



# City of Havre de

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

410-939-1800

## Public Notice

### Havre de Grace City Council Meeting

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

**TIME:** 7:00 p.m.

**DATE:** Monday, February 5, 2024

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

The Council intends to close part of the meeting to discuss a personnel matter. The public may attend the open session and observe the vote of Council to move into closed session at agenda item #18. The Council President will read into the record a closing statement that is available for public inspection. The Council will not reconvene in open session after the closed session.



## COUNCIL MEETING AGENDA

February 5, 2024

711 Pennington Avenue, Havre de Grace, Maryland

7:00 p.m.

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Opening Prayer: Robin Stokes, Ames United Methodist Church
5. Approval of the Minutes:
  - A. City Council Meeting Minutes – January 16, 2024
6. Comments from Citizens
7. Appointments: None
8. Recognitions: None
9. Proclamations: None
10. Presentations:
  - A. Amtrak Susquehanna River Rail Bridge Project (Amtrak Project Team)
  - B. Marina Commission Report (CM Schneegas)
  - C. Short-Term Rental Property Report (Tim Bourcier, Director of Planning)
  - D. Senate Bill 484 and House Bill 538 on Land Use (Adam Rybczynski, Senior Aide to the Mayor)
11. Resolutions:
  - A. **Calendar Resolution concerning Establishing a Position of Opposition to Senate Bill 484 and House Bill 538 (CP Ringsaker)**  
A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND, PURSUANT TO THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND AND SECTIONS 33 AND 34 OF THE CITY CHARTER FOR ESTABLISHING A POSITION OF OPPOSITION TO SENATE BILL 484 AND HOUSE BILL 538 INTRODUCED IN THE 446 SESSION OF THE MARYLAND GENERAL ASSEMBLY
  - B. **Calendar Resolution concerning Declaring Certain Personal Property as Surplus Property (CP Ringsaker)**  
A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND, PURSUANT TO THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND AND SECTIONS 33 AND 34 OF THE CITY CHARTER FOR THE PURPOSE OF DECLARING CERTAIN PERSONAL PROPERTY AS “SURPLUS PROPERTY” AND AS NO LONGER NEEDED FOR A PUBLIC PURPOSE OR PUBLIC USE



12. Ordinances:

A. **Ordinance No. 1137 concerning Amending Chapter 20 Annexation Policy and Procedure: 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 AMEND CHAPTER 20 ANNEXATION POLICY AND PROCEDURE

B. **Ordinance concerning Amending Chapter 70 Fees: First Reading (CP Ringsaker)**

AN ORDINANCE BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND, ADOPTED PURSUANT TO THE AUTHORITY OF ARTICLE XI-E OF THE MARYLAND CONSTITUTION, THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND, AND SECTIONS 33 AND 34 OF THE HAVRE DE GRACE CITY CHARTER TO AMEND CITY CODE 70: "FEES" TO UPDATE THE DEFINITIONS AND GENERAL SCHEDULE OF FEES CHARGED BY THE CITY FOR VARIOUS PERMITS, LICENSES, AND OTHER SERVICES THEREUNDER

13. Old Business: None

14. New Business:

A. Motion to Change the Location of the Council Meeting on April 1, 2024 (CP Ringsaker)

B. Special Events (Dr. Ricci)

- i. Easter Sunrise Service, March 31, 2024  
6:30 a.m.-7:30 a.m., Tydings Memorial Park
- ii. River Sweep 2024, April 20, 2024  
8:30 a.m.-12:00 p.m., Tydings Park Gazebo (cleanup throughout the City)
- iii. Pyrex & Vintage Fest, April 27, 2024  
9:00 a.m.-4:00 p.m., Pennington Avenue between Lodge Lane, N. Washington & St. John Streets
- iv. Waterfront Festival, September 7, 2024  
3:00 p.m.-10:00 p.m., Concord Point Park
- v. Animal Blessing & Pet Expo, September 8, 2024 (rain date – 9/15/24)  
12:30 p.m.-3:30 p.m., Concord Point Park
- vi. 4<sup>th</sup> Annual Susquehanna Wine and Seafood Festival, September 21, 2024 (rain date 9/22/24)  
11:00 a.m.-8:00 p.m., Concord Point Park

15. Directors Report:

- A. Dr. Chris Ricci – Deputy 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

16. Business from Mayor Martin

17. Business from Council:

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

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

- A. Discuss Personnel Matter

19. Adjournment



January 16, 2024  
**Council Meeting Proceedings**  
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 was called to order on January 16, 2024 at 7:00 p.m. with Mayor Martin presiding. Council Members present: CP Ringsaker, CM Boker, CM Boyer, CM Jones, and CM Schneegas. Council Member Absent: CM Robertson.**

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

**Comments from Citizens:** None  
Public Hearing closed at 7:02 p.m.

**Public Hearing for Ordinance No. 1138 concerning Approving Budget Amendment 2024-06 to Replace the Water Distribution Lines on Weber Street was called to order on January 16, 2024 at 7:02 p.m. with Mayor Martin presiding. Council Members present: CP Ringsaker, CM Boker, CM Boyer, CM Jones, and CM Schneegas. Council Member absent: 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

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

**The regular meeting of the Mayor and City Council was called to order on January 16, 2024, at 7:03 p.m. with Mayor Martin presiding. Council Members present: CP Ringsaker, CM Boker, CM Boyer, CM Jones, and CM Schneegas. Council Member absent: CM Robertson.**

**The Pledge of Allegiance was recited, and the opening prayer was given by Pastor Vincent Austin, Agape Church.**

#### **Approval of Minutes**

City Council Meeting Minutes – CM Jones moved to approve the Council Meeting minutes of January 2, 2024. Second by CM Schneegas. Motion carried 5-0.

City Council Closed Session Meeting Minutes – CM Boker moved to approve the Council Meeting minutes of January 2, 2024. Second by CP Ringsaker. Motion carried 5-0. (No votes were taken at the meeting.)

#### **Comments from Citizens**

None.

#### **Appointment**

CM Boker made a motion to approve the appointment of Fred Wills to the Water & Sewer Commission. Second by CM Boyer. Motion carried 5-0.

#### **Oath of Office**

Mayor Martin administered the oath of office to Fred Wills for the Water & Sewer Commission.



## **Presentations**

In compliance with City Code, members of the Independence Day Commission (Carolyn Zinner, Taryn Martin, Nicky Fournier), gave a presentation on the upcoming Independence Day events, which were on the agenda for approval. The events are on Saturday, July 6, 2024. Details were given for each event: Parade, Concert at Hutchins Memorial Park, and Concert and Fireworks at Concord Point Park. Sponsors and volunteers are needed.

In compliance with City Code, Director Tim Bourcier gave a presentation on the Annual Growth Report as it relates to school capacity. HdG Elementary is at 111% capacity, but the adjacent districts of Meadowvale and Roye-Williams have capacity. The HdG Middle/High is at 91% capacity. The county hasn't changed plans for redistricting – they are planning a school that will serve special needs students from the region, which would take students from all of the schools and then they would do redistricting in the 2026-2027 year.

## **Resolutions**

### **Charter Resolution No. 298 concerning the Annexation of 1419 Chapel Road: Second Reading**

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

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

### **Charter Resolution No. 299 concerning the Annexation of 1609 Pulaski Highway: Second Reading**

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

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

### **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**

A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND, PURSUANT TO THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND AND SECTIONS 33 AND 34 OF THE CITY CHARTER TO 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

A motion to introduce was made by CM Boyer. Second by CM Schneegas. Motion carried 5-0. The resolution was given number 2024-01. A motion to adopt was made by CP Ringsaker. Second by CM Boyer. After a roll call vote, motion to approve carried 5-0.



## Ordinances

### **Ordinance No. 1135 concerning Accepting a Deed of Easement at 973 Chesapeake Drive: Second Reading**

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

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

### **Ordinance No. 1136 concerning Adding Chapter 31-2 TT and UU regarding Vacant, Abandoned and Deteriorated Properties: Second Reading**

AN ORDINANCE BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND, ADOPTED PURSUANT TO THE AUTHORITY OF ARTICLE XI-E OF THE MARYLAND CONSTITUTION, THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND, AND SECTIONS 33 AND 34 OF THE HAVRE DE GRACE CITY CHARTER TO ADD CHAPTER 31-2 TT AND UU REGARDING VACANT, ABANDONED AND DETERIORATED PROPERTIES

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

### **Ordinance No. 1138 concerning Approving Budget Amendment 2024-06 to Replace the Water Distribution Lines on Weber Street: Second 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 CP Ringsaker. Second by CM Boyer. Motion carried 5-0. A motion to adopt was made by CM Boyer. Second by CM Jones. After a roll call vote, motion to approve carried 5-0.

## New Business

**Special Events** - Mr. Steve Gamatoria presented the special event applications:

Independence Day Parade, July 6, 2024, 2:00 p.m.-4:30 p.m., Warren Street, Union Avenue, Commerce Street. A motion to approve was made by CP Ringsaker. Second by CM Schneegas. Motion carried 5-0.

Independence Day Concert at Hutchins Park, July 6, 2024, 5:00 p.m.-10:00 p.m., Hutchins Memorial Park. A motion to approve was made by CP Ringsaker. Second by CM Boker. Motion carried 5-0.

Independence Day Concert at Concord Point Park, July 6, 2024, 7:00 p.m.-10:00 p.m., Concord Point Park. A motion to approve was made by CM Jones. Second by CM Boyer. Motion carried 5-0.

## Directors Report

**Steve Gamatoria, Director of Administration:** Mr. Gamatoria thanked the Police Department and DPW staff for their work the last couple weeks with the flood and snow event – public feedback was positive and appreciative. A reminder was given on Ordinance No. 190, which states within 24 hours after the end of a snow or ice event, residents should have City sidewalks fronting their residence cleared and passable for pedestrians – there is a municipal fine and misdemeanor charge if not followed; the City will be reaching out to new business owners and residents with this information.

**Tim Bourcier, Director of Planning:** Mr. Bourcier commented the Code Enforcement Officer will be knocking on doors where there is snow or ice on the City sidewalk to inform residents of the code. Safe Streets for All has been trying to come out, but the weather has been prohibitive. February 6 is the internal kick off for the Bikeways grant. They are wrapping up the Comprehensive Plan and the goal is to send it off for the 60-day review next



month and after the 60-day review, it will be given to the Council members for review; it can be viewed now on the City website.

**Bridgette Johnson, Director of Economic Development & Tourism:** Ms. Johnson reported the Economic Development Advisory Board will not meet in January, but will reconvene on February 21 at 4 pm. On January 11, we hosted 6 members of the Maryland Department of Housing & Community Development to tour the Main Street District and discussed funding opportunities to include the Façade & Tenant Fit-out Program. Project Restore addresses vacant and abandoned properties in the Main Street District and is an opportunity to work on aesthetics and put small businesses in the City. The Maryland General Assembly convenes January 10 until April 8 – Tourism Day in Annapolis is in February and Economic Development Day is in March – this is an opportunity to meet with industry leaders and a great time to see others in the industry. They will have a booth set up for Harford Night in Annapolis on January 31. The Tourism Advisory Board will meet January 24 at 10 a.m.; this is a changed date from their regular meeting date. The Visitor Center is scheduled to temporarily move February 14-16 for at least 90 days – they will be sharing space with the Restoration Project at 203 N. Washington Street; the Visitor Center is receiving new public restrooms. Go to Visit Harford website to see the restaurants participating in Restaurant Week January 19-28 – 9 restaurants in HdG are participating. An update on grants being worked on will be reported on at the next Council meeting – the first quarter is when everything becomes available.

**George DeHORITY, Director of Finance:** Mr. DeHORITY thanked the Council members for passing 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 \$6,947,700, which is \$61,200 below budget. The Water/Sewer Fund 9 balance is \$4,924,900, which is \$35,100 below budget. The Marina Fund 8 balance is \$858,000, which is \$122,700 above budget.

**EJ Millisor, Director of Public Works:** Mr. Millisor appreciated the passing of the budget amendment for water lines on Weber Street. They have been busy; Jeff Keithley was recognized for doing a great job with his crew. They need residents to shovel their sidewalks, but don't shovel onto the street. Another 1-3 inches of snow is forecasted for this Friday. Thanked the community for wanting to help with the flooding during high tides, but DPW and the Police Department need to cone off the areas first for safety; he appreciates all the City staff working together to get the job done; Steve Young was given credit for his leadership at the Yacht Basin. DPW is hiring; CM Jones suggested participating in upcoming job fairs. CM Boyer inquired about keeping storm drains clear during flooding; Mr. Millisor replied that leaves should be disposed of properly and if a storm drain is clogged, to contact DPW, but sometimes the water has nowhere to go when it's a heavy rain.

**Chief Teresa Walter, Havre de Grace Police Department:** Chief Walter reminded people to have a plan before they go to watch the football game (designated driver, taxi, ride share), so they don't drive under the influence – it is expensive to go to court for driving under the influence and we want everyone to get home safely. On February 2, CM Boker is joining the HdG Police Department Polar Bear Plunge Team at Sandy Point State Park for Special Olympics Maryland; donations were encouraged and are appreciated; Council members were invited to attend – you don't have to plunge. The DPW staff, Steve Gamatoria, and everyone else who helped with the flood and snow events were thanked.

### **Business from Mayor Martin**

Mayor Martin commented on the rain storm last week and the snow last night. All things considered, the City got through pretty well. The DPW staff and Police Officers patrolling in bad conditions were commended. Since we haven't had snow in a couple years, this small snow was a good one to get the new hires acclimated to plowing. We don't plow down to the street because it isn't good for the equipment or the street. EJ Millisor and Chief Walter were thanked for keeping their departments in tip top shape – it is appreciated. He appreciates the Council supporting all the Independence Day events and is grateful for the Independence Day Commission for giving a great presentation on what will be coming up.

### **Business from Council**

**Council Member Boyer:** CM Boyer thanked members of DPW. She stressed the need to have sidewalks shoveled. The NCAA Big Ten Women's Golf Championship is coming to Bulle Rock on April 19-21, 2024; the event is free of charge for anyone wishing to attend. Wished the Mayor happy birthday. -

**Council Member Schneegas:** CM Schneegas thanked the DPW crew for clearing the streets and keeping us safe. Harford County Public Schools was thanked for calling the snow day early. She let people know there is pet-friendly salt you can put down ahead of a snow event. There is a fundraiser on February 21 at Market Street

Brewery for Special Olympics – it is family-oriented and pet-friendly and you can bring your own food in or use the food truck that will be there.

**Council Member Robertson:** CM Robertson was not in attendance.

**Council Member Boker:** CM Boker wished the Mayor happy birthday. His birthday is February 21 and will swing by Market Street Brewery for their event. He let people know to check their mailbox for a postcard from University of Maryland Medical System that gives information on Harford Memorial closing on February 6 and the new medical facility in Aberdeen opening on February 6. It was an excellent presentation by the Independence Day Commission – he is proud to be on the commission. Accolades were given to first responders, police, and DPW during the storms. The Susquehanna Hose Company, Police Department, and first responders were thanked for keeping us safe at night.

**Council Member Jones:** CM Jones thanked and commended the DPW and Police Department for all their work going through two storms back-to-back. There were celebrations all over Harford County for Martin Luther King, Jr. Day; she was able to attend two celebrations and they were both well attended. The month of February has many events at the Opera House and throughout Havre de Grace to celebrate Black History Month as well as other events.

**Council President Ringsaker:** CP Ringsaker is happy to have the Independence Day Parade on Saturday this year. The DPW did a great job on plowing; residents were asked to make sure fire hydrants are cleared of snow. Troop 965 will have a Crop & Craft Fun Day fundraiser at the HdG Community Center on January 20 and a Spaghetti Dinner on March 9 at Level Fire Hall. He wished the Mayor a happy birthday.

### **Adjournment**

CM Jones made a motion to adjourn at 8:29 p.m. Second by CM Schneegas. Motion carried 5-0.

Submitted by: Tamara Brinkman

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



# CITY COUNCIL

## READ FILE COVER SHEET

Subject: **Resolution concerning Establishing a Position of  
Opposition to SB 484 & HB 538**

Date: **2/1/2024**

**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 February 5, 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

RESOLUTION NO. 2024-\_\_\_\_\_

Introduced by \_\_\_\_\_ Council President Ringsaker

**A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND, PURSUANT TO THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND AND SECTIONS 33 AND 34 OF THE CITY CHARTER FOR ESTABLISHING A POSITION OF OPPOSITION TO SENATE BILL 484 AND HOUSE BILL 538 INTRODUCED IN THE 446 SESSION OF THE MARYLAND GENERAL ASSEMBLY**

**WHEREAS**, “The American people have always acted upon the deep-seated conviction that local matters can better be regulated by the people of the locality than by the state or central authority. One controlling idea of local self-government is to bring the officials nearer to the people whose interests are immediately affected by official conduct” E. McQuillin, *Municipal Corporations* § 70 (1911); and

**WHEREAS**, “The term ‘the people’ means a body politic, a corporate unit forming a compact organized society and acting as a political entity by and through representatives who constitute for the time being, the public authorities to whom is confided the duty of carrying out the will of the society, whether in making, executing or construing the rules and regulation comprehensively termed laws” E. McQuillin, *Municipal Corporations* § 62 (1911); and

**WHEREAS**, “The residents of a municipality are a municipal corporation” *Md. Local Government Code Ann. § 4-103*; and

**WHEREAS**, pursuant to Chapter 440 of the *1878 Laws of Maryland*, the citizens of Havre de Grace have incorporated into a body politic and corporate under the name the Mayor and City Council of Havre de Grace; and

**WHEREAS**, since the City's incorporation the Citizens of Havre de Grace have effectively developed and executed land use ordinances that are reflective of the diversity of this historic community and have been responsible stewards of the authority granted to them; and

**WHEREAS**, it is in the best interest of the citizens of Havre de Grace to retain full authority granted under the Maryland Constitution Home Rule Article XI-E and Maryland’s Land Use and Local Government Articles; and



44 **WHEREAS**, the 446 session of the Maryland General Assembly convened on January 10, 2024;  
45 and

46 **WHEREAS**, at the request of the Governor of the state of Maryland Senate Bill 484 and House  
47 Bill 538 *Land Use - Affordable Housing - Zoning Density and Permitting (Housing Expansion and*  
48 *Affordability Act of 2024)* have been introduced in the Maryland General Assembly; and

49  
50 **WHEREAS**, if passed, Senate Bill 484 and House Bill 538, according to Maryland’s Department  
51 of Legislative Services, would prohibit “a local legislative body from prohibiting the placement of  
52 a certain manufactured home in certain residential zoning districts under certain circumstances;  
53 prohibiting a local jurisdiction from using an element of an adequate public facilities law to deny  
54 certain permits for certain State-funded affordable housing projects or other qualified projects or  
55 to restrict or limit the development of the projects in a certain manner”; and

56  
57 **WHEREAS**, before any bill introduced in the Maryland General Assembly is passed, it must  
58 receive a public hearing at which time the public has the opportunity to submit a position of  
59 favorable, favorable with amendments, unfavorable, or information through written or oral  
60 testimony; and

61  
62 **WHEREAS**, it is in the best interest of the citizens of Havre de Grace for the Mayor and City  
63 Council of Havre de Grace to oppose Senate Bill 484 and House Bill 538.

