lab Supplies & Equipment	10,000	10,000	10,000
09-1245-6137	Supplies and Materials	4,000	4,000	4,000
09-1245-6139	Chemical Expense	90,000	144,000	144,000
09-1245-6140	Pretreatment Work	1,000	1,000	1,000
09-1245-6141	Sludge Removal	85,000	85,000	70,000
09-1245-6153	Building Maintenance	60,000	60,000	70,000
09-1245-6155	Equip Maintenance	45,000	45,000	70,000
09-1245-6159	Minor Equipment and Tools	5,000	5,000	5,000
09-1245-6161	Uniform Expense	8,000	8,000	8,000
09-1245-6166	Distributed Expenses	881,100	881,100	827,700
09-1245-6193	City Buildings Water & Sewer	129,900	129,900	129,900
09-1245-6200	Casualty Insurance	78,800	78,800	105,900
09-1245-6274	Grounds Maintenance	12,000	12,000	12,000
09-1245-6276	Professional Services	5,000	5,000	20,000
09-1245-6277	Travel Expense	200	200	200
09-1245-6278	Employee Development	2,000	2,000	2,000
09-1245-6280	Utilities	280,800	280,800	276,000
09-1245-6281	Communications	6,000	6,000	6,000
09-1245-6282	Office Supplies	2,800	2,800	2,800
09-1245-6284	Vehicle Maintenance	500	500	500
09-1245-6286	Vehicle Fuel	5,700	5,700	6,400
	Subtotal - Non-Employee	1,747,800	1,801,800	1,811,400
	TOTAL - WASTEWATER TREATM	2,720,000	2,774,000	2,580,900

CAPITAL BUDGET WORKSHEET
Water & Sewer Fund

Account No.	Description	Original Budget FY 2023	Current Budget FY 2023	Requested Budget FY 2024
09-1231-6501	12" Valve Replacement	30,000	21,500	
09-1231-6501	Carbon Room Vacuum	15,000	11,200	
09-1231-6501	Analyzer/Controller		12,300	
09-1231-9024	WTP Upgrades		257,600	245,800
09-1231-9029	WTP Intake Repairs		99,900	
09-1231-9032	Solids Handling Facility		1,857,500	40,500
09-1232-6501	Erie Street PS HVAC Replacement		16,600	
09-1232-6501	Sewer Truck [ARPA \$465,100]	420,000	465,100	
09-1232-6501	Utility Truck	60,000	43,300	
09-1232-9042	Water Valve Inserts	50,000	50,000	
09-1232-9047	Fire Hydrant Replacement Program	60,000	60,000	
09-1232-9048	Water Line Upgrades	2,000,000	2,344,200	371,100
09-1232-9051	Water Main Replacement - Route 40		2,489,100	
09-1232-9055	Tower/Tank Rehabilitation	430,000	425,000	501,300
09-1232-9056	Commerce Street Sewer Line		117,900	
09-1232-9057	Old Bay Lane Water Main Extension		65,500	6,900
09-1232-9058	National Guard Pump Station Line		63,600	
09-1232-9059	Rt 155 Water Transmission Line		25,400	3,891,800
09-1232-9060	Erie Street Sewer Main Rehab	46,700	182,900	
09-1232-9064	Route 40 Sewer Force Main	100,000	300,000	
09-1232-9066	Commerce Street Force Main	120,000	120,000	
09-1245-6501	Effluent Filter Air Lift	40,000	40,000	
09-1245-6501	Recycle Pump Rebuild	40,000	40,000	
09-1245-6501	VFD Replacement	32,000	32,000	
09-1245-9037	WWTP SCADA Repairs	65,000	65,000	
09-1245-9042	Lafayette St Pump Station Rehab		187,000	
09-1245-9043	National Guard Pump Station Rehab		1,531,100	144,300
09-1245-9044	Odor Control Upgrade		7,600	
09-1245-9045	Scum Line Extension		225,000	250,000
09-1245-9046	Woods Pump Station		7,200	
09-1245-9047	Erie Street PS Drywell Valve	200,000	200,000	
09-1245-9048	Northwest Street PS Grinder	50,000	50,000	
	TOTAL - CAPITAL PROJECTS	3,758,700	11,413,500	5,451,700

WATER AND SEWER DEBT SERVICE

Account No.	Description	Actual FY 2022	Original Budget FY 2023	Current Budget FY 2023	YTD Actual FY 2023	Projected FY 2023	Requested Budget FY 2024
WATER FACILITY DEBT SERVICE							
09-2410-6439	143 2016 DHCD WTP Repairs Principal	154,667	157,300	157,300		157,300	160,000
09-2410-6440	143 2016 DHCD WTP Repairs Interest	36,952	35,300	35,300	17,651	35,300	32,700
	Subtotal - Water Debt	191,419	192,600	192,600	17,651	192,600	192,700
WASTEWATER FACILITY DEBT SERVICE							
09-2411-6434	138 MDE WWTP Upgrade Princip	1,435,143	1,465,300	1,465,300	1,465,281	1,465,300	1,496,100
09-2411-6435	138 MDE 2007 WWTP Upgrade In	251,665	233,800	233,800	233,827	233,800	203,100
09-2411-6436	138 MDE 2007 WWTP Upgrade Fe	77,143	77,100	77,100	77,143	77,100	77,100
09-2411-6437	142 2013 Refinancing Principal	62,200	61,700	61,700		61,700	60,900
09-2411-6438	142 2013 Refinancing Interest	7,303	6,100	6,100	3,013	6,100	4,900
09-2411-6439	145 TCF Sewer Truck Principal	78,636	82,200	82,200	82,230	82,200	
09-2411-6440	145 TCF Sewer Truck Interest	4,752	3,800	3,800	3,758	3,800	
09-2411-6441	146 2020 DHCD Infrastructure Principal	417,876	423,200	423,200		423,200	429,500
09-2411-6442	146 2020 DHCD Infrastructure Interest	188,067	184,600	184,600	143,213	184,600	178,700
	Subtotal - Wastewater Debt	2,522,784	2,537,800	2,537,800	2,008,465	2,537,800	2,450,300
	TOTAL - DEBT SERVICE	2,714,203	2,730,400	2,730,400	2,026,116	2,730,400	2,643,000

FY 2024 vs FY 2023

MARINE FACILITIES FUND

	ORIG. BGT. FY 2023	CURR. BGT. FY 2023	REQUESTED FY 2024	Page
Operating Revenues				
Facility Fees	\$703,700	\$703,700	\$728,200	1
Miscellaneous Income	11,600	11,600	16,000	1
	<u>715,300</u>	<u>715,300</u>	<u>744,200</u>	
Operating Expenses				
Marine Expenses	671,800	671,800	690,300	2
	<u>671,800</u>	<u>671,800</u>	<u>690,300</u>	
Net Operating Income/(Loss)	43,500	43,500	53,900	
Capital Revenues				
Infrastructure Grants/Loans	0	14,700	0	1
Capital Expenses				
Capital Projects	85,600	893,600	257,600	3
Net Capital Income/(Loss)	(85,600)	(878,900)	(257,600)	
Fund Increase/(Decrease)	(42,100)	(835,400)	(203,700)	
Beginning Balance	267,900	267,900	411,400	1
Fund Transfers/Reserves	(225,800)	567,500	(207,700)	1
Fund Excess/ (Deficiency)	\$0	\$0	\$0	

FUND 8 - MARINE FACILITIES - REVENUES

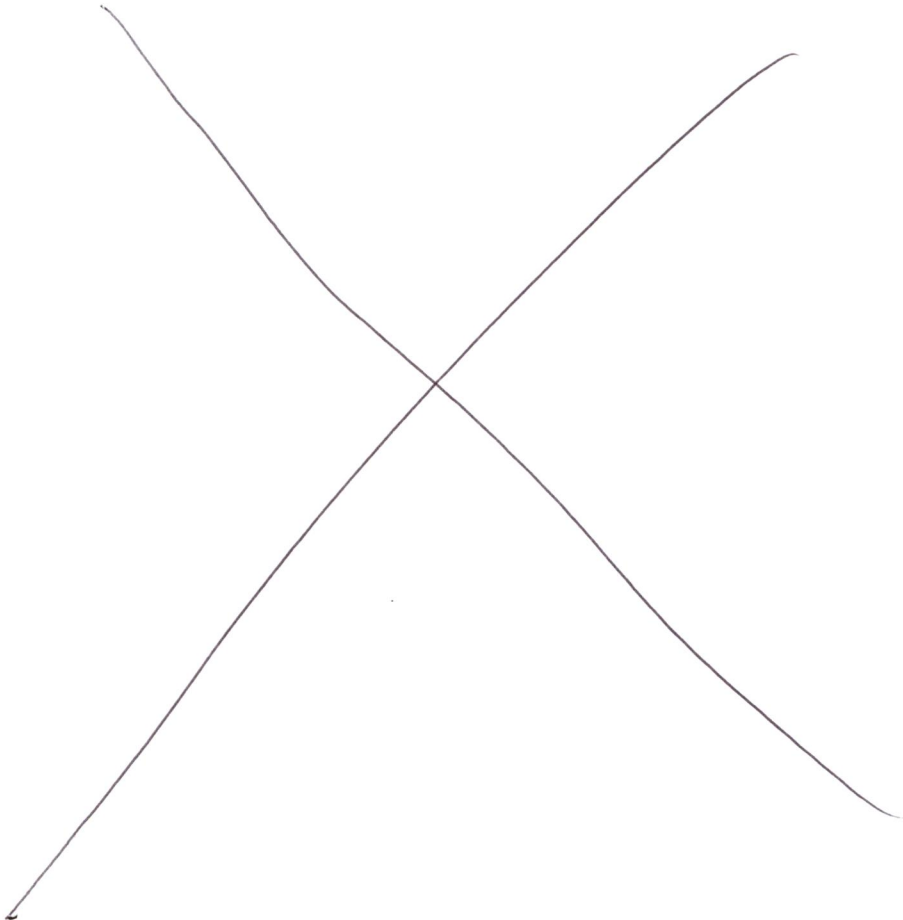
Account No.	Description	Original Budget FY 2023	Current Budget FY 2023	Requested Budget FY 2024
FACILITY FEES				
08-1809-44-52	Annual Slip Reservation Fee	400	400	400
08-1809-44-63	Leasing - Slip Contract	425,700	425,700	414,200
08-1809-44-64	Penalties - Slip Rent	15,900	15,900	16,700
08-1809-44-65	J. Roberts Ramp	600	600	400
08-1809-44-66	City Yacht Ramp Fees	30,600	30,600	32,500
08-1809-44-70	Gas Pump Sales	192,500	192,500	192,700
08-1809-44-71	Credit Card Gasoline Sales	3,700	3,700	34,600
08-1809-44-72	Electric Fees	17,100	17,100	17,400
08-1809-44-73	Diesel Fuel Sales	16,000	16,000	16,000
08-1809-44-74	Credit Card Diesel Sales	300	300	2,400
08-1809-44-75	Pumpout Fees	900	900	900
	Subtotal - Facility Fees	703,700	703,700	728,200
MISCELLANEOUS REVENUES				
08-1809-46-22	Interest Income	400	400	800
08-1809-46-28	Misc Revenue	400	400	1,800
08-1809-46-69	Transient or Short Term	6,500	6,500	9,200
08-1809-46-76	Misc Resale Revenues	4,300	4,300	4,200
	Subtotal - Miscellaneous	11,600	11,600	16,000
INFRASTRUCTURE GRANTS				
08-1809-48-63	DNR Grant - Waterway Improvement		14,700	
	Subtotal - Capital Grants		14,700	
FUND TRANSFERS AND LOAN PROCEEDS				
08-1809-49-02	Capital Reserve	(225,800)	567,500	(207,700)
08-1809-49-02	Appropriated Retained Earnings	267,900	267,900	411,400
	Subtotal - Transfers/Reserves	42,100	835,400	203,700
	TOTAL - Marine Facilities	757,400	1,565,400	947,900

