



# City of Havre de Grace

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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:** Monday, March 4, 2024

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



## COUNCIL MEETING AGENDA

March 4, 2024

711 Pennington Avenue, Havre de Grace, Maryland

7:00 p.m.

### **Public Hearing for Ordinance No. 1140 concerning Amending Chapter 177, Article V – Tax Credits for Qualifying First Responders**

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

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Opening Prayer: Rev. Dr. Lynne Humphries-Russ, Hopewell United Methodist Church
5. Approval of the Minutes:
  - A. City Council Meeting Minutes – February 20, 2024
6. Comments from Citizens
7. Appointments:
  - A. Historic Preservation Commission (CM Jones)
    - i. Tynia Scott
8. Oath of Office (Administered by Mayor Martin)
  - A. Historic Preservation Commission
    - i. Tynia Scott
9. Recognitions: None
10. Proclamations: None
11. Presentations:
  - A. The Arts Collective: Championing Change & Evolving the Vision (Katie Noe, Executive Director)
12. Resolutions: None
13. Ordinances:
  - A. **Ordinance No. 1139 concerning Amending Chapter 70 Fees: Second Reading (CP Ringsaker)**  
AN ORDINANCE BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND, ADOPTED PURSUANT TO THE AUTHORITY OF ARTICLE XI-E OF THE MARYLAND CONSTITUTION, THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND, AND SECTIONS 33 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

**B. Ordinance concerning Approving Budget Amendment 2024-07 to Increase Spending for Engineering Services Related to New Development: First Reading (CM Robertson)**

AN ORDINANCE BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE BY THE AUTHORITY OF ARTICLE XI-E OF THE MARYLAND CONSTITUTION, THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND AND SECTION 37 OF THE HAVRE DE GRACE CITY CHARTER FOR THE PURPOSE OF AMENDING THE CITY BUDGET FOR FISCAL YEAR 2024, TO ADDRESS ADDITIONAL ALLOCATION OF FUNDS FOR THE CITY OF HAVRE DE GRACE FOR FISCAL YEAR 2024

**C. Ordinance concerning Amending Chapter 155 pertaining to Site Plan Approval: First Reading (CM Schneegas)**

AN ORDINANCE BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND, ADOPTED PURSUANT TO THE AUTHORITY OF ARTICLE XI-E OF THE MARYLAND CONSTITUTION, THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND, AND SECTIONS 33 AND 34 OF THE HAVRE DE GRACE CITY CHARTER TO AMEND CHAPTER 155 SITE PLAN APPROVAL

**D. Ordinance concerning Amending Chapter 25 pertaining to Water & Sewer Commission, and Marina Commission: First Reading (CP Ringsaker)**

AN ORDINANCE BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND, ADOPTED PURSUANT TO THE AUTHORITY OF ARTICLE XI-E OF THE MARYLAND CONSTITUTION, THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND, AND SECTIONS 33 AND 34 OF THE HAVRE DE GRACE CITY CHARTER TO AMEND CHAPTER 25 PERTAINING TO WATER & SEWER COMMISSION, AND MARINA COMMISSION

**E. Ordinance concerning Amending Chapter 97 Historic Preservation: First Reading (CM Jones)**

AN ORDINANCE BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND, ADOPTED PURSUANT TO THE AUTHORITY OF ARTICLE XI-E OF THE MARYLAND CONSTITUTION, THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND, AND SECTIONS 33 AND 34 OF THE HAVRE DE GRACE CITY CHARTER TO AMEND CHAPTER 97 HISTORIC PRESERVATION COMMISSION

14. Old Business: None

15. New Business:

**A. Special Events (Dr. Ricci)**

- i. Havre de Grace Farmers Market, May 4-December 21, 2024  
8:30 a.m.-12:00 p.m., 100 blk St. John Street and Hutchins Memorial Park entrance
- ii. Blessing by the Bay, May 5, 2024  
3:00 p.m.-5:00 p.m., Concord Point Park
- iii. Havre de Grace High School Music Boosters 5K, May 11, 2023  
8:00 a.m.-10:00 a.m., Tydings Memorial Park
- iv. National Diabetes & Community Health Initiative Walk, June 1, 2024 (rain date 6/8/24)  
8:00 a.m.-10:30 a.m., Tydings Memorial Park
- v. 2<sup>nd</sup> Sunday Hymn Sing, June 9, July 14, August 11, September 8, 2024  
6:00 p.m.-7:00 p.m., Tydings Memorial Park
- vi. 2024 Susquehanna River Running Festival, September 21, 2024  
8:00 a.m.-4:00 p.m., Tydings Memorial Park
- vii. Upper Chesapeake Bay Pride Festival, October 5, 2024  
2:00 p.m.-6:00 p.m., Concord Point Park

