



## COUNCIL MEETING AGENDA

January 16, 2024

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

### **Public Hearing for Ordinance No 1137 concerning Amending Chapter 20 Annexation Policy and Procedure**

AN ORDINANCE BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND, ADOPTED PURSUANT TO THE AUTHORITY OF ARTICLE XI-E OF THE MARYLAND CONSTITUTION, THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND, AND SECTIONS 33 AND 34 OF THE HAVRE DE GRACE CITY CHARTER TO AMEND CHAPTER 20 ANNEXATION POLICY AND PROCEDURE

### **Public Hearing for Ordinance No. 1138 concerning Approving Budget Amendment 2024-06 to Replace the Water Distribution Lines on Weber Street**

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 ADDRESS ADDITIONAL ALLOCATION OF FUNDS FOR THE CITY OF HAVRE DE GRACE FOR FISCAL YEAR 2024

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 – January 2, 2024
  - B. City Council Closed Session Meeting Minutes – January 2, 2024 (no votes)
6. Comments from Citizens
7. Appointments:
  - A. Water & Sewer Commission
    - i. Fred Wills, Jr. – Appointment
8. Oath of Office (Administered by Mayor Martin):
  - A. Water & Sewer Commission
    - i. Fred Wills, Jr.
9. Recognitions: None
10. Proclamations: None

11. Presentations:

- A. Independence Day Commission Special Events (Commission Members)
- B. Annual Growth Report (Tim Bourcier, Director of Planning)

12. Resolutions:

A. **Charter Resolution No. 298 concerning the Annexation of 1419 Chapel Road: Second Reading (CM Schneegas)**

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 AND THE PROVISIONS OF THE ANNOTATED CODE OF MARYLAND, LOCAL GOVERNMENT ARTICLE SUBTITLE 3: AMENDMENT OR REPEAL OF CHARTER, AND SUBTITLE 4: ANNEXATION AUTHORIZING THE LEGISLATIVE BODY OF A MUNICIPALITY TO ANNEX PROPERTY EXTENDING THE BOUNDARIES OF THE MUNICIPALITY BY RESOLUTION TO AMEND THE CITY CHARTER, SPECIFICALLY APPENDIX A OF THE HAVRE DE GRACE CHARTER BY ADDING "SUBSECTION A.39 THE FIRST 2023 ADDITION TO THE CITY BOUNDARIES," ALONG WITH THE LEGAL DESCRIPTION OF THE ACRES OF LAND WHICH WILL ENLARGE THE BOUNDARIES OF THE CITY OF HAVRE DE GRACE TO INCLUDE 1419 CHAPEL ROAD CONSISTING OF A TOTAL OF 15,725 SQ. FT. MORE OR LESS

B. **Charter Resolution No. 299 concerning the Annexation of 1609 Pulaski Highway: Second Reading (CM Schneegas)**

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 AND THE PROVISIONS OF THE ANNOTATED CODE OF MARYLAND, LOCAL GOVERNMENT ARTICLE SUBTITLE 3: AMENDMENT OR REPEAL OF CHARTER, AND SUBTITLE 4: ANNEXATION AUTHORIZING THE LEGISLATIVE BODY OF A MUNICIPALITY TO ANNEX PROPERTY EXTENDING THE BOUNDARIES OF THE MUNICIPALITY BY RESOLUTION TO AMEND THE CITY CHARTER, SPECIFICALLY APPENDIX A OF THE HAVRE DE GRACE CHARTER BY ADDING "SUBSECTION A.39 THE SECOND 2023 ADDITION TO THE CITY BOUNDARIES," ALONG WITH THE LEGAL DESCRIPTION OF THE ACRES OF LAND WHICH WILL ENLARGE THE BOUNDARIES OF THE CITY OF HAVRE DE GRACE TO INCLUDE THE PROPERTY KNOWN AS 1609 PULASKI HIGHWAY PLUS A PORTION OF THE 30-FOOT-WIDE RIGHT-OF-WAY CONSISTING OF A TOTAL OF 1.59 ACRES MORE OR LESS

C. **Calendar Resolution concerning Review and Approval of Criteria used to Characterize "Active" Status for the Basic Credit for Susquehanna Hose Company, Havre de Grace Ambulance Corps, and Havre de Grace Police Department (CM Boyer)**

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, SECTIONS 33 AND 34 OF THE CITY CHARTER, CITY CODE CHAPTER 177, ARTICLE V, SECTION 21, TO REVIEW AND APPROVE CRITERIA USED TO CHARACTERIZE "ACTIVE" STATUS FOR THE BASIC CREDIT FOR QUALIFYING MEMBERS OF THE SUSQUEHANNA HOSE COMPANY, HAVRE DE GRACE AMBULANCE CORPS, AND HAVRE DE GRACE POLICE

13. Ordinances:

A. **Ordinance No. 1135 concerning Accepting a Deed of Easement at 973 Chesapeake Drive: Second Reading (CM Schneegas)**

AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE ADOPTED PURSUANT TO THE AUTHORITY OF ARTICLE XI-E OF THE MARYLAND CONSTITUTION, THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND AND SECTIONS 33 AND 34 OF THE HAVRE DE GRACE CITY CHARTER, FOR THE PURPOSE OF ACCEPTING A DEED OF EASEMENT WITH RESPECT TO PUBLIC FACILITIES TO INCLUDE A MUNICIPAL WATER LINE ACROSS THE PROPERTY LOCATED AT 973 CHESAPEAKE DRIVE



**B. Ordinance No. 1136 concerning Adding Chapter 31-2 TT and UU regarding Vacant, Abandoned and Deteriorated Properties: Second 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 ADD CHAPTER 31-2 TT AND UU REGARDING VACANT, ABANDONED AND DETERIORATED PROPERTIES

**C. Ordinance No. 1138 concerning Approving Budget Amendment 2024-06 to Replace the Water Distribution Lines on Weber Street: 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 ADDRESS ADDITIONAL ALLOCATION OF FUNDS FOR THE CITY OF HAVRE DE GRACE FOR FISCAL YEAR 2024

14. Old Business: None

15. New Business:

A. Special Events (Mr. Gamatoria)

- i. Independence Day Parade, July 6, 2024  
2:00 p.m.-4:30 p.m., Warren Street, Union Avenue, Commerce Street
- ii. Independence Day Concert at Hutchins Memorial Park, July 6, 2024  
5:00 p.m.-10:00 p.m., Hutchins Memorial Park
- iii. Independence Day Concert at Concord Point Park, July 6, 2024  
7:00 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 Boyer
- B. Council Member Schneegas
- C. Council Member Robertson
- D. Council Member Boker
- E. Council Member Jones
- F. Council President Ringsaker

19. Adjournment

# CITY COUNCIL

## READ FILE COVER SHEET

Subject: **Ordinance 1137 concerning Amending Chapter 20 Annexation Policy and Procedure**  
**(Public Hearing)**

Date: **1/3/2024**

**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"/>	<b>Read and Comment as Needed</b>
<input checked="" type="checkbox"/>	<b>Action Required by January 16, 2024</b>
<input type="checkbox"/>	In Confidential File Drawer

Approve:

Johnny Boker                       Yes                       No                       No Comment

Comment: \_\_\_\_\_

Casi Boyer                       Yes                       No                       No Comment

Comment: \_\_\_\_\_

Vicki Jones                       Yes                       No                       No Comment

Comment: \_\_\_\_\_

Jim Ringsaker                       Yes                       No                       No Comment

Comment: \_\_\_\_\_

Jason Robertson                       Yes                       No                       No Comment

Comment: \_\_\_\_\_

Tammy Lynn Schneegas                       Yes                       No                       No Comment

Comment: \_\_\_\_\_

Note: N/A



CITY COUNCIL  
OF  
HAVRE DE GRACE, MARYLAND

ORDINANCE NO. 1137

Introduced by \_\_\_\_\_ Council Member Schneegas \_\_\_\_\_

**AN ORDINANCE BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND, ADOPTED PURSUANT TO THE AUTHORITY OF ARTICLE XI-E OF THE MARYLAND CONSTITUTION, THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND, AND SECTIONS 33 AND 34 OF THE HAVRE DE GRACE CITY CHARTER TO AMEND CHAPTER 20 ANNEXATION POLICY AND PROCEDURE**

On: 1/2/2024

at: 7:00 p.m.

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

**PUBLIC HEARING**

A Public Hearing is scheduled for January 16, 2024 at 7:00 p.m.

**EXPLANATION**

Underlining indicates matter added to existing law.

**[Bold Brackets]** indicate matter deleted from existing law.

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

32 Pertinent sections of City Code Chapter 20-2 are amended below with additions shown as  
33 underlined, and deletions shown within **[bold brackets]**.

34  
35 20-2 Procedures.

36  
37 **B. Annexation Procedures for Petitions Involving More Than Ten Acres or Causing a Potentially**  
38 **Significant Burden on Municipal Services**

39  
40 In addition to meeting the requirements of Section A above, Annexation requests by property  
41 owners for properties that incorporate ten (10) or more acres, or are determined by the Director  
42 of Planning to create a potentially significant burden on municipal services or public facilities,  
43 the following additional procedures shall govern the annexation:

44  
45 (1) **[C.]** Petition preliminary review. Within 90 days following the date of the filing of a  
46 petition with all required attachments, the Director of Planning shall conduct a preliminary  
47 review of the petition with the petitioner(s), or the petitioner's representative, and the  
48 Director of the Department of Public Works. Prior to beginning the review, the Department  
49 of Planning shall inform the petitioner(s), in writing, of the date when the petition and all  
50 required attachments have been provided and accepted. Based upon this review, the  
51 Director of Planning may direct the petitioner to submit additional information within a  
52 thirty (30) day period or to take other reasonable steps with regard to the petition, including:

- 53 a) **[(1)]** Supplementation of the information required to be submitted in the petition.
- 54 b) **[(2)]** Provision for a study by an independent consultant selected by the City and the  
55 petitioner to evaluate the information submitted in support of the petition and to  
56 determine the fiscal impact of the annexation on the City.
- 57 c) **[(3)]** Provision for any other studies necessary for the proper consideration of the  
58 petition.
- 59 d) **[(4)]** Additional mailing, posting, or advertising notice requirements.

60  
61 (2) **[B.]** Community Informational Meeting (CIM). Within 45 days **[prior] after [to]** the date  
62 of the preliminary petition review [filing date], the petitioner shall hold a CIM. This  
63 meeting will be facilitated by the property owner, developer or their respective  
64 representatives and held at a public location (library, City Hall, etc.) adequate to serve the  
65 expected turnout of residents. The meeting shall be advertised by a posting on the property  
66 or properties at each public road frontage. Notice of the CIM shall also be sent to all  
67 property owners within a 1,000 foot radius of the subject property by U.S. first class mail.  
68 The City shall advertise on the City website and public notice board at City Hall the date  
69 of the CIM upon notification by the property owner, developer, or their representative at  
70 least 10 days prior to the date of the CIM. At a minimum, all documents included in the  
71 petitioner's filing shall be made available for review at the CIM. The City will provide  
72 copies of all documents on the City's website. Within 45 calendar days after the CIM, the  
73 developer shall submit a list of attendees and minutes of the meeting. The Department of  
74 Planning may require that the meeting be livestreamed, recorded and/or subsequently  
75 transcribed by a court reporter [of the meeting].



76 (3) **[D.]** Petition review by Planning Commission.

- 77
- 78 a) **[(1)]** Upon completion of the petition review and CIM discussed in the subsections
- 79 herein, the Director of Planning shall incorporate any changes and forward the revised
- 80 petition package to the Planning Commission for review at the next scheduled Planning
- 81 Commission meeting. The Director of Planning shall also provide a staff report
- 82 detailing the procedures that have taken place and the results of any meetings, studies
- 83 or other pertinent information. The Director shall advertise the agenda of the Planning
- 84 Commission on the City webpage and public notice board at City Hall. The petitioner
- 85 shall supply **[10 copies and one]** a digital-format copy of the completed petition
- 86 package to the Director of Planning prior to this submittal.
- 87
- 88 b) **[(2)]** The Planning Commission will review the petition for annexation and take public
- 89 comment during its scheduled meeting.
- 90
- 91 c) **[(3)]** The Planning Commission shall submit its recommendation to the City Council
- 92 within 60 days of the Planning Commission meeting.
- 93

94 **C. [E.]** Payment for processing and review.

- 95
- 96 (1) The petitioner shall be responsible for payment for all studies required by the Director of
- 97 Planning and reimbursement of all staff and attorney time necessary for review of the
- 98 petition and all studies. Upon filing the petition, the Petitioner shall place \$5,000 in escrow
- 99 with the City to use for processing, review, and legal fees. The Petitioner will receive
- 100 invoices monthly for the amount of escrow used during the previous month. The Petitioner
- 101 shall contribute monthly to the escrow an amount necessary to maintain the \$5,000
- 102 minimum escrow balance. Payment to replenish the escrow balance shall be paid within 15
- 103 days of receiving the invoice. Any amounts remaining in escrow upon completion of the
- 104 annexation process will be returned to the Petitioner.
- 105
- 106 (2) City staff shall keep an accounting of their time spent on the annexation review reflecting
- 107 the hourly rate of each employee established by the City.
- 108

109 **D. [F.]** Adoption of Annexation Plan

110 Consistent with §4-415 of the Local Government Article of the Annotated Code of Maryland,  
111 the City Council shall adopt an annexation plan which shall be open to public review and  
112 discussion at a public hearing.

113  
114 **E. [G.]** Public Hearing

- 115
- 116 (1) When the petitioner has complied with the requirements as specified by the Director of
- 117 Planning following the review and the annexation petition has been prepared and
- 118 distributed, the City Council shall introduce an annexation resolution and conduct a public
- 119 hearing with regard to the proposed annexation at the time and place as shall be established
- 120 by it.
- 121

- 122 (2) The hearing shall be conducted and a record of the proceedings shall be preserved in a
- 123 manner as the City Council prescribes.
- 124
- 125 (3) A description of the annexation and a notice of the time and place of the hearing shall be
- 126 published as specified in §4-406 of the Local Government Article of the Annotated Code
- 127 of Maryland.
- 128
- 129 (4) At the hearing, the recommendation of any board, commission, or agency shall be
- 130 considered as evidence.
- 131

132 F. **[H.]** Conditions.

133 In acting favorably with regard to the petition, the City Council may include in its resolution  
134 such conditions and restrictions as are deemed necessary for the protection of the public  
135 interest, economic development, furtherance of the health, safety, and welfare of the residents  
136 of the City and to secure compliance with any relevant legal standards or requirements.

137

138 G. **[I.]** Annexation Agreement

- 139 (1) The City Council may, prior to voting on the resolution, enter into an annexation agreement
- 140 with persons and entities that are petitioners in the annexation petition. Only those
- 141 petitioners that agree to be responsible to the City for performance of contractual or
- 142 financial commitments, or that promise community benefits, are required to be a party to
- 143 the agreement.
- 144
- 145 (2) The City Council shall hold a public hearing on the proposed agreement prior to the City's
- 146 final approval and execution of the agreement and before taking a vote on the annexation
- 147 resolution. The copies of the proposed agreement shall be made available to the public at
- 148 City Hall no later than 10 calendar days prior to the public hearing.
- 149
- 150 (3) The effective date of the agreement shall be the date that the approval of the annexation
- 151 resolution by the City Council becomes final. Upon the annexation resolution becoming
- 152 final, the agreement shall be binding upon the parties thereto, their heirs, successors,
- 153 grantees, and assigns.
- 154
- 155 (4) The annexation agreement shall be recorded by the City in the land records of Harford
- 156 County, Maryland, within 30 days of the date the annexation resolution becomes final.
- 157

158 H. **[J.]** Zoning

159 In acting favorably with regard to the petition, the City Council shall designate the zoning  
160 classification of the annexed land as provided for in this Chapter and in other applicable laws,  
161 ordinances, regulations, and procedures related to zoning of annexed land.

162

163 I. **[K.]** Approval or rejection

- 164
- 165 (1) No property shall be annexed except by a favorable vote of a majority of the members of
- 166 the City Council.
- 167



168 (2) The City Council may reject the petition for any reason. The City Council is not required  
169 to make any finding of fact in the event it rejects the petition.  
170

171 J. [L.] Other applicable law.

172 This procedure is in addition to any other provisions of the City Charter and Code of the City  
173 of Havre de Grace and of the Annotated Code of Maryland that govern annexation and the  
174 development of land.  
175

176 **NOW, THEREFORE**, it is determined, decided, and ordained by the City Council that the  
177 foregoing amendments are hereby approved.  
178

179 ADOPTED by the City Council of Havre de Grace, Maryland this \_\_\_ day of \_\_\_\_\_, 2024.  
180

181 SIGNED by the Mayor and attested by the Director of Administration this \_\_\_ day of \_\_\_\_\_,  
182 2024.  
183

184  
185 ATTEST:

MAYOR AND CITY COUNCIL  
OF HAVRE DE GRACE

186  
187  
188 \_\_\_\_\_  
189 Stephen J. Gamatoria  
190 Director of Administration

186  
187  
188 \_\_\_\_\_  
189 William T. Martin  
190 Mayor

191  
192  
193 Introduced/First Reading: 1/2/2024

194 Public Hearing:

195 Second Reading/Adopted:

196

197 Effective Date:

198

# CITY COUNCIL

## READ FILE COVER SHEET

Subject: **Ordinance 1138 concerning Approving Budget Amendment  
2024-06 to Replace Water Distribution Lines on Weber Street  
(Public Hearing and 2<sup>nd</sup> Reading)**

Date: **1/3/2024**

**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"/>	<b>Read and Comment as Needed</b>
<input checked="" type="checkbox"/>	<b>Action Required by January 16, 2024</b>
<input type="checkbox"/>	In Confidential File Drawer

Approve:

Johnny Boker                       Yes                       No                       No Comment

Comment: \_\_\_\_\_

Casi Boyer                       Yes                       No                       No Comment

Comment: \_\_\_\_\_

Vicki Jones                       Yes                       No                       No Comment

Comment: \_\_\_\_\_

Jim Ringsaker                       Yes                       No                       No Comment

Comment: \_\_\_\_\_

Jason Robertson                       Yes                       No                       No Comment

Comment: \_\_\_\_\_

Tammy Lynn Schneegas                       Yes                       No                       No Comment

Comment: \_\_\_\_\_

Note: N/A



CITY COUNCIL  
OF  
HAVRE DE GRACE, MARYLAND  
ORDINANCE NO. 1138  
BUDGET AMENDMENT 2024-06

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 ADDRESS ADDITIONAL ALLOCATION OF FUNDS FOR THE CITY OF HAVRE DE GRACE FOR FISCAL YEAR 2024**

On: January 2, 2024

at: 7:00 p.m.

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

**PUBLIC HEARING**

A Public Hearing is scheduled for January 16, 2024 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.

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

44 WHEREAS, the City has determined that the upgrade of the Water Transmission Line along  
45 Weber Street is important to the continued development of the Water Distribution infrastructure  
46 within the City;

47 NOW THEREFORE, it is determined, decided, and ordained by the City Council that  
48 Budget Amendment 2024-06 (Exhibit A) be included as part of the Fiscal Year 2024 Budget.

49  
50  
51 ATTEST:

MAYOR AND CITY COUNCIL  
OF HAVRE DE GRACE

52  
53  
54  
55 \_\_\_\_\_  
56 Stephen J. Gamatoria  
57 Director of Administration

58 \_\_\_\_\_  
59 William T. Martin  
60 Mayor

61 Introduced/First Reading: 1/2/2024  
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: 12/26/2023  
RE: Proposed Budget Amendment 2024-06

Weber Street has water lines that are approximately 80 years old. The water line has experienced numerous breaks over the past twelve months that has resulted in damage to several properties as well as intermittent loss of water service to the residences. The City also needs to upgrade the existing four inch water line to an eight inch water line.

Additionally, the existing water line is located within a few feet of residential foundation walls in many areas, posing significant threat of structural damage and flooding to properties when failures occur. One resident has experienced flooding in their basement on three separate occasions as a direct result of line failures. The water line location has also posed a challenge to our Public Works employees responsible for the repairs. For instance, a recent water line break occurred under a resident's porch. To resolve issues such as these the replacement water line will be located under the bed of Weber Street which is in keeping with conventional utility practices.

The routine service disruptions, inadequate size, and poor location of the current water lines has made replacing this service a high priority.

The City proposes to replace approximately 1,130 linear feet of a four inch water line with eight inch water line on Weber Street to include: 40 water service connections, 6 – 8" gate valves and appurtenances, replacement of 2 fire hydrants and connections with 2 – 6" gate valves, restoration of road and driveways as needed, and reestablishment of turf. The new water service line shall be connected to the existing water meters and existing utilities shall be abandoned or removed as necessary.

**Ordinance No. 1138**

The City recently received \$182,000 in Community Development Block Grant (CDBG) proceeds from the Maryland Department of Housing and Community Development (DHCD). This payment was to reimburse the City for Water Line repairs on Pennington Avenue last fiscal year. Those funds were not anticipated in the fiscal 2024 budget and I believe they will be sufficient to replace the water lines on Weber Street based on preliminary engineering.

I am therefore requesting that the City establish capital project expenditure account #09-1232-9066 "Weber Street Water Line Replacement" and that we fund the account at \$182,000 and revenue account #09-0001-48-50 "State Grant Proceeds" be increased by the same amount.

Please contact George DeHority, Patrick Sypolt or EJ Millisor if you have any questions or require additional information regarding this budget amendment request.



**BUDGET AMENDMENT**

December 26, 2023

Amendment # 2024-06

**SOURCE OF FUNDS**

Account Number	Account Title	Amount
	<b>Water &amp; Sewer Fund 9</b>	
09-0001-48-50	State Grant Proceeds (DHCD – CDBG)	\$182,000.00
	<b>Total Sources</b>	<b>\$182,000.00</b>

**USE OF FUNDS**

Account Number	Account Title	Amount
	<b>Water &amp; Sewer Fund 9</b>	
09-1232-9066	Weber Street Water Line Replacement	\$182,000.00
	<b>Total Uses</b>	<b>\$182,000.00</b>

**REASON FOR ADJUSTMENT**

To replace the water distribution lines on Weber Street

**AUTHORITY**

City Council on 1/2/24.