FUND 8 - MARINE FACILITIES

Account No.	Description	Original Budget FY 2023	Current Budget FY 2023	Requested Budget FY 2024
EMPLOYEE-RELATED EXPENSES				
08-1839-5001	Salaries - Regular Time	114,700	114,700	92,300
08-1839-5007	Salaries - Seasonal	36,200	36,200	39,900
08-1839-5013	Salaries - Sick Leave	7,600	7,600	6,800
08-1839-5016	Salaries - Annual Leave	5,900	5,900	5,400
08-1839-5019	Salaries - Personal Leave	2,500	2,500	2,300
08-1839-5022	FICA Expense	12,700	12,700	11,200
08-1839-5028	Hospitalization	32,000	32,000	34,800
08-1839-5031	Workers Compensation Insurance	8,900	8,900	7,900
08-1839-5040	Retirement	15,600	15,600	12,800
08-1839-5045	Actuarial & Pension Services	2,400	2,400	1,800
	Subtotal - Employee	238,500	238,500	215,200
NON-EMPLOYEE-RELATED EXPENSES				
08-1839-6070	Printing and Publishing	200	200	200
08-1839-6081	Credit Card Expense	7,000	7,000	8,000
08-1839-6130	Misc Resale Items	3,000	3,000	4,000
08-1839-6131	Gasoline (Resale)	195,000	195,000	200,000
08-1839-6132	Diesel Fuel (Resale)	16,000	16,000	16,000
08-1839-6137	Other Supplies and Materials	5,000	5,000	32,000
08-1839-6153	Building Maintenance	5,000	5,000	6,000
08-1839-6155	Equip Maintenance	2,600	2,600	2,600
08-1839-6157	Island Maintenance	2,500	2,500	2,500
08-1839-6161	Uniform Expense	2,500	2,500	2,500
08-1839-6163	Employee Training	400	400	400
08-1839-6166	Distributed Expenses	78,300	78,300	75,300
08-1839-6200	Casualty Insurance	34,900	34,900	35,200
08-1839-6210	Dock Maintenance	4,000	4,000	5,000
08-1839-6276	Professional Services	20,000	20,000	32,000
08-1839-6280	Utilities	53,600	53,600	49,700
08-1839-6281	Communications	1,000	1,000	1,500
08-1839-6282	Office Supplies	500	500	800
08-1839-6284	Vehicle Maintenance	1,000	1,000	1,000
08-1839-6286	Vehicle Fuel	800	800	400
	Subtotal - Non-Employee	433,300	433,300	475,100
	TOTAL - MARINA EXPENSE	671,800	671,800	690,300

FUND 8 - MARINE FACILITIES CAPITAL PROJECTS

Account No.	Description	Original Budget FY 2023	Current Budget FY 2023	Requested Budget FY 2024
CDA LOANS				
08-1839-6501	Tydings/Water St Ramp Kiosks			40,000
08-1839-6501	DMP Site Engineering			25,000
08-1839-6501	Fuel Tanks/Dispensors	600	793,900	172,600
08-1839-6501	Fuel Dock Decking, Sun Shade			10,000
08-1839-6501	Marina Office Flooring/Furniture			10,000
08-1839-6501	John Deer Gator	20,000	20,000	
08-1839-6501	Parking Lot Overlay	65,000	65,000	
08-1839-6501	Pump Out Replacement - [DNR \$14,700]		14,700	
	TOTAL - MARINA CAPITAL	85,600	893,600	257,600



City of Havre de Grace Civilian Pay Scale
July 1, 2023

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
Grade 1	12.50	12.75	13.00	13.25	13.50	13.75	14.05	14.35	14.65	14.95	15.25	15.55	15.85	16.15
	1,000.00	1,020.00	1,040.00	1,060.00	1,080.00	1,100.00	1,124.00	1,148.00	1,172.00	1,196.00	1,220.00	1,244.00	1,268.00	1,292.00
	26,000.00	26,520.00	27,040.00	27,560.00	28,080.00	28,600.00	29,224.00	29,848.00	30,472.00	31,096.00	31,720.00	32,344.00	32,968.00	33,592.00
Grade 2	15.85	16.15	16.45	16.80	17.15	17.50	17.85	18.20	18.55	18.90	19.30	19.70	20.10	20.50
	1,268.00	1,292.00	1,316.00	1,344.00	1,372.00	1,400.00	1,428.00	1,456.00	1,484.00	1,512.00	1,544.00	1,576.00	1,608.00	1,640.00
	32,968.00	33,592.00	34,216.00	34,944.00	35,672.00	36,400.00	37,128.00	37,856.00	38,584.00	39,312.00	40,144.00	40,976.00	41,808.00	42,640.00
Grade 3	16.85	17.20	17.55	17.90	18.25	18.60	18.95	19.35	19.75	20.15	20.55	20.95	21.35	21.80
	1,348.00	1,376.00	1,404.00	1,432.00	1,460.00	1,488.00	1,516.00	1,548.00	1,580.00	1,612.00	1,644.00	1,676.00	1,708.00	1,744.00
	35,048.00	35,776.00	36,504.00	37,232.00	37,960.00	38,688.00	39,416.00	40,248.00	41,080.00	41,912.00	42,744.00	43,576.00	44,408.00	45,344.00
Grade 4	17.90	18.25	18.60	18.95	19.35	19.75	20.15	20.55	20.95	21.35	21.80	22.25	22.70	23.15
	1,432.00	1,460.00	1,488.00	1,516.00	1,548.00	1,580.00	1,612.00	1,644.00	1,676.00	1,708.00	1,744.00	1,780.00	1,816.00	1,852.00
	37,232.00	37,960.00	38,688.00	39,416.00	40,248.00	41,080.00	41,912.00	42,744.00	43,576.00	44,408.00	45,344.00	46,280.00	47,216.00	48,152.00
Grade 5	19.00	19.40	19.80	20.20	20.60	21.00	21.40	21.85	22.30	22.75	23.20	23.65	24.10	24.60
	1,520.00	1,552.00	1,584.00	1,616.00	1,648.00	1,680.00	1,712.00	1,748.00	1,784.00	1,820.00	1,856.00	1,892.00	1,928.00	1,968.00
	39,520.00	40,352.00	41,184.00	42,016.00	42,848.00	43,680.00	44,512.00	45,448.00	46,384.00	47,320.00	48,256.00	49,192.00	50,128.00	51,168.00
Grade 6	20.20	20.60	21.00	21.40	21.85	22.30	22.75	23.20	23.65	24.10	24.60	25.10	25.60	26.10
	1,616.00	1,648.00	1,680.00	1,712.00	1,748.00	1,784.00	1,820.00	1,856.00	1,892.00	1,928.00	1,968.00	2,008.00	2,048.00	2,088.00
	42,016.00	42,848.00	43,680.00	44,512.00	45,448.00	46,384.00	47,320.00	48,256.00	49,192.00	50,128.00	51,168.00	52,208.00	53,248.00	54,288.00
Grade 7	21.45	21.90	22.35	22.80	23.25	23.70	24.15	24.65	25.15	25.65	26.15	26.65	27.20	27.75
	1,716.00	1,752.00	1,788.00	1,824.00	1,860.00	1,896.00	1,932.00	1,972.00	2,012.00	2,052.00	2,092.00	2,132.00	2,176.00	2,220.00
	44,616.00	45,552.00	46,488.00	47,424.00	48,360.00	49,296.00	50,232.00	51,272.00	52,312.00	53,352.00	54,392.00	55,432.00	56,576.00	57,720.00
Grade 8	22.80	23.25	23.70	24.15	24.65	25.15	25.65	26.15	26.65	27.20	27.75	28.30	28.85	29.45
	1,824.00	1,860.00	1,896.00	1,932.00	1,972.00	2,012.00	2,052.00	2,092.00	2,132.00	2,176.00	2,220.00	2,264.00	2,308.00	2,356.00
	47,424.00	48,360.00	49,296.00	50,232.00	51,272.00	52,312.00	53,352.00	54,392.00	55,432.00	56,576.00	57,720.00	58,864.00	60,008.00	61,256.00
Grade 9	24.25	24.75	25.25	25.75	26.25	26.80	27.35	27.90	28.45	29.00	29.60	30.20	30.80	31.40
	1,940.00	1,980.00	2,020.00	2,060.00	2,100.00	2,144.00	2,188.00	2,232.00	2,276.00	2,320.00	2,368.00	2,416.00	2,464.00	2,512.00
	50,440.00	51,480.00	52,520.00	53,560.00	54,600.00	55,744.00	56,888.00	58,032.00	59,176.00	60,320.00	61,568.00	62,816.00	64,064.00	65,312.00
Grade 10	25.75	26.25	26.80	27.35	27.90	28.45	29.00	29.60	30.20	30.80	31.40	32.05	32.70	33.35
	2,060.00	2,100.00	2,144.00	2,188.00	2,232.00	2,276.00	2,320.00	2,368.00	2,416.00	2,464.00	2,512.00	2,564.00	2,616.00	2,668.00
	53,560.00	54,600.00	55,744.00	56,888.00	58,032.00	59,176.00	60,320.00	61,568.00	62,816.00	64,064.00	65,312.00	66,664.00	68,016.00	69,368.00
Grade 11	27.35	27.90	28.45	29.00	29.60	30.20	30.80	31.40	32.05	32.70	33.35	34.00	34.70	35.40
	2,188.00	2,232.00	2,276.00	2,320.00	2,368.00	2,416.00	2,464.00	2,512.00	2,564.00	2,616.00	2,668.00	2,720.00	2,776.00	2,832.00
	56,888.00	58,032.00	59,176.00	60,320.00	61,568.00	62,816.00	64,064.00	65,312.00	66,664.00	68,016.00	69,368.00	70,720.00	72,176.00	73,632.00
Grade 12	29.05	29.65	30.25	30.85	31.45	32.10	32.75	33.40	34.05	34.75	35.45	36.15	36.85	37.60
	2,324.00	2,372.00	2,420.00	2,468.00	2,516.00	2,568.00	2,620.00	2,672.00	2,724.00	2,780.00	2,836.00	2,892.00	2,948.00	3,008.00
	60,424.00	61,672.00	62,920.00	64,168.00	65,416.00	66,768.00	68,120.00	69,472.00	70,824.00	72,280.00	73,736.00	75,192.00	76,648.00	78,208.00

