



City of Havre de Grace

711 PENNINGTON AVENUE, HAVRE DE GRACE, MARYLAND 21078

410-939-1800

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Public Notice

Havre de Grace City Council Meeting

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

TIME: 7:00 p.m.

DATE: Tuesday, February 20, 2024

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



COUNCIL MEETING AGENDA

February 20, 2024

711 Pennington Avenue, Havre de Grace, Maryland

7:00 p.m.

Public Hearing for Ordinance No. 1139 concerning Amending Chapter 70 Fees

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

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Opening Prayer: Pastor Thomas Dennison, Restore Church
5. Approval of the Minutes:
 - A. City Council Meeting Minutes – February 5, 2024
 - B. City Council Closed Session Meeting Minutes – February 5, 2024
 - i. Votes from Closed Session
 - C. Public Work Session Minutes – February 12, 2024
6. Comments from Citizens
7. Appointments: None
8. Oath of Office (Administered by Mayor Martin)
 - A. Christopher Ricci, Director of Administration
9. Recognitions: None
10. Proclamations: None
11. Presentations:
 - A. Water & Sewer Commission Report (Dan Wusinich, Water & Sewer Commission Member)
12. Resolutions:
 - A. **Charter Resolution concerning Amending Section 18 C for Non-Elected Acting Officials: First Reading (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 TO AMEND CITY CHARTER SECTION 18 C., GENERALLY PERTAINING TO CERTAIN NON-ELECTED ACTING OFFICIALS; ESTABLISHING DUTIES AND REQUIREMENTS FOR CERTAIN NON-ELECTED ACTING OFFICIALS

13. Ordinances:

A. **Ordinance concerning Amending Chapter 177, Article V – Tax Credits for Qualifying First Responders: First Reading (CM Boyer)**

AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF THE CITY 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 AMENDING CITY CODE CHAPTER 177, ARTICLE V: TAXATION

14. Old Business: None

15. New Business:

A. Consideration to Utilize Consent Calendar for Non-Legislative Matters (CP Ringsaker)

B. Special Events (Dr. Ricci)

- i. Annual Easter Egg Hunt, March 30, 2024
12:00 p.m.-12:05 p.m., Concord Point Park
- ii. First Fridays, May 3, June 7, July 5, August 2, September 6, October 4
5:00 p.m.-9:30 p.m., Downtown (new footprint due to Restoration Project)
- iii. Defenders Day, May 4, 2024
3:00 p.m.-9:00 p.m., Concord Point Park
- iv. Garden Mart, May 18-19, 2024
10:00 a.m.-5:00 p.m. each day, Maritime Museum & Lighthouse Keeper's Lawn
- v. Senator Bob Hooper House Regatta, June 14, 2024
5:30 p.m.-10:00 p.m., Concord Point Park
- vi. Havre de Grace Oktoberfest, October 12, 2024
12:00 p.m.-7:00 p.m., Concord Point Park
- vii. Annual Halloween Costume Contest, October 30, 2024
6:00 p.m.-8:00 p.m., Washington Street between Congress Avenue & Pennington Avenue

16. Directors Report:

- A. Dr. Chris Ricci – Director of Administration
- B. Mr. Tim Bourcier – Director of Planning
- C. Ms. Bridgette Johnson – Director of Economic Development & Tourism
- D. Mr. George DeHority – Director of Finance
- E. Mr. EJ Millisor – Director of Public Works
- F. Chief Teresa Walter – Chief of Police

17. Business from Mayor Martin

18. Business from Council:

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

19. Adjournment

CITY COUNCIL

READ FILE COVER SHEET

Subject: **Ordinance 1139 concerning Amending City Code 70-Fees**

(Public Hearing)

Date: **2/6/2024**

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 20, 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. 1139

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 1. Chapter 1 – General Provisions; Civil Sanctions
- 75 2. Chapter 38 – Cable Communications
- 76 3. Chapter 49 – Critical Areas
- 77 4. Chapter 61 – Elections
- 78 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
RESIDENTIAL - New Construction	
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>
RESIDENTIAL - Rentals (Short-Term)	
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

RESIDENTIAL – Other	
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
COMMERCIAL - New Construction	
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

COMMERCIAL – Other	
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 <u>or Others</u>)	\$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
UTILITIES	
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
NEW DEVELOPMENT	
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 rd 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 rd 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>
CAPITAL COST RECOUPMENT FEES –	
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
MISCELLANEOUS	
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
<u>Administrative Fee for Permit Revisions Post Issuance</u>	<u>\$75</u>
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 & 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>
CITY BUILDING FACILITIES	
Community Center	
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"> Parks & Rec Dance Team – Summer Camp (Monday-Friday, Full Days) 	\$500

<ul style="list-style-type: none"> City Employee Use 	\$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"> Chamber of Commerce, Community Projects of HDG, Inc., Arts Collective 	\$250 Cleaning Fee Only 1 time per year
<ul style="list-style-type: none"> Vulcan 	No Charge Anytime during non-peak times November-April Responsible for set up and clean up
<ul style="list-style-type: none"> Harford County Sheriff’s Office Officer Training/Recognition Event Cub Scouts - Blue & Gold Dinner Boy Scouts - Eagle Award Recognition or troop fundraiser [Red Cross Blood Drive] SHCO Membership Recognition Event (request only by the Fire Chief) HDGEMS Membership Recognition Event (request only by the EMS President) 	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"> <u>Red Cross Blood Drive</u> 	<u>No Charge</u> <u>1 time per month</u>
Key Deposit	\$100 Refundable if all conditions are met
Community Pavilion at Hutchins Memorial Park	\$250 per day
Reduced Rates for Community Pavilion at Hutchins Memorial Park	
<ul style="list-style-type: none"> Havre de Grace Youth Sailing Program 	Summer Camp – no rental fee or trash disposal fee charged Fundraising events – no rental fee charged, responsible for the trash disposal fee
STAR Centre	
Large Gym	
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

Reduced Rates for Large Gym	
<ul style="list-style-type: none"> Havre de Grace Recreation Committee 	50% of rental rate and Housekeeping Fee once per weekly rental (sunsets July 1, 2024)
<ul style="list-style-type: none"> <u>Havre de Grace Decoy Museum Decoy & Wildlife Art Festival</u> 	<u>No Charge</u> <u>1 time per year</u>
Small Gym	
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
Reduced Rates for Small Gym	
<ul style="list-style-type: none"> Havre de Grace Recreation Committee 	50% of rental rate and Housekeeping Fee once per weekly rental (sunsets July 1, 2024)
<ul style="list-style-type: none"> <u>Havre de Grace Decoy Museum Decoy & Wildlife Art Festival</u> 	<u>No Charge</u> <u>1 time per year</u>
Auditorium	
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
Reduced Rates for Auditorium	
<ul style="list-style-type: none"> <u>Havre de Grace Decoy Museum Decoy & Wildlife Art Festival</u> 	<u>No Charge</u> <u>1 time per year</u>
Auditorium Classrooms	
Weekdays/Weekends (available 6 am – midnight)	\$40 per hour (2 hour minimum) or \$300 per day
Reduced Rates for Auditorium Classrooms	
<ul style="list-style-type: none"> <u>Havre de Grace Decoy Museum Decoy & Wildlife Art Festival</u> 	<u>No Charge</u> <u>1 time per year</u>

Opera House	
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
Reduced Rates for Opera House	
<ul style="list-style-type: none"> Havre de Grace Arts Collective 	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"> Havre de Grace Colored School Foundation 	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"> Havre de Grace Green Team 	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"> Havre de Grace Friends of Harford County Public Library and Harford County Public Library 	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"> Friends of the Concord Point Lighthouse 	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).
Film Production	
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
Promenade Grille	Negotiated lease contract with Mayor and City Council by ordinance
Shooting Range (Police Rentals Only)	\$300-\$500 per day based on operational and replacement costs

Tide Trolley	
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)
Peddling & Soliciting (Non Food Truck)	
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
MARINA – CITY OWNED	
Users	
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
Transients	
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)

RUNNING & WALKING RACES Based on Ordinance 986 on 1-17-2017	
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
 OF HAVRE DE GRACE

269

270

271

272 _____
 273 Christopher Ricci
 274 Director of Administration

275 _____
 276 William T. Martin
 277 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



February 5, 2024
Council Meeting Proceedings
711 Pennington Avenue, Havre de Grace, Maryland
7:00 p.m.

The regular meeting of the Mayor and City Council was called to order on February 5, 2024, at 7:01 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 Robin Stokes, Ames United Methodist Church.

Approval of Minutes

City Council Meeting Minutes – CM Jones moved to approve the Council Meeting minutes of January 16, 2024. Second by CM Boker. Motion carried 5-0.

Comments from Citizens

Don Mathis, 305 Tidewater Drive, Havre de Grace, representing the HarfordTV Foundation Board, gave information on the Foundation's broadcast of "Facing Addiction in Harford County, A Community Discussion: Finding Facts, Solutions & Hope" on March 13 from 6:30-8:00 p.m. at the Cultural Center at the Opera House. There will be live audience warm-up from 6:30-7:00 p.m. and they will go on the air at 7:00 p.m. The Mayor and Council Members were invited.

Jolene Forrester, 137 N. Washington Street, Havre de Grace, owner of JoRetro gave information on the Pyrex & Vintage Fest and requested the approval of the special event application.

Dave Martin, Havre de Grace, thanked Garrett Lytle for all his time on the Water & Sewer Commission and thanked Fred Wills for stepping up to join the commission. He inquired about the recommendation from last year that the Code change so that the Chair is a citizen and not a Council member - ; CM Boker reported there is ongoing discussion on changing the Code to a citizen Chair. CM Boker then discussed his appreciation of the merchants bringing events to downtown and giving back to the town.

Joe Smith, Havre de Grace, spoke in support of the Pyrex & Vintage Fest. He also recognized the City for picking up the Ice Festival again – it was a great turnout and good for the merchants.

Presentations

Amtrak Susquehanna River Rail Bridge Project – The Amtrak Project Team gave an overview of the project, the timeline, design, environmental considerations, procurement, historic considerations, future meetings, and public outreach and engagement. The project will improve reliability/passenger comfort/trip times & frequency, reduce costs, provide increased capacity for passenger and freight and create 14,700 direct/indirect jobs and 9,200 induced jobs. It replaces the existing double track bridge with two new double track bridges, so when it is completed, there will be a 4-track bridge. There will be smaller projects in 2024 with larger projects in 2025 and the project will go through 2036. The bridge will have a 100-year design life. Other areas impacted will be Lewis Lane Bridge, Otsego/Union, Juniata/Adams, Warren/Stokes and bridges. They recommended that people sign up for their newsletter, so they are notified while the project is ongoing. CM Schneegas inquired if there would be a model for children to see – they will have one. CM Boyer commented on their sponsoring carriage rides, recommended they attend the Street & Traffic Safety Advisory Board meeting (one safety concern is students using the tracks as a cut through), and inquired about the train sound changing and if the large blocks on the smaller bridges can be repurposed – safety is Amtrak's number one concern and this will be addressed in the construction phase, they would be happy to attend the meeting, the sound of the train will be less, and they welcome the opportunity to listen to ways to reuse the blocks around HdG. CM Boker commented on being able to ride a bicycle across the river and coordinating with events during the project. CM Jones thanked them for considering the historic elements and would like someone to speak at the Historic Preservation Commission as well. The Mayor

commented that HdG has a history of enduring major federally funded projects, we are resilient and are used to these projects, the administration looks forward to working with Amtrak, we appreciate the open lines of communication, and look forward to seeing the beautiful engineering and architecture.

Marina Commission Report - In compliance with City Code, CM Schneegas presented the Marina Commission Report. The reserves were replenished by \$165,400 (46% increase) by the end of FY'23. They are applying for a \$45,000 grant for redecking of pier 3 in 2024. The rate structure increased from \$67 to \$70/foot in FY'25 for annual slip fee to cover operating and maintenance costs without depleting the enterprise reserves. Capital projects include: parking lot resurfacing, electric submeters, launch kiosks at Water Street and the Yacht Basin, moveable stairs, and bulkhead replacement. Operating and forecasted expenses include: removable stairs for the fuel dock office, abandoned boat removal, bulkhead deterioration (SE corner), graffiti removal, replacement of dock boxes, marina office flooring, kayak ramp, DMP site engineering, fuel dock enhancements, and sunshade for gas pump dock. CM Jones inquired about the slip fee compared to other marinas in the area – we look at other marinas in HdG and our fees are low in comparison. CP Ringsaker inquired if we have a timeline for kiosks at the marinas – it is requested in the budget so hopefully soon. CM Boyer inquired about the discounted launch fee for people 65 years old and older that has been added to the fee schedule that will be introduced at tonight's meeting – this was not considered in this report.