64  
65 **NOW, THEREFORE**, it is determined, decided, and resolved by the City Council that:

- 66  
67 1. The Mayor and City Council of Havre de Grace (“the City”) reaffirm its position opposing  
68 legislation that would diminish a municipal government's authority for any powers  
69 presently granted under the Maryland Constitution or by the State Legislature under the  
70 Local Government Article or under the Land Use Article of the Annotated Code of  
71 Maryland.  
72  
73 2. It is the position of the City that if SB 484 and House Bill 538 are passed as introduced the  
74 general welfare of the citizens of the City of Havre de Grace would be harmed because the  
75 legislation would deprive local elected officials and zoning and land use bodies the  
76 authority to manage the maximum density of residential areas when compared with local  
77 zoning laws, historic preservation, availability of local business resources to service  
78 increased population, environmental impacts, and increased burdens on public facilities,  
79 all of which must be balanced to provide a healthy, thriving community for the citizens.  
80  
81 3. It is the position of the City that adequate public facilities ordinances serve the public's best  
82 interest and allow for managed growth consistent with the City’s well-thought out  
83 comprehensive plan. SB 484 and House Bill 538 would deny the underlying purposes of  
84 adequate public facilities laws, which are to ensure that such that public facilities are  
85 present or paid for prior to development. All residential communities, no matter their  
86 income levels, are entitled to adequate public facilities and those citizens already burdened  
87 with taxes, utilities rates, and other fees to support the City’s existing facilities should not  
88 bear the burden of unrestrained high density growth.  
89

- 90 4. The City opposes Senate Bill 484 and House Bill 538 *Land Use - Affordable Housing -*
- 91 *Zoning Density and Permitting (Housing Expansion and Affordability Act of 2024).*
- 92
- 93 5. The City respectfully requests the Maryland Senate Education, Energy, and Environment
- 94 Committee to give Senate Bill 484 an unfavorable report.
- 95
- 96 6. The City respectfully requests the Maryland House of Delegates Environment and
- 97 Transportation Committee to give House Bill 538 an unfavorable report.
- 98
- 99 7. The Mayor or his designee may submit testimony opposing Senate Bill 484 and House Bill
- 100 538.
- 101
- 102

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

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

105 2024.

106

107

108

109 ATTEST:

MAYOR AND CITY COUNCIL  
OF HAVRE DE GRACE

110 \_\_\_\_\_

111

112

113 Stephen J. Gamatoria

114 Director of Administration

115

116

\_\_\_\_\_

William T. Martin

Mayor

117 Introduced: 2/5/2024

118 Passed/Adopted:

119 Effective Date:

120



# CITY COUNCIL

## READ FILE COVER SHEET

Subject: **Resolution concerning Declaring Certain Personal Property  
as Surplus Property**

Date: **2/1/2024**

**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 February 5, 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 President Ringsaker

**A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND, PURSUANT TO THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND AND SECTIONS 33 AND 34 OF THE CITY CHARTER FOR THE PURPOSE OF DECLARING CERTAIN PERSONAL PROPERTY AS “SURPLUS PROPERTY” AND AS NO LONGER NEEDED FOR A PUBLIC PURPOSE OR PUBLIC USE**

**WHEREAS**, Section 4 of the City Charter states, “*All property of every kind belonging to the City shall be vested in the municipal corporation created by this Charter and the City in its discretion may receive, hold or use the property for the City's general purposes or in the aid of education or charity within the City.*”; and

**WHEREAS**, Section 48 of the Charter further states, “*The Director of Administration shall be responsible for all matters relating to personnel, procurement, information technology, elections, public notices, leases, and the sale, transfer or conveyance of City property...*”; and

**WHEREAS**, Section 48 of the Charter further states, “*The Director of Administration shall attend all meetings of the City Council and assure that accurate minutes of the proceedings are taken and kept as a permanent record of the same. The Department of Administration shall keep an accurate record of all property and assets and be the repository of all official documents and records of the City.*”; and

**WHEREAS**, City Administrative Policy “Surplus Property (Exhibit 1) Other than Real Estate” provides guidance as to the process and procedure to surplus property that is no longer of value or use to the City of Havre de Grace and has a potential value of greater than \$100.00.

**NOW THEREFORE**, it is determined, decided and resolved by the City Council that all property listed in Exhibit 2 shall be listed as surplus and will be sold “as is” with no guarantees, warranties and promises, details of which shall be posted on the City Website, and will be sold to the highest bidder as stated in Administrative Policy.

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

44 SIGNED by the Mayor and attested by the Director of Administration this \_\_\_\_ day of \_\_\_\_\_,  
45 2024.

46  
47

48 ATTEST:

MAYOR AND CITY COUNCIL  
OF HAVRE DE GRACE

49  
50  
51

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

52 \_\_\_\_\_  
53 William T. Martin  
54 Mayor

55

56 Introduced: 2/5/2024

57 Passed/Adopted:

58

59 Effective Date:



# Exhibit 1



## City of Havre de Grace

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

410-939-1800

ADMINISTRATIVE MANUAL	
SURPLUS PROPERTY OTHER THAN REAL ESTATE	
Effective Date: 11/2/2023	Policy Number: ADMIN 012-00
Last Revision Date: 11/2/2023	Last Review Date: 11/2/2023

**POLICY PURPOSE:**

To establish procedures for the disposition of property, other than real estate, which is surplus to the needs of the City of Havre de Grace and not needed for a public purpose or public use.

**ADDITIONAL AUTHORITY:**

None

**DEFINITIONS:**

Surplus Property – is defined as any tangible personal property owned by the City of Havre de Grace, which is not needed at present, or for the foreseeable future for a public purpose or for public use, or that is no longer of value or use to the City of Havre de Grace, where, for example, the costs to maintain the property exceed its value. City-owned property included are those found, purchased or received as gifts.

**PROCESS:**

The City's Director of Administration is responsible for the administration of this policy. The Director of Administration and Procurement Officer shall coordinate the disposition of surplus property, and the Director of Administration shall inform the Mayor and City Council if the value of the property to be declared surplus has value. Disposal of Surplus Property that has a face value believed to be in excess of \$100.00 shall be disposed of by resolution. Surplus Property reassigned to another City Department can be accomplished by the Director of Administration. The Director of Administration shall dispose of the property in the manner specified as directed under this policy or by Council resolution, and shall ensure that all funds are credited with any resulting proceeds.

**PROCEDURE:**

Any Department Director may declare supplies or equipment held by such department to be Surplus Property. Such declaration shall be in writing and the written declaration shall be delivered to the Director of Administration, who shall maintain a written inventory for circulation to, and review by each Department Director and staff. Should any Department Director or respective staff have a use of such property, a request for reassignment of such property can be made to the Director of Administration. The Director of Administration shall have the authority to assign the property to the



Administrative Manual  
Surplus Property Other Than Real Estate  
ADMIN 012-00  
Page 2 of 2

department best able to make use of such property. If no department makes a request for use of such property after the surplus inventory list has been circulated once, the property shall be deemed Surplus Property and available for public purchase.

**Trade or Exchange.** In lieu of disposal procedures set forth below, the Director of Administration shall have the authority to exchange or trade in new supplies or new/used equipment or vehicles which have been deemed surplus, provided such trade or exchange is within the City budget.

**Sale on the open market.** If no trade or exchange is possible and the surplus property is not needed by any other department, the Director of Administration shall cause to be published in a local newspaper or city website and social media, at least seven calendar days before the sale, a notice of sale setting forth a general description of the property to be sold, the day, time and location of the sale. The terms of all such sales shall be cash in the amount of the full purchase price. The cash sale shall be on a first come first served basis.

**Sale by sealed bid or auction.** As an alternative to the sale on the open market, the Director of Administration may, when in his or her judgment it is in the best interest of the City, sell surplus property by means of sealed bid or public auction. In the case of sale by sealed bid or public auction, the Director of Administration shall cause to be published in a local newspaper, or city website and social media at least seven calendar days before the sale, a notice setting forth a general description of the property to be sold, the day, time and location of the sale or deadline of the sealed bid. The terms of all such sales shall be cash in the amount of the full purchase price. If conducting an auction, the Director of Administration may contract with a professional auctioneer and allow a flat fee, hourly fee or percentage of the amount of the sale to be paid based upon the customary payment method for such auctioneering services.

**Donation or Disposition of Property of De Minimis Value.** The Director of Administration may, when in his or her judgment the sale or auction of surplus property is not feasible or will result in minimal return to the City or where property has a value of less than \$50.00, recommend to the City Council that such surplus property be donated to any non-profit corporation or school located within or serving the City, sold to City employees at fair market value, or disposed of as trash. Such surplus property shall only be donated, sold or disposed of as trash upon approval of the City Council.

**LAST REVIEW DATE**

11/2/2023 – Creation date

**REVISION HISTORY**

None



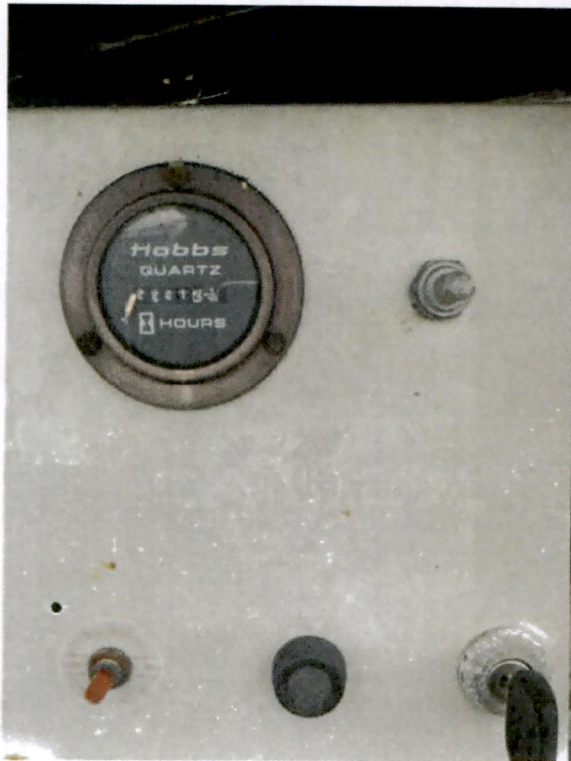
## Exhibit 2

<b>SURPLUS EQUIPMENT 2023/2024</b>						
ITEM(S)	MAKE or MODEL	YEAR	OPERATIONAL	CONDITION (AS IS)	ID PIC.	MINIMUM BID
Erin Star Screener 100	ERIN	2000	unknown	2641 Hours ; Purchase price \$80,000	1 & 2	\$100.00
Leaf Loader with Truck Cage	TARRANT	2000	yes with some work	New tires in 2017; Purchase price \$4,000	3 & 4	\$150.00
(2) Speed Trap Trailers (One price takes all)		unknown	NO	fair	5 & 6	\$100.00
(2) Arrow/Message Board Trailers (One price takes all)	Amida Arrow board, Precision message board	1998 & 2003	needs battery's	fair	6	\$100.00
Chevrolet S/A Dump Truck; 8500 Duramax; with plow package	CHEVROLET	2006	truck runs	Dump bed frame is broken, CAN NOT RAISE DUMP BED	7 thru 11	\$5,000.00
Yellow Zero Turn Mower	CHARIOT	unknown	NO	poor	12	\$150.00
Various Plows (One price takes all)	MEYER	unknown		fair	13	\$100.00
2" PVC Conduit (approximately 8 pcs- (One price takes all)		unknown	n/a	Good	14	\$25.00
Various pieces of Music Equipment ( guitar; drums; Clarinet; Sax; stands, amplifier; cymbal stands (One price takes all)		unknown	Yes	Good to fair	15 thru 37	\$500.00
26 Various Vinyl LP records ( One price takes all )		unknown		Good to fair	38	\$75.00
Folding Risers (6) ( One price takes all )		unknown	Yes	Good to fair	39	\$100.00
4 Drawer Vertical File Cabinet	HON	Unknown	Yes	Good condition	40	\$25.00
Electric UTV with dump bed	Cushman	1999	Yes	Fair but will need batteries Purchase price \$3,000	41	\$250.00
1/2 ton 2 wheel drive pick up truck	CHEVROLET	2003	NO	Engine does not run, body is in fair shape, 97,185 miles	42	\$400.00
Discarded HHS Band Uniforms (130 Uniforms / 114 Hats)- (On price takes all)	STANBURY	Unknown	yes	Good condition	43	\$200.00
Aerobic Step Blocks with Rolling rack ( One price takes all )	Unknown	Unknown	yes	Great - Various sizes ( 56 pcs)	44-46	\$75.00
John Deere (Z-TRAK) Lawn Mower	John Deere	unknown	No	Needs Battery (?)	47-48	\$100.00
(3) 200V Pump Motors ( One price takes all )	US Electrical Motors	unknown	Yes	Fair	49-50	\$100.00



Aic 1

2000 Erin Screener Star Screener 100  
Originally bought for \$80,000  
2,641 Hours





Pl. 2



Pic 3

2000 Tarrant leaf loader and truck bed cage  
Originally bought for \$4,000 in 2000  
Only work done since 2017 was putting new tires on machine





