



City of Havre de Grace

711 PENNINGTON AVENUE, HAVRE DE GRACE, MARYLAND 21078

410-939-1800

WWW.HAVREDEGRACEMD.COM

Public Notice

Havre de Grace City Council Meeting

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

TIME: 7:00 p.m.

DATE: Monday, October 2, 2023

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

The Council intends to close part of the meeting to consult with counsel to obtain legal advice. The public may attend the open session and observe the vote of Council to move into closed session at agenda item #19. The closing statement will be read into the record and will be available for public inspection. The Council will not reconvene in open session after the closed session.



COUNCIL MEETING AGENDA

October 2, 2023

711 Pennington Avenue, Havre de Grace, Maryland
7:00 p.m.

Public Hearing on Charter Resolution No. 296 concerning Amending Charter Sections pertaining to Council Meeting Location & Time

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 TO AMEND CITY CHARTER SECTIONS 28 AND 31 GENERALLY PERTAINING TO THE LOCATION AND TIME OF MEETINGS OF THE MAYOR AND CITY COUNCIL

Public Hearing on Charter Resolution No. 297 concerning Amending Charter Sections pertaining to Public Ways, Sidewalks, and Water and Sewers

A CHARTER AMENDMENT 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 TO AMEND CITY CHARTER SECTIONS 65, 66, 67 AND 68 GENERALLY PERTAINING TO PUBLIC WAYS, SIDEWALKS, AND WATER AND SEWERS

Public Hearing on Ordinance No. 1122 concerning Amending Section 97 Historic Preservation pertaining to Historic Designation and Other Amendments

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 97 HISTORIC PRESERVATION

Public Hearing on Ordinance No. 1123 concerning Approving Budget Amendment 2024-02 to Establish the Annual Maintenance Program for the City's Living Shoreline

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 AMENDING THE CITY BUDGET FOR FISCAL YEAR 2024 TO ESTABLISH THE ANNUAL MAINTENANCE PROGRAM FOR THE CITY'S LIVING SHORELINE

Public Hearing on Ordinance No. 1124 concerning Approving Budget Amendment 2024-03 to Automate the Meter Vault on Route 40

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 AMENDING THE CITY BUDGET FOR FISCAL YEAR 2024 TO AUTOMATE THE METER VAULT ON ROUTE 40

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 – September 18, 2023
6. Comments from Citizens
7. Appointments:
 - A. Tourism Advisory Board (CM Jones)
 - i. Joanne Healey – Appointment
8. Oath of Office (Administered by Mayor Martin)
 - A. Tourism Advisory Board
 - i. Joanne Healey
 - B. Police Department
 - i. Officer Abigail Schaeffer
9. Recognitions: None
10. Proclamations: None
11. Presentations:
 - A. "The ABCs of HdG: Fun and Facts in Havre de Grace, MD" – Book reading by local author Lindsey Pope and artist John Keaton
12. Resolutions:
 - A. **Charter Resolution No. 295 concerning Amending Sections Pertaining to the Department of Economic Development: Second Reading (CM Robertson)**
 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 TO AMEND CITY CHARTER SECTIONS 18 C., 83 AND 84; GENERALLY PERTAINING TO THE DEPARTMENT OF ECONOMIC DEVELOPMENT; RETITLING THE DEPARTMENT OF ECONOMIC DEVELOPMENT, RETITLING THE POSITION OF DIRECTOR OF ECONOMIC DEVELOPMENT, AMENDING THE DUTIES OF THE DIRECTOR OF ECONOMIC DEVELOPMENT
 - B. **Calendar Resolution concerning Establishing Legislative Priorities and Positions for the 2024 Session (CP Ringsaker)**
 A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND, PURSUANT TO THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND AND SECTIONS 33 AND 34 OF THE CITY CHARTER FOR ESTABLISHING LEGISLATIVE PRIORITIES AND POSITIONS FOR THE 2024 SESSION OF THE MARYLAND GENERAL ASSEMBLY AND AUTHORIZING THE MAYOR OR DESIGNEE TO SPEAK AND ADVOCATE FOR THE PRIORITIES AND POSITIONS ESTABLISHED

13. Ordinances:

- A. **Ordinance No. 1118 concerning Amending City Code 120: Nuisance pertaining to Graffiti: Second 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 AMEND CITY CODE SECTION 120: NUISANCE

- B. **Ordinance No. 1121 concerning Authorizing a Lease Agreement with Chesapeake Heritage Conservancy for the Skipjack Martha Lewis: Second Reading (CP Ringsaker)**
AN ORDINANCE BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND, ADOPTED PURSUANT TO THE AUTHORITY OF ARTICLE XI-E OF THE MARYLAND CONSTITUTION, THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND, AND SECTIONS 33, 34 AND 36 OF THE HAVRE DE GRACE CITY CHARTER TO APPROVE A DOCK LEASE BETWEEN THE CITY AND CHESAPEAKE HERITAGE CONSERVANCY, INC. FOR USE OF THE HUTCHINS PARK PIER

- C. **Ordinance No. 1123 concerning Approving Budget Amendment 2024-02 to Establish the Annual Maintenance Program for the City's Living Shoreline: 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 AMENDING THE CITY BUDGET FOR FISCAL YEAR 2024 TO ESTABLISH THE ANNUAL MAINTENANCE PROGRAM FOR THE CITY'S LIVING SHORELINE

- D. **Ordinance No. 1124 concerning Approving Budget Amendment 2024-03 to Automate the Meter Vault on Route 40: 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 AMENDING THE CITY BUDGET FOR FISCAL YEAR 2024 TO AUTOMATE THE METER VAULT ON ROUTE 40

- E. **Ordinance concerning Repealing and Replacing Chapter 31-2: Amendments to the International Property Maintenance Code: First Reading (CM 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 REPEAL AND REPLACE CHAPTER 31-2: AMENDMENTS TO THE INTERNATIONAL PROPERTY MAINTENANCE CODE

- F. **Ordinance concerning Accepting a Deed for 105 Wilson Street: First Reading (CP Ringsaker)**
AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE ADOPTED PURSUANT TO THE AUTHORITY OF ARTICLE XI-E OF THE MARYLAND CONSTITUTION, THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND AND SECTIONS 33, 34 AND 73 OF THE HAVRE DE GRACE CITY CHARTER, FOR THE PURPOSE OF ACCEPTING A DEED FOR 105 WILSON STREET FOR A PUBLIC PURPOSE

14. Old Business: None

15. New Business:

A. Special Events (Mr. Gamatoria)

- i. Harmer's Town Art Center Graw Alley Ribbon Cutting Celebration, October 20-21, 2023
3:00 p.m.-8:00 p.m. (10/20), 1:30 p.m.-7:00 p.m. (10/21)
Market Street between Congress Avenue & Bourbon Street
- ii. Holly Jolly First Friday Parade and Holly Jolly Fridays, December 1, 8 & 15, 2023
6:30 p.m.-9:00 p.m. (12/1), 6:00 p.m.-8:00 p.m. (12/8 & 15), Downtown
- iii. Lock House Candlelight Tour, December 9, 2023
4:00 p.m.-8:00 p.m., Multiple Locations
- iv. Relay for Life of Harford County, May 18, 2024
2:00 p.m.-10:00 p.m., 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 Boker
- B. Council Member Jones
- C. Council Member Boyer
- D. Council Member Schneegas
- E. Council Member Robertson
- F. Council President Ringsaker

19. Motion to Move into Closed Session (CP Ringsaker)

- A. Consult with Counsel to Obtain Legal Advice

20. Adjournment

CITY COUNCIL

READ FILE COVER SHEET

Subject: **Charter Resolution 296 concerning Amending Charter Sections
pertaining to Council Meeting Location & Time
(Public Hearing)**

Date: **9/6/2023**

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:

- FYI
 Read and Comment as Needed
 Action Required by October 2, 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

CHARTER AMENDMENT RESOLUTION NO. 296

Introduced by Council President Ringsaker

A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND, ADOPTED PURSUANT TO THE AUTHORITY OF THE MARYLAND CONSTITUTION ARTICLE XI-E, THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND, AND THE HAVRE DE GRACE CITY CHARTER SECTION 19 TO AMEND CITY CHARTER SECTIONS 28 AND 31 GENERALLY PERTAINING TO THE LOCATION AND TIME OF MEETINGS OF THE MAYOR AND CITY COUNCIL

On: September 5, 2023

at: 7:00 p.m.

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

PUBLIC HEARING

A Public Hearing is scheduled for October 2, 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.

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

29
30 1. Section 28 of the City Charter is to be amended as follows, with the words underscored to be
31 added and the words in bold and brackets to be deleted.

32
33 **Section 28 Council meetings; holidays.**

34
35 Beginning with the first meeting of July 2006, the Mayor and City Council shall regularly meet in
36 the Council Room of City Hall on the first and third Monday of each and every month at 7:00 p.m.
37 and shall remain in session so long as is necessary or desirable. The location and time of meetings
38 of the Mayor and City Council may be changed by the Mayor through a declaration of a state of
39 emergency or by the affirmative vote of at least four members of the City Council by roll call. In
40 the event the location of a meeting of the Mayor and City Council is changed, a quorum of the
41 City Council shall be present at the same physical location. Special meetings may be called at any
42 time by the Mayor or by four members of the City Council. If a regular meeting falls on a holiday
43 observed by the City, the meeting shall be held on the following Tuesday.

44
45 2. Section 31 of the City Charter is to be amended as follows, with the words underscored to be
46 added and the words in bold and brackets to be deleted.

47
48 **Section 31 Council meetings: agendas; order of business.**

49
50 A. Unless the meeting location or time has been changed in accordance with Section 28 of the
51 City Charter, the Mayor and members of the City Council shall assemble in the City Council
52 Chambers at the hour fixed for the meetings of the City Council. The Mayor or, if absent, the
53 President of the City Council **[or the president pro tem]** shall take the Chair and call the meeting
54 to order.

55
56
57 ADOPTED by the City Council of Havre de Grace, Maryland this ___ day of ____, 2023.

58
59 SIGNED by the Mayor and attested by the Director of Administration this ___ day of
60 _____, 2023.

61
62 ATTEST: MAYOR AND CITY COUNCIL
63 OF HAVRE DE GRACE
64

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

65
66 _____
67 William T. Martin
68 Mayor

69 Introduced/First Reading: 9/5/2023
70 Public Hearing:
71 Second Reading/Adopted:
72 Effective Date:

CITY COUNCIL

READ FILE COVER SHEET

Subject: **Charter Resolution 297 concerning Amending Charter Sections pertaining to Public Ways, Sidewalks, and Water & Sewers (Public Hearing)**

Date: **9/6/2023**

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:

- FYI
 Read and Comment as Needed
 Action Required by October 2, 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

CHARTER AMENDMENT RESOLUTION NO. 297

Introduced by _____ Council Member Jones _____

A CHARTER AMENDMENT 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 TO AMEND CITY CHARTER SECTIONS 65, 66, 67 AND 68 GENERALLY PERTAINING TO PUBLIC WAYS, SIDEWALKS, AND WATER AND SEWERS

On: September 5, 2023

at: 7:00 p.m.

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

PUBLIC HEARING

A Public Hearing is scheduled for October 2, 2023 at 7:00 p.m.

EXPLANATION
Underlining indicates matter added to existing law.
[**Bold Brackets**] indicate matter deleted from existing law.
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29 **WHEREAS**, pursuant to City Charter Section 18 A, The Mayor is the Chief Executive Officer of
30 the City of Havre de Grace and has the duty of general supervision of the City, its employees, and
31 its property; and

32

33 **WHEREAS**, pursuant to Section 63 of the City Charter, “The Director of Public Works, shall be
34 responsible for fleet management and the yacht basin and marina, and all matters relating to the
35 maintenance and operation of the City physical environments including, but not limited to streets,
36 water, waste water, sanitation, City facilities, related capital assets, construction management,
37 maintenance and operation of the physical properties of the City and other duties as assigned; and

38

39 **WHEREAS**, The Mayor and City Council believe it to be in the best interest of the residents of
40 the City of Havre de Grace and in the interest of effective and efficient government to adopt the
41 said amendment to the City Charter to clarify the duties of the Mayor and Director of Public Works
42 under the Charter.

43

44 **NOW, THEREFORE**, it is determined, decided, and resolved by the City Council that the
45 following is hereby approved.

46

47 Section 65 of the City Charter is to be amended as follows, with the words underscored to be added
48 and the words in bold and brackets to be deleted.

49

50 Section 65 Control of public ways.

51

52 The City has control of all public ways in the City, except such as may be under the jurisdiction
53 of the Maryland State Highway Commission. Subject to the laws of the State of Maryland and this
54 Charter the **[City]** Director of Public Works, under the direction of the Mayor and subject to
55 approved budget expenditures, may establish, operate and maintain in good condition the public
56 ways of the City.

57

58 Section 66 of the City Charter is to be amended as follows, with the words underscored to be added
59 and the words in bold and brackets to be deleted.

60

61 Section 66 Powers of City as to public ways.

62

63 The **[City]** Director of Public Works, under the direction of the Mayor and subject to approved
64 budget expenditures, shall have the power to:

65

- 66 A. Establish, regulate and change from time to time the grade lines, width, and construction
67 materials of any City public way or part thereof, bridges, curbs and gutters.
- 68 B. Grade, lay out, construct, open, extend, and make new City public ways.
- 69 C. Grade, straighten, widen, alter, improve, or close up any existing City public way or part
70 thereof.
- 71 D. Pave, surface, repave, or resurface any City public way or part thereof.
- 72 E. Install, construct, reconstruct, repair, and maintain curbs and/or gutters along any City public
73 way or part thereof.

- 74 F. Construct, reconstruct, maintain, and repair bridges.
- 75 G. Name City public ways.
- 76 H. Have surveys, plans, specifications, and estimates made for any of the above activities or
- 77 projects or parts thereof.

78

79 Section 67 of the City Charter is to be amended as follows, with the words underscored to be added
80 and the words in bold and brackets to be deleted.

81

82 Section 67 Powers of City as to sidewalks.

83

84 The **[City]** Director of Public Works under the Direction of the Mayor and subject to approved
85 budget expenditures shall have the power to:

86

- 87 A Establish, regulate, and change from time to time the grade lines, width, and construction
- 88 materials of any sidewalk or part thereof on City property along any public way or part
- 89 thereof.
- 90 B. Grade, lay out, construct, reconstruct, pave, repave, repair, extend or otherwise alter
- 91 sidewalks on City property along any public way or part thereof.
- 92 C. Require that the owners of any property abutting on a sidewalk keep the sidewalk clear of all
- 93 ice, snow, and other obstructions.
- 94 D. Require and order the owner of any property abutting on any public way in the City to
- 95 perform any projects authorized by this section at the owner's expense according to
- 96 reasonable plans and specifications. If, after due notice, the owner fails to comply with the
- 97 order within a reasonable time, the City may do the work, and the expense shall be a lien on
- 98 the property and shall be collectible in the same manner as are town taxes or by suit at law.

99

100 Section 68 of the City Charter is to be amended as follows, with the words underscored to be added
101 and the words in bold and brackets to be deleted.

102

103 Section 68 Water and sewers.

104

105 The **[City]** Director of Public Works, under the Direction of the Mayor and subject to approved
106 budget expenditures, shall have the power to:

107

- 108 A. Construct, operate and maintain a water system and water plant.
- 109 B. Construct, operate and maintain a sanitary sewerage system and a sewage treatment plant.
- 110 C. Construct, operate and maintain a stormwater drainage system and stormwater sewers.
- 111 D. Construct, maintain, reconstruct, enlarge, alter, repair, improve, or dispose of all parts,
- 112 installations, and structures of the above plants and systems.
- 113 E. Have surveys, plans, specifications and estimates made for any of the above plants and
- 114 systems or parts thereof or the extension thereof.
- 115 F. Do all things it deems necessary for the efficient operation and maintenance of the above
- 116 plants and systems.

117

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

119
120 SIGNED by the Mayor and attested by the Director of Administration this ____ day of _____,
121 2023.

122
123
124 ATTEST:

MAYOR AND CITY COUNCIL
OF HAVRE DE GRACE

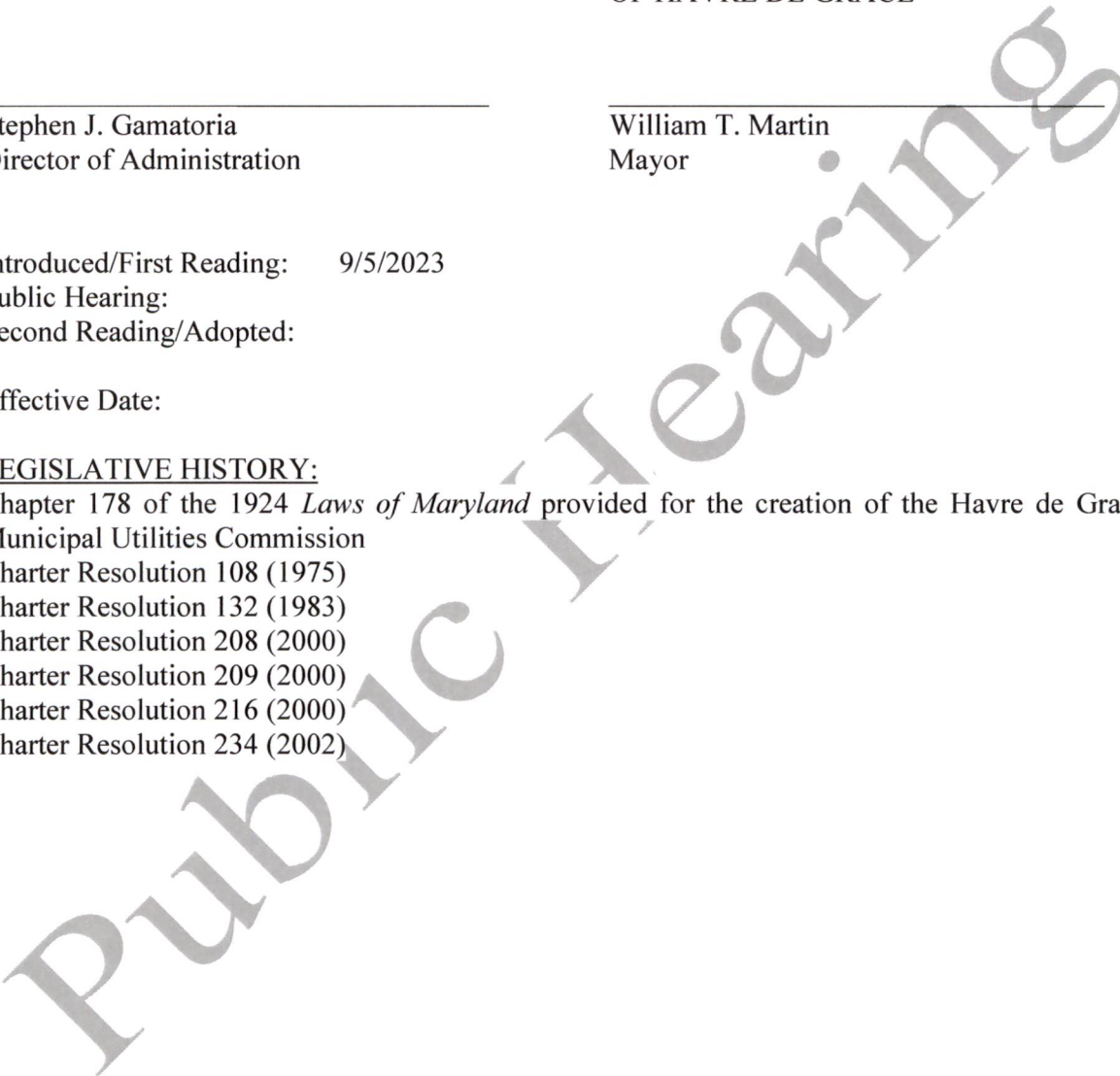
127 _____
128 Stephen J. Gamatoria
129 Director of Administration

William T. Martin
Mayor

130
131
132 Introduced/First Reading: 9/5/2023
133 Public Hearing:
134 Second Reading/Adopted:
135
136 Effective Date:

137
138 LEGISLATIVE HISTORY:

- 139 Chapter 178 of the 1924 *Laws of Maryland* provided for the creation of the Havre de Grace
- 140 Municipal Utilities Commission
- 141 Charter Resolution 108 (1975)
- 142 Charter Resolution 132 (1983)
- 143 Charter Resolution 208 (2000)
- 144 Charter Resolution 209 (2000)
- 145 Charter Resolution 216 (2000)
- 146 Charter Resolution 234 (2002)



CITY COUNCIL

READ FILE COVER SHEET

Subject: **Ordinance 1122 concerning Amending Section 97 Historic Preservation pertaining to Historic Designation and Other Amendments** (Public Hearing)

Date: **9/19/2023**

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 October 2, 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. 1122

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 CITY CODE SECTION 97 HISTORIC PRESERVATION

On: September 18, 2023

at: 7:00pm

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

PUBLIC HEARING

A Public Hearing is scheduled for October 2, 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 Repeal and replace or otherwise amend Sections 97-1, 97-6, 97-7, 97-8, and 97-10 as follows:

32

33 §97-1 Statutory authority.

34

35 The Mayor and City Council of the City of Havre de Grace derives authority for this chapter by
36 virtue of its conformance with provisions of the State of Maryland Enabling Act for Historic Area
37 Zoning [(Article 66B, § 8.01-8.17, Annotated Code of Maryland, as amended)] (Land Use
38 Article §8-101 – §8-501, Annotated Code of Maryland).

39

40 §97-6 Designation of site boundaries.

41

42 [C. Declaration of historic designation. Upon approval of historic designation by the Mayor
43 and City Council, a declaration of historic designation shall be prepared by the City
44 administration, signed by the owners of the property and the Mayor and City Council, and
45 recorded among the land records of Harford County for the purpose of notifying all current
46 and future interested parties that such designation has been placed on the property, and said
47 property shall comply with the provisions of this chapter in perpetuity.]

48

49 C. Declaration of historic designation. Upon approval of historic designation by the Mayor and
50 City Council, the subject property shall be identified by name and historic inventory number and
51 shall be added to the City of Havre de Grace Historic Landmarks list kept on file and available for
52 public inspection at the City’s Department of Planning. The City Department of Planning will
53 share this declaration with Harford County for their Historic Landmarks records. The subject
54 property shall comply with the provisions of this chapter until a request to remove the designation
55 is approved by the Mayor and Council.

56

57 D. Designated historic landmarks. The City of Havre de Grace Historic Landmarks list shall be
58 kept on file and available for public inspection with the Department of Planning.

59

60 §97-7 Application for certificate of appropriateness of Commission Review

61

62 B. (5) Special considerations.

63

64 (a) If an application is submitted for construction, reconstruction, or alteration affecting a site or
65 the exterior of a structure or for the moving or demolition of a structure, the preservation of which
66 the Commission considers to be of unusual importance to the City of Havre de Grace or of unusual
67 importance to the state or the nation, the Commission shall attempt to formulate an economically
68 feasible plan with the owner(s) of the site or structure for the preservation of the site or structure.
69 Unless the Commission is satisfied that the proposed construction, alteration, or reconstruction
70 will not materially impair the historic or architectural significance of the site or structure, the
71 Commission shall reject the application, filing a copy of its rejection with the Director of
72 [Economic Development and] Planning [of the City of Havre de Grace].