Short-Term Rental Property Report - In compliance with City Code, Director Tim Bourcier gave a presentation on the Short-Term Rental Property. The number of licenses was originally set at 60. The short-term rentals are concentrated in the downtown area. 56.1% of the short-term rentals are people renting out rooms in their homes vs. just under 44% renting out the entire home; 77% are single family and almost 23% multi-family. In February 2022 we had 35 short-term rentals, 34 in the week of August 2023, as low as 19 in October 2022 to the end of January 2023. We currently have 26 short-term rentals – we have stayed under 30 for quite some time. We have the software that provides the map and graphs of data. The online permitting software isn't ready yet – Jolene Forrester has agreed to be the test pilot for the software. He doesn't see a need to change anything at this time unless they want to lower the number of licenses permitted. CM Boyer inquired about the numbers on the graph – ups and downs could be due to people deactivating their listing during the winter. CM Boyer inquired if the listing of short-term rentals could be made available to the public – it is available. CM Boyer inquired if we are the only one in Harford County with this software – we think so, Bel Air contacted Tim Bourcier about our short-term rental law, but he doesn't know if they implemented anything yet. CM Boker commented on the software and housing – the housing element of the comprehensive plan has information – there is a housing shortage in town.

Senate Bill 484 and House Bill 538 on Land Use - Adam Rybczynski, Senior Aide to the Mayor gave a presentation on SB 484/HB 538 regarding land use. The bill would create 3 new types of qualified projects: property formerly owned by the state, property within 1 mile of a rail station, and land owned by a nonprofit organization. Local government would not be able to impose any unreasonable limitations or requirements on the qualified project including: height, setback, bulk, parking, loading/dimensional/area, or similar requirements. Local government would not be able to require a review at more than 1 public hearing at each of the following: local governing body, planning commission, historic preservation commission, and board of appeals. Local government may not use an element of an adequate public facility law to deny the permit or restrict or limit the project if it would impact viability, affordability, or density of the project. Mayor Martin commented that normally a bill such as this already has something in mind. This bill came from the governor's office and he believes it is written for the hospital to allow them to develop high density housing. This bill would trump all our laws. We will oppose the legislation. Citizens were encouraged to contact their legislators to oppose the bill. Tim Bourcier commented that this would also affect the hospital property at I-95. CP Ringsaker commented that this is an egregious overstep of our state government to take over the autonomy of the City. If a nonprofit runs it or holds the ground rent, we wouldn't get any taxes, and we don't have the infrastructure (water, police, schools) to support it; we have some support of the opposition, but need more – we have a lot of work ahead of us and need to fight it together. Mayor Martin commented that the hospital property is 9 acres and to demolish the hospital is \$4 million so the only way developers can make their money back is to build high density – we have been soliciting our elected officials and asking Upper Chesapeake to request funding from the state for the demolition, which would bring down the cost of development so something more complimentary to the area is built - we are asking them to make us whole again. HdG isn't losing a hospital – Harford County is losing a hospital. We'll keep people posted on the legislation. Adam Rybczynski commented that the opposition is not opposing housing, it is opposing the legislation. CM Boyer commented on the times that HdG has stepped up to make sure we have affordable housing such as giving properties to Habitat for Humanity. Adam Rybczynski pointed out that we were hailed as best practices for the Adequate Public Facilities Act.

Resolutions

Calendar Resolution concerning Establishing a Position of Opposition to Senate Bill 484 and House Bill 538

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

A motion to introduce was made by CP Ringsaker. Second by CM Boyer. Motion carried 5-0. The resolution was given number 2024-02. A motion to adopt was made by CM Boyer. Second by CM Schneegas. After a roll call vote, motion to approve carried 5-0.

Calendar Resolution concerning Declaring Certain Personal Property as Surplus Property

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

A motion to introduce was made by CP Ringsaker. Second by CM Boyer. Motion carried 5-0. The resolution was given number 2024-03. A motion to adopt was made by CM Boyer. Second by CP Ringsaker. After a roll call vote, motion to approve carried 5-0.

Ordinances

Ordinance No. 1137 concerning Amending Chapter 20 Annexation Policy and Procedure: Second Reading

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

A motion to introduce was made by CM Schneegas. Second by CP Ringsaker. 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 concerning Amending Chapter 70 Fees: First Reading

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

A motion to introduce was made by CP Ringsaker. Second by CM Jones. Motion carried 5-0. The ordinance was given number 1139. A motion to adopt was made by CP Ringsaker. Second by CM Boker. After a roll call vote, motion to approve carried 5-0. The public hearing was scheduled for February 20, 2024 at 7:00 p.m.

New Business

Motion to Change the Location of the Council Meeting on April 1, 2024 – CP Ringsaker made a motion to change the location of the April 1, 2024 regularly scheduled meeting of the Mayor and City Council of HdG from the Council Room of City Hall to the Bulle Rock Residents Club; additional detailed information will be provided on the City website and social media. Second by CM Boker. Motion carried 5-0.

Special Events - Dr. Chris Ricci presented the special event applications:

Easter Sunrise Service, March 31, 2024, 6:30 a.m.-7:30 a.m., Tydings Memorial Park. A motion to approve was made by CP Ringsaker. Second by CM Schneegas. Motion carried 5-0.

River Sweep 2024, April 20, 2024, 8:30 a.m.-12:00 p.m., Tydings Memorial Park Gazebo (cleanup throughout the City). A motion to approve was made by CM Boyer. Second by CM Boker. Motion carried 5-0.

Pyrex & Vintage Fest, April 27, 2024, 9:00 a.m.-4:00 p.m., Pennington Avenue between Lodge Lane, N. Washington & St. John Streets. A motion to approve was made by CM Jones. Second by CM Schneegas. Motion carried 5-0.

Waterfront Festival, September 7, 2024, 3:00 p.m.-10:00 p.m., Concord Point Park. A motion to approve was made by CP Ringsaker. Second by CM Boyer. Motion carried 5-0.

Animal Blessing & Pet Expo, September 8, 2024 (rain date – 9/15/24), 12:30 p.m.-3:30 p.m., Concord Point Park. A motion to approve was made by CM Boyer. Second by CM Schneegas. Motion carried 5-0.

4th 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. A motion to approve was made by CP Ringsaker. Second by CM Schneegas. Motion carried 5-0.

Directors Report

Chris Ricci, Deputy Director of Administration: Dr. Ricci thanked Amtrak for their presentation and he looks forward to working with them on the project. Bambi Johnson and her crew were congratulated for the tremendous Ice Festival event; trolley drivers transported the most they ever have in a 4-hour period.

Tim Bourcier, Director of Planning: Mr. Bourcier reported the public input meeting on Safe Streets for All will be February 15 at the Community Center. The permit totals for January are 10 new construction, 7 renovations and additions, and 12 miscellaneous. New construction permits in the past three fiscal years: 2022 - 42, 2023 - 16, and 2024 (first 6 months) – 102. People are still building and buying.

Bridgette Johnson, Director of Economic Development & Tourism: Ms. Johnson recognized the Amtrak team – they met earlier in the day with the Tourism Office and were given information on the Chamber of Commerce, volunteer opportunities, housing, and job placement. EDAB meets February 21 at 4 pm and will lay out plans for 2024. We were part of a statewide application submitted by Maryland Clean Energy Center to the US Dept. of Transportation for a project called Maryland Equitable Charging Infrastructure Partnership – we were awarded a grant for electric charging stations at Hutchins Park – the City won't own them or be responsible for installation or maintenance; Hutchins Park was chosen because it is the closest to the downtown shopping area; they will be installed in 2024. The footbridge should be completed once supplies arrive – hopefully in March. The move of the Visitor Center to Washington Street has begun with February 14-16 as the official moving dates. Tourism Day in Annapolis is February 9 and Lauri and Pam will attend. Economic Development Day in Annapolis will be in two weeks. Visit explorehavredegrace.com and Facebook page for information on events. The Mardi Gras Parade is March 13. Bambi Johnson was recognized for the successful Ice Festival event.

George DeHority, Director of Finance: Mr. DeHority reported on the current financial condition of General Fund 1, Water/Sewer Fund 9, and Marina Fund 8. The General Fund balance is \$6,297,800, which is \$649,900 below budget. The Water/Sewer Fund 9 balance is \$4,796,400, which is \$128,500 below budget. The Marina Fund 8 balance is \$881,700, which is \$23,700 above budget.

EJ Millisor, Director of Public Works: Mr. Millisor appreciates working with Amtrak and keeping us in the loop. CM Schneegas was recognized for representing the Marina Commission and giving the report. He thanked the Council for passing the surplus property resolution and introduction of the fee schedule. He is looking forward to getting the budgets in. There will be a public work session on February 12 to discuss funding source needed regarding adequate public facilities. Laurie Dawson was thanked for her 15 years of service to the City - she retired from DPW last week - she was the voice of the City on many emergency alerts/robo calls - her influence and presence spanned the City.

Chief Teresa Walter, Havre de Grace Police Department: Chief Walter thanked Team HdG for the Polar Bear Plunge and CM Boker; they raised a little over \$4,500 for Special Olympics - the police plunge was on Friday and they surpassed their goal of \$3,000 and raised \$3,700 – thanked plungers and those who donated. Three new recruits will graduate at the end of summer/early fall; anyone interested in being a law enforcement officer, contact the Police Department.

Business from Mayor Martin

Mayor Martin commented the Ice Festival went off extremely well - hats off to Bambi Johnson and her crew as well as the Police Department and DPW; we didn't expect that many people – it was double of any First Friday – there will be an after-action meeting and they will get feedback from everyone involved and the merchants. Dr. Chris Ricci, HR Manager and Deputy Director of Administration was introduced. Mr. Steve Gamatoria retired on Friday, February 2 – he wanted to leave quietly with no fanfare; he served on the Council from 2006-2008, he worked at the City marina, ran again in 2014 when his schedule allowed for more time, was an excellent Council President, he resigned and became Chief of Staff until 2021 when he became Director of Administration – he did an excellent job – he was the first one here and last one to leave most days – he was dedicated, the most honest man he's ever met, watched tax dollars for the citizens, he never came for the job, but because he loved HdG where he was born and raised. Our Deputy Director will move to the Director position and he is excited to be working with him. With the recent retirements, we will have new faces coming onboard and will be in the process of team building.

Business from Council

Council Member Schneegas: CM Schneegas invited people to the Local Love Fest on February 10 with downtown merchants. She is going to miss Steve Gamatoria – his scope and vision to the City – he gave her a tour, history lesson, and knowledge to guide and direct her when she first joined the Council – he has left his footprint here at City Hall. Colleagues on the Marina Commission were thanked for being part of the team – they worked together and came up with a solid review of what's going on and coming up – it's a solid commission. Thanked everyone out in the community who attended the Ice Festival and welcomed visitors. Come out Fat Tuesday, February 13 for the Mardi Gras Parade at 6 pm starting at Bourbon Street.

Council Member Robertson: CM Robertson was not in attendance.

Council Member Boker: CM Boker commented that Steve Gamatoria's father was the first person he met when he came to town – Steve is a just and upright man who never said a negative word about anyone. He went to the Polar Bear Plunge with the Police Department – the cause is great – he extended the invitation to anyone who can do it – seeing people, smiling faces, the excitement and raising money for Special Olympics is worth it all - super plungers go in once an hour for 24 hours – that's how passionate some of the people are. The Ice Festival came out of the Merchants Group – they just wanted to break even and get people downtown and in the stores. The CAT Club is finding less and less trash downtown – they were thanked. The Police Department, Susquehanna Hose Company, and EMS were thanked for keeping us safe and warm in our beds at night.

Council Member Jones: CM Jones wished everyone happy Black History Month – this month is designated for us to purposely discover the accomplishments and contributions of African-Americans. She attended the Langston Hughes Oratorical Contest – congratulations to Khania Charlton who received first place for the middle school level and Nii Sampson who won first place for the high school level. She was also able to attend the Ice Festival. The Arts Collective Annual Masquerade fundraiser is Saturday. She was one of eight nominated for the American Heart Association Women of Impact and is happy to represent HdG – heart disease is close to her because her brother-in-law died at 35 years of age of heart failure – it is the #1 killer and women and African-Americans are disproportionately affected.