**APPROVAL**

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



January 2, 2024  
Council Meeting Proceedings  
711 Pennington Avenue, Havre de Grace, Maryland  
7:00 p.m.

**Public Hearing for Charter Resolution No. 298 concerning the Annexation of 1419 Chapel Road was called to order on January 2, 2024 at 7:02 p.m. with Mayor Martin presiding. Council Members present: CP Ringsaker, CM Boker, CM Boyer, CM Jones, CM Robertson and CM Schneegas.**

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 AND THE PROVISIONS OF THE ANNOTATED CODE OF MARYLAND, LOCAL GOVERNMENT ARTICLE SUBTITLE 3: AMENDMENT OR REPEAL OF CHARTER, AND SUBTITLE 4: ANNEXATION AUTHORIZING THE LEGISLATIVE BODY OF A MUNICIPALITY TO ANNEX PROPERTY EXTENDING THE BOUNDARIES OF THE MUNICIPALITY BY RESOLUTION TO AMEND THE CITY CHARTER, SPECIFICALLY APPENDIX A OF THE HAVRE DE GRACE CHARTER BY ADDING "SUBSECTION A.39 THE FIRST 2023 ADDITION TO THE CITY BOUNDARIES," ALONG WITH THE LEGAL DESCRIPTION OF THE ACRES OF LAND WHICH WILL ENLARGE THE BOUNDARIES OF THE CITY OF HAVRE DE GRACE TO INCLUDE 1419 CHAPEL ROAD CONSISTING OF A TOTAL OF 15,725 SQ. FT. MORE OR LESS

**Comments from Citizens:**

James Miller, 320 Lewis Street, Havre de Grace, inquired about the access road going into the property. Planning Director, Mr. Bourcier didn't think there was an issue, but will review the property area.

Public Hearing closed at 7:07 p.m.

**Public Hearing for Charter Resolution No. 299 concerning the Annexation of 1609 Pulaski Highway was called to order on January 2, 2024 at 7:07 p.m. with Mayor Martin presiding. Council Members present: CP Ringsaker, CM Boker, CM Boyer, CM Jones, CM Robertson and CM Schneegas.**

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 AND THE PROVISIONS OF THE ANNOTATED CODE OF MARYLAND, LOCAL GOVERNMENT ARTICLE SUBTITLE 3: AMENDMENT OR REPEAL OF CHARTER, AND SUBTITLE 4: ANNEXATION AUTHORIZING THE LEGISLATIVE BODY OF A MUNICIPALITY TO ANNEX PROPERTY EXTENDING THE BOUNDARIES OF THE MUNICIPALITY BY RESOLUTION TO AMEND THE CITY CHARTER, SPECIFICALLY APPENDIX A OF THE HAVRE DE GRACE CHARTER BY ADDING "SUBSECTION A.39 THE SECOND 2023 ADDITION TO THE CITY BOUNDARIES," ALONG WITH THE LEGAL DESCRIPTION OF THE ACRES OF LAND WHICH WILL ENLARGE THE BOUNDARIES OF THE CITY OF HAVRE DE GRACE TO INCLUDE THE PROPERTY KNOWN AS 1609 PULASKI HIGHWAY PLUS A PORTION OF THE 30-FOOT-WIDE RIGHT-OF-WAY CONSISTING OF A TOTAL OF 1.59 ACRES MORE OR LESS

**Comments from Citizens:** None

Public Hearing closed at 7:08 p.m.

**Public Hearing for Ordinance No. 1135 concerning Accepting a Deed of Easement at 973 Chesapeake Drive was called to order on January 2, 2024 at 7:08 p.m. with Mayor Martin presiding. Council Members present: CP Ringsaker, CM Boker, CM Boyer, CM Jones, CM Robertson and CM Schneegas.**

AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE ADOPTED PURSUANT TO THE AUTHORITY OF ARTICLE XI-E OF THE MARYLAND CONSTITUTION, THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND AND SECTIONS 33 AND 34 OF THE HAVRE DE GRACE CITY CHARTER, FOR THE PURPOSE OF ACCEPTING A DEED OF EASEMENT WITH RESPECT TO PUBLIC FACILITIES TO INCLUDE A MUNICIPAL WATER LINE ACROSS THE PROPERTY LOCATED AT 973 CHESAPEAKE DRIVE

**Comments from Citizens:** None

Public Hearing closed at 7:09 p.m.



**Public Hearing for Ordinance No. 1136 concerning Adding Chapter 31-2 TT and UU regarding Vacant, Abandoned and Deteriorated Properties was called to order on January 2, 2024 at 7:09 p.m. with Mayor Martin presiding. Council Members present: CP Ringsaker, CM Boker, CM Boyer, CM Jones, CM Robertson and 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 ADD CHAPTER 31-2 TT AND UU REGARDING VACANT, ABANDONED AND DETERIORATED PROPERTIES

**Comments from Citizens:**

Joseph F. Snee, Jr., 112 S. Main Street, Bel Air, lawyer with Brown, Snee, Young, Lutche & Helmlinger and representative for Upper Chesapeake, spoke in opposition of the ordinance.

Public Hearing closed at 7:17 p.m.

**The regular meeting of the Mayor and City Council was called to order on January 2, 2024, at 7:18 p.m. with Mayor Martin presiding. Council Members present: CP Ringsaker, CM Boker, CM Boyer, CM Jones, CM Robertson, and CM Schneegas.**

**The Pledge of Allegiance was recited, and the opening prayer was given by Pastor Norman Obenshain, Havre de Grace United Methodist Church.**

**Approval of Minutes**

City Council Meeting Minutes – CM Jones moved to approve the Council Meeting minutes of December 18, 2023. Second by CM Schneegas. Motion carried 6-0.

**Comments from Citizens**

James Miller, 320 Lewis Street, Havre de Grace, spoke on the development of the hospital property and inquired about who is responsible for keeping vehicles off the snow emergency routes and if the county has to have a vote from citizens to sell county property.

Maddie Charlton, 607 Legion Drive, Havre de Grace, spoke on a water issue in her home that affected her water bill and requested a change be made in the payment plan. She also agreed with previous speaker Mr. Snee regarding Harford Memorial Hospital.

**Appointments**

CM Boyer made a motion to approve the appointment of John Zimmerman to the Cultural Exchange Commission. Second by CM Boker. Motion carried 6-0.

CM Boker made a motion to approve the reappointment of James E. Clark to the Water & Sewer Commission. Second by CM Jones. Motion carried 6-0.

**Oath of Office**

Mayor Martin administered the oath of office to John Zimmerman of the Cultural Exchange Commission.

**Presentation**

Mayor Martin commented on the tour that was given at the Aberdeen location and the invitation that was given to the leadership to speak at a City Council meeting. An update was given by Elizabeth Wise, President of University of Maryland Upper Chesapeake Health on the services at the Bel Air and Aberdeen locations and the closing of Harford Memorial Hospital. Harford Memorial Hospital won't be vacant as the administration will be in the building for now. There are no plans for the Bulle Rock property. They will have a lot of communication to keep the community informed.

**Ordinances**

**Ordinance concerning Amending Chapter 20 Annexation Policy and Procedure: First Reading**

AN ORDINANCE BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND, ADOPTED PURSUANT TO THE AUTHORITY OF ARTICLE XI-E OF THE MARYLAND



CONSTITUTION, THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND, AND SECTIONS 33 AND 34 OF THE HAVRE DE GRACE CITY CHARTER TO AMEND CHAPTER 20 ANNEXATION POLICY AND PROCEDURE

A motion to introduce was made by CM Schneegas. Second by CP Ringsaker. Motion carried 6-0. The ordinance was given number 1137. A motion to adopt was made by CP Ringsaker. Second by CM Schneegas. After a roll call vote, motion to approve carried 6-0. The public hearing will be on January 16, 2024 at 7:00 p.m.

**Ordinance concerning Approving Budget Amendment 2024-06 to Replace the Water Distribution Lines on Weber Street: 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 ADDRESS ADDITIONAL ALLOCATION OF FUNDS FOR THE CITY OF HAVRE DE GRACE FOR FISCAL YEAR 2024

A motion to introduce was made by CM Robertson. Second by CM Boker. Motion carried 6-0. The ordinance was given number 1138. A motion to adopt was made by CM Robertson. Second by CP Ringsaker. After a roll call vote, motion to approve carried 6-0. The public hearing will be on January 16, 2024 at 7:00 p.m.

**Directors Report**

**Steve Gamatoria, Director of Administration:** Mr. Gamatoria reported the Winter Farmers Market will begin this Saturday in front of the STAR Centre. Bob Denton was recognized for his work with organizing the New Years Eve fireworks. This fiscal year, we budgeted for 100 connections and to date we have 101 connections, so with 6 more months to go, this will not be one of our budget challenges.

**Tim Bourcier, Director of Planning:** Mr. Bourcier reported on the permits. In December there were 26 new construction permits and 23 miscellaneous permits. In the 2022 calendar year, we had 52 new construction permits, and in the 2023 calendar year, we had 158 new construction permits. We continue to work hard to make sure customers are served and permits are processed quickly.

**Bridgette Johnson, Director of Economic Development & Tourism:** Ms. Johnson was not in attendance.

**George DeHority, Director of Finance:** Mr. DeHority thanked the Council members for their support of the budget amendment. He reported on the current financial condition of General Fund 1, Water/Sewer Fund 9, and Marina Fund 8. The General Fund balance is \$7,008,900, which is \$617,000 below budget. The Water/Sewer Fund 9 balance is \$4,960,000, which is \$151,900 above budget. The Marina Fund 8 balance is \$735,300, which is \$14,900 above budget.

**EJ Millisor, Director of Public Works:** Mr. Millisor thanked the Council for approving the first reading of Ordinance No. 1138 for the replacement of the Weber Street water line – it is vital to get this done. We have received the 60% drawings for the Downtown Restoration Project, which is being reviewed. They are working on the preliminary budget; there are many concerns with the increases in prices. Tim Whittie was recognized for his 37 years of service between the County and the City and for mentoring Mr. Millisor during his tenure – wished him a well-deserved retirement farewell and wished him all the best.

**Chief Teresa Walter, Havre de Grace Police Department:** Chief Walter reported the snow this weekend is a definite maybe. If a snow emergency is declared, citizens can't park on the snow emergency routes – if cars aren't moved, the Police will notify people and have the vehicles towed if needed. There is an ordinance about shoveling snow on the sidewalks in front of your house – it has to be done within 24 hours after the snow/ice stops and you can't throw it in the road. The 2023 crime statistics reports will be to the Mayor by the end of the month.

**Business from Mayor Martin**

Mayor Martin commented that there is a lot that happens behind the scenes for the Duck Drop and fireworks – he thanked Vulcan, the tugboat crew and the City staff who work with them. He hopes everyone had a good holiday. The Downtown looked wonderful and it's great to see so many happy families at Santa Land and getting their picture taken in front of the tree – it's a nice time of year. The budgetary analysis is coming up and the Mayor will have something for the Council by the second meeting in April; we try our best to balance for what is needed to serve citizens, but we are also facing increased costs - we will be creative and have the right team and Council to handle it. We have a lot of projects underway, including the Downtown Restoration Project, which will have updates at the Council meetings soon. The best is yet to come. He hopes 2024 is a safe and productive year for everyone.



## **Business from Council**

**Council Member Jones:** CM Jones commented that 2023 was a good year – she had some great experiences as a Council member. At the end of the year, she took a ride around town with the Mayor and learned a lot. She attended the Kwanza Celebration at the HdG Colored School – it was full, had a lot of young people, and was a great end of the year Kwanza Celebration. The HdG Arts Collective is hosting a Celebration of Dr. Martin Luther King on January 13 at 7 p.m. at the Opera House. The Harford County NAACP will host their annual MLK Freedom Brunch on January 13 from 10 a.m.-1 p.m. with guest speaker: Maryland Public Defender Natasha Dartique and entertainment by Bill Jolly.

**Council Member Boyer:** CM Boyer thanked Ms. Wise for giving the presentation. As a community, we need to change our mindset – it’s not what we’re losing, but what we’re gaining in better mental healthcare and access to medical care that hopefully will grow over time. We should encourage people to use their primary care doctor and not rely solely on the emergency room for healthcare. She is grateful to know people will be in the building and it won’t be vacant. In 2024, she hopes we will come to deciding points on the hospital property, the Rt. 40 intersection, and all the development. She hopes all the new people moving to HdG get involved and look out for each other.

**Council Member Schneegas:** CM Schneegas commented that 2023 was amazing. A lot happened and a lot of new citizens moved to town. It’s wonderful to see new volunteers come out and get involved and be a part of our thriving community. Welcomed 2024 and a new business – 410 Empanadas at 109 N. Washington Street – they’re grand opening will be January 4, from 4-8 p.m. She looks forward to serving with everyone in the community and enjoying all the wonderful things it offers as a citizen and wishes everyone the best that is yet to come in 2024.

**Council Member Robertson:** CM Robertson wished everyone a happy, healthy, and safe new year.

**Council Member Boker:** CM Boker thanked Bridgette Johnson, Lauri Orzewicz and staff, DPW staff, and Police Officers for making and ensuring our holiday season was safe and enjoyable. 2024 brings in some new challenges and projects and the Administration and Council look forward to a busy 2024, and as others have said, “the best is yet to come”. The Susquehanna Hose Company, the Police Department, and our first responders were thanked.

**Council President Ringsaker:** CP Ringsaker wished everyone a happy and safe new year.

## **Motion to Move into Closed Session**

CP Ringsaker made a motion to move into closed session at 8:43 p.m. under General Provision Article Section 3-305(b) (7) to consult with counsel to obtain legal advice; and (8) to consult with council about pending or potential litigation. Second by C. Motion carried 6-0. [See closing statement on next page.]

## **Adjournment**

CM Jones made a motion to adjourn at 8:44 p.m. Second by CP Ringsaker. Motion carried 6-0.

Submitted by: Tamara Brinkman

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

## PRESIDING OFFICER'S ORAL STATEMENT

### FOR CLOSING A MEETING

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

Motion to go into a closed session upon adjournment of the open session on Tuesday, January 2, 2024 to consider the following matters:

1. To consult with counsel to obtain legal advice.
2. To consult with City staff and the City Attorney about pending or potential litigation.

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

- (7) To consult with counsel to obtain legal advice; and
- (8) To consult with staff, consultants, or other individuals about pending or potential litigation

The reason for closing the meeting is:

Consultations with the City Attorney regarding advice and pending or potential litigation are entitled to confidentiality under the attorney client privilege.

THE CITY COUNCIL WILL NOT RESUME OPEN SESSION AFTER THE CLOSED SESSION AND VOTES, IF ANY, WILL BE RECORDED IN PUBLIC AT THE COUNCIL MEETING ON JANUARY 16, 2024.



**PUBLIC SUMMARY - CLOSED SESSION**

**MINUTES OF HAVRE DE GRACE CITY COUNCIL MEETING**

Tuesday, January 2, 2024

City Hall  
711 Pennington Avenue  
Havre de Grace, MD 21078

Time of Closed Session: 9.00 PM

Place: City Hall, Mayor's office.

Purpose: To consult with counsel to obtain legal advice and to consult with staff and the City Attorney about potential or pending litigation.

Persons Attending: Council President Ringsaker and Council Members Boker; Boyer; Robertson, Jones; Schneegas. Also present: Mayor Martin, R. Taylor, City Attorney Ishak, S. Gamatoria, A. Rybczynski,

Vote to go into Closed Session: Council President Ringsaker, 2<sup>nd</sup> by Council Member Boker, with all six Council Members present voting in favor, and 0 voting against. Motion passes 6-0.

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

Topics actually discussed:

The City Council members consulted with City staff and City Attorney concerning the status of the contract with Aberdeen for the purchase and delivery of City Water and the potential for litigation regarding that agreement. The Council members needed to be advised of the status of the agreement in the event they needed to go into emergency session before January 16<sup>th</sup>, the date of the next Aberdeen Council meeting.

The City Attorney will follow up with Attorney Sussman to find out the status of the changes before the Council takes any further action.

Council Member Robertson moved to adjourn the closed session, second by Council Member Schneegas. Motion carries 6-0.

Time of Adjournment of Closed Session: 9:20 PM

**PRESIDING OFFICER'S ORAL STATEMENT**

**FOR CLOSING A MEETING**

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

Motion to go into a closed session upon adjournment of the open session on **Tuesday, January 2, 2024** to consider the following matters:

1. To consult with counsel to obtain legal advice.
2. To consult with City staff and the City Attorney about pending or potential litigation.

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

**(7) To consult with counsel to obtain legal advice; and**

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

**The reason for closing the meeting is:**

Consultations with the City Attorney regarding advice and pending or potential litigation are entitled to confidentiality under the attorney client privilege.

**THE CITY COUNCIL WILL NOT RESUME OPEN SESSION AFTER THE CLOSED SESSION AND VOTES, IF ANY, WILL BE RECORDED IN PUBLIC AT THE COUNCIL MEETING ON JANUARY 16, 2024.**



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

This form has two sides. Complete items 1 – 4:

1. **Recorded vote to close the meeting:** Date: 1/2/24; Time of Vote to Close: 8:43 PM;  
Location: City Hall Council Chambers, 711 Pennington Avenue, Havre de Grace, Maryland 21078;  
Motion to close meeting made by: CP Ringsaker; Seconded by: CM Boker;  
Members in favor: Johnny Boker (Y/N), Casi Boyer (Y/N), Vicki Jones (Y/N), Jim Ringsaker (Y/N),  
Jason Robertson (Y/N), Tammy Lynn Schneegas (Y/N);  
Abstaining: None;  
Absent: None.

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

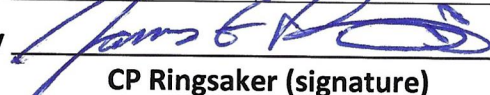
**This meeting will be closed under General Provisions Art. § 3-305(b) only:**

- (1) \_\_\_ "To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals";
- (2) \_\_\_ "To protect the privacy or reputation of individuals concerning a matter not related to public business";
- (3) \_\_\_ "To consider the acquisition of real property for a public purpose and matters directly related thereto";
- (4) \_\_\_ "To consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State";
- (5) \_\_\_ "To consider the investment of public funds";
- (6) \_\_\_ "To consider the marketing of public securities";
- (7) X "To consult with counsel to obtain legal advice";
- (8) X "To consult with staff, consultants, or other individuals about pending or potential litigation";
- (9) \_\_\_ "To conduct collective bargaining negotiations or consider matters that relate to the negotiations";
- (10) \_\_\_ "To discuss public security, if the public body determines that public discussion would constitute a risk to the public or to public security, including: (i) the deployment of fire and police services and staff; and (ii) the development and implementation of emergency plans";
- (11) \_\_\_ "To prepare, administer, or grade a scholastic, licensing, or qualifying examination";
- (12) \_\_\_ "To conduct or discuss an investigative proceeding on actual or possible criminal conduct";
- (13) \_\_\_ "To comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter";
- (14) \_\_\_ "Before a contract is awarded or bids are opened, to discuss a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process."

Continued →

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

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

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

\*\*\*\*\*

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

Start Time of closed session: 9:00 PM

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

Purpose(s): To consult with counsel to obtain legal advice, and to consult with council about pending or potential litigation.

Members who voted to meet in closed session: Johnny Boker (Y/N), Casi Boyer (Y/N), Vicki Jones (Y/N), Jim Ringsaker (Y/N), Jason Robertson (Y/N), Tammy Lynn Schneegas (Y/N);

Abstaining: None;

Absent: None;

Persons attending closed session: Boker, Boyer, Jones, Ringsaker, Robertson, Schneegas  
 (cross out those not in attendance)

**OTHERS:** Mayor Martin, R. Taylor, S. Gamatona, A. Ryczynski, City Attorney Ishak

Authority under § 3-305 for the closed session: (7) To consult with counsel to obtain legal advice; and (8) consult with council about pending or potential litigation.

Topics actually discussed: See minutes

Actions taken (if any): None

Each recorded vote: Johnny Boker (Y/N), Casi Boyer (Y/N), Vicki Jones (Y/N), Jim Ringsaker (Y/N), Jason Robertson (Y/N), Tammy Lynn Schneegas (Y/N)

Motion to adjourn made by: CM Robertson; Second by: CM Schneegas Time: 9:20 PM

Members who voted to adjourn: Johnny Boker (Y/N), Casi Boyer (Y/N), Vicki Jones (Y/N), Jim Ringsaker (Y/N), Jason Robertson (Y/N), Tammy Lynn Schneegas (Y/N)



# CITY COUNCIL

## READ FILE COVER SHEET

Subject: **Charter Resolution 298 concerning the Annexation of  
1419 Chapel Road**

(2<sup>nd</sup> Reading)

Date: **1/3/2024**

**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 January 16, 2024**  
 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 RESOLUTION NO. 298  
(ANNEXATION)

Introduced by \_\_\_\_\_ Council Member Schneegas

**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 AND THE PROVISIONS OF THE ANNOTATED CODE OF MARYLAND, LOCAL GOVERNMENT ARTICLE SUBTITLE 3: AMENDMENT OR REPEAL OF CHARTER, AND SUBTITLE 4: ANNEXATION AUTHORIZING THE LEGISLATIVE BODY OF A MUNICIPALITY TO ANNEX PROPERTY EXTENDING THE BOUNDARIES OF THE MUNICIPALITY BY RESOLUTION TO AMEND THE CITY CHARTER, SPECIFICALLY APPENDIX A OF THE HAVRE DE GRACE CHARTER BY ADDING “SUBSECTION A.39 THE FIRST 2023 ADDITION TO THE CITY BOUNDARIES,” ALONG WITH THE LEGAL DESCRIPTION OF THE ACRES OF LAND WHICH WILL ENLARGE THE BOUNDARIES OF THE CITY OF HAVRE DE GRACE TO INCLUDE 1419 CHAPEL ROAD CONSISTING OF A TOTAL OF 15,725 SQ. FT. MORE OR LESS**

On: 11/20/2023

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 January 2, 2024 at 7:02 p.m., and concluded on January 2, 2024 at 7:07 p.m.