Pic 4



Pc 5

(2) Harford County speed trap trailers





Pic 6

(2) HDG arrow board/message board trailers



Pic 7

2006 Chevrolet S/A Dump Truck C8500 Duramax





Pic 8



Pic 9





Pic 10



Pic 11





Pic 12



Pic 13





2" Conduet PIC 14





Pc 15

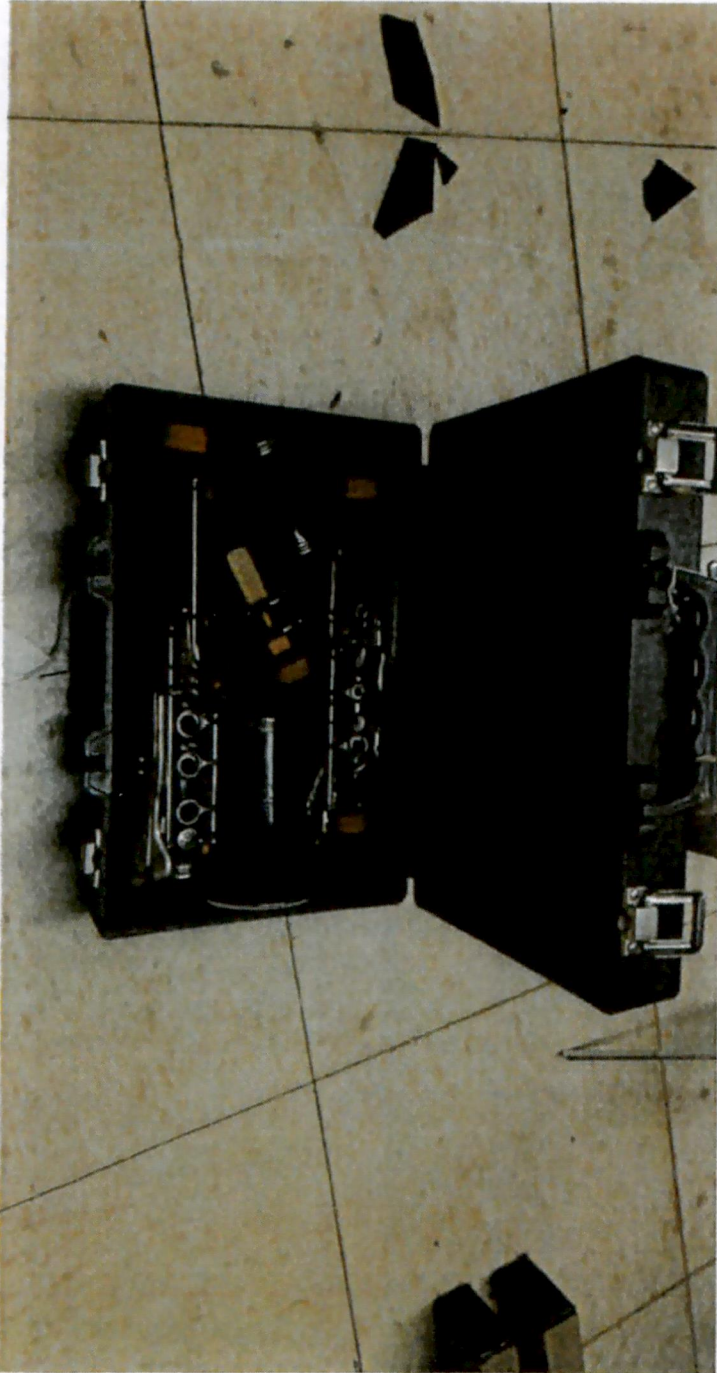




Fig 16



PIC 17

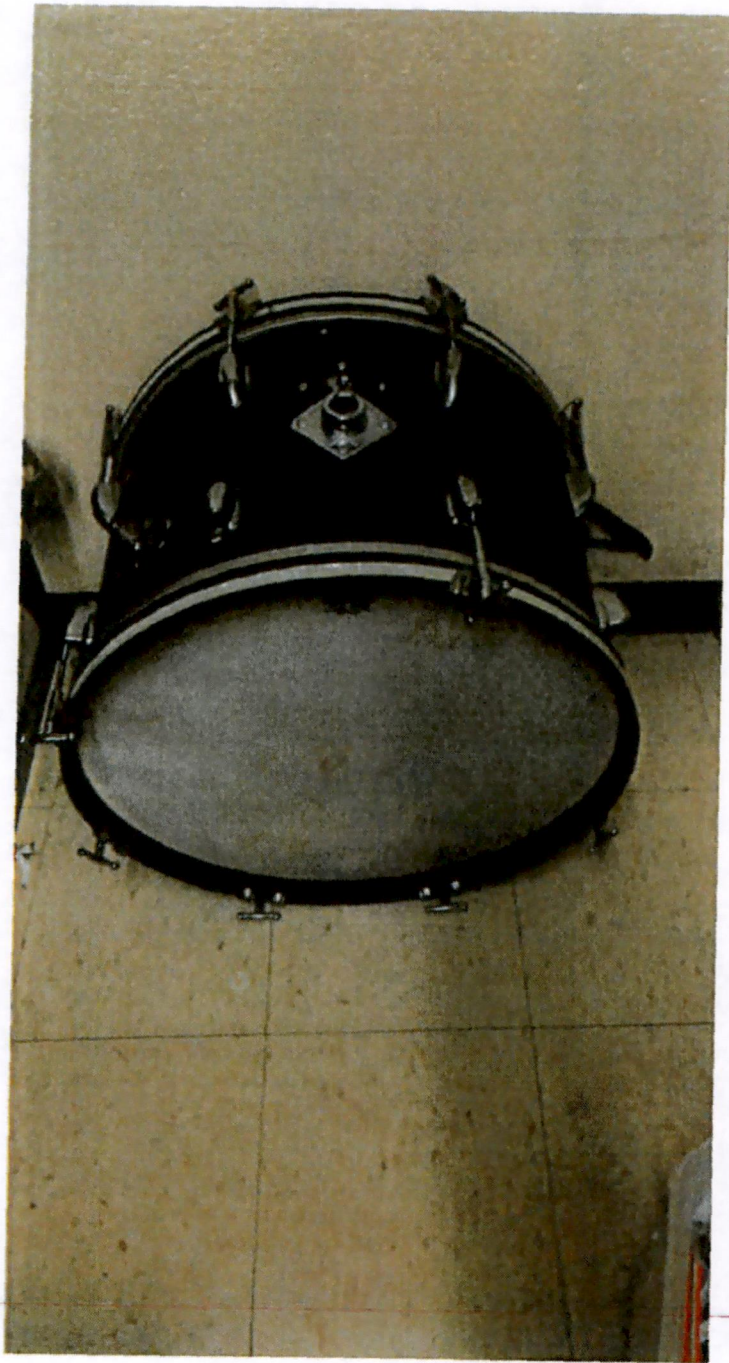




PIC 18



Pic 19





Pic 20

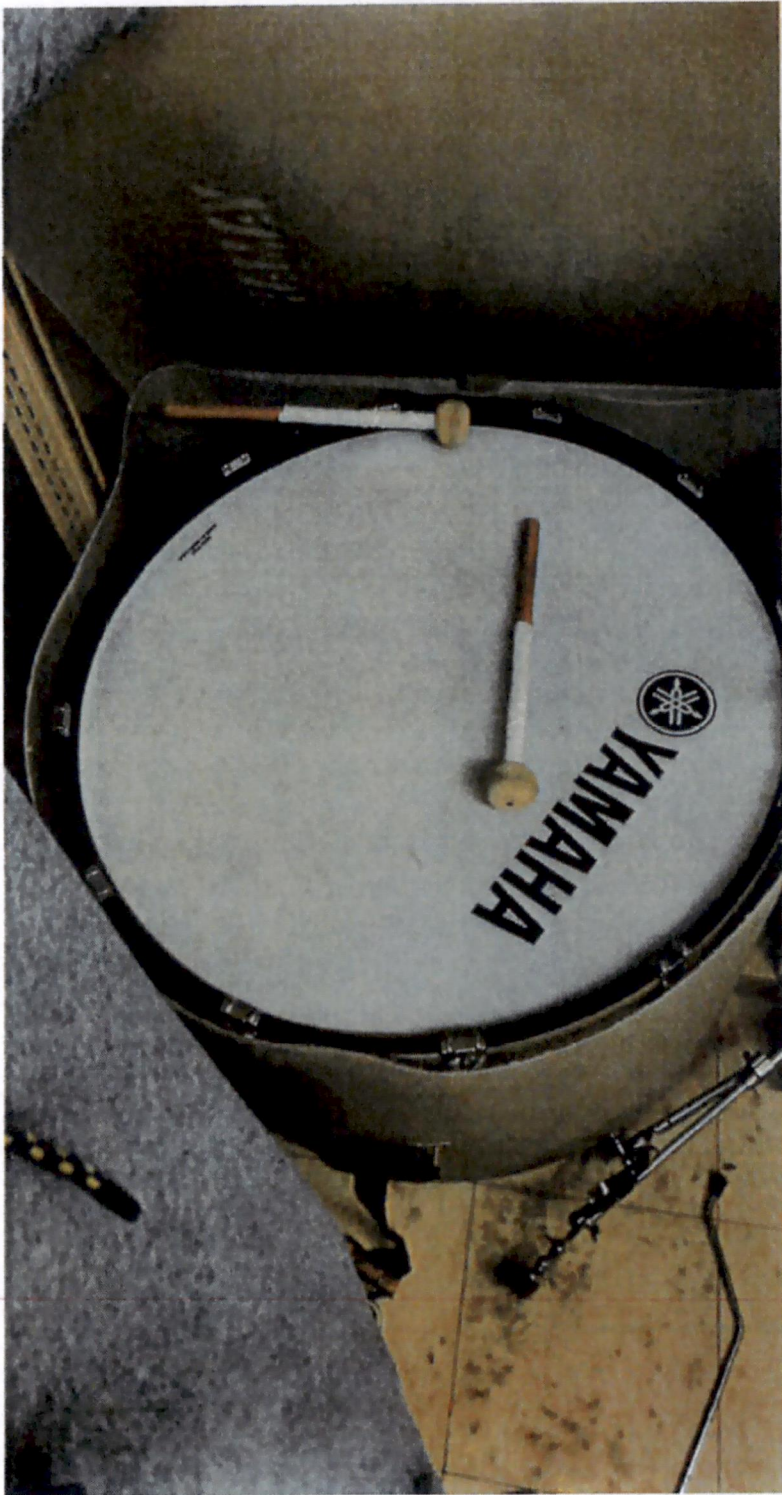


Pic 21





PIC 22



Pic 23





PIC 24

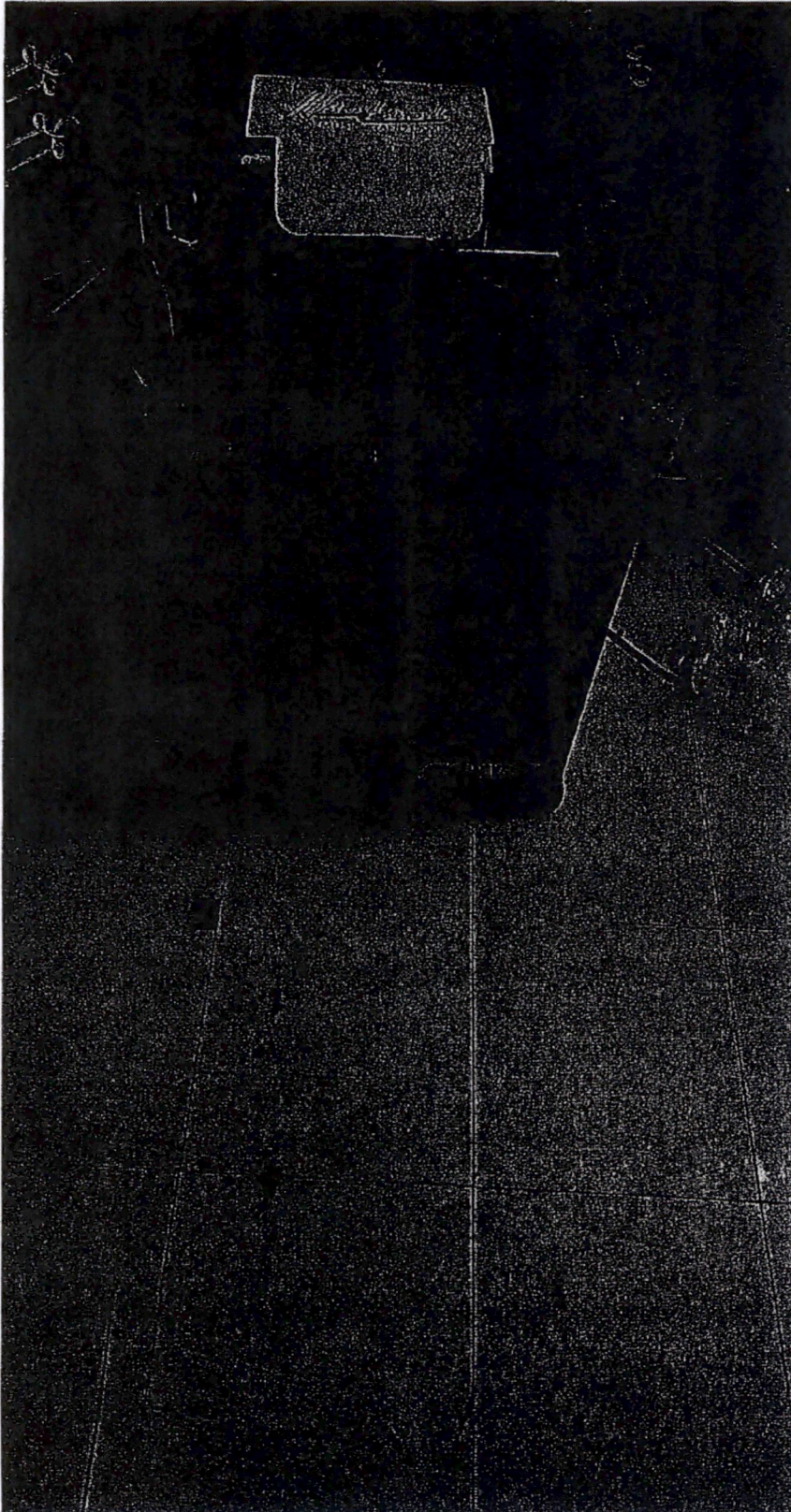


Pic 25





PC 26





Rc27

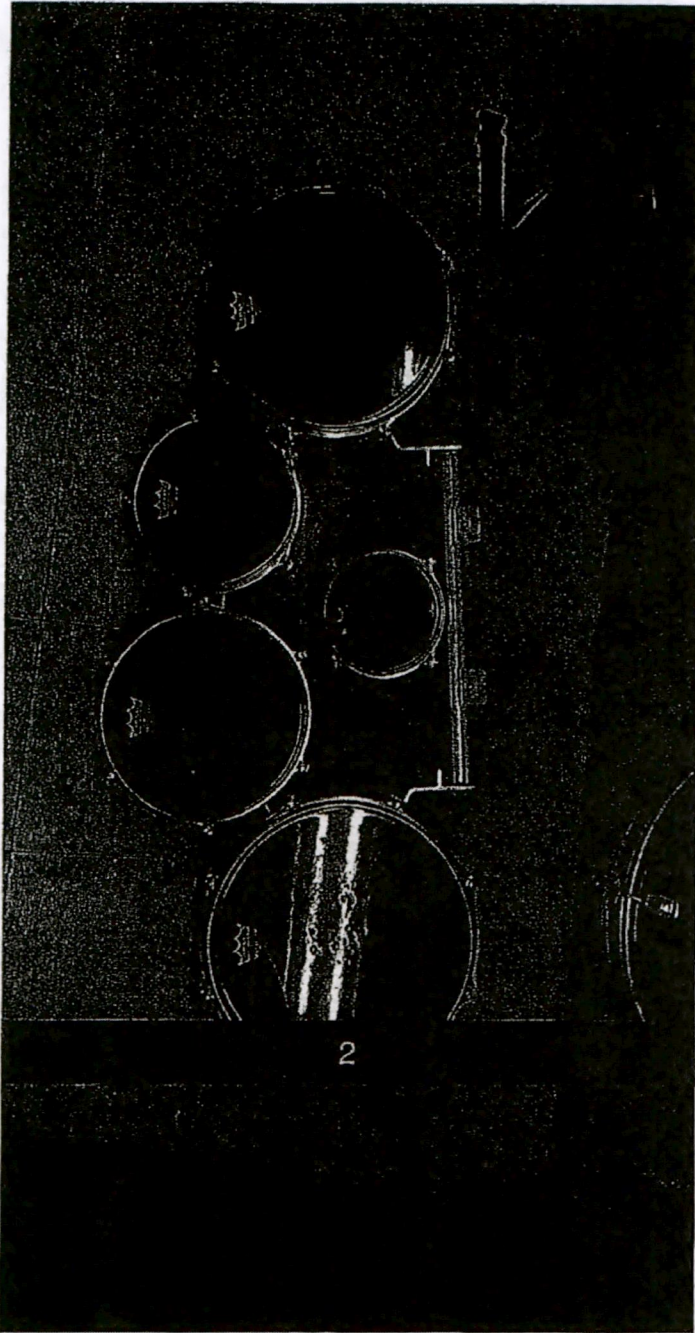




PC28



PIC 29



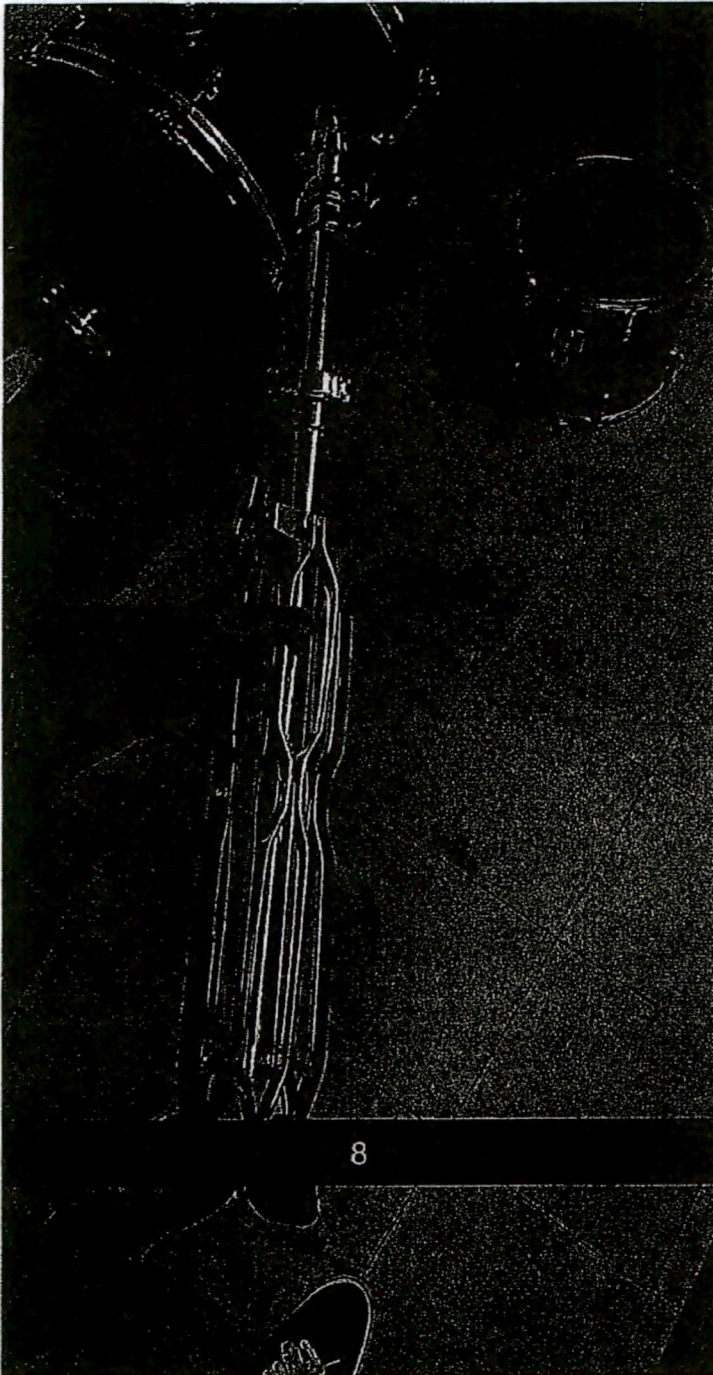
2 5-piece drums



Plc.30



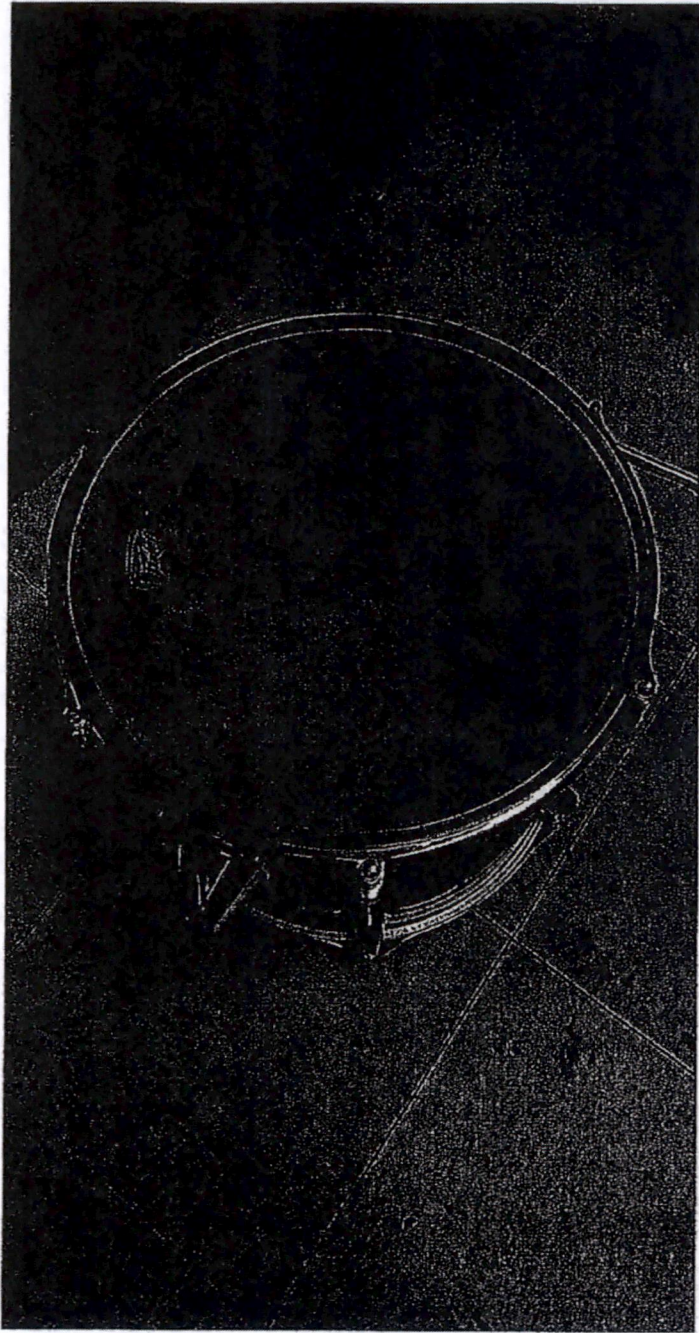
Pc31



8 Stands



Pic 32



Pic 33





Pic 34



Pic 35





PIC 36



PIC 37



17 Drum Hooks

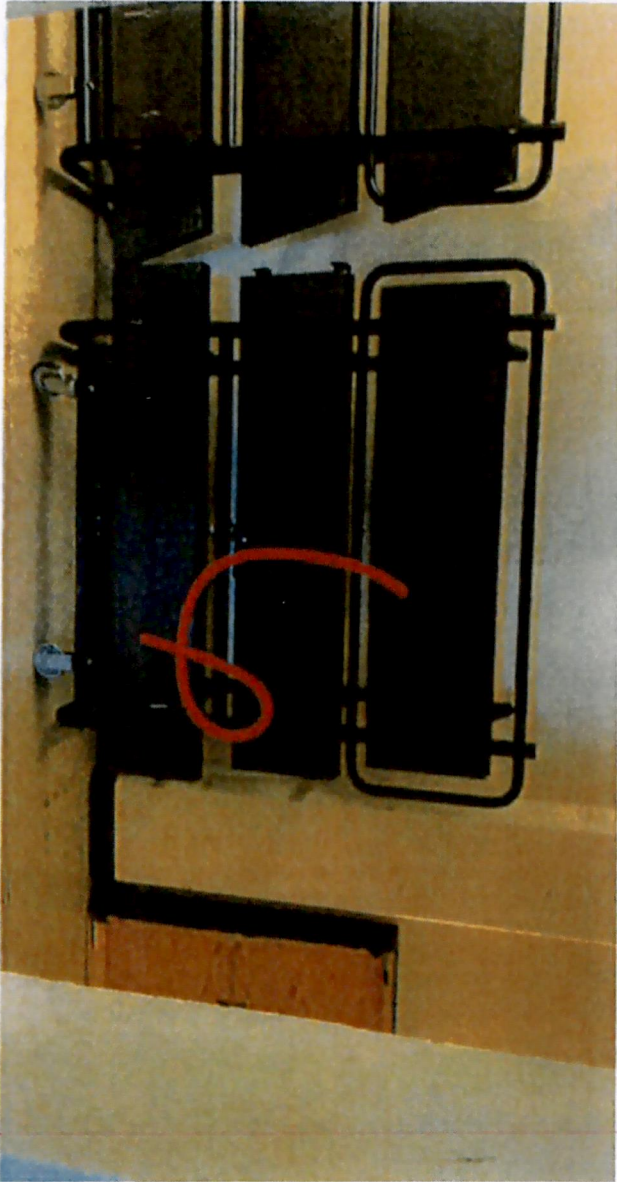


PC 38



26 Various Records

Ac 39



6 Folding Platforms



Rc40



Pic 41

1999 Cushman, Model UTV-690





PLC 42





Pic 43





Pic 44





Pic 45





Pic 46



AC 47





PK48



**EJ Millisor**  
Director of Public Works

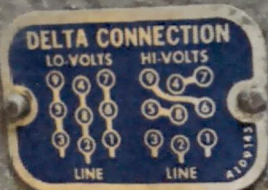


PC 49





AC 50



HP	35	PH 3	INSUL CLASS	5	HZ	60
FRAME	325VP DP	VOLTS	230	A	75	
TYPE	RV	VOLTS	480	A	36.5	
DESIGN CODE	3 SF 1, 15					
AMP	1000 ANB	RPM	880			
MODEL NO.	5211-J	UPPER OR LOWER END	5211-22-J			
SN	9308479-410		R1008165			
NETA NOM. EFF.	85.5					
	H0550335 N					

U.S. ELECTRICAL MOTORS  
DIVISION OF EMERSON ELECTRIC MILFORD CONN.