73

74 C. Commission decision. The Commission shall file with the Director of [Economic
75 Development and] Planning [of the City of Havre de Grace] a certificate of appropriateness
76 certifying its approval, modification, or rejection of each application and plans submitted to it for
77 review. Work shall not be commenced on any project until such a certificate of approval has been
78 filed, and the Director of [Economic Development and] Planning shall not issue a building permit

79 or historic work permit for such change or construction unless it has received such a certificate of
80 appropriateness. The failure of the Commission to act upon a completed application within 45 days
81 from the date the completed application was filed shall be deemed to constitute automatic approval
82 of the proposed changes unless an extension of this forty-five-day period is agreed upon mutually
83 by the applicant and the Commission or the application has been withdrawn.

84
85 §97-8 Demolition by neglect.

- 86
87 A. In the event of demolition by neglect, the Commission may request the Director of **[Economic**
88 **Development and]** Planning to notify, in writing, the property owner of record, any person
89 having a right, title, or interest therein, and the occupant or other person responsible for the
90 maintenance of the property, of the deterioration. The notice shall specify the minimum items
91 of repair or maintenance necessary to correct the deterioration or prevent further deterioration.
92
93 B. Prior to the issuance of a written notice, the Commission may request the Director of
94 **[Economic Development and]** Planning to establish a record of demolition by neglect. Such
95 record may include dated materials such as photographs and written reports of the condition of
96 the property so as to record or measure the deterioration.
97
98 D. If, after the public hearing, the Commission determines that the corrective actions remain
99 necessary, the Commission may request the Director of **[Economic Development and]**
100 Planning to issue a second and final notice to the property owner or other responsible person
101 to have corrective action taken to comply with the Commission's determination within 30 days
102 of the receipt of the final notice.
103
104 E. Upon failure, neglect, or refusal of the property owner or other responsible person, duly
105 notified to take corrective action specified in the final notice within the time required, the
106 Commission may request that the Director of **[Economic Development and]** Planning
107 institute any of the remedies and penalties provided by law for such violations.

108
109 §97-10 Appeals

110 In the event that any party is aggrieved by a decision of the Commission, the party has the right of
111 appeal to the Board of Appeals of the City of Havre de Grace, in accordance with the terms of
112 Article **[III] IV**, Board of Appeals, of Chapter 25, Boards, Committees and Commissions, of the
113 Code of the City of Havre de Grace, within 30 days from the date of the Commission's decision.
114

115 **NOW, THEREFORE**, it is determined, decided, and ordained by the City Council that the
116 foregoing is hereby approved.

117
118 ADOPTED by the City Council of Havre de Grace, Maryland this ___ day of _____, 2023.

119
120 SIGNED by the Mayor and attested by the Director of Administration this ___ day of _____,
121 2023.

122
123 [Signatures to follow on the next page.]

124 ATTEST:

125

126

127

128 _____
129 Stephen J. Gamatoria
130 Director of Administration

MAYOR AND CITY COUNCIL
OF HAVRE DE GRACE

William T. Martin
Mayor

130

131

132 Introduced/First Reading: 9/18/2023

133 Public Hearing:

134 Second Reading/Adopted:

135

136 Effective Date:

Public Hearing

CITY COUNCIL

READ FILE COVER SHEET

Subject: **Ordinance 1123 concerning Approving Budget Amendment
2024-02 Living Shoreline Maintenance**
(Public Hearing & 2nd Reading)

Date: **9/19/2023**

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 October 2, 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: An amendment to Budget Amendment 2024-02 is attached.

CITY COUNCIL
OF
HAVRE DE GRACE, MARYLAND
ORDINANCE NO. 1123
BUDGET AMENDMENT 2024-02

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 AMENDING THE CITY BUDGET FOR FISCAL YEAR 2024 TO ESTABLISH THE ANNUAL MAINTENANCE PROGRAM FOR THE CITY’S LIVING SHORELINE

On: September 18, 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 October 2, 2023.

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 passed the Budget Ordinance 1109,
39 establishing the budget for Fiscal Year on June 20, 2023, pursuant to the Havre de Grace Charter Section
40 37 and by the authority of the Local Government Article of the Annotated Code of Maryland; and

41 **WHEREAS**, Budget Ordinance 1109 projected revenue, expenses and capital project
42 completion on best estimates and timetables when proposed; and

43 **WHEREAS**, timing of the close out of one fiscal year and the opening of a new fiscal year,
44 requires the Finance Department to forensically account for (1) those billing cycles that require
45 expenditures get properly allocated, (2) the status of closure on project completion and (3)
46 unanticipated revenues; and

47 **WHEREAS**, Section 37 of the Charter states “*No officer or employee of the City shall*
48 *expend money that is not appropriated*”, and the majority of this budget amendment is for time
49 sensitive Capital Project carry-over, to financially sustain and complete those projects; and

50 **WHEREAS**, the City has established a living shoreline to preserve the Chesapeake Bay from
51 storm water runoff using natural indigenous plants based in accordance with State requirements; and

52 **WHEREAS**, the City intends to maintain the living shoreline to ensure the continued
53 biological health of the Chesapeake Bay.

54 **NOW THEREFORE**, it is determined, decided, and ordained by the City Council that
55 Budget Amendment 2024 -02 (Exhibit A) be included as part of the Fiscal Year 2024 Budget.

56
57

58 ATTEST:

MAYOR AND CITY COUNCIL
OF HAVRE DE GRACE

59
60
61

62 _____
63 Stephen J. Gamatoria
64 Director of Administration

65 _____
66 William T. Martin
67 Mayor

65 Introduced/First Reading: 9/18/2023
66 Public Hearing:
67 Second Reading/Adopted:
68 Effective Date:

Exhibit A



INTER-CITY MEMORANDUM

To: City Council President James E. Ringsaker, Jr.
From: Mayor William T. Martin
Date: 9/8/2023
RE: Proposed Budget Amendment 2024-02

Since fiscal year 2018, the City has spent over \$5,800,000 in developing its shoreline to protect the Chesapeake Bay from storm water runoff. Most of the funding for these projects has come from State and County grants. The City has received numerous recognitions from the State for establishing natural filtration methods using indigenous plant species that are both effective and beautiful.

These living shoreline projects will require annual maintenance to maintain their effectiveness and there is no provision for maintenance in the fiscal year 2024 budget. Preliminary estimates are that the City will need to invest \$120,000 during the year to maintain the shoreline.

The City currently has \$163,600 in additional funds remaining from fiscal year 2023 that have not been obligated. These funds resulted from unanticipated additional tax payments from the Comptroller's Office, primarily income taxes and admissions and amusement taxes. I am therefore requesting that we obligate \$120,000 of these funds in order to maintain our living shoreline.

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

September 7, 2023 **BUDGET AMENDMENT** Amendment # 2024-02

SOURCE OF FUNDS

Account Number	Account Title	Amount
General Fund 1		
01-0001-49-98	Beginning Fund Balance	\$120,000.00
Total Sources		\$120,000.00

USE OF FUNDS

Account Number	Account Title	Amount
General Fund 1		
01-1292-6154	Living Shoreline Maintenance	\$120,000.00
Total Uses		\$120,000.00

REASON FOR ADJUSTMENT

To establish the annual maintenance program for the City's Living Shoreline

AUTHORITY

City Council on 09/18/23.

APPROVAL

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

PROPOSED AMENDMENT TO BUDGET AMENDMENT 2024-02



INTER-CITY MEMORANDUM

To: City Council President James E. Ringsaker, Jr.
From: Mayor William T. Martin
Date: 9/20/2023
RE: Proposed Budget Amendment 2024-02 Amendment

Due to recent events, I believe Budget Amendment 2024-02, Ordinance 1123 needs to be amended.

The City originally requested \$120,000 in order to maintain our living shoreline. Responses to our request for proposals, however, have come in at \$142,000, an increase of \$22,000. This was our initial attempt at shoreline maintenance contracts and I attribute the increase amounts to a combination of inflation and our inexperience with this type of work.

Additionally, the City has identified an additional \$46,700 in fiscal 2023 expenses since we proposed the amendment, reducing the carryover funds available to \$116,900. The remaining funding, totaling \$25,100, will have to come from greater than anticipated property tax revenues. The initial billing for fiscal 2024 was \$260,000 greater than budgeted under the constant yield as mandated by the State.

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

BUDGET AMENDMENT

September 20, 2023

Amendment # 2024-02 (Amended)

SOURCE OF FUNDS

Account Number	Account Title	Amount
	General Fund 1	
01-0001-49-98	Beginning Fund Balance	\$116,900.00
01-0001-41-01	Real Property Taxes	\$25,100.00
	Total Sources	\$142,000.00

USE OF FUNDS

Account Number	Account Title	Amount
	General Fund 1	
01-1292-6154	Living Shoreline Maintenance	\$142,000.00
	Total Uses	\$142,000.00

REASON FOR ADJUSTMENT

To establish the annual maintenance program for the City's Living Shoreline

AUTHORITY

City Council on 10/2/23.

APPROVAL

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

CITY COUNCIL

READ FILE COVER SHEET

Subject: **Ordinance 1124 concerning Approving Budget Amendment
2024-03 Automate the Meter Vault on Rt 40**
(Public Hearing & 2nd Reading)

Date: **9/19/2023**

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 October 2, 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. 1124
BUDGET AMENDMENT 2024-03

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 AMENDING THE CITY BUDGET FOR FISCAL YEAR 2024 TO AUTOMATE THE METER VAULT ON ROUTE 40

On: September 18, 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 October 2, 2023.

EXPLANATION

Underlining indicates matter added to existing law.

[Bold Brackets] indicate matter deleted from existing law.

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

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

37 **WHEREAS**, the Mayor and City Council of Havre de Grace passed the Budget Ordinance 1109,
38 establishing the budget for Fiscal Year on June 20, 2023, pursuant to the Havre de Grace Charter Section
39 37 and by the authority of the Local Government Article of the Annotated Code of Maryland; and

40 **WHEREAS**, Budget Ordinance 1109 projected revenue, expenses and capital project
41 completion on best estimates and timetables when proposed; and

42 **WHEREAS**, timing of the close out of one fiscal year and the opening of a new fiscal year,
43 requires the Finance Department to forensically account for (1) those billing cycles that require
44 expenditures get properly allocated, (2) the status of closure on project completion and (3)
45 unanticipated revenues; and

46 **WHEREAS**, Section 37 of the Charter states “No officer or employee of the City shall
47 expend money that is not appropriated”, and the majority of this budget amendment is for time
48 sensitive Capital Project carry-over, to financially sustain and complete those projects; and

49 **WHEREAS**, the City has entered into an agreement to supply water to the City of Aberdeen
50 on June 16, 2020; and

51 **WHEREAS**, the City Council approved, affirmed and ratified the agreement with Aberdeen
52 through Ordinance 1104 on May 1, 2023; and

53 **WHEREAS**, the City Council has approved \$2,926,300 in funding to establish a water supply
54 line along Maryland Rout 40 in order to perform under this agreement; and

55 **WHEREAS**, the City has determined that it is beneficial for employee safety and operational
56 efficiency to automate the metering of the water supplied to Aberdeen under this agreement.

57 **NOW THEREFORE**, it is determined, decided, and ordained by the City Council that
58 Budget Amendment 2024-03 (Exhibit A) be included as part of the Fiscal Year 2024 Budget.
59

60
61 ATTEST:

MAYOR AND CITY COUNCIL
OF HAVRE DE GRACE

62
63
64
65 _____
66 Stephen J. Gamatoria
67 Director of Administration

68
69 _____
70 William T. Martin
71 Mayor

72 Introduced/First Reading: 9/18/2023
Public Hearing:
Second Reading/Adopted:
Effective Date:

Exhibit A



INTER-CITY MEMORANDUM

To: City Council President James E. Ringsaker, Jr.
From: Mayor William T. Martin
Date: 9/7/2023
RE: Proposed Budget Amendment 2024-03

The City is completing the water line along Route 40 in anticipation of supplying water to Aberdeen consistent with the MOU approved in 2019.

The connection with Aberdeen will occur at a meter vault near Gashey's Creek. The City has the ability to manually turn water on and off manually. The City has determined that it is in our best interest to automate the valve operation and monitoring for both employee safety and operational efficiency, please see the attached email memorandum.

The estimate to automate the operation is \$159,500. The City currently has \$674,000 in additional funds remaining from fiscal year 2023 that have not been obligated. I am therefore requesting that we obligate \$159,500 of these funds in order to fund this improvement.

Please contact George DeHority, EL Millisor or Steve Gamatoria if you have any questions or require additional information regarding this budget amendment request.

9/7/23, 8:30 AM

City of Havre de Grace Mail - Re: Rte 40 Meter Vault Upgrade - Proposal



The City
of
Havre de Grace

George DeHority <georged@havredegracemd.com>

Re: Rte 40 Meter Vault Upgrade - Proposal

1 message

EJ Millisor <ejm@havredegracemd.com>

Tue, Sep 5, 2023 at 3:58 PM

To: George DeHority <georged@havredegracemd.com>

Cc: Ken Montgomery <kenm@havredegracemd.com>, Patrick Sypolt <patrick@havredegracemd.com>, Tim Whittie <timw@havredegracemd.com>, Nick Muzaca <nickm@havredegracemd.com>, Steve Gamatoria <steveg@havredegracemd.com>, Joe Conaway <joec@havredegracemd.com>, Michele Widman <michelew@havredegracemd.com>

Good afternoon George,

As requested, please see attached budget transfer request for the Route 40/Aberdeen water line project with the justification for the request elaborated beneath the total.

SCADA: \$68,500

Goetner: \$20,336

Vault Parts & Materials: \$43,204.52

Electrical: > \$5,000 (Awaiting Kyle Torrester's meter number for account creation, Rodney to coordinate with BGE.)

Shed: \$6,889

Labor for Shed Install: Approx: \$1,000

144929.52 x %10 factor

Total Budget Transfer Request =159,422.47

Currently as the Route 40 meter vault stands, we have the bare bones necessary to manually deliver water to Aberdeen. This project is an investment to protect our labor force from confined space entry, physical meter readings, and potential hazardous exposure down in the meter vault on Route 40. This project will help remotely monitor the amount of water delivered to Aberdeen, lower long term maintenance costs by preventing wear and tear, and provide a water quality checkpoint in case of any dispute between municipalities.

Respectfully,
EJ

BUDGET AMENDMENT

September 7, 2023

Amendment # 2024-03

SOURCE OF FUNDS

Account Number	Account Title	Amount
Water and Sewer Fund 9		
09-0001-49-01	Beginning Fund Balance	\$159,500.00
Total Sources		\$159,500.00

USE OF FUNDS

Account Number	Account Title	Amount
Water and Sewer Fund 9		
09-1232-9051	Route 40 Water Transmission Line	\$159,500.00
Total Uses		\$159,500.00

REASON FOR ADJUSTMENT

To automate the meter vault on Route 40

AUTHORITY

City Council on 09/18/23.

APPROVAL

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



September 18, 2023
Public Hearing Proceedings
711 Pennington Avenue, Havre de Grace, Maryland
7:00 p.m.

Public Hearing on Charter Resolution No. 295 concerning Amending Sections Pertaining to the Department of Economic Development was called to order on September 18, 2023 at 7:02 p.m. with Mayor Martin presiding. Council Members present: CP Ringsaker, CM Boker, CM Jones, CM Robertson and CM Schneegas. Council Member absent: CM Boyer.

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 TO AMEND CITY CHARTER SECTIONS 18 C., 83 AND 84; GENERALLY PERTAINING TO THE DEPARTMENT OF ECONOMIC DEVELOPMENT; RETITLING THE DEPARTMENT OF ECONOMIC DEVELOPMENT, RETITLING THE POSITION OF DIRECTOR OF ECONOMIC DEVELOPMENT, AMENDING THE DUTIES OF THE DIRECTOR OF ECONOMIC DEVELOPMENT

Comments from Citizens: None
Public Hearing closed at 7:03 p.m.

Public Hearing on Ordinance No. 1121 concerning Authorizing a Lease Agreement with Chesapeake Heritage Conservancy for the Skipjack Martha Lewis was called to order on September 18, 2023 at 7:03 p.m. with Mayor Martin presiding. Council Members present: CP Ringsaker, CM Boker, CM Jones, CM Robertson and CM Schneegas. Council Member absent: 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, 34 AND 36 OF THE HAVRE DE GRACE CITY CHARTER TO APPROVE A DOCK LEASE BETWEEN THE CITY AND CHESAPEAKE HERITAGE CONSERVANCY, INC. FOR USE OF THE HUTCHINS PARK PIER

Comments from Citizens:

Karl Fockler, 205 E. Main Street, Elkton, introduced other board members of the Chesapeake Heritage Conservancy in the audience and gave information on the work that has been done to the Skipjack Martha Lewis and spoke in support of the legislation, but requested an amendment to the lease regarding the Coast Guard inspection.

Rusty Geis, Perryville, Captain of the Skipjack Martha Lewis, commented that they are looking for volunteers to be part of the crew.

Public Hearing closed at 7:14 p.m.

September 18, 2023
Council Meeting Proceedings

The regular meeting of the Mayor and City Council was called to order on September 18, 2023, at 7:15 p.m. with Mayor Martin presiding. Council Members present: CP Ringsaker, CM Boker, CM Jones, CM Robertson and CM Schneegas. Council Member absent: CM Boyer.

The Pledge of Allegiance was recited, and the opening prayer was given by Rev. Gene Proud, Proud Evangelistic Association.

CP Ringsaker requested that agenda item 13.A. Ordinance No. 1118 concerning Amending City Code 120: Nuisance pertaining to Graffiti be removed from the agenda; there were no objections.

Approval of Minutes

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

Comments from Citizens

John Giganti, 127 Joe Hill Drive, Havre de Grace, spoke on a recommendation from the Street Traffic & Safety Advisory Board regarding the traffic pattern at Grace Manor and Joe Hill Drive. He appreciated the clarification he received before the meeting and will communicate the clarification to the community to end the rumors. Mayor Martin and CP Ringsaker spoke on the issue.

Debbie Quinn, 217-A Seneca Way, Havre de Grace, had questions about the Green Street pier. Mayor Martin commented that they are looking if there is somewhere else we can move the pier, and Director Johnson explained the federal grant is specific for that location and there were two other projects tied to the grant - the electric shuttle and foot bridge at Swan Harbor and she gave information on the grant criteria and the results if the pier isn't built at Green Street. We are currently waiting for a permit from the state for the pier. Mayor Martin explained why Green Street was chosen for the pier location. Ms. Quinn distributed pictures of the area with the sea grass.

Appointments

CM Robertson made a motion to approve the appointment of Matthew Ellis to the Youth Commission. Second by CP Ringsaker. Motion carried 5-0.

Oath of Office

Mayor Martin administered the oath of office to Matthew Ellis of the Youth Commission.

Presentations

Tracy Robertson gave a presentation on the 2023 Summary of the Havre de Grace Youth Commission, which included their projects in 2023 and upcoming projects and events in 2024. The City was thanked for their support.

Ordinances

Ordinance No. 1118 concerning Amending City Code 120: Nuisance pertaining to Graffiti: Second Reading

AN ORDINANCE BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND, ADOPTED PURSUANT TO THE AUTHORITY OF ARTICLE XI-E OF THE MARYLAND CONSTITUTION, THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND, AND SECTIONS 33 AND 34 OF THE HAVRE DE GRACE CITY CHARTER TO AMEND CITY CODE SECTION 120: NUISANCE

This agenda item was removed from the agenda at the beginning of the meeting.

Ordinance No. 1119 concerning Approving a Deed Transferring Surplus Property to Habitat for Humanity Susquehanna, Inc.: Second Reading

AN ORDINANCE BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND, ADOPTED PURSUANT TO THE AUTHORITY OF ARTICLE XI-E OF THE MARYLAND CONSTITUTION, THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND, AND SECTIONS 33 AND 34 OF THE HAVRE DE GRACE CITY CHARTER SECTION 75 TO APPROVE A DEED TRANSFERRING SURPLUS PROPERTY TO HABITAT FOR HUMANITY SUSQUEHANNA, INC.

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

Ordinance concerning Amending Section 97 Historic Preservation pertaining to Historic Designation and Other Amendments: 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 97 HISTORIC PRESERVATION

A motion to introduce was made by CM Jones. Second by CM Boker. Motion carried 5-0. The ordinance was given number 1122. 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 October 2, 2023 at 7:00 p.m.

Ordinance concerning Approving Budget Amendment 2024-02 to Establish the Annual Maintenance Program for the City's Living Shoreline: 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 AMENDING THE CITY BUDGET FOR FISCAL YEAR 2024 TO ESTABLISH THE ANNUAL MAINTENANCE PROGRAM FOR THE CITY'S LIVING SHORELINE

A motion to introduce was made by CM Robertson. Second by CM Jones. Motion carried 5-0. The ordinance was given number 1123. A motion to adopt was made by CP Ringsaker. Second by CM Robertson. After a roll call vote, motion to approve carried 5-0. The public hearing will be October 2, 2023 at 7:00 p.m.

Ordinance concerning Approving Budget Amendment 2024-03 to Automate the Meter Vault on Route 40: 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 AMENDING THE CITY BUDGET FOR FISCAL YEAR 2024 TO AUTOMATE THE METER VAULT ON ROUTE 40

A motion to introduce was made by CM Robertson. Second by CP Ringsaker. Motion carried 5-0. The ordinance was given number 1124. A motion to adopt was made by CM Boker. Second by CM Robertson. CM Robertson requested an update on the water to Aberdeen be at the next meeting; EJ Millisor gave information on Aberdeen's progress to date. After a roll call vote, motion to approve carried 5-0. The public hearing will be October 2, 2023 at 7:00 p.m.

New Business

Special Events – Dr. Chris Ricci presented the special event application:

Havre de Grace High School Homecoming Parade, October 27, 2023, 5:00 p.m.-5:30 p.m., Congress Avenue from Hutchins Park to Juniata Street. A motion to approve was made by CP Ringsaker. Second by CM Schneegas. CP Ringsaker encouraged the council members to participate. Motion carried 5-0.

Directors Report

Chris Ricci, Deputy Director of Administration: Dr. Ricci reported in the absence of Mr. Gamatoria. He attended the Almost Queen concert – kudos to Bambi Johnson and her team. He expressed his gratitude to the ambassador team that drives our trolleys – they are a fantastic group of people. Thanked Tammy Brinkman and Adam Rybczynski for their assistance while Steve Gamatoria is out of the office. Planning is beginning for the Christmas season – it takes a bit of planning and an extremely dedicated team of City employees and volunteers; he has been in personal contact with the Big Man at the North Pole and he is very much looking forward to spending Holly Jolly Fridays in Havre de Grace and said, “Ho, Ho, Ho”.