Council Member Boyer: CM Boyer commented the Ice Festival was amazing and the plan to use the parking at the STAR Centre worked perfectly - people had a wonderful time - kudos to everyone who worked on it and the Police Department. Kudos to Laurie Dawson – it is a loss and replacing her will be a challenge. Congratulations to Steve Gamatoria – he is an anomaly – congratulations to him - his retirement is well deserved. The Street & Traffic Safety Advisory Board will meet February 26 and take a comprehensive review of Chapter 90 Vehicle Traffic Safety of the City Code to identify needed changes. The Lighthouse will have a Volunteer Recruitment event on Saturday from 2-5 – they need volunteers to have it open. For those who worked at Harford Memorial Hospital – thank you for your service to our community, you will be missed, good luck and we wish you well.

Council President Ringsaker: CP Ringsaker commented that there are a lot of changes – Amtrak bridge, the sign at Goll's Bakery came down, the hospital closing, and Steve Gamatoria leaving – he will definitely be missed. Little League registration is open for kids 4-16 – go to – <https://hdlittleleague.org/registration> to register - Opening Day is April 6.

Motion to Move into Closed Session

CP Ringsaker made a motion to move into closed session at 9:56 p.m. under General Provision Article Section 3-305(b)(1) to discuss a personnel matter. Second by CM Boker. Motion carried 5-0. [See closing statement below.]

Adjournment

CP Ringsaker made a motion to adjourn at 9:58 p.m. Second by CM Boyer. 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.

PRESIDING OFFICER’S ORAL STATEMENT

FOR CLOSING A MEETING

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

Motion to go into a closed session upon adjournment of the open session on Monday, February 5, 2024 to consider the following matter:

- 1. To discuss a personnel matter.

This meeting will be closed under General Provisions Article Section 3-305(b)(1):

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

The reason for closing the meeting is:

Discussions concerning personnel matters are entitled to confidentiality.

THE CITY COUNCIL WILL NOT RESUME OPEN SESSION AFTER THE CLOSED SESSION AND VOTES, IF ANY, WILL BE RECORDED IN PUBLIC AT THE COUNCIL MEETING ON FEBRUARY 20, 2024.

PUBLIC SUMMARY- CLOSED SESSION

MINUTES OF HAVRE DE GRACE CITY COUNCIL MEETING

Monday, February 5, 2024

City Hall
711 Pennington Avenue
Havre de Grace, MD 21078

Time of Closed Session: 10:07 PM

Place: City Hall, Mayor's office.

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

Persons Attending: Council President Ringsaker and Council Members Boker; Boyer; Jones; Schneegas. Also present: Mayor Martin, City Attorney Ishak, A. Rybczynski, and C. Ricci (who joined the meeting at 10:24 PM). Absent: Council Member Robertson.

Vote to go into Closed Session: Council President Ringsaker, 2nd by Council Member Boker, with all five Council Members present voting in favor, and 0 voting against. Motion passes 5-0.

Authority under Section 3-305 for the closed session: General Provision Article 3-305(b)(1) (refer to Closing Statement).

Topics actually discussed:

The Mayor advised the City Council that Steve Gamatoria announced his retirement effective February 5th. The Mayor recommended that C. Ricci be appointed as Director of Administration to replace S. Gamatoria for the remainder of the contract term (which ends May 31, 2024).

C. Ricci would initially still be performing his Human Resources Manager duties until another person was hired.

Council President moved to accept the appointment of C. Ricci as Director of Administration with a contract term through May 31, 2024. A second was made Council Member Schneegas. Council approved the appointment by a vote of 5-0.

Council Member Boker moved to adjourn the closed session, with a second by Council Member Jones. Before the vote on adjournment, C. Ricci was sworn in by the Mayor. Council members then voted 5-0 to adjourn the meeting.

The actions taken at the meeting will be announced at the next City Council meeting.

Time of Adjournment of Closed Session: 10:28 PM

PRESIDING OFFICER'S ORAL STATEMENT

FOR CLOSING A MEETING

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

Motion to go into a closed session upon adjournment of the open session on **Monday, February 5, 2024** to consider the following matter:

1. To discuss a personnel matter.

This meeting will be closed under General Provisions Article Section 3-305(b)(1):

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

The reason for closing the meeting is:

Discussions concerning personnel matters are entitled to confidentially.

THE CITY COUNCIL WILL NOT RESUME OPEN SESSION AFTER THE CLOSED SESSION AND VOTES, IF ANY, WILL BE RECORDED IN PUBLIC AT THE COUNCIL MEETING ON FEBRUARY 20, 2024.

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

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

1. **Recorded vote to close the meeting:** Date: 2/5/24; Time of Vote to Close: 9:56 PM;

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

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

Members in favor: Johnny Boker (Y/N), Casi Boyer (Y/N), Vicki Jones (Y/N), Jim Ringsaker (Y/N),
Jason Robertson (Y/N), Tammy Lynn Schneegas (Y/N);

Abstaining: _____;

Absent: ROBERTSON;

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

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

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

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

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

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

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

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

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

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

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

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

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

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

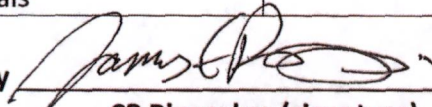
(13) "To comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter";

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

Continued →

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

Citation (insert # from above)	Topic	Reason for closed-session
§3-305(b) (1)	To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals	Discussions concerning personnel matters are entitled to confidentiality.

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

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

Start Time of closed session: 10:07 PM

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

Purpose(s): To discuss a personnel matter.

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

Abstaining: _____;

Absent: J. Robertson

Persons attending closed session: Boker, Boyer, Jones, Ringsaker, Robertson, Schneegas

(cross out those not in attendance)
 OTHERS: Mayor Martin, A. Rypczynski, City Attorney Ishak

Authority under § 3-305 for the closed session: (Provision 1) To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals.

Topics actually discussed: The Mayor discussed Steve Gramatorica's retirement and the Appointment of Chris Ricci as Director of Administration to fill the end of Steve's term.

Actions taken (if any): Council members voted to approve the appointment of C. Ricci as Director of Admin. through May 31, 2024.

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

Motion to adjourn made by: CM Boker; Second by: CM Jones; Time: 10:48 PM

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



City of Havre de Grace

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

410-939-1800

Public Work Session – Adequate Public Facilities & Downtown Restoration Project Meeting Minutes

City Hall Council Chambers

February 12, 2024

6:00 p.m.

Call to Order

Mayor Martin opened the meeting at 6:05 p.m.

Roll Call

Present: Mayor Martin, CP Ringsaker, CM Boker, CM Boyer, and CM Schneegas

Absent: CM Jones, CM Robertson

Mayor Martin explained that this is a public work session in which the public is invited to attend and observe, but no comments or questions from the audience would be taken, as the purpose of the work session is for staff to give information to the Council members and for the Council members to comment and ask questions. Due to the “sunshine law”, more than 3 Council members cannot be in a meeting without the public invited.

CP Ringsaker commented that he would need to leave early due to a prior commitment with the Scouts.

Director of Administration Chris Ricci gave an overview of the meeting. The City contracted for and received the water model. Director of Public Works EJ Millisor will discuss the water model, Director of Planning Tim Bourcier will discuss the impact of the findings, and then Director of Capital Projects Patrick Sypolt will give an update on the Downtown Restoration Project.

Discussion

Adequate Public Facilities – EJ Millisor introduced Kelvin George from GHD, Superintendent Ken Montgomery, and Chief of Construction Joseph Conaway who were in the audience. He explained that in 2020, the City contracted with GHD to develop and calibrate the entire City water system, the water model helps plan for water infrastructure maintenance and improvements. The City is using the water model to assist in budgeting for the upcoming infrastructure and advise the Council on legislation that may affect further development. DPW has worked with the Finance Department and the Department of Economic Development & Tourism for grant funding and are requesting fund allocation in the annual budget for a new tank and connection, along with replacing the aging infrastructure. The water model indicates the City will need over \$29 million in water infrastructure improvements over the next 5-7 years to keep up with community growth and development; this does not include improvements to the current aging infrastructure. There are 3 water zones, but one system. The timeline and phasing were presented:

- Under Construction: approximately 8,170’ of new 16” ductile iron pipe from the Water Treatment Plant (WTP) to Graceview;
- Prior to 2-Year Development Horizon: new 1,000,000 gallon tank in southwest corner of Zone 1, construct connection from new Zone 1 tank to new 12” pipes along Rt. 40;
- 5-7 Year Phasing: increase capacity of the Graceview boosters to at least 1,010 gpm, construct a new Zone 3 booster station with capacity of at least 410 gpm, construct a new 750,000 gallon elevated water tower or tank in Zone 3, increase capacity of the WTP finish pumps to at least 3,410 gpm, replace 5,070’ of pipe along Rt 40 with 16” pipe, and continue to upgrade and replace current water infrastructure.

We need a collaborative solution and potential recoupment or shared cost. The Council members didn’t have any questions.

Residential Development Update – Tim Bourcier explained a memorandum from former City Engineer Tim Whittie recommended our current limitations be 200,000 GPD water supply to Aberdeen and to limit new development to 560 residential building permits until a plan is made to finance improvements. The City has had 42 new construction permits from October 1, 2023 through January 31, 2024 and we are on track to approve over 200 permits this year – we will hit the 560

number sooner than planned. The adequate public facilities ordinance was explained – adequacy means (a) the system is capable of providing required pressures and flows, (b) the booster stations and transmission mains have sufficient capacity to meet demand, (c) storage tanks have sufficient capacity, and (d) source and treatment facilities have sufficient capacity. The City water system shall also be considered adequate under the following circumstances: (a) the City has funded projects; and (b) if there is compliance with (c) and (d) above: the developer agrees to construct improvements to (a) and (b); or the developer executes an agreement to make improvements to (a) and (b). Since we have capacity issues with (c) storage tanks, based on Chapter 2 of City Code, the Department of Planning’s recommendation is to create a wait list by zone for all new development and extension requests until an improvement plan is adopted. Other recommendations include: determine method of developer contribution and recoupment - calculate costs for improvements by necessary system-wide improvements and improvements required for each zone; determine impact fees for approved development prior to issuance of building permits and contribution for new development; and monitor all permits and stop issuance prior to reaching 560 if an improvements plan is not adopted - all final plats and Health Department approvals state building permits shall not be issued without capacity. We can’t bond until 2028, so we need to get the costs upfront. We need to determine the best way to bring in fees or recoup funds. CM Boker inquired about the number of yearly permits; Tim Bourcier replied that it’s an average and we need to systematically determine how we want to process the permits. CM Boyer inquired about infill lots vs. development and fixture counts; Tim Bourcier explained there are different water zones, but if we hit 560 today and had to stop, we would need to determine what to do; the fixture counts are used more for commercial/industrial use and accessory dwelling units. Mayor Martin explained that HdG doesn’t have a production problem, we have a pressure problem and storage problem due to demand put on the system and fire suppression factors into it. We need to figure out how to move forward and our best options. When he took office, Fund 9 Water/Sewer was an albatross. Our infrastructure is one of the oldest in Maryland. In 2015 we started making water to sell it, but now more people are moving here. No mistakes have been made, it’s just an old system. We need to be able to provide water pressure and fire suppression. The Administration will make recommendations to the Council and they can make decisions on how they want to move forward. Mayor Martin thanked those who came to learn about this and although questions/comments aren’t being taken at the work session, they can ask their questions or give comments to staff any time after the work session.

Downtown Restoration Project – Patrick Sypolt explained the 90% drawing will be received this week and then things will move very quickly. It is an ambitious schedule, but it can be pulled off. The answers to frequently asked questions: construction will begin the end of April/first of May; construction will last 8-10 months (May to December/February); every effort will be made to keep both pedestrian and vehicular lanes of travel open though it will be one lane for vehicular traffic and one sidewalk at a time; the project will be done via sequences so there shouldn’t be any starts/stops; communication with businesses will be done through EDAB, Chamber of Commerce, Downtown Merchants, and Emergency Alerts (CTY) – merchants will be encouraged to sign up for emergency alerts so they can be informed quickly if there are any unexpected issues – there will also be news blasts shared on the City website, social media platforms and the Visitor Center; we will accept input from stakeholders in mid-March – every reasonable effort will be made to lessen the impact on businesses; and the priority areas based on funding will be the 100 & 200 blocks of N. Washington Street and Pennington Avenue intersections, Rochambeau Plaza, and if we can expand, the 300-400 blocks of St. John Street. CM Boker requested Main Street be added to the list of organizations to contact and inquired about First Fridays –the vendors will be moved down to St. John Street and Market Street. We are working closely with Economic Development to garnish grants to provide more money for other things – one grant is for tree boxes that are part of the stormwater treatment. CM Schneegas inquired on the best way to sign up for the emergency alerts – people can go to the City website or send an email to EJ Millisor (ejm@havredegracemd.com). CM Boyer expressed concerns with communication and inquired if we can collect email addresses to send out a newsletter – it would be nice to send maps out to push information out to residents. CM Schneegas thanked the organizers for planning for First Fridays. Patrick Sypolt commented that special event applications will be intercepted to give information for recommend alternatives if the primary location is disrupted. Mayor Martin thanked Patrick Sypolt and explained prior to 1982 there were no zoning laws, so no thought was given to where buildings were placed. When the project is done, the streetscape will be beautiful and uniform and HdG residents will have pride in their city. The impact will be for 100 years. The way we are doing this is smart so we can get to the infrastructure easier. We are balancing colonial, maritime and an upgraded infrastructure.