Director Compensation Range \$100,000 - \$170,000

City of Havre de Grace Civilian Pay Scale
July 1, 2023

	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	BB	CC
Grade 1	16.45	16.80	17.15	17.50	17.85	18.20	18.55	18.90	19.30	19.70	20.10	20.50	20.90	21.30	21.75
	1,316.00	1,344.00	1,372.00	1,400.00	1,428.00	1,456.00	1,484.00	1,512.00	1,544.00	1,576.00	1,608.00	1,640.00	1,672.00	1,704.00	1,740.00
	34,216.00	34,944.00	35,672.00	36,400.00	37,128.00	37,856.00	38,584.00	39,312.00	40,144.00	40,976.00	41,808.00	42,640.00	43,472.00	44,304.00	45,240.00
Grade 2	20.90	21.30	21.75	22.20	22.65	23.10	23.55	24.00	24.50	25.00	25.50	26.00	26.50	27.05	27.60
	1,672.00	1,704.00	1,740.00	1,776.00	1,812.00	1,848.00	1,884.00	1,920.00	1,960.00	2,000.00	2,040.00	2,080.00	2,120.00	2,164.00	2,208.00
	43,472.00	44,304.00	45,240.00	46,176.00	47,112.00	48,048.00	48,984.00	49,920.00	50,960.00	52,000.00	53,040.00	54,080.00	55,120.00	56,264.00	57,408.00
Grade 3	22.25	22.70	23.15	23.60	24.05	24.55	25.05	25.55	26.05	26.55	27.10	27.65	28.20	28.75	29.35
	1,780.00	1,816.00	1,852.00	1,888.00	1,924.00	1,964.00	2,004.00	2,044.00	2,084.00	2,124.00	2,168.00	2,212.00	2,256.00	2,300.00	2,348.00
	46,280.00	47,216.00	48,152.00	49,088.00	50,024.00	51,064.00	52,104.00	53,144.00	54,184.00	55,224.00	56,368.00	57,512.00	58,656.00	59,800.00	61,048.00
Grade 4	23.60	24.05	24.55	25.05	25.55	26.05	26.55	27.10	27.65	28.20	28.75	29.35	29.95	30.55	31.15
	1,888.00	1,924.00	1,964.00	2,004.00	2,044.00	2,084.00	2,124.00	2,168.00	2,212.00	2,256.00	2,300.00	2,348.00	2,396.00	2,444.00	2,492.00
	49,088.00	50,024.00	51,064.00	52,104.00	53,144.00	54,184.00	55,224.00	56,368.00	57,512.00	58,656.00	59,800.00	61,048.00	62,296.00	63,544.00	64,792.00
Grade 5	25.10	25.60	26.10	26.60	27.15	27.70	28.25	28.80	29.40	30.00	30.60	31.20	31.80	32.45	33.10
	2,008.00	2,048.00	2,088.00	2,128.00	2,172.00	2,216.00	2,260.00	2,304.00	2,352.00	2,400.00	2,448.00	2,496.00	2,544.00	2,596.00	2,648.00
	52,208.00	53,248.00	54,288.00	55,328.00	56,472.00	57,616.00	58,760.00	59,904.00	61,152.00	62,400.00	63,648.00	64,896.00	66,144.00	67,496.00	68,848.00
Grade 6	26.60	27.15	27.70	28.25	28.80	29.40	30.00	30.60	31.20	31.80	32.45	33.10	33.75	34.45	35.15
	2,128.00	2,172.00	2,216.00	2,260.00	2,304.00	2,352.00	2,400.00	2,448.00	2,496.00	2,544.00	2,596.00	2,648.00	2,700.00	2,756.00	2,812.00
	55,328.00	56,472.00	57,616.00	58,760.00	59,904.00	61,152.00	62,400.00	63,648.00	64,896.00	66,144.00	67,496.00	68,848.00	70,200.00	71,656.00	73,112.00
Grade 7	28.30	28.85	29.45	30.05	30.65	31.25	31.90	32.55	33.20	33.85	34.55	35.25	35.95	36.65	37.40
	2,264.00	2,308.00	2,356.00	2,404.00	2,452.00	2,500.00	2,552.00	2,604.00	2,656.00	2,708.00	2,764.00	2,820.00	2,876.00	2,932.00	2,992.00
	58,864.00	60,008.00	61,256.00	62,504.00	63,752.00	65,000.00	66,352.00	67,704.00	69,056.00	70,408.00	71,864.00	73,320.00	74,776.00	76,232.00	77,792.00
Grade 8	30.05	30.65	31.25	31.90	32.55	33.20	33.85	34.55	35.25	35.95	36.65	37.40	38.15	38.90	39.70
	2,404.00	2,452.00	2,500.00	2,552.00	2,604.00	2,656.00	2,708.00	2,764.00	2,820.00	2,876.00	2,932.00	2,992.00	3,052.00	3,112.00	3,176.00
	62,504.00	63,752.00	65,000.00	66,352.00	67,704.00	69,056.00	70,408.00	71,864.00	73,320.00	74,776.00	76,232.00	77,792.00	79,352.00	80,912.00	82,576.00
Grade 9	32.05	32.70	33.35	34.00	34.70	35.40	36.10	36.80	37.55	38.30	39.05	39.85	40.65	41.45	42.30
	2,564.00	2,616.00	2,668.00	2,720.00	2,776.00	2,832.00	2,888.00	2,944.00	3,004.00	3,064.00	3,124.00	3,188.00	3,252.00	3,316.00	3,384.00
	66,664.00	68,016.00	69,368.00	70,720.00	72,176.00	73,632.00	75,088.00	76,544.00	78,104.00	79,664.00	81,224.00	82,888.00	84,552.00	86,216.00	87,984.00
Grade 10	34.00	34.70	35.40	36.10	36.80	37.55	38.30	39.05	39.85	40.65	41.45	42.30	43.15	44.00	44.90
	2,720.00	2,776.00	2,832.00	2,888.00	2,944.00	3,004.00	3,064.00	3,124.00	3,188.00	3,252.00	3,316.00	3,384.00	3,452.00	3,520.00	3,592.00
	70,720.00	72,176.00	73,632.00	75,088.00	76,544.00	78,104.00	79,664.00	81,224.00	82,888.00	84,552.00	86,216.00	87,984.00	89,752.00	91,520.00	93,392.00
Grade 11	36.10	36.80	37.55	38.30	39.05	39.85	40.65	41.45	42.30	43.15	44.00	44.90	45.80	46.70	47.65
	2,888.00	2,944.00	3,004.00	3,064.00	3,124.00	3,188.00	3,252.00	3,316.00	3,384.00	3,452.00	3,520.00	3,592.00	3,664.00	3,736.00	3,812.00
	75,088.00	76,544.00	78,104.00	79,664.00	81,224.00	82,888.00	84,552.00	86,216.00	87,984.00	89,752.00	91,520.00	93,392.00	95,264.00	97,136.00	99,112.00
Grade 12	38.35	39.10	39.90	40.70	41.50	42.35	43.20	44.05	44.95	45.85	46.75	47.70	48.65	49.60	50.60
	3,068.00	3,128.00	3,192.00	3,256.00	3,320.00	3,388.00	3,456.00	3,524.00	3,596.00	3,668.00	3,740.00	3,816.00	3,892.00	3,968.00	4,048.00
	79,768.00	81,328.00	82,992.00	84,656.00	86,320.00	88,088.00	89,856.00	91,624.00	93,496.00	95,368.00	97,240.00	99,216.00	101,192.00	103,168.00	105,248.00

City of Havre de Grace Civilian Pay Scale
July 1, 2023

	DD	EE	FF	GG	HH	II	JJ	KK	LL	MM	NN
Grade 1	22.20	22.65	23.10	23.55	24.00	24.50	25.00	25.50	26.00	26.50	27.05
	1,776.00	1,812.00	1,848.00	1,884.00	1,920.00	1,960.00	2,000.00	2,040.00	2,080.00	2,120.00	2,164.00
	46,176.00	47,112.00	48,048.00	48,984.00	49,920.00	50,960.00	52,000.00	53,040.00	54,080.00	55,120.00	56,264.00
Grade 2	28.15	28.70	29.25	29.85	30.45	31.05	31.65	32.30	32.95	33.60	34.25
	2,252.00	2,296.00	2,340.00	2,388.00	2,436.00	2,484.00	2,532.00	2,584.00	2,636.00	2,688.00	2,740.00
	58,552.00	59,696.00	60,840.00	62,088.00	63,336.00	64,584.00	65,832.00	67,184.00	68,536.00	69,888.00	71,240.00
Grade 3	29.95	30.55	31.15	31.75	32.40	33.05	33.70	34.35	35.05	35.75	36.45
	2,396.00	2,444.00	2,492.00	2,540.00	2,592.00	2,644.00	2,696.00	2,748.00	2,804.00	2,860.00	2,916.00
	62,296.00	63,544.00	64,792.00	66,040.00	67,392.00	68,744.00	70,096.00	71,448.00	72,904.00	74,360.00	75,816.00
Grade 4	31.75	32.40	33.05	33.70	34.35	35.05	35.75	36.45	37.20	37.95	38.70
	2,540.00	2,592.00	2,644.00	2,696.00	2,748.00	2,804.00	2,860.00	2,916.00	2,976.00	3,036.00	3,096.00
	66,040.00	67,392.00	68,744.00	70,096.00	71,448.00	72,904.00	74,360.00	75,816.00	77,376.00	78,936.00	80,496.00
Grade 5	33.75	34.45	35.15	35.85	36.55	37.30	38.05	38.80	39.60	40.40	41.20
	2,700.00	2,756.00	2,812.00	2,868.00	2,924.00	2,984.00	3,044.00	3,104.00	3,168.00	3,232.00	3,296.00
	70,200.00	71,656.00	73,112.00	74,568.00	76,024.00	77,584.00	79,144.00	80,704.00	82,368.00	84,032.00	85,696.00
Grade 6	35.85	36.55	37.30	38.05	38.80	39.60	40.40	41.20	42.00	42.85	43.70
	2,868.00	2,924.00	2,984.00	3,044.00	3,104.00	3,168.00	3,232.00	3,296.00	3,360.00	3,428.00	3,496.00
	74,568.00	76,024.00	77,584.00	79,144.00	80,704.00	82,368.00	84,032.00	85,696.00	87,360.00	89,128.00	90,896.00
Grade 7	38.15	38.90	39.70	40.50	41.30	42.15	43.00	43.85	44.75	45.65	46.55
	3,052.00	3,112.00	3,176.00	3,240.00	3,304.00	3,372.00	3,440.00	3,508.00	3,580.00	3,652.00	3,724.00
	79,352.00	80,912.00	82,576.00	84,240.00	85,904.00	87,672.00	89,440.00	91,208.00	93,080.00	94,952.00	96,824.00
Grade 8	40.50	41.30	42.15	43.00	43.85	44.75	45.65	46.55	47.50	48.45	49.40
	3,240.00	3,304.00	3,372.00	3,440.00	3,508.00	3,580.00	3,652.00	3,724.00	3,800.00	3,876.00	3,952.00
	84,240.00	85,904.00	87,672.00	89,440.00	91,208.00	93,080.00	94,952.00	96,824.00	98,800.00	100,776.00	102,752.00
Grade 9	43.15	44.00	44.90	45.80	46.70	47.65	48.60	49.55	50.55	51.55	52.60
	3,452.00	3,520.00	3,592.00	3,664.00	3,736.00	3,812.00	3,888.00	3,964.00	4,044.00	4,124.00	4,208.00
	89,752.00	91,520.00	93,392.00	95,264.00	97,136.00	99,112.00	101,088.00	103,064.00	105,144.00	107,224.00	109,408.00
Grade 10	45.80	46.70	47.65	48.60	49.55	50.55	51.55	52.60	53.65	54.70	55.80
	3,664.00	3,736.00	3,812.00	3,888.00	3,964.00	4,044.00	4,124.00	4,208.00	4,292.00	4,376.00	4,464.00
	95,264.00	97,136.00	99,112.00	101,088.00	103,064.00	105,144.00	107,224.00	109,408.00	111,592.00	113,776.00	116,064.00
Grade 11	48.60	49.55	50.55	51.55	52.60	53.65	54.70	55.80	56.90	58.05	59.20
	3,888.00	3,964.00	4,044.00	4,124.00	4,208.00	4,292.00	4,376.00	4,464.00	4,552.00	4,644.00	4,736.00
	101,088.00	103,064.00	105,144.00	107,224.00	109,408.00	111,592.00	113,776.00	116,064.00	118,352.00	120,744.00	123,136.00
Grade 12	51.60	52.65	53.70	54.75	55.85	56.95	58.10	59.25	60.45	61.65	62.90
	4,128.00	4,212.00	4,296.00	4,380.00	4,468.00	4,556.00	4,648.00	4,740.00	4,836.00	4,932.00	5,032.00
	107,328.00	109,512.00	111,696.00	113,880.00	116,168.00	118,456.00	120,848.00	123,240.00	125,736.00	128,232.00	130,832.00

City of Havre de Grace Sworn Officer Pay Scale
July 1, 2023

20	21	22	23	24	25	26	27	28	29	30
\$ 81,930.82	\$ 83,979.09	\$ 86,078.57	\$ 88,230.53	\$ 90,436.30	\$ 92,697.20	\$ 93,624.18	\$ 94,560.42	\$ 95,506.02	\$ 96,461.08	\$ 97,425.69
2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	1.00%	1.00%	1.00%	1.00%	1.00%
\$ 86,846.67	\$ 89,017.84	\$ 91,243.28	\$ 93,524.37	\$ 95,862.48	\$ 98,259.04	\$ 99,241.63	\$ 100,234.04	\$ 101,236.38	\$ 102,248.75	\$ 103,271.24
2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	1.00%	1.00%	1.00%	1.00%	1.00%
\$ 86,846.67	\$ 89,017.84	\$ 91,243.28	\$ 93,524.37	\$ 95,862.48	\$ 98,259.04	\$ 99,241.63	\$ 100,234.04	\$ 101,236.38	\$ 102,248.75	\$ 103,271.24
2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	1.00%	1.00%	1.00%	1.00%	1.00%
\$ 92,057.47	\$ 94,358.91	\$ 96,717.88	\$ 99,135.83	\$ 101,614.22	\$ 104,154.58	\$ 105,196.13	\$ 106,248.09	\$ 107,310.57	\$ 108,383.67	\$ 109,467.51
2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	1.00%	1.00%	1.00%	1.00%	1.00%
\$ 97,580.92	\$ 100,020.44	\$ 102,520.95	\$ 105,083.98	\$ 107,711.08	\$ 110,403.85	\$ 111,507.89	\$ 112,622.97	\$ 113,749.20	\$ 114,886.69	\$ 116,035.56
2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	1.00%	1.00%	1.00%	1.00%	1.00%
\$ 103,435.78	\$ 106,021.67	\$ 108,672.21	\$ 111,389.02	\$ 114,173.74	\$ 117,028.09	\$ 118,198.37	\$ 119,380.35	\$ 120,574.15	\$ 121,779.90	\$ 122,997.69
2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	1.00%	1.00%	1.00%	1.00%	1.00%
\$ 111,710.64	\$ 114,503.40	\$ 117,365.99	\$ 120,300.14	\$ 123,307.64	\$ 126,390.33	\$ 127,654.24	\$ 128,930.78	\$ 130,220.09	\$ 131,522.29	\$ 132,837.51
2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	1.00%	1.00%	1.00%	1.00%	1.00%

CITY COUNCIL

READ FILE COVER SHEET

Subject: **Ordinance concerning Authorizing an Agreement with
HdG Green Team for Composting**

(1st Reading)

Date: **6/15/2023**

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 June 20, 2023

In Confidential File Drawer

Approve:

Johnny Boker

Yes

No

No Comment

Comment: _____

Casi Boyer

Yes

No

No Comment

Comment: _____

Vicki Jones

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: _____

Note: N/A

CITY COUNCIL
OF
HAVRE DE GRACE, MARYLAND

ORDINANCE NO. ____

Introduced by Council Member Boyer

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 ENTER INTO AN AGREEMENT WITH THE HAVRE DE GRACE GREEN TEAM LTD, AS IT RELATES TO COMPOSTING COLLECTION WITH GARRITY RENEWABLES, LLC. ON CITY PROPERTY

On: 6/20/2023
at: 7:00 p.m.