Tim Bourcier, Director of Planning: Mr. Bourcier reported we are the recipient of two grant awards through the Maryland Department of Transportation for the Kim Lamphier Bikeways Network Program for a total of \$212,000 and with contributions to the City, there will be \$265,000 of investments into bikeways for the City. Most of the \$200,000 will be direct investment into striping bike lanes and \$65,000 will be to study our problematic areas.

Bridgette Johnson, Director of Economic Development & Tourism: Ms. Johnson reported the quarterly newsletter will go out September 28. Maryland Economic Development Week is October 23-27 – we are working with HdG Chamber of Commerce to plan events – the itinerary will be shared with the Mayor and Council, so hopefully they can attend some of the events. On October 16, Christine McPherson and Bridgette Johnson will participate on a Maryland Municipal League panel in College Park to discuss Main Street programs – we are the third oldest Main Street program in the state. She attended the Merchants Meeting and introduced our new Main Street Manager/Tourism Coordinator, Pam Sickenberger. The RFP for the foot bridge at Swan Harbor was released September 14; four companies have applied to date. They are in various stages of completing grant

applications. The City was in the news for the Public Art Trolley Tour on September 14 to kick off the Arts Across Harford; the trolley driver ambassadors, Vicki and Bruce, were thanked as well as Bill Watson for giving the tour, and Pam and Lauri Orzewicz for the planning and implementation – we hope to offer it again next year - the self-guided public art walking tour is on our website. A press release came out regarding the Department of Housing & Community Development approving our expansion of the Main Street area along Market Street to Girard Street– this opens the businesses up to receive grants such as the Façade and Tenant Fit-out grant. A press release came out regarding the receipt of a \$25,000 grant that goes towards the Main Street Manager’s salary and other projects and events within the Main Street district. People were encouraged to follow us on social media and Explore Havre de Grace for information on all upcoming events.

George DeHority, Director of Finance: Mr. DeHority thanked Council for approving the budget amendments on first reading. 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 \$10,937,800, which is \$42,100 above budget. The Water/Sewer Fund 9 balance is \$1,762,700, which \$232,800 above budget. The Marina Fund 8 balance is \$522,400, which is \$40,600 above budget.

EJ Millisor, Director of Public Works: Mr. Millisor thanked the Administration and Council for the living shoreline maintenance ordinance and the automation of the Rt. 40 meter vault ordinance. The Rt. 155 waterline project is out for RFP. There is a tentative meeting with Sion Hill to go over the different phases of construction and review their utility plans. The new sewer line project in the 800 block of Ontario is completed. Jeff Keithley and Mike Rimel were thanked for helping to install the new hydrant locking systems and monitoring the existing hydrants to help cut down on unmetered water loss – also thanked George DeHority and the Finance team for assisting with issuing the fines to unauthorized users, which helped pay for the new hydrant locking systems.

Chief Teresa Walter, Havre de Grace Police Department: Chief Walter reminded folks this weekend is busy due to the Susquehanna River Running Festival – roads will be closing at 8 a.m. with all races done by noon, the Wine & Seafood Festival starts at noon, and the Farmers Market – pay attention to barricades and road closures. Chief Walter complimented Capt. Alton again - WBAL did a segment on Capt. Alton’s Do Good Heroes Award nomination for his work with Special Olympics and CNN did a three-minute story on Capt. Alton and the City. Go O’s!

Business from Mayor Martin

Mayor Martin commented it has been an amazing couple weekends. The City was a participant in the Lighted Boat Parade with the City’s workboat - we weren’t qualified to enter the contest, but it was a lot of fun; there were 18 boats in the parade. In the last two weekends we had the Farmers Market, Children’s Art Festival, the Waterfront Festival with fireworks, the Pyrex & Vintage Fest, Dune Buggy Show, and a wonderful concert at the STAR Centre – Almost Queen, which was the first band we invited to play at the STAR Centre last year, we were about 100 tickets shy of selling out this year. Delegates Andre Johnson and Steve Johnson, along with Senator Mary-Dulany James attended to be honored for the funds they acquired for HdG - we are very appreciative of the help. We want to sell the STAR Centre as a regional draw. Bambi Johnson, Barbara Hartzell, Bob Denton, Kiley Earnest, and Jimmy Burrill worked very hard to pull off the Waterfront Festival and the concerts - over 500 people attended the Taylor Swift cover act. The Mayor is proud of our trolleys and our ambassadors; for the 10 days in the month of September, there were 2,500 riders, 1,309 miles, and no incidents. Tickets are available for the Wine & Seafood Festival, which is September 23 at Concord Point Park – this isn’t a City event.

Business from Council

Council Member Robertson: CM Robertson reported that the Economic Development Advisory Board meets September 20 at 4 p.m. in the Council Chambers. The American Legion Crab Feast is October 29 from 1-4 p.m. in their pavilion - tickets are available and will be available at the door. The Veterans Day Parade will be November 11 – they will submit the special event application soon.

Council Member Boker: CM Boker wished a happy birthday to former Council President Dave Glenn. He and CM Schneegas attended the Underground Railroad exhibit at the Maritime Museum, also in attendance was County Executive Cassilly to give a proclamation – it is an upscale exhibit. Bridgette Johnson was congratulated for the approval by Maryland DHCD to extend the Main Street area. Bambi Johnson and her small team at the STAR Centre were recognized for the incredible show of Almost Queen. The Masonic Golf Tournament will be October 6 at Furnace Bay with funds used for Masonic Charities in HdG. DPW was thanked for all the work they did for all the recent events. The Susquehanna Hose Company was thanked for keeping us safe at night, our Police Department and first responders for doing an excellent job. Hat’s off again to Capt. Joe Alton.

Council Member Jones: CM Jones wished everyone a Happy Hispanic Heritage Month, which is September 15-October 15. The Fall Harvest Festival at Steppingstone Museum is September 24. The Civil Rights Bus Tour, sponsored by Harford Community College and Harford County NAACP, is October 21 from 9 a.m.-12 pm., the bus will leave from HCC and tour HdG, Bel Air, and Aberdeen – tickets are available online.

Council Member Boyer: CM Boyer was not in attendance.

Council Member Schneegas: CM Schneegas thanked Tim Bourcier for acquiring the bikeways grant. DPW and team were thanked for completing Ontario Street – the community worked together to make it work. The Chief and Police Department and DPW were thanked for the smooth operation of the Susquehanna River Running Festival. Everyone was encouraged to attend the 60th HdG Art Show on September 30, 10 a.m.-5 p.m. at Tydings Memorial Park and Concord Point Park. Well wishes were extended to the traveling team to Mumbles, Wales and she looks forward to hearing about their trip. She thanked everyone for the opportunity to serve on the Council and the encouragement she gets from the community, fellow Council members, and the Administration team.

Council President Ringsaker: CP Ringsaker reported the HdG High School Football played Patterson Mill, but was canceled for lightening and then they had to forfeit because they couldn't reschedule, they beat Aberdeen 13-10 last Thursday; they play Fallston Friday at Fallston. The Meyers Manx Dune Buggy Show at Concord Point Park had over 50 dune buggies from all over the country. Scout Troop 965 will be picking up trash along Rt. 155 on Saturday for the Adopt a Highway program. CM Boker was thanked for mentioning the Golf Tournament where CP Ringsaker will be volunteering as the beer cart girl and hopes to exceed the \$1,200 he raised last year for Masonic Charities.

Adjournment

CM Jones made a motion to adjourn at 8:51 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

CITY COUNCIL

READ FILE COVER SHEET

Subject: **Charter Resolution 295 concerning Amending Sections
pertaining to the Department of Economic Development
(2nd Reading)**

Date: **9/19/2023**

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 October 2, 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

CHARTER AMENDMENT RESOLUTION NO. 295

Introduced by Council Member Robertson

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, TO AMEND CITY CHARTER SECTIONS 18 C., 83 AND 84; GENERALLY PERTAINING TO THE DEPARTMENT OF ECONOMIC DEVELOPMENT; RETITLING THE DEPARTMENT OF ECONOMIC DEVELOPMENT, RETITLING THE POSITION OF DIRECTOR OF ECONOMIC DEVELOPMENT, AMENDING THE DUTIES OF THE DIRECTOR OF ECONOMIC DEVELOPMENT

On: August 21, 2023

at: 7:00 p.m.

Charter Amendment Resolution 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 Charter Amendment Resolution having been published according to the Charter, a public hearing was held on September 18, 2023 at 7:02 p.m., and concluded on September 18, 2023 at 7:03 p.m.

EXPLANATION

Underlining indicates matter added to existing law.

[Bold Brackets] indicate matter deleted from existing law.

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

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

34
35 1. Section 18 C. of the City Charter is to be amended as follows, with the words underscored to
36 be added and the words in bold and brackets to be deleted.

37
38 C. The Mayor, with the approval of the City Council, shall appoint or hire a Director of
39 Administration, Chief of Police, Director of Public Works, Director of Economic
40 Development and Tourism, Director of Planning, Director of Finance and a City Attorney
41 and such other officers as the Charter, resolutions or ordinances of the City may provide.
42 The Mayor, after a hearing to consider charges of neglect or a violation of duties of office,
43 shall have the power to remove officers, with the approval of the City Council and shall
44 appoint others in their stead, subject to the City Council approval. The Mayor shall receive
45 an annual salary as set forth from time to time by an ordinance passed by the City Council
46 in the regular course of business. Any proposed change to the Mayor's salary requires voter
47 approval at a regular City election and is effective at the beginning of the next fiscal year.

48
49 2. Section 83 of the City Charter is to be amended as follows, with the words underscored to be
50 added and the words in bold and brackets to be deleted.

51
52 Section 83 Department of Economic Development and Tourism; Director of Economic
53 Development and Tourism

54
55 The Mayor and City Council of Havre de Grace, Maryland shall establish a Department of
56 Economic Development and Tourism. The Mayor, with the approval of the City Council, in
57 accordance with this charter, shall hire a Director of Economic Development and Tourism. The
58 Director shall reside at a location such that the Director is continually available to meet the
59 needs of the position in a timely manner. The employment of the Director of Economic
60 Development and Tourism shall begin as of the day of Council approval and such position
61 shall be held until removal from office pursuant to this Charter, or upon resignation or death,
62 and the Mayor, with the approval of the City Council, shall fill such vacancy.

63
64 3. Section 84 of the City Charter is to be amended as follows, with the words underscored to be
65 added and the words in bold and brackets to be deleted.

66
67 Section 84 Director of Economic Development and Tourism; powers and duties

68
69 The Director of Economic Development and Tourism under the direction of the Mayor shall
70 be responsible for:

71
72 A. All matters related to the advancement or promotion of economic development and tourism
73 in the City;

74
75 B. Maintaining liaisons with state and county elected officials and agencies involved with
76 economic development and tourism activities and any related federal officials or agencies,
77 including but not limited to contacts with Aberdeen Proving Ground;

C. Developing policies and programs to advance and promote private and public economic development and tourism opportunities in the City pertaining to industry, manufacturing, commerce, retail, banking, **[tourism]**, professional services, art, recreation, education, and the available natural resources of the Susquehanna River and the Chesapeake Bay;

D. Maintaining liaisons with various commissions or committees within the City; **[, including but not limited to:]**

[(1) Havre de Grace Main Street

(2) The Rad Loan Committee

(3) The Economic Development Advisory Board

(4) The Tourism Advisory Board

(5) Havre de Grace Chamber of Commerce

(6) Harford County Chamber of Commerce]

E. Developing and implementing short- and long-range plans for economic development and tourism in the City;

F. Managing the daily operations and staff for the department of economic development and tourism which shall draft, promote and manage all public and private grants related to economic development and tourism in the City and prepare and maintain a Departmental budget;

G. Such other duties as may, from time to time, be assigned by the Mayor.

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

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

ATTEST:

MAYOR AND CITY COUNCIL
OF HAVRE DE GRACE

Stephen J. Gamatoria
Director of Administration

William T. Martin
Mayor

Introduced/First Reading: 8/21/2023
Public Hearing: 9/18/2023
Second Reading/Adopted:
Effective Date:

CITY COUNCIL

READ FILE COVER SHEET

Subject: **Calendar Resolution concerning Establishing Legislative Priorities and Positions for the 2024 Session**

Date: **9/28/2023**

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 October 2, 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 President Ringsaker

**A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF
HAVRE DE GRACE, MARYLAND, PURSUANT TO THE LOCAL
GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF
MARYLAND AND SECTIONS 33 AND 34 OF THE CITY CHARTER
FOR ESTABLISHING LEGISLATIVE PRIORITIES AND
POSITIONS FOR THE 2024 SESSION OF THE MARYLAND
GENERAL ASSEMBLY AND AUTHORIZING THE MAYOR OR
DESIGNEE TO SPEAK AND ADVOCATE FOR THE PRIORITIES
AND POSITIONS ESTABLISHED**

WHEREAS, pursuant to Article III of the Constitution of Maryland, the General Assembly shall meet on the second Wednesday of January each year for ninety consecutive days; and

WHEREAS, during the 2024 regular session of the Maryland General Assembly, the city anticipates the introduction of legislation that will have an impact on the operations and functions of the city government; and

WHEREAS, it is in the best interest of the Mayor and City Council of Havre de Grace to actively monitor legislation and take positions on legislation; and

WHEREAS, before any bill introduced in the Maryland General Assembly is passed, it must receive a public hearing at which time the public has the opportunity to submit a position of favorable, favorable with amendments, unfavorable, or information through written or oral testimony; and

WHEREAS, through ordinance, the Mayor and City Council of Havre de Grace has funded a position (legislative liaison) to serve as a liaison between the Mayor and City Council of Havre de Grace and the Maryland General Assembly and to advise the Mayor and City Council on legislative priorities and positions; and

WHEREAS, it is in the best interest of the citizens of Havre de Grace for the Mayor and City Council of Havre de Grace to establish legislative priorities and positions for the 2024 session of the Maryland General Assembly; and

44 **WHEREAS**, for the purposes of this resolution, the term legislation is defined as any legislative
45 request (lr), bill, resolution, joint resolution, or bond initiative introduced in the 2024 session of
46 the Maryland General Assembly.

47
48 **NOW, THEREFORE**, it is determined, decided, and resolved by the Mayor and City Council
49 that the following legislative priorities, positions, and processes be adopted.
50

51 **Section 1. Proposed Legislation.**

52 The Mayor and City of Havre de Grace will seek to have the following legislation introduced
53 during the 2024 session of the Maryland General Assembly:

- 54 a. Legislation establishing an alcoholic beverages license type for for-profit performing
55 art centers in Harford County.
- 56 b. Legislation authorizing the holder of a manufacturing license to sell wine for on-
57 premises consumption.
- 58 c. Legislation establishing a barbershop and beauty salon beer, wine, and liquor license
59 in Harford County for on-premise consumption.
- 60 d. Legislation that would enable municipalities to create a police accountability board and
61 charging committees.
62

63 **Section 2. Favorable Positions.**

64 The Mayor and City Council of Havre de Grace take a favorable position on the following
65 legislation:

- 66 a. Legislation that would create economic incentives or stimulus for businesses in the City
67 of Havre de Grace and municipalities generally.
- 68 b. Legislation that would establish grant funding or other funding mechanisms that would
69 benefit the City of Havre de Grace or a non-profit organization located in the City of
70 Havre de Grace.
- 71 c. Legislation establishing an alcoholic beverages license type for for-profit performing
72 art centers in Harford County.
- 73 d. Legislation authorizing the holder of a manufacturing license to sell wine for on-
74 premises consumption.
- 75 e. Legislation establishing a barbershop and beauty salon beer, wine, and liquor license
76 in Harford County for on-premise consumption.
- 77 f. Legislation that would enable municipalities to create a police accountability board and
78 charging committees.
- 79 g. Legislation that would require the State to be responsible for all the costs and expenses
80 related to the procurement and use of body-worn cameras by municipal law
81 enforcement agencies.
- 82 h. Legislation that would benefit the Havre de Grace STAR Centre.
- 83 i. Legislation that would maintain or increase how capital grants are calculated based on
84 highway user revenues that are required to be appropriated to municipalities.

85 **Section 3. Unfavorable Positions.**

86 The Mayor and City Council of Havre de Grace take an unfavorable position on the following
87 legislation:

- 88 a. Legislation that is overreaching.
- 89 b. Legislation that diminishes a municipal government’s authority for any powers granted
90 under the Maryland Constitution or by the State Legislature under the Local
91 Government Article or under the Land Use Article of the Annotated Code of Maryland.
- 92 c. Legislation that would result in (1) the removal of school resource officers from
93 Harford County Public Schools located in the City of Havre de Grace or (2) prevent
94 the City of Havre de Grace from placing school resource officers inside Harford County
95 Public Schools located inside city boundaries.
- 96 d. Legislation that would shorten the statutory deadlines custodians have to process a
97 request for public information filed under the Maryland Public Information Act (PIA).
- 98 e. Legislation that would shorten the statutory deadline the City has to pay an invoice.
- 99 f. Legislation that would prevent or diminish the City from collecting an admission and
100 amusement tax.
- 101 g. Legislation that would (1) increase the liability of a local government per individual
102 claim under the Local Government Torts Claims Act or per total claim or (2) eliminate
103 or reduce immunities for local government employees, including law enforcement
104 officers.
- 105 h. Legislation limiting or preventing recreational or commercial access to the
106 Susquehanna River, Susquehanna Flats, or the Chesapeake Bay.
- 107 i. Legislation that would change the current triennial property assessment cycle.

108
109 **Section 4. Discretionary Positions.**

110 The Mayor or his designee is hereby authorized to submit positions on the following legislation at
111 the Mayor's discretion:

- 112 a. Legislation that would create an unfunded mandate for the City of Havre de Grace.
- 113 b. Legislation that would affect the Tax Property Article.
- 114 c. Legislation pertaining to labor and employment.
- 115 d. Legislation pertaining to cybersecurity.

116
117 **Section 5. Legislative Bond Initiatives.**

- 118 a. The Mayor is authorized to seek a bond initiative for the STAR Centre during the 2024
119 session of the Maryland General Assembly and seek funding from other sources from
120 the State of Maryland and Harford County, Maryland; and
- 121 b. The Mayor and City Council of Havre de Grace respectfully request members of the
122 General Assembly from District 34-A submit a bond initiative during the 2024 session
123 of the Maryland General Assembly to provide funds for the Havre de Grace STAR
124 Centre; and

125 c. The Mayor and City Council of Havre de Grace supports the bond initiative referenced
126 in section B of this section, and

127 d. The Mayor and City Council of Havre de Grace respectfully request that the Maryland
128 General Assembly approve the bond initiative referenced in section B of this section.

129
130 ADOPTED by the City Council of Havre de Grace, Maryland this __ day of _____, 2023.

131
132 SIGNED by the Mayor and attested by the Director of Administration this ____ day of _____,
133 2023.

134
135
136 ATTEST: MAYOR AND CITY COUNCIL
137 OF HAVRE DE GRACE
138

139
140 _____
141 Stephen J. Gamatoria
142 Director of Administration

139
140 _____
141 William T. Martin
142 Mayor

143
144 Introduced: 10/2/2023
145 Passed/Adopted:
146
147 Effective Date:

CITY COUNCIL

READ FILE COVER SHEET

Subject: **Ordinance 1118 concerning Amending City Code 120:
Nuisance pertaining to Graffiti**
(2nd Reading)

Date: **9/6/2023**

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:

- FYI
 Read and Comment as Needed
 Action Required by October 2, 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: Removed from the agenda at the 9/18/23 Council meeting.

CITY COUNCIL
OF
HAVRE DE GRACE, MARYLAND

ORDINANCE NO. 1118

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 AMEND CITY CODE SECTION 120: NUISANCE

On: August 21, 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 9/5/2023 at 7:02 p.m., and concluded on 9/5/2023 at 7:04 p.m.

EXPLANATION

Underlining indicates matter added to existing law.

[Bold Brackets] indicate matter deleted from existing law.

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

31 **WHEREAS**, it is the City’s intent, through the adoption of this amendment to the City
32 Code, to provide local enforcement tools to protect public and private property from acts of graffiti
33 vandalism and defacement; and
34

35 **WHEREAS**, the City Council intends that amendments to the City Code provision do not
36 conflict with or supplant existing state criminal laws regarding the malicious destruction of
37 property; and
38

39 **WHEREAS**, the City Council desires to amend City Code Chapter 120: Nuisances, to
40 accommodate the City’s new graffiti policy; and
41

42 **WHEREAS**, the City Council desires to adopt the following amendments to City Code
43 Chapter 120: Nuisances, to effectively address graffiti in the City:
44

45 **AMENDMENTS TO CHAPTER 120: NUISANCES:**

46 § 120-1. Definitions.

47 As used in this chapter, the following terms shall have the meanings indicated:
48

49 **CHIEF OF POLICE**

50 The Chief of Police or Acting Chief of Police of the City of Havre de Grace.
51

52 **CONVICTION**

53 An adjudication of guilt in a criminal proceeding, including probation before judgment.
54

55 **GRAFFITI**

56 A permanent drawing, permanent painting, permanent mark, inscription, word, figure, painting,
57 image, or other defacements that are written, marked, etched, scratched, sprayed, drawn, painted,
58 or engraved on or otherwise affixed to any surface of public or private property without the
59 permission of the owner of the property, or, despite advance authorization, would be highly
60 offensive to a reasonable person in the community and is not otherwise protected by the state or
61 federal constitution.
62
63

64 **OWNER**

65 The title owner of the premises, and any person having a legal or equitable, ownership right, or
66 interest in the premises, as recorded in the Land Records of Harford County.
67

68 **PERSON**

69 An individual, joint owner, receiver, guardian, mortgagee, trustee, lien creditor, personal
70 representative, fiduciary, or representative of any kind, and any corporation, partnership, firm,
71 association, or other legal entity.
72

73 **PREMISES**

74 Any land, building, or other structure, or part thereof located within the limits of the City of Havre
75 de Grace.
76

77 **PUBLIC NUISANCE**

78 A premises constitutes a public nuisance where:

- 79
- 80 A. Criminal violations have occurred on, or emanated from, the premises, including any
- 81 portion of the laws governing controlled dangerous substances, firearms, stolen property,
- 82 prostitution, gambling, disorderly conduct, or any other violation of laws, including state,
- 83 county, or City ordinances, constituting an unreasonable interference with a right common
- 84 to the general public involving a significant interference with the public health, the public
- 85 safety, the public peace, the public comfort or the public convenience; and
- 86
- 87 B. Violations of such laws have occurred, on or emanating from the premises, on two or more
- 88 occasions within a twenty-four-month period of time prior to the commencement of a
- 89 proceeding pursuant to §§ 120-3 through 120-6 of this chapter, which have resulted in two
- 90 or more criminal convictions.
- 91
- 92 C. Graffiti has been placed on the premises at a location visible from a public right of way or
- 93 from a neighboring property and has not been abated within ten (10) days from the date of
- 94 a notice of removal of the graffiti issued by the City.