Adjournment

Adjourned at 6:58 p.m.

Minutes submitted by: Tamara Brinkman, Executive Assistant

(PowerPoint presentation attached.)

Water Model Summary

February 12, 2024
Department of Public Works



Objectives

- Water Model History (5 W's)
- Problem Solving
- Budget Constraints
- Water Zone Impact
- Timeline & Phasing

February 12, 2024
Department of Public Works



Water Model History

- Who:** GHD. In 2020 the City of Havre de Grace contracted GHD to develop and calibrate the entire city water system.
- What:** A water model is a tool used to help plan for water infrastructure maintenance and improvements.
- When:** December of 2023 the City of Havre de Grace received the finalized water model from GHD.
- Where:** January of 2024 the updated water model was presented to Mayor and Administration.
- Why:** The finalized water model was presented to the Mayor and Administration in association with the number of permits and how to come up with a collaborative solution for development.

February 12, 2024
Department of Public Works



Problem Solving

- How:** The City of Havre de Grace is using the water model to help budget for the upcoming infrastructure and help advise the Council on forthcoming legislation that may affect further development.
 - The city has started addressing the problem by allocating funds for the start of the **Route 155 waterline project**.
 - DPW has worked with the Finance Department and the Department of Economic Development and Tourism for **grant funding**.
- Annual budget:** the city has requested fund allocation for a new tank and connection, along with replacing aging infrastructure

February 12, 2024
Department of Public Works



Budget Constraints

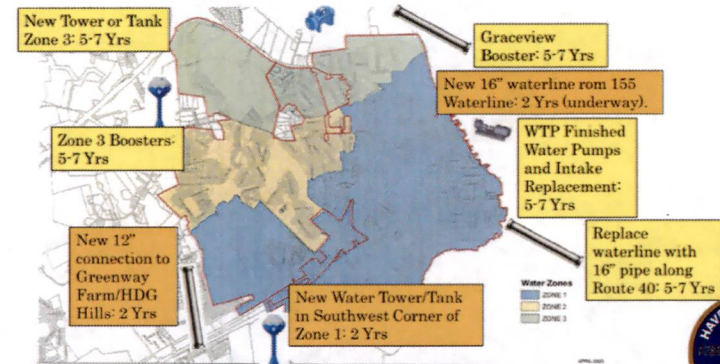
- The water model indicates that the city will need over **\$29,000,000** in water infrastructure improvements over the next **5-7 years** to keep up with community growth and development.
- These improvements do not include current aging infrastructure.

February 12, 2024

Department of Public Works



Different Zones, One System



Department of Public Works



Timeline & Phasing

– Under Construction

- Construct approximately 8,170 feet of new 16" ductile iron pipe from the Havre de Grace WTP to Graceview.

– Prior to 2-Year Development Horizon

- New 1,000,000 gallon tank in Southwest corner of Zone 1
- Construct connection from new zone 1 tank to new 12" pipes along Route 40

– 5-7 Year Phasing

- Increase capacity of the Graceview boosters to at least 1,010 gpm.
- Construct a new Zone 3 booster station with capacity of least 410 gpm
- Construct a new 750,000 gallon elevated water tower or tank in Zone 3
- Increase capacity of the Havre de Grace WTP finish pumps to at least 3,410 gpm
- Replace 5,070 ft of pipe along Route 40 with 16" pipe.
- Continue to upgrade and replace current water infrastructure.

*subject to permitting

February 12, 2024

Department of Public Works



Review

- 5 W's
- How We're Addressing the Problem
- Financial and Legislative Needs
- 5-7 Year Impact on Development
- Timeline and Project Phasing

February 12, 2024

Department of Public Works



Residential Development Update

February 12, 2024
Department of Planning



Current Limitations

October 19, 2023, Memorandum from Tim Whittie Recommendations

- 200,000 GPD water supply to Aberdeen;

February 12, 2024
Department of Planning



Current Limitations

October 19, 2023, Memorandum from Tim Whittie Recommendations

- 200,000 GPD water supply to Aberdeen;
- Limit new development to **560 residential building permits** until a plan is made to finance improvements

February 12, 2024
Department of Planning



Current Limitations

October 19, 2023, Memorandum from Tim Whittie Recommendations

- 200,000 GPD water supply to Aberdeen
- Limit new development to **560 residential building permits** until a plan is made to finance improvements.

The following provides an update concerning new residential construction building permits and upcoming residential development proposals.

February 12, 2024
Department of Planning



Residential Building Permit Capacity

Available Residential Building Permits: 560

February 12, 2024
Department of Planning



Residential Building Permit Capacity

• 42 New Construction Permits from October 1, 2023 – January 31, 2024

Available Residential Building Permits: 518

February 12, 2024
Department of Planning



Residential Building Permit Capacity

Approved Development

- Downtown Infill: 75
- Tranquility Homes redevelopment: 150 units
- Greenway Farms
 - Phase II Remaining: 29
 - Phase III: 163
- Bulle Rock
 - Parcel H: 56
 - Parcel K: 49
 - Parcel P: 75
 - Parcel W: 51
- Sion Hill
 - Phase I: 89
 - Phase II: 55
- Blenheim Run Apartments Phase II: 72

Available Residential Building Permits: -346

February 12, 2024
Department of Planning



Approved Development Timeline

Short-Term (0-2 years) – 165 units

- 25 - infill lots
 - 29 - Greenway Farm – Phase II
 - 111 - Bulle Rock (H,K,P,W)
- ### Mid-Term (2-5 years) – 222 units
- 25 infill lots
 - 100 - Greenway Farm – Phase III
 - 25 - Sion Hill
 - 72 – Blenheim Run

Long-Term (5-10 years)

477 units remaining

AVERAGE 66 BUILDING PERMITS ANNUALLY

102 PERMITS ISSUED IN FIRST HALF OF FY2024

February 12, 2024
Department of Planning



Residential Building Permit Capacity

Pipeline Development

- Bulle Rock (Approved, Not Recorded)
 - Parcel F. 102 (applied for extension)
 - Parcel N 55 (may become 39 SF units)
- The Legacies (Green/applied for Planning Commission)
 - 309 total units

Coming Soon

- Mt. Felix (Ianniello) – submitted for concept plan review
 - 146 units
- Lampson Property. 37 units
- Bulle Rock Remaining: 24 units

February 12, 2024
Department of Planning



Adequate Public Facilities Ordinance

What is adequacy [Section 2-8(B)(2)]?

- System is capable of providing required pressures and flows;
- Booster stations and transmission mains have sufficient capacity to meet demand,
- Storage tanks have sufficient capacity,
- Source and treatment facilities have sufficient capacity

February 12, 2024
Department of Planning



Adequate Public Facilities Ordinance

What is adequacy [Section 2-8(B)(2)]?

- System is capable of providing required pressures and flows;
- Booster stations and transmission mains have sufficient capacity to meet demand;
- Storage tanks have sufficient capacity;
- Source and treatment facilities have sufficient capacity.

What *else* is adequacy [Section 2-8(B)(3)]?

- The City has funded projects; and,
- If there is compliance with *c* and *d* above
 - the developer agrees to construct improvements to *a* and *b*; or,
 - the developer executes an agreement to make improvements to *a* and *b*

February 12, 2024
Department of Planning



Adequate Public Facilities Ordinance

What is adequacy [Section 2-8(B)(2)]?

- System is capable of providing required pressures and flows.
- Booster stations and transmission mains have sufficient capacity to meet demand.
- Storage tanks have sufficient capacity;**
- Source and treatment facilities have sufficient capacity

What *else* is adequacy [Section 2-8(B)(3)]?

- The City has funded projects, and,
- If there is compliance with *c* and *d* above.
 - the developer agrees to construct improvements to *a* and *b*, or,
 - the developer executes an agreement to make improvements to *a* and *b*

February 12, 2024
Department of Planning



Adequate Public Facilities Ordinance

What is adequacy [Section 2-8(B)(2)]?

- a) System is capable of providing required pressures and flows,
- b) Booster stations and transmission mains have sufficient capacity to meet demand
- c) **Storage tanks have sufficient capacity;**
- d) Source and treatment facilities have sufficient capacity

What else is adequacy [Section 2-8(B)(3)]?

- a) The City has funded projects, and,
- b) If there is compliance with c and d above:
 - the developer agrees to construct improvements to a and b; or,
 - the developer executes an agreement to make improvements to a and b



Adequate Public Facilities Ordinance

Section 2-8(B)(4). If the water system serving the proposed development is found to be inadequate, then preliminary subdivision plans exceeding five lots, site plans for multifamily residential developments exceeding five dwelling units, and extensions of previously approved preliminary subdivision plans and site plans shall not be approved

Section 2-8(B)(5)(a): If Subsections B(2)(a), (b), (c), or (d) of this section prevents approval or the extension of a previous approval of a preliminary plan or site plan, the City of Havre de Grace's Department of Planning may proceed with conditional review of the plan or plan and place it on a waiting list arranged by date of City Council approval and, for previously approved plans, by date of the request for extension



Recommendations

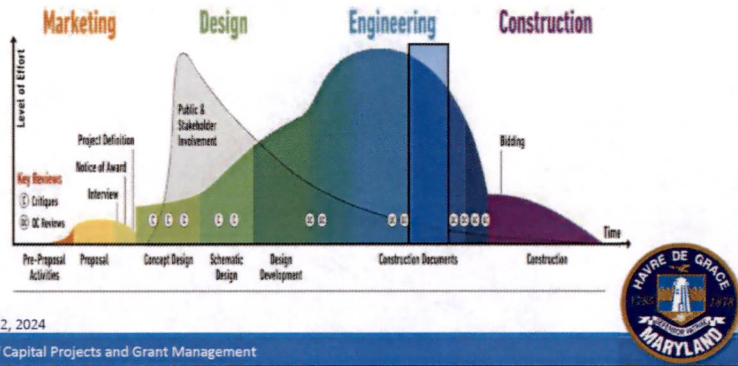
- Determine method of developer contribution and recoupment. Calculate costs for improvements by necessary system-wide improvements and improvements required for each zone.
- Need to determine impact fees for approved development prior to issuance of building permits and contribution for new development.
- Monitor all permits and stop issuance prior to reaching 560 if an improvements plan is not adopted. All final plats and Health Department approvals state building permits shall not be issued without capacity
- Create a wait list by zone for all new development and extension requests until an improvements plan is adopted per Chapter 2 of City Code.



Downtown Revitalization updates



As of February 12, 2024



February 12, 2024
Director of Capital Projects and Grant Management

Frequently Asked Questions

When will construction begin? End of April / First of May

How long will construction last? Approximately 8 to 10 months (May to December/February)

Will the streets be closed? Every effort will be made to keep both pedestrian and vehicular lanes of travel open, albeit one lane for vehicular traffic and one sidewalk at a time

Will there be multiple start/stops or will the project be performed in sequence? We will perform the project via sequences

How will you communicate with the businesses? Through: EDAB, The Chamber, Downtown Merchants and via CTY

Frequently Asked Questions (cont.)

Will you accept input from downtown stakeholders? Yes, as we further "hone" the sequence of events we will be asking for input from the stakeholders. I anticipate that to occur in mid to late March. The city will make every reasonable effort to lessen the impact on the businesses.

What are the priorities based upon funding? The 100 & 200 blocks of N Washington St. and Pennington Avenue intersections, Rochambeau Plaza, 300 block - 400 block of St John Street.

Additional Questions?