**CHARTER Resolution No. 298  
(Annexation)**

35           **WHEREAS**, the land subject to this annexation resolution is eligible for annexation since  
36 the land is contiguous and adjoining the existing corporate boundaries of the City, and the  
37 annexation will not create an unincorporated area as it is bounded on all sides by: (i) property  
38 presently within the corporate limits of the City; (ii) real property proposed to be within the  
39 corporate limits of the City as a result of the proposed annexation; or (iii) any combination of such  
40 properties; and

41  
42           **WHEREAS**, the owners of not less than twenty-five percent (25%) of the assessed value  
43 of the real property to be annexed and at least 25% of the registered voters who are residents in  
44 the area to be annexed consent to the annexation, and therefore the annexation meets the  
45 requirements of Section 4-404 of the Local Government Article of the Annotated Code of  
46 Maryland; and

47  
48           **WHEREAS**, the Mayor and City Council of Havre de Grace, Maryland has adopted an  
49 Annexation Plan for the Property on the same date which is known as City Council Calendar  
50 Resolution No. 2023-20 and which is the subject to this Charter Resolution, and

51  
52           **WHEREAS**, The Mayor and City Council of Havre de Grace, Maryland has determined  
53 that the annexation of the 15,725 sq. ft. of land more or less consisting of the parcel located on the  
54 north side of the westbound lane of Chapel Road as more specifically defined herein is in the best  
55 interest of the health and welfare of the citizens of Havre de Grace and consistent with the City's  
56 Comprehensive Plan.

57  
58           **NOW THEREFORE BE IT RESOLVED, ORDAINED, AND ENACTED BY THE**  
59 **MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND AS FOLLOWS:**

60  
61           SECTION 1. The Appendix to the Charter of the Mayor and City Council of Havre de  
62 Grace, Maryland is hereby amended to add a new Subsection A.39, The First 2023 Addition to the  
63 City Boundaries as set forth in the legal description attached hereto as **Exhibit A** and incorporated  
64 by reference herein. ("Property").

65  
66           SECTION 2. The Mayor and City Council of Havre de Grace, Maryland and the requisite  
67 owners of the properties hereby annexed agree that the conditions and circumstances applicable to  
68 the change in the boundaries of the City of Havre de Grace caused by this annexation and to the  
69 property within the area hereby annexed are as provided in the applicable Charter provisions, laws  
70 and ordinances of the State of Maryland and the City of Havre de Grace, except as follows:

71  
72           (a) The Property is currently given a County zoning destination of R2 on the official  
73 zoning maps of Harford County. The zoning designation in the City that the Mayor and City  
74 Council shall assign to the Property is R1 as defined in the Havre de Grace Zoning Code.

75  
76           (b) City water and sewer is already servicing this Property and after the annexation is  
77 final, the property will be charged generally applicable rates and pursuant to conditions generally  
78 applicable to other City-owned properties within the corporate boundaries of the City of Havre de  
79 Grace. The cost to construct any upgrades to facilities necessary to provide water and sewer  
80 service to the Property shall be paid according to the laws, rules, regulations and policies,



81 specifications, standards and approvals (including state and county, if any), existing or required at  
82 the time of construction, including any applicable capital cost recovery charges, annexation  
83 agreements, public works agreements, or recoupment agreements authorized under the Annexation  
84 Resolution, and in accordance with the Annexation Plan adopted under Calendar Resolution 2023-  
85 20 attached hereto and marked **Exhibit B**.

86  
87 (c) The Mayor and City Council of Havre de Grace, Maryland acknowledge that a legal  
88 description of the Property has been prepared by a professional engineer and reviewed by the City.  
89

90 (d) The terms and conditions of this Charter Resolution are consistent with the  
91 Annexation Policy of the Mayor and City Council of Havre de Grace, Maryland established by  
92 City Code Section 20 (“Annexation Policy”), a copy of which is attached hereto as **Exhibit C**.  
93

94 SECTION 3. AND BE IT FURTHER RESOLVED that, promptly after the introduction  
95 and first reading of this Charter Resolution by the Mayor and City Council of Havre de Grace,  
96 Maryland, the Director of Administration shall create a public notice, briefly and accurately  
97 describing the proposed change and the conditions and circumstances applicable. The aforesaid  
98 notice shall be published two (2) times at not less than weekly intervals in a newspaper or  
99 newspapers of general circulation in the City of Havre de Grace and the area to be annexed, as the  
100 area to be annexed is less than 25 acres. The aforesaid public notice shall state a time, not less  
101 than fifteen (15) days after the second (2<sup>nd</sup>) publication thereof and not less than 30 days after the  
102 Annexation Plan described in Calendar Resolution 2023-20 is approved, provided to the regional  
103 and national planning agencies, and the place within the City of Havre de Grace at which a public  
104 hearing shall be held to consider public comment to consider this Charter Resolution. The public  
105 hearing may be continued or rescheduled in accordance with the requirements set forth in Local  
106 Government Article of the Annotated Code of Maryland. Immediately upon the first publication  
107 of the specified public notice, a copy of the public notice and other relevant documents shall be  
108 provided to the Harford County Council, the Harford County Executive, the Director of the  
109 Harford County Department of Planning and Zoning, the Planning Commission of the City of  
110 Havre de Grace, and to any other regional or state planning agency having jurisdiction over the  
111 property.  
112

113 SECTION 4. AND BE IT FURTHER RESOLVED that, this Charter Resolution shall  
114 become effective forty-five (45) days after its enactment by the Mayor and City Council of Havre  
115 de Grace, Maryland, provided that after the public hearing this Charter Resolution is read and  
116 passed by an affirmative vote of a majority of the Council members present at a second reading of  
117 the Charter Resolution at a regular City Council meeting after the conclusion of the public hearing  
118 and any continuation thereof as prescribed by the Local Government Article Section 4-407 of the  
119 Annotated Code of Maryland (as amended) and also provided that a proper petition for referendum  
120 calling for an election related to the annexation is not filed as permitted by law.  
121

122 SECTION 5. AND BE IT FURTHER RESOLVED that, if any section, subsection,  
123 paragraph, sentence, clause, phrase or word of this Resolution or its application to any person or  
124 circumstances is held invalid by any court of competent jurisdiction, the remaining sections,  
125 subsections, paragraphs, sentences, clauses, phrases, and words of this Resolution, or the



**CHARTER Resolution No. 298**  
**(Annexation)**

126 application of the provision to other persons or circumstances then in effect, shall continue in full  
127 force and effect.

128  
129 SECTION 6. AND BE IT FURTHER RESOLVED, by the Mayor and City Council of  
130 Havre de Grace, Maryland, that the Director of Planning shall promptly register the original and  
131 the new corporate boundaries of the City of Havre de Grace with the Clerk of the Circuit Court of  
132 Harford County and the Department of Legislative Reference for the State of Maryland when this  
133 Resolution takes effect.

134  
135 SECTION 7. AND BE IT FURTHER RESOLVED, by the City Council of Havre de  
136 Grace, Maryland that the Mayor is authorized to enter into an Annexation Agreement and/or Public  
137 Works Agreement with the recommendation of the Director of Planning Director of the  
138 Department of Public Works, and after for legal sufficiency by the City Attorney, to implement  
139 the purposes of this Charter Resolution and the Annexation Plan.

140  
141 Introduced by the City Council and attested the Director of Administration this 20th day of  
142 November, 2023.

143  
144

145 ATTEST: THE MAYOR AND CITY COUNCIL  
146 OF HAVRE DE GRACE, MARYLAND

147  
148  
149 \_\_\_\_\_  
150 Stephen J. Gamatoria William T. Martin  
151 Director of Administration Mayor

152  
153 Introduced: 11/20/2023  
154 Public Hearing 1/2/2024  
155 Second Reading:  
156 Adoption/Enactment:  
157 Adopted/Effective Date (45 days after enactment if no referendum):

158  
159 Attachments:  
160 Exhibit A – Property Description  
161 Exhibit B – Resolution 2023-20 – Annexation Plan  
162 Exhibit C – City Code Section 20 – Annexation Policy

## **Exhibit A**

### **Property Description of Land**

**To be Annexed into the City of Havre de Grace**

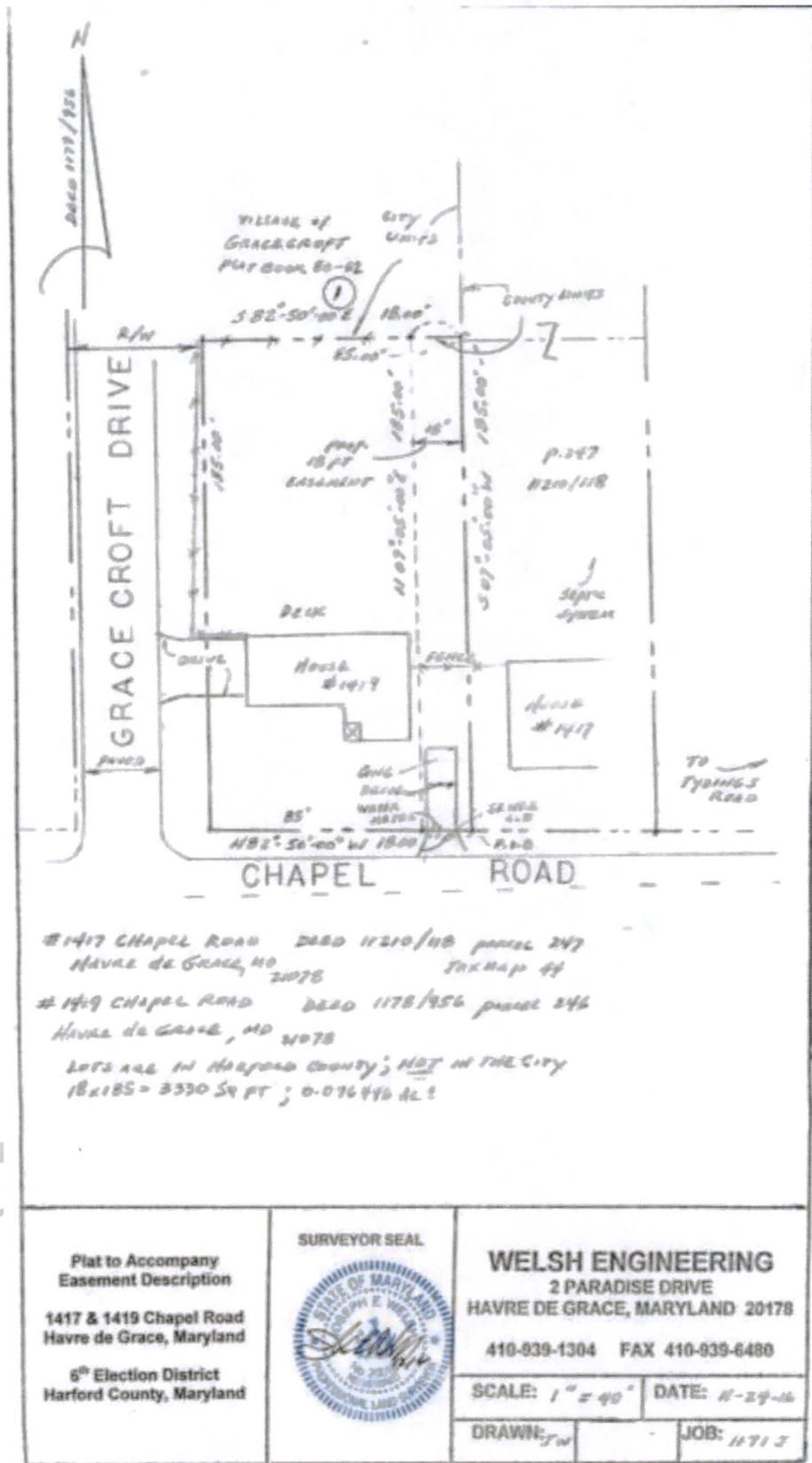
**1419 Chapel Road**

**Consisting of 15,725 Square Feet More or Less**

Beginning for the same at a point on the northerly side of the road leading from Havre de Grace to Wesleyan Chapel, known as Chapel Road distant fifteen feet northwesterly from the southwesterly corner of the lot heretofore conveyed by deed from G. Arnold Pfaffenbach to William Ellsworth Fletcher and Minnie L. Fletcher, his wife, dated July 14, 1951 and recorded among the Land Records of Harford County in Liber G.R.G. 359, Folio 508; and running thence parallel with the westerly line of said lot conveyed by deed to William Ellsworth Fletcher and Minnie L. Fletcher, his wife, as aforesaid North 7° 05' East 185 feet to a point; thence parallel with the northerly side of Chapel Road North 82° 50' West 85 feet to a point; thence parallel with the aforesaid lot heretofore conveyed by deed from G. Arnold Pfaffenbach to William Ellsworth Fletcher and Minnie L. Fletcher, his wife, South 7° 05' West 185 feet to the northerly side of Chapel Road, thence with the northerly side of Chapel Road South 82° 50' East 85 feet to the place of beginning.



CHARTER Resolution No. 298  
(Annexation)



#1417 CHAPEL ROAD DEED 11210/118 parcel 247  
Havre de Grace, MD 21078 TAX MAP 44

#1419 CHAPEL ROAD DEED 1178/156 parcel 246  
Havre de Grace, MD 21078

LOTS ARE IN HARFORD COUNTY; NOT IN THE CITY  
18x185 = 3330 SQ FT ; 0.076446 AC!

## Exhibit B

Resolution No. 2023-20

CITY COUNCIL  
OF  
HAVRE DE GRACE, MARYLAND

RESOLUTION NO. 2023-20

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 AND THE PROVISIONS OF THE ANNOTATED CODE OF MARYLAND, LOCAL GOVERNMENT ARTICLE SECTION 4-405, AND CITY CHARTER SECTION 34 ADOPTING AN ANNEXATION PLAN FOR THE PROPERTY KNOWN AS 1419 CHAPEL ROAD CONSISTING OF A TOTAL OF 15,725 SQUARE FEET MORE OR LESS**

**WHEREAS**, the Mayor and City Council of Havre de Grace ("City") seeks to annex certain Property located at 1419 Chapel Road, consisting of 15,725 sq. ft. more or less, and adopt this Annexation Plan in furtherance of the proposed Charter Resolution for Annexation ("Charter Resolution" or "Annexation Resolution"); and

**WHEREAS**, the property to be annexed consists of 15,725, sq. ft. more or less located on the north side of Chapel Road westbound, situated and lying in the Sixth Election District of Harford County, Maryland as set forth more fully below; and

**WHEREAS**, the property is adjacent to property already within the municipal limits of the City, and will not create an enclave;

**WHEREAS**, the annexation is consistent with the Municipal Growth Element of the City's 2010 Comprehensive Plan, and specifically the annexation of properties on a case-by-case basis along Chapel Road between Tydings Road and Shawnee Brooke Drive;

**NOW THEREFORE**, the Mayor and City Council adopt the following Annexation Plan for the property, as defined herein:

**THE ANNEXATION PLAN FOR ONE PARCEL OF LAND LOCATED AT 1419 CHAPEL ROAD FOR A TOTAL OF 15,725 sq. ft. MORE OR LESS**

1. Introduction. The property proposed to be annexed in this Plan is a residential lot situated along the north side of the westbound lane of Chapel Road at the entrance to the residential community known as Gracecroft (although it is not formerly part of Gracecroft, having been in place prior to the establishment of that development). For



**Resolution No. 2023-20**

identification purposes, the Property being annexed consists of one parcel known as 1419 Chapel Road, with the total land area being 15,725 sq. ft., more or less, (the "Property"). The Property to be annexed is reflected on the property description and survey attached as **Exhibit A** and is more particularly described in the following deed filed among the Land Records of Harford County:

1419 Chapel Road, Tax Map 44, Grid 3F, Parcel 246, Account ID No. 06-005667, and described in a Deed dated April 7, 2017 and recorded among the Land Records of Harford County, Maryland, in Liber/Book 12343, folio/page 432, from Dennis M. Moore and Marilee F. Moore to Christopher Skelley and Iris Skelley, husband and wife.

2. Current Conditions. Currently there is one residence located on the Property and two resident voters. The Property to be annexed is serviced by City water and sewer and currently has a private trash service. The property owner has requested the proposed annexation of the Property.
3. Current Zoning. The Property is currently zoned R2 on the official zoning maps of Harford County.
4. Future Proposed Use. The owner of the Property has indicated that it intends to continue the current use as an owner-occupied single-family residence.
5. Proposed Zoning. Proposed zoning for the Property will be R1. No amendment to the City's zoning code will be required for the continued use as currently proposed. The use is also consistent with the Comprehensive Plan for the City of Havre de Grace and uses of adjoining properties.
6. Public Facilities. There is currently no requirement that the land subject to this Annexation Plan be set aside for a school site, water or sewer treatment facilities, libraries, recreation, or fire, EMS or police departments, except that any public easements to be dedicated to the City for purposes of access to any portion of the public water/sewer line which may run through or along the annexed Property may be required. The current annexation plan shall be reviewed for anticipated infrastructure needs. As for water and sewer capacity, the City currently has the water and sewer capacity for this the Property and the owner will be required to pay for all required connection and capital cost recovery fees set forth in the City Code for any new connections. In addition, infrastructure improvements for water pressure and volume of delivery may be required depending on future development plans and will be separately considered at that time. Until a site plan or building permit is approved for such subsequent development of the property, water and sewer capacity for increased or new demand and use remain uncommitted and not guaranteed. Water and/or sewer line upgrades for future increased use must be paid by the owner of the parcel at the property owner's expense, and any recorded recoupments will need to be collected prior to such connections. If there are any additional required infrastructure improvements, including but not limited to water and sewer capacity or distribution

**CHARTER Resolution No. 298  
(Annexation)**

**Resolution No. 2023-20**

upgrades, they shall all be paid for by the owner/developers of the property along with required bonding for performance and maintenance. The owners/developers of the Property shall be charged the standard capital cost recovery charges, user benefit fees and all other fees and charges associated with connection to the City's water and sewer systems. Water and Sewer service rates shall be charged at the generally applicable rates and pursuant to the conditions generally applied by the City. The Property may be subject to recoupment agreements or cost recovery charges for water and sewer as may be authorized by City ordinances, the Annexation Resolution, Annexation Agreement, and/or Public Works Agreement, or separate agreements for capital cost recoupment that may be recorded among the Land Record for Harford County. After the effective date of the annexation, the water and sewer charges will be commensurate with the fees charged to citizens of Havre de Grace which will be prorated from the effective date through the end of the first quarterly billing cycle.

7. Trash Removal. Once annexed, the Property will be serviced by the City's trash removal services and will be charged for all applicable for the tipping fee on the quarterly water/sewer bill.
8. Fire Protection. Fire protection shall continue to be provided to the Property by the Susquehanna Hose Company, Inc. pursuant to conditions applicable to other properties within the corporate boundaries of the City and properties outside of the municipal limits.
9. Schools – Library – Recreation. The scope of the development on the Property is limited to the current single family residential use. As such, no recreation element is required, and no additional school or library expansions will be needed as a result of the proposed annexation.
10. Real Property Taxes. The Property shall be taxed by the City at generally applicable rates. If the land is subject to an abatement request due to an enterprise zone designation.
11. EMS. EMS protection shall be provided to the Property by the Havre de Grace Ambulance Corps, Inc. and Harford County Emergency Services pursuant to the conditions applicable to other properties within the corporate boundaries of the City and properties outside of the municipal limits.
12. Police. Police protection shall be provided to the Property by the Havre de Grace Police Department pursuant to the conditions to other properties within the corporate boundaries of the City and properties outside of the municipal limits in accordance with current mutual aid agreements and policies with the County and neighboring municipalities.
13. Timing of Municipal Services. The municipal services contemplated by this Annexation shall be provided at such time as the Annexation Resolution (Charter Resolution) becomes final after the time for referendum has expired.



CHARTER Resolution No. 298  
(Annexation)

Resolution No. 2023-20

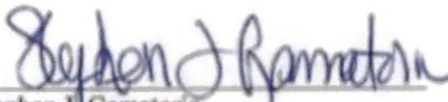
14. Annexation Agreement and Public Works Agreement. The Mayor is authorized to enter into an Annexation Agreement and/or Public Works Agreement with and the owners/developers of the Property detailing the terms of this Annexation Plan and any other appropriate conditions, if required by the City based on recommendations by the Director of the Department of Planning, the Director of the Department of Public Works and/or the City Attorney prior to any development or connections to City water and sewer. The provisions of this Annexation Plan are to be considered minimum requirements and additional requirements (including capital cost recovery fees) or more stringent requirements which may be added and addressed in an Annexation Agreement and/or Public Works Agreement, or both, or as otherwise provided in the Annexation Resolution (Charter Resolution).

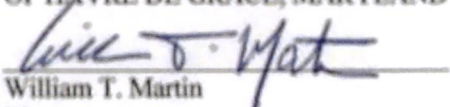
**NOW THEREFORE**, it is this 20<sup>th</sup> day of November, 2023 determined, decided and resolved by the Mayor and City Council:

1. To adopt the Annexation Plan set forth herein.
2. To introduce the Charter Resolution (Annexation Resolution) at the November 20, 2023 City Council meeting;
3. To hold a hearing on the Charter Resolution (Annexation Resolution) on January 2, 2024 at 7 p.m.

ADOPTED by the City Council of Havre de Grace, Maryland this 20<sup>th</sup> day of November, 2023.

ATTEST:

  
Stephen J. Gamatoria  
Director of Administration

THE MAYOR AND CITY COUNCIL  
OF HAVRE DE GRACE, MARYLAND  
  
William T. Martin  
Mayor

Introduced: 11/20/2023  
Passed/Adopted: 11/20/2023  
Effective Date: 11/22/2023

Note: Once approved by City Council, this calendar Resolution is to be attached as Exhibit B to the Charter Resolution (Annexation Resolution) referenced herein.