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

19. Adjournment

# CITY COUNCIL

## READ FILE COVER SHEET

Subject: **Ordinance 1140 concerning Amending Chapter 177 Article V  
Tax Credit for Qualifying First Responders  
(Public Hearing)**

Date: **2/21/2024**

**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 March 4, 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. 1140

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.  
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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.

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72  
73 ATTEST:

THE MAYOR AND CITY COUNCIL  
OF HAVRE DE GRACE, MARYLAND

74  
75  
76 \_\_\_\_\_  
77 Christopher Ricci  
78 Director of Administration

\_\_\_\_\_  
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

Public Hearing





February 20, 2024  
Council Meeting Proceedings  
711 Pennington Avenue, Havre de Grace, Maryland  
7:00 p.m.

**Public Hearing for Ordinance No. 1139 concerning Amending Chapter 70 Fees was called to order on February 20, 2024 at 7:00 p.m. with Mayor Martin presiding. Council Members present: CP Ringsaker, CM Boker, CM Boyer, CM Jones, CM Robertson and CM Schneegas.**

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

**Comments from Citizens:**

Kirk Smith, Havre de Grace, inquired if the fee for trees was there in error because he thought it was taken out of the code a few years ago. This will be checked before final adoption.  
Public Hearing closed at 7:02 p.m.

**The regular meeting of the Mayor and City Council was called to order on February 20, 2024, at 7:02 p.m. with Mayor Martin presiding. Council Members present: CP Ringsaker, CM Boker, CM Boyer, CM Jones, CM Robertson, and CM Schneegas.**

**The Pledge of Allegiance was recited, and the opening prayer was given by Pastor Thomas Dennison, Restore Church. Pastor Dennison thanked the City for letting them have the Christmas Eve Service at Tydings Park on December 23, 2023.**

**Approval of Minutes**

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

City Council Closed Session Meeting Minutes – The vote from Closed Session was read by CP Ringsaker. CP Ringsaker moved to approve the Council Closed Session Meeting minutes of February 5, 2024. Second by CM Boker. Motion carried 5-0. CM Robertson abstained.

Public Work Session Minutes – CM Schneegas moved to approve the Public Work Session minutes of February 12, 2024. Second by CM Boyer. Motion carried 3-0. CM Jones, CP Ringsaker, CM Robertson abstained.

**Comments from Citizens**

None

**Oath of Office**

Mayor Martin administered the oath of office to Dr. Christopher Ricci as Director of Administration. Dr. Ricci is taking the position of Steve Gamatoria who retired February 2. Dr. Ricci was sworn in on February 5 at the closed session meeting so City business could be conducted because our City Code doesn't currently have a contingency plan for an acting director.

**Presentations**

In compliance with City Code, Dan Wusinich gave the Water & Sewer Commission report. The end of year balance was \$1,217,699. Capital Cost Recovery Fee (CCRF) is used to service our debt. Revenue is generated by connection fees and CCRF, rates charged to customers, and other fees such as the Infrastructure Replacement Fee