CITY COUNCIL

READ FILE COVER SHEET

Subject: **Charter Resolution concerning Amending Section 18 C for
Non-Elected Acting Officials**

(1st Reading)

Date: **2/7/2024**

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 20, 2024

In Confidential File Drawer

Approve:

Johnny Boker

Yes

No

No Comment

Comment: _____

Casi Boyer

Yes

No

No Comment

Comment: _____

Vicki Jones

Yes

No

No Comment

Comment: _____

Jim Ringsaker

Yes

No

No Comment

Comment: _____

Jason Robertson

Yes

No

No Comment

Comment: _____

Tammy Lynn

Schneegas

Yes

No

No Comment

Comment: _____

Note: N/A

CITY COUNCIL
OF
HAVRE DE GRACE, MARYLAND

CHARTER AMENDMENT RESOLUTION NO. _____

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 TO AMEND CITY CHARTER SECTION 18 C., GENERALLY PERTAINING TO CERTAIN NON-ELECTED ACTING OFFICIALS; ESTABLISHING DUTIES AND REQUIREMENTS FOR CERTAIN NON-ELECTED ACTING OFFICIALS

On: February 20, 2024

at: 7:00 p.m.

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

PUBLIC HEARING

A Public Hearing is scheduled for March 18, 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.

28 Section 18 C. of the City Charter is to be amended as follows, with the words underscored to be
29 added.

30
31 Section 18 Mayor: duties, salary.

32
33 C. The Mayor, with the approval of the City Council, shall appoint or hire a Director of
34 Administration, Chief of Police, Director of Public Works, Director of Economic
35 Development and Tourism, Director of Planning, Director of Finance, and a City Attorney,
36 and such other officers as the Charter, resolutions or ordinances of the City may provide. In
37 the event an appointed position listed under this subsection becomes vacant for any reason,
38 the Mayor shall designate an acting director or other acting officer until such time as a
39 director, or other officer can be appointed. An acting director or other acting officer shall
40 report to the Mayor, may be removed from acting capacity at any time by the Mayor, and
41 shall perform all the duties and responsibilities of the position they are fulfilling in an acting
42 capacity. The authority of an acting director or other acting officer appointed under this
43 subsection shall be the same as if such person had been originally appointed. Any person in
44 an acting capacity shall remain in such position until removed by the Mayor, or until the end
45 of the remaining contract term relating to the original appointment of such director or officer,
46 provided however, that such acting director or officer shall not remain in position beyond
47 May 31st of the fiscal year without the approval of the City Council. The rate of pay for an
48 acting director or an acting officer shall be established in the city's pay scale. In the event a
49 current city employee is asked to serve in an acting capacity on a temporary basis, such
50 employee shall not lose their status as an employee when their status as an acting director or
51 officer is terminated and they shall continue as an employee at the pay scale applicable at the
52 time acting status is terminated. The Mayor, after a hearing to consider charges of neglect
53 or a violation of duties of office, shall have the power to remove officers, with the approval
54 of the City Council and shall appoint others in their stead, subject to the City Council
55 approval. The Mayor shall receive an annual salary as set forth from time to time by an
56 ordinance passed by the City Council in the regular course of business. Any proposed change
57 to the Mayor's salary requires voter approval at a regular City election and is effective at the
58 beginning of the next fiscal year.

59
60 **NOW, THEREFORE,** it is determined, decided, and resolved by the City Council that the
61 aforementioned is hereby approved.

62
63 ADOPTED by the City Council of Havre de Grace, Maryland this ___ day of _____, 2024.

64
65 SIGNED by the Mayor and attested by the Director of Administration this _____ day of _____,
66 2024.

67
68 [Signatures to follow on the next page.]
69

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ATTEST:

MAYOR AND CITY COUNCIL
OF HAVRE DE GRACE

Christopher Ricci
Director of Administration

William T. Martin
Mayor

Introduced/First Reading: 2/20/2024
Public Hearing:
Second Reading/Adopted:
Effective Date:

First Reading

CITY COUNCIL

READ FILE COVER SHEET

Subject: **Ordinance concerning Amending Chapter 177 Article V
Tax Credit for Qualifying First Responders**
(1st Reading)

Date: **2/15/2024**

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 20, 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 Member Boyer

AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF THE CITY 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 AMENDING CITY CODE CHAPTER 177, ARTICLE V: TAXATION

On: February 20, 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 March 4, 2024 at 7:00 p.m.

EXPLANATION
Underlining indicates matter added to existing law.
[Bold Brackets] indicate matter deleted from existing law.
Amendments proposed prior to final adoption will be noted on a separate page with line references or by handwritten changes on the draft legislation.

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32 BE IT ORDAINED, that Chapter 177, Article V, Sections 177-19 D. Amount of Credit and 177-
33 21 B. Enhanced Credit is hereby amended as follows:

34
35 Article V. Tax Credit for Qualifying First Responders of the Police Department,
36 Susquehanna Hose Company, Inc. and Havre de Grace Ambulance Corps, Inc.

37
38 § 177-19. **Amount of credit.**

39 D. Maximum Credit. The maximum basic or lifetime tax credit per household is \$1,000. The
40 maximum enhanced tax credit per household is \$1,000. The maximum tax credit for an
41 individual member or sworn officer in any combination (basic, lifetime, and/or enhanced
42 from either SHCO and/or HDGAC) shall not exceed \$1,000 per person annually, and
43 shall apply against the household maximum. Under no circumstance should the tax credit
44 exceed the current year's tax bill. If the tax credit for an individual member or household
45 exceeds the current year's tax bill for the respective property, then the maximum credit
46 allowable will be the total tax bill.

47
48 § 177-21. **Eligibility.**

49 B. Enhanced Credit

50 1. For members of the SHCO or the HDAC, Enhanced Credit is available for any
51 member who has met the eligibility requirement for the Basic Credit or Lifetime
52 Credit for each respective organization, and who annually meets the following
53 additional service requirements:

- 54 a. On an annual basis, such a member has at least ~~[75]~~ 72 apparatus runs or rides on
55 an actual piece of equipment responding to a dispatch call, whether or not such
56 call is in the home box.
- 57 b. Up to approximately 30% of the rides or runs eligible for Enhanced Credit [~~(25~~
58 ~~rides)] (24 rides) may be comprised of duty hours equal to three duty hours per
59 ride or run if the member was on-call and available to respond on any apparatus
60 at the station but no calls were dispatched for that piece of equipment during the
61 on-call time.
62
63
64~~

65 **NOW THEREFORE**, it is determined, decided, and ordained by the City Council that the
66 foregoing amendments to the City Code as restated above are hereby approved.

67
68 ADOPTED by the City Council of Havre de Grace, Maryland this ____ day of March, 2024.

69
70 SIGNED by the Mayor and attested by the Director of Administration this ____ day of March, 2024.

71
72
73 ATTEST:

THE MAYOR AND CITY COUNCIL
OF HAVRE DE GRACE, MARYLAND

74
75
76
77 _____
78 Christopher Ricci
Director of Administration

74
75
76
77 _____
78 William T. Martin
Mayor

79
80 Introduced/First Reading: 2/20/2024
81 Public Hearing:
82 Second Reading/Adopted:
83
84 Effective Date:
85
86 Legislative History
87 Ordinance No. 911, enacted 4/15/2010
88 Ordinance No. 1065, enacted 3/8/2022

First Reading

CITY COUNCIL

READ FILE COVER SHEET

Subject: **Special Event - Annual Easter Egg Hunt**

March 20, 2024

Date: **2/15/2024**

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 20, 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 2-7-24
Tracking # 1011 19 0011

EVENT NAME: Annual Easter Egg Hunt

Sponsor Organization: Havre de Grace Recreation Committee

Business Address: 351 Lewis Ln, Havre de Grace MD 21078

On-Site Contact Person: Jim Nemeth

Contact Information Phone: _____ Email: _____

Back-Up On-Site Contact Person: John Narvell

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 # 52-1224397 (attach non-profit status documentation to application)

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

Event Category:

- | | | |
|--|--|---|
| <input type="checkbox"/> Athletic/Recreation | <input type="checkbox"/> Concert/Performance | <input checked="" type="checkbox"/> Other (explain) |
| <input type="checkbox"/> Festival | <input type="checkbox"/> Carnival | Easter Egg Hunt |
| <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: 30 March 2024 Begin Time: 8:00 AM

Event Starts Date: 30 March 2024 Time: 12:00 Noon

Event Ends Date: 30 March 2024 Time: 12:05 PM

Breakdown Date: 30 March 2024 End Time: 1:00 PM

Rain Date Date: N/A 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
(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: 250

Admission Fee (if any): -0-

Requested City Services:

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

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

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: CPT Krass Badge # 7761

Date Contacted: 06 Feb 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.

HdG Police will have officers on duty in the vicinity for the event

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.

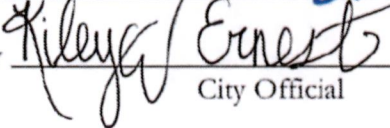
Event Name: Annual Easter Egg Hunt

Print Name of Event Sponsor Lewis A. Fillinger

Title Special Assistant to the Board

Phone _____ Email _____

Signature /S/ Lewis A. Fillinger  Date 06 Feb 2024

Received by  City Official _____ Date 2-9-24



HVRDEG-04

JOLIV

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/20/2023

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

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

PRODUCER Maury, Donnelly & Parr, Inc. 24 Commerce St. Baltimore, MD 21202	CONTACT NAME: Jacob Oliver	FAX (A/C, No): (410) 685-3071	
	PHONE (A/C, No, Ext): (410) 878-2119	E-MAIL ADDRESS: jacob-oliver@mdpins.com	
INSURED Havre De Grace Recreation Committee, Inc. 351 Lewis Lane Havre De Grace, MD 21078	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: National Casualty Company		11991
	INSURER B:		
	INSURER C:		
	INSURER D:		
	INSURER E:		
INSURER F:			

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

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	X		KKO0009216400	6/20/2023	6/20/2024	EACH OCCURRENCE \$ 1,000.0 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300.0 MED EXP (Any one person) \$ 5.0 PERSONAL & ADV INJURY \$ 1,000.0 GENERAL AGGREGATE \$ 3,000.0 PRODUCTS - COMP/OP AGG \$ 1,000.0
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						
	AUTOMOBILE LIABILITY <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) \$
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Abuse & Molestation	X		KKO0009216400	6/20/2023	6/20/2024	Each Occurrence \$ 1,000.0
A	Abuse & Molestation	X		KKO0009216400	6/20/2023	6/20/2024	Aggregate \$ 2,000.0

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Programs Covered: Youth and Adult Sports/Recreational Activities; Baseball, Basketball / Basketball Clinic, Cheerleading, Football, Flag Football, Dance, Drama, Lacrosse, Soccer / Soccer Clinic, RC Model Airplane Club, Wrestling, Young at Heart, Zumba, Easter Egg Hunt, Halloween Costume Contest, Havre de Grace Rec Summer Camp, Zumba

CERTIFICATE HOLDER**CANCELLATION**

City of Havre de Grace 711 Pennington Avenue 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

CITY COUNCIL

READ FILE COVER SHEET

Subject: **Special Event - First Fridays**

May 3, June 7, July 5, Aug 2, Sept 6, Oct 4, 2024

Date: **2/15/2024**

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 20, 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 2-6-24
Tracking # 1011 19 0004

EVENT APPLICATION CHECKLIST

EVENT NAME: First Friday May through October

Sponsor Organization: City of Havre de Grace

Business Address: 450 Pennington Ave

On-Site Contact Person: Lauri Orzewicz

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

Back-Up On-Site Contact Person: Pam Sickenberger

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

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

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

Is the Sponsor Organization a 501 C3? Yes No

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

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

Event Category:

- | | | |
|--|--|--|
| <input type="checkbox"/> Athletic/Recreation | <input type="checkbox"/> Concert/Performance | <input type="checkbox"/> Other (explain) |
| <input checked="" type="checkbox"/> Festival | <input type="checkbox"/> Carnival | |
| <input 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>see attached</u>	Begin Time: _____
Event Starts	Date: _____	Time: _____
Event Ends	Date: _____	Time: _____
Breakdown	Date: _____	End Time: _____
Rain Date	Date: _____	

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
(no amplified sound) |
| <input type="checkbox"/> Concord Point Park (701 Concord Street) | <input type="checkbox"/> David Craig Park (553 N. Union Avenue) |
| <input type="checkbox"/> McLhinney Park (811 N. Adams Street) | <input type="checkbox"/> K-9 Cody Dog Park (100 Lagaret Lane) |
| <input type="checkbox"/> Veteran's Park (418 Concord Street) | <input checked="" type="checkbox"/> Other location (explain) |

See map

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

Anticipated Attendance: 8000

Admission Fee (if any): 0

Requested City Services:

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

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

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:

additional trash cans

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

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

Food Service:

Yes No Will there be food sold at your event?