**Resolution No. 2023-20**

**Exhibit A**

**Property Description of Land**

**To be Annexed into the City of Havre de Grace**

**1419 Chapel Road**

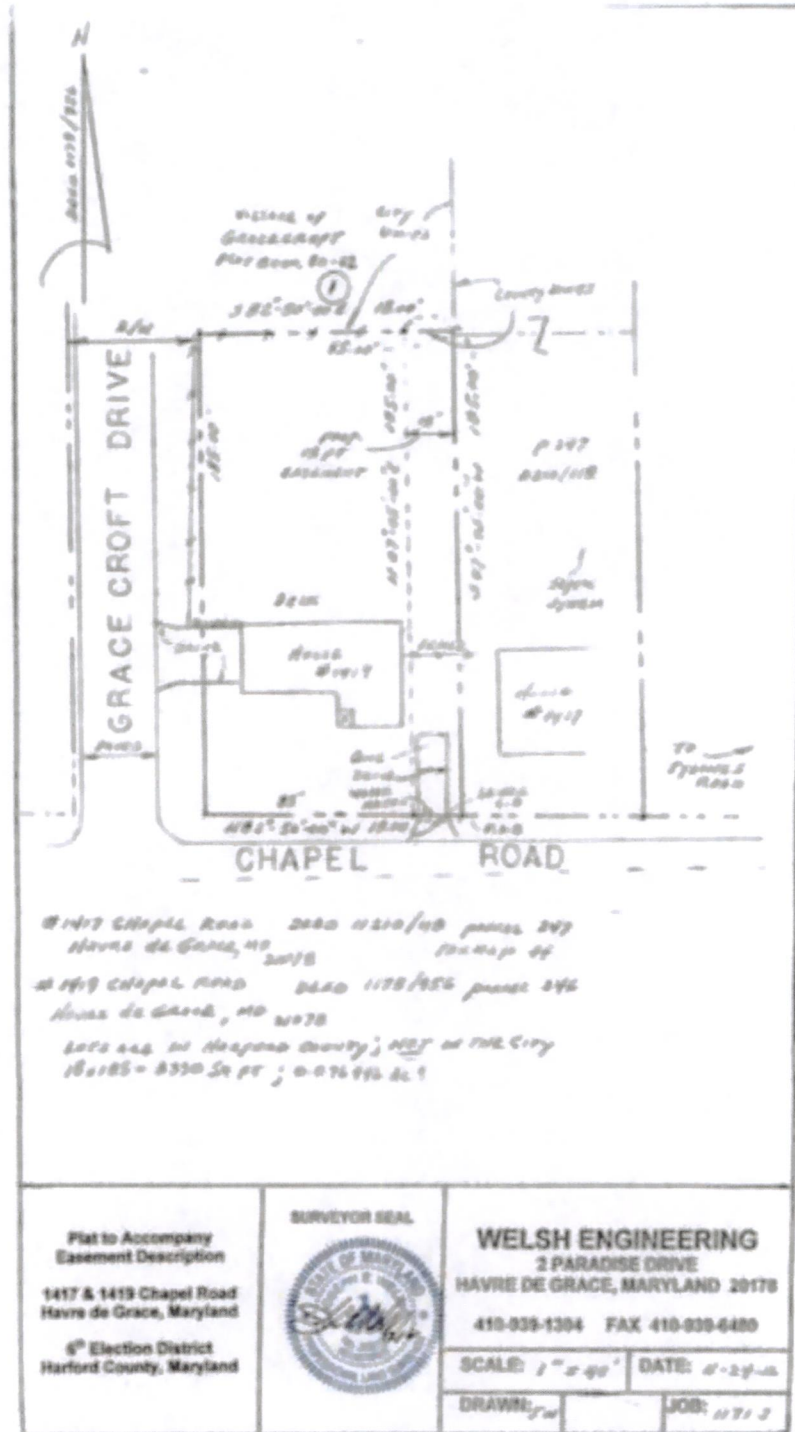
**Consisting of 15,725 Square Feet More or Less**

Beginning for the same at a point on the northerly side of the road leading from Havre de Grace to Wesleyan Chapel, known as Chapel Road distant fifteen feet northwesterly from the southwesterly corner of the lot heretofore conveyed by deed from G. Arnold Pfaffenbach to William Ellsworth Fletcher and Minnie L. Fletcher, his wife, dated July 14, 1951 and recorded among the Land Records of Harford County in Liber G.R.G. 359, Folio 508; and running thence parallel with the westerly line of said lot conveyed by deed to William Ellsworth Fletcher and Minnie L. Fletcher, his wife, as aforesaid North 7° 05' East 185 feet to a point; thence parallel with the northerly side of Chapel Road North 82° 50' West 85 feet to a point; thence parallel with the aforesaid lot heretofore conveyed by deed from G. Arnold Pfaffenbach to William Ellsworth Fletcher and Minnie L. Fletcher, his wife, South 7° 05' West 185 feet to the northerly side of Chapel Road, thence with the northerly side of Chapel Road South 82° 50' East 85 feet to the place of beginning.



CHARTER Resolution No. 298  
(Annexation)

Resolution No. 2023-20



Resolution No. 2023-20  
A. Ishak - 11/15/2023

## Exhibit C

### § 20-1. Policy.

The following principles shall govern annexation:

- A. The City Council may consider and act upon a petition for the annexation of land contiguous and adjacent to the corporate limits of the City in order to promote the health, safety, welfare, and economic development of the City.
- B. The annexation may be appropriate when it promotes coordinated planning for the area surrounding the land proposed for annexation, and where it is consistent with the plans for the present and future development of the City, and where it will not result in isolated development inconsistent with surrounding land uses.
- C. The annexation must contribute to the realization and/or furtherance of the goals and objectives of the Comprehensive Plan and any other corridor or small area plan.
- D. The location relative to existing public facilities and a review of the City's ability to provide public facilities to serve the annexation area.
- E. The development of relevant conditions for the protection and benefit of the residents of the City.
- F. The annexation will not result in an adverse fiscal impact upon the City.
- G. Upon approval of an annexation petition by the City Council, the petitioner shall not be permitted to amend or to otherwise change the terms of the annexation petition.



# CITY COUNCIL

## READ FILE COVER SHEET

Subject: **Charter Resolution 299 concerning the Annexation of  
1609 Pulaski Highway**  
(2<sup>nd</sup> Reading)

Date: **1/3/2024**

**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 January 16, 2024**  
 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

1 CITY COUNCIL  
2 OF  
3 HAVRE DE GRACE, MARYLAND  
4  
5 CHARTER RESOLUTION NO. 299  
6 (ANNEXATION)  
7

8 Introduced by \_\_\_\_\_ Council Member Schneegas  
9

10 **A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF**  
11 **HAVRE DE GRACE, MARYLAND, ADOPTED PURSUANT TO THE**  
12 **AUTHORITY OF THE MARYLAND CONSTITUTION, ARTICLE**  
13 **XI-E AND THE PROVISIONS OF THE ANNOTATED CODE OF**  
14 **MARYLAND, LOCAL GOVERNMENT ARTICLE SUBTITLE 3:**  
15 **AMENDMENT OR REPEAL OF CHARTER, AND SUBTITLE 4:**  
16 **ANNEXATION AUTHORIZING THE LEGISLATIVE BODY OF A**  
17 **MUNICIPALITY TO ANNEX PROPERTY EXTENDING THE**  
18 **BOUNDARIES OF THE MUNICIPALITY BY RESOLUTION TO**  
19 **AMEND THE CITY CHARTER, SPECIFICALLY APPENDIX A OF**  
20 **THE HAVRE DE GRACE CHARTER BY ADDING “SUBSECTION**  
21 **A.39 THE SECOND 2023 ADDITION TO THE CITY BOUNDARIES,”**  
22 **ALONG WITH THE LEGAL DESCRIPTION OF THE ACRES OF**  
23 **LAND WHICH WILL ENLARGE THE BOUNDARIES OF THE CITY**  
24 **OF HAVRE DE GRACE TO INCLUDE THE PROPERTY KNOWN**  
25 **AS 1609 PULASKI HIGHWAY PLUS A PORTION OF THE 30-**  
26 **FOOT-WIDE RIGHT-OF-WAY CONSISTING OF A TOTAL OF 1.59**  
27 **ACRES MORE OR LESS**

28 On: 11/20/2023

29 at: 7:00 p.m.

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

32 **PUBLIC HEARING**

33 Having been posted and notice of time and place of hearing and title of Charter Amendment  
34 Resolution having been published according to the Charter, a public hearing was held on  
35 January 2, 2024 at 7:07 p.m., and concluded on January 2, 2024 at 7:08 p.m.  
36  
37



**CHARTER Resolution No. 299  
(Annexation)**

38           **WHEREAS**, the land subject to this annexation resolution is eligible for annexation since  
39 the land is contiguous and adjoining the existing corporate boundaries of the City, and the  
40 annexation will not create an unincorporated area as it is bounded on all sides by: (i) property  
41 presently within the corporate limits of the City; (ii) real property proposed to be within the  
42 corporate limits of the City as a result of the proposed annexation; or (iii) any combination of such  
43 properties; and

44           **WHEREAS**, the owners of not less than twenty-five percent (25%) of the assessed value  
45 of the real property to be annexed and at least 25% of the registered voters who are residents in  
46 the area to be annexed consent to the annexation, and therefore the annexation meets the  
47 requirements of Section 4-404 of the Local Government Article of the Annotated Code of  
48 Maryland; and

49           **WHEREAS**, the Mayor and City Council of Havre de Grace, Maryland has adopted an  
50 Annexation Plan for the Property on the same date which is known as City Council Calendar  
51 Resolution No. 2023-21 and which is the subject to this Charter Resolution, and

52           **WHEREAS**, The Mayor and City Council of Havre de Grace, Maryland has determined  
53 that the annexation of 1.59 acres more or less consisting of the parcel and State Road right-of-way  
54 located on the north side of the westbound lane of Pulaski Highway (shown on State Road Plat  
55 3854) as more specifically defined herein is in the best interest of the health and welfare of the  
56 citizens of Havre de Grace and consistent with the City's Comprehensive Plan.

57           **NOW THEREFORE BE IT RESOLVED, ORDAINED, AND ENACTED BY THE**  
58 **MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND AS FOLLOWS:**

59           SECTION 1. The Appendix to the Charter of the Mayor and City Council of Havre de  
60 Grace, Maryland is hereby amended to add a new Subsection A.39, The Second 2023 Addition to  
61 the City Boundaries as set forth in the legal description attached hereto as **Exhibit A** and  
62 incorporated by reference herein. ("Property").

63           SECTION 2. The Mayor and City Council of Havre de Grace, Maryland and the requisite  
64 owners of the properties hereby annexed agree that the conditions and circumstances applicable to  
65 the change in the boundaries of the City of Havre de Grace caused by this annexation and to the  
66 property within the area hereby annexed are as provided in the applicable Charter provisions, laws  
67 and ordinances of the State of Maryland and the City of Havre de Grace, except as follows:

68           (a) The Property is currently given a County zoning designation of Commercial  
69 Industrial District on the official zoning maps of Harford County. The zoning designation in the  
70 City that the Mayor and City Council shall assign to the Property is C-Commercial as defined in  
71 the Havre de Grace Zoning Code.

72           (b) The Property is not currently being serviced by City water and sewer. After the  
73 annexation is final, the Property will be charged generally applicable rates and pursuant to  
74 conditions generally applicable to other City-owned properties within the corporate boundaries of  
75 the City of Havre de Grace. By undertaking this annexation, the City is not agreeing to make or  
76 pay for any upgrades to public facilities that may be needed to develop the currently unoccupied



**CHARTER Resolution No. 299  
(Annexation)**

77 property. The cost to construct any upgrades to facilities necessary to provide water and sewer  
78 service to the Property shall be paid by the owner or developer according to the laws, rules,  
79 regulations and policies, specifications, standards and approvals (including state and county, if  
80 any), existing or required at the time of site plan or subdivision approval, including any applicable  
81 capital cost recovery charges then in effect, annexation agreements allocating responsibility for  
82 construction costs, public works agreements, or recoupment agreements authorized under this  
83 Charter Resolution and the Annexation Plan adopted under Calendar Resolution 2023-21 attached  
84 hereto and marked **Exhibit B**.

85 (c) The Mayor and City Council of Havre de Grace, Maryland acknowledge that a legal  
86 description of the Property has been prepared by a professional engineer and reviewed by the City.

87 (d) The terms and conditions of this Charter Resolution are consistent with the  
88 Annexation Policy of the Mayor and City Council of Havre de Grace, Maryland established by  
89 City Code Section 20 (“Annexation Policy”), a copy of which is attached hereto as **Exhibit C**.

90 SECTION 3. AND BE IT FURTHER RESOLVED that, promptly after the introduction  
91 and first reading of this Charter Resolution by the Mayor and City Council of Havre de Grace,  
92 Maryland, the Director of Administration shall create a public notice, briefly and accurately  
93 describing the proposed change and the conditions and circumstances applicable. The aforesaid  
94 notice shall be published two (2) times at not less than weekly intervals in a newspaper or  
95 newspapers of general circulation in the City of Havre de Grace and the area to be annexed, as the  
96 area to be annexed is less than 25 acres. The aforesaid public notice shall state a time, not less  
97 than fifteen (15) days after the second (2<sup>nd</sup>) publication thereof and not less than 30 days after the  
98 Annexation Plan described in Calendar Resolution 2023-21 is approved, provided to the regional  
99 and national planning agencies, and the place within the City of Havre de Grace at which a public  
100 hearing shall be held to consider public comment to consider this Charter Resolution. The public  
101 hearing may be continued or rescheduled in accordance with the requirements set forth in Local  
102 Government Article of the Annotated Code of Maryland. Immediately upon the first publication  
103 of the specified public notice, a copy of the public notice and other relevant documents shall be  
104 provided to the Harford County Council, the Harford County Executive, the Director of the  
105 Harford County Department of Planning and Zoning, the Planning Commission of the City of  
106 Havre de Grace, and to any other regional or state planning agency having jurisdiction over the  
107 property.

108 SECTION 4. AND BE IT FURTHER RESOLVED that, this Charter Resolution shall  
109 become effective forty-five (45) days after its enactment by the Mayor and City Council of Havre  
110 de Grace, Maryland, provided that after the public hearing this Charter Resolution is read and  
111 passed by an affirmative vote of a majority of the Council members present at a second reading of  
112 the Charter Resolution at a regular City Council meeting after the conclusion of the public hearing  
113 and any continuation thereof as prescribed by the Local Government Article Section 4-407 of the  
114 Annotated Code of Maryland (as amended) and also provided that a proper petition for referendum  
115 calling for an election related to the annexation is not filed as permitted by law.



**CHARTER Resolution No. 299  
(Annexation)**

116 SECTION 5. AND BE IT FURTHER RESOLVED that, if any section, subsection,  
117 paragraph, sentence, clause, phrase or word of this Resolution or its application to any person or  
118 circumstances is held invalid by any court of competent jurisdiction, the remaining sections,  
119 subsections, paragraphs, sentences, clauses, phrases, and words of this Resolution, or the  
120 application of the provision to other persons or circumstances then in effect, shall continue in full  
121 force and effect.

122 SECTION 6. AND BE IT FURTHER RESOLVED, by the Mayor and City Council of  
123 Havre de Grace, Maryland, that the Director of Planning shall promptly register the original and  
124 the new corporate boundaries of the City of Havre de Grace with the Clerk of the Circuit Court of  
125 Harford County and the Department of Legislative Reference for the State of Maryland when this  
126 Resolution takes effect.

127 SECTION 7. AND BE IT FURTHER RESOLVED, by the City Council of Havre de  
128 Grace, Maryland that the Mayor is authorized to enter into an Annexation Agreement and/or Public  
129 Works Agreement with the recommendation of the Director of Planning Director of the  
130 Department of Public Works, and after determination of legal sufficiency by the City Attorney, to  
131 implement the purposes of this Charter Resolution and the Annexation Plan.

132 Introduced by the City Council and attested the Director of Administration this 20th day of  
133 November, 2023.

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ATTEST:

THE MAYOR AND CITY COUNCIL  
OF HAVRE DE GRACE, MARYLAND

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\_\_\_\_\_  
Stephen J. Gamatoria  
Director of Administration

\_\_\_\_\_  
William T. Martin  
Mayor

143  
144  
145  
146  
147

Introduced: 11/20/2023  
Public Hearing  
Second Reading:  
Adoption/Enactment:

148 Adopted/Effective Date (45 days after enactment if no referendum):

149 Attachments:

150 Exhibit A – Property Description  
151 Exhibit B – Resolution 2023-21 – Annexation Plan  
152 Exhibit C – City Code Section 20 – Annexation Policy

## Exhibit A

**ANNEXATION OF LAND TO  
THE CITY OF HAVRE DE GRACE**

**ROAD ADJOINING THE LAND AT  
1609 PULASKI HIGHWAY  
HAVRE de GRACE, MARYLAND**

**6<sup>TH</sup> ELECTION DISTRICT  
HARFORD COUNTY, MARYLAND**

**BEGINNING FOR THE SAME** at a point at the southeasterly corner of a parcel located in the City of Havre de Grace labelled "Open Space, Parcel A" as shown on a plat of Greenway Farms, Revised Final Plat One Phase One as recorded in the Land Records of Harford County in Plat Book 126 Folio 18, said point having coordinates of North 682,181.21 East 1,561,691.58, and leaving said point and running thence with the easterly side of a 30 ft. right-of-way with bearings based upon the plat

South 22 degrees 55 minutes 43 seconds East 140.58 feet, thence crossing the 30 ft. right-of-way as shown on State Road Plat 3854

South 67 degrees 04 minutes 17 seconds West 30.00 feet, thence with the westerly side of the 30ft. right-of-way and with the former bank side,

North 22 degrees 55 minutes 43 seconds West 165.76 feet to the Northeast corner of the land of the former bank as described in a deed dated Dec. 15, 2020 from Cecil Bank to 2612 Laurel Bush Road LLC as recorded in the Land Records of Harford County in Liber 14374 Folio 441 and running with the 30 ft. right-of-way

North 22 degrees 55 minutes 43 seconds West 49.95 feet to a point on the current City limits and thence with the City limit South 44 degrees 41 minutes 07 seconds East 80.93 feet, to the point of beginning,



**CHARTER Resolution No. 299  
(Annexation)**

Containing 5,343.75 square feet, 0.1227 acre acres as shown on the attached drawing and based on a survey by Welsh Engineering. The annexed land is the 30 ft. lane East and North of the former bank site, a.k.a. 1609 Pulaski Highway



ANNEXATION OF LAND TO  
THE CITY OF HAVRE DE GRACE

1609 PULASKI HIGHWAY  
HAVRE de GRACE, MARYLAND

6<sup>TH</sup> ELECTION DISTRICT  
HARFORD COUNTY, MARYLAND

BEGINNING AT A POINT on the City Limits of the City of Havre de Grace at a point on the westerly side of a 30 foot right-of-way that adjoins the land known as 1609 Pulaski Highway, said point of beginning being shown on State Road Plat 3854 and leaving said point and running South 12 degrees 02 minutes 41 seconds West 71.88 feet to a point on the northerly right-of-way of the through road of Pulaski Highway as shown on State Road Plat 2049

and running thence along U.S. 40 Pulaski Highway by a curve to the right having a radius of 5,654.58 and arc length of 247.79 feet and a chord with bearing and distance of South 47 degrees 34 minutes 42 seconds West 247.77 feet,

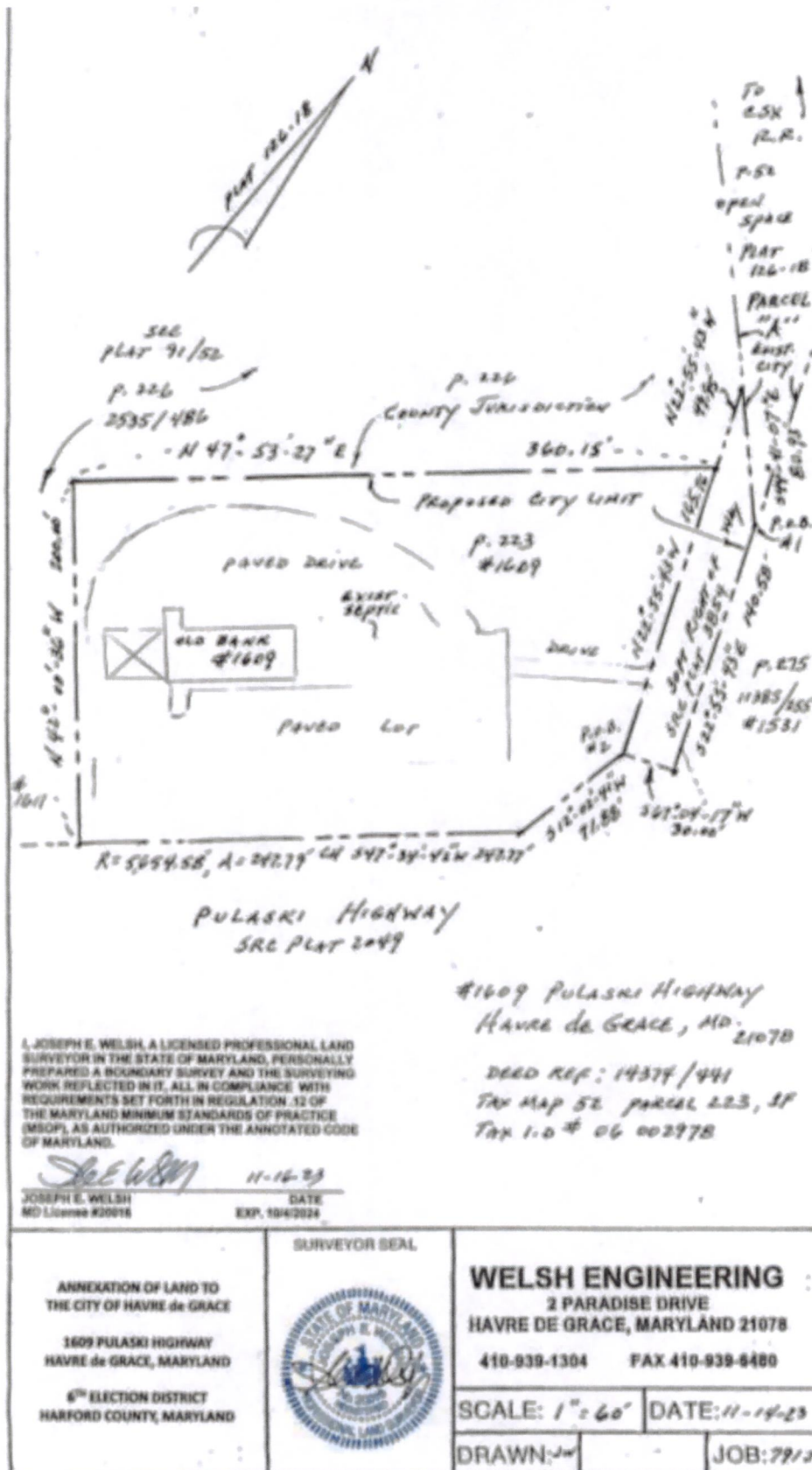
thence leaving Pulaski Highway and running North 42 degrees 00 minutes 36 seconds West 200.00 feet

North 47 degrees 53 minutes 27 seconds East 360.15 feet to a point on old 30 foot right-of-way and running with the 30 ft. right-of-way along the City Limits of the City of Havre de Grace South 22 degrees 55 minutes 43 seconds East 165.76 feet to the point of beginning, containing 1.4735 acres.