(IRF). The Mayor and Council were recognized for being aware of the vulnerability of the Water & Sewer fund, raising rates when necessary to fund required infrastructure maintenance and replacement through various ways, and public outreach to customers and citizens to make sure they understand the situation. The commission also appreciates their focus on economic development that ultimately trickles down to connections and selling water, which all enhances the revenue to Fund 9. The commission remains confident that the challenges of the Water & Sewer fund are recognized and understood by the Mayor and City Council members through their current actions. Challenges for FY 2025 are the direction of the economy, development opportunities that support enhanced revenue, and support of the continued implementation of a proper CIP debt. The commission emphasizes the need to focus on rate increases, and state grants to fund projects as debt capacity becomes limited. Recommendations for FY 2025 are to do what they are currently doing, practice realistic estimates for annual connections (we need 150 new connections annually to fully met the current debt obligation), increase the IRF by 8% for each meter size classification due to inflation, DPW Director continue to update the CIP annually and seek grant opportunities, reassess the ordinance that established the commission to focus on leadership structure and the duties of the commission, and legislation to implement an automatic increase by the inflation rate that Fund 9 experiences due to supply costs, salary/benefits, etc. so it doesn't compound. CM Robertson appreciated Mr. Wusinich's years of hard work, volunteer time, and knowledge on the commission and the others who serve on the commission – it's a great brain trust of people who have been in the industry for a long period of time. Mayor Martin echoed CM Robertson's comments – these are bold recommendations to discuss – we've come a long way and have done a lot in Fund 9; we will always be dealing with this and need to find a sustainable way forward. CM Boker commented they have a great team and inquired about the 8% IRF vs 3% last year – it is due to the significant inflation in supplies – even when they come down, it won't come down to the earlier costs. CM Boker inquired about the importance of raising the rate every year by inflation – this is so we don't have a compounded deficit.

## **Resolutions**

### **Charter Resolution concerning Amending Section 18 C for Non-Elected Acting Officials: First Reading**

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

A motion to introduce was made by CP Ringsaker. Second by CM Robertson. Motion carried 6-0. The resolution was given number 300. A motion to adopt was made by CM Robertson. Second by CP Ringsaker. After a roll call vote, motion to approve carried 6-0. The public hearing date will be March 18, 2024.

## **Ordinances**

### **Ordinance concerning Amending Chapter 177, Article V – Tax Credits for Qualifying First Responders: First Reading**

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

A motion to introduce was made by CM Boyer. Second by CP Ringsaker. Motion carried 6-0. The ordinance was given number 1140. A motion to adopt was made by CM Boyer. Second by CM Schneegas. After a roll call vote, motion to approve carried 6-0. The public hearing was scheduled for March 4, 2024 at 7:00 p.m.

## **New Business**

**Consideration to Utilize Consent Calendar for Non-Legislative Matters** – CP Ringsaker explained how the consent calendar would be utilized for non-legislative matters to streamline the meetings. CP Ringsaker made a motion to change the Council procedures to utilize the consent calendar for non-legislative matters under the rules of Robert's Rules of Order. Second by CM Boyer. After discussion and clarification, the motion carried 6-0.

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

- Annual Easter Egg Hunt, March 30, 2024, 12:00 p.m.-12:05 p.m., Concord Point Park
- 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)
- Defenders Day, May 4, 2024, 3:00 p.m.-9:00 p.m., Concord Point Park
- Garden Mart, May 18-19, 2024, 10:00 a.m.-5:00 p.m. each day, Maritime Museum & Lighthouse Keeper's Lawn
- Senator Bob Hooper House Regatta, June 14, 2024, 5:30 p.m.-10:00 p.m., Concord Point Park
- Havre de Grace Oktoberfest, October 12, 2024, 12:00 p.m.-7:00 p.m., Concord Point Park
- Annual Halloween Costume Contest, October 30, 2024, 6:00 p.m.-8:00 p.m., Washington Street between Congress Avenue & Pennington Avenue

A motion to approve all the special events was made by CP Ringsaker. Second by CM Boker. CM Boyer inquired about the snow fencing around the Lighthouse for the Senator Bob Hooper House Regatta, so that it doesn't block entry to the Lighthouse – the entrance will not be blocked. Motion carried 6-0.

**Directors Report**

**Chris Ricci, Director of Administration:** Dr. Ricci reminded the public the election for Mayor and three City Council seats is May 7 at the STAR Centre from 7 am-8 pm.; the candidacy filing is March 5-19 and all necessary information and forms are available online or at City Hall. The Linda Ronstadt Experience is March 1 at the STAR Centre. The Winter Farmers Market is March 2. The Arts Collective had a phenomenal MasquerAid Fundraiser & Gala; they partnered with local restaurants and had a record setting silent auction; it will be on March 1 next year. They hosted a new event celebrating black male poets in honor of Black History Month at the State Theater. Their next on-stage event is Still I Rise: Women's Voices in American Poetry on March 16 in honor of Women's History Month. The large sculpture, Samara, is on schedule for installation in late spring with the unveiling soon after. They had the call for artists for the sculpture outside the Opera House. Adam Ryczynski was thanked for going to Annapolis today on behalf of the City. In relation to his new role, he thanked his colleagues for their support and assistance and thanked the Mayor and Council for the opportunity to work with them in this capacity.