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

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

Alcohol:

Yes No Will there be alcohol sold at your event?

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

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

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

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

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

Security:

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

Officer’s Name: Chief Teresa Walter Badge # 7720

Date Contacted: 1/16/2024

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.

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: First Friday May through October

Print Name of Event Sponsor City of Havre de Grace

Title Tourism Manager

Phone _____

Email LauriO@havredeGracemd.com

Signature _____ Date 1-29-24

Received by Kiley Ernest
City Official

2-9-24
Date



Closed Streets

First Friday lay-out

Setup Date: Fridays- May 3, June 7, July 5, Aug. 2, Sept. 6, Oct. 4

Begin Time: roads close at 2:30 pm

Event Starts Time: 5:00 pm

Event Ends Time: 9:30 pm

Breakdown End Time: 10 pm

Rain Date: No Rain dates

Due to downtown renovation ongoing throughout the First Friday season it was suggested to have a set layout for the 2024 First Friday season and return to our normal layout in 2025.

Map is attached.

We will be using the same footprint as previous First Friday except for Washington Street. 100 & 200 blocks of Washington Street will remain closed to vehicle traffic, no vendors will be scheduled on Washington Street.

300 Blk of Pennington Ave will remain closed, Kids zone will be located on Franklin Street

Tourism, Admin, PD and DPW will meet one week prior to each scheduled First Fridays to access the construction phase of the 100 and 200 blocks of Washington Streets. If it is safe, we will offer café seating and extended storefronts on those streets on a month-by-month basis.

CITY COUNCIL

READ FILE COVER SHEET

Subject: **Special Event - Defenders Day**

May 4, 2024

Date: **2/15/2024**

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 20, 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 20 0010

EVENT APPLICATION CHECKLIST

EVENT NAME: Defenders Day in Havre de Grace
Sponsor Organization: City of Havre de Grace/Beer Garden: Celebrate the 4th Foundation (Ind Day Commission)
Business Address: 711 Pennington Avenue
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 # * _____ (attach non-profit status documentation to application)

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

*HdG Independence Day Commission is a City of Havre de Grace commission insured and overseen by the City of Havre de Grace.

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 5/3/24</u>	Begin Time: <u>10:00 AM</u>
Event Starts	Date: <u>SAT 5/4/24</u>	Time: <u>3:00 PM</u>
Event Ends	Date: <u>SAT 5/4/24</u>	Time: <u>9:00 PM</u>
Breakdown	Date: <u>Sat 5/4/24</u>	End Time: <u>10:00 PM</u>
Rain Date	Date: <u>SUN 5/5/24</u>	

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
(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: 3000

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.

- Lafayette Street closed from the park side of the driveway to Maritime Museum to Concord Street
- Concord Street closed from Lafayette Street to Alliance Street
- Accessible parking on Alliance street from Concord Street to first driveway, both sides
(box car races will take place on Lafayette)

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:

- Would request use of the City stage
- Please maintain Concord Point restrooms and port-a-pots during the event
- Fireworks are scheduled for this event 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.

Celebrate the 4th Foundation 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 at the info booth and in 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.

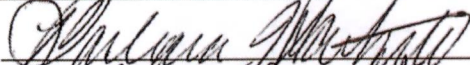
I have read and understand all of the attached policies and will abide by all policies, rules, regulations, and conditions as written. I understand that the Special Event Permit is not transferable to any other Sponsor, Individual or Group. I also understand the event cannot be advertised until the application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

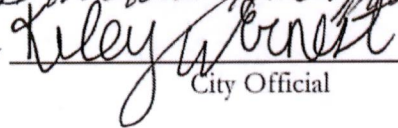
Event Name: Defenders Day in Havre de Grace

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 2-8-24
City Official

Concord Point Park

Defender's Day 2024



CITY COUNCIL

READ FILE COVER SHEET

Subject: **Special Event - Garden Mart**

May 18-19, 2024

Date: **2/15/2024**

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 20, 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 2/6/24
Tracking # 1011 21 0005

EVENT NAME: Garden Mart

Sponsor Organization: The Havre de Grace Maritime Museum, Inc.

Business Address: 100 Lafayette Street, Havre de Grace, MD 21078

On-Site Contact Person: Jennifer Sim

Contact Information Phone: Email: director@hdgmaritimemuseum.org

Back-Up On-Site Contact Person: Cynthia Leffler

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 # 52-1552477 (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]

Garden Mart

* 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: 5/18/23 Begin Time: 6:30 am
Event Starts Date: 5/18/23 Time: 10:00 am
Event Ends Date: 5/19/23 Time: 5:00 pm
Breakdown Date: 5/19/23 End Time: 6:00 pm
Rain Date Date: None

Is timeframe the same? [X] 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]

HdG Maritime Museum and Lighthouse Keeper's Lawn directly across 100 Lafayette St. from concrete pad area.

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

Anticipated Attendance: 150

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.

Request that streets be closed at Lafayette and Young Streets and Concord and Alliance Streets on both dates to ensure safety for participants. Vendors will be located across Lafayette behind Keeper's House.

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:

Possibly 1-2 food trucks on concrete pad

Yes No Will there be food sold at your event?

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

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

Alcohol:

Yes No Will there be alcohol sold at your event?

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

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

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

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

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

N.A.

Security:

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

Officer’s Name: Captain Jon Krass Badge # 7761

Date Contacted: 02/02/2024

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.

We will have a first aid kit on the premises, and are able to administer first aid, or contact the appropriate medical services to respond to an emergency situation if it should become necessary.

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: Garden Mart


Print Name of Event Sponsor Jennifer Sim

Title Executive Director

Phone 410-939-4800 director@hdgmaritimemuseum.org

Signature *Jennifer Sim* Date 02/02/2024

Received by *Kiley Ernest* 2-7-24
City Official Date

 **IRS** U.S. DEPARTMENT OF THE TREASURY
National Revenue Service
P.O. Box 2508
Cincinnati OH 45201

In reply refer to: 0752256968
Oct. 10, 2014 LTR 4168C 0
52 1552477 000000 00
00023016
800C: TE

HAVRE DE GRACE MARITIME MUSEUM INC
100 LAFAYETTE ST
HAVRE DE GRACE MD 21078-3542



11/11/14

Employer Identification Number: 52-1552477
Person to Contact: CUSTOMER SERVICE
Toll free Telephone Number: 1-877-879-5500

Dear Taxpayer:

This is in response to your Oct. 01, 2014, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in April 1990.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in sections) 509(a)(1) and 170(b)(1)(A)(vi).

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.

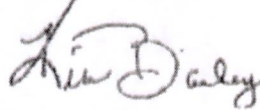
Please refer to our website www.irs.gov/efile for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033(j) of the Code on our website beginning in early 2011.

0752256968
Oct. 10, 2014 LTR 4168C 0
52-1552477 000000 00
00023017

HAVRE DE GRACE MARITIME MUSEUM INC
100 LAFAYETTE ST
HVRE DE GRACE MD 21078-3542

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

Sincerely yours,



Kim D. Bailey
Operations Manager, AM Operations 3



HAVRDEG-04

TSTEGM

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
2/2/2024

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 Bradley Atlantic Insurance Management 209 E Jarrettsville Road Forest Hill, MD 21050	CONTACT NAME: Lisa Gessner PHONE (A/C, No, Ext): (410) 692-8921 106 E-MAIL ADDRESS: lisag@bradleyatlantic.com	FAX (A/C, No):
	INSURER(S) AFFORDING COVERAGE	
INSURED Havre De Grace Maritime Museum 100 Lafayette Havre De Grace, MD 21078-3542	INSURER A: Erie Insurance Company	NAIC # 26263
	INSURER B: Erie Insurance Exchange	NAIC # 26271
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

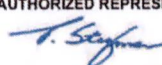
COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

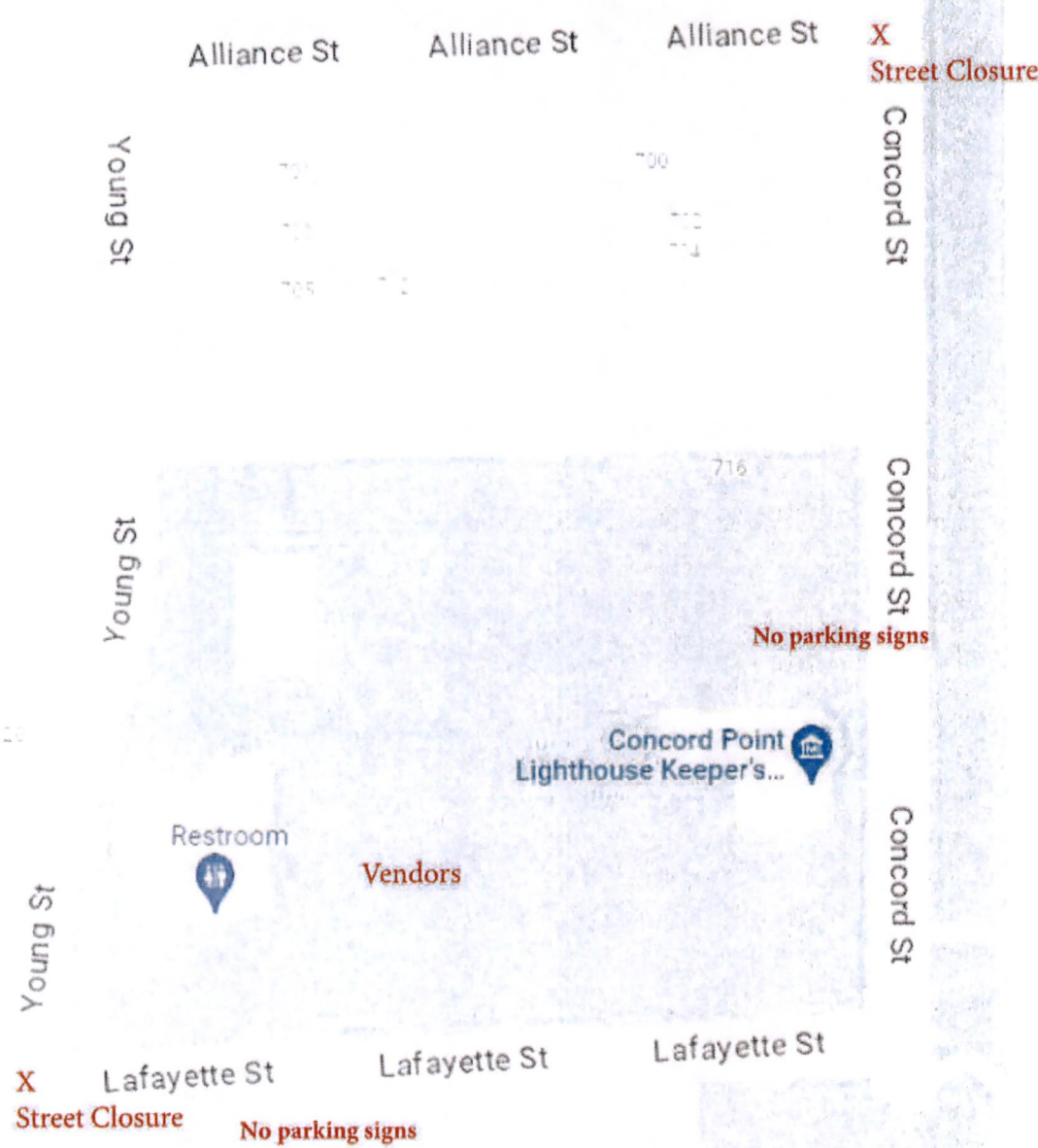
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			Q61-0294265	7/1/2023	7/1/2024	EACH OCCURRENCE \$ 1,000,0 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,0 MED EXP (Any one person) \$ 5,0 PERSONAL & ADV INJURY \$ 1,000,0 GENERAL AGGREGATE \$ 2,000,0 PRODUCTS - COMP/OP AGG \$ 2,000,0 \$ COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	AUTOMOBILE LIABILITY <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						
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			Q31-0172217	7/1/2023	7/1/2024	EACH OCCURRENCE \$ 1,000,0 AGGREGATE \$ \$
A	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	Q91-5101427	7/1/2023	7/1/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,0 E.L. DISEASE - EA EMPLOYEE \$ 500,0 E.L. DISEASE - POLICY LIMIT \$ 500,0

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Event: Garden Mart, May 18-19, 2024