# CITY COUNCIL

## READ FILE COVER SHEET

Subject: **Ordinance 1137 concerning Amending Chapter 20 Annexation Policy and Procedure**  
(2<sup>nd</sup> Reading)

Date: **1/17/2024**

**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 February 5, 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**

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 16, 2024 at 7:00 p.m., and concluded on January 16, 2024 at 7:02 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 Pertinent sections of City Code Chapter 20-2 are amended below with additions shown as  
35 underlined, and deletions shown within **[bold brackets]**.

36  
37 20-2 Procedures.

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

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

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

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

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



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

- 79
- 80 a) **[(1)]** Upon completion of the petition review and CIM discussed in the subsections
- 81 herein, the Director of Planning shall incorporate any changes and forward the revised
- 82 petition package to the Planning Commission for review at the next scheduled Planning
- 83 Commission meeting. The Director of Planning shall also provide a staff report
- 84 detailing the procedures that have taken place and the results of any meetings, studies
- 85 or other pertinent information. The Director shall advertise the agenda of the Planning
- 86 Commission on the City webpage and public notice board at City Hall. The petitioner
- 87 shall supply **[10 copies and one]** a digital-format copy of the completed petition
- 88 package to the Director of Planning prior to this submittal.
- 89
- 90 b) **[(2)]** The Planning Commission will review the petition for annexation and take public
- 91 comment during its scheduled meeting.
- 92
- 93 c) **[(3)]** The Planning Commission shall submit its recommendation to the City Council
- 94 within 60 days of the Planning Commission meeting.
- 95

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

- 97
- 98 (1) The petitioner shall be responsible for payment for all studies required by the Director of
- 99 Planning and reimbursement of all staff and attorney time necessary for review of the
- 100 petition and all studies. Upon filing the petition, the Petitioner shall place \$5,000 in escrow
- 101 with the City to use for processing, review, and legal fees. The Petitioner will receive
- 102 invoices monthly for the amount of escrow used during the previous month. The Petitioner
- 103 shall contribute monthly to the escrow an amount necessary to maintain the \$5,000
- 104 minimum escrow balance. Payment to replenish the escrow balance shall be paid within 15
- 105 days of receiving the invoice. Any amounts remaining in escrow upon completion of the
- 106 annexation process will be returned to the Petitioner.
- 107
- 108 (2) City staff shall keep an accounting of their time spent on the annexation review reflecting
- 109 the hourly rate of each employee established by the City.
- 110

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

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

115  
116 **E. [G.]** Public Hearing

- 117
- 118 (1) When the petitioner has complied with the requirements as specified by the Director of
- 119 Planning following the review and the annexation petition has been prepared and
- 120 distributed, the City Council shall introduce an annexation resolution and conduct a public
- 121 hearing with regard to the proposed annexation at the time and place as shall be established
- 122 by it.
- 123

- 124 (2) The hearing shall be conducted and a record of the proceedings shall be preserved in a  
125 manner as the City Council prescribes.  
126
- 127 (3) A description of the annexation and a notice of the time and place of the hearing shall be  
128 published as specified in §4-406 of the Local Government Article of the Annotated Code  
129 of Maryland.  
130
- 131 (4) At the hearing, the recommendation of any board, commission, or agency shall be  
132 considered as evidence.  
133

134 F. **[H.]** Conditions.

135 In acting favorably with regard to the petition, the City Council may include in its resolution  
136 such conditions and restrictions as are deemed necessary for the protection of the public  
137 interest, economic development, furtherance of the health, safety, and welfare of the residents  
138 of the City and to secure compliance with any relevant legal standards or requirements.  
139

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

- 141 (1) The City Council may, prior to voting on the resolution, enter into an annexation agreement  
142 with persons and entities that are petitioners in the annexation petition. Only those  
143 petitioners that agree to be responsible to the City for performance of contractual or  
144 financial commitments, or that promise community benefits, are required to be a party to  
145 the agreement.  
146
- 147 (2) The City Council shall hold a public hearing on the proposed agreement prior to the City's  
148 final approval and execution of the agreement and before taking a vote on the annexation  
149 resolution. The copies of the proposed agreement shall be made available to the public at  
150 City Hall no later than 10 calendar days prior to the public hearing.  
151
- 152 (3) The effective date of the agreement shall be the date that the approval of the annexation  
153 resolution by the City Council becomes final. Upon the annexation resolution becoming  
154 final, the agreement shall be binding upon the parties thereto, their heirs, successors,  
155 grantees, and assigns.  
156
- 157 (4) The annexation agreement shall be recorded by the City in the land records of Harford  
158 County, Maryland, within 30 days of the date the annexation resolution becomes final.  
159

160 H. **[J.]** Zoning

161 In acting favorably with regard to the petition, the City Council shall designate the zoning  
162 classification of the annexed land as provided for in this Chapter and in other applicable laws,  
163 ordinances, regulations, and procedures related to zoning of annexed land.  
164

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

- 166
- 167 (1) No property shall be annexed except by a favorable vote of a majority of the members of  
168 the City Council.  
169



170 (2) The City Council may reject the petition for any reason. The City Council is not required  
171 to make any finding of fact in the event it rejects the petition.  
172

173 J. [L.] Other applicable law.

174 This procedure is in addition to any other provisions of the City Charter and Code of the City  
175 of Havre de Grace and of the Annotated Code of Maryland that govern annexation and the  
176 development of land.  
177

178 **NOW, THEREFORE**, it is determined, decided, and ordained by the City Council that the  
179 foregoing amendments are hereby approved.  
180

181 ADOPTED by the City Council of Havre de Grace, Maryland this \_\_ day of \_\_\_\_\_, 2024.  
182

183 SIGNED by the Mayor and attested by the Director of Administration this \_\_\_\_ day of \_\_\_\_\_,  
184 2024.  
185

186  
187 ATTEST:

MAYOR AND CITY COUNCIL  
OF HAVRE DE GRACE

188  
189  
190 \_\_\_\_\_  
191 Stephen J. Gamatoria  
192 Director of Administration

190 \_\_\_\_\_  
191 William T. Martin  
192 Mayor

193  
194  
195 Introduced/First Reading: 1/2/2024

196 Public Hearing: 1/16/2024

197 Second Reading/Adopted:

198  
199 Effective Date:  
200

# CITY COUNCIL

## READ FILE COVER SHEET

Subject: **Ordinance concerning Amending City Code 70-Fees**

(1<sup>st</sup> Reading)

Date: **2/1/2024**

**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 February 5, 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. \_\_\_\_\_

Introduced by \_\_\_\_\_ Council President Ringsaker

**AN ORDINANCE BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND, ADOPTED PURSUANT TO THE AUTHORITY OF ARTICLE XI-E OF THE MARYLAND CONSTITUTION, THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND, AND SECTIONS 33 AND 34 OF THE HAVRE DE GRACE CITY CHARTER TO AMEND CITY CODE 70: "FEES" TO UPDATE THE DEFINITIONS AND GENERAL SCHEDULE OF FEES CHARGED BY THE CITY FOR VARIOUS PERMITS, LICENSES, AND OTHER SERVICES THEREUNDER**

On: February 5, 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 February 20, 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.

31 **WHEREAS**, the Mayor and City Council of Havre de Grace found it necessary, desirable, and in  
32 the best interest, health and general welfare of the City to amend Chapter 70 and clarify the  
33 language, and update and add to the schedule of fees charged by the City for various permits,  
34 licenses, water and sewer capital costs, and other services thereunder on February 21, 2023 by  
35 Ordinance No. 1091 and May 1, 2023 by Ordinance No. 1102; and

36  
37 **WHEREAS**, Section 70-5 states, “The fees and charges contained in this chapter shall be reviewed  
38 by City staff each year in coordination with the City’s General Fund and Enterprise Fund  
39 budgets.”; and

40  
41 **WHEREAS**, City staff have reviewed Chapter 70 in accordance with Section 70-5 and  
42 recommend revisions thereto.

43  
44 **NOW, THEREFORE, BE IT ENACTED AND ORDAINED**, the Mayor and City Council of  
45 Havre de Grace, in accordance with the authority vested in the Mayor and City Council of Havre  
46 de Grace, by law and the Charter of the City of Havre de Grace hereby amends Chapter 70 of the  
47 Code of the City of Havre de Grace as follows:

48  
49 **70-1 General fee schedule established.**

50 The following is an enactment listing the specific fees collected from the various ordinances,  
51 resolutions, and policies for the City as they shall be established as of the effective date of this  
52 chapter.

53  
54 **70-2 Professional services.**

55 The fee schedule in section 70-5 is for services provided exclusively by City Administration staff  
56 personnel, unless otherwise noted. In the event services require professional services from an  
57 independent organization as determined by the Director, the applicant will be responsible to  
58 reimburse the City the total cost of the outside professional plus a \$100 administrative fee. In the  
59 event the City must use an outside professional, the applicant will be notified of the cost before  
60 any services are rendered. The applicant may withdraw their request for the service before the  
61 parties enter into a binding agreement for the services. After contracting, the applicant will be  
62 responsible for all costs incurred by the City by the outside contractor, including cancellation, plus  
63 a \$100 administrative fee."

64  
65 **70-3 Fees not listed in this chapter.**

66 This chapter represents a general compilation schedule of the most common fees charged by the  
67 City of Havre de Grace for various permits, licenses and other services. Citizens are urged to  
68 consult the specific ordinance, resolution, or policy for fees charged associated with permits,  
69 licenses, and other services not listed in this chapter. Additional State and County Codes may be  
70 applicable (Plumbing, Mechanical & Electric), as well as other City Ordinances or Codes (listed  
71 at the end of this section) that may include additional costs. The Director of Planning or designee  
72 may determine the applicability for a building permit and associated fee if not specifically covered  
73 by this fee schedule or other City ordinances.

- 74  
75  
76  
77  
78
1. Chapter 1 – General Provisions; Civil Sanctions
  2. Chapter 38 – Cable Communications
  3. Chapter 49 – Critical Areas
  4. Chapter 61 – Elections
  5. Chapter 81 – Forest Conservation



- 79 6. Chapter 112 – Open Air Markets
- 80 7. Chapter 120 – Nuisances
- 81 8. Chapter 127 – Peddling & Solicitation
- 82 9. Chapter 162 – Solid Waste
- 83 10. Chapter 166 – Special Assessments
- 84 11. Chapter 174 – Swimming, Fishing and Camping
- 85 12. Chapter 177 – Taxation
- 86 13. Chapter 180 – Taxicabs
- 87 14. Chapter 186 – Trees
- 88 15. Chapter 190 – Vehicles and Traffic
- 89 16. Chapter 196 – Water and Sewer Rates
- 90 17. Chapter 205 – Zoning

91  
92 **70-4 Definitions.**

93 For the purposes of this chapter, the following words, terms and phrases shall, unless language or  
94 context indicates that a different meaning is intended, be given the meaning as herein set forth:

95  
96 ASSESSMENT COST

97 Shall include but not limited to the following factors: operator and laborer fully loaded hourly rate,  
98 cost of removal of materials, cost of disposal of materials, and cost of replacement materials.

99  
100 BUILDINGS BUILT FOR HUMAN OCCUPANCY

101 Shall include but not be limited to the following uses: all residential buildings, church, school,  
102 theater, lecture hall, restaurant, museum, nightclub, library, exhibition hall, terminal, recreation  
103 center, community center, gymnasium, physical fitness center, retail and/or sales, office, service  
104 and/or repair, personal care, animal care and boarding, manufacturing, industrial, hospital, health  
105 care, nursing home, medical, dental, public utility structure, day care, hotel, motel, conference  
106 center, club, telecommunications, research and development, bank, and funeral care.

107  
108 CARPORTS

109 Shall be designed such that there are a minimum of two open sides and shall be fire rated for a  
110 minimum of one-hour fire protection from the interior side of the structure when attached to an  
111 occupied structure. Subsequent storm water runoff from the structure shall not discharge within 10  
112 feet of any adjoining property line.

113  
114 CONSTRUCTION DUMPSTER PERMITS

115 Not required when dumpsters are located on property under development where the City of Havre  
116 de Grace has not taken possession of the streets or rights-of-way on which a dumpster may be  
117 located. A permit is required for any construction dumpster proposed to be located on City property  
118 or City right-of-way or a public or private street (road, lane or alley) whereby that public or private  
119 street has been given final construction approval and accepted by the City of Havre de Grace  
120 whether maintained by the City or not. No dumpster shall block the use of any public sidewalk or  
121 any driveway or obstruct or otherwise affect any emergency response vehicle or personnel. Any  
122 dumpster proposed or necessitated to use any street for its temporary location shall **[first obtain**  
123 **the approval of the City of Havre de Grace Chief of Police or designee and shall]** be required  
124 to obtain a permit from the Department of Planning. "Temporary" as contained in this chapter,  
125 shall mean no more than **[60] 14** days plus **[two thirty-day extensions] one 14-day extension**  
126 granted by the Department of Planning upon written request within any one-year period, unless  
127 permitted by the Director of Planning due to extenuating circumstances.



128 DECKS

129 An attached or detached non-enclosed exterior structure for social use as a deck/porch/patio. Shall  
130 include any approved material (including masonry/brick/stone or other approved exterior finish  
131 material, elevated **[more than 24 inches]** above the immediate finished grade). May have a roof.  
132 Requires a permit at the deck rate.  
133

134 DEMOLITION, FULL

135 The complete razing of a structure but may preclude the removal of the existing supporting  
136 foundation. At the discretion of the Code Official, a demolition permit may not be required for the  
137 removal of accessory buildings typically used for storage and which do not contain water or sewer  
138 connections made directly to City water and sewer distribution lines or composed of or containing  
139 hazardous material. Contact the City Code Official for determination on specific buildings.  
140

141 DEMOLITION, PARTIAL

142 The removal of a specific section or portion of a structure which includes structural components  
143 with or without replacement.  
144

145 FOOD TRUCK OPERATOR/HAWKER/VENDOR/PEDDLER/SOLICITOR (PEDDLING &  
146 SOLICITING)

147 Food Truck Operator: Any vendor that sells any sort of food product for consumption in the City  
148 limits from a truck, trailer, mobile smoker/grill or pull-behind cart such as a hot dog cart. Hawker:  
149 A peddler who sells his/her wares by outcry in the streets and public places. Itinerant Vendor or  
150 Transient Merchant: A person who is established in business in the City with the intention and  
151 determination to remain for a short period of one or more weeks or months, or until a particular  
152 stock of merchandise is disposed of or until the local market for the commodity handled by the  
153 dealer has been exhausted, and who, for such limited period, engages or occupies a lot of ground  
154 or the improvements thereon or a part thereof for the exhibition and sale of his goods or wares.  
155 Peddler: A person who goes from place to place and/or from house to house carrying for sale  
156 and/or exposing for sale goods, wares and merchandise which he/she carries; or a vendor of goods  
157 who sells and delivers to customers the identical goods which he/she carries. Solicitor: A person  
158 who, going from person to person, house to house, or place to place, seeks orders, subscriptions,  
159 contributions or any other kind of support, or who, without necessarily having the intention of  
160 making a direct sale, distributes literature, pamphlets, handbills, samples and the like for  
161 commercial purposes.  
162

163 FOR PROFIT

164 A business or other organization based on IRS determination whose primary goal is making money  
165 (a profit), and is concerned with money only as much as necessary to keep the organization  
166 operating.  
167

168 NEW WINDOW OR DOOR

169 Shall apply to newly cut openings or expanded openings into a structural or nonstructural exterior  
170 wall of an occupied structure. No permit is required for replacement windows or doors installed  
171 within an existing opening.  
172

173 NON-PROFIT (NPO) (also known as a "non-business entity")

174 An organization based on IRS determination the purpose of which is something other than making  
175 a profit, such as charity, education, history or the arts. In economic terms, a nonprofit organization  
176 uses any surplus income for the organization's purpose or mission and is not distributed to the



177 organization's shareholders (or equivalents) as profit or dividends. This is known as the non-  
178 distribution constraint. The decision to adopt a nonprofit legal structure is one that will often have  
179 taxation implications, particularly where the nonprofit seeks income tax exemption, charitable  
180 status and so on or to obtain funds from others and provide an income deduction.

181  
182 PERMIT REISSUANCE FEE

183 Any building permit that is deemed to have been abandoned for any period of six months or longer,  
184 shall be deemed expired. The Code Official may grant one extension (upon a written request for  
185 an extension by the permit applicant received by the Code Official) for up to 90 days. Request for  
186 extension must be requested within 30 days of expiration notification. Work must be diligently  
187 pursued prior to extension expiration in order to keep the permit valid. Additional extensions will  
188 be reviewed on a case-by-case basis. All work must be completed and pass all final inspections  
189 before a permit is deemed Closed. Incomplete expired permits may be subject to Permit Violation  
190 Fees following written notice.

191  
192 PERMIT VOIDED

193 Any building permit approved for any proposed work not commenced within six months of the  
194 issuance of the building permit shall be voided. After a permit has been applied for, but not issued  
195 due to additional documentation required, shall be voided if the required documentation has not  
196 been received within six months of application date.

197  
198 RETAINING WALL

199 A wall subjected to or built to sustain lateral pressure other than wind pressure. A retaining wall  
200 built with an unbalanced fill exceeding three feet shall be designed and built in accordance with  
201 construction plans designed and sealed by a Maryland licensed engineer with applicable  
202 knowledge in such design; photocopied plans with the applicable seal are acceptable or as  
203 determined by the Code Official.

204  
205 SCREEN ROOMS

206 Screen rooms are for seasonal use only, enclosed with screening only. Cannot have solid walls or  
207 windows which would create an addition or sunroom. No interior plumbing fixtures are permitted  
208 within a screen room; electrical outlets, ceiling fans and lighting are permitted and shall be installed  
209 in accordance with all applicable electric code requirements and shall require an electrical permit.

210  
211 SMALL CELL WIRELESS TOWER

212 "Small cells," which are low powered wireless base stations that function like traditional cell sites  
213 in a mobile wireless network, but typically cover targeted indoor or localized outdoor areas; have  
214 a "distributed antenna systems (DAS) which are numerous antennae, commonly known as nodes  
215 similar in size to small cells and are connected to and controlled by a central hub" may be attached  
216 to a support structure (new or an existing utility pole).

217  
218 STORAGE CONTAINERS, TEMPORARY

219 No storage container shall be permitted in a City right-of-way nor on City property without City  
220 authorization and a permit; no storage containers shall be permitted to be placed in any portion of  
221 a front yard of a residential property other than a driveway. A permit is required for all non-  
222 residential properties and when the proposed location is on City property or City right-of-way or  
223 a public or private street (road, lane or alley) whereby that public or private street has been given  
224 final construction approval and accepted by the City of Havre de Grace whether maintained by the  
225 City or not. No storage unit shall block the use of any public sidewalk or any driveway or obstruct



226 or otherwise affect any emergency response vehicle or personnel. Any storage container that  
 227 necessitates the use of any street for its temporary location shall first obtain the approval of the  
 228 City of Havre de Grace Chief of Police or designee and shall be required to obtain a permit from  
 229 the Department of Planning. "Temporary" as contained in this chapter, shall mean no more than  
 230 60 days plus two thirty-day extensions granted by the Department of Planning upon written request  
 231 within any one-year period, unless permitted by the Director of Planning due to extenuating  
 232 circumstances.

233  
 234 **STRUCTURES**

235 (Designed and) built for human occupancy shall include those applicable classifications as listed  
 236 in the International Building Code and the International Residential Code for One- and Two-  
 237 Family Dwellings.

238  
 239 **SUNROOMS**

240 Sunrooms are fully enclosed structures with solid walls and/or windows, applied for as an addition,  
 241 subject to property line setbacks as shown in Attachment I / Table I under Chapter 205, Zoning.  
 242 No interior plumbing fixtures are permitted within a sunroom; electrical outlets, ceiling fans and  
 243 lighting are permitted and shall be installed in accordance with all applicable electric code  
 244 requirements and shall require an electrical permit.