CHARTER Resolution No. 299  
 (Annexation)



## Exhibit B

Resolution No. 2023-21

CITY COUNCIL  
OF  
HAVRE DE GRACE, MARYLAND

RESOLUTION NO. 2023-21

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 AND THE PROVISIONS OF THE ANNOTATED CODE OF MARYLAND, LOCAL GOVERNMENT ARTICLE SECTION 4-405, AND CITY CHARTER SECTION 34 ADOPTING AN ANNEXATION PLAN FOR THE PROPERTY KNOWN AS 1609 PULASKI HIGHWAY PLUS A PORTION OF THE 30-FOOT-WIDE RIGHT-OF-WAY CONSISTING OF A TOTAL OF 1.59 ACRES MORE OR LESS**

**WHEREAS**, the Mayor and City Council of Havre de Grace ("City") seeks to annex certain Property located at 1609 Pulaski Highway plus a portion of the 30-foot-wide right-of-way consisting of 1.59 acres more or less ("Property"), and adopt this Annexation Plan in furtherance of the proposed Charter Resolution for Annexation ("Charter Resolution" or "Annexation Resolution"); and

**WHEREAS**, the property to be annexed consists of 1.59 acres ft. more or less located on the north side of the westbound lane of Pulaski Highway, situated and lying in the Sixth Election District of Harford County, Maryland as set forth more fully below; and

**WHEREAS**, the Property is adjacent to property already within the municipal limits of the City, and the annexation will not create an enclave;

**WHEREAS**, the annexation is consistent with the Municipal Growth Element of the City's 2010 Comprehensive Plan, and specifically the Municipal Growth Element and City expansion along Pulaski Highway/Route 40;

**NOW THEREFORE**, the Mayor and City Council adopt the following Annexation Plan for the property, as defined herein:

**THE ANNEXATION PLAN FOR ONE PARCEL OF LAND LOCATED AT 1609 PULASKI HIGHWAY PLUS A PORTION OF THE 30-FOOT-WIDE RIGHT-OF-WAY CONSISTING OF A TOTAL OF 1.59 ACRES MORE OR LESS**



Resolution No. 2023-21

1. Introduction. The property proposed to be annexed in this Plan is a commercial lot situated along the north side of the westbound lane of Pulaski Highway with an unoccupied building that was formerly a bank. For identification purposes, the Property being annexed consists of one parcel known as 1609 Pulaski Highway, with the total land area being 1.478 acres more or less together with a portion of the adjacent 30-foot-wide State Highway right-of-way consisting of 0.112 acres more or less. The Property to be annexed is reflected on the property description and survey attached as **Exhibit A** and is more particularly described in the following deed filed among the Land Records of Harford County:

1609 Pulaski Highway, Tax Map 52, Grid 1F, Parcel 223, Account ID No. 06-002978, and described in a Deed dated December 15, 2020 and recorded among the Land Records of Harford County, Maryland, in Liber/Book 14374, folio/page 441, from Columbian Bank FSB to 2612 Laurel Bush Road LLC.

2. Current Conditions. Currently there is one unoccupied commercial office building located on the Property and no resident voters are present. The Property to be annexed is not serviced by City water or sewer. The Property is serviced by County water and private septic systems. The property owner has requested the proposed annexation of the Property.
3. Current Zoning. The Property is currently zoned Commercial Industrial district on the official zoning maps of Harford County.
4. Future Proposed Use. The owner of the Property has indicated that it intends to continue the commercial use of the property and will be submitting a site plan on proposed development.
5. Proposed Zoning. Proposed zoning for the Property will be C-Commercial. No amendment to the City's zoning code will be required for the proposed use. The proposed use is also consistent with the Comprehensive Plan for the City of Havre de Grace and uses of nearby properties.
6. Public Facilities. There is currently no requirement that the land subject to this Annexation Plan be set aside for a school site, water or sewer treatment facilities, libraries, recreation, or fire, EMS or police departments, although construction of a public sewer and/or water line may be required and/or public easements may need to be dedicated to the City by the owner for purposes of access to any portion of the public water/sewer line which may run through or along the annexed Property. The current annexation plan shall be reviewed for anticipated infrastructure needs. As for water and sewer capacity, the City estimates that it currently has the water and sewer capacity for the Property. However, infrastructure improvements for water pressure and volume of delivery may be required and will be separately considered at the time of site plan approval. ***Until a site plan is approved, water and sewer capacity remain uncommitted and not guaranteed.*** Water and/or sewer lines must be extended to the respective parcels at the property owner's expense, and any recorded recoupments will need to be

**Resolution No. 2023-21**

collected prior to such connections. If there are any additional required infrastructure improvements, including but not limited to increased water and sewer capacity or distribution, they shall all be paid for by the owner/developers of the property along with required bonding for performance and maintenance. The owners/developers of the Property shall be charged the standard capital cost recovery charges, user benefit fees and all other fees and charges associated with connection to the City's water and sewer systems. Water and Sewer service rates shall be charged at the generally applicable rates and pursuant to the conditions generally applied by the City. The Property may be subject to recoupment agreements or cost recovery charges for water and sewer as may be authorized by City ordinances, the Annexation Resolution, Annexation Agreement, and/or Public Works Agreement, or separate agreements for capital cost recoupment that may be recorded among the Land Record for Harford County.

7. Trash Removal. Once annexed, the Property will be serviced by private commercial trash removal services and will not be billed for the City trash removal services.
8. Fire Protection. Fire protection shall continue to be provided to the Property by the Susquehanna Hose Company, Inc. pursuant to conditions applicable to other properties within the corporate boundaries of the City and properties outside of the municipal limits.
9. Schools – Library – Recreation. The scope of the development on the Property is limited to commercial use. As such, no recreation element is required, and no additional school or library expansions will be needed as a result of the proposed annexation.
10. Real Property Taxes. The Property shall be taxed by the City at generally applicable rates. If the land is subject to an abatement request due to an enterprise zone designation
11. EMS. EMS protection shall be provided to the Property by the Havre de Grace Ambulance Corps, Inc. and Harford County Emergency Services pursuant to the conditions applicable to other properties within the corporate boundaries of the City and properties outside of the municipal limits.
12. Police. Police protection shall be provided to the Property by the Havre de Grace Police Department pursuant to the conditions to other properties within the corporate boundaries of the City and properties outside of the municipal limits in accordance with current mutual aid agreements and policies with the County and neighboring municipalities.
13. Timing of Municipal Services. Municipal services shall be provided at such time as the Annexation Resolution (Charter Resolution) becomes final after the time for referendum has expired.
14. Annexation Agreement and Public Works Agreement. The Mayor is authorized to enter into an Annexation Agreement and/or Public Works Agreement with and the owners/developers of the Property detailing the terms of this Annexation Plan and any



**Resolution No. 2023-21**

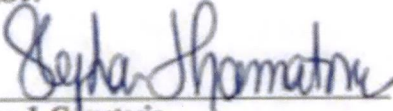
other appropriate conditions, if required by the City based on recommendations by the Director of the Department of Planning, the Director of the Department of Public Works and/or the City Attorney prior to any development or connections to City water and sewer. The provisions of this Annexation Plan are to be considered minimum requirements and additional requirements (including capital cost recovery fees) or more stringent requirements which may be added and addressed in an Annexation Agreement and/or Public Works Agreement, or both, or as otherwise provided in the Annexation Resolution (Charter Resolution).

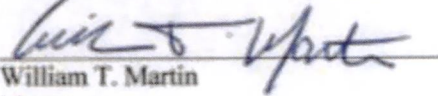
**NOW THEREFORE**, it is this 20<sup>th</sup> day of November, 2023 determined, decided and resolved by the Mayor and City Council:

1. To adopt the Annexation Plan set forth herein.
2. To introduce the Charter Resolution (Annexation Resolution) at the November 20, 2023 City Council meeting;
3. To hold a hearing on the Charter Resolution (Annexation Resolution) on January 2, 2024 at 7 p.m.

ADOPTED by the City Council of Havre de Grace, Maryland this 20<sup>th</sup> day of November, 2023.

ATTEST:

  
Stephen J. Gmatoria  
Director of Administration

THE MAYOR AND CITY COUNCIL  
OF HAVRE DE GRACE, MARYLAND  
  
William T. Martin  
Mayor

Introduced: 11/20/2023  
Passed/Adopted: 11/20/2023  
Effective Date: 11/22/2023

Note: Once approved by City Council, this calendar Resolution is to be attached as Exhibit B to the Charter Resolution (Annexation Resolution) referenced herein.

Resolution No. 2023-21

## Exhibit A

ANNEXATION OF LAND TO  
THE CITY OF HAVRE DE GRACE

ROAD ADJOINING THE LAND AT  
1609 PULASKI HIGHWAY  
HAVRE de GRACE, MARYLAND

6<sup>TH</sup> ELECTION DISTRICT  
HARFORD COUNTY, MARYLAND

**BEGINNING FOR THE SAME** at a point at the southeasterly corner of a parcel located in the City of Havre de Grace labelled "Open Space, Parcel A" as shown on a plat of Greenway Farms, Revised Final Plat One Phase One as recorded in the Land Records of Harford County in Plat Book 126 Folio 18, said point having coordinates of North 682,181.21 East 1,561,691.58, and leaving said point and running thence with the easterly side of a 30 ft. right-of-way with bearings based upon the plat

South 22 degrees 55 minutes 43 seconds East 140.58 feet, thence crossing the 30 ft. right-of-way as shown on State Road Plat 3854

South 67 degrees 04 minutes 17 seconds West 30.00 feet, thence with the westerly side of the 30ft. right-of-way and with the former bank side,

North 22 degrees 55 minutes 43 seconds West 165.76 feet to the Northeast corner of the land of the former bank as described in a deed dated Dec. 15, 2020 from Cecil Bank to 2612 Laurel Bush Road LLC as recorded in the Land Records of Harford County in Liber 14374 Folio 441 and running with the 30 ft. right-of-way

North 22 degrees 55 minutes 43 seconds West 49.95 feet to a point on the current City limits and thence with the City limit South 44 degrees 41 minutes 07 seconds East 80.93 feet, to the point of beginning.



**CHARTER Resolution No. 299  
(Annexation)**

**Resolution No. 2023-21**

Containing 5,343.75 square feet, 0.1227 acre acres as shown on the attached drawing and based on a survey by Welsh Engineering. The annexed land is the 30 ft. lane East and North of the former bank site, a.k.a. 1609 Pulaski Highway



**Resolution No. 2023-21  
A. Ishak – 11/15/2023**

**Charter Resolution No. 299  
A. Ishak – 11/15/2023**

**CHARTER Resolution No. 299  
(Annexation)**

**Resolution No. 2023-21**

**ANNEXATION OF LAND TO  
THE CITY OF HAVRE DE GRACE**

**1609 PULASKI HIGHWAY  
HAVRE de GRACE, MARYLAND**

**6<sup>TH</sup> ELECTION DISTRICT  
HARFORD COUNTY, MARYLAND**

BEGINNING AT A POINT on the City Limits of the City of Havre de Grace at a point on the westerly side of a 30 foot right-of-way that adjoins the land known as 1609 Pulaski Highway, said point of beginning being shown on State Road Plat 3854 and leaving said point and running

South 12 degrees 02 minutes 41 seconds West 71.88 feet to a point on the northerly right-of-way of the through road of Pulaski Highway as shown on State Road Plat 2049

and running thence along U.S. 40 Pulaski Highway by a curve to the right having a radius of 5,654.58 and arc length of 247.79 feet and a chord with bearing and distance of South 47 degrees 34 minutes 42 seconds West 247.77 feet,

thence leaving Pulaski Highway and running North 42 degrees 00 minutes 36 seconds West 200.00 feet

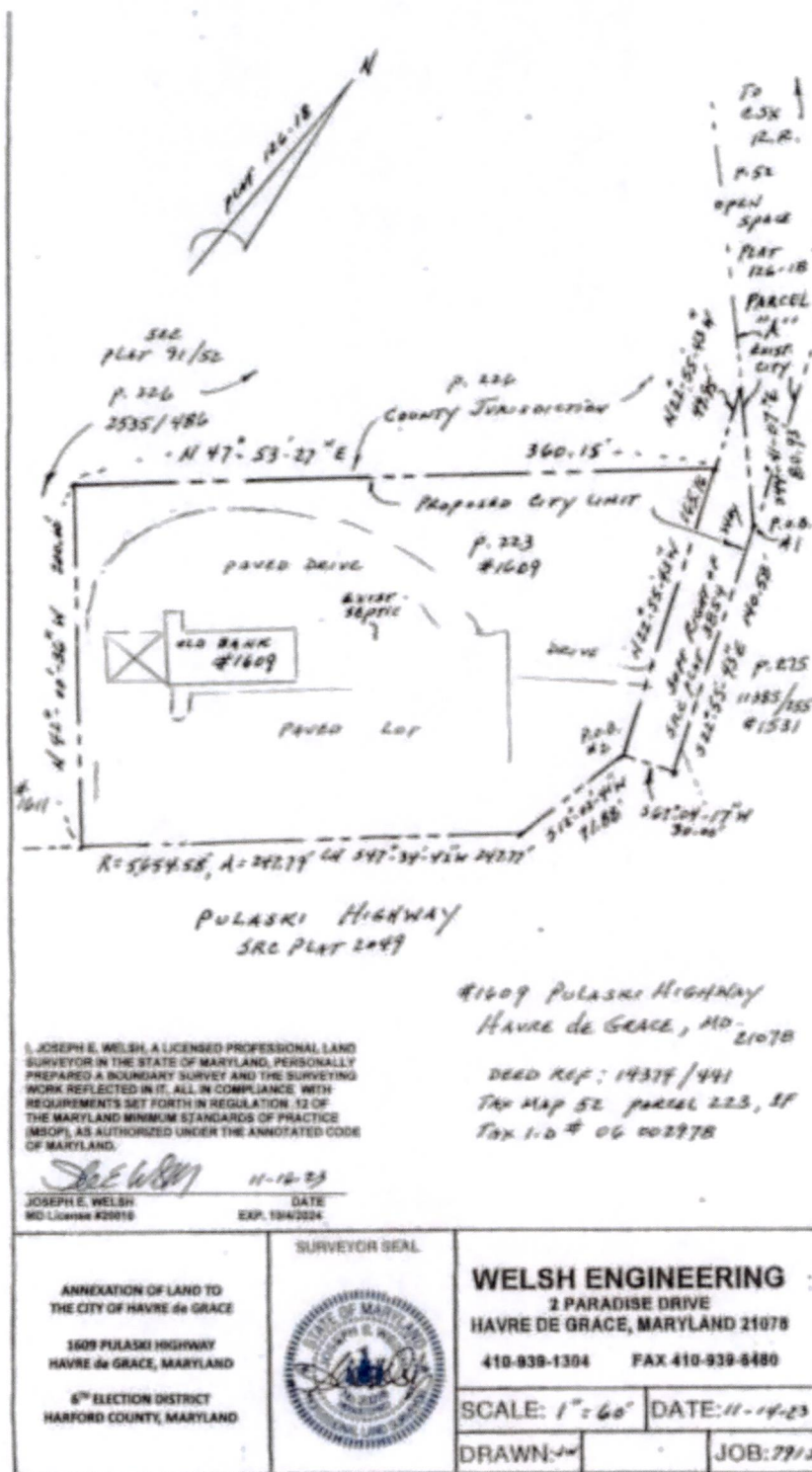
North 47 degrees 53 minutes 27 seconds East 360.15 feet to a point on old 30 foot right-of-way and running with the 30 ft. right-of-way along the City Limits of the City of Havre de Grace South 22 degrees 55 minutes 43 seconds East 165.76 feet to the point of beginning, containing 1.4735 acres.



**Resolution No. 2023-21**  
A. Ishak – 11/15/2023



Resolution No. 2023-21



Resolution No. 2023-21  
A. Ishak - 11/15/2023

## Exhibit C

### § 20-1. Policy.

The following principles shall govern annexation:

- A. The City Council may consider and act upon a petition for the annexation of land contiguous and adjacent to the corporate limits of the City in order to promote the health, safety, welfare, and economic development of the City.
- B. The annexation may be appropriate when it promotes coordinated planning for the area surrounding the land proposed for annexation, and where it is consistent with the plans for the present and future development of the City, and where it will not result in isolated development inconsistent with surrounding land uses.
- C. The annexation must contribute to the realization and/or furtherance of the goals and objectives of the Comprehensive Plan and any other corridor or small area plan.
- D. The location relative to existing public facilities and a review of the City's ability to provide public facilities to serve the annexation area.
- E. The development of relevant conditions for the protection and benefit of the residents of the City.
- F. The annexation will not result in an adverse fiscal impact upon the City.
- G. Upon approval of an annexation petition by the City Council, the petitioner shall not be permitted to amend or to otherwise change the terms of the annexation petition.



# CITY COUNCIL

## READ FILE COVER SHEET

Subject: **Calendar Resolution concerning Review and Approval of Criteria for Tax Credit to SHCo, Ambulance Corps, Police**

Date: **1/11/2024**

**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 January 16, 2024**
  - 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. 2024-\_\_\_

Introduced by \_\_\_\_\_ Council Member Boyer \_\_\_\_\_

**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, SECTIONS 33 AND 34 OF THE CITY CHARTER, CITY CODE CHAPTER 177, ARTICLE V, SECTION 21, TO REVIEW AND APPROVE CRITERIA USED TO CHARACTERIZE "ACTIVE" STATUS FOR THE BASIC CREDIT FOR QUALIFYING MEMBERS OF THE SUSQUEHANNA HOSE COMPANY, HAVRE DE GRACE AMBULANCE CORPS, AND HAVRE DE GRACE POLICE DEPARTMENT**

**WHEREAS**, the City Council adopted Ordinance No. 1065 on March 7, 2022 to Repeal and Amend Chapter 177, Article V. Tax Credit for Qualifying First Responders of the Police Department, Susquehanna Hose Company, Inc., and Havre de Grace Ambulance Corps, Inc.; and

**WHEREAS**, §177-21 Eligibility states, "Revised rosters shall be annually submitted by each organization, removing deceased members or employees from the list where no surviving spouse is eligible for the tax credit, and removing or changing status of members or employees based on eligibility criteria. The criteria by which each respective organization characterizes "active" status qualifying members of the SHCO, HDGAC, and PD for the Basic Credit shall be reviewed and approved annually no later than February 1 of each year by resolution of the City Council."; and

**WHEREAS**, the organizations have submitted their revised rosters; and

**WHEREAS**, the basic credit for the Havre de Grace Ambulance Corps and the Susquehanna Hose Company is \$500 and the enhanced credit is an additional \$500, with a maximum credit of \$1,000 that may be earned; and

**WHEREAS**, the basic credit for the Havre de Grace Police Department is \$1,000; and

**WHEREAS**, the organizations have submitted the criteria by which they characterize "active" status for the basic credit for qualifying members; and



WHEREAS, the criteria is as follows:

**Criteria for Active Status for Basic Credit**

Havre de Grace Ambulance Corps and the Susquehanna Hose Company

Eligibility is determined by active members having earned the necessary points required for the State of Maryland, Louis L. Goldstein Volunteer Fire, Rescue, and Emergency Medical Services tax modification, which is based on earning the required points in the different LOSAP categories, as follows: training hours, drills attended, meetings attended, collateral/EMS duty hours, responses, and elected officer points (2 points per month); members are required to earn a minimum of 50 points combined in these categories. Points may be earned in all LOSAP categories.

Life members of the Havre de Grace Ambulance Corps and the Susquehanna Hose Company must have 15 years of service to receive the basic tax credit. Life members receiving the lifetime member tax credit as of January 1, 2022 (for the 2022 tax liability) will continue to receive the credit as they are grandfathered into the previous legislation.

Havre de Grace Police Department

Eligibility is determined by being an employee of the Havre de Grace Police Department and living in the City of Havre de Grace.

**Criteria for Active Status for Enhanced Credits**

The eligibility for the enhanced credit for the Havre de Grace Ambulance Corps and the Susquehanna Hose Company as described in Ordinance No. 1065 is as follows:

Members of the Havre de Grace Ambulance Corps and the Susquehanna Hose Company, must meet the eligibility requirement for the basic credit or lifetime credit for each respective organization, and who annually meets the following additional service requirements:

- a. On an annual basis, such a member has at least 72 apparatus runs or rides on an actual piece of equipment responding to a dispatch call, whether or not such call is in the home box.
- b. Up to approximately 30% of the rides or runs eligible for enhanced credit (24 rides) may be comprised of duty hours equal to three duty hours per ride or run if the member was on-call and available to respond on any apparatus at the station but no calls were dispatched for that piece of equipment during the on-call time.

**NOW, THEREFORE**, it is determined, decided, and resolved by the City Council that the criteria for each organization has been reviewed and is hereby approved.