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

PUBLIC HEARING

A Public Hearing is scheduled for July 3, 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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32 **WHEREAS**, the Havre de Grace Green Team Ltd., an Internal Revenue Code 501c3 tax-
33 exempt Maryland corporation, (“Green Team”) was established in April 2013 by a group of
34 volunteers to review, evaluate, and implement sustainable green initiatives; and

35 **WHEREAS**, the Green Team’s goal is to create a “Greener” more sustainable community
36 within the City of Havre de Grace; and

37 **WHEREAS**, the Green Team and the City entered into a MOU in May 2020 to explore
38 food waste composting at a collection site on City-owned property at Hutchins Park, and extended
39 the MOU in January 2021; and renewed the MOU in June 2022; and

40 **WHEREAS**, the Green Team wishes to renew the agreement and continue food waste
41 composting at a collection site on City-owned property at Hutchins Park; and

42 **WHEREAS**, the Green Team is entering into a contractual agreement with Garrity
43 Renewables, LLC, a veteran owned business focused on organic waste collection and composting
44 in Maryland;

45 **NOW THEREFORE**, it is this ___ day of ___, 2023 determined, decided and ordained
46 by the Mayor and City Council that the Mayor is authorized to enter into an Agreement with the
47 Havre de Grace Green Team LTD and Garrity Renewables LLC., in a form substantially similar
48 to that which is attached as **EXHIBIT A** to this Ordinance, for a period of one year, at which time
49 the Agreement may be renewed at the discretion of the Mayor and City Council of Havre de Grace.

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

51
52 SIGNED by the Mayor and attested by the Director of Administration this ___ day of ___,
53 2023.

54
55
56 ATTEST:

MAYOR AND CITY COUNCIL
OF HAVRE DE GRACE

57
58
59 _____
60 Stephen J. Gamatoria
61 Director of Administration

William T. Martin
Mayor

62
63
64 Introduced/First Reading: 6/20/2023

65 Public Hearing:

66 Second Reading/Adopted:

67
68 Effective Date:
69
70

EXHIBIT A to ORDINANCE NO. _____



City of Havre de Grace

711 PENNINGTON AVENUE, HAVRE DE GRACE, MARYLAND 21078
WWW.HAVREDEGRACEMD.COM

410-939-1800

**AGREEMENT BETWEEN
HAVRE DE GRACE GREEN TEAM AND
THE CITY OF HAVRE DE GRACE, MARYLAND**

This Agreement (“Agreement”) dated the ___ day of _____, 2023 is entered into by the HAVRE DE GRACE GREEN TEAM, LTD., a charitable organization in good standing and organized under the laws of Maryland (“Green Team”), and GARRITY RENEWABLES LLC. (“Garrity”), and the MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, a Maryland municipal corporation ("City"), for the purposes of defining the rights and responsibilities of each party with respect to food waste collection and composting operation by the Green Team on a parcel of land known as Hutchins Park owned by the City. Both parties agree to bind themselves according to the provisions of this Agreement to the extent this Agreement is not inconsistent with the City Code, City Charter or Maryland law.

The Green Team agrees to:

1. Ensure that the bins are maintained, and shall keep the area remaining free of debris and clutter that does not belong.
2. Ensure that bins are replaced at least one time per week by the contractor.
3. Maintain and provide the City with a General Liability Policy for the location
4. A contractual agreement with Garrity shall remain in force for the duration of the operation OR the operation may be terminated by any party upon 30 days prior written notice and served upon the other parties.
5. Maintain the signage that depicts the type of waste that may not be disposed; including, without limitation, that no hazardous non-organic items in the bins (glass, bathroom trash, batteries, oils, crab shells, fish or electronics waste) shall be permitted.

The City agrees to:

1. Continue to allow composting on a mutually agreed location on City-owned property adjacent to Hutchins Park (see map attachment 1)
2. Continue to maintain an 8ft. by 12ft., roughly 6 feet tall fenced enclosure with a gate at least 3 feet wide to accommodate up to six composting bins.

34 The enclosure can be locked at night for security purposes provided the city handles the locking
35 and unlocking. The hours of operation shall be 7 am – 7 pm daily. A key will be provided to
36 Garrity and the Green Team.

37 Any additional or replacement signage for the enclosure, which the City shall install will be
38 provided by the Havre de Grace Green Team, Ltd.

39 The City shall not be responsible for any non-compostable matter, contaminated materials, or any
40 other materials left at the site, which is not associated with the intent of this program.

41 The City shall not be responsible for damaged or stolen compost bins.

42 Any payments for service shall be the responsibility of the Havre de Grace Team Ltd. and Garrity
43 Renewables, LLC.

44

45 This Agreement shall end no later than July 1, 2024.

46 On or before July 1, 2024, and simultaneous with the Green Team’s presentation of the status of
47 the Food Forest project, the Green Team shall present to the Mayor and City Council an overview
48 of the successes and failures of the Food Composting Program.

49

50 The City, at its sole discretion, may terminate this Agreement or amend any portion of the
51 Agreement at any time and for any reason if it is deemed to be in the best interest of the City.

52

53 ATTEST: HAVRE DE GRACE GREEN TEAM, LTD

54

55

56

57

58 ATTEST:

MAYOR AND CITY COUNCIL
OF HAVRE DE GRACE

59

60

61

62 By: Stephen J. Gamatoria
63 Director of Administration

By: William T. Martin
Mayor

64

65 Approved for legal sufficiency:

66

67

68

69 April C. Ishak, City Attorney

Attachment 1

Location of Food Waste Composting



CITY COUNCIL

READ FILE COVER SHEET

Subject: **Resolution concerning Approving a License Agreement at
569 Lewis Street**

Date: **6/1/2023**

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 June 20, 2023

In Confidential File Drawer

Approve:

Johnny Boker Yes No No Comment

Comment: _____

Casi Boyer Yes No No Comment

Comment: _____

Vicki Jones 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: _____

Note: Resolution was tabled at the 6/5/2023 Council meeting to 6/20/2023.

CITY COUNCIL
OF
HAVRE DE GRACE, MARYLAND

RESOLUTION NO. 2023-__

Introduced by _____ Council Member Schneegas

**A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF
HAVRE DE GRACE, MARYLAND, PURSUANT TO SECTION 33
AND 34 OF THE CITY CHARTER AND THE LOCAL
GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF
MARYLAND FOR APPROVAL OF A LICENSE AGREEMENT FOR
569 LEWIS STREET FOR PERMISSION TO ENCROACH ONTO
THE CITY RIGHT-OF-WAY**

WHEREAS, the LICENSEE is the owner of the property located at 569 Lewis Street in Havre de Grace, Maryland; and

WHEREAS, the LICENSEE has completed a permit application for home improvements and during the permitting process the City became aware that the front porch and the western edge of the house structure at 569 Lewis Street encroaches on the City right-of-way; and

WHEREAS, by Resolution 2022-20, the City Council previously approved a license agreement to the prior property owner granting permission for the existing porch encroachment; and

WHEREAS, the encroachment of the front porch and house structure pre-dated the City’s adoption of the zoning code, are in accordance with the description in the permit application, and to date, have not adversely impacted the City’s rights-of-way; and

WHEREAS, granting a license for such encroachment of this kind is consistent with other similar properties in the City, will not adversely impact the right-of-way and granting of the license is consistent with the health, safety, and welfare of the public and will serve the City’s general purposes; and

WHEREAS, the LICENSEE has also requested permission for encroachment of a recently constructed concrete pad that encroaches on the adjoining City rights-of-way, and was installed without prior City approval; and

WHEREAS, the Department of Planning has recommended not approving a license agreement for such purpose; and

WHEREAS, the LICENSE was listed on the agenda at a City Council meeting and the City Council has approved the general terms of the LICENSE in accordance with Resolution No. 2020-21; and

42 **WHEREAS**, the License attached as Exhibit A conforms to the requirements of Resolution
43 No. 2020-21 and the Department of Planning Memorandum dated May 31, 2023 attached as
44 Exhibit B describes the location of the front porch and house encroachment; and
45

46 **WHEREAS**, by this Resolution, the Council authorizes the Mayor to execute such
47 LICENSE substantially in the form as attached hereto, which LICENSE will not become binding
48 until signed by the Mayor and attested by the Director of Administration.

49 **NOW THEREFORE**, it is determined, decided, and resolved by the City Council the
50 encroachment on the City right-of-way is hereby approved for the front porch and house structure
51 only, and the Mayor is authorized to execute such License, which will not become binding until it
52 is signed by the Mayor and attested by the Director of Administration.
53

54 It is further determined, decided, and resolved that the request for encroachment of the pre-
55 existing concrete pad is hereby denied for the reasons stated in the Department’s Memorandum
56 dated May 31, 2023.
57

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

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

63
64 ATTEST:

MAYOR AND CITY COUNCIL
OF HAVRE DE GRACE, MARYLAND

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

William T. Martin
Mayor

70
71 Introduced: 6/5/2023

72 Passed/Adopted:
73

74 Effective Date:

EXHIBIT A

1



City of Havre de Grace

711 PENNINGTON AVENUE, HAVRE DE GRACE, MARYLAND 21078

410-939-1800

WWW.HAVREDEGRACEMD.COM

4

5

LICENSE AGREEMENT

6

This AGREEMENT (“LICENSE”) is made this __ day of _____, 2023, between the

7

Mayor and City Council of Havre de Grace, Maryland (“City”), and Andrew Hartsy and Rachel

8

McCloskey (“LICENSEE”).

9

WHEREAS, the LICENSEE is the owner of the property located at 569 Lewis Street in

10

Havre de Grace, Maryland; and,

11

WHEREAS, the LICENSEE has completed a permit application and has obtained approval

12

from the City to allow the front porch and house structure to encroach on City rights-of-way

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adjoining Lewis Street and South Stoke Streets.

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WHEREAS, the porch and house structure pre-dated the City’s adoption of the zoning

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code, are in accordance with the description in the permit application, and to date, have not

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adversely impacted the City’s rights-of-way; and

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WHEREAS, allowing front porch access will promote the health, safety, and welfare of

18

the public and serve the City’s general purposes; and

19

WHEREAS, the LICENSE was listed on the agenda at a City Council meeting and the City

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Council has approved the general terms of the LICENSE in accordance with Resolution No. 2020-

21

21; and

22

WHEREAS, the Council has authorized the Mayor to execute such LICENSE, which

23

LICENSE will not become binding until it is signed by the Mayor and attested by the Director of

24

Administration.

25 NOW THEREFORE, in consideration of the promises contained herein, the parties agree
26 as follows:

27 **1. Property.**

28 The City grants to the LICENSEE a LICENSE to encroach into the City's rights-of-way at
29 569 Lewis Street at the corner of South Stokes Street.

30 **2. Terms of Use.**

31 LICENSEE agrees:

- 32 a. Application for a LICENSE of City property shall be accompanied by a \$50.00
33 administrative fee.
- 34 b. The LICENSEE is required to pay all costs associated with the LICENSE for
35 the City right-of-way property, including but not limited to maintenance, repair,
36 utilities, taxes, and insurance.
- 37 c. The front porch and house structure shall be kept in good condition at all times
38 and maintained as necessary.
- 39 d. The City reserves the right to require the property owner to remove the licensed
40 items at any time at the owner's sole expense.
- 41 e. Any future proposed installation in the City Right-of-Way will require the City
42 Council to review and approve an amended License Agreement prior to
43 receiving any permits or starting construction.

44
45 **3. Indemnity.**

46 The LICENSEE shall indemnify and save harmless the City and its employees and agents
47 from all claims and demands, suits, actions, loss, damages, recoveries, judgments, costs and
48 expenses in any manner arising out of or in connection with any injury, death, loss, or damage
49 related to the LICENSEE's use of the right-of-way, the LICENSEE's conduct, or the LICENSEE's
50 breach of the LICENSE.

51 **4. Restoration.**

52 The LICENSEE shall be responsible for all costs or expenses to restore the City right-of-
53 way after termination of the permitted use. The City may undertake the restoration and all costs

54 and expenses shall be assessed against the LICENSEE and the property owner, and such costs will
55 become a lien on the property until fully paid.

56 **5. Maintenance.**

57 The LICENSEE shall maintain any facility or object in, above, or in the City right-of-way
58 and related to the use in a manner that is attractive, clean, safe, workmanlike, and in good repair.
59 The LICENSEE shall insure that the facility or object in, above, or in the City right-of-way related
60 to the use is in compliance with all applicable federal, State, County and City laws, rules,
61 ordinances, or regulation which are hereby incorporated into this Agreement.