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

**Bridgette Johnson, Director of Economic Development & Tourism:** Ms. Johnson reported that ThinkBig Network would have a ribbon cutting on March 7 at 5 p.m. at 931-B Pulaski Highway and a ribbon cutting is being planned with the HdG Chamber of Commerce for Angels of Mine Childcare at 349 Fountain Street. Harbor Freight is opening in the CVS plaza where the Save-a-Lot was located – we are waiting for them to pull some permits. We are requesting a grant of \$174,000 to purchase six tree filter system boxes to help create a tree canopy on Washington Street. We are asking for MD Energy Assistance funds to replace the outdoor lights along the promenade near the Lighthouse. The Economic Development Advisory Board meets tomorrow at 4 p.m. The Visitor Center will officially open at the new temporary location on February 29; construction of the new restrooms on Pennington Avenue will begin mid-March. The Council was thanked for approving First Fridays – vendor applications will be available on the website and at the Visitor Center. Congratulations to Dr. Chris Ricci – she is happy for him and is looking forward to working with him.

**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 \$5,673,900, which is \$623,900 below budget. The Water/Sewer Fund 9 balance is \$4,723,900, which is \$72,500 below budget. The Marina Fund 8 balance is \$872,700, which is \$9,000 below budget. We are inline of expectations for this time of year.

**EJ Millisor, Director of Public Works:** Mr. Millisor wished a happy belated Presidents' Day. Dr. Ricci was congratulated. Dan Wusinich was thanked for the great job on the Water & Sewer Commission Report. Council members, Scouts and parents from Troop 967 were thanked for touring the Wastewater Treatment Plant; it was led by Steve Carlton who volunteered his time to give the tour. The third quarter sample violations were discussed–the water is safe and continues to be safe; the Consumer Confidence Report (CCR) will be out in July.

**Chief Teresa Walter, Havre de Grace Police Department:** Chief Walter reminded people to have their house number visible on their house for first responders to get to you – the number should be big enough for them to see and not blocked. Congratulations to the City on the Mardi Gras Parade and reminded people that during any parade don't let kids run in the middle of the street to pick up candy, beads, etc. We have three recruits in the academy who will be out in September; we are still taking applications for recruits. The Scout Troop was invited to tour the Police Station. CP Ringsaker thanked the Chief for talking to the Scout Troop tonight.

## **Business from Mayor Martin**

Mayor Martin commented that his directors did a wonderful job updating everyone, so he had no comments.

## **Business from Council**

**Council Member Robertson:** CM Robertson commented that it is good to be back – he had temporary duty with the Army Reserves in Kansas. Thanked everyone for holding down the fort. He is ready to get back into the swing of things.

**Council Member Boker:** CM Boker commented that the Water & Sewer Commission did a phenomenal job on the Water & Sewer Report and if anyone has any questions, they can reach out to him; we pay a flat fee that includes infrastructure, Bay restoration, and garbage– people need to look at the real water rate that is \$6.80 for 1,000 gallons of water. The Safe Streets and Roads for All was February 15 at the Community Center – it was a fantastic working group with vital input. Adam Rybczynski was thanked for going to Annapolis. He heard the Wastewater Treatment Plant Tour on February 18<sup>th</sup> was a fanatic tour – it’s a testament to HdG and our moral fiber that an employee showed up and volunteered his time to give the tour. Thanked the Police Department, Susquehanna Hose Company, first responders, and EMT.

**Council Member Jones:** CM Jones attended the MasquerAid Fundraiser & Gala for the first time and enjoyed it a lot; she also attended the Mardi Gras Parade – there was a great crowd at both. She was proud and honored to represent HdG at District 34 Night in Annapolis. She attended the Route 40 Business Association combined meeting with HdG Chamber of Commerce and Aberdeen Chamber of Commerce at Great Wolf Lodge – it was one of the largest events they’ve ever had. She attended the I, Too, Am America: A Men’s Poetry Event at the State Theater – it was a great event honoring black poets – there were 9 men who spoke. She attended the International Disappear Fear Day concert at the State Theater and presented a proclamation recognizing the day. She was invited by Governor Moore to attend a Black History Month Celebration – it was a great event with a diverse crowd. Denise Miller and her colleagues, who were part of the Amtrak presentation at the last meeting were thanked for their consideration of historic designations – Ms. Miller will present at the Historic Preservation Commission to share their plan with the members of the commission.