ADOPTED by the City Council of Havre de Grace, Maryland this \_\_\_\_ day of \_\_\_\_\_, 2024.

SIGNED by the Mayor and attested by the Director of Administration this \_\_\_\_ day of \_\_\_\_\_, 2024.

[Signatures to follow on the next page.]

ATTEST:

MAYOR AND CITY COUNCIL  
OF HAVRE DE GRACE

---

Stephen J. Gamatoria  
Director of Administration

---

William T. Martin  
Mayor

Introduced: 1/16/2024

Passed/Adopted:

Effective Date:



# CITY COUNCIL

## READ FILE COVER SHEET

Subject: **Ordinance 1135 concerning Accepting a Deed of Easement  
for 973 Chesapeake Drive**

(2<sup>nd</sup> Reading)

Date: **1/3/2024**

**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 January 16, 2024**

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. 1135

Introduced by \_\_\_\_\_ Council Member Schneegas \_\_\_\_\_

**AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE ADOPTED PURSUANT TO THE AUTHORITY OF ARTICLE XI-E OF THE MARYLAND CONSTITUTION, THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND AND SECTIONS 33 AND 34 OF THE HAVRE DE GRACE CITY CHARTER, FOR THE PURPOSE OF ACCEPTING A DEED OF EASEMENT WITH RESPECT TO PUBLIC FACILITIES TO INCLUDE A MUNICIPAL WATER LINE ACROSS THE PROPERTY LOCATED AT 973 CHESAPEAKE DRIVE**

On: 12/18/2023  
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 January 2, 2024 at 7:08 p.m., and concluded on January 2, 2024 at 7:09 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.



35 WHEREAS, the owner of real property located at 973 Chesapeake Drive (“Owner”)
36 desires to execute and dedicate a deed of easement (substantially in the form attached hereto) with
37 respect to a municipal water line that will be installed on the property identified as Tax Account
38 Number 06-035930 and more specifically shown on the attached deed of easement (Exhibit 1)
39 (“Deed of Easement”) and Exhibits A and B attached thereto (“Easement Area”); and
40

41 WHEREAS, the purpose of easement is to allow a municipal water line to be installed so
42 that the adjoining property known as 904 Hebditch Lane can receive City water; and
43

44 WHEREAS, the Mayor and City of Council of Havre de Grace (“City”) desires to accept
45 the Deed of Easement to provide the City with a utility easement for the purpose of access to, and
46 maintenance and repair of, the municipal water line as may be required from time to time; and
47

48 WHEREAS, the Owner intends to execute a Deed of Easement in substantially similar
49 form as attached hereto as Exhibit 1; and
50

51 WHEREAS, the City’s acquisition of the easement is for a public purpose.
52

53 NOW THEREFORE, it is this \_\_\_\_ day of \_\_\_\_\_ 2024, determined,
54 decided, and ordained by a majority of the City Council members that:
55

56 The Mayor is authorized to sign a deed of easement in substantially similar form
57 that is attached hereto as Exhibit 1 and take such other action needed to acquire
58 and record the easement from the Owner of 973 Chesapeake Drive for the
59 purposes set forth in this ordinance.
60

61 The foregoing Ordinance is hereby approved by the City Council.
62

63 ADOPTED by the City Council of Havre de Grace, Maryland this \_\_\_ day of \_\_\_\_\_,
64 2024.
65

66 SIGNED by the Mayor and attested by the Director of Administration this \_\_ day of
67 \_\_\_\_\_, 2024.
68

69 ATTEST:

MAYOR AND CITY COUNCIL
OF HAVRE DE GRACE

70
71
72 \_\_\_\_\_
73 Stephen J. Gamatoria
74 Director of Administration
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70
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72 \_\_\_\_\_
73 William T. Martin
74 Mayor
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76 Introduced/First Reading: 12/18/2023
77 Public Hearing: 1/2/2024
78 Second Reading/Adopted:
79 Effective Date:

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# Exhibit 1

PREPARED WITHOUT BENEFIT OF TITLE EXAMINATION

## UTILITY EASEMENT AGREEMENT

THIS EASEMENT AGREEMENT made this \_\_day of \_\_\_\_\_ 2024, by and between Bonnie S. Gease, GRANTOR; and, The Mayor and City Council of Havre de Grace, a Maryland Municipal Corporation, GRANTEE (collectively, “Parties”).

Whereas, Bonnie S. Gease is the owner of property known as 973 Chesapeake Drive, Havre de Grace, MD 21078 (“Property”); and,

Whereas, the Parties desire to establish a public utility easement crossing said Property; and,

Whereas, the Grantor desires to grant said perpetual easement for the sole purposes stated herein.

WITNESSETH, NOW THEREFORE, in consideration of the premises which are incorporated herein by reference, and other good and valuable consideration, receipt of which is hereby acknowledged, the Grantor does grant unto the Grantee, its successors and assigns, a perpetual, non-exclusive, utility easement, ten (10) feet wide, as shown on Exhibit A and Exhibit B attached hereto and made a part of, to the subject Property; and,

THE GRANT OF EASEMENT IS SUBJECT TO the following conditions:

- a. All work performed in connection with the utility easement herein granted shall be done in a good and workmanlike manner and in accordance with all applicable laws, ordinances, codes, rules and regulations of all governmental agencies and authorities; and
- b. All work, once commenced, shall be prosecuted diligently to its completion in the shortest reasonable time possible under the circumstances; and
- c. Grantee shall keep the easement area free at all times of waste materials and rubbish or liens from arising from the exercise by Grantee of any work and shall restore the land to its original condition prior to any work; and
- d. Grantee shall save, defend, indemnify and hold harmless the Grantor, whether for bodily injury or property damage, resulting from the construction, installation and maintenance of said easement; and
- e. Grantee shall only use the easement for the installation, maintenance, and repair of the utilities for which this agreement sets out; and
- f. Grantor shall have the right to use the surface of said Easement Area, so long as, except as otherwise provided herein, said use is not inconsistent with the installation, use, operation and maintenance of said easement; and



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g. The parties shall at all times cooperate with one another and comply with reasonable requests not inconsistent with the purpose for which this easement is executed, including but not limited to executing any statements, affidavits, plans or other instruments necessary to effectuate the purposes hereof, provided the same is without cost to and would not result in a material increase in the obligations of the cooperating party; and

h. Nothing herein shall create or be construed to create any rights in and/or for the benefit of the general public in or to the property or the easement area granted hereby.

This easement shall not supersede or exclude the implied easement rights of passage and service access to any existing utilities within its boundaries.

The easement granted herein is a covenant running with the land and shall bind and or inure to the parties hereto, their personal representatives, heirs, successors and or assigns, in perpetuity.

TO HAVE AND TO HOLD the said non-exclusive easement unto the Grantee, its successors and assigns, for the purposes and terms herein stated, unless otherwise amended.

IN WITNESS WHEREOF, the hand and seal of the Grantor this \_\_\_ day of \_\_\_\_\_ 2024.

WITNESS:

GRANTOR:

\_\_\_\_\_

\_\_\_\_\_  
Bonnie S. Gease

STATE OF MARYLAND, COUNTY OF HARFORD, TO WIT:

I HEREBY CERTIFY that on this \_\_\_ day of \_\_\_\_\_ 2024, before me, the subscriber, a Notary Public of the State and County aforesaid, personally appeared Bonnie S. Gease and acknowledged that she executed the same for the purposes herein contained, and in my presence signed and sealed the same.

AS WITNESS my hand and Notarial Seal.

\_\_\_\_\_  
Notary Public  
My Commission Expires: \_\_\_\_\_

82 IN WITNESS WHEREOF, the hand and seal of the Grantee this \_\_ day of \_\_\_\_\_ 2024.

83  
84 WITNESS/ATTEST:

GRANTEE:  
Mayor and City Council of Havre de Grace

85  
86  
87 \_\_\_\_\_

\_\_\_\_\_  
By William T. Martin, Mayor

88  
89  
90 STATE OF MARYLAND, COUNTY OF HARFORD, TO WIT:

91  
92 I HEREBY CERTIFY that on this \_\_ day of \_\_\_\_\_ 2024, before me, the subscriber, a Notary  
93 Public of the State and County aforesaid, personally appeared William T. Martin and  
94 acknowledged that he executed the same for the purposes herein contained, and in my presence  
95 signed and sealed the same.

96  
97 AS WITNESS my hand and Notarial Seal.

98  
99 \_\_\_\_\_  
100 Notary Public

101 My Commission Expires: \_\_\_\_\_

102



## Exhibit A

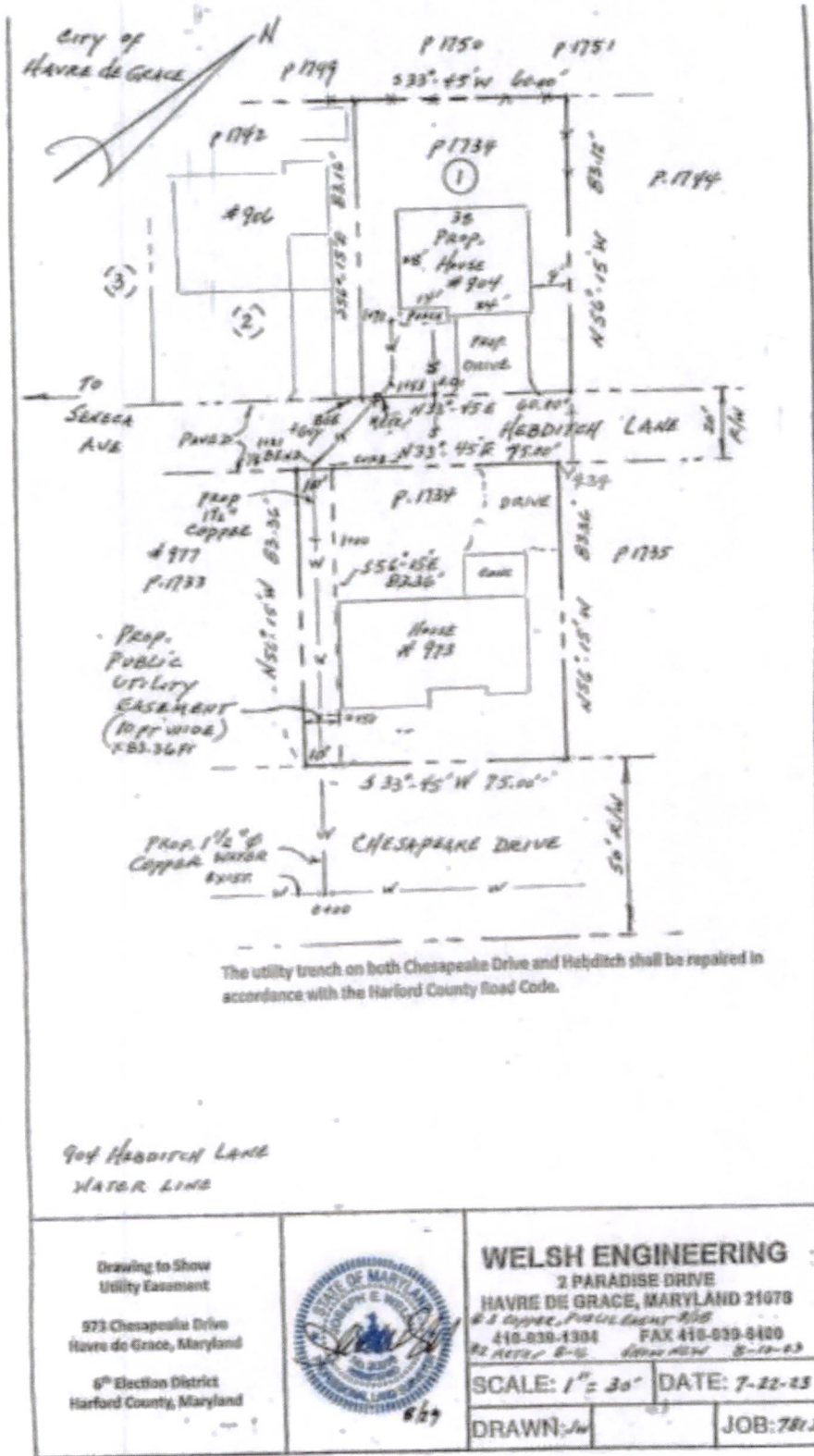
### Legal Description

Utility Easement  
973 Chesapeake Drive  
Havre de Grace, Maryland  
6<sup>th</sup> Election District  
Harford County, Maryland

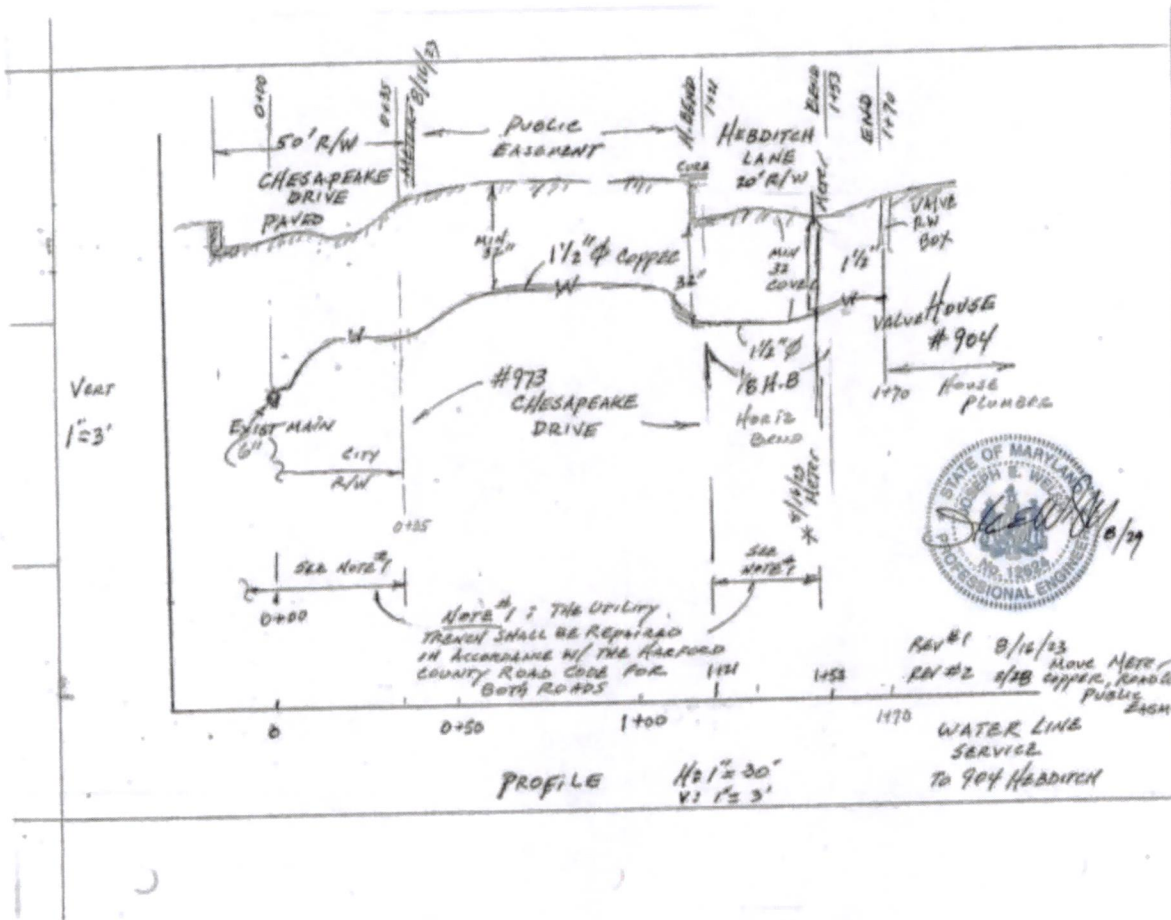
BEGINNING FOR THE SAME at a point on the easterly side of Hebditch Lane in the City of Havre de Grace, said point being the northwesterly corner of the land also known as 973 Chesapeake Drive as described in a deed dated July 18, 2007 from the Estate of Gretha Tollenger to 973 Chesapeake Drive, LLC as recorded in the Land Records of Harford County in deed Liber 7451 Folio 709,  
and leaving said point of beginning and running with the easterly side of Hebditch Lane North 33 degrees 45 minutes 00 seconds East 10.00 feet, thence leaving Hebditch Lane and running thru the aforesaid Land of 973 Chesapeake Drive for a new line of easement South 56 degrees 15 minutes 00 seconds East 83.36 feet to a point on the easterly side of Chesapeake Drive,  
thence running with Chesapeake Drive South 33 degrees 45 minutes 00 seconds West 10.00 feet to the westerly lot line and thence with the westerly lot line North 56 degrees 15 minutes 00 seconds West 83.36 feet to the point of beginning as shown on a drawing by Welsh Engineering and intended to be recorded with this description.

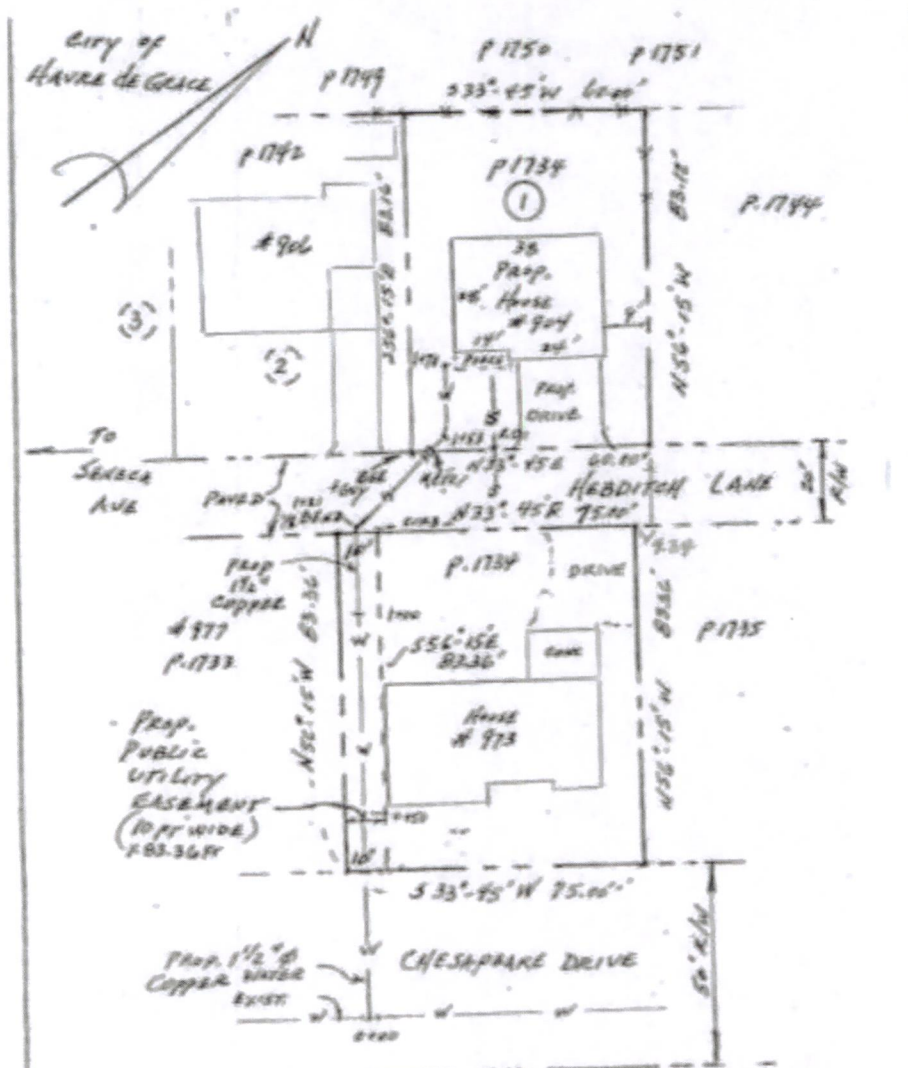


# Exhibit B









The utility trench on both Chesapeake Drive and Hedditch shall be repaired in accordance with the Harford County Road Code.