62 **6. Term**

63 This Agreement shall remain in force for a period of not more than five (5) years, and shall
64 expire December 31, 2026, unless the City terminates or modifies this Agreement. In its sole
65 discretion, the City Council may renew or extend this Agreement upon the request of the
66 LICENSEE.

67 **7. Permitted Use.**

68 The temporary permitted use allowed by this Agreement is limited to the following: *use of*
69 *a portion of 569 Lewis Street City right-of-way for the front porch and the City's Stokes Street*
70 *right of way for the pre-existing encroachment by house structure.* Any disagreement between the
71 parties about the type of use, the location of the use, or any special conditions required, shall be
72 resolved by the City in its sole discretion.

73 **8. Entire Agreement.**

74 The Parties agree that this document contains the entire Agreement.

75 **9. No Waiver**

76 The LICENSEE agrees that the City's failure to enforce any of the terms herein shall not
77 constitute a waiver.

78

79 **10. Venue/Choice of Law**

80 This is a Maryland contract and the parties hereto agree that the laws of Maryland shall
81 apply to any disputes arising under the LICENSE. Harford County is the sole venue for any
82 dispute.

83 **11. No Assignment**

84 This LICENSE may not be assigned by the LICENSEE without the express written consent
85 of the City Council in its sole discretion, which continuation may be permitted if the proposed
86 assignee continues the current use of the property for the remainder of the LICENSE term. Any
87 renewal of this LICENSE must be in accordance with Resolution 2020-21 or any superseding
88 resolution or ordinance.

89 **12. Specific Enforcement/Breach of Contract/Attorneys' Fees**

90 In any legal action to enforce the terms of this LICENSE, for declaratory action, or to
91 recover damages for breach of the terms of this LICENSE filed by any party, the City shall be
92 entitled to recover reasonable attorneys' fees and costs from the LICENSEE or its successor or
93 assigns for its successful prosecution or defense of such claims.

94 WITNESS our hands and seals.

95

96 WITNESS/ATTEST:

LICENSEE:

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Signature

WITNESS/ATTEST:

MAYOR AND CITY COUNCIL OF
HAVRE DE GRACE, MARYLAND

Stephen J. Gamatoria
Director of Administration

William T. Martin
Mayor

113 APPROVED AS TO LEGAL SUFFICIENCY:

114

115

116 _____
April C. Ishak, City Attorney

117

ATTACHMENT B



City of Havre de Grace

711 PENNINGTON AVENUE, HAVRE DE GRACE, MARYLAND 21078
WWW.HAVREDEGRACEMD.COM

410-939-1800

DEPARTMENT OF PLANNING
MEMORANDUM

May 31, 2023

To: Stephen J. Gamatoria, Director of Administration
From: Tim Bourcier, Director of Planning
Re: **569 Lewis Street – License and Lease Agreement**
Request for a License and Lease Agreement in the City Right-of-Way

The Department of Planning has examined the property at 569 Lewis Street and offers the following recommendations for a License Agreement and a Lease Agreement.

License Agreement

There are four areas that need to be examined as part of the licensing agreement:

- 1. Previously approved licensing agreement for the front porch**
 - a. The Department of Planning is recommending APPROVAL of the existing license agreement for the existing front porch to transfer to the new owners. This was previously approved by the Mayor and Council on June 16, 2022 for the previous property owners. (see attached as Attachment A)
- 2. Existing structure (House) on western border of property line in the City ROW**
 - a. The Department of Planning is recommending APPROVAL of the existing structure (house) for a licensing agreement to encroach into the City Right-of-Way along South Stokes Street. According to State records, the existing structure was built in the existing location in 1958. The existing structure was remodeled, but not expanded into the City Right-of-Way. A site plan and survey have been provided as Attachment B.
- 3. Concrete pad on western border of property line in the City ROW (constructed without Department of Planning approval)**
 - a. A concrete pad was built to the edge of the rear western side of the existing structure, encroaching into the City Right-of-Way. The Department of Planning is recommending DENIAL of this licensing agreement request. The concrete pad was not shown on any site plans provided to the Department of Planning and was not approved nor known about until it was brought to our attention after construction occurred. The concrete pad serves no public purpose and does not promote the health, safety, and welfare of the citizens. There is no reason the concrete pad could not have been constructed within the Applicant's property line.

Lease Agreement

1. The Planning Department recommends APPROVAL for a lease agreement for the existing utilities located on the west side of the property adjacent to the house within the City Right-of-Way along South Stokes Street. Per the enclosed site plan, the Department of Planning was not made aware and did not approve of allowing the previous owner to place landscaping or the central air unit in the City right-of-Way. However, removal and relocation of the utilities could be costly. The City should consider allowing the property owner to lease the area in the City Right-of-Way.

Should the Mayor and City Council approve the requested License Agreement and Lease Agreement, the following conditions are recommended:

- a. Application for a LICENSE/LEASE of City property shall be accompanied by a \$50.00 administrative fee for each application.
- b. The LICENSEE/LEASEE is required to pay all costs associated with the LICENSES and LEASES for the City Right-Of-Way property, including but not limited to maintenance, repair, utilities, taxes, and insurance.
- c. The front porch, exterior facade of the house, and rear concrete pad shall be kept in good condition at all times and maintained as necessary.
- d. The City reserves the right to require the property owner to remove the licensed and/or leased items at any time at the owner's sole expense.
- e. Any future Lease Agreements for encroachments within the City Right-of-Way may incur an annual fee. Also, utility Items may need to be relocated outside City Right-Of-Way when replaced.
- f. Any future proposed installation in the City Right-of-Way will require the City Council to review and approve an amended License and/or Lease Agreement prior to receiving any permits or starting construction.

A copy of the License Agreement Memorandum for 569 Lewis Street approved on 06.17.22, a copy of the survey indicating the existing location and dimensions of the property features (house, rear pad, front porch, utilities), a copy of the licensing agreement memorandum request for 308 South Stokes, 2023 aerial photographs, site plan submitted and approved by the Department of Planning and site photos of the subject property are included with this memo.

cc: Tamara Brinkman, Administrative Assistant
Eric V. Lawrence, Associate Planner
Marisa Willis, CFM, Planner
Colleen Critzer, Permits Clerk

ATTACHMENT A



City of Havre de Grace

711 PENNINGTON AVENUE, HAVRE DE GRACE, MARYLAND 21078
WWW.HAVREDEGRACEMD.COM

410- 939-1800

DEPARTMENT OF PLANNING MEMORANDUM

June 16, 2022

To: Tamara Brinkman, Executive Assistant

From: Tim Bourcier, Director of Planning

Re: **569 Lewis Street - License Agreement request**
Removal and replacement of porch in Right-of-Way

The Department of Planning has received a permit application for the removal and replacement of a porch at the above referenced address within the City's Right-of-Way. Should the City Council approve the requested License Agreement, the following conditions are recommended:

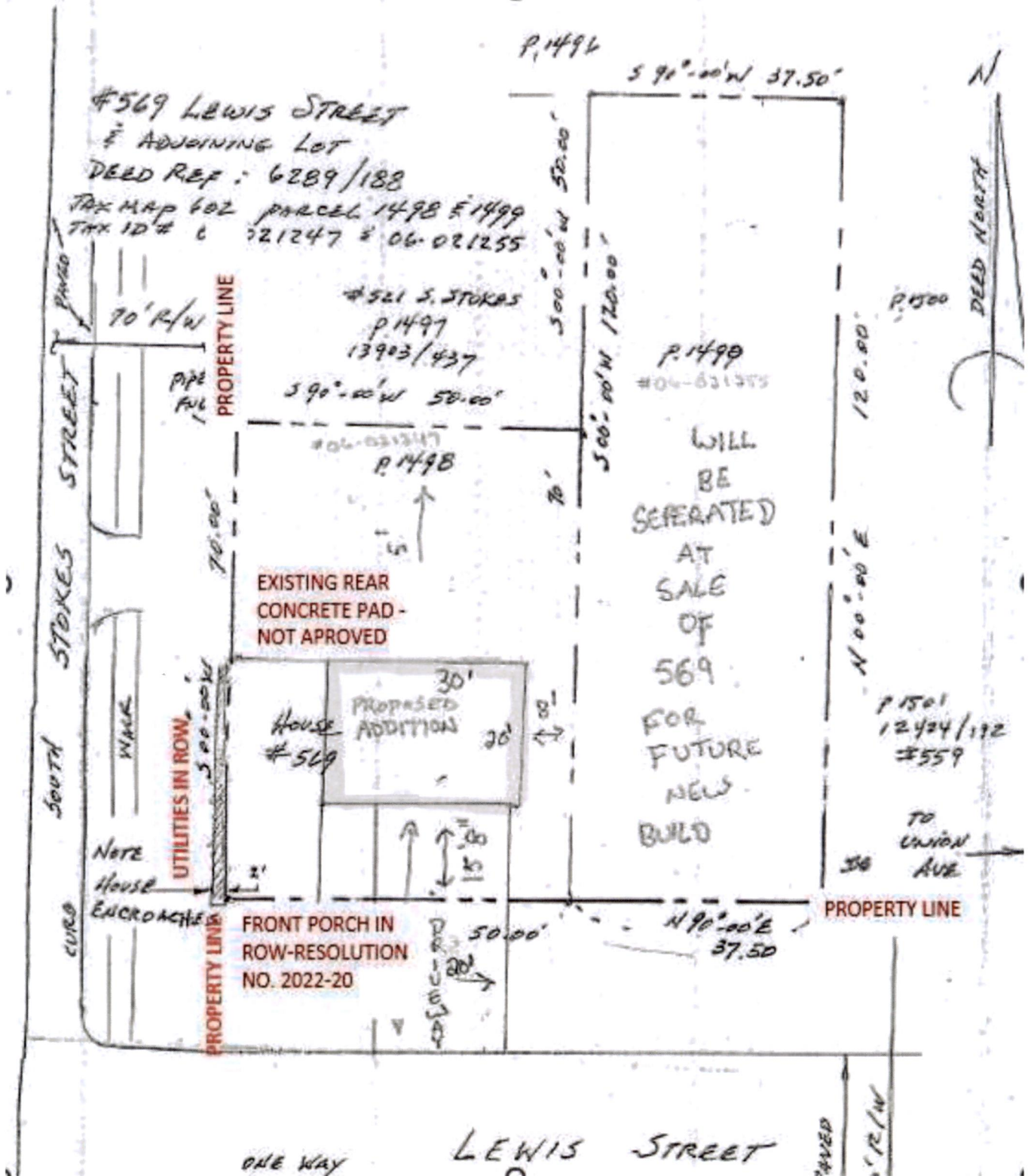
- a. Application for a LICENSE of City property shall be accompanied by a \$50.00 administrative fee.
- b. The LICENSEE is required to pay all costs associated with the LICENSE and the property, including but not limited to maintenance, repair, utilities, taxes, and insurance.
- c. The porch shall be maintained in good condition at all times and maintained as necessary.
- d. The City reserves the right to require the owner to remove the licensed items at any time at the owner's sole expense.
- e. Prior to construction of the items applied for in this permit, the applicant shall contact Ms. Utility to ensure that no utilities will be impacted. The report shall be forwarded to Ms. Marisa Willis. This is not required if the construction will not occur below ground and if the new porch is within the footprint of the old porch.
- f. Any future proposed installation in the City Right-of-Way will require the City Council to review and approve an amended License Agreement.