**Council Member Boyer:** CM Boyer attended the BEYA STEM Conference – there were hundreds of people in attendance with many from HdG looking for jobs. The Tree Commission will meet on February 21. The Street & Traffic Advisory Board will meet on February 26 – they will be reviewing Chapter 190-Vehicles and Traffic. She attended the Safe Streets and Roads for All event – it was a fantastic discussion. She attended the tour of the Wastewater Treatment Plant – Steve Carlton did an exceptional job; also thanked Director Millisor.

**Council Member Schneegas:** CM Schneegas commented that Spring is in the air. She extended an invitation for people to attend the paint party at the American Legion on February 25. She thanked everyone actively involved in setting up the ThinkBig ribbon cutting – she is looking forward to the event. Director Millisor was thanked for setting up the Wastewater Treatment Plant tour – it was good to see the City educate and be consistent with taking care of the City’s waste and water treatment. Director DeHority was thanked for updating her on the Marina Commission. The Marina Commission will meet April 10 at 4:30 p.m. if you are interested in attending. Chief Walter was thanked for telling people about having numbers on their house. It was great to see a full dais and she’s happy to be here to serve with everyone.

**Council President Ringsaker:** CP Ringsaker welcomed back CM Robertson. Troop 965 had a tour of City Hall and attended the Council meeting – he pointed out how well behaved the boys were during the meeting and they have wonderful adult leaders. Troop 965 Spaghetti Dinner will be March 9 at Level Fire Hall from 4 p.m.-7 p.m. Troop 967 Pancake Breakfast will be April 27 from 8 a.m.-10:30 a.m. He went with the boys from Troop 965 to Avalanche Express to go tubing and ate at an all you can eat pizza buffet. Director Millisor was thanked for the tour for the boys and girls from Troop 967. Little League registration is still open – t-ball, softball, and baseball. His dear friend, Bill Mentzer passed away – he had a good time talking to him about growing up in HdG; he asked for people to keep an eye out for the Masonic apron and black sash that was stolen off the Lafayette statue – this is a tradition done by the Masonic Lodge.

## **Adjournment**

CP Ringsaker made a motion to adjourn at 8:32 p.m. Second by CM Schneegas. Motion carried 6-0.

Submitted by: Tamara Brinkman

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

# CITY COUNCIL

## READ FILE COVER SHEET

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

(2nd Reading)

Date: **2/21/2024**

**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 March 4, 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: Suggested amendments attached.

To: Council President Ringsaker

From: Adam Rybczynski, Senior Aide to the Mayor

Date: February 29, 2024

Subject: **Amendments to Ordinance No. 1139**

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Council President Ringsaker and the honorable members of the City Council the administration respectfully request the following amendments be made to Ordinance No. 1139.

AMENDMENT NO. 1

Add a new section at the beginning of the table titled General Provisions.

AMENDMENT NO. 2

Under the section titled General Provisions, add the following.

The Mayor and City Council of Havre de Grace may, by affirmative vote of the City Council by roll call, waive a fee for the use of any City property for the City's general purposes or in the aid of education or charity within the City.

AMENDMENT NO. 3

Under the section titled General Provisions, insert the following.

The Mayor, through a declaration of a state of emergency, may waive a fee for the use of any City property to protect the health, welfare, or safety of the citizens and City employees.

AMENDMENT NO. 4

Under the Section titled FSD and FCP (3rd Party) strike, "FSD and FCP (3rd Party) and substitute with Forest Stand Delineation and Forest Conservation Plan.

AMENDMENT NO. 5

Remove the section titled "Sidewalk Shoveling (non-compliance within 24 hours after the snow event)" in its entirety.

AMENDMENT NO. 6

Under the section titled, "Tydings Park Ramp Fee" strike "\$50 per year for persons 65 years old and over (January 1-December 31)

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**

Having been posted and notice of time and place of hearing and title of Ordinance having been published according to the Charter, a public hearing was held on 2/20/24 at 7:00 p.m., and concluded on 2/20/24 at 7:02 p.m.

EXPLANATION

Underlining indicates matter added to existing law.