95
96 REMOVAL

97 With respect to a notice, citation or an order of abatement for “removal” of graffiti issued by City
98 Code enforcement, City police department, or a Court of competent jurisdiction, “removal” means,
99 where practicable, the painting over or washing off of graffiti to restore the affected property to a
100 condition substantially similar to the condition of the property before the application of the graffiti.
101 Where painting or washing would fail to restore the property to its original condition, such as non-
102 water-soluble media on an otherwise unpainted brick wall, removal shall mean removal by
103 chemical or mechanical means. Removal also means, in cases of deep etching into the property or
104 other situations where property cannot reasonably be restored by other means to a condition
105 substantially similar to what it was before the application of the graffiti, replacement of the
106 damaged property.

107
108 § 120-2. Obligations of owners.

- 109
- 110 A. Every premises owner within the City of Havre de Grace is responsible for monitoring his
- 111 or her premises and is required to take timely and appropriate action to prevent and eliminate
- 112 or remove a public nuisance from existing thereon, whether that public nuisance is created
- 113 by existing physical conditions or by nuisance-creating behaviors and regardless of whether
- 114 the public nuisance is created by or at the direction of the premises owner or by a third party.
- 115
- 116 B. Every premises owner within the City of Havre de Grace is presumed to have constructive
- 117 knowledge of the facts that can be discovered by a reasonable inquiry concerning the
- 118 condition of his or her premises and activities taking place on his or her premises. Every
- 119 owner is required to manage and control his or her premises, tenants, and other occupants in
- 120 a manner so as not to create or allow a public nuisance, or to create or allow his or her
- 121 premises, tenants, or other occupants to have an adverse impact on adjoining properties or
- 122 the neighborhood, or to violate the provisions of this chapter. Every owner shall remain liable

123 for violations of this chapter occurring on or emanating from his or her premises regardless
124 of any contract or agreement with any party regarding the premises.
125

126 C. Limitations and restrictions on scope of abatement authority. If the premises consist entirely
127 of residential units or mixed residential and other use units, and the public nuisance has
128 occurred solely within one or more units, abatement authority under this chapter is restricted
129 to the units in which the public nuisance has occurred, and does not extend to any other unit
130 in the premises.
131

132 § 120-3. Public nuisance abatement authorized.
133

134 A. Notice; Cease and desist order. Upon a finding by the Chief of Police, or their designee,
135 through a visual inspection of the property, or pursuant to a citizen complaint, or if it involves
136 a public nuisance based on behaviors taking place at the premises, through proof of certified
137 court records, that two convictions have occurred under the circumstances described under
138 Subsection B of the definition of "public nuisance" in § 120-1 of this chapter, the Chief of
139 Police shall prepare a written notice, directed to the owner, setting forth the following:
140

141 (1) A description of the proof, using photographs of graffiti, eyewitness statements,
142 anonymous citizen complaints, and if related to a public nuisance defined under 120-
143 1(b) of the "public nuisance" definition of this Chapter, [demonstrating]
144 documentation that two convictions have occurred under the circumstances described
145 therein; [under Subsection B of the definition of "public nuisance" in § 120-1 and
146 the violation(s) of this chapter being charged;] and

147 (2) A [An] notice and cease and desist order requiring the owner to abate the nuisance in
148 or on the premises where the public nuisance exists, within 30 days following the
149 service of the notice, by removing, discontinuing, ceasing, and desisting the public
150 nuisance and the behavior, activities, and other circumstances giving rise to the public
151 nuisance.

152 (3) The **[order]** notice issued pursuant to this subsection shall be immediately posted on
153 the premises and served on the owner as provided in § 120-3D.
154

155 B. Additional orders. In the event the behavior, activities, and other circumstances giving rise
156 to the public nuisance have not been removed or discontinued within the thirty-day period
157 provided in § 120-3A(2) above, the Chief of Police or their designee shall file a written report
158 with the Mayor of the City of Havre de Grace with a statement as the level of potential harm
159 to the health, safety and welfare to the community if the public nuisance is not abated
160 immediately. The Mayor, after consulting with the Chief of Police and the City Attorney,
161 shall decide whether to issue an emergency Executive Order, prosecute the matter criminally,
162 issue a civil citation, or seek an order for abatement from a court of competent jurisdiction.
163 **[order the Chief of Police to abate the public nuisance through the use of such other**
164 **means within the City's powers, including ordering the closing of the premises to the**
165 **extent necessary to abate the public nuisance. In determining the appropriate order to**
166 **be issued, the Mayor shall use reasonable discretion and consider the circumstances**
167 **present in each case, including the nature and severity of the underlying convictions,**
168 **any efforts by the owner of the premises to comply with the cease and desist order, any**

- 169 irreparable loss or detriment that might occur to the owner of the premises, and the
170 interests of the public.]
171
- 172 C. Notice and opportunity to be heard. **[Prior to carrying out the order authorized by § 120-**
173 **3B, the City shall prepare a] The written notice and cease and desist order shall set [setting]**
174 **forth the following:**
175
- 176 (1) The violations being charged and the underlying convictions, if any;
 - 177 (2) The proposed abatement remedy **[ordered to be taken by the Chief of Police]**;
 - 178 (3) The owner's opportunity to request a prompt hearing to determine whether a public
179 nuisance exists in or from the premises, and if so, to determine whether the
180 recommended abatement is the appropriate abatement remedy to be taken;
 - 181 (4) That the request for hearing must be made to the City, in writing, within 5 **[10]** days
182 from the date of service of the notice; and
 - 183 (5) Such other particulars as may be appropriate.
- 184
- 185 D. Service and posting of notice.
186
- 187 (1) The notice prescribed by § 120-3C shall be served by certified mail, return receipt
188 requested, [in accordance with the Maryland Rules of Procedure] and by first class
189 US Mail, postage paid, on the owner, any tenant, any person in actual possession or
190 occupancy of the premises, and any other person having an interest in the premises, as
191 disclosed by the Land Records of Harford County, the City's tax records, or from other
192 public records that **[is] are** otherwise known or readily ascertainable.
 - 193 (2) In addition, the notice shall be immediately posted in a conspicuous place on the
194 premises.
- 195
- 196 E. Scheduling of a requested hearing.
197
- 198 (1) If an owner requests a hearing under § 120-3C, the City shall prepare a written notice
199 setting forth the following:
 - 200 (a) That a hearing will be held to determine whether a public nuisance exists in, on,
201 or from the premises, and if so, to determine the appropriate abatement remedy
202 to be taken;
 - 203 (b) The date, place, and time of the hearing, which shall be set no more than 30 days
204 following the date of the notice with a temporary stay of the cease and desist order
205 pending the outcome of the hearing;
 - 206 (c) The right of the owner or any person having an interest in the premises to be heard
207 and to be represented by an attorney at the hearing, to present evidence, and cross-
208 examine witnesses;
 - 209 (d) The possible consequences of failure to appear; and
 - 210 (e) Such other particulars as may be appropriate.

211 (2) The notice prescribed by this section shall be served by first class mail, or hand
212 delivered to the owner, any tenant, any person in actual possession or occupancy of the
213 premises, and any other person having an interest in premises, as disclosed by the Land
214 Records of Harford County, or that is otherwise known or readily ascertainable. In
215 addition, the notice shall be immediately posted in a conspicuous place on the premises.
216

217 F. Stay of proceedings.
218

219 (1) **[Except as provided in § 120-3F(2) below,]** Unless an emergency Executive Order is issued
220 by the Mayor, a request for hearing stays the enforcement of the **[Mayor's] cease and desist**
221 **order**
222

223 (2) If the Chief of Police or an administrative officer of the City certifies to the presiding officer
224 facts stated in the certificate that indicate to the presiding officer that a stay of the cease and
225 desist order would cause imminent peril to life or property, the presiding officer may
226 recommend that the Mayor issue an emergency Executive Order to abate the public nuisance.
227 **[stay the enforcement of the Mayor's order only for due cause shown by the owner.]**
228

229 § 120-4. Conduct of hearings; evidentiary matters.
230

231 A. All contested hearings held under this chapter shall be held in City Hall and shall be open to
232 the public. A record of such hearings shall be kept by typed transcript or transcribeable
233 audiotape. The presiding officer may postpone or continue the hearing if the interests of justice
234 so require.
235

236 B. An independent individual designated by the Mayor shall serve as presiding officer, who shall
237 apply the law and determine the facts. The existence of the public nuisance shall be proved by
238 a preponderance of the evidence.
239

240 C. The following evidentiary rules apply to all contested hearings held under this chapter:
241

242 (1) In general, Each party in a contested case shall offer all of the evidence that the party
243 wishes to have made part of the record.

244 (2) Probative evidence. The presiding officer may admit probative evidence that reasonable
245 and prudent individuals commonly accept in the conduct of their affairs and give
246 probative effect to that evidence.

247 (a) It shall be prima facie evidence that a public nuisance exists on a premises upon the
248 second conviction for a violation of any of the provisions of the laws governing the
249 offenses enumerated in, and under the circumstances **[described in,]** defined as a
250 "public nuisance" under § 120-1A [(6)] and B above, or if graffiti exists and has
251 not been removed within ten days of receiving public notice. Convictions may be
252 proved by certified or true test copies of court records.

253 (b) Evidence of the general reputation of the premises is admissible to corroborate
254 testimony based on personal knowledge or observation, or evidence seized during

- 255 the execution of a search and seizure warrant, but shall not, in and of itself, be
256 sufficient to establish the existence of a public nuisance under this subsection.
- 257 (c) Evidence that the public nuisance had been discontinued at the time of the filing of
258 the notice under § 120-3C or at the time of the hearing does not bar the imposition
259 of appropriate relief, including imposition of fines for each instance of public
260 nuisance.
- 261 (d) The existence of a public nuisance may be established, and appropriate relief
262 ordered under this chapter, without proof that an owner had actual knowledge of
263 the existence of the facts constituting the public nuisance prior to the issuance of
264 the notice and cease and desist order, or that the owner acquiesced or participated
265 therein.
- 266
- 267 (3) Hearsay. Evidence may not be excluded solely on the basis that it is hearsay.
- 268 (4) Exclusions. The presiding officer may exclude evidence that is incompetent, irrelevant,
269 immaterial, unduly repetitious, or governed by a privilege recognized by law.
- 270 (5) Scope of evidence. On any genuinely contested material issue, each party is entitled to
271 call witnesses, offer evidence, including rebuttal evidence, cross-examine any witness
272 that another party calls, present summation, and argument.
- 273 (6) Documentary evidence. The presiding officer may receive documentary evidence in the
274 form of copies or excerpts.
- 275 (7) Sequestration of witnesses. The presiding officer shall have the power to sequester
276 witnesses at the request of any party to the proceeding.
- 277 (8) Compulsory attendance of witnesses. If in the event it becomes necessary in the interests
278 of justice that a material witness be required to attend the hearing by subpoena, the
279 presiding officer may postpone or continue the hearing if the interest of justice so require
280 to allow the party a reasonable time to obtain the attendance of such witness through any
281 proper available legal channels.

282
283 § 120-5. Findings and enforcement.
284

- 285 A. Following the conclusion of the hearing, the presiding officer shall promptly render a decision
286 and the reasons therefor. The presiding officer shall immediately notify all parties to the
287 proceeding of the decision, including the Mayor and the Chief of Police. The decision shall be
288 made orally at the conclusion of the hearing and transcribed as part of the record. The presiding
289 officer may also issue the reasons articulated for the decision in written form within no more
290 than 10 days following the conclusion of the hearing.
291
- 292 B. No public nuisance established. If the presiding officer finds that the existence of a public
293 nuisance has not been established by a preponderance of the evidence at the hearing, the
294 proceeding shall be closed.
295
- 296 C. Public nuisance established. If the presiding officer finds that the existence of a public nuisance
297 has been established by a preponderance of the evidence at the hearing, an order of **[the Mayor**

298 **shall be issued providing for the abatement]** of the public nuisance shall be issued by the
299 hearing examiner, which shall be posted on the premises and given to those persons listed, and
300 in the manner set forth, in § 120-3D of this chapter. On and after the 10th business day
301 following the posting, **[and upon the written directive of the Mayor,]** the order may be
302 enforced by the Chief of Police or their designee.

303
304 D. Closing order. If the order directs the closing of the premises, such closing shall be for such
305 period and to the extent necessary to abate the public nuisance **[as the Mayor reasonably may**
306 **direct]**, but in no event shall the closing be for a period of more than one year from the date of
307 the closing. Prior to such closing, the premises shall be inspected by the City Code Inspector
308 and a written inventory made of the contents of the premises. The proper representatives of the
309 City may enter the premises during the closing to inspect the premises.

310
311 E. Owner's continuing obligations during closing. During the closing, the owner of the premises
312 shall be required to maintain the premises in accordance with all City Codes, keep the premises
313 safe and orderly, and secure, and continue to keep and maintain all insurance on the premises
314 in effect prior to the cease and desist order with proof of such insurance to be provided to the
315 City Director of Administration.

316
317 F. Banishment option for elderly and disabled persons. If the **[presiding]** hearing officer finds
318 that the owner of the premises, due to age or disability, is without actual knowledge of the
319 existence of the public nuisance on the premises, such owner may obtain a stay of the closing
320 order by causing the public nuisance to be permanently abated by causing the person or persons
321 who are or were responsible for maintaining the public nuisance on the owner's premises to
322 permanently leave and not return to the premises. By so doing, the owner shall be deemed to
323 consent to allow the proper representatives of the City to enter the premises and to inspect the
324 premises during reasonable hours and upon prior notice. If the public nuisance is abated to the
325 reasonable satisfaction of the Chief of Police for a period of one (1) year, the closing order
326 **[proceeding]** shall automatically terminate. **[be closed.]**

327
328 G. Nature of closing. A closing directed pursuant to this chapter is not an act of possession,
329 ownership, or control by the City of Havre de Grace.

330
331 H. Use and occupancy permit. **[Prior to the termination]** After the termination of a closing order,
332 the owner of the premises shall apply for and obtain an applicable use and occupancy permit
333 from the City before the premises may be occupied.

334
335 § 120-6. Vacating order to close.

336
337 The **[Chief of Police]** hearing officer may **[shall]** vacate the closing provisions of the order if an
338 interested person:

339
340 A. Posts a bond for the period of the ordered closing in an amount of the full assessed value of
341 the premises as shown in the tax assessment records of the Maryland State Department of
342 Assessments and Taxation, prorated for the proportional assessment of units closed if less than
343 all units therein are closed, but not to exceed \$1,000,000 in any case; and

344 B. Submits adequate proof sufficient in the judgment and discretion of the **[Chief of Police]**
345 hearing officer that the behavior, activities, and other circumstances giving rise to the public
346 nuisance have been discontinued and will not be maintained or permitted in any unit of the
347 premises during the period of the ordered closing.
348

349 § 120-7. Notice to owners and tenants.

350 Prior to the effective date of this chapter, the Mayor and City Council of Havre de Grace shall
351 prepare a written notice outlining the provisions of this chapter. Such notices shall be contained
352 on the City's Web site, distributed to all property owners in the City, and a reasonable number of
353 copies shall be made available for free to the public at City Hall, the City Police Station, the public
354 library, and disseminated through the media.
355

356 § 120-8. Rules and regulations.

357 Prior to the effective date of this chapter, the **[Chief of Police]** the Director of Administration or
358 their designee shall promulgate procedures, rules, and regulations that may be necessary or proper
359 to effectuate the purpose and the provisions of this chapter, including reasonable means of advising
360 premises owners or their agents of any first or second arrest or conviction for the criminal conduct
361 defined in § 120-1 of this chapter occurring in those premises which the **[Chief of Police]** Director
362 of Administration determines will or may be subject to this chapter, and the procedures and terms
363 for the posting of bonds.
364

365 § 120-9. Judicial review.

366 Any person aggrieved by any final decision made pursuant to this chapter, has the right of appeal
367 to the Circuit Court for Harford County as may be provided by law for appeals from municipal
368 administrative actions.
369

370 § 120-10. Prohibited conduct; penalties.
371

372 A. Destruction, etc., of posted order. Any person who intentionally destroys, removes, or defaces
373 an order posted by the **[Chief of Police]** City under authority of this Chapter 120, shall upon
374 conviction, be guilty of a misdemeanor punishable by a fine of not more than \$300 or
375 imprisonment for not more than 30 days, or both.
376

377 B. Failure to obey order.

378
379 (1) Any person: (i) who intentionally disobeys any proper order issued **[by the Chief of**
380 **Police or his designee]** under this chapter; or (ii) who uses or occupies or permits any
381 other person to use or occupy any premises ordered closed **[pursuant to proceedings**
382 **under this chapter]**, shall, upon conviction, be guilty of a misdemeanor punishable by
383 a fine of \$1,000 or imprisonment for not more than one year, or both.

384 (2) Each day a violation of this subsection occurs or continues is a separate offense.
385

386 C. Imprisonment in default of fine and costs. Imprisonment in default of fine and costs shall be
387 regulated by the provisions of Article 38, Section 4 of the Annotated Code of Maryland, as the
388 same may be amended from time to time.
389

390 § 120-11. Applicability and interpretation.

391

392 A. Application. The provisions of this chapter shall apply generally to all property throughout the
393 City of Havre de Grace and up to one-half mile outside of municipal limits as permitted by the
394 Local Government Article of the Maryland Annotated Code Section 5-207, wherein any of the
395 nuisances hereinafter specified are found to exist; provided, however, that any condition which
396 would constitute a violation of this chapter, but which is duly authorized under any City, state
397 or federal law, shall not be deemed to violate this chapter.

398

399 B. Chapter to provide needed law enforcement tools. The enforcement of abatement procedures
400 by the Chief of Police and the penalties imposed pursuant to this chapter:

401

402 (1) Constitute additional methods of law enforcement to the fullest extent permitted by law
403 in response to the proliferation of the above described public nuisances; and

404 (2) Are an exercise of the municipal police powers that are reasonable and necessary in order
405 to protect the health, safety, and general welfare of the people of the City of Havre de
406 Grace.

407

408 C. Construction. This chapter shall be construed liberally in accordance with its remedial
409 purposes. The definition of public nuisances herein shall not be subject to any restrictions or
410 limitations upon public or private nuisance actions at common law. This chapter is civil in
411 nature and none of its provisions should be interpreted as punishment. This chapter is intended
412 to complement and be compatible with the provisions of § 14-120 of the Real Property Article
413 of the Annotated Code of Maryland, as the same may be amended from time to time. Nothing
414 in this chapter is intended to conflict with, supersede, or otherwise interfere with the provisions
415 of § 14-120 of the Real Property Article of the Annotated Code of Maryland, the Local
416 Government Article of the Annotated Code of Maryland, or any other State or federal law.

417

418 § 120-12. Severability.

419 If any section, sentence, clause or phrase of this chapter is held invalid or unconstitutional by any
420 court of competent jurisdiction, then said ruling shall not affect the validity of the remaining
421 portions of this chapter.

422

423 § 120-13. Availability of other remedies.

424 This chapter does not limit the availability of any other legal or equitable remedies, including, but
425 not limited to, those existing legal and equitable remedies for nuisance abatement of any type under
426 City, state, or federal law.

427

428 **NOW THEREFORE,** it is this ___ day of _____, 2023 determined, decided and ordained by
429 the Mayor and City Council that the City Code be amended by amending Section 120: Nuisances
430 as set forth above.

431

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

433

434 SIGNED by the Mayor and attested by the Director of Administration this ___ day of _____,
435 2023.

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ATTEST:

MAYOR AND CITY COUNCIL
OF HAVRE DE GRACE

Stephen J. Gamatoria
Director of Administration

William T. Martin
Mayor

Introduced/First Reading: 8/21/2023
Public Hearing: 9/5/2023
Second Reading/Adopted:
Effective Date:

Second Reading

CITY COUNCIL

READ FILE COVER SHEET

Subject: **Ordinance 1121 concerning Authorizing a Lease Agreement with the Chesapeake Heritage Conservancy for the Skipjack Martha Lewis (2nd Reading)**

Date: **9/19/2023**

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 October 2, 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. 1121

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, 34 AND 36 OF THE HAVRE DE GRACE CITY CHARTER TO APPROVE A DOCK LEASE BETWEEN THE CITY AND CHESAPEAKE HERITAGE CONSERVANCY, INC. FOR USE OF THE HUTCHINS PARK PIER

On: September 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 September 18, 2023 at 7:03 p.m., and concluded on September 18, 2023 at 7:14 p.m.

EXPLANATION

Underlining indicates matter added to existing law.

[Bold Brackets] indicate matter deleted from existing law.

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

33 **WHEREAS**, the mission of the Chesapeake Heritage Conservancy, Inc. is to promote and
34 preserve historic Chesapeake Bay watercraft and to educate the public in the heritage of the
35 Chesapeake Bay; and

36 **WHEREAS**, the City of Havre de Grace and the Chesapeake Heritage Conservancy have a long
37 history and relationship of more than 25 years; and

38 **WHEREAS**, the Skipjack Martha Lewis, owned and operated by the Chesapeake Heritage
39 Conservancy, Inc., was, for many years, the unofficial ambassador for Havre de Grace; and

40 **WHEREAS**, the Skipjack Martha Lewis was built in 1955 by Bronza Parks for Captain James
41 Lewis, who named the boat after his mother; and

42 **WHEREAS**, the Martha Lewis has gone under extensive renovation projects since 2016, and will
43 soon be ready to return to the waters of the Chesapeake Bay, to carry on its mission; and

44 **WHEREAS**, the Skip Jack Martha Lewis will return to Havre de Grace for the latter part of the
45 2023 boating season and the entire 2024 boating season.

46 **NOW THEREFORE**, it is determined, decided, and ordained by the City Council that it is in the
47 best interest of the citizens of Havre de Grace for the Mayor to offer to the Chesapeake Heritage
48 Conservancy, Inc. a dock lease (substantially in the form attached hereto as Exhibit A) based on
49 the following terms:

- 50 a. The Mayor and City Council of Havre de Grace shall offer a lease to the Chesapeake
51 Heritage Conservancy Inc., for dockage space and electric at the Hutchings Park pier for
52 the 2023 and 2024 boating seasons.
- 53 b. The Mayor and City Council of Havre de Grace shall provide dockage, water and electricity
54 to the Chesapeake Heritage Conservancy Inc., for both the 2023 and 2024 boating seasons
55 at no cost.
- 56 c. The Chesapeake Heritage Conservancy Inc. shall provide an educational cruise opportunity
57 that includes 6 dates that will be offered to up to 12 Havre de Grace residents.
- 58 d. Upon expiration of this agreement, any future agreements shall be at the established slip
59 rates for the Hutchins Park pier.