A copy of the Applicant's permit application, site plan and pictures are attached to this memo.

cc: Stephen Gamatoria, Director of Administration
Marisa Willis, CFM, Planning Technician
Colleen Critzer, Permits Clerk

Resolution No. 2022-20
T. Bourcier – 6/21/22

ATTACHMENT B



- Site plan submitted 04.27.23 to The Department of Planning for 569 Lewis Street Permit No. 2023-0329

ATTACHMENT C



City of Havre de Grace

711 PENNINGTON AVENUE, HAVRE DE GRACE, MARYLAND 21078
WWW.HAVREDEGRACEMD.COM

410-939-1800

DEPARTMENT OF PLANNING MEMORANDUM

October 20, 2022

To: Steve Gamatoria, Director of Administration

From: Tim Bourcier, Director of Planning

Re: **308 South Stokes Street - License Agreement**
Request for a license to place a fence in the City's Right-of-Way

The Department of Planning has received a permit application to construct 133 linear feet of fence within the City's Right-of-Way. The Department of Planning is recommending Council DENY the Applicant's request for the following reasons:

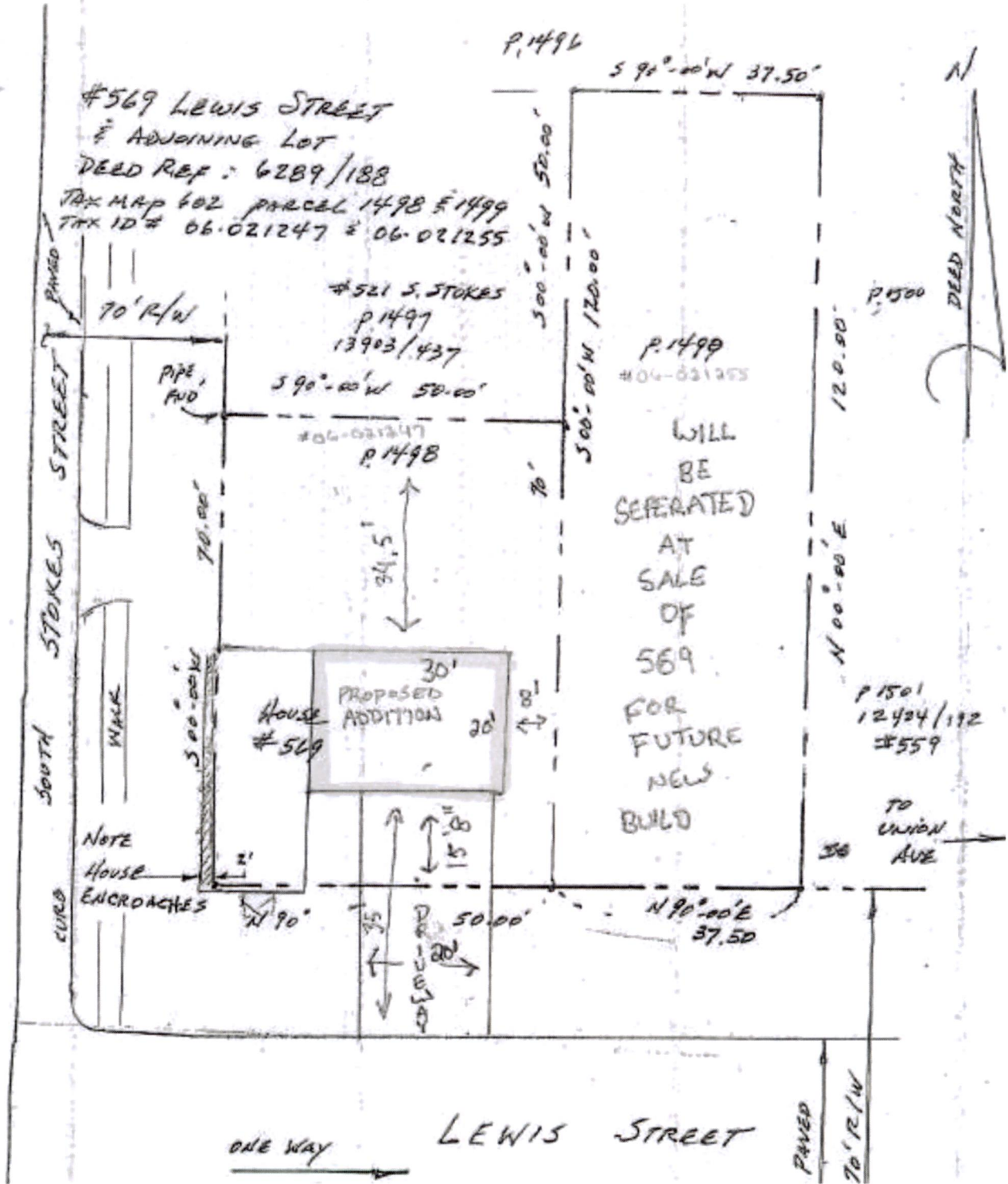
- 1) The Applicant is able to fence in their yard within their own property line. There is no pre-existing structure on the right-of-way. The proposed license agreement would essentially provide the Applicant with City property to increase their rear and side yard at no cost.
- 2) The proposed fence location directly abutting the sidewalk is not a pedestrian-friendly location and does not promote the health, safety and welfare of the citizens nor does it serve a public purpose.

A copy of the survey indicating the fence location and an aerial photograph are attached for your review.

cc: Marisa Willis, CFM, Planning Technician
Colleen Critzer, Permits Clerk
Tamara Brinkman, Administrative Assistant



- 2023 Aerial Photographs via Harford County Web GIS
- 569 Lewis Street-Building (Corner Lot - Intersection of South Stokes and Lewis Street)



- Site Plan Submitted 06.16.22 and Approved by the Department of Planning - 06.17.2022 (2022-0377)



SITE PHOTOS 05.15.23

- 569 Lewis Street (2023-0329)
- Existing front porch in City ROW (Along Lewis Street) License Agreement favorable (Photo Taken 05.15.23)
- Utilities in City ROW (Along South Stokes Street) Lease Agreement favorable (Photo Taken 05.31.23)



SITE PHOTOS 05.15.23

- 569 Lewis Street (2023-0329)
- Existing front porch in City ROW (Along Lewis Street) License Agreement favorable (Photo Taken 05.15.23)
- Rear concrete pad in ROW (Along South Stokes Street) License Agreement unfavorable (Photo Taken 05.31.23)



SITE PHOTOS 05.15.23

- 569 Lewis Street (2023-0329)
- Rear concrete pad in ROW (Along South Stokes Street) License Agreement unfavorable (Photo Taken 05.31.23)



SITE PHOTOS 05.15.23

- 569 Lewis Street (2023-0329)
- Rear concrete pad in ROW (Along South Stokes Street) License Agreement unfavorable (Photo Taken 05.31.23)
- Utilities located in City ROW (Along South Stokes Street) Lease Agreement favorable (Photo Taken 05.31.23)

CITY COUNCIL

READ FILE COVER SHEET

Subject: **Special Event - Summer Jam**

June 24, 2023

Date: **6/12/2023**

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 June 20, 2023
 In Confidential File Drawer

Approve:

Johnny Boker Yes No No Comment

Comment: _____

Casi Boyer Yes No No Comment

Comment: _____

Vicki Jones 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: _____

Note: N/A

EVENT APPLICATION CHECKLIST

Office Use Only
Date Received 6-8-23
Tracking # 1011 19 0042

EVENT NAME: Summer Jam
Sponsor Organization: Havre de Grace Housing Authority
Business Address: 101 Stansbury Ct., Havre de Grace, MD 21078
On-Site Contact Person: Nicki Biggs
Contact Information Phone: 4109392097 Email: info@hdgha.org
Back-Up On-Site Contact Person: Wendy Richardson
Contact Information Phone: 4109392097 Email: Wendy@hdgha.org

Note: *The on-site contact must be at the event the entire duration to include set-up and break-down.*

Is the Sponsor Organization a Havre de Grace 501 C3? Yes No

Is the Sponsor Organization a 501 C3? Yes No

Tax ID # _____ (attach non-profit status documentation to application)

If the Sponsor Organization is not a Havre de Grace Non Profit, please provide additional details below:

public housing authority with tax exemption as govt instrumentality

Event Category:

- Athletic/Recreation
- Festival
- Parade
- Rally
- Concert/Performance
- Carnival
- 5K/10K/Walk *
- Fishing Tournament
- Other (explain)

Community resource fair

* a fee may be charged

Date/Time:

If this is a multi-day event, please attach a detailed summary with applicable dates and times.

Setup	Date: <u>6-24-23</u>	Begin Time: <u>8a</u>
Event Starts	Date: <u>6-24-23</u>	Time: <u>12p</u>
Event Ends	Date: <u>6-24-23</u>	Time: <u>4p</u>
Breakdown	Date: <u>6-24-23</u>	End Time: <u>5p</u>

Rain Date Date: None Is timeframe the same? Yes No

If no, include new times: N/A

Location: (see attached map)

- Millard E. Tydings Memorial Park (352 Commerce Street)
- Concord Point Park (701 Concord Street)
- McLhinney Park (811 N. Adams Street)
- Veteran's Park (418 Concord Street)
- Community Pavilion (tent) at Frank J. Hutchins Memorial Park (100 Congress Avenue) \$250 fee per day
- David Craig Park (553 N. Union Avenue)
- K-9 Cody Dog Park (100 Lagaret Lane)
- Other location (explain)

Havre de Grace Housing Authority
Somerset Manor Community

(No vehicles permitted on park grounds – fees will apply for damage to the grounds.)

Anticipated Attendance: 500+

Admission Fee (if any): \$0

Requested City Services:

Following is a list of services City Staff may provide at no charge to Event Sponsors to help make your event successful. If your event needs assistance from the City for services, **please check the appropriate boxes below**. Note: **Only those services approved prior to the event will be provided.**

- Traffic Control:** Please describe and attach a map (e.g. Google Maps) of intersections and street names affected and any road closures.

Street closure at Vancherie Ct + Ohio Street
Street closure at Stansbury Ct + Ohio Street

Note: Ohio Street, Otsego Street, Revolution Street, Superior Street, Union Avenue, and US Rt. 40 are State Roads, so Event Sponsor must submit the Maryland State Highway Administration (MSHA) Permit with this Special Event Application, but should not contact or submit the permit to MSHA – the Havre de Grace Police Department will handle this part of the process with MSHA. (<https://www.roads.maryland.gov/mdotsha/pages/Index.aspx?PageId=59>)

- Parking/No Parking Signs:** Please designate on a map the areas to be designated for Parking/No Parking (include Handicap Parking).

- Public Restrooms:** Public Restrooms are available and located at or near Millard E. Tydings Memorial Park and City Yacht Basin, Frank J. Hutchins Memorial Park, Concord Point Park, and McLhinney Park. These public restrooms will be cleaned and stocked with the necessary supplies.

- Electricity Needed (limited availability):** Please attach an electrical site plan to include placement of extension cords, generators and the anticipated amperage draw.

- Other:** Please explain:

It is the responsibility of the EVENT SPONSOR to provide tables, chairs, podium, stage, audio, fencing, and port-a-pots as needed.

Please remove all items at the end of your event and return the area to an equal or better condition than before the event; additional fees will/may apply for any damage caused by your event or items not removed at the end of your event.

Food Service:

Yes No Will there be food sold at your event?

Yes No Will there be food given away at your event?

It is the responsibility of the **EVENT SPONSOR** to contact and comply with the Harford County Health Department Regulations. It is also the responsibility of the **EVENT SPONSOR** to ensure the removal of all trash and recycling (see Trash and Recycling Collection and Disposal on page 4 of this application).

Alcohol:

Yes No Will there be alcohol sold at your event?

Yes No Will there be alcohol given away at your event?

Alcoholic beverages are not permitted at City Parks, unless you have permission from the Mayor and City Council and you apply for and receive a Liquor License from the Harford County Liquor Board.

The Harford County Liquor Board requires a License if alcohol is to be served – please note rules and regulations: <http://www.hclcb.org/alcoholic-beverage-license-applications>.

It is the responsibility of the **EVENT SPONSOR** to contact the **Liquor Board** for the appropriate permit. The Harford County Liquor Board Permit Application must be signed by the City. A copy of the approved License must be provided to the Chief of Parks, Events and Recreation at least 3 business days prior to the scheduled event.

Please describe your security plan to ensure the safe sale and distribution of alcohol at your event. Include how attendees of legal drinking age will be identified.

Security:

Yes No I acknowledge that I have contacted the Havre de Grace Police Department's Police Services Commander (410-939-2121) to discuss concerns regarding safety and security during the event.

Officer's Name: Chief Walter Badge # _____

Date Contacted: 4-22-23

Gambling:

Yes No Will there be raffles, 50/50 or other gambling games?

It is the responsibility of the **EVENT SPONSOR** to contact the Harford County Sheriff's Office for the appropriate permit: <https://harfordsheriff.org/services/gambling/>. A copy of the approved License must be provided to the Chief of Parks, Events and Recreation prior to the scheduled event.

First Aid Services/Medical Plan:

Please describe your medical plan including the number of first aid staff and/or first aid stations within the perimeter of your event. Please include your communication plan and types of resources that will be at your event for medical emergencies.

Havre de Grace Ambulance Corps attends our event and provides first aid as needed.

Affidavit:

The Applicant agrees to defend, indemnify and hold harmless the City of Havre de Grace, its agents, representatives, officials and employees, from and against any and all claims, damages, losses and expenses (including but not limited to attorney fees, court cost, and the cost of appellate proceedings), relating to, arising out of, or alleged to have resulted from the acts, errors, mistakes, or omissions of the Applicant, its agents, employees, contractors, subcontractors, customers, invitees, guests or other persons doing business with the Applicant, in connection with the Special Event described in this Application, provided that such claims, damages, losses and expenses are attributable to bodily injury or to injury to or destruction of property. Any cancellation must be made 48 hours prior to the scheduled event.