Certificate Holder is added as Additional Insured

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

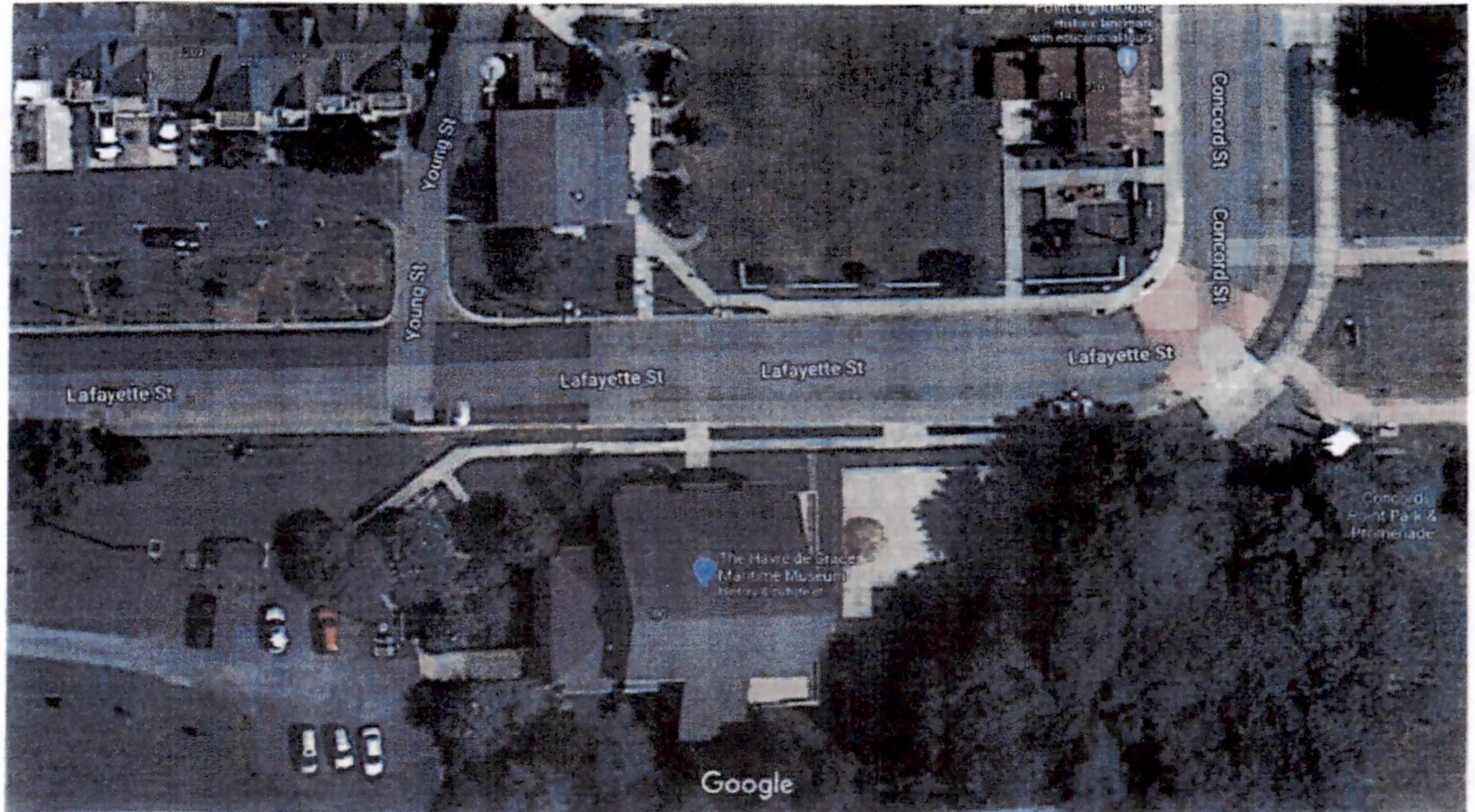


The Havre de Grace
 Maritime Museum
 history & culture of commercial fishing



Concrete
 Pad

Google



Imagery ©2021 U.S. Geological Survey, Map data ©2021 20 ft

SPECIAL EVENTS WORK SHEET

	Event: Garden Mart (Maritime Museum)	Tracking ID: 1011 21 0005				
	Dates: 5/18/24- 5/19/24					
	Time of set up: 6:30:00 AM - 10:00 AM on 5/18					
	Take down time: 5:00 PM - 6:00 PM pn 5/19					
	Time of actual event: 10 am on 5/18 - 5 pm on 5/19					
	Location: Maritime Museum Grounds & Grounds behind Keeper's House					
	Number of personnel	Regular Pay (Hours)	Overtime Pay Hours*	FULLY Loaded Wage**	Estimated Hours	Total Estimated Cost
PD					0	\$0.00
Notes	This event will be handled by patrol units on duty. Barricade Lafayette at Young Street as well as Concord Street at Alliance Street. Completed: 02/12/2024					
	Number of personnel	Regular Pay (Hours)	Overtime Pay Hours*	FULLY Loaded Wage**	Estimated Hours	Total Estimated Cost
DPW	3	4		\$80.37	4	\$321.48
Notes	Prep and post signs, place barricades, deliver extra cans for trash & recycling. Clean and stock bathrooms. At event end, sponsor to pull barricades and signs. DPW will remove all traffic control items and extra cans next morning on regular run. Completed: 02/14/24					
	3	4	0	\$80.37	4	\$321.48
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 - Hooper House Regatta**

June 14, 2024

Date: **2/15/2024**

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 20, 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 _____
 Tracking # _____

EVENT APPLICATION CHECKLIST

EVENT NAME: Senator Bob Hooper House Regatta
 Sponsor Organization: Upper Chesapeake Health Foundation
 Business Address: 520 Upper Chesapeake Drive, Suite 405, Bel Air, 21014
 On-Site Contact Person: Geordan Sommer
 Contact Information Phone: _____ Email: _____
 Back-Up On-Site Contact Person: Sarah Karantonis
 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 # 52-1398507 (attach non-profit status documentation to application)

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

Event Category:

- | | | |
|--|--|--|
| <input type="checkbox"/> Athletic/Recreation | <input type="checkbox"/> Concert/Performance | <input checked="" type="checkbox"/> Other (explain) |
| <input type="checkbox"/> Festival | <input type="checkbox"/> Carnival | <u>Sailboat Race and Shore Party for invited guests.</u> |
| <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>6-12-24</u>	Begin Time: <u>9 am</u>	<u>Chesapeake Rent-All may set up giant tent a couple of days before depending on weather.</u>
Event Starts	Date: <u>6-14-24</u>	Time: <u>5:30 pm</u>	
Event Ends	Date: <u>6-14-24</u>	Time: <u>10 pm</u>	
Breakdown	Date: <u>6-15-24</u>	End Time: <u>5 pm</u>	
Rain Date	Date: <u>None</u>	Is timeframe the same? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

If no, include new times: _____

Location: (see attached map)

- | | |
|---|--|
| <input type="checkbox"/> Millard E. Tydings Memorial Park (352 Commerce Street) | <input type="checkbox"/> Community Pavilion (tent) at Frank J. Hutchins Memorial Park (100 Congress Avenue) \$250 fee per day (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: 450

Admission Fee (if any): \$100.00 or sponsorship

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). *Plus driveway barricade for gravel drive.*

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. *Merglar Electric to provide.*

Other: Please explain:

Trash cans and liners and recycling cans.

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

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

Food Service:

Yes No Will there be food sold at your event?

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.

All attendees are asked to provide proof of age upon entering. Those 21 years and older are given a blue wristband and minors are given a red one. Bartenders are only permitted to serve alcohol to those with blue bands. Alcohol may not be brought in or taken out of fenced area.

Security:

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

Officer's Name: Chief of Police Teresa Walter Badge # _____

Date Contacted: 1-24-2024

Gambling:

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

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 box at Registration. Many health professionals in attendance. Hospital security guards on duty at event can call for an ambulance if necessary.

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: Senator Bob Hooper House Hospice Regatta

Print Name of Event Sponsor Upper Chesapeake Health Foundation

Title Geordan Sommer, Philanthropy Manager

Phone _____ Email _____

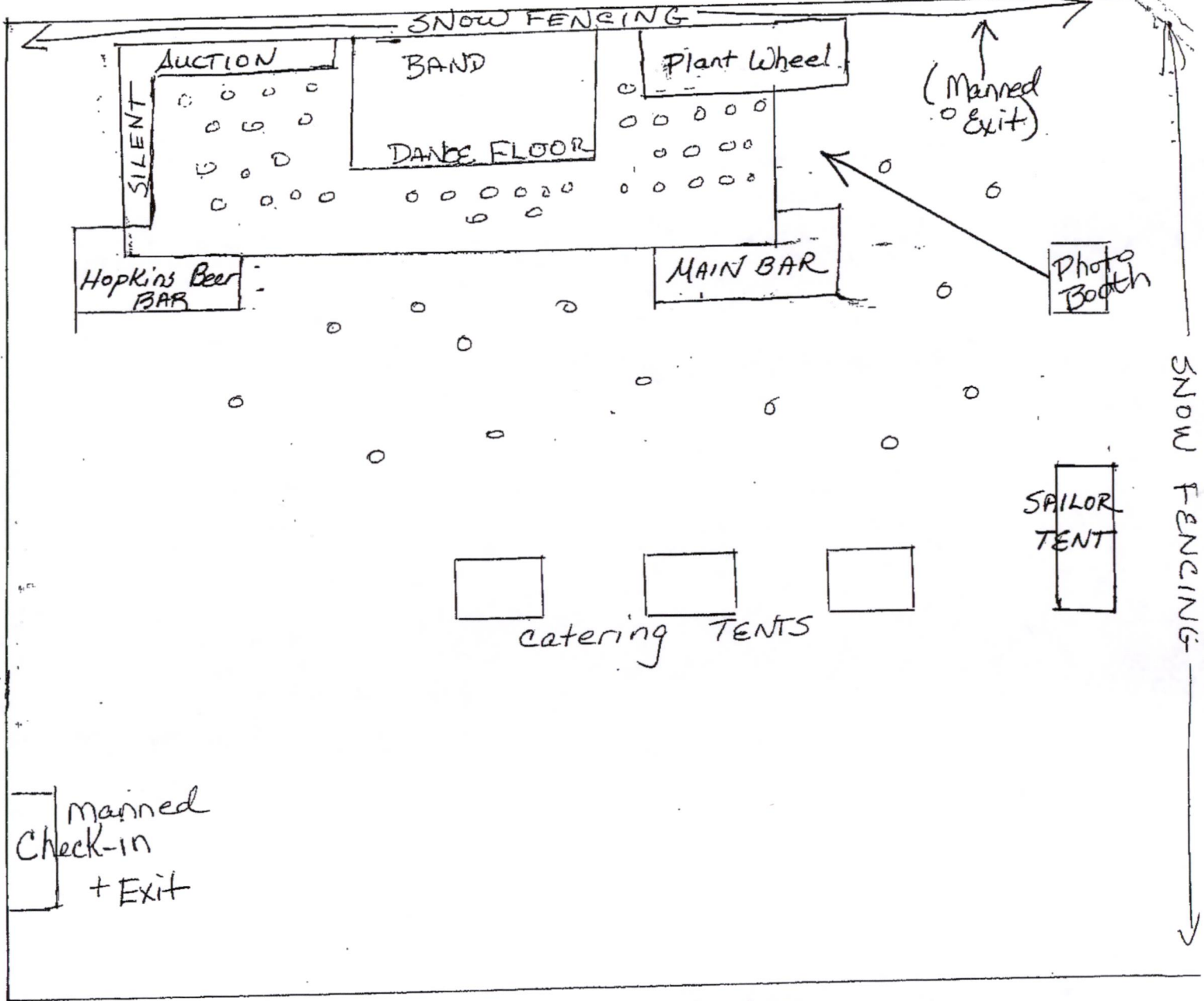
Signature geordan Date 1/26/2024

Received by _____ Date _____
City Official

WATER



← SNOW FENCING →



← SNOW FENCING →

Driveway

← SNOW FENCING →

Toilets



CITY COUNCIL

READ FILE COVER SHEET

Subject: **Special Event - Havre de Grace Oktoberfest**

October 12, 2024

Date: **2/15/2024**

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 20, 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 0003

EVENT APPLICATION CHECKLIST

EVENT NAME: Havre de Grace Oktoberfest

Sponsor Organization: City of Havre de Grace/Beer Garden: Havre de Grace Masons (Lodge 130)

Business Address: 711 Pennington Avenue

On-Site Contact Person: Bambi Johnson

Contact Information **Phone:** (410) 939-1800 **Email:** bambij@havredegracemd.com

Back-Up On-Site Contact Person: Ed Rybczynski

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 # on file (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 10/11/24</u>	Begin Time: <u>10:00 AM</u>
Event Starts	Date: <u>SAT 10/12/24</u>	Time: <u>Noon</u>
Event Ends	Date: <u>SAT 10/12/24</u>	Time: <u>7:00 PM</u>
Breakdown	Date: <u>SAT 10/12/24</u>	End Time: <u>8:00 PM</u>
Rain Date	Date: <u>SUN 10/13/24</u>	

Is timeframe the same? Yes No

If no, include new times: Noon-5:00 PM

Location: (see attached map)

- | | |
|--|--|
| <input type="checkbox"/> Millard E. Tydings Memorial Park
(352 Commerce Street) | <input type="checkbox"/> Community Pavilion (tent) at Frank J. Hutchins
Memorial Park (100 Congress Avenue) \$250 fee per day
(no amplified sound) |
| <input 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 as follows:

- Concord Street beginning at Alliance and continuing up Lafayette to Young Street
- Accessible parking on Lafayette from Young Street to Market 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:

- Would request use of the City stage
- Please maintain Concord Point restrooms and port-a-pots during the event

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 Masons 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 at the info booth and in 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.