60 ADOPTED by the Mayor and City Council of Havre de Grace, Maryland this 5th day of September
61 5, 2023.

62 ATTEST:

MAYOR AND CITY COUNCIL
OF HAVRE DE GRACE

63
64
65
66 Stephen J. Gamatoria
67 Director of Administration

63
64
65
66 William T. Martin
67 Mayor

68
69 Introduced/First Reading: 9/5/2023
70 Public Hearing: 9/18/2023
71 Second Reading/Adopted:
72 Effective Date:

EXHIBIT A

LEASE AGREEMENT

This LEASE AGREEMENT (“Lease” or “Agreement”) is effective this ____ day of _____, 2023 (“Effective Date”), between **THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE**, a Maryland municipal corporation, (“City” or “Lessor”), and **CHESAPEAKE HERITAGE CONSERVANCY, INC.** a Maryland company (“Company” or “Lessee”).

WHEREAS, the City is the owner of certain real property, including the associated pier, pilings, moorings, and riparian rights, and other related improvements located within Hutchins Park and along the shoreline at the foot of Congress Avenue in the City, as more particularly described herein (“Pier”); and

WHEREAS, the Lessee is the owner and operator of a historic skipjack sailboat named MARTHA LEWIS (“Boat”) and wants to dock the Boat at the Pier where it will be used for commercial purposes; and

WHEREAS, the City seeks to promote safety, health, good will and the economy within its boundaries and the Lease will allow the Pier to be used for the City’s general purposes and aid in education and charity within the City;

NOW THEREFORE, the parties agree as follows:

1. TERM. This Lease shall be effective for a term of two boating seasons to include calendar years 2023 and 2024 and shall commence on the effective Date of this Agreement. Further renewals may only be made by written agreement of the parties, at the normal fee rate as described in Chapter 70 of the City Code. In the event the Lease is not renewed by the end of 2024, the vessel shall vacate the slip by December 31, 2024.

2. DOCK FEE. The parties agree that the dock fee, electric and water usage will be waived for the 2023 and 2024 calendar. As consideration for the waiver of the dock fee, the Lessee agrees to provide an educational cruise opportunity free of charge for up to 12 Havre de Grace residents per cruise on six (6) different dates, on a first come, first served basis.

3. TERMS OF USE.

A. Lessee agrees that it may use only that portion of the City’s property granted by the City under this Lease and no other portion.

B. The permitted use is personal to the Lessee and no other person or entity.

C. The permitted use may not be assigned, sublet, or transferred in any manner by the Lessee. This Lease is not subject to an assignment for the benefit of creditors.

D. The permitted use is subject to the Lessee observing and obeying all rules, ordinances, requirements, regulations, orders or directives made by the City through its proper officers, directors or agents. Such rules and regulations shall include, without limitation, those

39 relating to signage, noise ordinance, or the necessity of acquiring any permits, including any
40 permits from the Harford County Liquor Control Board. In addition, Lessee agrees to abide by all
41 applicable federal, state or local dock procedures, rules, and regulations, including, without
42 limitation: federal, state, and county laws relating to marine safety, communication, sanitation,
43 pollution and navigation (such as the Inland Navigational Rules Act of 1980, Rules and
44 Regulations of the Coast Guard, Maryland Department of Natural Resources, and Maryland
45 Department of the Environment).

46 E. The permitted use only applies to the Pier and this Lease does not apply to any
47 other boat slip, mooring, dock or pier, unless it is a temporary situation to accommodate emergency
48 conditions or repair to the Pier.

49 F. Improvements

50 1. Any improvements to the Pier must be approved in writing by the Marina
51 Manager and the Planning Department.

52 2. Any improvements necessary will be paid in full by the Lessee.

53 3. Any improvements required will be completed by a contractor approved by
54 the Marina Manager.

55 a) Submittal of a design will be required, to include all specifications,
56 maintenance requirements and estimated costs.

57 b) Upon termination of this agreement for any reason, the City will decide
58 whether to keep the improvements or require the Lessee to remove and
59 properly dispose of the improvement (s).

60 G. Prior to mooring the vessel in the City owned slip, the Lessee must provide the
61 City of Havre de Grace the following documentation: (a) a Certificate of Good Standing from the
62 State of Maryland; (b) Current Maryland Boaters Registration and Title (See Section 13); (c)
63 Current Insurance Certificate (See Section 9); (d) US Coast Guard Vessel Certification; and (e) a
64 captain's license if required by the State or other regulatory authority.

65 4. INDEMNITY. The Lessee shall indemnify and save harmless the City and its
66 employees and agents from all claims and demands suits, actions, loss, damages, recoveries,
67 judgments, costs or expenses in any injury, death, loss or damage related to the Lessee's use of
68 City property or breach of this Lease Agreement.

69 5. RESTORATION. The Lessee is responsible for all costs or expenses to restore the
70 City's property after termination of the use under this Lease.

71 6. MAINTENANCE. The Lessee shall maintain any facility or object in, above, or on the
72 City's property and related to the use in a manner that is clean, workmanlike, in good repair and
73 safe.

74 7. PERMITTED USE. The temporary permitted use allowed by this Lease is the
75 following: the docking, maintenance and operation of the Boat, only at or about the dock located
76 at Hutchins Park, which does not interfere with the docking, mooring, or operation of emergency
77 vehicles.

78 8. BOAT MAINTENANCE. No heavy boat maintenance, such as major engine repair,
79 shall be permitted at the Pier. The City reserves the right in its sole discretion to determine what
80 type of maintenance and repair shall be permitted.

81 9. INSURANCE. Lessee shall keep in full force and effect and provide to the City
82 insurance policies and certificates, which provide protection and indemnity coverage of no less
83 than Three Million Dollars (\$3,000,000.00) for personal injury and for property damage to the City
84 Pier. The City shall appear as an additional insured on any policy of insurance for your operations.
85 The Lessee shall also provide proof of workers' compensation coverage. Failure to maintain
86 insurance as set forth herein will result in immediate termination of this Lease.

87 10. SPECIAL EVENTS AND PROMOTIONS. The Lessee agrees to cooperate with
88 promotional and special events that may occur throughout the City, including those that occur in
89 or near Hutchins Park. For special events in the City, additional landing sites may be permitted but
90 only with prior written permission of the City. Lessee agrees to permit the City to photograph or
91 otherwise produce a likeness of the Boat for publication or promotional purposes and shall permit
92 the erection of signs and other promotional displays on or near the Pier promoting seasonal events
93 authorized by the City.

94 11. UTILITIES. Lessee will not be responsible for utilities for the 2023-2024 calendar
95 years. In the event the City receives utility bills that are unreasonably high, the City may, without
96 notice, temporarily shut off utilities as may be necessary to access the need for repairs and/or use.

97 12. PARKING. This Lease does not include any parking areas as a matter of right. The
98 privilege granted to the Lessee's patrons to use City parking lots is solely as an accommodation to
99 the Lessee, and may be restricted by the City at any time without notice.

100 13. BOAT TITLE. As a condition of this Agreement, Lessee shall provide the City with
101 proof of title and length of Boat. Failure to provide proof of title will result in immediate
102 termination of this Lease.

103 14. CONDITION OF DOCKING AND ADJACENT FACILITIES. Lessee acknowledges
104 that it has inspected the Pier and adjacent facilities and is satisfied that the Pier is adequate for safe
105 mooring of the boat. The Lessee is accepting the Pier in "as is" condition. The City shall designate
106 the location of loading ramps. Lessee shall not alter the Pier or bulkhead without written
107 permission of the City.

108 15. RESPONSIBILITIES REGARDING SAFETY AND DAMAGE.

109 A. This contract is not a bailment of the Boat but a Lease to use City dock space.
110 Such space is used at the sole risk to the Lessee and no additional responsibilities are assumed by
111 the City by entering into this Agreement. The City shall not be liable for the care of the protection
112 of the Boat, including the gear, equipment, and contents, or for any loss or damage of whatever
113 kind or matter to the Boat, contents, gear or equipment. The City shall make available temporary
114 dockage inside the City Yacht Basin during significant impending weather events, such as extreme
115 dam releases where 16 gates or more will be opened; high wind conditions that are greater than 60
116 mph sustained.

117

118 B Lessee represents and warrants that the Boat is in a seaworthy condition and will
119 be maintained in a seaworthy condition at all times while the Boat is kept at the Pier. Should the
120 City discover the Boat is in peril, Lessee agrees to pay to the City as an additional dock fee, all
121 charges for labor and materials incurred or expenses paid by the City for the Boat in connection
122 with correcting this situation, provided however, the City has no obligation to render aid or
123 assistance of the Boat under any circumstances.

124 C. Upon execution of this Lease, the Lessee shall provide the City with the phone
125 number for the Lessee and the Lessee’s designated agent for contact in the event of emergencies.

126 D. The City is not responsible for losses or damages to the Boat in any way. The
127 Lessee is fully responsible for protection of the Boat from hurricanes, high water, winds, and other
128 natural occurrences. The Lessee is fully responsible for damage to structures, pilings docks, piers,
129 or moorings and any and all other property or persona at the Pier. In the event of an emergency,
130 the City reserves the right but not the obligation to move the Boat to other mooring places. It is
131 expected that if Lessee keeps its Boat at the Pier during the hurricane season, Lessee will have
132 made arrangements for the safe mooring of the Boat on the approach of a storm. In the event of a
133 tropical storm or hurricane, the City reserves the right, but not the obligation to evacuate the Boat
134 at the Lessee’s expense and risk.

135 E. The City reserves the right, but not the obligation, to expend funds to repair items
136 of loss or damage for which the Lessee remains responsible under this Agreement, and shall be
137 entitled to full reimbursement from the Lessee.

138 16. TAXES. Lessee agrees to pay when due all appropriate federal, state and taxes,
139 including the admissions and amusement tax, if applicable.

140 17. LIEN. The City shall have the right to assert a lien against the Boat in the event of a
141 failure to pay the Dock Fee should one become due, or any applicable City taxes when due. In
142 addition, to the extent the City has incurred any expenses under this Agreement which have not
143 been reimbursed by Lessee the City has a right to assert a lien against the Boat for such amounts
144 not reimbursed.

145 18. DEFAULT. Upon the Lessee’s failure to comply with this Agreement, the City shall
146 have the right to terminate the Lease immediately.

147 19. RIGHT TO RE-ENTER. Upon a Lessee’s failure to pay the Dock Fee, or rectify a
148 dangerous condition, or upon failure to repair damage to the Pier caused by Lessee or the Boat,
149 the City reserves the right to lawfully re-enter the Pier and take possession by removing the Boat
150 from the Pier. Lessee shall be responsible for all costs incurred in such removal and City reserves
151 the right to assert a lien in the event such costs are unpaid.

152 20. ENTIRE AGREEMENT; AMENDMENT. It is understood and agreed by the parties
153 that this Lease shall constitute the entire agreement between them with respect to the Pier and
154 businesses conducted in conjunction therewith and no verbal statements extrinsic to this Lease
155 shall have any force or effect. No amendment or modification of the terms of this Lease shall be
156 effective until duly approved by the City by resolution at a City Council meeting.

157

158 21. WAIVER. The Lessee agrees that the City’s failure to enforce any of the terms herein
159 shall not constitute a waiver.

160 22. TIME. Time is of the essence.

161 23. VENUE, JURISDICITON, CHOICE OF LAW. This is a Maryland contract and the
162 Courts of Harford County are the sole venue of any dispute. The laws of Maryland shall apply.

163 24. SEVERABILITY. If any portion of this Lease shall be declared invalid, or
164 unenforceable by a court of competent jurisdiction, the remainder of the Lease shall continue in
165 full force and effect.

166 25. CONDITIONS: The City agrees to the following conditions:

167 A. Sign Board, Feather Flags, Kiosk and Rack Cards - The Lessee may include a
168 temporary “sandwich board” or “feather sign” type signage at the intersection of Market Street
169 and Congress Avenue. Sign design and precise locations shall be approved by the Director of
170 Administration, and may require approval by the City Council.

171 B. Rack cards are welcome and may be placed at City Hall and the Visitors Center.
172 Advertisements may be placed at the City’s kiosks - copies must be provided to the Director of
173 Administration for approval and placement.

174 C. The Lessee may transport trash generated from passengers to the dumpsters at
175 Tydings Park for disposal.

176 D. The City shall permit the Lessee to place a commercial Ice Vault (similar to what
177 is at the Yacht Basin) in the area of the Hutchins Park Bathrooms. The City will absorb the cost
178 of the electricity.

179 E. Security Cameras - The City has no immediate plans to install security cameras
180 in Hutchins Park. Should the Lessee desire to install security cameras, the Lessee shall approach
181 the Director of Administration with a Security Camera location and installation plan.

182 F. Access to Special Events at Hutchins Park - The City will make EVERY effort to
183 insure the MARTHA LEWIS has total and complete access to the dock during any event. As
184 discussed, issues arose during those times when events at Hutchins Park were not hosted by the
185 City. Both the City and the Lessee will need to coordinate during those dates; one possible solution
186 could be the distribution of an electronic ticket or paper ticket the Martha Lewis patron could
187 display during such events.

188 G. Lighting at Dock - The City will maintain adequate lighting in the area of the
189 Hutchins Park pier.

190 26. NOTICES. All notices and other communications hereunder shall be in writing and
191 shall be deemed to have been duly given if actually delivered to the named person or if mailed,
192 with a copy by email, to:

193

194 TO THE CITY: The Director of Administration
195 City Hall
196 711 Pennington Ave
197 Havre de Grace, MD 21078
198 steveg@havredegracemd.com
199

200
201 TO THE LESSEE: CHESAPEAKE HERITAGE CONSERVANCY, INC
202 114 Spears Hill Road
203 Elkton, MD 21921
204

205 27. SURRENDER OF HUTCHINS PARK SLIP. Upon expiration or termination of this
206 Lease for any reason, Lessee shall surrender the quiet and peaceful possession of the Pier, in as
207 good order and condition as when received, natural wear and tear excluded as may be determined
208 by the City at its sole discretion.

209 28. NO RESTRICTIONS ON CITY POWERS. Nothing herein shall be construed to limit
210 the power of the City to pass any ordinance, resolution or other regulation generally applicable
211 within the City limits relating to the health, safety, and welfare of the citizens of Havre de Grace.
212

213
214 WITNESS/ATTEST: MAYOR AND CITY COUNCIL OF
215 HAVRE DE GRACE
216

217
218 _____
219 Stephen J. Gamatoria
220 Director of Administration

217
218 _____
219 By: William T. Martin
220 Mayor

221
222 WITNESS/ATTEST: CHESAPEAKE HERITAGE
223 CONSERVANCY, INC
224

225
226 _____
227 (signature)

228
229 By: _____
230 (print name)
231

232 APPROVED FOR LEGAL SUFFICIENCY:
233

234
235 _____
236 April C. Ishak, Esquire
237 City Attorney
238

239 STATE OF MARYLAND, COUNTY OF HARFORD:

240

241 I HEREBY CERTIFY, that on this _____ day of _____, 2023,
242 before me, the subscriber, a Notary Public of the State and County aforesaid, 2023, personally
243 appeared William T. Martin, Mayor of the City of Havre de Grace, who acknowledged that, being
244 authorized to do so, he executed this Lease Agreement on behalf of the Mayor and City Council
245 of Havre de Grace as Mayor for the purposes stated therein.

246

247 As WITNESS my hand and Notarial Seal.

248

249

Notary Public

250

251

My commission expires: _____

252

253

254

255

256

257

258 STATE OF MARYLAND, COUNTY OF HARFORD:

259

260 I HEREBY CERTIFY, that on this _____ day of _____, 2023 before
261 me, the subscriber, a Notary Public of the State and County aforesaid, 2023, personally
262 appeared _____, who acknowledged that, being authorized to do
263 so, he/she executed this Lease Agreement on behalf of Chesapeake Heritage Conservancy Inc. for
264 the purposes stated therein.

265

266 As WITNESS my hand and Notarial Seal.

267

268

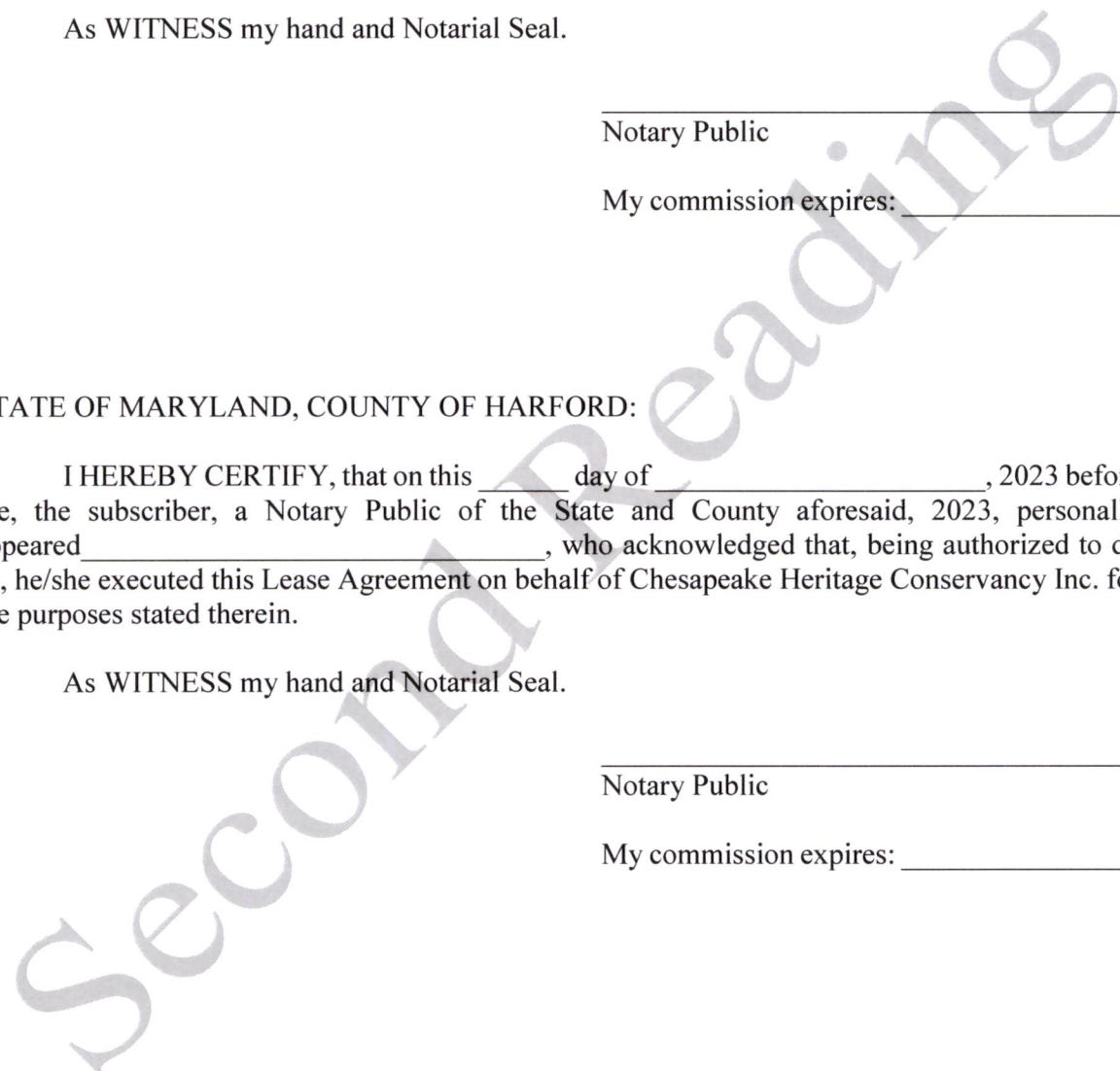
Notary Public

269

270

My commission expires: _____

271



CITY COUNCIL

READ FILE COVER SHEET

Subject: **Ordinance 1123 concerning Approving Budget Amendment
2024-02 Living Shoreline Maintenance**
(Public Hearing & **2nd Reading**)

Date: **9/19/2023**

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 October 2, 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: An amendment to Budget Amendment 2024-02 is attached.

CITY COUNCIL
OF
HAVRE DE GRACE, MARYLAND
ORDINANCE NO. 1123
BUDGET AMENDMENT 2024-02

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 AMENDING THE CITY BUDGET FOR FISCAL YEAR 2024 TO ESTABLISH THE ANNUAL MAINTENANCE PROGRAM FOR THE CITY’S LIVING SHORELINE

On: September 18, 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 October 2, 2023.

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 passed the Budget Ordinance 1109,
39 establishing the budget for Fiscal Year on June 20, 2023, pursuant to the Havre de Grace Charter Section
40 37 and by the authority of the Local Government Article of the Annotated Code of Maryland; and

41 **WHEREAS**, Budget Ordinance 1109 projected revenue, expenses and capital project
42 completion on best estimates and timetables when proposed; and

43 **WHEREAS**, timing of the close out of one fiscal year and the opening of a new fiscal year,
44 requires the Finance Department to forensically account for (1) those billing cycles that require
45 expenditures get properly allocated, (2) the status of closure on project completion and (3)
46 unanticipated revenues; and

47 **WHEREAS**, Section 37 of the Charter states “*No officer or employee of the City shall*
48 *expend money that is not appropriated*”, and the majority of this budget amendment is for time
49 sensitive Capital Project carry-over, to financially sustain and complete those projects; and

50 **WHEREAS**, the City has established a living shoreline to preserve the Chesapeake Bay from
51 storm water runoff using natural indigenous plants based in accordance with State requirements; and

52 **WHEREAS**, the City intends to maintain the living shoreline to ensure the continued
53 biological health of the Chesapeake Bay.

54 **NOW THEREFORE**, it is determined, decided, and ordained by the City Council that
55 Budget Amendment 2024 -02 (Exhibit A) be included as part of the Fiscal Year 2024 Budget.

56
57

58 ATTEST:

MAYOR AND CITY COUNCIL
OF HAVRE DE GRACE

59
60
61

62 _____
63 Stephen J. Gamatoria
64 Director of Administration

65 _____
66 William T. Martin
67 Mayor

65 Introduced/First Reading: 9/18/2023
66 Public Hearing:
67 Second Reading/Adopted:
68 Effective Date:

Exhibit A



INTER-CITY MEMORANDUM

To: City Council President James E. Ringsaker, Jr.
From: Mayor William T. Martin
Date: 9/8/2023
RE: Proposed Budget Amendment 2024-02

Since fiscal year 2018, the City has spent over \$5,800,000 in developing its shoreline to protect the Chesapeake Bay from storm water runoff. Most of the funding for these projects has come from State and County grants. The City has received numerous recognitions from the State for establishing natural filtration methods using indigenous plant species that are both effective and beautiful.

These living shoreline projects will require annual maintenance to maintain their effectiveness and there is no provision for maintenance in the fiscal year 2024 budget. Preliminary estimates are that the City will need to invest \$120,000 during the year to maintain the shoreline.

The City currently has \$163,600 in additional funds remaining from fiscal year 2023 that have not been obligated. These funds resulted from unanticipated additional tax payments from the Comptroller's Office, primarily income taxes and admissions and amusement taxes. I am therefore requesting that we obligate \$120,000 of these funds in order to maintain our living shoreline.