I have read and understand all of the attached policies and will abide by all policies, rules, regulations, and conditions as written. I understand that the Special Event Permit is not transferable to any other Sponsor, Individual or Group. I also understand the event cannot be advertised until the application has been submitted and approved by the Mayor and City Council.

Event Name: Summer Jam

Print Name of Event Sponsor Havre de Grace Housing Authority

Title Nicki Biggs - Acting Exec. Dir

Phone 4109342097 Email info@hdgha.org

Signature  Date 5-19-23

Received by  Date 6/8/23
City Official

SPECIAL EVENTS WORK SHEET

Event:	Summer Jam (Somerset Manor Community)	Tracking ID # 1011 19 0042
Dates:	6/25/2022	
Time of set up:	8 am - 12 pm	
Take down time:	4 pm - 5 pm	
Time of actual event:	12 pm - 4 pm	
Location:	Somerset Manor Community	

	Number of personnel	Regular Pay (Hours)	Overtime Pay Hours*	FULLY Loaded Wage**	Estimated Hours	Total Estimated Cost
PD	0	0			0	\$0.00
Notes						

This even will be handled by partol units on duty. **Completed: 6.12.23**

	Number of personnel	Regular Pay (Hours)	Overtime Pay Hours*	FULLY Loaded Wage**	Estimated Hours	Total Estimated Cost
DPW	1	1		\$63.25	1	\$63.25
Notes	Provide barricades for street closures at Vancherie Ct and Stansbury Ct. Completed: 6/9/23					

Grand Total	1	1	0	\$63.25	1	\$63.25
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REVISION 1/10/2020	*Note: OT salary is 1.5 times average salary: ** Note 2 - FULLY Loaded Wage provided by the Finance Department includes Wages, Fringe Benefits & Materials based on the U.S. Department of Health and Human Services Division of Cost Allocation (DCAA)					
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CITY COUNCIL

READ FILE COVER SHEET

Subject: **Special Event - Movies in the Park**

Date: **6/12/2023**

June 30, July 28, August 25, 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 June 20, 2023
 In Confidential File Drawer

Approve:

Johnny Boker Yes No No Comment

Comment: _____

Casi Boyer Yes No No Comment

Comment: _____

Vicki Jones Yes No No Comment

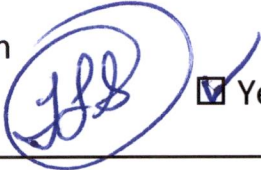
Comment: _____

Jim Ringsaker Yes No No Comment

Comment: _____

Jason Robertson Yes No No Comment

Comment: _____

Tammy Lynn Schneegas  Yes No No Comment

Comment: _____

Note: N/A

EVENT APPLICATION CHECKLIST

EVENT NAME: Movies in the Park
Sponsor Organization: Restore Church
 Business Address: 15 N. Earlton Rd. Ext., Havre De Grace, MD 21078
 On-Site Contact Person: Hannah Thomas
 Contact Information **Phone:** _____ **Email:** _____
 Back-Up On-Site Contact Person: Thomas Dennison
 Contact Information **Phone:** _____ **Email:** _____

Note: *The on-site contact must be at the event the entire duration to include set-up and break-down.*

Is the Sponsor Organization a Havre de Grace 501 C3? Yes No

Is the Sponsor Organization a 501 C3? Yes No

Tax ID # 1663442 (attach non-profit status documentation to application)

If the Sponsor Organization is not a Havre de Grace Non-Profit, please provide additional details below:

Event Category:

- | | | |
|----------------------------------------------|----------------------------------------------|-------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Athletic/Recreation | <input type="checkbox"/> Concert/Performance | <input checked="" type="checkbox"/> Other (explain) |
| <input type="checkbox"/> Festival | <input type="checkbox"/> Carnival | 220" blow up movie screen in the park for a community movie night on the last friday of June, July, August, |
| <input type="checkbox"/> Parade | <input type="checkbox"/> 5K/10K/Walk * | |
| <input type="checkbox"/> Rally | <input type="checkbox"/> Fishing Tournament | |

* a fee may be charged !

Date/Time:

If this is a multi-day event, please attach a detailed summary with applicable dates and times.

Setup	Date: <u>June 30</u>	Begin Time: <u>6:00 PM</u>
Event Starts	Date: <u>June 30</u>	Time: <u>8:30 PM</u>
Event Ends	Date: <u>June 30</u>	Time: <u>10:30 PM</u>
Breakdown	Date: <u>June 30</u>	End Time: <u>11:30 PM</u>
Rain Date	Date: <u>N/A</u>	

Is timeframe the same? Yes No
 If no, include new times: listed in separate document

Location: (see attached map)

- | | |
|---------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Millard E. Tydings Memorial Park (352 Commerce Street) | <input type="checkbox"/> Community Pavilion (tent) at Frank J. Hutchins Memorial Park (100 Congress Avenue) \$250 fee per day |
| <input checked="" type="checkbox"/> Concord Point Park (701 Concord Street) | <input type="checkbox"/> David Craig Park (553 N. Union Avenue) |
| <input type="checkbox"/> McLhinney Park (811 N. Adams Street) | <input type="checkbox"/> K-9 Cody Dog Park (100 Lagaret Lane) |
| <input type="checkbox"/> Veteran's Park (418 Concord Street) | <input type="checkbox"/> Other location (explain) |

(No vehicles permitted on park grounds – fees will apply for damage to the grounds.)

Other dates listed in attached PDF!

Movies in the Park (Start at Sundown)

June 30 -

Set up - 6:00 PM

Start - 8:35 PM

End - 10:30 PM

Clean up - 11:30 PM

July 28 -

Set up - 6:00 PM

Start - 8:30 PM

End - 10:30 PM

Clean up - 11:30 PM

August 25 -

Set up - 6:00 PM

Start - 8:00 PM

End - 10:00 PM

Clean up - 11:00 PM

Anticipated Attendance: 150

Admission Fee (if any): \$0.00

Requested City Services:

Following is a list of services City Staff may provide at no charge to Event Sponsors to help make your event successful. If your event needs assistance from the City for services, **please check the appropriate boxes below**: **Note: Only those services approved prior to the event will be provided.**

- Traffic Control:** Please describe and attach a map (e.g. Google Maps) of intersections and street names affected and any road closures.

Note: Ohio Street, Otsego Street, Revolution Street, Superior Street, Union Avenue, and US Rt. 40 are State Roads, so Event Sponsor must submit the Maryland State Highway Administration (MSHA) Permit with this Special Event Application, but should not contact or submit the permit to MSHA – the Havre de Grace Police Department will handle this part of the process with MSHA. (<https://www.roads.maryland.gov/mdotsha/pages/Index.aspx?PageId=59>)

- Parking/No Parking Signs:** Please designate on a map the areas to be designated for Parking/No Parking (include Handicap Parking).

- Public Restrooms:** Public Restrooms are available and located at or near Millard E. Tydings Memorial Park and City Yacht Basin, Frank J. Hutchins Memorial Park, Concord Point Park, and McLhinney Park. These public restrooms will be cleaned and stocked with the necessary supplies.

- Electricity Needed (limited availability):** Please attach an electrical site plan to include placement of extension cords, generators and the anticipated amperage draw.

- Other:** Please explain:

It is the responsibility of the EVENT SPONSOR to provide tables, chairs, podium, stage, audio, fencing, and port-a-pots as needed.

Please remove all items at the end of your event and return the area to an equal or better condition than before the event; additional fees will/may apply for any damage caused by your event or items not removed at the end of your event.

Food Service:

Yes No Will there be food sold at your event?

Yes No Will there be food given away at your event?

It is the responsibility of the **EVENT SPONSOR** to contact and comply with the Harford County Health Department Regulations. It is also the responsibility of the **EVENT SPONSOR** to ensure the removal of all trash and recycling (see Trash and Recycling Collection and Disposal on page 4 of this application).

Alcohol:

Yes No Will there be alcohol sold at your event?

Yes No Will there be alcohol given away at your event?

Alcoholic beverages are not permitted at City Parks, unless you have permission from the Mayor and City Council and you apply for and receive a Liquor License from the Harford County Liquor Board.

The Harford County Liquor Board requires a License if alcohol is to be served – please note rules and regulations: <http://www.hclcb.org/alcoholic-beverage-license-applications>.

It is the responsibility of the **EVENT SPONSOR** to contact the **Liquor Board** for the appropriate permit. The Harford County Liquor Board Permit Application must be signed by the City. A copy of the approved License must be provided to the Chief of Parks, Events and Recreation at least 3 business days prior to the scheduled event.

Please describe your security plan to ensure the safe sale and distribution of alcohol at your event. Include how attendees of legal drinking age will be identified.

N/A

Security:

Yes No I acknowledge that I have contacted the Havre de Grace Police Department’s Police Services Commander (410-939-2121) to discuss concerns regarding safety and security during the event.

Officer’s Name: Lt. Ken Terry Badge # 7707

Date Contacted: 6-5-23

Gambling:

Yes No Will there be raffles, 50/50 or other gambling games?

It is the responsibility of the **EVENT SPONSOR** to contact the **Harford County Sheriff’s Office** for the appropriate permit: <https://harfordsheriff.org/services/gambling/>. A copy of the approved License must be provided to the Chief of Parks, Events and Recreation prior to the scheduled event.

First Aid Services/Medical Plan:

Please describe your medical plan including the number of first aid staff and/or first aid stations within the perimeter of your event. Please include your communication plan and types of resources that will be at your event for medical emergencies.

There will be one first aid station with a person certified in first aid and CPR. We will have basic first aid essentials at the event and we will call na ambulace for emergencies.

Affidavit:

The Applicant agrees to defend, indemnify and hold harmless the City of Havre de Grace, its agents, representatives, officials and employees, from and against any and all claims, damages, losses and expenses (including but not limited to attorney fees, court cost, and the cost of appellate proceedings), relating to, arising out of, or alleged to have resulted from the acts, errors, mistakes, or omissions of the Applicant, its agents, employees, contractors, subcontractors, customers, invitees, guests or other persons doing business with the Applicant, in connection with the Special Event described in this Application, provided that such claims, damages, losses and expenses are attributable to bodily injury or to injury to or destruction of property. Any cancellation must be made 48 hours prior to the scheduled event.

I have read and understand all of the attached policies and will abide by all policies, rules, regulations, and conditions as written. I understand that the Special Event Permit is not transferable to any other Sponsor, Individual or Group. I also understand the event cannot be advertised until the application has been submitted and approved by the Mayor and City Council.

Event Name: Movies in the Park

Print Name of Event Sponsor Restore Church

Title Church

Phone _____ Email _____

Signature Hannah R. Thomas Date 05/21/2023

Received by *Kelsey Ernest* Date 5-31-23
City Official Date



THE GENERAL COUNCIL OF THE ASSEMBLIES OF GOD
1445 NORTH BOONVILLE AVENUE + SPRINGFIELD, MISSOURI 65802-1894

JAMES T. BRADFORD
GENERAL SECRETARY

April 4, 2011

417-862-2781
417-862-0133 FAX
GENERALSECRETARY@AG.ORG

Restore Church
616 Ontario St
Havre De Grace, MD 21078

Dear Pastor Jess:

Greetings in Christ's name!

My office has received a recommendation from the Potomac District Council to add Restore Church, Havre De Grace, Maryland, to the official list of churches of The General Council of the Assemblies of God.

I am delighted to tell you that in response to the recommendation of the Potomac District, Restore Church, Havre De Grace, Maryland, has been added to the official list of churches of the Assemblies of God here in Springfield, Missouri. Your official church account number is: **1663442**. This also becomes your official Gospel Publishing House account number. It is to be used when placing orders with the Gospel Publishing House and other correspondence with the General Council.

We give you the most heartfelt welcome!


Three kinds of churches are listed in our records: District affiliated, General Council affiliated, and Parent affiliated. At the present time, your church will be listed as a district council affiliated assembly. As the church develops, we hope your church will become General Council affiliated. At that time you may complete an application which the district office can provide you.

The listing of your church on our records provides your church with our tax exemption status under Section 501(c)(3) of the Internal Revenue Code. This simply means that your people, in giving your church their tithes and offerings, have the advantage of knowing that these contributions may be legitimately deducted on their income tax filings. Each year my office must file with the Internal Revenue Service a list of all our Parent, District and General Council affiliated churches. Now that your church is on our registry, you are protected by our group exemption. It is not necessary that your church file for its own 501(c)(3) exemption.

There is one matter that I wish to particularly call to your attention. Each year in December you will receive a form entitled **Annual Church Ministries Report (ACMR)** for short). We are asking that you immediately take time to complete this form and send a copy to your district office and a copy to my office. The compiling of statistical information is very important for us as a church, as you well know. If you wish to complete this form by computer, you may do so by going to our Web site (www.generalsecretary.ag.org).

May the Lord bless and prosper you in His work!