245  
 246 **WATER AND/OR SEWER DISCONNECTION/ABANDONMENT**

247 In matters regarding structure demolitions, both water and sewer lines serving the structure to be  
 248 razed shall be disconnected at the utility main if the utilities are no longer required, or need to be  
 249 upgraded. All work performed within a City right-of-way shall be performed by City personnel,  
 250 unless written permission is provided by the Director of Public Works and is subject to applicable  
 251 disconnection fees chargeable to the property owner of the subject demolition

252  
 253 **70-5 Fee Schedule**

FEE TYPE	FEE CHARGE
<b>RESIDENTIAL - New Construction</b>	
1- and 2-family	\$.25 s/f - minimum \$450
Multi-family (condominiums)	Shell/Common Areas: \$.25 [12] s/f - minimum \$200 Each Dwelling Unit: \$.25 s/f - minimum \$450
Multi-family (apartments)	\$.25 s/f entire building
<u>Accessory Dwelling Unit</u>	<u>Fee to be determined – minimum \$350</u> <u>(will include cost recovery fees)</u>
<b>RESIDENTIAL - Rentals (Short-Term)</b>	
Annual Application Fee	\$200/unit for two or fewer dwelling units in same structure (single-family, townhouses, duplexes) \$150/unit for three or more dwelling units in same structure (multi-family) \$150 for interior common area in multi-family units
Inspections	No fee for initial inspection \$50/unit or common area in multi-family re-inspection \$100 missed inspection



<b>RESIDENTIAL – Other</b>	
Additions (including sunroom)	\$ .25 [12] s/f – minimum \$350
Screen Room	\$ .25 [12] s/f – minimum \$150 [100] [\$100 if it included a new deck]
Open deck <u>or porch</u> (with or without roof)	\$ .10 s/f – minimum \$75
Renovations / Alterations / Repairs	\$ .25 [10] s/f – minimum \$100 [75] Non Structural alterations With Structural Alterations \$150 [100] minimum
Renovations / Alterations / Repairs to Multi-Family Buildings	\$ .25 s/f – minimum \$200
Solar Panels	\$75
Masonry, Brick, or Stone Exterior Façade	[\$100 Masonry fireplace] \$50 Masonry, brick or stone siding
Garage (attached or detached)	\$ .25 s/f – minimum \$100
Storage building – under 200 sq ft	\$50
Storage building – over 200 sq ft	\$ .25 s/f – minimum \$75
Retaining Wall – over 3 ft height	\$ 1 linear ft – minimum \$100
Miscellaneous Structures (Gazebos, Pergolas, [or] Pavilions <u>or Others</u> )	\$ .25 s/f – minimum \$75
[Impervious] Patio, <u>Impervious</u>	\$50 – over 200 sq. ft
Fencing	\$50
Wood or Pellet Stove/Fireplace	\$75
Driveway and/or Curb Cut	\$75
Demolition - FULL	\$500
Demolition - PARTIAL	\$100
Demolition (training exercise by Fire Department)	No Fee
Swimming Pool - above ground or hot tub	\$50
Swimming Pool - in-ground	\$100
Window or Door (new or enlarged opening)	\$75 first, \$10 each additional
<b>COMMERCIAL - New Construction</b>	
Hotel, Motel, Assisted Living, Rooming House, and similar type uses	Shell/Non-Sleeping Areas: \$ .25 [12] s/f - minimum \$300 Each sleeping room: \$100 up to 400 s/f (add \$ .25 per s/f over 400)
Non-High Hazard Uses	\$ .25 [12] per s/f - minimum \$300
High Hazard Uses	\$ .25 [15] per s/f - minimum \$500
(Multiple occupancy buildings will require individual Use & Occupancy permits)	
Marina	\$500 plus \$20 per slip



<b>COMMERCIAL – Other</b>	
Use & Occupancy (no modifications)	\$100
Use & Occupancy (with modifications)	\$ .25 [12] per s/f - minimum \$200
<u>Renovations to Existing Use</u>	<u>\$ .25 per s/f – minimum \$200</u>
Additions	\$ .25 [12] per s/f - minimum \$500
Storage Buildings – Commercial Use	\$50 plus \$ .25 sq. ft
Signs	\$50 each - up to 24 sq ft / \$75 each - over 24 sq ft
<u>Solar Panels</u>	<u>\$.15 s/f – minimum \$150</u>
Demolition - FULL	\$500 up to 5000 sq ft / \$750 over 5000 sq ft
Demolition - PARTIAL	\$200
Demolition (training exercise by Fire Department)	No Fee
Swimming Pool (club - public or private / above ground or in-ground)	\$200
Miscellaneous Structures (Gazebos, Pergolas, [or] Pavilions or Others)	\$50, plus \$ .25 s/f
Community Playground	\$200
Fencing	\$75 plus \$ .05 per lin. Ft. over 250
Retaining Wall (any height)	\$1 linear ft - minimum \$100
Window or Door (new or enlarged opening)	\$75 first - \$10 each additional
Tank - above ground or below ground (requires MDE approval)	\$250
Driveway and/or Curb Cut	\$100
<b>UTILITIES</b>	
Small Cell Wireless Facilities	\$500 Application Fee (up to 5 devices) \$100 per device after first 5 \$270 Annual Fee
Utility or Communication Tower (new)	\$500
Utility or Communication Tower (replacement or addition of equipment on existing tower)	\$200
<b>NEW DEVELOPMENT</b>	
Concept Plan	\$200 plus \$10 per acre up to 100 Acres Over 100 acres - \$1,000 plus \$20 per acre
Site Plan Review - Residential	\$250 plus \$50 per dwelling lot
Site Plan Review - Commercial	\$400 plus \$50 per acre
Site Plan Revisions (Residential or Commercial)	\$150 plus \$10 per lot/unit/acre affected
Subdivision	\$250 plus \$50 per lot
Lot Consolidation or Lot Line Adjustment	\$50



General Engineering Review (Plans, Utilities, Streets)	\$300 plus \$50 per hour over 4 hours
Stormwater Management Review (In-house)	\$300 plus \$50 per hour over 4 hours
Stormwater Management Review (3 <sup>rd</sup> party)	Third party reviewer invoice [at market rate] plus \$100 City administrative fee
Forest Stand Delineation (FSD)	Included under FCP permit
Forest Conservation Plan (FCP) (In-house)	\$300 plus \$10 per acre of conservation area
FSD and FCP (3 <sup>rd</sup> Party)	Third party reviewer invoice [at market rate] plus \$100 City administrative fee
Grading Permit	\$100
Landscape / Lighting Plans	\$200
<u>Other Outsourced Planning or Engineering Reviews</u>	<u>Third party reviewer invoice plus \$100 City administrative fee</u>
<b>CAPITAL COST RECOUPMENT FEES –</b>	
Bulle Rock – Water	\$577 per unit
Bulle Rock Rt. 40 – Sewer	\$1,552 per unit
Bulle Rock Rt. 40 – Forced Sewer Main Non-Residential	\$27,625 per acre
Bulle Rock Rt. 40 – Forced Sewer Main, Residential	\$6,222 per unit
Greenway Farms – Water Main	\$1,210
<b>MISCELLANEOUS</b>	
Board of Appeals – hearing fee	\$450 includes video costs
Board of Appeals – minimum transcript fee	\$100 (balance due following transcribers invoice)
<u>Awning with or without Signage</u>	<u>\$75</u>
Construction Dumpster (in City right-of-way)	\$50 per maximum 14 calendar days
Temporary Storage Pod or Container	\$50 per 60 calendar day period (180 days maximum)
Boat Pier (requires State approval)	\$50 new or renovation of existing
Bulkhead (requires State approval)	\$50 per 100 ft. new or renovation of existing
Administrative Fee for Permit Revisions <u>Post Issuance</u>	\$75
Reissue Expired Permit with Department Approval	\$50 or cost of original permit, whichever is less
Written notice of permit violation, working without a valid license or permit, issuance of a Stop Work Order (in addition to regular permit fees)	\$250 first occurrence \$300 second occurrence \$350 subsequent occurrence (with Administrative Hearing)
Property Maintenance Inspection Fee	\$55 second occurrence \$100 subsequent occurrences
<u>Utility Marking</u>	<u>\$40 commercial</u>



<u>Water/Sewer Inspection Fee (Not Ready/Failed)</u>	<u>\$75 each occurrence</u>
Sewer Clean-Out Caps (Lost or Damaged)	4" Lid & Gasket = \$40
	6" Lid & Gasket = \$70
Water Meter Replacement Lid	\$150
<u>Dumping Fee</u>	<u>\$250 per occurrence</u>
<u>Damage to Utility from Plantings</u>	<u>\$250 (plus cost of removal)</u>
<u>On-site Stormwater Management &amp; Sediment Re-inspection</u>	<u>\$105</u>
<u>Sidewalk Shoveling (non-compliance within 24 hours after the snow event)</u>	<u>\$50 per day</u>
<u>City Attorney Fees</u>	<u>\$200 per hour for document review related to any document review (including without limitation public works agreements, stormwater management agreements, forest conservation plans, forest stand delineations, easements requested by citizens, annexation requests), collections efforts, or prosecution of municipal infractions or Code violations</u>
Document Copies (black & white only)	\$ .30 per page - letter size \$ .40 per page - legal size \$ .50 per page - ledger size \$4 per page - 18" x 24" or larger
Large Document Scanning	\$2 per page
<u>Public Information Act (PIA) Request</u>	<u>After 2 hours, the staff and attorney review costs included in the calculation of actual costs incurred shall be prorated for each individual's salary and actual time attributable to the search for and preparation of a public record. Duplication charges also apply.</u>
<b>CITY BUILDING FACILITIES</b>	
<b>Community Center</b>	
Rental Fee (Weekends – Friday through Sunday)	\$1,100 per event 50% non-refundable deposit Balance due 60 days prior to the event
Rental Fee (Monday – Thursday)	\$400 daily rental (8 am – 4 pm) \$50 per hour evening rental (2 hour minimum)
Reduced Rates for Community Center	
<ul style="list-style-type: none"> <li>• Parks &amp; Rec Dance Team – Summer Camp (Monday-Friday, Full Days)</li> </ul>	\$500



<ul style="list-style-type: none"> <li>City Employee Use</li> </ul>	\$500 1 time per year Must be for the employee’s personal use and the employee must be on site for the entire event
<ul style="list-style-type: none"> <li>Chamber of Commerce, Community Projects of HDG, Inc., Arts Collective</li> </ul>	\$250 Cleaning Fee Only 1 time per year
<ul style="list-style-type: none"> <li>Vulcan</li> </ul>	No Charge Anytime during non-peak times November-April Responsible for set up and clean up
<ul style="list-style-type: none"> <li>Harford County Sheriff’s Office Officer Training/Recognition Event</li> <li>Cub Scouts - Blue &amp; Gold Dinner</li> <li>Boy Scouts - Eagle Award Recognition or troop fundraiser</li> <li><b>[Red Cross Blood Drive]</b></li> <li>SHCO Membership Recognition Event (request only by the Fire Chief)</li> <li>HDGEMS Membership Recognition Event (request only by the EMS President)</li> </ul>	No Charge 1 time each per year Must be during non-peak times November-April Responsible for set up and clean up
<ul style="list-style-type: none"> <li><u>Red Cross Blood Drive</u></li> </ul>	<u>No Charge</u> <u>1 time per month</u>
Key Deposit	\$100 Refundable if all conditions are met
<b>Community Pavilion at Hutchins Memorial Park</b>	\$250 per day
<b>Reduced Rates for Community Pavilion at Hutchins Memorial Park</b>	
<ul style="list-style-type: none"> <li>Havre de Grace Youth Sailing Program</li> </ul>	Summer Camp – no rental fee or trash disposal fee charged Fundraising events – no rental fee charged, responsible for the trash disposal fee
<b>STAR Centre</b>	
<b>Large Gym</b>	
ANY Ticketed Events	10% of Ticket Sale Not Applicable to HDG Non-Profits
Weekdays (available 6 am – midnight)	\$100 per hour (2 hour minimum) or \$750 per day
Weekends (available 6 am – midnight)	\$200 per hour (2 hour minimum) or \$1,500 per day
Housekeeping Fee	Required: \$475 per event day
	Additional (optional): \$30 per hour to have an attendant onsite during event to service restrooms and empty trash

<b>Reduced Rates for Large Gym</b>	
<ul style="list-style-type: none"> <li>Havre de Grace Recreation Committee</li> </ul>	50% of rental rate and Housekeeping Fee once per weekly rental (sunsets July 1, 2024)
<ul style="list-style-type: none"> <li><u>Havre de Grace Decoy Museum Decoy &amp; Wildlife Art Festival</u></li> </ul>	<u>No Charge</u> <u>1 time per year</u>
<b>Small Gym</b>	
ANY Ticketed Events	10% of Ticket Sales Not Applicable to HDG Non-Profits
Weekdays (available 6 am – midnight)	\$60 per hour (2 hour minimum) or \$450 per day
Weekends (available 6 am – midnight)	\$150 per hour (2 hour minimum) or \$1,000 per day
<b>Reduced Rates for Small Gym</b>	
<ul style="list-style-type: none"> <li>Havre de Grace Recreation Committee</li> </ul>	50% of rental rate and Housekeeping Fee once per weekly rental (sunsets July 1, 2024)
<ul style="list-style-type: none"> <li><u>Havre de Grace Decoy Museum Decoy &amp; Wildlife Art Festival</u></li> </ul>	<u>No Charge</u> <u>1 time per year</u>
<b>Auditorium</b>	
ANY Ticketed Events	10% of Ticket Sales Not Applicable to HDG Non-Profits
Weekdays (available 6 am – midnight)	\$100 per hour (2 hour minimum) or \$750 per day
Weekends (available 6 am – midnight)	\$200 per hour (2 hour minimum) or \$1,500 per day
Technician	Market Rate per hour (4 hour minimum)
House Manager	\$20 per hour (4 hour minimum)
Housekeeping Fee	Required: \$475 per event day
	Additional (optional): \$30 per hour to have an attendant onsite during event to service restrooms and empty trash
<b>Reduced Rates for Auditorium</b>	
<ul style="list-style-type: none"> <li><u>Havre de Grace Decoy Museum Decoy &amp; Wildlife Art Festival</u></li> </ul>	<u>No Charge</u> <u>1 time per year</u>
<b>Auditorium Classrooms</b>	
Weekdays/Weekends (available 6 am – midnight)	\$40 per hour (2 hour minimum) or \$300 per day
<b>Reduced Rates for Auditorium Classrooms</b>	
<ul style="list-style-type: none"> <li><u>Havre de Grace Decoy Museum Decoy &amp; Wildlife Art Festival</u></li> </ul>	<u>No Charge</u> <u>1 time per year</u>



<b>Opera House</b>	
Main Stage Theatre Rental – Events/Performances	\$700 per performance day (this fee includes "tech week" for theatre company rentals)
Main Stage Theater Rental – Non-Events/Performances (Weekdays 6 a.m. – midnight) (Firehouse not included)	\$100 per hour (4 hour minimum)
Studio Theatre Rental (Black Box)	\$50 per day
Technician	Market Rate per hour (4 hour minimum)
House Manager	\$20 per hour (4 hour minimum)
Housekeeping Fee	Required: \$175 per event day
<b>Reduced Rates for Opera House</b>	
<ul style="list-style-type: none"> <li>Havre de Grace Arts Collective</li> </ul>	Four dates per year (one in each quarter) during non-peak times. No rental fee charged. Responsible for the cleaning fee. Must be flexible should a full-priced rental request be the same date(s).
<ul style="list-style-type: none"> <li>Havre de Grace Colored School Foundation</li> </ul>	Annual Langston Hughes presentation during a non-peak time. No rental fee charged. Responsible for the cleaning fee. First or Second Saturday afternoon in February.
<ul style="list-style-type: none"> <li>Havre de Grace Green Team</li> </ul>	Environmental film every other month during non-peak times. No rental fee charged. Responsible for the cleaning fee. Must be flexible should a full-priced rental request be the same date(s).
<ul style="list-style-type: none"> <li>Havre de Grace Friends of Harford County Public Library and Harford County Public Library</li> </ul>	Annual Black Gospel Music Experience during a non-peak time. No rental fee charged. Responsible for the cleaning fee. Must be flexible should a full-priced rental request be the same date.
<ul style="list-style-type: none"> <li>Friends of the Concord Point Lighthouse</li> </ul>	The Shank Lecture Series during non-peak times. No rental fee charged. Responsible for the cleaning fee. Must be flexible should a full-priced rental request be the same date(s).
<b>Film Production</b>	
Event Application Fee	\$2,500
Hourly Fee for DPW & PD	Wage rate with full benefits
Use of City Property (not listed in the Fee Schedule)	\$500 per day
<b>Promenade Grille</b>	
	Negotiated lease contract with Mayor and City Council by ordinance
<b>Shooting Range (Police Rentals Only)</b>	
	\$300-\$500 per day based on operational and replacement costs

<b>Tide Trolley</b>	
Ridership	Donation
Roof Advertisement - 30 day cycle	\$50 per Trolley plus cost of the Signage (only one sign displayed on each of the trolleys per advertiser)
<b>Peddling &amp; Soliciting (Non Food Truck)</b>	
Per day	\$50
Per week	\$250
Per month	\$550
Up to six months	\$2,500
Up to one year	\$5,000
No group discounts will apply	
Food Trucks	\$50 per 90-day period
<b>MARINA – CITY OWNED</b>	
<b>Users</b>	
Marina Slip Season (January-December) Slip Fees	\$67/foot - FY24
	\$70/foot - FY 25
	\$72/foot - FY26
Slip User Fee	5% of dockage (slip rental, dry/wet storage - not to exceed \$100 annually)
Unmetered Slip Holder Electric Fee	\$75 annually
Wait List	\$50 (two offers)
Dinghy, Canoe, Kayak Storage	\$50 annually - sticker issued by Marina Manager
Tydings Park Ramp Fee	\$10 per launch \$50 per year for persons 65 years old and over (January 1-December 31)
Water Street Ramp Fee	\$10 per launch \$50 per year for persons 65 years old and over (January 1-December 31)
Unpaid Ramp (day of launch)	\$25
Pump Out Fee	\$5
<b>Transients</b>	
Electric	\$10 per cord per day
Bathroom Key Deposit	\$20 refundable
Daily Slip (after 9 am)	\$1.50 per foot of boat length
Monthly Slip Rate	\$20 per foot of boat length
Hutchins Memorial Park Slip	\$115/foot (includes electric)



<b>RUNNING &amp; WALKING RACES Based on Ordinance 986 on 1-17-2017</b>	
For Profit Organizations	\$3,000
Non-Profit Organizations	\$1,500
Havre de Grace Non-Profit for the benefit of a Havre de Grace Organization	No Fee

257

258 **70-5 Review of Fee Schedule**

259 The fees and charges contained in this chapter shall be reviewed by City staff each year in  
260 coordination with the City’s General Fund and Enterprise Fund budgets.

261  
262 ADOPTED by the City Council of Havre de Grace, Maryland this \_\_\_\_ day of \_\_\_\_\_, 2024.

263  
264 SIGNED by the Mayor and attested by the Director of Administration this \_\_\_\_ day of \_\_\_\_\_,  
265 2024.