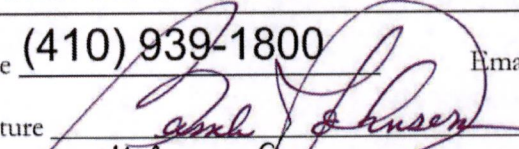
I have read and understand all of the attached policies and will abide by all policies, rules, regulations, and conditions as written. I understand that the Special Event Permit is not transferable to any other Sponsor, Individual or Group. I also understand the event cannot be advertised until the application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

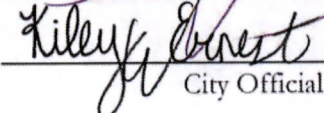
Event Name: Havre de Grace Oktoberfest

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  City Official Date 2-9-24

Concord Point Park



SPECIAL EVENTS WORK SHEET

	Event:	HDG Oktoberfest	Tracking # 1011190003			
	Dates:	10/12/24 (Rain Date - 10/13/24)				
	Time of set up:	10/11/24 10 am - 10/12/24 12 noon				
	Take down time:	7 pm - 8 pm				
	Time of actual event:	12 noon - 7 pm				
	Location:	Concord Point Park				
	Number of personnel	Regular Pay (Hours)	Overtime Pay Hours*	FULLY Loaded Wage**	Estimated Hours	Total Estimated Cost
PD	4		36	\$115.00	36	\$6,210.00
Notes	Revised 02/12/2024					
	Number of personnel	Regular Pay (Hours)	Overtime Pay Hours*	FULLY Loaded Wage**	Estimated Hours	Total Estimated Cost
DPW	14	44	8	\$80.37	52	\$4,500.72
Notes	Prep/post NP, Handicap signs, Deliver/Remove barricades, cones, extra Trash/Recycling barrels, Clean/Stock bathrooms & port-o-pots, Set Up/Remove: Stage, Kid Zone, Fire barrels, Pick-up/deliver: 12 mums, 10 hay bales, 20 corn stocks, 200 mini pumpkins, 6 med. pumpkins, Hang: banners, flags. Completed: 02/15/24					
	18	44	44	\$195.37	88	\$10,710.72
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 - Annual Halloween Costume Contest**

October 30, 2024

Date: **2/15/2024**

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 20, 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 2-7-24
 Tracking # 1011 19 0036

EVENT APPLICATION CHECKLIST

EVENT NAME: Annual Halloween Costume Contest
Sponsor Organization: Havre de Grace Recreation Committee Inc
Business Address: 351 Lewis Lane, Havre de Grace MD 21078
On-Site Contact Person: Jim Nemeth
 Contact Information **Phone:** _____ **Email:** _____
Back-Up On-Site Contact Person: John Narvell
 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 # 52-1224397 (attach non-profit status documentation to application)

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

Event Category:

- | | | |
|--|--|---|
| <input type="checkbox"/> Athletic/Recreation | <input type="checkbox"/> Concert/Performance | <input checked="" type="checkbox"/> Other (explain) |
| <input type="checkbox"/> Festival | <input type="checkbox"/> Carnival | Halloween Costume Contest |
| <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>30 Oct 2024</u>	Begin Time: <u>5:00 PM</u>
Event Starts	Date: <u>30 Oct 2024</u>	Time: <u>6:00 PM</u>
Event Ends	Date: <u>30 Oct 2024</u>	Time: <u>8:00 PM</u>
Breakdown	Date: <u>30 Oct 2024</u>	End Time: <u>8:30 PM</u>
Rain Date	Date: <u>N/A</u>	

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 (no amplified sound) |
| <input type="checkbox"/> Concord Point Park (701 Concord Street) | <input type="checkbox"/> David Craig Park (553 N. Union Avenue) |
| <input type="checkbox"/> McLhinney Park (811 N. Adams Street) | <input type="checkbox"/> K-9 Cody Dog Park (100 Lagaret Lane) |
| <input type="checkbox"/> Veteran's Park (418 Concord Street) | <input checked="" type="checkbox"/> Other location (explain) |

Note: location may change due to downtown renovations

Washington St between Congress Ave and Pennington Ave

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

Anticipated Attendance: 250

Admission Fee (if any): -0-

Requested City Services:

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

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

Close Washington St. Between Congress and Pennington. Showmobile will be at the intersection of Congress and Washington

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

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

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

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

- Other:** Please explain:

No Parking on the block of Washington

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.

HdG Police will be asked to be in the vicinity.

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: CPT Krass Badge # 7761

Date Contacted: 06 Feb 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.

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: Annual Halloween Costume Contest

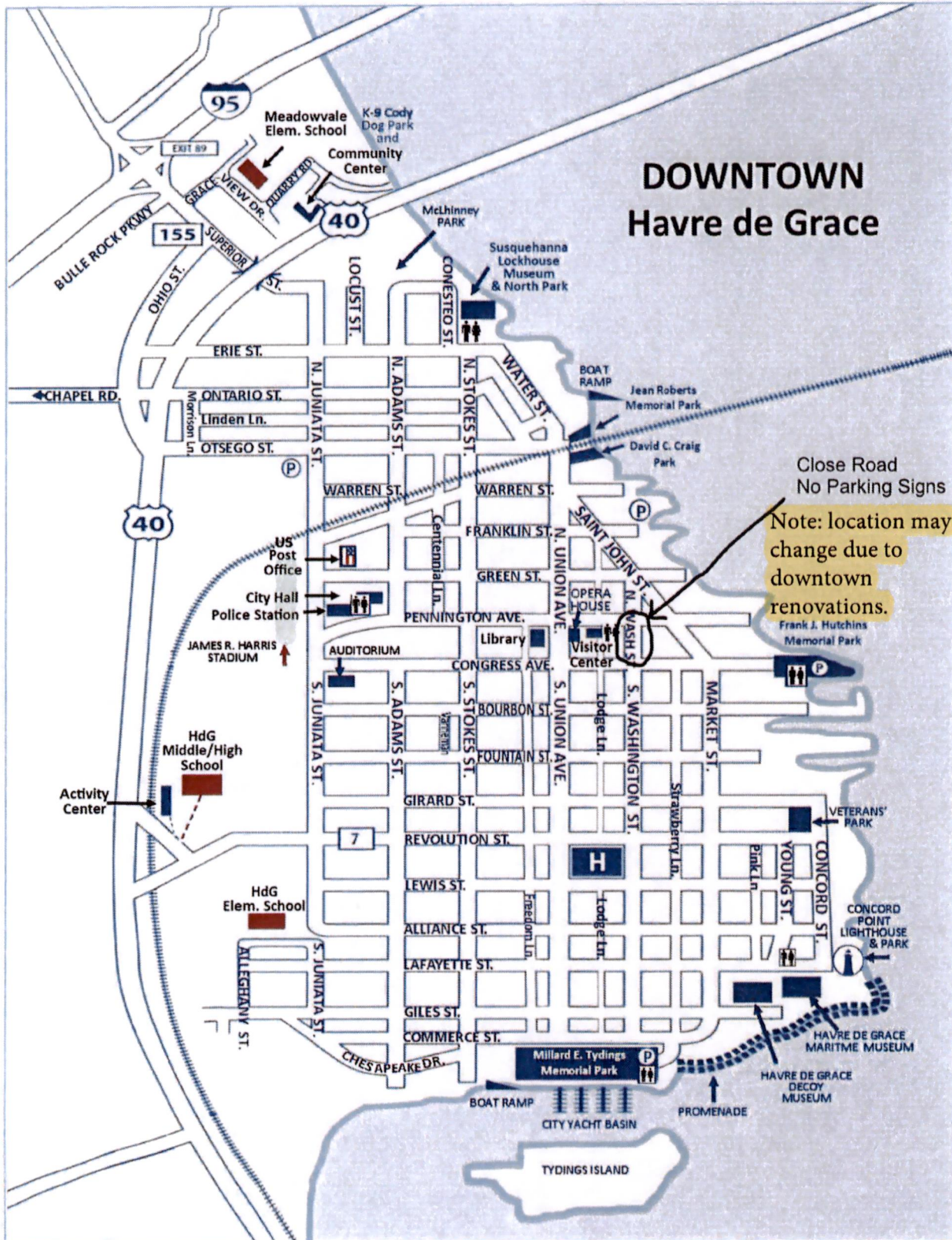
Print Name of Event Sponsor Lewis A Fillinger

Title Special Assistant to the Board

Phone _____ Email _____

Signature /s/ Lewis A Fillinger Date 07 Feb 2024

Received by Lily Ernest City Official Date 2-9-24



DOWNTOWN Havre de Grace

Close Road
No Parking Signs

Note: location may
change due to
downtown
renovations.



HAVRDEG-04

JOLIVER

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
6/20/2023

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

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

PRODUCER Maury, Donnelly & Parr, Inc. 24 Commerce St. Baltimore, MD 21202	CONTACT NAME: Jacob Oliver PHONE (A/C, No, Ext): (410) 878-2119 FAX (A/C, No): (410) 685-3071 E-MAIL ADDRESS: jacob-oliver@mdpins.com													
	<table border="1"> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A : National Casualty Company</td> <td>11991</td> </tr> <tr> <td>INSURER B :</td> <td></td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : National Casualty Company	11991	INSURER B :		INSURER C :		INSURER D :		INSURER E :		INSURER F :
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INSURED Havre De Grace Recreation Committee, Inc. 351 Lewis Lane Havre De Grace, MD 21078														

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

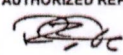
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE 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 checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X		KKO0009216400	6/20/2023	6/20/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COM/PO/AGG \$ 1,000,000
	AUTOMOBILE LIABILITY <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) \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y <input checked="" type="checkbox"/> N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Abuse & Molestation	X		KKO0009216400	6/20/2023	6/20/2024	Each Occurrence 1,000,000
A	Abuse & Molestation	X		KKO0009216400	6/20/2023	6/20/2024	Aggregate 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Programs Covered: Youth and Adult Sports/Recreational Activities; Baseball, Basketball / Basketball Clinic, Cheerleading, Football, Flag Football, Dance, Drama, Lacrosse, Soccer / Soccer Clinic, RC Model Airplane Club, Wrestling, Young at Heart, Zumba, Easter Egg Hunt, Halloween Costume Contest, Havre de Grace Rec Summer Camp, Zumba

CERTIFICATE HOLDER

CANCELLATION

City of Havre de Grace 711 Pennington Avenue 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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SPECIAL EVENTS WORK SHEET

	Event:	Halloween Costume Contest	Tracking ID: 1011190036			
	Dates:	October 30, 2024				
	Time of set up:	5:00 PM				
	Take down time:	8:00 pm - 8:30 pm				
	Time of actual event:	6 pm - 8:00 pm				
	Location:	Washington Street between Congress Avenue & Pennington Avenue				
	Number of personnel	Regular Pay (Hours)	Overtime Pay Hours*	FULLY Loaded Wage**	Estimated Hours	Total Estimated Cost
PD	4		20	\$115.00	20	\$3,450.00
Notes						
	Completed 02/12/2024					
	Number of personnel	Regular Pay (Hours)	Overtime Pay Hours*	FULLY Loaded Wage**	Estimated Hours	Total Estimated Cost
DPW	4	16		\$80.37	16	\$1,285.92
Notes	Prep and post NP Signs, deliver extra barrels, cones, barricades. Remove all following day. Completed: 02/14/24					
	8	16	20	\$195.37	36	\$4,735.92
Grand Total						