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

September 7, 2023 **BUDGET AMENDMENT** Amendment # 2024-02

SOURCE OF FUNDS

Account Number	Account Title	Amount
	General Fund 1	
01-0001-49-98	Beginning Fund Balance	\$120,000.00
	Total Sources	\$120,000.00

USE OF FUNDS

Account Number	Account Title	Amount
	General Fund 1	
01-1292-6154	Living Shoreline Maintenance	\$120,000.00
	Total Uses	\$120,000.00

REASON FOR ADJUSTMENT

To establish the annual maintenance program for the City's Living Shoreline

AUTHORITY

City Council on 09/18/23.

APPROVAL

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

PROPOSED AMENDMENT TO BUDGET AMENDMENT 2024-02



INTER-CITY MEMORANDUM

To: City Council President James E. Ringsaker, Jr.
From: Mayor William T. Martin
Date: 9/20/2023
RE: Proposed Budget Amendment 2024-02 Amendment

Due to recent events, I believe Budget Amendment 2024-02, Ordinance 1123 needs to be amended.

The City originally requested \$120,000 in order to maintain our living shoreline. Responses to our request for proposals, however, have come in at \$142,000, an increase of \$22,000. This was our initial attempt at shoreline maintenance contracts and I attribute the increase amounts to a combination of inflation and our inexperience with this type of work.

Additionally, the City has identified an additional \$46,700 in fiscal 2023 expenses since we proposed the amendment, reducing the carryover funds available to \$116,900. The remaining funding, totaling \$25,100, will have to come from greater than anticipated property tax revenues. The initial billing for fiscal 2024 was \$260,000 greater than budgeted under the constant yield as mandated by the State.

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

CITY COUNCIL

READ FILE COVER SHEET

Subject: **Ordinance 1124 concerning Approving Budget Amendment
2024-03 Automate the Meter Vault on Rt 40
(Public Hearing & 2nd Reading)**

Date: **9/19/2023**

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 October 2, 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. 1124
BUDGET AMENDMENT 2024-03

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 AMENDING THE CITY BUDGET FOR FISCAL YEAR 2024 TO AUTOMATE THE METER VAULT ON ROUTE 40

On: September 18, 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 October 2, 2023.

EXPLANATION

Underlining indicates matter added to existing law.

[Bold Brackets] indicate matter deleted from existing law.

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

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

37 **WHEREAS**, the Mayor and City Council of Havre de Grace passed the Budget Ordinance 1109,
38 establishing the budget for Fiscal Year on June 20, 2023, pursuant to the Havre de Grace Charter Section
39 37 and by the authority of the Local Government Article of the Annotated Code of Maryland; and

40 **WHEREAS**, Budget Ordinance 1109 projected revenue, expenses and capital project
41 completion on best estimates and timetables when proposed; and

42 **WHEREAS**, timing of the close out of one fiscal year and the opening of a new fiscal year,
43 requires the Finance Department to forensically account for (1) those billing cycles that require
44 expenditures get properly allocated, (2) the status of closure on project completion and (3)
45 unanticipated revenues; and

46 **WHEREAS**, Section 37 of the Charter states “No officer or employee of the City shall
47 expend money that is not appropriated”, and the majority of this budget amendment is for time
48 sensitive Capital Project carry-over, to financially sustain and complete those projects; and

49 **WHEREAS**, the City has entered into an agreement to supply water to the City of Aberdeen
50 on June 16, 2020; and

51 **WHEREAS**, the City Council approved, affirmed and ratified the agreement with Aberdeen
52 through Ordinance 1104 on May 1, 2023; and

53 **WHEREAS**, the City Council has approved \$2,926,300 in funding to establish a water supply
54 line along Maryland Rout 40 in order to perform under this agreement; and

55 **WHEREAS**, the City has determined that it is beneficial for employee safety and operational
56 efficiency to automate the metering of the water supplied to Aberdeen under this agreement.

57 **NOW THEREFORE**, it is determined, decided, and ordained by the City Council that
58 Budget Amendment 2024-03 (Exhibit A) be included as part of the Fiscal Year 2024 Budget.
59

60
61 ATTEST:

MAYOR AND CITY COUNCIL
OF HAVRE DE GRACE

62
63
64
65 _____
66 Stephen J. Gamatoria
67 Director of Administration

68
69 _____
70 William T. Martin
71 Mayor

72 Introduced/First Reading: 9/18/2023
Public Hearing:
Second Reading/Adopted:
Effective Date:

Exhibit A



INTER-CITY MEMORANDUM

To: City Council President James E. Ringsaker, Jr.
From: Mayor William T. Martin
Date: 9/7/2023
RE: Proposed Budget Amendment 2024-03

The City is completing the water line along Route 40 in anticipation of supplying water to Aberdeen consistent with the MOU approved in 2019.

The connection with Aberdeen will occur at a meter vault near Gashey's Creek. The City has the ability to manually turn water on and off manually. The City has determined that it is in our best interest to automate the valve operation and monitoring for both employee safety and operational efficiency, please see the attached email memorandum.

The estimate to automate the operation is \$159,500. The City currently has \$674,000 in additional funds remaining from fiscal year 2023 that have not been obligated. I am therefore requesting that we obligate \$159,500 of these funds in order to fund this improvement.

Please contact George DeHority, EL Millisor or Steve Gamatoria if you have any questions or require additional information regarding this budget amendment request.

9/7/23, 8:30 AM

City of Havre de Grace Mail - Re: Rte 40 Meter Vault Upgrade - Proposal



The City
of
Havre de Grace

George DeHority <georged@havredegracemd.com>

Re: Rte 40 Meter Vault Upgrade - Proposal

1 message

EJ Millisor <ejm@havredegracemd.com>

Tue, Sep 5, 2023 at 3:58 PM

To: George DeHority <georged@havredegracemd.com>

Cc: Ken Montgomery <kenm@havredegracemd.com>, Patrick Sypolt <patrick@havredegracemd.com>, Tim Whittie <timw@havredegracemd.com>, Nick Muzaca <nickm@havredegracemd.com>, Steve Gamatoria <steveg@havredegracemd.com>, Joe Conaway <joec@havredegracemd.com>, Michele Widman <michelew@havredegracemd.com>

Good afternoon George,

As requested, please see attached budget transfer request for the Route 40/Aberdeen water line project with the justification for the request elaborated beneath the total.

SCADA: \$68,500

Goetner: \$20,336

Vault Parts & Materials: \$43,204.52

Electrical: > \$5,000 (Awaiting Kyle Torrester's meter number for account creation, Rodney to coordinate with BGE.)

Shed: \$6,889

Labor for Shed Install: Approx: \$1,000

144929.52 x %10 factor

Total Budget Transfer Request =159,422.47

Currently as the Route 40 meter vault stands, we have the bare bones necessary to manually deliver water to Aberdeen. This project is an investment to protect our labor force from confined space entry, physical meter readings, and potential hazardous exposure down in the meter vault on Route 40. This project will help remotely monitor the amount of water delivered to Aberdeen, lower long term maintenance costs by preventing wear and tear, and provide a water quality checkpoint in case of any dispute between municipalities.

Respectfully,
EJ

September 7, 2023 **BUDGET AMENDMENT** Amendment # 2024-03

SOURCE OF FUNDS

Account Number	Account Title	Amount
Water and Sewer Fund 9		
09-0001-49-01	Beginning Fund Balance	\$159,500.00
Total Sources		\$159,500.00

USE OF FUNDS

Account Number	Account Title	Amount
Water and Sewer Fund 9		
09-1232-9051	Route 40 Water Transmission Line	\$159,500.00
Total Uses		\$159,500.00

REASON FOR ADJUSTMENT

To automate the meter vault on Route 40

AUTHORITY

City Council on 09/18/23.

APPROVAL

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

CITY COUNCIL

READ FILE COVER SHEET

Subject: **Ordinance concerning Repealing & Replacing Chapter 31-2
International Property Maintenance Code**
(1st Reading)

Date: **9/27/2023**

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 October 2, 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 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 REPEAL AND REPLACE CHAPTER 31-2: AMENDMENTS TO THE INTERNATIONAL PROPERTY MAINTENANCE CODE

On: 10/2/2023

at: 7:00 p.m.

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

PUBLIC HEARING

A Public Hearing is scheduled for October 16, 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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31 BE IT ORDAINED, that Chapter 31-2 is hereby repealed and replaced in its entirety as follows:

32
33 §31-2. Amendments.

34
35 The International Property Maintenance Code 2021 shall be adopted with the following
36 amendments:

37
38 A. The name of the jurisdiction in the second line of Section 101.1, Title, on page 1 of the
39 International Property Maintenance Code 2021 shall be “City of Havre de Grace, as adopted by
40 the Mayor and City Council of Havre de Grace”.

41
42 B. Section 102.3, Application of other codes, shall read: “Repairs, additions or alterations to a
43 structure, or changes of occupancy, shall be done in accordance with the procedures and provisions
44 of the International Building Code 2018, the International Residential Code 2018, the City of
45 Havre de Grace Zoning Ordinance, and applicable codes of Harford County, Maryland, and the
46 State of Maryland.”

47
48 C. Section 103.1, General, shall read: “The Director of the Department of Planning, or the
49 Director's designee, to be known as the *Code Official* is hereby designated as the administrative
50 official in charge of the implementation and enforcement of the International Property
51 Maintenance Code 2021.”

52
53 D. Section 103.2, Appointment, shall be deleted.

54
55 E. Section 103.3, Deputies, shall be deleted.

56
57 F. Section 104.1, Fees, shall read: “The fees for activities and services performed by the
58 Department in carrying out its responsibilities under the International Property Maintenance Code
59 2021 shall be based upon the valuation of staff time required to complete plan and permit
60 examinations, site inspections and enforcement activity and shall be established by the Mayor and
61 City Council from time to time.”

62
63 G. Section 105.6, Department records, shall read: “An official record shall be kept of all business
64 and activities of the Department specified in the provisions of the International Property
65 Maintenance Code 2021, and all such records shall be open to public inspection at all appropriate
66 times and according to reasonable rules to maintain the integrity, confidentiality, and security of
67 such records.”

68
69 H. New Section 105.8, Restriction of employees, shall be added as follows: “An official or
70 employee connected with the Department of Planning shall not be engaged in or directly or
71 indirectly connected with the furnishing of labor, materials or appliances for the construction,
72 alteration or maintenance of a building, or the preparation of construction documents thereof,
73 unless that person is the owner of the building; nor shall such officer or employee engage in any
74 work that conflicts with official duties or with the interests of the Department.”

76 I. Section 107.1, General, shall read: “All appeals of orders, decisions or determinations made by
77 the *Code Official* shall be heard by the Board of Appeals, per Chapter 25 of the City Code.”
78

79 J. Section 108, Board of Appeals, is to be removed.
80

81 K. Section 109.3, Prosecution of violation, shall read:
82

83 1) Any person who shall be adjudged to have (1) violated any of the provisions of this
84 ordinance; or (2) failed to comply herewith or permitted or maintained such a violation; or
85 (3) violated or failed to comply with any order made hereunder; or (4) built in violation of
86 any details, statements, specifications or plans submitted or approved hereunder; or (5)
87 failed to operate in accordance with the provisions of any certificate, permit, or approval
88 issued hereunder shall, severally for each violation and noncompliance respectively, be
89 guilty of a municipal infraction, for which a fine not to exceed \$1,000 may be imposed for
90 each such infraction, payable to the City of Havre de Grace, with costs imposed in the
91 discretion of the court. Each day that an infraction continues after notice has been served
92 shall be deemed a separate infraction. The imposition of a fine for any violation shall not
93 excuse the violation, nor shall the violation be permitted to continue. Prosecution or lack
94 thereof of either the owner, occupant, or the person in charge shall not be deemed to relieve
95 any of the others.
96

97 2) Any person who shall be convicted of willfully (1) violating any of the provisions of this
98 ordinance; or (2) failing to comply herewith or permitting or maintaining such a violation;
99 or (3) violating or failing to comply with any order made hereunder; or (4) building in
100 violation of any details, statements, specifications or plans submitted or approved
101 hereunder; or (5) failing to operate in accordance with the provisions of any certificate,
102 permit, or approval issued hereunder shall, severally for each violation and noncompliance
103 respectively, be guilty of a misdemeanor, punishable by a fine of not more than \$1,000 and
104 imprisonment not exceeding 90 days for each violation, with costs imposed in the
105 discretion of the court. Each day that a violation continues after notice has been served
106 shall be deemed a separate offense. The imposition of punishment for any violation shall
107 not excuse the violation, nor shall the violation be permitted to continue. Prosecution or
108 lack thereof of either the owner, occupant, or the person in charge shall not be deemed to
109 relieve any of the others.
110

111 3) Any order or notice issued or served as provided in this ordinance shall be complied with
112 by the owner, operator, occupant or other person responsible for the condition or violation
113 to which the order or notice pertains. Every order or notice shall set forth a time limit for
114 compliance dependent upon the hazard and danger created by the violation. In cases of
115 extreme danger to persons or property, immediate compliance shall be required. If the
116 notice of violation is not complied with, the Code Official shall institute the appropriate
117 proceeding at law or in equity to restrain, correct or abate such violation, or to require the
118 removal or termination of the unlawful occupancy of the structure in violation of the
119 provisions of this code or of the order or direction made pursuant thereto.
120

121 4) In addition to the other provisions set out in this ordinance, the City of Havre de Grace may
122 institute injunctive, declaratory or any other appropriate action or proceedings at law or
123 equity for the enforcement of this ordinance or to correct violations of the International
124 Property Maintenance Code 2021, and any court of competent jurisdiction has the right to
125 issue restraining orders, temporary or permanent injunctions or mandamus or other
126 appropriate forms of remedy or relief.

127
128 5) All provisions of Section 6-102 of the Local Government Article of the Annotated Code
129 of Maryland relating to municipal infractions are incorporated in this chapter. In the event
130 of any inconsistency between this Section 106.3 and Section 6-102 of the Local
131 Government Article, the provisions in Section 6-102, shall prevail.

132
133 L. Section 109.4, Violation penalties, shall be deleted.

134
135 M. Section 109.5, Abatement of violation: Add a second sentence which shall read as follows:
136 “Any costs associated with any action taken by the authority having jurisdiction on such premises
137 shall be charged against the real estate upon which the structure is located and may be recovered
138 as a lien upon such real estate. Costs shall also include City inspection fees and reasonable
139 attorneys’ fees.”

140
141 N. Section 111.4.2: At the end of the section, the following exception shall be added: “Exception:
142 Notice of violations requiring immediate attention will be conspicuously posted on the premises
143 and allow up to five days to abate the violations. Such notice shall be used for overgrown grass
144 and/or weeds, untagged or unregistered vehicles, trash and rubbish removal, snow removal, or
145 other violations which require immediate attention.”

146
147 O. Section 113 General shall read: “The Code Official shall order the owner, or owner’s authorized
148 agent, of any premises upon which is located any structure, which in the Code Official’s judgment
149 is so deteriorated or dilapidated or has become so out of repair as to be dangerous, unsafe,
150 insanitary or otherwise unfit for human habitation or occupancy, and such that it is unreasonable
151 to repair the structure, to demolish and remove such structure. If such structure is capable of being
152 made safe by repairs, to repair and make safe and sanitary, or to board up and hold for future repair,
153 or to demolish and remove at the owner’s option. Boarding the building for future repair shall not
154 extend beyond 180 days, unless approved by the Code Official.”

155
156 P. New Section 113.1.1, Abatement of unsafe conditions, shall be added as follows: “Abatement
157 failure by the owner of any premises upon which is located a structure posing an imminent danger
158 to human life or the public welfare due to an unsafe condition, the Director or the Director’s
159 designee shall cause the necessary work to be done to eliminate the condition, including, but not
160 limited to, the demolition of the structure or structures. The Director or the Director’s designee
161 shall cause to be published, for two weekly issues, in a county newspaper of record, notice setting
162 forth the address of the building; a description of the real estate sufficient for its identification; a
163 statement that the property is unsafe and constitutes an immediate and continuing hazard to the
164 community; and a statement that the City intends to demolish same if the owner fails to do so. A
165 person objecting to the proposed actions of the City may file an objection in an appropriate form
166 in a court of competent jurisdiction. If the building is not demolished within 30 days of mailing

167 notice to the owners of record, or within 30 days of the last day of publication of the notice in a
168 county newspaper of record, whichever is later, the Director or the Director's designee shall have
169 the power to demolish the structure or structures."
170

171 Q. New Section 113.1.2, Creation of a tax lien, shall be added as follows: "There is created a tax
172 lien on real property for monies expended, including reasonable attorney's fees, by the City for
173 the making safe of buildings or structures and/or abatement of other unsafe nuisances or conditions
174 constituting a danger to the public health and safety. The amount of such lien shall be collected by
175 the Director of Finance in the same manner as other City real estate taxes."
176

177 R. Section 110.1, Authority, shall read: "Whenever the Code Official finds any work regulated by
178 this code, or other building codes adopted by the local jurisdiction, being performed in a manner
179 contrary to the provisions of these codes, or in a dangerous or unsafe manner, the Code Official is
180 authorized to issue a stop-work order."
181

182 S. Section 110.4, Failure to comply: At the end of the section remove, "established by the authority
183 having jurisdiction" and add: "as determined by the Code Official not to exceed \$1,000."
184

185 T. Section 201.4: At the end of the section, the following language shall be added: "or as is
186 interpreted by the Director of Planning or Code Official."
187

188 U. Section 202, General Definitions, shall have added to it these additional definitions as follows:
189

190 1) JUNK YARD. Any land or building licensed and used for abandonment, storage, keeping,
191 collecting or baling of paper, rags, scrap metals, other scrap, discarded materials or junk
192 for the purpose of abandonment, demolition, dismantling, storage, recycling or salvaging.
193 Proper business licensing required.
194

195 2) OPEN STORAGE AREAS. Property areas used for storage of materials that are related to
196 the occupation of the property owner and/or lessee.
197

198 3) SALVAGE YARDS. Property area upon which any person or business stores three or more
199 wrecked vehicles outdoors for the purpose of dismantling or otherwise wrecking the
200 vehicles to remove parts for sale or for use in an automotive repair or rebuilding business.
201 Any auto salvage business must be properly licensed.
202

203 4) SURFACE COAT. All exterior siding and millwork shall be scraped to a sound base and
204 sanded smooth. Scraped and sanded areas shall have joints and cracks filled and shall be
205 primed with exterior primer paint. Following this preparation, all exterior siding and
206 millwork shall be painted with two coats of exterior quality paint.
207

208 5) BICYCLES, BOAT TRAILERS, MOPEDS AND OTHER MOTOR VEHICLES. The
209 same as the definitions provided under Title 11 of the Transportation Article of the
210 Annotated Code of Maryland, as amended, respectively.
211

212 6) BOATS. Every description of watercraft, including jet skis, wave-runners, or an ice boat
213 that is used or capable of being used as a means of transportation on water or ice but does
214 not include a seaplane, canoe, kayak, sculling boat, paddle board or similar recreational
215 equipment.

216
217 7) INOPERABLE. Unable to function in a manner or condition consistent with or similar to
218 the design operation for which it was intended, regardless of modification.

219
220 8) NOXIOUS MATTERS. Debris, garbage, junk, noxious odors, rubbish and trash;
221 abandoned or inoperable bicycles, boats, boat trailers, mopeds or motor vehicles;
222 abandoned appliances, furniture or parts thereof; and/or any other matter or condition as
223 determined to be detrimental to the adjoining properties or the public health, safety, and
224 welfare.

225
226 V. New Section 301.3.1, Vacant structure maintenance, shall be added as follows: “All land or
227 improved premises within the City shall be maintained as though said property were being used or
228 occupied. Once vacated or abandoned, the exterior of any structure and surrounding premises must
229 be maintained to the minimum standards required by this code. Except for any structure damaged
230 by fire, flood or natural disaster, the City shall be notified prior to any boarding of windows and
231 doors to secure the structure. Any boarding shall be done in a professional manner, and the
232 materials used shall conform to the overall exterior appearance of the structure. Said structure,
233 except for historic structures as defined by the City, shall be made habitable within three months,
234 or the structure shall be considered in an unsafe condition and subject to the provisions of this
235 chapter. The Code Official shall have the authority to allow a structure damaged by fire, flood or
236 any natural disaster to remain boarded and secure for a period of one year, at which such time the
237 structure shall be made habitable or said structure shall be considered in an unsafe condition and
238 subject to the provisions of this chapter.”

239
240 W. New Section 302.2.1, Drainage, general, shall be added as follows: “Stormwater, sump pumps,
241 sanitary systems, and other water-supplied appliances shall not discharge in a manner that is
242 detrimental to neighboring properties or creates a public nuisance.”

243
244 X. Section 302.3, Sidewalks and driveways: Add the following section at the end of the paragraph:
245 “It shall be unlawful for any person, incorporated body, public institution or other corporation
246 using or occupying in any manner, or for any purpose whatsoever, any house, store, shop, stable,
247 or tenement of any kind, persons having charge of churches and public buildings of every
248 description and of owners of unoccupied houses and unimproved lots, situated on any street in this
249 City, to fail to remove and clear away, or cause to be removed and cleared away, the snow/ice
250 from the foot pavements fronting the respective houses, stores, shops, stables, churches, buildings
251 or lots so used, occupied or owned by them or under their charge within 24 hours after the end of
252 any weather event resulting in snow or ice.” (See City Code § 190-38.)

253
254 Y. Section 302.4, Weeds: Add the language “10” after the words “in excess of” in the second line.
255 Add the following after the third sentence: “Trees and shrubs located on private property shall not
256 create a nuisance, shall not create a safety hazard to, and shall not impose on public safety or
257 interfere with any structure on the subject premises or adjoining properties or public utilities. When

258 any lot, lots, parcels or tracts of land abut on any public street, avenue, alley, lane, sidewalk or
259 other public right-of-way, the owner, occupant, lessor, lessee, tenant and/or any person, firm or
260 corporation in control of such lot, lots, parcels or tracts of land shall be required to maintain so
261 much of the public right-of-way as lies between the curblin/surfaced edge of the right-of-way and
262 property lines of such lots, parcels or tracts of land as are occupied by or used by such owner,
263 occupant, lessor, lessee, tenant and/or any person, firm or corporation in control thereof. This shall
264 include maintenance to the center line of the unimproved alley by all owners of any abutting lots,
265 parcels or tracts of land.”

266
267 Z. Section 302.7, Accessory structures, shall read: “All accessory structures, including but not
268 limited to detached garages, storage buildings, fences and walls, shall be maintained structurally
269 sound and in good repair. Fences and walls shall be erected such that a finished side of the structure
270 faces outward from the property on which it is constructed.”

271
272 AA. Section 302.8, Motor vehicles, is amended by adding the following to the end of the section:
273 “One unregistered but otherwise operative vehicle and/or trailer, not within a building, is permitted
274 to be stored on the premises for a period not to exceed six months. The vehicle must belong to the
275 current occupant or owner of the property. The owner or occupant must obtain a permit from the
276 Department of Planning for the storage of the unregistered vehicle. After six months, the vehicle
277 must be registered or removed from the premises.”