In Christ,


James T. Bradford
General Secretary

JTB:dh

cc: J. Kenneth Burtram

This letter to be attached to and become a part of your records.



U. S. TREASURY DEPARTMENT
INTERNAL REVENUE SERVICE
WASHINGTON 25, D. C.

IN REPLY REFER TO
T:R:EO:5
JJF

AUG 31 1964

General Council of the Assemblies
of God
1445 Boonville Avenue
Springfield, Missouri 65802

Gentlemen:

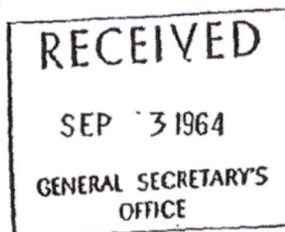
We have considered your request for a group ruling holding your subordinate units exempt from Federal income tax as organizations described in section 501(c)(3) of the Internal Revenue Code of 1954.

Our records disclose that you were held exempt from Federal income tax under section 231(6) of the Revenue Act of 1921 on April 15, 1922. On September 14, 1935 you were held exempt under section 101(6) of the Revenue Act of 1934, which ruling was affirmed under the Revenue Act of 1936 on April 27, 1938. On September 20, 1955 the District Director held that since section 501(c)(3) of the 1954 Internal Revenue Code contains the same provisions as section 101(6) of the prior Revenue Acts, previous rulings are held to be applicable under the 1954 Code.

Based upon the information presented, it is held that your subordinate departments, district councils, churches, institutions, organizations, schools and colleges, whose names appear in your Directory, revised to January 1, 1964, are exempt from Federal income tax as organizations described in section 501(c)(3) of the Internal Revenue Code of 1954 as it is shown that they are organized and operated exclusively for religious purposes.

You and your subordinate units are not required to file Federal income tax returns so long as a tax exempt status is maintained.

It will not be necessary for you and your subordinate units to file the annual information return, Form 990-A, generally required of organizations exempt under section 501(c)(3) of the Code, as the specific exceptions contained in section 6033(a) of the Code are applicable.



-2-

General Council of the Assemblies of God

Contributions made to you and your subordinate units are deductible by the donors as provided by section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to or for the use of you and your subordinate units are deductible for Federal estate and gift tax purposes as provided by sections 2055, 2106 and 2522 of the Code.

You and your subordinate units are not liable for the taxes imposed under the Federal Insurance Contributions Act (social security taxes) unless waiver of exemption certificates are, or have been, filed as provided in that Act. Inquiries about the waiver of exemption certificates should be addressed to the District Director concerned. You and your subordinate units are not liable for the taxes imposed under the Federal Unemployment Tax Act.

For next year, and for each succeeding year thereafter, please send us the following information not later than forty-five days after the close of your annual accounting period:

1. Lists showing the names and mailing addresses of your new subordinate units and the names and addresses of any units which have ceased to exist or have changed their names or addresses. The names should be arranged in alphabetical or numerical order. In lieu of the lists referred to above you may furnish us with a copy of your published directory. Please send us one copy of the list or directory for this office and one copy for each district in which your subordinate units are located.
2. A statement signed by one of your principal officers stating whether or not the information upon which your original group ruling was based is applicable in all respect to the new subordinate units.
3. A statement if, at the close of the year, there were no changes in your roster.

-3-

General Council of the Assemblies of God

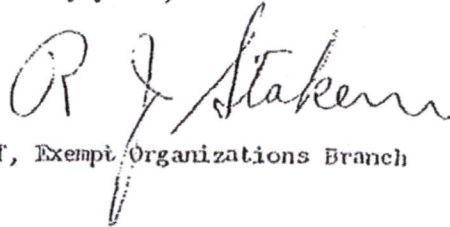
4. A statement of any changes in the character, purposes or method of operation of your organization or those of your subordinate units.

5. Duplicate copies of amendments to charters or bylaws of your organization or those of your subordinate units.

You should advise each of your exempt subordinate units of the exemption and the pertinent provisions of this ruling including the liability, if any, for filing information or other returns.

The District Directors concerned are being advised of this action.

Very truly yours,



Chief, Exempt Organizations Branch



RESTCHU-03

TSTRINE

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/23/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Bitner-Henry Insurance Agency, Inc 401 E Antietam St., Ste B Hagerstown, MD 21740	CONTACT NAME: PHONE (A/C, No, Ext): (800) 231-9963	FAX (A/C, No): (888) 739-1233
	E-MAIL ADDRESS: service@bitnerhenry.com	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Brotherhood Mutual Insurance Company	NAIC # 13528
INSURED Restore Church 15 N Earleton Rd Ext Havre De Grace, MD 21078	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	<input checked="" type="checkbox"/>		19M5A0442547	2/20/2021	2/20/2024	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 300,000
							MED EXP (Any one person)	\$ 5,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 3,000,000
							PRODUCTS - COMPIOP AGG	\$ 3,000,000
								\$
	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident)	\$
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE						EACH OCCURRENCE	\$
	DED RETENTION \$						AGGREGATE	\$
								\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N N/A If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE	OTH-ER
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
The City of Havre De Grace is named as an additional insured on this policy in relation to the use of Concord Point Park 352 Commerce St. Havre de Grace, MD 21078 facilities for Movies at the Park from June through September, 2023.

CERTIFICATE HOLDER City of Havre De Grace 711 Pennington Ave. Havre De Grace, MD 21078	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Andrew Henry</i>
------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------



The City
of
Havre de Grace

Kiley Ernest <kileye@havredegracemd.com>

Fwd: Swank Motion Pictures, Inc. Order Confirmation

1 message

Mon, Jun 12, 2023 at 9:30 AM

Here are the movie rights for the Movies in the Park event at Concord Point with Restore Church.

----- Forwarded message -----

From: <@swank.com>
Date: Thu, Jun 8, 2023 at 8:32 AM
Subject: Swank Motion Pictures, Inc. Order Confirmation
To: <@restorechurch.net>, <@swankmp.com>
Cc: <@swank.com>

We have you scheduled for the following movies. Call 1-800-876-5577 with any questions.

NOTE: Notice only; invoice will follow.
Check carefully and notify us at once if any questions.

Title: SING (2016)
Swank Order No.: 2063497-1

Title Reference: 0056501 WSDVD
Show Dates: 06/30/23 - 06/30/23

Price: \$395.00

Total: \$395.00

Title: CLIFFORD THE BIG RED DOG
Swank Order No.: 2063497-2

Title Reference: 0009481 WSDVD
Show Dates: 07/28/23 - 07/28/23

Price: \$395.00

Total: \$395.00

Title: THE BAD GUYS
Swank Order No.: 2063497-3

Title Reference: 0067217 WSDVD
Show Dates: 08/25/23 - 08/25/23

Price: \$395.00

Total: \$395.00

Sales Tax: \$0.00

Final Total: \$1,185.00

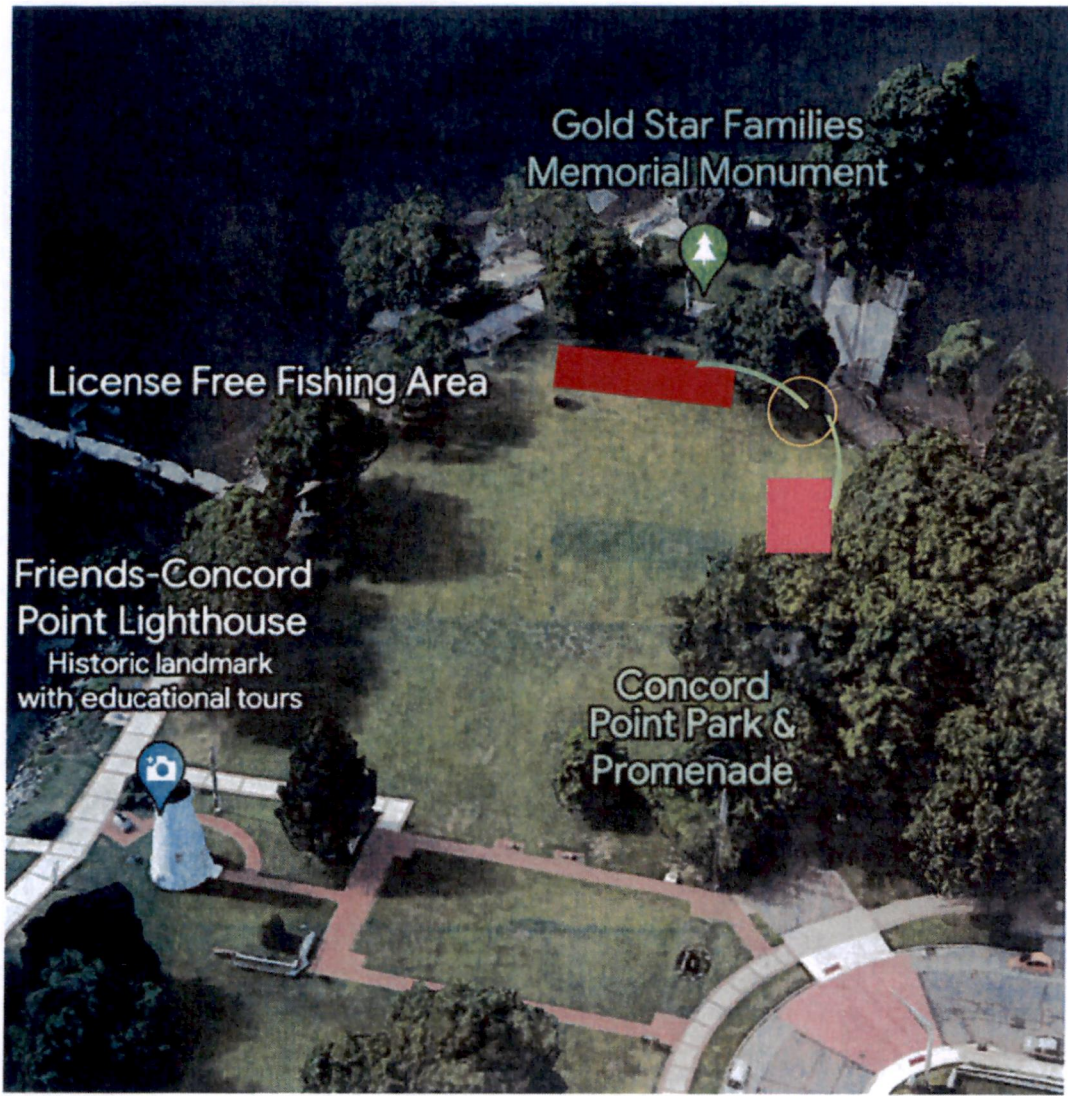
Will be Billed To:
Customer number: 0286188-001
Hannah Thomas

Outreach Coordinator
Restore Church
15 N Earlton Rd Ext
Havre De Grace, MD 21078

NOTE: Licensed to obtain your own legal copy of the movie.

Please print this document for your records.

Any movie may be cancelled without obligation provided that Swank Motion Pictures, Inc. receives written notification fourteen (14) business days before the show date or the full rental and handling charges must be paid.



Movie screen



Canopy with popcorn machine and drinks



Electricity for movie screen blower, speakers, projector, and Popcorn machine



Wire layout

SPECIAL EVENTS WORK SHEET

Event:	Movies in the Park	Tracking ID 1095 23 0042
Dates:	June 30th, July 28th, August 25th	
Time of set up:	All dates: 6:00PM	
Take down time:	June 30th: 10:30PM-11:30PM July 28th: 10:30PM-11:30PM August 25th: 10:00PM-11:00PM	
Time of actual event:	June 30th: 8:35PM-10:30PM July 28th: 8:30PM-10:30PM August 25th: 8:00PM-10:00PM	
Location:	Concord Point Park	

	Number of personnel	Regular Pay (Hours)	Overtime Pay Hours*	FULLY Loaded Wage**	Estimated Hours	Total Estimated Cost
PD Notes	0	0		\$0.00	0	
Patrol will monitor this event. <i>Completed 6.8.2023</i>						

	Number of personnel	Regular Pay (Hours)	Overtime Pay Hours*	FULLY Loaded Wage**	Estimated Hours	Total Estimated Cost
DPW Notes	1	6		\$ 60.00	6	\$360.00
DPW will provide staff to clean the restrooms during each of the 3 events. Electricity will be turned on. No other services are requested. Event sponsor to arrange for trash disposal generated from Pop corn machine and guests. <i>Completed 6.8.2023</i>						

Grand Total	1	6	0	\$60.00	6	\$360.00
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REVISION 1/10/2020 *Note: OT salary is 1.5 times average salary: ** Note 2 - FULLY Loaded Wage provided by the Finance Department includes Wages, Fringe Benefits & Materials based on the U.S. Department of Health and Human Services Division of Cost Allocation (DCAA)