266  
267  
268 ATTEST: MAYOR AND CITY COUNCIL  
269 OF HAVRE DE GRACE

270  
271 \_\_\_\_\_  
272 Stephen J. Gamatoria William T. Martin  
273 Director of Administration Mayor  
274

275  
276 Introduced/First Reading: 2/5/2024

277 Public Hearing:

278 Second Reading:

279  
280 Effective Date:

281

282 Legislative History

283 Ordinance No. 850, adopted March 1, 2004

284 Ordinance No. 856, adopted March 17, 2004

285 Ordinance No. 884, adopted April 16, 2007

286 Ordinance No. 986, adopted January 17, 2017

287 Ordinance No. 1091, adopted February 21, 2023

288 Ordinance No. 1102, adopted May 1, 2023

289

# CITY COUNCIL

## READ FILE COVER SHEET

Subject: **Special Event - Easter Sunrise Service**

March 31, 2024

Date: **2/1/2024**

**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 February 5, 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 1-22-24  
Tracking # 1011 19 0028

EVENT NAME: Easter Sunrise Service

Sponsor Organization: Havre de Grace United Methodist Church

Business Address: 101 S. Union Avenue, Havre de Grace, MD 21078

On-Site Contact Person: Pastor Norman Obenshain

Contact Information Phone: 410-939-2464 Email: hdgumc@verizon.net

Back-Up On-Site Contact Person: \_\_\_\_\_

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 # 29023778 (attach non-profit status documentation to application)

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

\_\_\_\_\_

**Event Category:**

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

Church service

\* 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: 03/31/2024 Begin Time: 6 a.m.

Event Starts Date: 03/31/2024 Time: 6:30 a.m.

Event Ends Date: 03/31/2024 Time: 7:30 a.m.

Breakdown Date: 03/31/2024 End Time: 8:00 a.m.

Rain Date Date: n/a 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)

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

Anticipated Attendance: \_\_\_\_\_

Admission Fee (if any): \_\_\_\_\_

**Requested City Services:**

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

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

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

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

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

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

**Other:** Please explain:

We will need to use electricity at the gazebo.

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: Capt. Jon Krass Badge # 7761

Date Contacted: January 18, 2024

**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.

Will have first aid kit on site and will contact EMS, if 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.

**Easter Sunrise Service**

Event Name: \_\_\_\_\_

Pastor Norman Obenshain

Print Name of Event Sponsor \_\_\_\_\_

Pastor

Title \_\_\_\_\_

410-939-2464

hgumc@verizon.net

Phone \_\_\_\_\_

Email \_\_\_\_\_

Signature Rev. Norman Obenshain Date 1-20-24

Received by Kiley Ernest City Official Date 1-25-24





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

07/10/2023

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

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

<b>PRODUCER</b> PSA Insurance & Financial Partners, LLC 11311 McCormick Rd Suite 500 Hunt Valley MD 21031-8622	<b>CONTACT NAME:</b> Charlie Funk <b>PHONE (A/C, No, Ext):</b> (410) 821-7766 <b>E-MAIL ADDRESS:</b> cfunk@psafinancial.com	<b>FAX (A/C, No):</b> (410) 828-0242
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> Havre de Grace United Methodist Church Attn: Treasurer 101 S Union Avenue Havre de Grace MD 21078	<b>INSURER A:</b> Brethren Mutual Insurance Co <b>NAIC #:</b> 13501	
	<b>INSURER B:</b>	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	

**COVERAGES**                      **CERTIFICATE NUMBER:** 23-24                      **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			SRP0001000	06/01/2023	06/01/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Employee Benefits Liab \$ 100,000
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N N	WCP0070285	06/01/2023	06/01/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

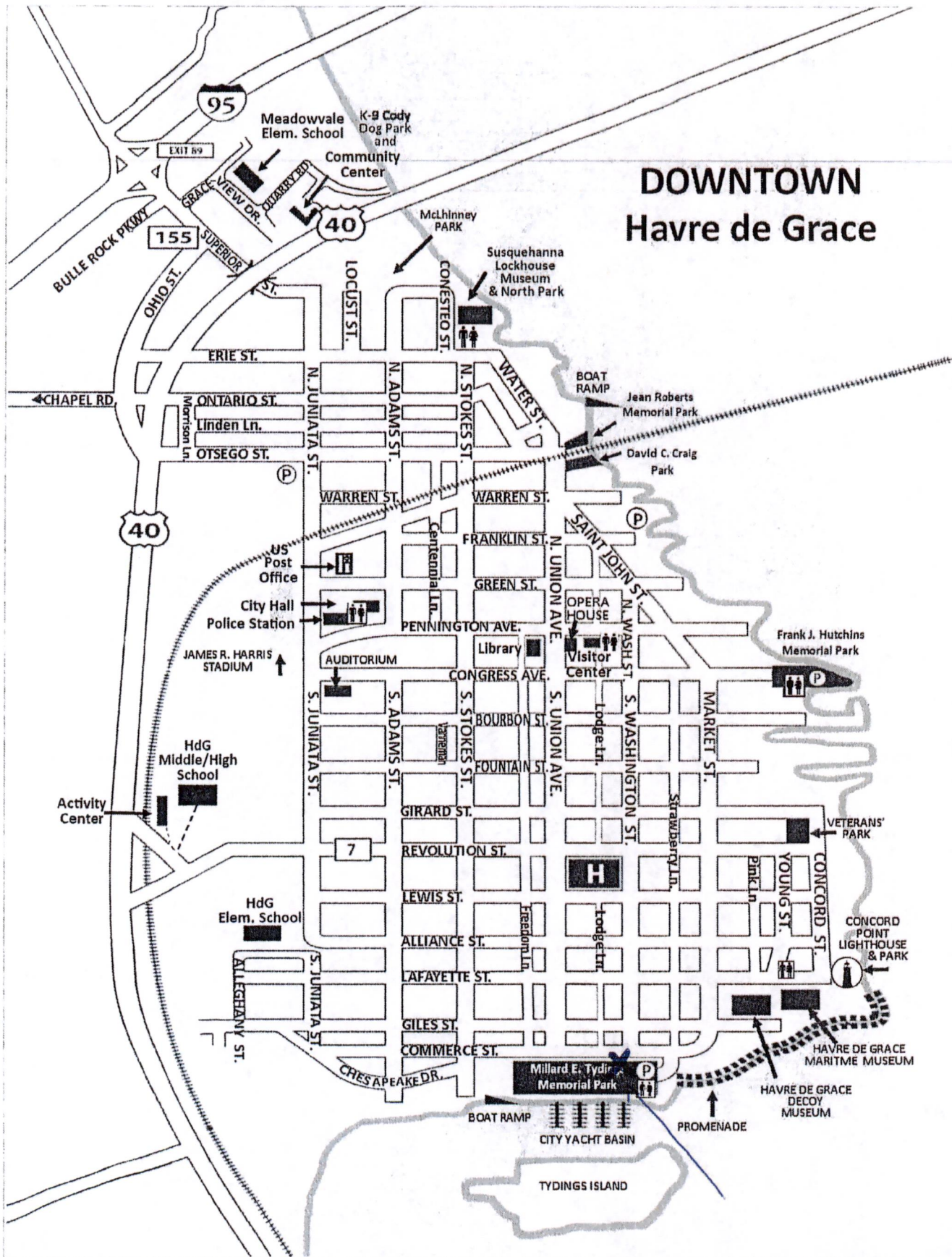
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Insurance Verification

**CERTIFICATE HOLDER**                      **CANCELLATION**

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



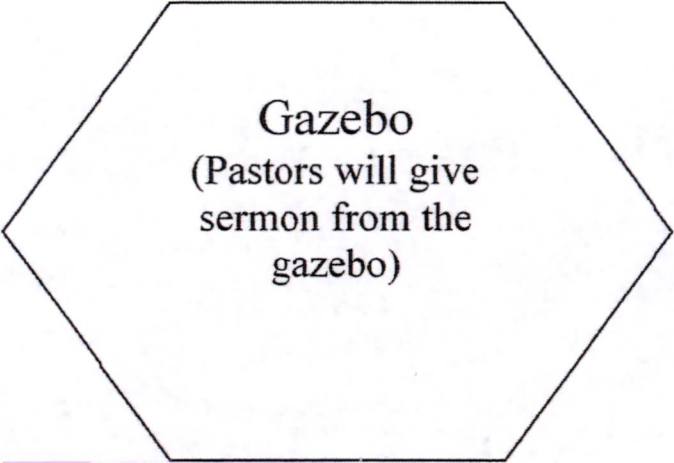




Easter Sunrise Service – March 31, 2024

Attendees  
Seating  
Area  
(bring their  
own chairs)

Sidewalk



Commerce Street





# CITY COUNCIL

## READ FILE COVER SHEET

Subject: **Special Event - River Sweep 2024**

April 20, 2024

Date: **1/26/2024**

**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 February 5, 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 1-16-24  
Tracking # 1011 19 0015

EVENT NAME: River Sweep 2024

Sponsor Organization: Lower Susquehanna Heritage Greenway

Business Address: 4948 Conowingo Rd, Darlington, MD 21034

On-Site Contact Person: Peter Green

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

Back-Up On-Site Contact Person: Brigitte Carty

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:

**Event Category:**

Athletic/Recreation

Concert/Performance

Other (explain)

Festival

Carnival

24th annual  
community cleanup  
event in honor of  
Earth Day

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: 4/20/2024

Begin Time: 7:30am

Event Starts Date: 4/20/2024

Time: 8:30am

Event Ends Date: 4/20/2024

Time: 12:00pm

Breakdown Date: 4/20/2024

End Time: 1:00pm

Rain Date Date: NONE

Is timeframe the same?  Yes  No

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

**Location:** (see attached map)

Millard E. Tydings Memorial Park  
(325 Commerce Street)

Community Pavilion at  
Frank J. Hutchins Memorial Park (100 Congress Avenue)

Concord Point Park (710 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)

We'd like to request the Gazebo as the  
event center. Cleanup is throughout City.

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



Anticipated Attendance: 100

Admission Fee (if any): \_\_\_\_\_

**Requested City Services:**

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

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

**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 services are requested, as in years past, to assist with the removal of the bags of collected debris.

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.

We will have a first aid kit on-site for minor abrasions and will contact EMS for other medical issues.



**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: River Sweep 2024

Print Name of Event Sponsor Brigitte Carty

Title Executive Director

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

Signature Brigitte Carty Date 1/16/2024

Received by Kelly Ernest Date 1-18-24  
City Official Date

INTERNAL REVENUE SERVICE  
DISTRICT DIRECTOR  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: FEB 12 1988

LOWER SUSQUEHANNA HERITAGE GREENWAY,  
INC  
259 BROAD ST  
PERRYVILLE, MD 21903

Employer Identification Number:  
31-1542913  
DLN:  
318029471  
Contact Person:  
D. A. DOWNING  
Contact Telephone Number:  
(513) 241-5199  
Accounting Period Ending:  
December 31  
Form 990 Required:  
YES  
Addendum Applies:  
YES

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

We have further determined that you are not a private foundation within the meaning of section 509(a) of the Code, because you are an organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status and foundation status. In the case of an amendment to your organizational document or bylaws, please send us a copy of the amended document or bylaws. Also, you should inform us of all changes in your name or address.

As of January 1, 1984, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Since you are not a private foundation, you are not subject to the excise taxes under Chapter 42 of the Code. However, if you are involved in an excess benefit transaction, that transaction might be subject to the excise taxes of section 4958. Additionally, you are not automatically exempt from other federal excise taxes. If you have any questions about excise, employment, or other federal taxes, please contact your key district office.

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(1) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(1) organization.

Letter 947 (DO/CG)



LOWER SUSQUEHANNA HERITAGE GREENWAY

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of Code sections 2055, 2106, and 2522.

Contribution deductions are allowable to donors only to the extent that their contributions are gifts, with no consideration received. Ticket purchases and similar payments in conjunction with fundraising events may not necessarily qualify as deductible contributions, depending on the circumstances. See Revenue Ruling 67-246, published in Cumulative Bulletin 1967-2, on page 104, which sets forth guidelines regarding the deductibility, as charitable contributions, of payments made by taxpayers for admission to or other participation in fundraising activities for charity.

In the heading of this letter we have indicated whether you must file Form 990, Return of Organization Exempt From Income Tax. If Yes is indicated, you are required to file Form 990 only if your gross receipts each year are normally more than \$25,000. However, if you receive a Form 990 package in the mail, please file the return even if you do not exceed the gross receipts test. If you are not required to file, simply attach the label provided, check the box in the heading to indicate that your annual gross receipts are normally \$25,000 or less, and sign the return.

If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. A penalty of \$20 a day is charged when a return is filed late, unless there is reasonable cause for the delay. However, the maximum penalty charged cannot exceed \$10,000 or 5 percent of your gross receipts for the year, whichever is less. For organizations with gross receipts exceeding \$1,000,000 in any year, the penalty is \$100 per day per return, unless there is reasonable cause for the delay. The maximum penalty for an organization with gross receipts exceeding \$1,000,000 shall not exceed \$50,000. This penalty may also be charged if a return is not complete, so be sure your return is complete before you file it.

You are required to make your annual return available for public inspection for three years after the return is due. You are also required to make available a copy of your exemption application, any supporting documents, and this exemption letter. Failure to make these documents available for public inspection may subject you to a penalty of \$20 per day for each day there is a failure to comply (up to a maximum of \$10,000 in the case of an annual return).

You are not required to file federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T, Exempt Organization Business Income Tax Return. In this letter we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

LOWER SUSQUEHANNA HERITAGE GREENWAY

You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

If we have indicated in the heading of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

Because this letter could help resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,

A handwritten signature in cursive script, appearing to read "Paul A. Huntington".

District Director

Enclosure(s):  
Addendum



LOWER SUSQUEHANNA HERITAGE GREENWAY

Guidelines under which private foundations may rely on this determination, for gifts, grants, and contributions made after March 13, 1989, were liberalized and published in Rev. Proc. 89-23, Cumulative Bulletin 1989-1, page 844.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
01/11/2024

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

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

PRODUCER Crothers Insurance Agencies, Inc. Main St. & Valley View Dr. P.O. Box 470 Rising Sun, MD 21911	CONTACT NAME: Joyce Ragan	
	PHONE (A/C, No, Ext): (410) 658-5200 FAX (A/C, No): (410) 658-9570 E-MAIL ADDRESS: joycer@crothersagency.com	
INSURED Lower Susquehanna Heritage Greenways Inc. 4948 Conowingo Road Darlington, MD 21034	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: Jackson Sumner and Associates	A0824
	INSURER B: SELECTIVE INS CO OF AMERICA	12572
	INSURER C:	
	INSURER E:	
	INSURER F:	

### COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	Y	NN1196317	01/07/2024	01/07/2025	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
							MED EXP (Any one person)	\$ 5,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
	AUTOMOBILE LIABILITY ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident)	\$
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WC 7215591	06/06/2023	06/06/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER	
							E.L. EACH ACCIDENT	\$ 100,000
							E.L. DISEASE - EA EMPLOYEE	\$ 100,000
							E.L. DISEASE - POLICY LIMIT	\$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

River Sweep April 20, 2024  
City of Havre de Grace additional insured as required by contract for this event. Waiver of subrogation included.

### CERTIFICATE HOLDER

### CANCELLATION

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

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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# CITY COUNCIL

## READ FILE COVER SHEET

Subject: **Special Event - Pyrex & Vintage Fest**

April 27, 2024

Date: **2/1/2024**

**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 February 5, 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 1-25-24
Tracking # 1011 19 0025

EVENT NAME: Pyrex & Vintage Fest

Sponsor Organization: Havre de Grace Alliance

Business Address: 137 N. Washington Street

On-Site Contact Person: Jolene Forrester

Contact Information Phone: Email:

Back-Up On-Site Contact Person: Luke Forrester

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? [X] Yes [ ] No

Tax ID # 47-5585317 (attach non-profit status documentation to application)

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

[Empty box for additional details]

Event Category:

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

\* 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: 04/27/2024 Begin Time: 7:00am
Event Starts Date: 04/27/2024 Time: 9:00am
Event Ends Date: 04/27/2024 Time: 4:00pm
Breakdown Date: 04/27/2024 End Time: 5:00pm
Rain Date Date: N/A

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) [X]

Pennington Avenue between Lodge Lane and N. Washington and Saint John Street.

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

Anticipated Attendance: 1200

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.

Street closure on the 2 blocks of Pennington Ave on both sides of N. Washington St. up to Lodge Lane. Closure from 7:00am to 5:00pm.

**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:

2 Trash Containers

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: CAPT. J. KRASS Badge # 7701

Date Contacted: 1/25/24

**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.

JoRetro has a first aid kit.

**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: Pyrex & Vintage Fest

Print Name of Event Sponsor Jolene Forrester/Heather Deno

Title Owner JoRetro/Pres. of HdG Chamber

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

Signature Jolene Forrester / Heather Deno Date 1/25/24

Received by Kiley Ernest City Official \_\_\_\_\_ Date 1-25-24





RENEWAL CERTIFICATE

Agent	ITEM 2. Policy Period	Policy Number
BB1245 HOSTETTER AGENCY INC	12/15/23 TO 12/15/24	Q48 1551122 M

ITEM 1. Named Insured and Address	ITEM 3. Other Interest
HAVRE DE GRACE CHAMBER OF COMMERCE PO BOX 339 HAVRE DE GRACE MD 21078-0339	

POLICY PERIOD BEGINS AND ENDS AT 12.01 A.M. STANDARD TIME AT THE STATED ADDRESS OF THE NAMED INSURED.

THE INSURANCE APPLIES TO THOSE PREMISES DESCRIBED AS PER THE ATTACHED SUPPLEMENTAL DECLARATIONS. THIS IS SUBJECT TO ALL APPLICABLE TERMS OF THE POLICY AND ATTACHED FORMS AND ENDORSEMENTS

DEDUCTIBLE (PROPERTY PROTECTION ONLY)- \$ 200.

COVERAGES:

PROPERTY PROTECTION - AS PER THE ATTACHED SUPPLEMENTAL DECLARATIONS	DEPOSIT PREMIUM
1. BUILDINGS	\$
2. BUSINESS PERSONAL PROPERTY AND PERSONAL PROPERTY OF OTHERS	\$ INCL
3. INCOME PROTECTION	\$
4. GLASS AND LETTERING	\$
5. SIGNS, LIGHTS AND CLOCKS	\$ INCL
LIMITS OF INSURANCE	\$ INCL

EACH OCCURRENCE LIMIT	\$ 1,000,000	
DAMAGE TO PREMISES RENTED TO YOU LIMIT	\$ 1,000,000	ANY ONE PREMISES
MEDICAL EXPENSE LIMIT	\$ 5,000	ANY ONE PERSON
PERSONAL & ADVERTISING INJURY LIMIT	\$ 1,000,000	ANY ONE PERSON OR ORGANIZATION
GENERAL AGGREGATE LIMIT	\$ 2,000,000	
PRODUCTS/COMPLETED OPERATIONS AGGREGATE LIMIT	\$ 2,000,000	

OPTIONAL COVERAGES

ADDITIONAL INSURED - MANAGERS OR LESSORS OF PREMISES (CG2011)	\$ INCL
TOTAL DEPOSIT PREMIUM - - - - -	\$ 669.

APPLICABLE FORMS - SEE SCHEDULE OF FORMS



RENEWAL CERTIFICATE

**Agent**

BB1245 HOSTETTER AGENCY INC

**ITEM 2. Policy Period**

12/15/23 TO 12/15/24

**Policy Number**

Q48 1551122 M

**ITEM 1. Named Insured and Address**

HAVRE DE GRACE CHAMBER OF  
COMMERCE  
PO BOX 339  
HAVRE DE GRACE MD 21078-0339

**ITEM 3. Other Interest**

RECORD OF ADDITIONAL INSUREDS - DESIGNATED PERSON/ORGANIZATION  
-----


HAVRE DE GRACE ALLIANCE  
PO BOX 339  
HAVRE DE GRACE MD 21078-0339

RECORD OF ADDITIONAL INSUREDS - STATE/POLITICAL SUBDIV-PERMIT  
-----

CITY OF HAVRE DE GRACE,  
MARYLAND  
711 PENNINGTON AVE  
HAVRE DE GRAVE MD 21078-3004



HAVRE DE GRACE CHAMBER OF COMMERCE, INCORPORATED: D00834366

 Notice



Please be aware of an ongoing scam in which newly registered businesses are being instructed to send additional payment in order to obtain a Certificate of Status. Any 3rd party solicitation from a company attempting to represent the 'Maryland Secretary of State' via mail or email should be fully vetted before submitting additional payment.