904 HEDDITCH LANE  
WATER LINE

<p><b>Utility Plan</b> Drawing to Show Utility Easement</p> <p>973 Chesapeake Drive Havre de Grace, Maryland</p> <p>6<sup>th</sup> Election District Harford County, Maryland</p>		<p><b>WELSH ENGINEERING</b> 2 PARADISE DRIVE HAVRE DE GRACE, MARYLAND 21078 410-939-1304 FAX 410-939-6460</p> <p>SCALE: 1" = 30'    DATE: 7-22-23</p> <p>DRAWN: <i>AW</i>    JOB: 781J</p>
---	--	--



# CITY COUNCIL

## READ FILE COVER SHEET

Subject: **Ordinance 1136 concerning Adding Chapter 31-2 TT and UU regarding Vacant, Abandoned and Deteriorated Properties (2<sup>nd</sup> Reading)**

Date: **1/3/2024**

**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"/>	<b>Read and Comment as Needed</b>
<input checked="" type="checkbox"/>	<b>Action Required by January 16, 2024</b>
<input type="checkbox"/>	In Confidential File Drawer

Approve:

Johnny Boker                       Yes                       No                       No Comment

Comment: \_\_\_\_\_

Casi Boyer                       Yes                       No                       No Comment

Comment: \_\_\_\_\_

Vicki Jones                       Yes                       No                       No Comment

Comment: \_\_\_\_\_

Jim Ringsaker                       Yes                       No                       No Comment

Comment: \_\_\_\_\_

Jason Robertson                       Yes                       No                       No Comment

Comment: \_\_\_\_\_

Tammy Lynn Schneegas                       Yes                       No                       No Comment

Comment: \_\_\_\_\_

Note: N/A

CITY COUNCIL  
OF  
HAVRE DE GRACE, MARYLAND

ORDINANCE NO. 1136

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 ADD CHAPTER 31-2 TT AND UU REGARDING VACANT, ABANDONED AND DETERIORATED PROPERTIES**

On: 12/18/2023

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 January 2, 2024 at 7:09 p.m., and concluded on January 2, 2024 at 7:17 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 BE IT ORDAINED, that Chapter 31-2 is hereby amended as follows:  
34

35 TT – Vacant, Abandoned and/or Deteriorated (VAD) Properties – Non-Residential Uses in  
36 Residential Area

- 37 (1) Purpose – Due to the unregulated development of portions of the city prior to the  
38 establishment of the City Zoning Code, non-residential uses and residential uses are  
39 interspersed throughout Havre de Grace—especially in the old town. Havre de Grace has  
40 recognized that based on several factors, VAD properties that are or were non-residential  
41 in use, which are adjacent to residential uses, can have an extraordinarily negative affect  
42 on the surrounding community that is deleterious to the health, safety and welfare of the  
43 public. It is in the best interest of the residents and businesses of Havre de Grace to  
44 designate VAD properties and be proactive in reducing negative effects those properties  
45 have on neighborhoods, including but not limited to, an unreasonable and substantial  
46 interference with the public’s use and enjoyment of public properties and protecting the  
47 health, safety and welfare of the City’s residents.
- 48 (2) When a property that was non-residential in character in or adjacent to a residential zoning  
49 district is designated a VAD property, or if it is determined by the Code Official to meet  
50 any of the definitions under 111.1.5, “Dangerous, structure or premises” in the 2021  
51 International Property Maintenance Code (IPMC), the property will be deemed unsafe.
- 52 (3) The Code Official may also make a determination that a property is in VAD status citing  
53 the specific provision of the currently adopted version of the IPMC, Chapter 31 of the City  
54 Code, any amendments of those ordinances, or other section of the City Code where there  
55 is a violation and the code section is relied upon in making a VAD determination.
- 56 (4) The Code Official will send notice to the property owner, via Certified U.S. Mail, U.S.  
57 Mail and will physically post the property with the notice, stating the property is being  
58 considered for VAD status. The property owner shall respond within 60 days to the Code  
59 Official’s notice.
- 60 (5) The Code Official’s notice will list the violations and reasons why the subject property is  
61 being considered for VAD determination, including the specific citations to the City Code,  
62 the IPMC or other law. In addition, if after inspection the Code Official determines that the  
63 structure creates an imminently dangerous condition, it shall be so stated in the Notice,  
64 together with an explanation that property may be subject to immediate demolition without  
65 further notice and with a demand for reimbursement of demolition costs to the City.
- 66 (6) The property owner’s response to the Code Officer’s notice should include the following  
67 information:
- 68 a. If the property is vacant, the date the property became vacant;
  - 69 b. Future plans for the subject property, including timeline for renovation,  
70 redevelopment and reoccupation of the subject property;
  - 71 c. If structures on the subject property will not be reoccupied, the property owner shall  
72 state the reasons in their response;



- 73 d. If the structures on the property are recommended for demolition, the property  
74 owner should provide a timeline for demolition in their response. All demolitions  
75 must be performed per the City’s guidelines and shall include all paved and  
76 asphalted areas;
- 77 e. Interim plans to abate any violations discussed in the Code Official’s notice; and  
78 f. Interim plans to make the subject structure and/or property safe.
- 79 (7) If after 60 days from the date of notice, there is no response from the property owner or  
80 his/her agent, the Code Official will deem the property abandoned, and if there is an  
81 additional determination by the Code Official that if the abandoned property is not only  
82 unsafe but in its current condition creates an imminent risk of death or serious bodily harm,  
83 then the City can remedy, alleviate and abate the issues in the manner mentioned in the  
84 notice.
- 85 (8) In the event an owner files a response to the Notice, all action items identified under  
86 Subsections (6) (b), (d), (e), and (f) above must substantially begin within 90 days of the  
87 date the property owner’s response to the Code Official. Upon the property owner’s written  
88 request made prior to the expiration of the 90 days, the Code Official can provide two (2)  
89 90-day extensions for the owner to substantially begin work. In the written extension  
90 request, the property owner shall provide:
- 91 a. Facts to support the need for the extension and;  
92 b. An updated timeline describing when the owner will substantially begin and  
93 complete work.
- 94 (9) In the event the work to be performed within the time limits set forth in Subsection has not  
95 begun, the Code Official will determine that such properties are VAD properties.
- 96 (10) The Code Official shall send the responding owner a second notice, stating that the property  
97 has been formally declared a VAD property. The notice shall include the statement that the  
98 owner has thirty (30) days to file an appeal to the Board of Appeals pursuant to Chapter  
99 25-Article VI of the City Code, and that a failure to appeal will result in the items set forth  
100 in subparagraphs (a) to (d) below being implemented. Such notice shall be sent by the  
101 Code Official by Certified Mail with return receipt, US first class mail, and by posting of  
102 the property. If no appeal is taken within the designated time, or if the Board of Appeals  
103 confirms the Code Official’s designation that the property is a VAD property, the Code  
104 Official shall take the following actions:
- 105 a. All VAD properties and structures shall be posted with signage stating: “Unsafe to  
106 Occupy/No Trespassing” and further meet the requirements under 111.2 of the  
107 IPMC, Chapter 31 of City Code and other appropriate city laws.
- 108 b. The Code Official reserves the right to disconnect all utilities based on Section  
109 111.2.1 of the IPMC and other applicable City laws.
- 110 c. The property owner is ordered to secure any abandoned or vacant property so that  
111 it is not deemed “dangerous”. However, all fencing or other products should be  
112 residential in nature and meet the requirements of §205-9(I)(6), except as modified



113 by the Department of Planning based on an examination of the surrounding  
114 neighborhood.

115 d. If the property will not be reoccupied or redeveloped as indicated in the property  
116 owner’s response discussed in Subsection 6 above, the property owner is ordered  
117 to remove asphalt and concrete parking areas and replace it with maintainable sod,  
118 grass, native plants and other items compatible with the surrounding residential  
119 character of the neighborhood at the owner’s expense.

120 (11) Within ten (10) days of the second notice under Subparagraph 10, the property owner shall  
121 provide the Code Official access to the subject property and all structures to perform a  
122 safety and property maintenance inspection of the property.

123 (12) While the property remains in VAD status, the property owner is required to maintain the  
124 property, landscaping and other items on the property so that it does not become dangerous,  
125 dilapidated, or detrimental to the surrounding neighborhood in manner that creates a public  
126 nuisance.

127 (13) As part of the VAD designation and enforcement process, the Code Official reserves the  
128 right to:

129 a. Abate any part of the property that does not meet the requirements of City Code per  
130 the proper notification requirements provided herein or other provisions of the City  
131 Code; and/or

132 b. If the property owner does not meet the requirements of the City Code, the Code  
133 Official can issue a citation per the City Charter. Violations of code will be  
134 considered a separate offense for each parcel and for each day the violation  
135 continues at \$100.00 per day until the maximum permitted under law is met.

136 (14) The property owner will be responsible for reimbursing the City for all costs incurred  
137 related to abatement or property maintenance. All costs and fees are considered an *ad*  
138 *valorem* tax added to the property for purposes of calculating the property tax due. A  
139 breakdown of the calculation of costs incurred by the City for abatement or demolition is  
140 available to the owner by written request.

142 UU. Section 113.3 Failure to Comply, add to the end of the section: If the Code Official, after  
143 inspection, finds that conditions on the property present imminent danger of death or serious bodily  
144 harm, he may issue an order of demolition for all or a portion of the structures on the property  
145 which shall be included in the notice provided under Subparagraph above. For all other cases, in  
146 which there is no determination that the structure poses an imminent threat of death or serious  
147 injury to person or property, then prior to the structure being demolished and removed, a hearing  
148 on the Order of Demolition will be held by the Board of Appeals per the requirements of Chapter  
149 25 – Article IV. The Board of Appeals will examine whether all provisions of the code have been  
150 met under its “administrative review” powers and that demolition is warranted due to the  
151 abandoned, vacant or unsafe structures being a public nuisance given the situation presented.  
152 Failure to comply with an Order of Demolition or any recommended action issued by the Code  
153 Official shall be deemed a municipal infraction subject to a daily fine of \$100.00 per day for each  
154 day of non-compliance up to the maximum permitted by law.

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

157  
158 ADOPTED by the City Council of Havre de Grace, Maryland this \_\_ day of \_\_\_\_\_, 2023.

159  
160 SIGNED by the Mayor and attested by the Director of Administration this \_\_\_\_ day of \_\_\_\_\_,  
161 2023.

162  
163  
164 ATTEST: MAYOR AND CITY COUNCIL  
165 OF HAVRE DE GRACE  
166  
167  
168 \_\_\_\_\_  
169 Stephen J. Gamatoria William T. Martin  
170 Director of Administration Mayor

171  
172 Introduced/First Reading: 12/18/2023

173 Public Hearing: 1/2/2024

174 Second Reading/Adopted:

175  
176 Effective Date:

Second Reading



# CITY COUNCIL

## READ FILE COVER SHEET

Subject: **Ordinance 1138 concerning Approving Budget Amendment  
2024-06 to Replace Water Distribution Lines on Weber Street  
(Public Hearing and 2<sup>nd</sup> Reading)**

Date: **1/3/2024**

**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"/>	<b>Read and Comment as Needed</b>
<input checked="" type="checkbox"/>	<b>Action Required by January 16, 2024</b>
<input type="checkbox"/>	In Confidential File Drawer

Approve:

Johnny Boker                       Yes                       No                       No Comment

Comment: \_\_\_\_\_

Casi Boyer                       Yes                       No                       No Comment

Comment: \_\_\_\_\_

Vicki Jones                       Yes                       No                       No Comment

Comment: \_\_\_\_\_

Jim Ringsaker                       Yes                       No                       No Comment

Comment: \_\_\_\_\_

Jason Robertson                       Yes                       No                       No Comment

Comment: \_\_\_\_\_

Tammy Lynn Schneegas                       Yes                       No                       No Comment

Comment: \_\_\_\_\_

Note: N/A

CITY COUNCIL  
OF  
HAVRE DE GRACE, MARYLAND  
ORDINANCE NO. 1138  
BUDGET AMENDMENT 2024-06

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 ADDRESS ADDITIONAL ALLOCATION OF FUNDS FOR THE CITY OF HAVRE DE GRACE FOR FISCAL YEAR 2024**

On: January 2, 2024

at: 7:00 p.m.

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

**PUBLIC HEARING**

A Public Hearing is scheduled for January 16, 2024 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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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**, Section 37 of the Charter states “*No officer or employee of the City shall*  
42 *expend money that is not appropriated*”, and the majority of this budget amendment is for time  
43 sensitive Capital Project carry-over, to financially sustain and complete those projects; and

44           **WHEREAS**, the City has determined that the upgrade of the Water Transmission Line along  
45 Weber Street is important to the continued development of the Water Distribution infrastructure  
46 within the City;

47           **NOW THEREFORE**, it is determined, decided, and ordained by the City Council that  
48 Budget Amendment 2024-06 (Exhibit A) be included as part of the Fiscal Year 2024 Budget.  
49  
50

51 ATTEST:

MAYOR AND CITY COUNCIL  
OF HAVRE DE GRACE

52  
53  
54  
55 \_\_\_\_\_  
56 Stephen J. Gamatoria  
57 Director of Administration

58 \_\_\_\_\_  
59 William T. Martin  
60 Mayor

61 Introduced/First Reading:    1/2/2024  
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: 12/26/2023  
RE: Proposed Budget Amendment 2024-06

Weber Street has water lines that are approximately 80 years old. The water line has experienced numerous breaks over the past twelve months that has resulted in damage to several properties as well as intermittent loss of water service to the residences. The City also needs to upgrade the existing four inch water line to an eight inch water line.

Additionally, the existing water line is located within a few feet of residential foundation walls in many areas, posing significant threat of structural damage and flooding to properties when failures occur. One resident has experienced flooding in their basement on three separate occasions as a direct result of line failures. The water line location has also posed a challenge to our Public Works employees responsible for the repairs. For instance, a recent water line break occurred under a resident's porch. To resolve issues such as these the replacement water line will be located under the bed of Weber Street which is in keeping with conventional utility practices.

The routine service disruptions, inadequate size, and poor location of the current water lines has made replacing this service a high priority.

The City proposes to replace approximately 1,130 linear feet of a four inch water line with eight inch water line on Weber Street to include: 40 water service connections, 6 – 8" gate valves and appurtenances, replacement of 2 fire hydrants and connections with 2 – 6" gate valves, restoration of road and driveways as needed, and reestablishment of turf. The new water service line shall be connected to the existing water meters and existing utilities shall be abandoned or removed as necessary.



**Ordinance No. 1138**

The City recently received \$182,000 in Community Development Block Grant (CDBG) proceeds from the Maryland Department of Housing and Community Development (DHCD). This payment was to reimburse the City for Water Line repairs on Pennington Avenue last fiscal year. Those funds were not anticipated in the fiscal 2024 budget and I believe they will be sufficient to replace the water lines on Weber Street based on preliminary engineering.

I am therefore requesting that the City establish capital project expenditure account #09-1232-9066 "Weber Street Water Line Replacement" and that we fund the account at \$182,000 and revenue account #09-0001-48-50 "State Grant Proceeds" be increased by the same amount.

Please contact George DeHority, Patrick Sypolt or EJ Millisor if you have any questions or require additional information regarding this budget amendment request.

**BUDGET AMENDMENT**

December 26, 2023

Amendment # 2024-06

**SOURCE OF FUNDS**

Account Number	Account Title	Amount
	<b>Water &amp; Sewer Fund 9</b>	
09-0001-48-50	State Grant Proceeds (DHCD – CDBG)	\$182,000.00
	<b>Total Sources</b>	<b>\$182,000.00</b>

**USE OF FUNDS**

Account Number	Account Title	Amount
	<b>Water &amp; Sewer Fund 9</b>	
09-1232-9066	Weber Street Water Line Replacement	\$182,000.00
	<b>Total Uses</b>	<b>\$182,000.00</b>

**REASON FOR ADJUSTMENT**

To replace the water distribution lines on Weber Street

**AUTHORITY**

City Council on 1/2/24.

**APPROVAL**

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



# CITY COUNCIL

## READ FILE COVER SHEET

Subject: **Special Event - Independence Day Parade**

July 6, 2024

Date: **1/11/2024**

**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 January 16, 2024**  
 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 12-29-23  
Tracking # 1011 19 0022

EVENT NAME: Havre de Grace Independence Day Parade

Sponsor Organization: Havre de Grace Independence Day Commission

Business Address: PO Box 765 Havre de Grace MD 21078

On-Site Contact Person: Taryn Martin

Contact Information Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Back-Up On-Site Contact Person: Christy Silverstein

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 # \_\_\_\_\_ (attach non-profit status documentation to application)

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

Havre de Grace Independence Day Commission is a City of Havre de Grace Commission.  
Events are insured and overseen by the City of Havre de Grace.

**Event Category:**

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

\* 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>7/6/24</u>	Begin Time: <u>8:00 a.m.</u>
Event Starts	Date: <u>7/6/24</u>	Time: <u>2:00 p.m.</u>
Event Ends	Date: <u>7/6/24</u>	Time: <u>4:30 p.m.</u>
Breakdown	Date: <u>7/6/24</u>	End Time: <u>6:00 p.m.</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)

Parade Route - Warren Street, Union Avenue, Commerce Street  
Lineup Area - Juniata, Stokes, Pennington, Congress, Bourbon - see map attached.

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



Anticipated Attendance: 5000

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.

Road closures the same as in past years. See map for specifics. Commission will work with HdG Police Department, HdG City Administration and DPW to coordinate specifics. Traffic control meetings to be held in June 2024.

\*\* Close Union Avenue to traffic at 1:00 p.m.

**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:

Many City of Havre de Grace staff members serve on Parade Committee and will work to support the event. DPW support needed for No Parking signs, road barriers, stage setup and breakdown and other issues. Police presence along Parade route.

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: \_\_\_\_\_ 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.

Havre de Grace Ambulance Corps will provide emergency services as needed before, during, and after the parade.



**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: Havre de Grace Independence Day Parade

Print Name of Event Sponsor Taryn Martin

Title Co-Chair, HdG. Ind Day Commission

Phone \_\_\_\_\_ Email \_\_\_\_\_

Signature Taryn J Martin Date 12/31/23

Received by Kiley A. Ernest Date 1-3-24  
City Official Date

## **Havre de Grace Independence Day Parade**

### **Saturday, July 6th - 2:00 p.m.**

- Setup by Commission members and volunteers to begin at 8:00 a.m. - or earlier.
- Lineup area roads (Juniata Street, Stokes Street, Warren Street, Pennington Avenue, Congress Avenue, Bourbon Street, Fountain Street, Concord Street) to close at 11:00 a.m.
- Parade entrants to arrive and stage from 11:30 a.m. - 1:30 p.m.
- Union Avenue to be closed at 1:00 p.m.
- Parade Grandstand Stage to be setup on grass at intersection of Union Avenue and Pennington Avenue. \*\*Setup by DPW earlier in the week.
- Hospitality tent for participants to be set up at Warren Street.
- Parade Start - 2:00 p.m.
- Anticipated parade entries - approximately 100 entries, to include marching bands, community organizations, youth groups, antique vehicles, fire companies, elected officials, and much more.
- Food truck vendors to be set up at intersections of Union Avenue and cross-streets. \*\*Will need "NO PARKING" Signs for Vendor spots. Exact layout to be provided to Havre de Grace Administration and DPW Departments at meeting in June.
- Cooling station and first aid station to be set up at Commerce Street. Supervised by Havre de Grace Ambulance Corps. Additional first aid support provided by Ambulance Corps along parade route.
- Security provided along parade route by Havre de Grace Police Department and Police Auxiliary Members.
- Road closure and cleanup support provided by Havre de Grace DPW Department.
- STAR Center - to be open for parade participants for restrooms and cooling center 10:00 a.m. - 4:00 p.m.
- Havre de Grace Opera House - Parade Sponsors Reception and Commission Operations Base 10:00 a.m. - 5:00 p.m.
- VIP Parking for Parade - City Hall parking lot. Cars parked here must have VIP parking pass provided by Commission.



- Portapots to be placed along parade route. Exact locations to be coordinated with City of Havre de Grace Administration and DPW Department.
  - \*Commission will also order and provide portapot for fireworks barge.
  - \*Will be delivered by Don Ewing. All other City restrooms to be open and available to participants and visitors.
- No Parking Signs - follow previous years' parking plan. No Parking all along the parade route and along additional streets as directed by Havre de Grace Police Department. Detailed map to be coordinated between Commission, City of Havre de Grace Administration, Havre de Grace Police Department, and DPW Department. No Parking signs will also be needed for Vendor spots on side streets intersecting Union Avenue.
- Trash and recycling containers needed along parade route and at hospitality tent.
- Marching band buses to be parked along Concord Street, with the exception of the Ravens bus which will park on Commerce Street. Commission member and Havre de Grace Police officers to direct bus parking in this area.
- Cleanup of parade infrastructure to begin immediately after the parade ends.
- Thanks to the many City of Havre de Grace staff members who work diligently to support the success of this event. In addition, we are forever thanks to the huge number of awesome volunteers who work together to celebrate Independence Day in Havre de Grace.

Lineup Area

Parade Route

Bus Parking

**Havre de Grace Independence Day Parade**  
**Saturday, July 6<sup>th</sup>, 2024 – 2:00 p.m. start.**







# Maryland Department of Transportation

## Special Event Permit - Data Sheet

Event Name: Havre de Grace Independence Day Parade

Submittal Date: \_\_\_\_\_

Start Date: 7/6/24 End Date: 7/6/24

Start Time: 01:00 End Time: 05:00

Purpose/Type: Parade

Organizer: Havre de Grace Independence Day Commission

Contact Person: Taryn Martin Daytime Phone: \_\_\_\_\_

Address: Havre de Evening Phone: \_\_\_\_\_  
Grace MD 21078 Email Address: tjmartin712@gmail.com

Number of Participants: 1000 Number of Vehicles: 100 Rain/Snow Date: None

Proposed Route (Written Description)

Will you be occupying **all** or **part** of a travel lane? Yes

Will you be closing **all** or **part** of a roadway? Yes

Have you enlisted local police assistance? Yes  Number 30

Have you enlisted Maryland State Police assistance? Number \_\_\_\_\_

**THE EVENT ORGANIZER IS RESPONSIBLE FOR OBTAINING LOCAL AND/OR MARYLAND STATE POLICE ASSISTANCE AND APPROVAL SIGNATURES**

Place an "X" on the line next to the MDOT SHA District(s) your event will take place in.

<b>District 1</b> Dorchester / Somerset / Wicomico / Worcester	<input type="checkbox"/>
<b>District 2</b> Caroline / Cecil / Kent / Queen Anne's / Talbot	<input type="checkbox"/>
<b>District 3</b> Montgomery / Prince George's	<input type="checkbox"/>
<b>District 4</b> Baltimore / Harford	<input checked="" type="checkbox"/>
<b>District 5</b> Anne Arundel / Calvert / Charles / St. Mary's	<input type="checkbox"/>
<b>District 6</b> Allegany / Garrett / Washington	<input type="checkbox"/>
<b>District 7</b> Carroll / Howard / Frederick	<input type="checkbox"/>

Attach The Following

- Map of affected routes
- Cue sheets (If Available)
- TRAFFIC CONTROL PLAN** - Including details on how intersections will be controlled and by whom, a detour plan, locations of police officers, locations of marshals/volunteers, and locations of traffic control devices.
- Other Event Details:

(Contact the MDOT SHA District Office in which the majority of your event takes place to determine if any additional information is required. )

Submit completed DATA SHEET and SIGNATURE SHEET to the MDOT SHA - NO LATER THAN 60 DAYS PRIOR TO YOUR EVENT



# Maryland Department of Transportation Special Event Permit - Signature Sheet

**Event Name:** Havre de Grace Independence Day Parade

**Organizer's Acknowledgement**

I/We hereby affirm that the **Organizer** of the **Event** and all **Participants** will comply with the Laws of the State of Maryland and any applicable county and municipal ordinances and will adhere to the terms and conditions set forth in the **Permit**. My/Our signature(s) below confirm that the **Organizer** and all **Participants** agree to hold harmless from any liability incurred by them or to others associated with this **Event**, or the various governmental agencies providing assistance for this **Event**. The **Organizer** may be required to obtain Liability and Property Damage Insurance with limits of at least \$300,000 per incident/\$1,000,000 aggregate.