278
279 BB. New Section 302.10, Storage of junk, boats, appliances and furniture, shall be added as
280 follows: “It shall be unlawful for any owner, occupant, lessor, lessee, tenant and/or person, firm or
281 corporation in control of any lot, lots, parcels or tracts of land within the City to permit any junk,
282 trash, refuse, debris, piled brush and branches, unused construction materials, garbage, or rubbish;
283 abandoned or inoperable bicycles, boats, boat trailers, mopeds, motor vehicle parts, i.e., batteries,
284 tires, fenders, rims, etc., or abandoned appliances, equipment, or furniture to remain on any such
285 lot, lots, parcels or tracts of land where the Department of Planning determines that such materials
286 or items are dangerous, detrimental or cause a nuisance to the adjoining properties or the public
287 health and safety and welfare of the City or are the nesting place for vermin. In the case of a boat,
288 it must have a current registration; be situated upon a boat trailer that also has a current registration
289 and is in operational condition. No boat(s) shall be stored on private property that has a hull
290 registration size of 30 feet or greater without first obtaining a permit from the City. All permits for
291 storage of boats 30 feet or greater shall be made, in writing, to the City's Director of Planning with
292 a copy sent to the Director of Administration and Council President. All permits shall be valid for
293 seasonal storage purposes and are renewable upon approval of subsequent letters of request. All
294 requests must contain proof of current registration and are subject to inspection of the boat and
295 property to ensure the boat has not become a nuisance or danger. Any denied or expired requests
296 for permitted seasonal storage require removal of the boat from the property within 60 days. A
297 boat may be placed on blocks or cribbing for not more than one year. A property owner shall not
298 have more than two registered and tagged boats and/or boat trailers parked or stored on a property,
299 unless the property owner is operating as a licensed boat storage or boat operations business in
300 accordance with all applicable zoning and other applicable laws or the property owner holds a
301 valid Maryland State Commercial Fishing or Crabbing License. Boats that are stored inside an
302 approved enclosed structure are exempt from this section of the code.”

303

- 304 CC. New Section 302.1, Temporary Storage Containers, shall be added as follows: “All temporary
305 storage containers must be permitted per City Code. Semi-truck trailers used to store goods and
306 other similar containers may be deemed temporary storage per review by the Code Official.”
307
- 308 DD. New Section 302.12, Control of animal waste, shall be added as follows: “No owner of a
309 dog, or other pet, shall allow it to soil, defile, defecate upon or commit any other nuisance upon
310 any public property or private property. The pet owner must take immediate steps to eliminate any
311 such nuisance, including feces caused by the animal, in an appropriate and sanitary manner. The
312 owner or occupant shall not allow accumulation of animal feces on any property in their control.”
313
- 314 EE. Section 304.1, General, shall read: “The exterior of a structure shall be maintained in good
315 repair, structurally sound and sanitary so as not to create a public nuisance or be detrimental to
316 adjoining properties, or pose a threat to the public health, safety or welfare.”
317
- 318 FF. Section 304.3, Premises identification, shall have the following added to the end of the section:
319 “in the case of structures with accessory apartments, all apartments with side or rear entrances, or
320 multiple front entrances, must be clearly identified with their apartment number or letter, in
321 addition to the premises address.”
322
- 323 GG. Section 304.14: The dates in the first line shall be “April 1” and “November 1,” respectively.
324
- 325 HH. New Section 304.20, Storage areas, shall be added as follows: “All open salvage yards and
326 open storage areas shall be continuously completely obscured from surrounding property by a
327 screened fence approved by the Director of Planning, not less than eight feet and not more than 10
328 feet in height and/or approved landscaping.”
329
- 330 II. New Section 305.7, Mold, shall be added as follows: “Where mold is found due to water
331 damage, improper ventilation, mechanical equipment or other causes, the Code Official may
332 require an inspection be performed by a Licensed Inspector at the cost of the property owner to
333 determine the cause of the mold and for abatement of the causes.”
334
- 335 JJ. Section 307.1, General, shall read: “Handrails and guards shall comply with applicable
336 subsections of the 2018 International Residential Code, Sections R311 and R312.”
337
- 338 KK. New Section 308.3.3, Screening, shall be added as follows: “All permanent dumpsters must
339 be fully screened from public view per the standards developed by the Department of Planning.”
340
- 341 LL. Section 505.3 Supply: Add the following to the end of the paragraph: “Disconnected water
342 supply, due to nonpayment of the utility service to a dwelling, shall be posted with a public notice
343 as unfit after five days without service and subject to the provisions of Section 111 of the
344 International Property Maintenance Code. Owners of residential rental units shall not request water
345 supply disconnection as a substitute to legal eviction proceedings.”
346
- 347 MM. Section 507. Storm drainage: Add the language “sump pumps” after the words “Drainage
348 of” in the first line.
349

350 NN. Section 602.3: The dates in the fifth line shall be “September 15” and “May 31,” respectively.

351

352 OO. New Section 602.3.1, Heat substitute, shall be added as follows: “Approved portable heat
353 supply, designed for interior use, shall be limited to a maximum of 10 days during any period of
354 repair or replacement of the primary mechanical heat source. The Code Official may grant an
355 extension for genuine extenuating circumstances.”

356

357 PP. Section 602.4: The dates in the third line shall be “September 15” and “May 31,” respectively.

358

359 QQ. Chapter 8: Replace the following stated codes and substitute as follows:

360

(1) National Electrical Code — Harford County Electrical Code.

362

(2) International Fire Code — NFPA 101 and NFPA 1.

363

(3) International Plumbing Code — Harford County Plumbing Code.

364

(4) International Zoning Code — City of Havre de Grace Zoning Ordinance.

365

(5) International Fuel Gas Code — Harford County Plumbing Code

366

367 RR. Section 603.1 Mechanical Equipment and Appliances, at the end of the section add, “includes
368 air conditioners/cooling equipment from the months of June through September.”

369

370 SS. Remove Appendix B “Board of Appeals”.

371

372 **NOW, THEREFORE**, it is determined, decided, and ordained by the City Council that the
373 foregoing is hereby approved.

374

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

376

377 SIGNED by the Mayor and attested by the Director of Administration this ___ day of _____,
378 2023.

379

380

381 ATTEST:

MAYOR AND CITY COUNCIL
OF HAVRE DE GRACE

382

383

384

385 _____
386 Stephen J. Gamatoria
387 Director of Administration

William T. Martin
Mayor

387

388

389 Introduced/First Reading: 10/2/2023

390

390 Public Hearing:

391

391 Second Reading/Adopted:

392

393 Effective Date:

CITY COUNCIL

READ FILE COVER SHEET

Subject: **Ordinance concerning Accepting a Deed for 105 Wilson Street**
(1st Reading)

Date: **9/28/2023**

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 October 2, 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 President Ringsaker

AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE ADOPTED PURSUANT TO THE AUTHORITY OF ARTICLE XI-E OF THE MARYLAND CONSTITUTION, THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND AND SECTIONS 33, 34 AND 73 OF THE HAVRE DE GRACE CITY CHARTER, FOR THE PURPOSE OF ACCEPTING A DEED FOR 105 WILSON STREET FOR A PUBLIC PURPOSE

On: 10/2/2023

at: 7:00 p.m.

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

PUBLIC HEARING

A Public Hearing is scheduled for October 16, 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.

33 WHEREAS, the City’s Director of Public Works (“DPW Director”) and the City Engineer
34 have undertaken a study to determine ways to alleviate flooding in the Lily Run drainage area of
35 Havre de Grace near the intersection of Revolution Street and Lewis Lane; and
36

37 WHEREAS, the DPW Director and City Engineer have identified 105 Wilson Street
38 (“Property”) as one parcel of land that can be used to construct stormwater management facilities
39 to alleviate water drainage issues at Lily Run and obtain MS-4 credits from the Maryland
40 Department of the Environment (“MDE”); and
41

42 WHEREAS, the Mayor and City of Council of Havre de Grace (“City”) by vote of the
43 City Council at closed meetings on February 6, 2023 and August 14, 2023 voted to acquire 105
44 Wilson Street for a public purpose at a cost of \$90,000.00; and
45

46 WHEREAS, the Mayor, pursuant to City Charter Section 73 executed a contract to
47 purchase the Property; and
48

49 WHEREAS, the City desires to accept the Deed for the purpose of construction of
50 stormwater management on the Property.
51

52 NOW THEREFORE, it is this ____ day of _____ 2023, determined,
53 decided, and ordained by a majority of the City Council members that:

54 The Mayor is authorized to sign a deed in substantially similar form that is
55 attached hereto as Exhibit 1 and take such other action needed to acquire the
56 105 Wilson Street property for the reasons set forth in this ordinance.
57

58 The foregoing Ordinance is hereby approved by the City Council.
59

60 ADOPTED by the City Council of Havre de Grace, Maryland this ___ day of _____,
61 2023.
62

63 SIGNED by the Mayor and attested by the Director of Administration this ___ day of _____,
64 2023.
65

66 ATTEST:
67
68
69
70

MAYOR AND CITY COUNCIL
OF HAVRE DE GRACE

71 _____
72 Stephen J. Gamatoria
73 Director of Administration

74 _____
75 William T. Martin
76 Mayor

77 Introduced/First Reading: 10/2/2023

78 Public Hearing:

Second Reading/Adopted:

Effective Date:

Exhibit 1

Flagship Real Estate Services, LLC
File No. FS-MD23-1548
Tax ID: 06-035051

This Deed, made this ____ day of September, 2023, by and between Susquehanna Baptist Association, GRANTOR, and Mayor & City Council of Havre de Grace, a Municipal Corporation, GRANTEE.

~Witnesseth~

That in consideration of the sum of Ninety Thousand and 00/100 Dollars (\$90,000.00), which includes the amount of any outstanding Mortgage or Deed of Trust, if any, the receipt of which is hereby acknowledged, the said Grantor does hereby grant and convey to the said Grantee, in fee simple, all that lot of ground situate in the County of Harford, State of Maryland and described as follows, that is to say:

BEGINNING for the same at the point of intersection of the northerly side of Wilson Street with the northeasterly side of Pusey Street, being the southerly most corner of Lot 126 as designated on a plat of CONCORD FIELDS as recorded among the Plat Records of Harford County in Plat Book 5, folio 92; and running thence binding on the outline of said Lot 126 for the following four courses, viz: binding on the northerly side of Wilson Street North 86 degrees 29 minutes East 75.9 feet; thence leaving said Wilson Street and binding on the land of the Board of Education of Harford County for the following two courses, viz: North 05 degrees 32 minutes West 70.1 feet, South 84 degrees 28 minutes West 83.4 feet to a point on the northeasterly side of Pusey Street; thence binding on the northeasterly side of Pusey Street South 09 degrees 51 minutes East 66.5 feet to the point of beginning. BEING all of Lot 126 as designated on the aforementioned recorded plat of Concord Fields, and containing 0.125 acre, more or less.

The improvements thereon being commonly known as 105 Wilson Street, Havre de Grace, MD 21078 (for informational purposes only).

Tax ID Number: 06-035051

BEING the fee simple property which, by Deed dated December 12, 1980, and recorded December 29, 1980, in the Land Records of the County of Harford, Maryland, in Liber HDC 1135, Folio 567, was granted and conveyed by Concord Fields Baptist Church unto Susquehanna Baptist Association.

Together with the buildings and improvements thereon erected, made or being; and all and every, the rights, alleys, ways, waters, privileges, appurtenances and advantages thereto belonging, or in anywise appertaining.

To Have and To Hold the said tract of ground and premises above described and mentioned, and hereby intended to be conveyed, together with the rights, privileges, appurtenances and advantages thereto belonging or appertaining unto and to the proper use and benefit of the said Mayor & City Council of Havre de Grace, a Municipal Corporation, in fee simple.

And the Grantor hereby covenants that it has not done or suffered to be done any act, matter or thing whatsoever, to encumber the property hereby conveyed; that it will warrant Specially the property hereby granted; and that it will execute such further assurances of the same as may be requisite.

In Witness Whereof, Grantor has caused this Deed to be properly executed and sealed the day and year first above written.

SELLER:
Susquehanna Baptist Association

By: _____ (SEAL)
Rev. Daniel Sheffield, Authorized Signer

Witness

STATE OF MARYLAND }
COUNTY OF HARFORD } ss

I hereby certify that on this 27th day of September, 2023, before me, the subscriber, a Notary Public of the State and County aforesaid, personally appeared Daniel Sheffield, Authorized Signer for Susquehanna Baptist Association, known to me (or satisfactorily proven) to be the person whose name is subscribed to the within instrument, and acknowledged the same for the purposes therein contained, and further acknowledged the foregoing Deed to be its act, and in my presence signed and sealed the same, giving oath under penalties of perjury that the consideration recited herein is correct.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

Notary Public
My Commission Expires: _____

In Witness Whereof, Grantor has caused this Deed to be properly executed and sealed the day and year first above written.

BUYER:
Mayor and City Council of Havre de Grace,
A Municipal Corporation

Witness

By: _____ (SEAL)
William T. Martin, Mayor

THIS IS TO CERTIFY that the within Deed was prepared by, or under the supervision of the undersigned, an Attorney duly admitted to practice before the Court of Appeals of Maryland.

JW Walker, Esq.

AFTER RECORDING, PLEASE RETURN TO:
Flagship Real Estate Services, LLC
808 S. Main Street, Bel Air, MD 21014
P: 410-709-1460 - F: 410-709-1461

CITY COUNCIL

READ FILE COVER SHEET

Subject: **Special Event - Harmer's Town Art Center Graw Alley**
Ribbon Cutting Celebration

October 20-21, 2023

Date: **9/27/2023**

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 October 2, 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 9-20-23
Tracking # 1095-24-0010
1095

EVENT NAME: Harmer's Town Art Center Graw Alley Ribbon Cutting Celebration

Sponsor Organization: Harmer's Town Art Center, Inc.

Business Address: 356 Congress Avenue, Havre de Grace, MD 21078

On-Site Contact Person: Pam Spelker

Contact Information **Phone:** _____ **Email:** _____

Back-Up On-Site Contact Person: Rebecca Jessop

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 # 86-1939919 (attach non-profit status documentation to application)

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

NA

Event Category:

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

* 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>See attached</u>	Begin Time: _____
Event Starts	Date: _____	Time: _____
Event Ends	Date: _____	Time: _____
Breakdown	Date: _____	End Time: _____
Rain Date	Date: _____	Is timeframe the same? <input type="checkbox"/> Yes <input type="checkbox"/> No

If no, include new times: _____

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 (no amplified sound)
- David Craig Park (553 N. Union Avenue)
- K-9 Cody Dog Park (100 Lagaret Lane)
- Other location (explain)

115 Market Street (Graw Alley) between Congress Ave. and Bourbon Street

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

Anticipated Attendance: 1500

Admission Fee (if any): None

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.

We are requesting the closure of Market Street between Congress Avenue and Bourbon Street. We will need barricades closing off the area. We will have two food trucks by the Congress Avenue barricades (parked perpendicularly to the sidewalk) and one ice cream truck by the Bourbon Street barricades (parked in a similar fashion).

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:

We would appreciate 10 barrel trash cans.

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?

(via Food Trucks)

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.

We will provide glasses of Prosecco for the attendees of the VIP reception under a tent prior to the opening of Graw Alley. It will be in an enclosed area and removed once the park is open. All attendees will be of legal drinking age. We will obtain a permit from the Liquor Board. (Per Liquor Board - NOT Required as we are NOT selling) FOR "Good Luck Toast only"

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 Teresa Walter Badge # _____

Date Contacted: 8/18/23

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.

In the event of a medical emergency, we will call 911.

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: Harmer's Town Art Center Graw Alley Ribbon Cutting Celebration

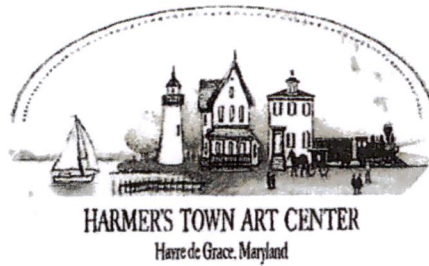
Print Name of Event Sponsor Pam Spelker

Title Co-Founder/Treasurer

Phone _____ Email _____

Signature *Pam Spelker* Date Sept 20, 2023

Received by *Kiley Ernest* Date 9-21-23
City Official Date



City of Havre de Grace Event Application

Date/Time

- The Harmer's Town Art Center Graw Alley Ribbon Cutting Celebration is a two-day event.
- We are requesting Market Street be closed between Congress Avenue and Bourbon Street between specific hours (detailed below) on a Friday and Saturday. The dates are Friday, October 20 to Saturday, October 21, 2023.

Friday, October 20

Set Up	Begin Time: Road Closure at 2:00pm. Park setup begins at 11:00am.
Event Starts	Time: 3:00pm
Event Ends	Time: 8:00pm
Breakdown	End Time: 8:00pm to 10:00pm

Saturday, October 21:

Set Up	Begin Time: Road closure at 1:00pm. Park setup begins at 11:00am.
Event Starts	Time: 1:30pm
Event Ends	Time: 7:00pm
Breakdown	End Time: 7:00pm to 8:00pm in the street. 7:00pm to 9:00pm in park.

Rain or Shine



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

09/20/2023

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 Crothers Insurance Agencies, Inc. Main St. & Valley View Dr. P.O. Box 470 Rising Sun, MD 21911	CONTACT NAME: Joyce Ragan	FAX (A/C, No): (410) 658-9570
	PHONE (A/C, No, Ext): (410) 658-5200	E-MAIL ADDRESS: joycer@crothersagency.com
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: SELECTIVE INS CO OF THE SOUTHEAST	39926	
INSURED Harmer's Town Art Center Inc 356 Congress Ave Havre de Grace, MD 21078	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	
	INSURER G:	

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 CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY PRO-JECT LOC OTHER:	Y		S 2520586	09/15/2023	09/15/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY HIRED AUTOS ONLY SCHEDULED AUTOS NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB CLAIMS-MADE DED RETENTION \$			S 2520586	09/15/2023	09/15/2024	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				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)

OCTOBER 20-21, 2023

CITY OF HAVRE DE GRACE LISTED AS ADDITIONAL INSURED AS REQUIRED BY CONTRACT FOR ABOVE DATES.

CERTIFICATE HOLDER

CANCELLATION

CITY OF HAVRE DE GRACE
711 Pennington Ave
Havre De Grace, MD 21078

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

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Department of the Treasury
Internal Revenue Service
Tax Exempt and Government Entities
P.O. Box 2508
Cincinnati, OH 45201

HARMERS TOWN ART CENTER INC
C/O ALLEN FAIR
356 CONGRESS AVE
HAVRE DE GRACE, MD 21078

Date:
05/12/2021
Employer ID number:
86-1939919
Person to contact:
Name: Customer Service
ID number: 31954
Telephone: 877-829-5500
Accounting period ending:
June 30
Public charity status:
170(b)(1)(A)(vi)
Form 990 / 990-EZ / 990-N required:
Yes
Effective date of exemption:
February 9, 2021
Contribution deductibility:
Yes
Addendum applies:
No
DLN:
26053443002111

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

Stephen A. Martin

Stephen A. Martin
Director, Exempt Organizations
Rulings and Agreements

Letter 947 (Rev. 2-2020)
Catalog Number 35152P

STREET CLOSURE (barricades)

Congress Ave

Congress Ave

Congress Ave

② Food Trucks on street

High Top Tables

HTAC Tent entrance for VIPs for Opening Reception

② Portable Toilets (1 Toilet will be handicap accessible)

Get Fit Sports Performance & Boot

HTAC GRAY ALLEY

Location of Ribbon Cutting Event

VIP Reception

(no entrance till GA officially opens)

Shab bar designs Home goods store

Food Truck

STREET closure (barricades)

Barricade to cars in alley

Bourbon St

Bourbon St

Bourbon St

Bour

Tidewater Marina

Google

Closed to Pedestrians till Park officially opens

SPECIAL EVENTS WORK SHEET

Event:	Harmer's Town Art Center Graw Alley Ribbon Cutting Celebration	Tracking ID 1095 24 0010
Dates:	10/20/23-10/21/23	
Time of set up:	FRIDAY: 11:00AM - 3:00PM SATURDAY: 11:00AM - 1:30PM	
Take down time:	FRIDAY: 8:00PM - 10:00PM SATURDAY IN THE PARK: 7:00PM - 9:00PM SATURDAY IN THE STREET: 7:00PM - 8:00PM	
Time of actual event:	FRIDAY: 3:00PM-8:00PM SATURDAY: 1:30PM - 7:00PM	
Location:	Market Street between Congress Ave and Bourbon Street	

	Number of personnel	Regular Pay (Hours)	Overtime Pay Hours*	FULLY Loaded Wage**	Estimated Hours	Total Estimated Cost
PD						\$0.00
Notes	Patrol will monitor the event. <i>Completed: 09/25/2023</i>					

	Number of personnel	Regular Pay (Hours)	Overtime Pay Hours*	FULLY Loaded Wage**	Estimated Hours	Total Estimated Cost
DPW	2	4		63.25	4	\$253.00
Notes	Barricades & NP signs prepped and posted. 10 barrel trash cans. Sponsor to arrange for trash removal. Completed as of <i>9/26/2023</i>					

Grand Total	2	4	0	\$63.25	4	\$253.00
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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)					
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CITY COUNCIL

READ FILE COVER SHEET

Subject: **Special Event - Holly Jolly First Friday Parade and
Holly Jolly Fridays**

December 1, 8 & 15, 2023

Date: **9/27/2023**

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 October 2, 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

Office Use Only
 Date Received 8-28-23
 Tracking # 1011 20 0003

EVENT APPLICATION CHECKLIST

EVENT NAME: Holly Jolly First Friday Parade and Holly Jolly Fridays

Sponsor Organization: City of Havre de Grace

Business Address: 450 Pennington Ave

On-Site Contact Person: Lauri Orzewicz

Contact Information **Phone:** _____ **Email:** LauriO@havredegracemd.com

Back-Up On-Site Contact Person: Pam Sickenberger

Contact Information **Phone:** _____ **Email:** PamS@Havredegracemd.com

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:

Event Category:

- | | | |
|--|--|--|
| <input type="checkbox"/> Athletic/Recreation | <input type="checkbox"/> Concert/Performance | <input type="checkbox"/> Other (explain) |
| <input checked="" type="checkbox"/> Festival | <input type="checkbox"/> Carnival | |
| <input checked="" 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>Dec. 1 Dec 8 Dec 15</u>	Begin Time: _____
Event Starts	Date: _____	Time: _____
Event Ends	Date: _____	Time: _____
Breakdown	Date: _____	End Time: _____
Rain Date	Date: <u>attached</u>	Is timeframe the same? <input type="checkbox"/> Yes <input type="checkbox"/> No

If no, include new times: _____

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
(no amplified sound) |
| <input 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) |

Downtown streets, see attachment

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

Anticipated Attendance: 3000

Admission Fee (if any): _____

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.

attached w/ description

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:

Trash clean up after parade

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: Captain Krass Badge # 7761

Date Contacted: 8-28-23

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.