If you applied for a 2-month extension prior to April 17th, the NEW deadline to file an Annual Report is June 15th. Please go [HERE](#) to file your Annual Report. A 2-month extension request for filing the Annual Report may be filed [here](#).

Department ID Number:

D00834366

Business Name:

HAVRE DE GRACE CHAMBER OF COMMERCE, INCORPORATED

Principal Office: 

P.O. BOX 339

HAVRE DE GRACE MD 21078

Resident Agent: 

ROBERT A. KREAMER, ESQ.

105 WEST BEL AIR AVE.

P.O. BOX 158

ABERDEEN MD 21001

Status:

INCORPORATED

Good Standing:

THIS BUSINESS IS IN GOOD STANDING

Business Type:

CORPORATION

Business Code:

04 ORDINARY BUSINESS - NON-STOCK

Date of Formation/ Registration:

12/30/1977

State of Formation:

MD

Stock Status:

NONSTOCK



↑ ONLY SIGNS USED DAY OF FEST ONLY  
AT INTERSECTIONS



# SENECA CANNERY ANTIQUÉ MALL

- 64 OLD LOVED RESCUED
- 63
- 62 THE GOAT AND THE ELEPHANT
- 61 LITTLE SEAL BOY VINTAGE
- 60 TAJ KELLY
- 59 OH MY GAWD! IT'S VINTAGE!
- 58 NANNYCAKES COOKIES

# Pyrex & Vintage Fest VENDOR MAP

ST. JOHN ST.

- 57 JERSEY GIRL VINTAGE
- 56
- 55 MIDATLANTIC MODERN
- 54
- 53 LA, A NOTE TO FOLLOW SEW
- 52 HARRIS VINTAGE
- 51 BMORE THRIFTY
- 50 TERESA A.
- 49 CHERYL ANNS ATTIC COLLECTION
- 48
- 47 GRANNY'S KITCHEN
- 46

PENNINGTON AVE.

- 1 PINK PARROT VINTAGE
- 2 SARAH VON KELLER
- 3
- 4 JUNKTIQUE MOMMAS
- 5 STEPHANIE Q.
- 6 AUDREY K.
- 7 ERIN M.
- 8 BOB'S JUNK
- 9 SK VINTAGE
- 10 SCHLEGELBAGEL
- 11 MAD MAMA VINTAGE
- 12 GOODS RESURRECTED
- 13 CHESAPIQUE BOUTIQUE
- 14 FOUND VINTAGE TREASURES

JoRetro

N. WASHINGTON ST.

- 45 BIG SMILES, BIG FINDS
- 44
- 43 LITTLE GHOST CO.
- 42 NEVER RANDOM SHOP
- 41 SWEET LEAF THREADS
- 40 HOUSE HIPPO VINTAGE
- 39 A TO Z PYREX
- 38 COWGIRL CREATIONS
- 37 HOSSI'S VINTAGE
- 36 PYREX PARTNERS
- 35 CHRISSIE F.
- 34 STANDING OVATION VINTAGE
- 33 L & C ESTATE
- 32 CARRIE S.
- 31 HIS AND HER VINTAGE
- 30 LAURA K.
- 29

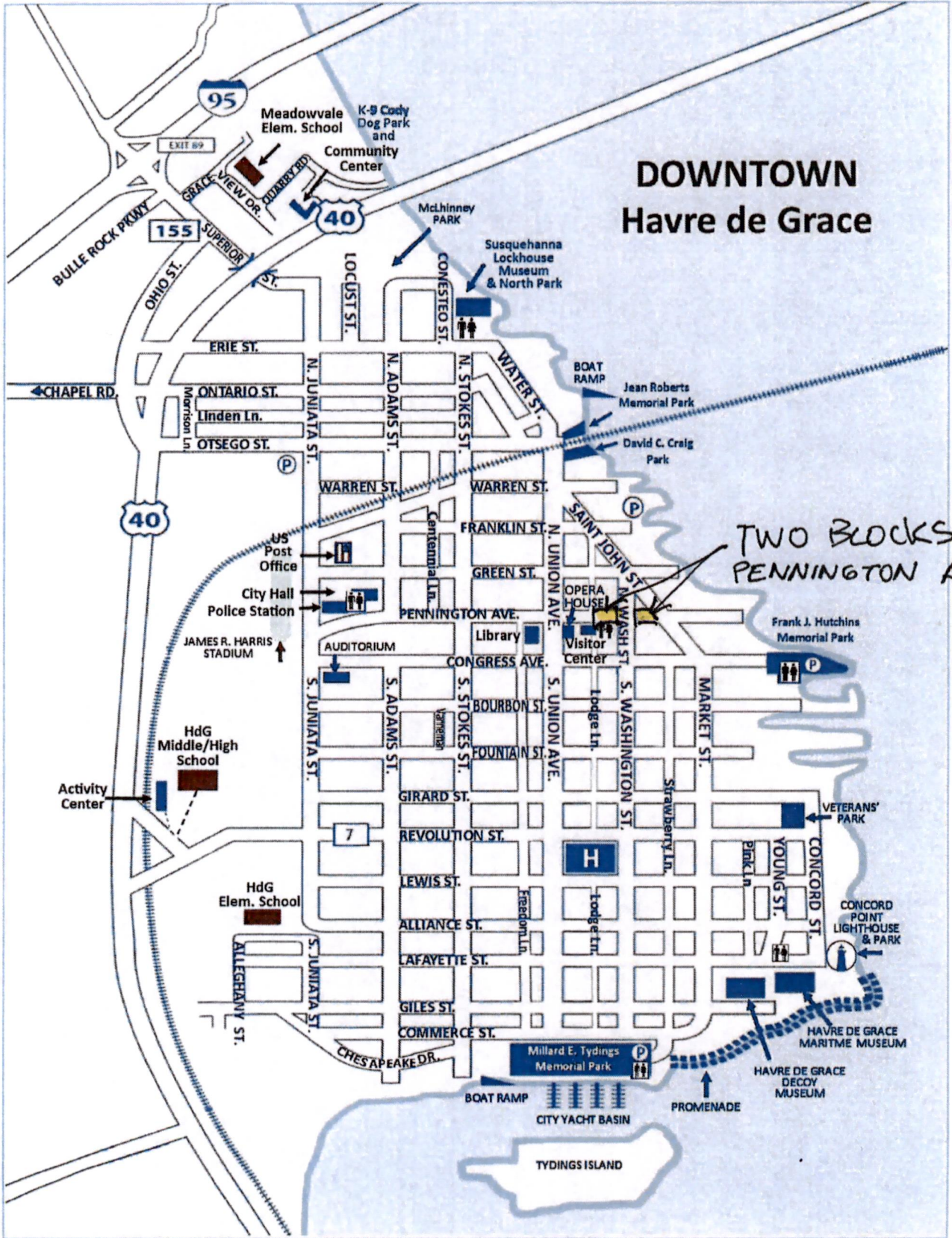
PENNINGTON AVE.

- 15 ANGEL S.
- 16
- 17 VINTAGE FINDS 19363
- 18 ERICA B.
- 19 AMANDA O.
- 20 DELIGHTFULLY MODERN
- 21 MACKING OUT THE HOUSE
- 22 FOOD
- 23 VINTAGE REBORN
- 24 ASHLEY'S VINTAGE KITCHEN
- 25 TUNA KING VINTAGE
- 26
- 27 FRAGMENTS OF THE PAST
- 28

FOOD

PORTA-POTS

N. LODGE LANE



**DOWNTOWN  
Havre de Grace**

*TWO BLOCKS  
PENNINGTON AVE.*



## SPECIAL EVENTS WORK SHEET

<b><u>SPECIAL EVENTS WORK SHEET</u></b>						
	<b>Event:</b>	Pyrex & Vintage Fest			<b>Tracking ID: 1011190025</b>	
	<b>Dates:</b>	4/27/24				
	<b>Time of set up:</b>	7:00 AM				
	<b>Take down time:</b>	4-5:00:00 PM				
	<b>Time of actual event:</b>	9 am - 4 pm				
	<b>Location:</b>	Pennington Avenue between Lodge Lane and N. Washington and St. John Street				
	<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>					0	\$0.00
<b>Notes</b>	This event will be handled by patrol units on duty. <b>Completed:01/29/2024</b>					
	<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>	3	11		\$80.37	11	\$884.07
<b>Notes</b>	Services provided include: prepping/posting signs, delivering cones, barricades and 2 extra trash and recycling barrels. Bathrooms - cleaned and stocked throughout event. <b>Completed: 01/26/24</b>					
	3	11	0	\$80.37	11	\$884.07
<b>Grand Total</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 - Waterfront Festival**

September 7, 2024

Date: **2/1/2024**

**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 February 5, 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



**Office Use Only**  
 Date Received 1-22-24  
 Tracking # 1011 19 0041

**EVENT APPLICATION CHECKLIST**

**EVENT NAME:** The Waterfront Festival  
**Sponsor Organization:** City of Havre de Grace/Beer Garden: HdG Chamber of Commerce & Alliance  
**Business Address:** 711 Pennington Avenue, Havre de Grace MD 21078  
**On-Site Contact Person:** Bambi Johnson

Contact Information **Phone:** \_\_\_\_\_ **Email:** bambij@havredegracemd.com

**Back-Up On-Site Contact Person:** Barbara Hartzell  
 Contact Information **Phone:** \_\_\_\_\_ **Email:** barbarah@havredegracemd.com

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

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

**Is the Sponsor Organization a 501 C3?**  Yes  No

Tax ID # 47-5585317 (attach non-profit status documentation to application)

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

**Event Category:**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Athletic/Recreation | <input type="checkbox"/> Concert/Performance | <input type="checkbox"/> Other (explain) |
| <input checked="" type="checkbox"/> Festival | <input type="checkbox"/> Carnival            |  |
| <input type="checkbox"/> Parade              | <input type="checkbox"/> 5K/10K/Walk *       |  |
| <input type="checkbox"/> Rally               | <input type="checkbox"/> Fishing Tournament  |  |

\* a fee may be charged

**Date/Time:**

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

Setup	Date: <u>Fri 9/6/24</u>	Begin Time: <u>10:00 AM</u>
Event Starts	Date: <u>SAT 9/7/24</u>	Time: <u>3:00 PM</u>
Event Ends	Date: <u>SAT 9/7/24</u>	Time: <u>10:00 PM</u>
Breakdown	Date: <u>SAT 9/7/24</u>	End Time: <u>11:00 PM</u>
Rain Date	Date: <u>NONE</u>	Is timeframe the same? <input type="checkbox"/> Yes <input type="checkbox"/> No

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

**Location:** (see attached map)

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

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

Anticipated Attendance: 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 (see attached site plan):

- Concord Street beginning at Alliance Street and up Lafayette to Young Street
- Accessible parking on Lafayette from Young Street to Maret Street, both sides

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

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

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

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

- Other:** Please explain:

- We would ask to use the City portable stage.
- Please maintain concord Point restrooms and port-a-pots during event hours.
- Lighted boat parade at approximately 8:00 PM

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.

Havre de Grace Chamber of Commerce will be holding the liquor license. They will man the entrance/exit. They will also provide chaperones to patrol the entire beer garden area, which will be surrounded by bike rack with one way in and one way out. Wristbands will be provided for everyone 21 years of age and older. Warning signage throughout.

**Security:**

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

Officer’s Name: Capt. Jonathan Krass Badge # 7761

Date Contacted: 1/22/24

**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.

First aid kits will be located at the info booth and the beer garden.

**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.

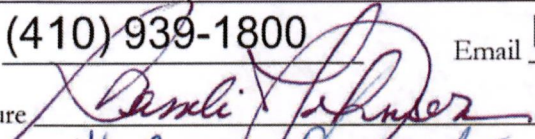
I have read and understand all of the attached policies and will abide by all policies, rules, regulations, and conditions as written. I understand that the Special Event Permit is not transferable to any other Sponsor, Individual or Group. I also understand the event cannot be advertised until the application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

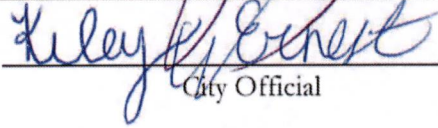
Event Name: The Waterfront Festival

Print Name of Event Sponsor Bambi Johnson/City of Havre de Grace

Title Chief of Parks, Events & Recreation

Phone (410) 939-1800 Email bambij@havredegracemd.com

Signature  Date 1/22/24

Received by  Date 1-25-24  
City Official







## SPECIAL EVENTS WORK SHEET

	<b>Event:</b>	Waterfront Festival (includes Lighted Boat Parade)			<b>Tracking ID: 1011 19 0041</b>	
	<b>Dates:</b>	SETUP: 9/6/24 EVENT: 9/7/24				
	<b>Time of set up:</b>	10AM 9/6- 3PM 9/7				
	<b>Take down time:</b>	10:00PM - 11:00PM				
	<b>Time of actual event:</b>	3:00PM - 10:00PM				
	<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>	4		52	\$115.00	52	\$8,970.00
<b>Notes</b>						
	<i>Completed: 01/29/2024</i>					
	<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>	14	26	12	\$80.37	38	\$3,536.28
<b>Notes</b>	2 day event. DPW to: prep, post NP & Handicap signs, deliver barricades, set up 1/2 stage, provide extra trash & recycling barrels, clean and re-stock all public bathrooms port-o-pots. Post No Fishing Signs on public pier. Electricity needed. Remove all signage, barricades, barrels and stage Sunday morning. <i>Updated 1-26-24.</i>					
<b>Updated 8.5.21</b>						
	<b>18</b>	<b>26</b>	<b>64</b>	<b>\$195.37</b>	<b>90</b>	<b>\$12,506.28</b>
<b>Grand Total</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 - Animal Blessing & Pet Expo**

September 8, 2024

Date: **1/26/2024**

**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 February 5, 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 1-12-24  
Tracking # 1011 19 0033

EVENT NAME: Animal Blessing & Pet Expo

Sponsor Organization: Havre de Grace United Methodist Church

Business Address: 101 S. Union Avenue, Havre de Grace, MD 21078

On-Site Contact Person: Tammy Brinkman

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

Back-Up On-Site Contact Person: Pastor

Contact Information Phone: 410-939-2464 Email: hdgumc@verizon.net

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 # Church (attach non-profit status documentation to application)

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

**Event Category:**

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

Community event to bless pets and provide pet information and demonstrations to the public.

\* 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>9/8/2024</u>	Begin Time: <u>10:30 am</u>
Event Starts	Date: <u>9/8/2024</u>	Time: <u>12:30 pm</u>
Event Ends	Date: <u>9/8/2024</u>	Time: <u>3:30 pm</u>
Breakdown	Date: <u>9/8/2024</u>	End Time: <u>4:30 pm</u>
Rain Date	Date: <u>9/15/2024</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)

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



Anticipated Attendance: 60-80

Admission Fee (if any): Free

**Requested City Services:**

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

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

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

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

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

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

- Other:** Please explain:

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

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

**Food Service:**

Yes  No Will there be food sold at your event?

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

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

**Alcohol:**

Yes  No Will there be alcohol sold at your event?

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

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

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

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

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

**Security:**

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

Officer’s Name: Capt. Krass Badge # 7761

Date Contacted: 1/12/2024

**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.

Will call EMS if needed. Retired nurse will be in attendance.



**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: Animal Blessing & Pet Expo

Print Name of Event Sponsor Tammy Brinkman

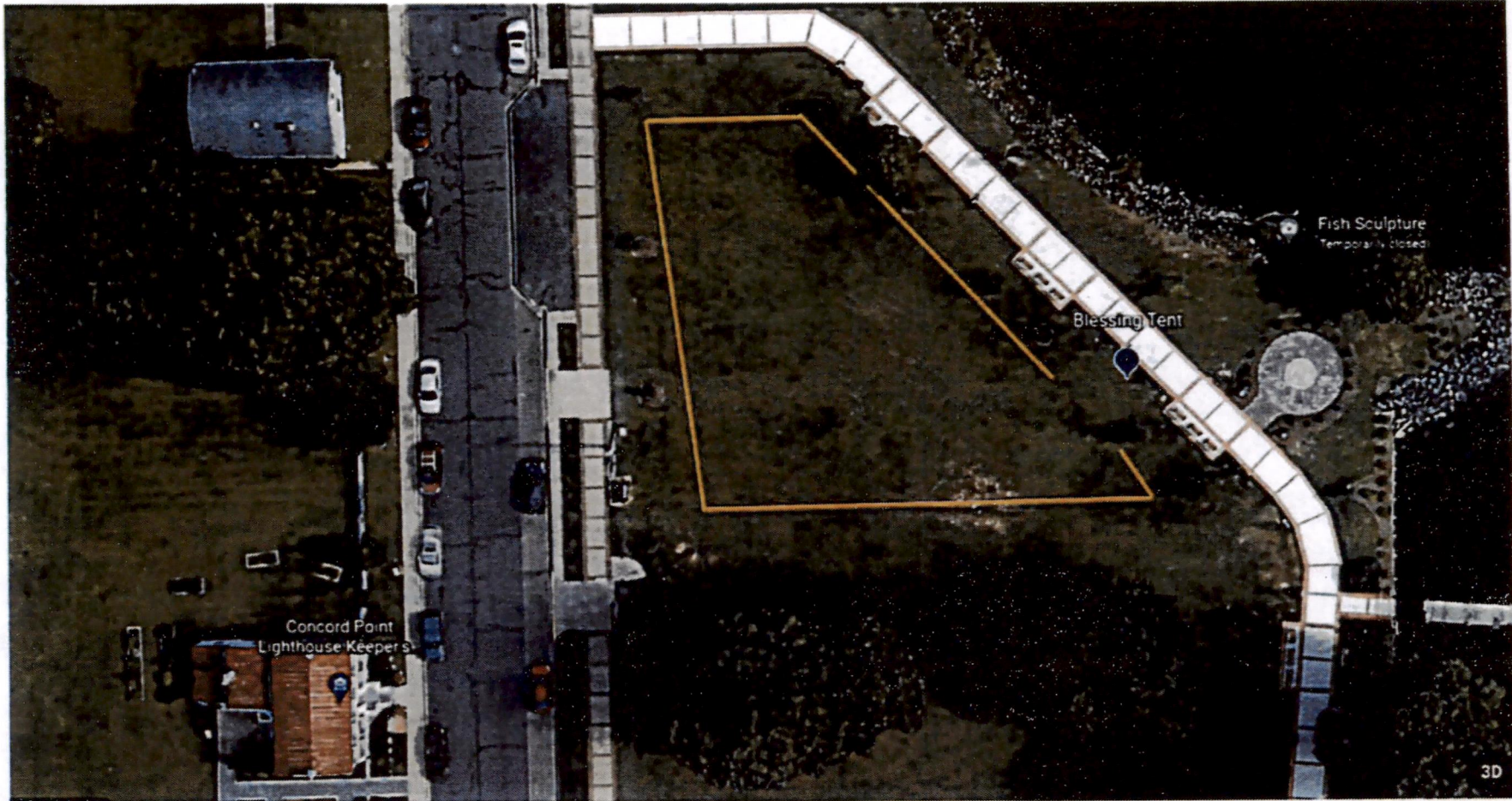
Title Committee Chair

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

Signature Tammy Brinkman Date 1/11/2024

Received by *Kelsey Bennett* Date 1-18-24  
City Official Date

✦ Need electric on at lamp by the Blessing Tent.