**Organizer:** Havre de Grace Independence Day Commission

**Representative:** Taryn Martin

**Signature:** \_\_\_\_\_

**Terms and Conditions**

- 1 This Event shall adhere to the route, number of participants, and vehicles (Not more than 10% higher than the numbers on this Permit), Date(s), and times shown on Page 1.
- 2 The Organizer shall ensure the the approved **TRAFFIC CONTROL PLAN** is followed.
- 3 In the event of winter weather during the event, the MDOT SHA will require access to all State Highways for weather related operations. This may require cancellation of the event.
- 4 Immediately following the event, the Organizer shall clean up all litter, temporary signs and other event materials and return the roadway to a condition equal to or better than its condition before the event.
- 5 Additional Stipulations:

**Agency Approvals**

Before signing and giving approval for your agency, consider the following:

- 1 Ensure you have the approval authority to sign for your agency to commit manpower and resources.
- 2 Ensure you have looked over the entire application package, including Route Map, Cue Sheets and Traffic Control Plan. If you identify any problems, have the event Organizer address them prior to signing.
- 3 If reimbursement is required, ensure you have mutually agreed upon the amount (In writing) and terms under which payment will be made.

**Local Government / Police**

	Signature	Print Name	Date
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**Local Government / Police**

	Signature	Print Name	Date
--	-----------	------------	------

**Local Government / Police**

	Signature	Print Name	Date
--	-----------	------------	------

**Maryland State Police**

	Signature	Print Name	Date
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**MDOT SHA**

	Signature	Print Name	Date
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## SPECIAL EVENTS WORK SHEET

	<b>Event:</b> Independence Day Parade	<b>Tracking ID:</b> 1011190022				
	<b>Dates:</b> 7/6/24					
	<b>Time of set up:</b> 8:00 a.m.					
	<b>Take down time:</b> 4:30 pm - 6 pm					
	<b>Time of actual event:</b> 2 pm to 4:30 pm					
	<b>Location:</b> See map with application for bus parking, lineup area, and parade route					
	<b>Number of personnel</b>	<b>Regular Pay (Hours)</b>	<b>Overtime Pay Hours*</b>	<b>FULLY Loaded Wage**</b>	<b>Estimated Hours</b>	<b>Total Estimated Cost</b>
<b>PD</b>	18		90	\$115.00	90	\$15,525.00
<b>Notes</b>						
	Completed 01/11/2024					
	<b>Number of personnel</b>	<b>Regular Pay (Hours)</b>	<b>Overtime Pay Hours*</b>	<b>FULLY Loaded Wage**</b>	<b>Estimated Hours</b>	<b>Total Estimated Cost</b>
<b>DPW</b>	11	24	165	\$80.37	189	\$21,820.46
<b>Notes</b>	Prep and post signs, curb painting, street sweeping, tree trimming, stage set-up, barricades placed along route, assist with port-o-pot placement, place trash/recycling barrels along parade rout, clean-up at Event end. <b>Completed: 01.09.24 +</b>					
	<b>29</b>	<b>24</b>	<b>255</b>	<b>\$195.37</b>	<b>279</b>	<b>\$37,345.46</b>
<b>Grand Total</b>						
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 - Independence Day Concert at Hutchins Park**

July 6, 2024

Date: **1/11/2024**

**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 January 16, 2024**  
 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 12-29-23
Tracking # 101190044

EVENT NAME: Independence Day Concert at Hutchins Park

Sponsor Organization: Havre de Grace Independence Day Commission

Business Address: PO Box 765 Havre de Grace MD 21078

On-Site Contact Person: Nicky Fournier

Contact Information Phone: Email:

Back-Up On-Site Contact Person: Christy Silverstein

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? [X] 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:

Havre de Grace Independence Day Commission is a City of Havre de Grace Commission. Events are insured and overseen by the City of Havre de Grace.

Event Category:

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

Date/Time:

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

Setup Date: 7/6/24 Begin Time: 12:00 p.m.
Event Starts Date: 7/6/24 Time: 5:00 p.m.
Event Ends Date: 7/6/24 Time: 10:00 p.m.
Breakdown Date: 7/6/24 End Time: 11:00 p.m.

Rain Date Date: None 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) [X]
David Craig Park (553 N. Union Avenue) [ ]
K-9 Cody Dog Park (100 Lagaret Lane) [ ]
Other location (explain) [ ]

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

Anticipated Attendance: 1000

Admission Fee (if any): \$20

**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.

Hutchins Park closed to traffic and parking all day. Market Street and other side streets closed to traffic. No Parking signs in Hutchins Park. Other street closures as determined by HdG Police Department. TBD in June 2024 meetings.

**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:

DPW to install temporary fencing around park, as boundary in accordance with Liquor Board requirements.

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.

Liquor license to be held by Celebrate the 4th Foundation, a Committee of Community Projects of Havre de Grace, Inc. See attached map and written document for details of alcohol management plan.

**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: \_\_\_\_\_ 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.

Havre de Grace Ambulance Corps will provide emergency services as needed.

**Affidavit:**

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

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

Event Name: Independence Day Concert at Hutchins Park

Print Name of Event Sponsor Taryn Martin

Title Co-Chair, HdG. Ind Day Commission

Phone \_\_\_\_\_ Email \_\_\_\_\_

Signature Taryn J Martin Date 12/31/23

Received by Kiley Ernest Date 1-4-24  
City Official \_\_\_\_\_ Date \_\_\_\_\_

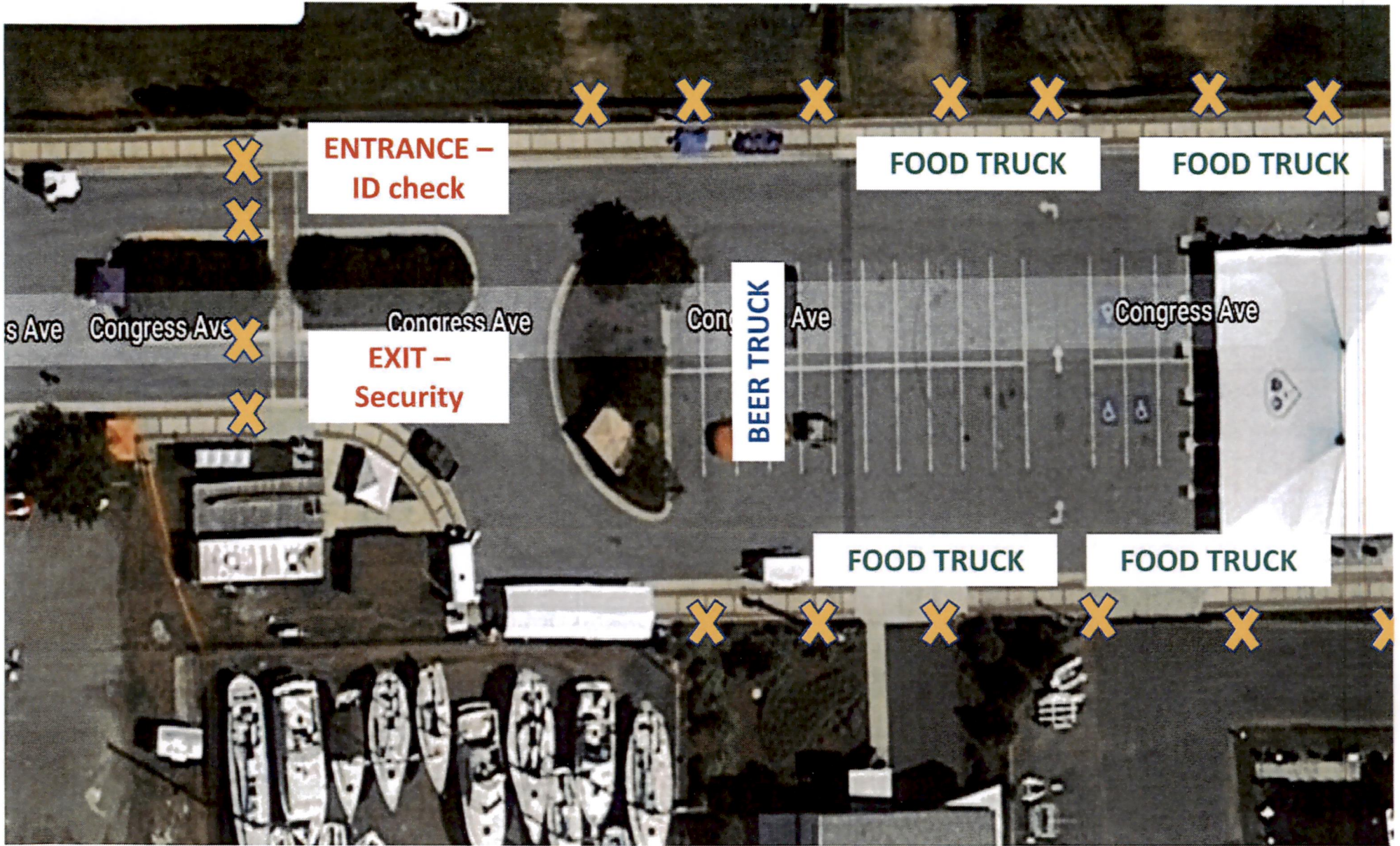


## Independence Day Concert at Hutchins Park - Saturday, July 6th 2024

- Setup by Commission members and volunteers to begin at 12:00 p.m.
- \*Consideration - Farmers Market - will need to be relocated or canceled for this date.
- Park to be fenced as before, with one entrance and one exit. DPW to provide and install snow fencing.
- Adjoining streets to be closed to traffic and parking as directed by the Havre de Grace Police Department.
- Include NO PARKING signs in Hutchins Park. (Starting at 12:00 p.m.)
- Gates open at 5:00 p.m.
- Concert to include two musical groups:
  - Under the Covers and Doc Marten and the Flannels
  - Tickets \$15 in advance. \$20 at the gate.
- Food trucks (4-5) will be located around the park
- Beer (canned) and wine (in single serve glasses) to be sold. Harford County Liquor License to be held by “Celebrate the 4th Foundation”, a committee of the Community Projects of Havre de Grace Foundation, Inc. Foundation members and volunteers to ID guests at the entrance gate. Guests over 21 years of age will be given a wristband to wear, identifying them to be of legal drinking age. Drink tickets to be purchased from table next to beverage truck. Ticket sellers will check for wristbands before selling tickets to guests. Tickets redeemed at beverage truck for beverage of choice. Volunteers at beverage truck will also check for wristbands before handing beverages to guests. Volunteers positioned at exit gate to ensure that no alcoholic beverages leave the designated drinking area.
- TIPS certified and professional event staff from B Scene Events will help manage the event. In addition, Foundation Member Christy Silverstein is TIPS certified.
- Beverage sales end at 9:00 p.m.
- Fireworks to begin at approximately 9:15 p.m. or when dark.
- Park closes at 10:00 p.m.

- 
- Needs from City of Havre de Grace: temporary fencing installed around park, multiple trash and recycling containers and staff to empty, security presence from HdG Police Department, electrical setup for bands.





**ENTRANCE -  
ID check**

**FOOD TRUCK**

**FOOD TRUCK**

**EXIT -  
Security**

**BEER TRUCK**

**FOOD TRUCK**

**FOOD TRUCK**



## SPECIAL EVENTS WORK SHEET

	<b>Event:</b> Independence Day Concert at Hutchins Park	<b>Tracking ID:</b> 1011190044				
	<b>Dates:</b> 7/6/24					
	<b>Time of set up:</b> 12:00 PM					
	<b>Take down time:</b> 10 pm - 11 pm					
	<b>Time of actual event:</b> 5 pm to 10 pm					
	<b>Location:</b> Community Pavilion at Frank Hutchins Memorial Park					
	<b>Number of personnel</b>	<b>Regular Pay (Hours)</b>	<b>Overtime Pay Hours*</b>	<b>FULLY Loaded Wage**</b>	<b>Estimated Hours</b>	<b>Total Estimated Cost</b>
<b>PD</b>	4		16	\$115.00	16	\$2,760.00
<b>Notes</b>	Completed 01/11/2024					
	<b>Number of personnel</b>	<b>Regular Pay (Hours)</b>	<b>Overtime Pay Hours*</b>	<b>FULLY Loaded Wage**</b>	<b>Estimated Hours</b>	<b>Total Estimated Cost</b>
<b>DPW</b>	10	65	110	\$80.37	175	\$18,485.10
<b>Notes</b>	Set up and take down at event end: Barricades, trash & recycle barrels, bathrooms, install safety fencing with tire poles. Provide electricity. JD Contractor to Empty trash and recyclables. DPW staff as needed. <b>Completed: 01/09/24 +</b>					
<b>Grand Total</b>	<b>14</b>	<b>65</b>	<b>126</b>	<b>\$195.37</b>	<b>191</b>	<b>\$21,245.10</b>
<b>REVISION 1/10/2020</b>	*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 - Independence Day Concert & Fireworks at  
Concord Point Park**

July 6, 2024

Date: **1/11/2024**

**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 January 16, 2024**
  - 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 12-29-23  
Tracking # 1011 19 0023

**EVENT NAME:** Independence Day Concert at Concord Point Park

**Sponsor Organization:** Havre de Grace Independence Day Commission

**Business Address:** PO Box 765 Havre de Grace MD 21078

**On-Site Contact Person:** Taryn Martin

Contact Information **Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Back-Up On-Site Contact Person:** Christy Silverstein

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 # \_\_\_\_\_ (attach non-profit status documentation to application)

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

Havre de Grace Independence Day Commission is a City of Havre de Grace Commission.  
Events are insured and overseen by the City of Havre de Grace.

**Event Category:**

- Athletic/Recreation
- Concert/Performance
- Festival
- Carnival
- Parade
- 5K/10K/Walk \*
- Rally
- 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: 7/6/24 Begin Time: 4:00 p.m.

Event Starts Date: 7/6/24 Time: 7:00 p.m.

Event Ends Date: 7/6/24 Time: 10:00 p.m.

Breakdown Date: 7/6/24 End Time: 11:00 p.m.

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

If no, include new times: \_\_\_\_\_

**Location:** (see attached map)

- Millard E. Tydings Memorial Park (352 Commerce Street)
- Community Pavilion (tent) at Frank J. Hutchins Memorial Park (100 Congress Avenue) \$250 fee per day (no amplified sound)
- Concord Point Park (701 Concord Street)
- David Craig Park (553 N. Union Avenue)
- McLhinney Park (811 N. Adams Street)
- K-9 Cody Dog Park (100 Lagaret Lane)
- Veteran's Park (418 Concord Street)
- Other location (explain)

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



Anticipated Attendance: 1000

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.

No traffic and no parking on Concord Street and on adjacent side streets. Additional street closures to be determined by Havre de Grace Police Department to comply with public safety, traffic management, and crowd control measures. Specifics TBD in June 2024 meeting.

**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:

Stage to be set up in grass in park for concert.

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: \_\_\_\_\_ 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.

Havre de Grace Ambulance Corps will provide emergency services as needed.



**Affidavit:**

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

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

Event Name: Independence Day Concert at Concord Point Park

Print Name of Event Sponsor Taryn Martin

Title Co-Chair, HdG. Ind Day Commission

Phone \_\_\_\_\_ Email \_\_\_\_\_

Signature Taryn J Martin Date 12/31/23

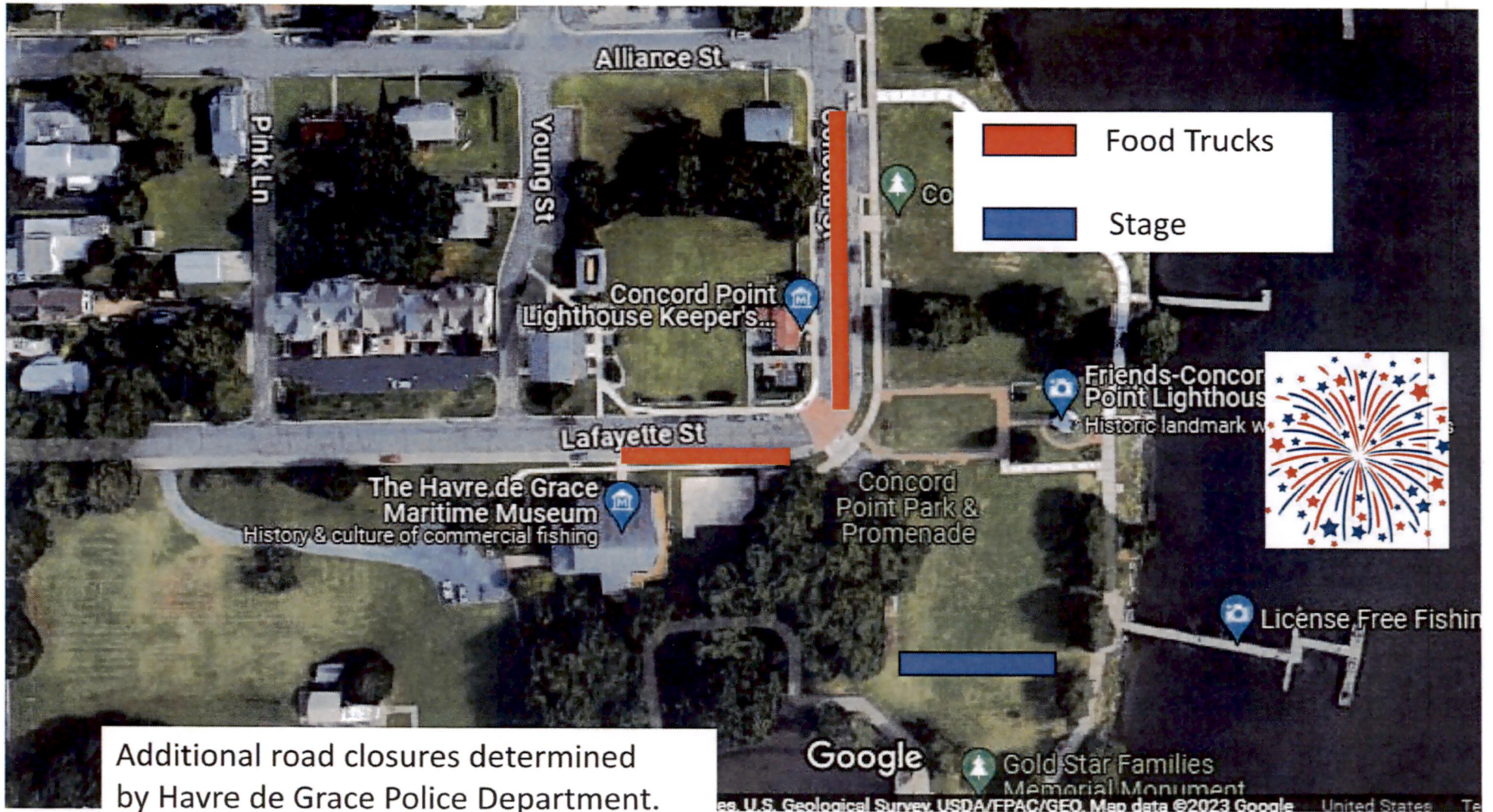
Received by *Hiley Ernest* Date 1-4-24  
City Official

## Independence Day Concert at Concord Point Park - Saturday, July 6th, 2024

- Setup by Commission members and volunteers to begin at 4:00 p.m..
- Stage to be set up in park
- Concert from the Maryland Military Band - 7:30-9:30 p.m.
- Band members to park in grass lot by Maritime Museum
- Electric needed for stage
- Food trucks (approx 8) will be located on Concord Street. Will begin setting up after Parade ends - approx. 4:30 p.m.
- Commission will order portapots to be placed near City restrooms. To be delivered by Don Ewing.
- Fireworks to begin at approximately 9:15 p.m. or when dark
- No Parking along Concord Street and along side streets as directed by Havre de Grace Police Department
- Needs from City of Havre de Grace: multiple trash and recycling containers and staff to empty, security presence from Havre de Grace Police Department, electrical setup for band.



# Concord Point Concert – Saturday July 6<sup>th</sup> 2024





## SPECIAL EVENTS WORK SHEET

	<b>Event:</b> Independence Day Concert & Fireworks at Concord Point Park	<b>Tracking ID:</b> 1011190023				
	<b>Dates:</b> 7/6/24					
	<b>Time of set up:</b> 4:00 PM					
	<b>Take down time:</b> 10 pm - 11 pm					
	<b>Time of actual event:</b> 7:00 pm - 10 pm					
	<b>Location:</b> Concord Point Park					
	<b>Number of personnel</b>	<b>Regular Pay (Hours)</b>	<b>Overtime Pay Hours*</b>	<b>FULLY Loaded Wage**</b>	<b>Estimated Hours</b>	<b>Total Estimated Cost</b>
<b>PD</b>	18		72	\$115.00	72	\$12,420.00
<b>Notes</b>	Completed 01/11/2024					
	<b>Number of personnel</b>	<b>Regular Pay (Hours)</b>	<b>Overtime Pay Hours*</b>	<b>FULLY Loaded Wage**</b>	<b>Estimated Hours</b>	<b>Total Estimated Cost</b>
<b>DPW</b>	10	80	70	\$80.37	150	\$14,868.45
<b>Notes</b>	Prep & Post No Parking Signs. Provide barricades. Clean & stock bathrooms throughout event. Electricity needed. Deliver extra trash and recycling containers. Set-up barge for fireworks: ladder, gangwalk, port-o-pot Clean-up following event. Contractor JD to provide trash collection and disposal throughout event. <b>Completed: 01/09/24 +</b>					
<b>Grand Total</b>	<b>28</b>	<b>80</b>	<b>142</b>	<b>\$195.37</b>	<b>222</b>	<b>\$27,288.45</b>
<b>REVISION 1/10/2020</b>	<b>*Note: OT salary is 1.5 times average salary: ** Note 2 - FULLY Loaded Wage provided by the Finance Department includes Wages, Fringe Benefits &amp; Materials based on the U.S. Department of Health and Human Services Division of Cost Allocation (DCAA)</b>					