Local fire stations and EMTs

KL

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: Holly Jolly First Friday Parade and Holly Jolly Fridays

Print Name of Event Sponsor Lauri Orzewicz

Title Tourism Manager

Phone _____ Email LauriO@havredegracemd.com

Signature _____ Date 8-28-23

Received by Kilgus/Ernest _____ Date 9-21-23
City Official

Holly Jolly First Friday

December 1

Set up- 4:00

No Parking and street closures begin at 4:00

Clear streets of cars from 4pm- 5pm

Entertainment on Stage from 5pm- 6pm

Parade line-up starts at 6:00pm

Parade starts at 6:30pm

PD will direct cars to enter from Franklin Street to get to Tidewater Grill up until 6pm

Food trucks will be located on lower Pennington Ave.

Streets will open after parade and people clear

100 Block of Washington st and Pennington Ave (between Washington and St John) will remain closed until 9pm

Holly Jolly Fridays

Dec 8 and 15

Street closed at 4pm

Clear street from 4-5:00

Set-up from 5- 6pm

Event start at 6pm

Event ends at 8pm

Breakdown 8-9pm

Streets open up at 9pm

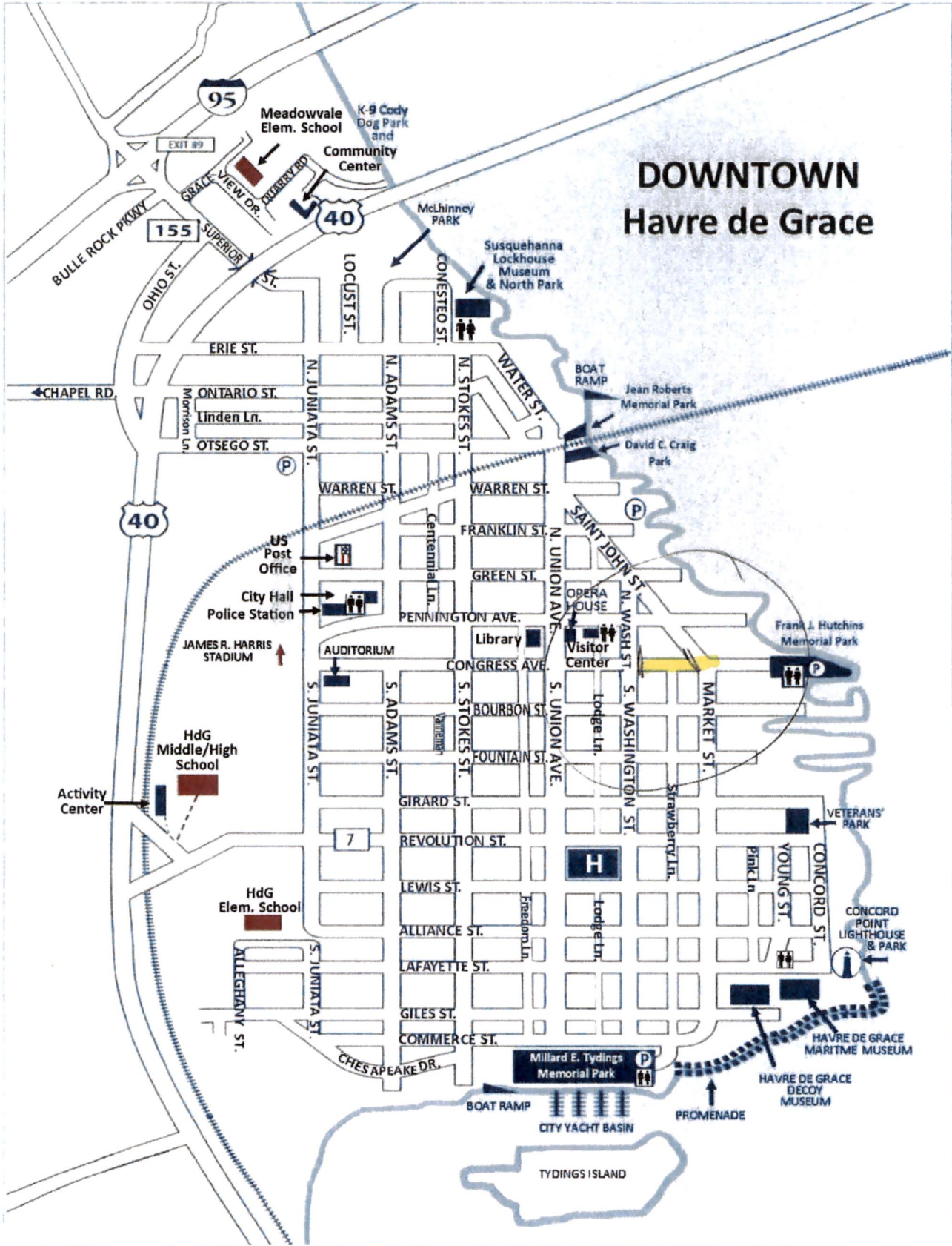
Dec. 1
Street closure +
Parade Route

line-up parking lot
line-up David Craig Park



--- Parade Route
— Closed Streets

Dec 8+15 Street Closure



KL

SPECIAL EVENTS WORK SHEET

Event:	Holly Jolly First Friday & Parade plus Holly Jolly Fridays	Tracking ID: 1011 20 0003
Dates:	12/1/2023; 12/8/23 & 12/15/23	
Time of set up:	4:00 PM	
Take down time:	DONE BY 9:00 p.m.	
Time of actual event:	Dec 1st: Parade @ 6:30 street closures: 4:00-9:00pm Dec 8 & 15: 6:00pm - 8:00pm	
Location:	Downtown - Washington Street, Pennington Avenue, St. John Street, Franklin Street	

	Number of personnel	Regular Pay (Hours)	Overtime Pay Hours*	FULLY Loaded Wage**	Estimated Hours	Total Estimated Cost
PD	8		48	\$115.00	48	\$8,280.00

Notes

Completed: 09/25/2023

	Number of personnel	Regular Pay (Hours)	Overtime Pay Hours*	FULLY Loaded Wage**	Estimated Hours	Total Estimated Cost
DPW	12	33	6	\$64.75	39	\$2,719.50

Notes

Cost based on 3 events: Prep and post No Parking Signs. Set out extra bins for trash & recycling. Stock and clean bathrooms. 16 cones w/ extenders for SantaLand, set up stage at tree, drive truck following Santa *Completed: 10/13/22*

Grand Total	20	33	54	\$179.75	87	\$10,999.50
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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 - Lock House Candlelight Tour**

December 9, 2023

Date: **9/27/2023**

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 October 2, 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 9/21/23
Tracking # 1011 20 0007

EVENT NAME: Candlelight Tour

Sponsor Organization: Lock House Museum

Business Address: 817 Conestee St

On-Site Contact Person: Julie Ruhnke

Contact Information Phone: _____ Email: _____

Back-Up On-Site Contact Person: Joanne Healey

Contact Information Phone: 410 939 5780 Email: Director@thelockhousemuseum.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 # 52-1325983 (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:

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

City tour of homes, map to be supplied

* 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>Dec 9</u>	Begin Time: <u>12:00</u>
Event Starts	Date: <u>Dec 9</u>	Time: <u>4 PM</u>
Event Ends	Date: <u>Dec 9</u>	Time: <u>8 PM</u>
Breakdown	Date: <u>Dec 9</u>	End Time: <u>9:00</u>
Rain Date	Date: <u>none</u>	

Is timeframe the same? Yes No

If no, include new times: _____

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 (no amplified sound)
- David Craig Park (553 N. Union Avenue)
- K-9 Cody Dog Park (100 Lagaret Lane)
- Other location (explain)

See attached map

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

Anticipated Attendance: 600

Admission Fee (if any): 30

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.

No road closures required. No Parking signs requested on Union Ave from Green St to Commerce St.

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:

No Parking signs requested on Union Ave from Green St to Commerce St to accomodate luminaries. Luminaries to be placed from noon to 9 M. Luminaries will be placed near other tour stops.

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: CAPT Alton Badge # 7762

Date Contacted: Sept 20, 2023

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.

Volunteers located at each stop to address any needs. Fire Department and EMS will be made aware.

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: Candlelight Tour

Print Name of Event Sponsor Lock House Museum: Julie Ruhnke

Title Candlelight Tour Chair

Phone _____ Email _____

Signature Julia Ruhnke Date Sept 18, 2023

Received by Kiley Ernest Date 9-21-23
City Official Date

Client#: 60729

MDHAVR2

ACORD™

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
9/22/2023

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.

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.

PRODUCER: The CIMA Companies, Inc. 2750 Killarney Dr, Suite 202 Woodbridge, VA 22192-4124 703 739-9300
CONTACT NAME: Nayab P. Alam
PHONE (A/C, No, Ext): 703 739-9300 FAX (A/C, No): 7037390761
E-MAIL ADDRESS: nalam@cimaworld.com
INSURER(S) AFFORDING COVERAGE: INSURER A: Hartford Casualty Insurance Company NAIC #: 29424
INSURER B: Hartford Insurance Co of the Midwest 37478

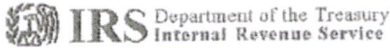
COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

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.

Table with columns: INSR LTR, TYPE OF INSURANCE, ADDL INSR, SUBR WVD, POLICY NUMBER, POLICY EFF (MM/DD/YYYY), POLICY EXP (MM/DD/YYYY), LIMITS. Rows include Commercial General Liability, Automobile Liability, Umbrella Liability, and Workers Compensation and Employers' Liability.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
RE: Event being held on December 9, 2023
Certificate holder is hereby listed as additional insured.

CERTIFICATE HOLDER: City of Havre de Grace, MD 711 Pennington Avenue 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: Laurie S. Calaver



CINCINNATI OH 45999-0038

In reply refer to: 0248188034
May 07, 2019 LTR 4168C 0
52-1325983 000000 00

00013395
BODC: TE

SUSQUEHANNA MUSEUM OF HAVRE DE
GRACE INC
PO BOX 253
HVRE DE GRACE MD 21078

129501

Employer ID number: 52-1325983
Form 990 required: Yes

Dear Taxpayer:

We're responding to your request dated Apr. 26, 2019, about your tax-exempt status.

We issued you a determination letter in February 1992, recognizing you as tax-exempt under Internal Revenue Code (IRC) Section 501(c)(3).

We also show you're not a private foundation as defined under IRC Section 509(a) because you're described in IRC Section 509(a)(2).

Donors can deduct contributions they make to you as provided in IRC Section 170. You're also qualified to receive tax deductible bequests, legacies, devises, transfers, or gifts under IRC Sections 2055, 2106, and 2522.

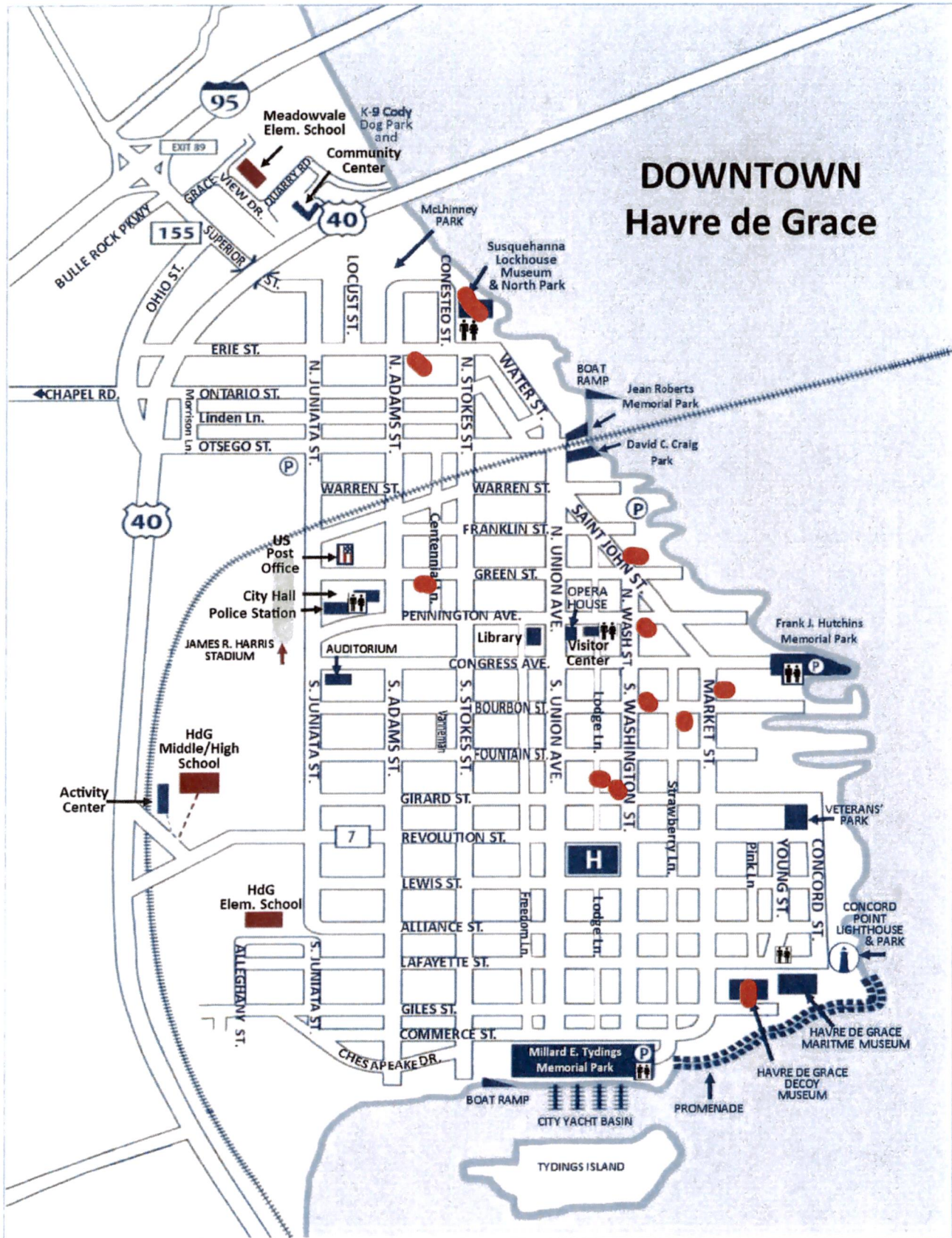
In the heading of this letter, we indicated whether you must file an annual information return. If you're required to file a return, you must file one of the following by the 15th day of the 5th month after the end of your annual accounting period:

- Form 990, Return of Organization Exempt From Income Tax
- Form 990EZ, Short Form Return of Organization Exempt From Income Tax
- Form 990-N, Electronic Notice (e-Postcard) for Tax-Exempt Organizations Not Required to File Form 990 or Form 990-EZ
- Form 990-PF, Return of Private Foundation or Section 4947(a)(1) Trust Treated as Private Foundation

According to IRC Section 6033(j), if you don't file a required annual information return or notice for 3 consecutive years, we'll revoke your tax-exempt status on the due date of the 3rd required return or notice.

You can get IRS forms or publications you need from our website at www.irs.gov/forms-pubs or by calling 800-TAX-FORM (800-829-3676).

If you have questions, call 877-829-5500 between 8 a.m. and 5 p.m., local time, Monday through Friday (Alaska and Hawaii follow Pacific



SPECIAL EVENTS WORK SHEET

Event:	Candlelight Tour 2023	Tracking ID: 1011200007
Dates:	12/9/23	
Time of set up:	12-4PM	
Take down time:	8-9 pm	
Time of actual event:	4 pm - 8 pm	
Location:	various locations (see application)	

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

Notes This event will be handled by patrol units on duty. *Completed: 09/25/2023*

	Number of personnel	Regular Pay (Hours)	Overtime Pay Hours*	FULLY Loaded Wage**	Estimated Hours	Total Estimated Cost
DPW	2	6		\$63.25	6	\$379.50

Notes Prep and post then remove NP signs Union Ave from Green to Commerce. *Completed: 9.26.2023*

Grand Total	2	6	0	\$63.25	6	\$379.50
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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)

CITY COUNCIL

READ FILE COVER SHEET

Subject: **Special Event - Relay for Life of Harford County**

May 18, 2024

Date: **9/27/2023**

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 October 2, 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

Office Use Only
Date Received 9-7-23
Tracking # 1011 19 0007

EVENT APPLICATION CHECKLIST

EVENT NAME: Relay For Life Of Harford County

Sponsor Organization: American Cancer Society

Business Address: 405 Williams Court Suite 120. Middle River, Md 21220

On-Site Contact Person: Allison Epp
Contact Information **Phone:** _____ **Email:** _____

Back-Up On-Site Contact Person: Beth Garbolino
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 # 13-1788491 (attach non-profit status documentation to application)

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

American Cancer Society.

Event Category:

- | | | |
|--|---|--|
| <input type="checkbox"/> Athletic/Recreation | <input type="checkbox"/> Concert/Performance | <input type="checkbox"/> Other (explain) |
| <input type="checkbox"/> Festival | <input type="checkbox"/> Carnival | |
| <input type="checkbox"/> Parade | <input checked="" 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>5/13/2024</u>	Begin Time: <u>12:00 PM</u>
Event Starts	Date: <u>5/13/2024</u>	Time: <u>2:00 PM</u>
Event Ends	Date: <u>5/13/2024</u>	Time: <u>10:00 PM</u>
Breakdown	Date: <u>5/13/2024</u>	End Time: <u>11:00 PM</u>
Rain Date	Date: <u>5/13/2024</u>	Is timeframe the same? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

If no, include new times: _____

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.)

Anticipated Attendance: 200

Admission Fee (if any): N/A

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.

We have part of Lafayette Street and Concord Street closed to traffic during our event.

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: I have not contacted yet, but will be contacting. Badge # _____

Date Contacted: _____

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.

We will have first aid kits on site. We will be contacting local EMT services to make them aware of the event, and will be calling 911 for any medical 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: Relay For Life Of Harford County

Print Name of Event Sponsor Allison Epp for the ACS

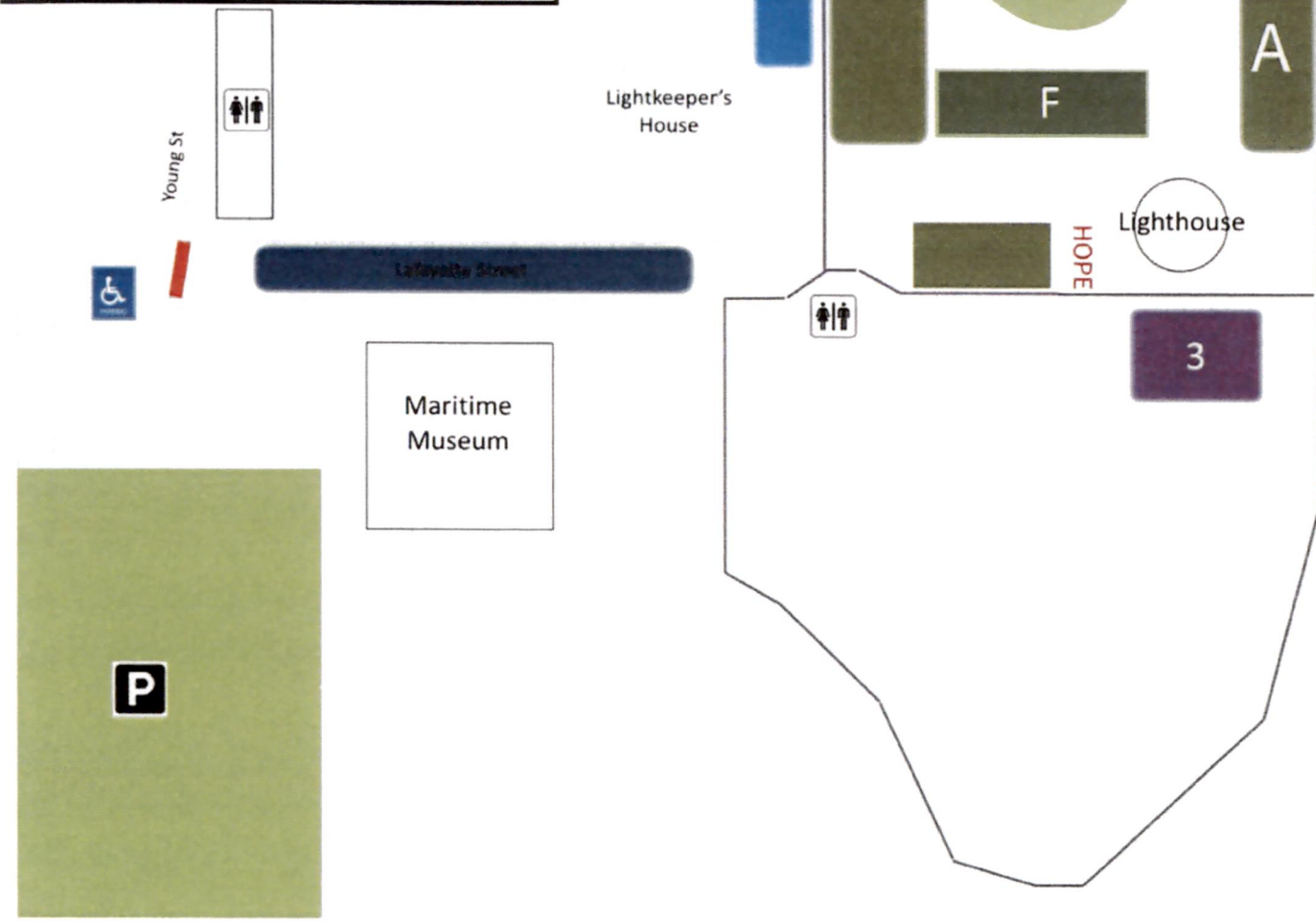
Title Development Manager

Phone _____ Email _____

Signature Allison Epp Date 9/7/2023

Received by _____ Date _____
City Official

Relay For Life of Harford County
 Saturday,
 May 18, 2024
 Concord Point Lighthouse
 Event Map



- Walking Route
Small loop=0.2mi
Large loop=0.3mi
- Road Closure
- Craft Vendors
- Food Vendors
- Team Campsites and Fundraisers
- Activities
- General event Parking
- Handicapped Parking
- Restrooms
- Stage
- Survivor/silent auction tent

SPECIAL EVENTS WORK SHEET

Event:	Relay For Life of Harford County	Tracking ID: 1011190007
Dates:	5/18/2024	
Time of set up:	12:00PM-2:00PM	
Take down time:	10:00PM-11:00PM	
Time of actual event:	2:00PM-10:00PM	
Location:	Concord Point Park	

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

Notes

Patrol Units will monitor the event, they will also provide their own security. *Completed: 09/25/2023*

	Number of personnel	Regular Pay (Hours)	Overtime Pay Hours*	FULLY Loaded Wage**	Estimated Hours	Total Estimated Cost
DPW	3	9		\$63.25	9	\$569.25

Notes

Set up extra trash & recycling bins, Prep & post No Parking signs, keep bathrooms clean and stocked. Sponsor responsible for trash removal. *Completed: 9.26.23*

Grand Total	3	9	0	\$63.25	9	\$569.25
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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)**