## SPECIAL EVENTS WORK SHEET

<b>SPECIAL EVENTS WORK SHEET</b>						
	Event:	Animal Blessing & Pet Expo			Tracking ID: 1011190033	
	Dates:	9/8/2024				
	Time of set up:	10:30 am - 12:30 pm				
	Take down time:	3:30 - 4:30 pm				
	Time of actual event:	12:30 to 3:30pm				
	Location:	Concord Point Park				
	Number of personnel	Regular Pay (Hours)	Overtime Pay Hours*	FULLY Loaded Wage**	Estimated Hours	Total Estimated Cost
PD	0	0	0		0	\$0.00
Notes						
	This event will be handled by Units on duty. <i>Completed 01/22/24</i>					
	Number of personnel	Regular Pay (Hours)	Overtime Pay Hours*	FULLY Loaded Wage**	Estimated Hours	Total Estimated Cost
DPW		2		\$75.75	2	\$151.50
Notes	Clean and stock bathrooms. Electricity needed. <i>Completed: 01/23/2024</i>					
	0	2	0	\$75.75	2	\$151.50
Grand Total						
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 - 4<sup>th</sup> Annual Susquehanna  
Wine & Seafood Festival**

September 21, 2024

Date: **1/26/2024**

**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 February 5, 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



**Office Use Only**  
 Date Received 1-8-24  
 Tracking # 1011 21 0012

## EVENT APPLICATION CHECKLIST

**EVENT NAME:** 4th Annual Susquehanna Wine and Seafood Festival

**Sponsor Organization:** Soroptimist International of Havre de Grace

**Business Address:** PO Box 848 Havre de Grace, MD 21078

**On-Site Contact Person:** Elizabeth Laverick

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

**Back-Up On-Site Contact Person:** David Minnon

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 # 52-605-6993 (attach non-profit status documentation to application)

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

**Event Category:**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Athletic/Recreation | <input type="checkbox"/> Concert/Performance | <input type="checkbox"/> Other (explain) |
| <input checked="" type="checkbox"/> Festival | <input type="checkbox"/> Carnival            |  |
| <input type="checkbox"/> Parade              | <input type="checkbox"/> 5K/10K/Walk *       |  |
| <input type="checkbox"/> Rally               | <input type="checkbox"/> Fishing Tournament  |  |

\* a fee may be charged

**Date/Time:**

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

Setup Date: 9/19/2024 Begin Time: 9:00

Event Starts Date: 9/21/2024 Time: 11:00 AM

Event Ends Date: 9/21/2024 Time: 8:00 PM

Breakdown Date: 9/21-9/23/2024 End Time: 5:00 PM

Rain Date Date: 9/22/2024 Is timeframe the same?  Yes  No

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

**Location:** (see attached map)

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

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

Anticipated Attendance: 2,500

Admission Fee (if any): Tickets starting at \$15

**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.

Map attached. Concord Street at Alliance to Lafayette at Young Street via Concord Street and Lafayette Street.  
Parking/ No Parking Signs - We would like to request no parking signs on Lafayette from Concord Street to Market Street for support vehicles. We would like to mark out 3 handicap signs.

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

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

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

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

- Other:** Please explain:

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

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



**Food Service:**

Yes  No Will there be food sold at your event?

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

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

**Alcohol:**

Yes  No Will there be alcohol sold at your event?

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

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

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

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

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

The event will be fully enclosed with barricades provided by Long Fence. Guests will have ID's checked at the door and will receive a 21+ wristband. Only government issue ID will be accepted.

**Security:**

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

Officer's Name: Captain John Krass Badge # 7761

Date Contacted: 1/5/24

**Gambling:**

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

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

**First Aid Services/Medical Plan:**

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

We will call 911 and make sure there is easy access to the venue.

**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: 4h Annual Susquehanna Wine and Seafood Festival

Print Name of Event Sponsor Soroptimist International of Havre de Grace

Title President, Amy Dean

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

Signature *Amy Dean* Date 1/8/24

Received by *Kelsey Ernest* Date 1-11-24  
City Official





## **4<sup>th</sup> Annual Susquehanna Wine & Seafood Fest**

### **Event Details**

**Thursday 9/19/2024**– Stage will get set-up. Large tents will go up (this depends on the rental company's schedule), it could be Friday 9/20/24. The hours would be 9-4pm.

**Friday 9/20/2024** – Set-up is 8am to 7pm – this includes bicycle racks, food trucks parking, small tents, dumpster parked, portable restrooms, tables, and chairs.

\*\*\*Would request to have streets closed by 9am

**Saturday 9/21/2024** – Set-up from 7am to 11am – signage, vendors arrive and set-up.

Doors open at 11am (VIP) and noon for all other ticket holders. General admission. The event will end at 8pm. \*Music on main stage will end at 7:30pm, bars will stop serving at 7:30pm

**Sunday 9/22/2024** – This date will be in the event of severe inclement weather. \*

**Monday 9/23/2024** – Tents, tables, chairs, stage, portable restrooms, fencing, and dumpster will be removed. By 5pm, everything will be broken down and the park will be restored to its' original condition.



# Event Site Map 2024



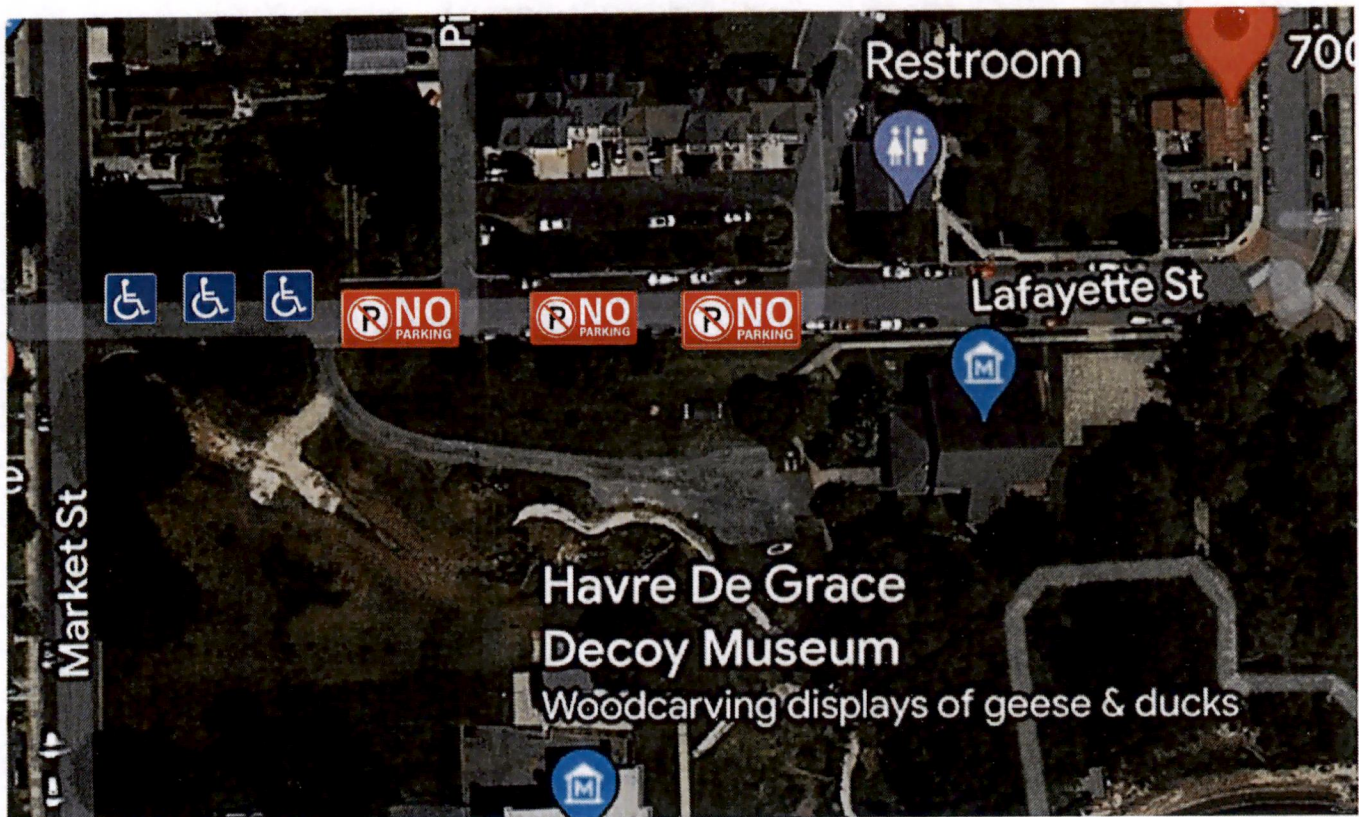




# No Parking & Handicap Parking Request 2024

\*\*\*We would like to request no parking on Lafayette Street from Concord to Market Street

\*\*\*Within this area, we would like to have 2-3 handicap spots marked out





INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **NOV 26, 2002**

DLN: 17053200049002  
Contact Person: LYNN A BRINKLEY - ID# 31435  
Contact Phone #: 877-829-5500  
Addendum Applies: No  
**GROUP EXEMPTION #: 3899**

SOROPTIMIST INTERNATIONAL OF THE AMERICAS INC  
23-2154856  
2 PENN CENTER 1000  
PHILADELPHIA, PA 19102-1721

Dear Applicant:

We have considered your application for a group exemption letter recognizing your subordinates as exempt from federal income tax under section 501(a) of the Internal Revenue Code as organizations of the type described in section 501(c)(3).

Our records show that you were recognized as exempt from federal income tax under section 501(c)(3) of the Code. Your exemption letter remains in effect.

Based on information you supplied, we recognize your subordinates whose names appear on the list you submitted as exempt from federal income tax under section 501(c)(3) of the Code.

Additionally, we have classified the organizations that you operate, supervise, or control, and that are covered by your notification to us, as organizations that are not private foundations because they are organizations of the type described in section 509(a)(2) of the Code.

Donors may deduct contributions to your subordinates as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to your subordinates or for their use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of section 2055, 2106, and 2522 of the Code.

Your subordinates whose gross receipts each year are normally more than \$25,000 are each required to file Form 990, Return of Organization Exempt From Income Tax, by the 15th day of the fifth month after the end of their annual accounting period. If you prefer, you may file a group return for those subordinates that authorize you in writing to include them in that return. If you are required to file Form 990 for your own activities, you must file a separate return and may not be included on any group return that you file for your subordinates. The law imposes a penalty of \$20 a day when a return is filed late, unless there is reasonable cause for the delay. However, the maximum penalty imposed cannot exceed \$10,000 or 5 percent of your gross receipts for the year, whichever is less. For organizations with gross receipts exceeding \$1,000,000 in any year, the penalty is \$100 per day per return, unless there is reasonable cause for the delay. The maximum penalty for an organization with gross receipts exceeding \$1,000,000 shall not exceed \$50,000. This penalty may also be charged if a return is not complete, so your subordinates should make sure their returns are complete before filing them. Please advise your subordinates that, if they receive a Form 990 package in the mail, they should file the return even if their gross receipts do not exceed the \$25,000 minimum. If not required to file, a subordinate should simply attach the label provided, check the box in the heading to indicate that its annual gross receipts are normally \$25,000 or less and sign the return. This will allow us to update our records to show that the subordinate is not required to file and to delete that subordinate from the list of organizations that will receive Form 990 packages in future years.

Your subordinates are required to make their annual information return, Form 990 or Form 990-EZ, available for public inspection for three years after the later of the due date of the return or the date the return is filed. You and your subordinates are also required to make available for public inspection your group exemption application, any supporting documents and this exemption letter. Copies of these documents are also required to be provided to any individual upon written or in person request without charge other than reasonable fees for copying and postage. You may fulfill this requirement by placing these documents on the Internet. Penalties may be imposed for failure to comply with these requirements. Additional information is available in Publication 557, Tax-Exempt Status for Your Organization, or you may call our toll free number shown above.



Your subordinates are not required to file federal income tax returns unless subject to the tax on unrelated business income under section 511 of the Code. Each organization subject to this tax must file Form 990-T, Exempt Organization Business Income Tax Return. In this letter we are not determining whether any of your subordinates' present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

As of January 1, 1984, each of your subordinates is liable for social security taxes under the Federal Insurance Contributions Act on remuneration of \$100 or more they pay to each of their employees during a calendar year. Your subordinates are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Each year, at least 90 days before the end of your annual accounting period, please send the items listed below to the Internal Revenue Service Center at the address shown below.

1. A statement describing any changes during the year in the purposes, character, or method of operation of your subordinates;
2. A list showing the names, mailing addresses (including Postal ZIP codes), actual addresses if different, and employer identification numbers of subordinates that, since your previous report:
  - a. Changed names or address;
  - b. Were deleted from your roster; or
  - c. Were added to your roster
3. For subordinates to be added, attach:
  - a. A statement that the information on which your present group exemption letter is based applies to the new subordinates;
  - b. A statement that each has given you written authorization to add its name to the roster;
  - c. A list of those to which the Service previously issued exemption rulings or determination letters;
  - d. A statement that none of the subordinates is a private foundation as defined in section 509(a) of the Code if the group exemption letter covers organizations described in section 501(c) (3);
  - e. The street address of each subordinate whose mailing address is a P.O. Box; and
  - f. The information required by Revenue Procedure 75-50, 1975-2 C.B. 587, for each subordinate that is a school claiming exemption under section 501(c) (3). Also include any other information necessary to establish that the school is complying with the requirements of Revenue Ruling 71-447, 1971-2 C.B. 230. This is the same information required by Schedule B, Form 1023, Application for Recognition of Exemption Under Section 501(c) (3) of the Internal Revenue Code.
4. If applicable, a statement that your group exemption roster did not change since your previous report.

Please mail the information requested in this letter to the following address:

Internal Revenue Service  
Ogden UT 84201

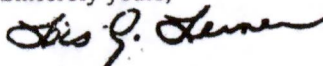
Your Group Exemption Number is 3899. Your subordinates are required to include this number on each Form 990, Return of Organization Exempt From Income Tax, and Form 990-T, Exempt Organization Business Income Tax Return, that they file. Please advise your subordinates of this requirement and provide them with the Group Exemption Number.

If the heading of this letter indicates that an addendum applies, the enclosed addendum is an integral part of this letter. Because this letter could help resolve any questions about the exempt status and foundation status of your subordinates, you should keep it for your records.

We have sent a copy of this letter to your representative as indicated in your power of attorney.

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,



Lois G. Lerner  
Director, Exempt Organizations



IRS Department of the Treasury  
Internal Revenue Service

P.O. Box 2508  
Cincinnati OH 45201

In reply refer to: 0248662390  
Oct. 06, 2010 LTR 4167C E0  
23-2154856 000000 00

00015574  
BODC: TE

SOROPTIMIST INTERNATIONAL OF THE  
AMERICAS  
1709 SPRUCE ST  
PHILADELPHIA PA 19103-6103

Employer Identification Number: 23-2154856  
Group Exemption Number: 3899  
Person to Contact: Mr. Patterson  
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Sep. 28, 2010, request for information about your tax-exempt status.

Our records indicate that you were issued a determination letter in October 2002, and that you are currently exempt under section 501(c)(3) of the Internal Revenue Code.

Based on the information supplied, we recognized the subordinates named on the list you submitted as exempt from Federal income tax under section 501(c)(3) of the Code.

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106 and 2522 of the Code.


If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely yours,


*Michele M. Sullivan*

Michele M. Sullivan, Oper. Mgr.  
Accounts Management Operations I



 **IRS** Department of the Treasury  
Internal Revenue Service  
P.O. Box 2508  
Cincinnati OH 45201

In reply refer to: 0752257825  
Aug. 31, 2018 LTR 4168C 0  
23-2154856 000000 00  
00029338  
BODC: TE

 SOROPTIMIST INTERNATIONAL OF THE  
AMERICAS INC  
% SUE MURRAY  
1709 SPRUCE ST  
PHILADELPHIA PA 19103

003925

Employer ID number: 23-2154856  
Form 990 required: yes

Dear Taxpayer:

We're responding to your request dated Aug. 22, 2018, about your tax-exempt status.

We issued you a determination letter in October 2002, recognizing you as tax-exempt under Internal Revenue Code (IRC) Section 501(c)(3).

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

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

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

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

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

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

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

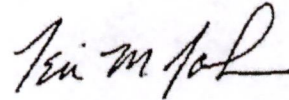
0752257825  
Aug. 31, 2018 LTR 4168C 0  
23-2154856 000000 00  
00029339

SOROPTIMIST INTERNATIONAL OF THE  
AMERICAS INC  
% SUE MURRAY  
1709 SPRUCE ST  
PHILADELPHIA PA 19103

time).

Thank you for your cooperation.

Sincerely yours,



Teri M. Johnson  
Operations Manager, AM Ops. 3





BSCENEE-01

JABBOTT

# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
1/5/2024

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

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

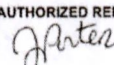
<b>PRODUCER</b> The Jacobs Company, Inc. - AP 7075 Samuel Morse Drive Suite 120 Columbia, MD 21046	<b>CONTACT NAME:</b> Amanda M. Hartnett
	<b>PHONE (A/C, No., Ext):</b> (410) 910-8349 <b>FAX (A/C, No):</b> <b>E-MAIL ADDRESS:</b> ahartnett@jacobscompany.com
<b>INSURED</b>  B Scene Events & Promotions, LCC 414 Market Street Havre De Grace, MD 21078	<b>INSURER(S) AFFORDING COVERAGE</b> <b>NAIC #</b>
	<b>INSURER A :</b> Hartford Underwriters Insurance Company      30104
	<b>INSURER B :</b> Chesapeake Employers' Insurance Company      11039
	<b>INSURER C :</b>
	<b>INSURER D :</b>
	<b>INSURER E :</b>
<b>INSURER F :</b>	

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

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	X	42SBMAV7TXR	1/28/2023	1/28/2024	EACH OCCURRENCE \$ 1,000,000
						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000
						MED EXP (Any one person) \$ 5,000
						PERSONAL & ADV INJURY \$ 1,000,000
						GENERAL AGGREGATE \$ 2,000,000
						PRODUCTS - COMP/OP AGG \$ 2,000,000
						\$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$
						BODILY INJURY (Per person) \$
						BODILY INJURY (Per accident) \$
						PROPERTY DAMAGE (Per accident) \$
						\$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED      RETENTION \$					EACH OCCURRENCE \$
						AGGREGATE \$
						\$
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N <input type="checkbox"/> N / A	8015139	11/18/2023	11/18/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
						E.L. EACH ACCIDENT \$ 500,000
						E.L. DISEASE - EA EMPLOYEE \$ 500,000
A	Liquor Liability		42SBMAV7TXR	1/28/2023	1/28/2024	E.L. DISEASE - POLICY LIMIT \$ 500,000
						Each Common Cause 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Certificate holder is included as additional insured with respect to the General Liability per the policy's terms and conditions, when required by written and executed contract.

<b>CERTIFICATE HOLDER</b>  City of Havre de Grace 711 Pennington Ave Havre De Grace, MD 21078	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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## SPECIAL EVENTS WORK SHEET

	<b>Event:</b>	Susquehanna Wine & Seafood Fest			<b>Tracking ID:</b> 1011 21 0012	
	<b>Dates:</b>	September 21, 2024				
	<b>Time of set up:</b>	(see application page 5 of the packet for details)				
	<b>Take down time:</b>	(see application page 5 of the packet for details)				
	<b>Time of actual event:</b>	11:00AM - 8:00 PM Rain Date - 9/22				
	<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>	4		36	\$115.00	36	\$6,210.00
<b>Notes</b>						
	<i>Completed 01/22/2024</i>					
	<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>	5	55		\$80.37	55	\$4,420.35
<b>Notes</b>	DPW to: prep, post NP & Handicap signs, deliver barricades, provide 30 extra trash & 10 extra recycling barrels, clean and re-stock all public bathrooms throughout event. Remove all signs, barricades, barrels Monday am. <i>Completed: 01/23/24</i>					
	9	55	36	\$195.37	91	\$10,630.35
<b>Grand Total</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)					