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

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

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

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

43  
44 **WHEREAS**, City staff have reviewed Chapter 70 in accordance with Section 70-5 and  
45 recommend revisions thereto.

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

51  
52 **70-1 General fee schedule established.**  
53 The following is an enactment listing the specific fees collected from the various ordinances,  
54 resolutions, and policies for the City as they shall be established as of the effective date of this  
55 chapter.

56  
57 **70-2 Professional services.**  
58 The fee schedule in section 70-5 is for services provided exclusively by City Administration staff  
59 personnel, unless otherwise noted. In the event services require professional services from an  
60 independent organization as determined by the Director, the applicant will be responsible to  
61 reimburse the City the total cost of the outside professional plus a \$100 administrative fee. In the  
62 event the City must use an outside professional, the applicant will be notified of the cost before  
63 any services are rendered. The applicant may withdraw their request for the service before the  
64 parties enter into a binding agreement for the services. After contracting, the applicant will be  
65 responsible for all costs incurred by the City by the outside contractor, including cancellation, plus  
66 a \$100 administrative fee.”

67  
68 **70-3 Fees not listed in this chapter.**  
69 This chapter represents a general compilation schedule of the most common fees charged by the  
70 City of Havre de Grace for various permits, licenses and other services. Citizens are urged to  
71 consult the specific ordinance, resolution, or policy for fees charged associated with permits,  
72 licenses, and other services not listed in this chapter. Additional State and County Codes may be  
73 applicable (Plumbing, Mechanical & Electric), as well as other City Ordinances or Codes (listed  
74 at the end of this section) that may include additional costs. The Director of Planning or designee  
75 may determine the applicability for a building permit and associated fee if not specifically covered  
76 by this fee schedule or other City ordinances.

- 77  
78  
79  
80  
81
1. Chapter 1 – General Provisions; Civil Sanctions
  2. Chapter 38 – Cable Communications
  3. Chapter 49 – Critical Areas
  4. Chapter 61 – Elections
  5. Chapter 81 – Forest Conservation



- 82 6. Chapter 112 – Open Air Markets
- 83 7. Chapter 120 – Nuisances
- 84 8. Chapter 127 – Peddling & Solicitation
- 85 9. Chapter 162 – Solid Waste
- 86 10. Chapter 166 – Special Assessments
- 87 11. Chapter 174 – Swimming, Fishing and Camping
- 88 12. Chapter 177 – Taxation
- 89 13. Chapter 180 – Taxicabs
- 90 14. Chapter 186 – Trees
- 91 15. Chapter 190 – Vehicles and Traffic
- 92 16. Chapter 196 – Water and Sewer Rates
- 93 17. Chapter 205 – Zoning
- 94

95 **70-4 Definitions.**

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

98  
99 ASSESSMENT COST

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

102  
103 BUILDINGS BUILT FOR HUMAN OCCUPANCY

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

110  
111 CARPORTS

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

116  
117 CONSTRUCTION DUMPSTER PERMITS

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

131 DECKS

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

136  
137 DEMOLITION, FULL

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

143  
144 DEMOLITION, PARTIAL

145 The removal of a specific section or portion of a structure which includes structural components  
146 with or without replacement.

147  
148 FOOD TRUCK OPERATOR/HAWKER/VENDOR/PEDDLER/SOLICITOR (PEDDLING &  
149 SOLICITING)

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

165  
166 FOR PROFIT

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

170  
171 NEW WINDOW OR DOOR

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

175  
176 NON-PROFIT (NPO) (also known as a "non-business entity")

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

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

184

185 PERMIT REISSUANCE FEE

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

194

195 PERMIT VOIDED

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

200

201 RETAINING WALL

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

207

208 SCREEN ROOMS

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

213

214 SMALL CELL WIRELESS TOWER

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

220

221 STORAGE CONTAINERS, TEMPORARY

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

229 or otherwise affect any emergency response vehicle or personnel. Any storage container that  
 230 necessitates the use of any street for its temporary location shall first obtain the approval of the  
 231 City of Havre de Grace Chief of Police or designee and shall be required to obtain a permit from  
 232 the Department of Planning. "Temporary" as contained in this chapter, shall mean no more than  
 233 60 days plus two thirty-day extensions granted by the Department of Planning upon written request  
 234 within any one-year period, unless permitted by the Director of Planning due to extenuating  
 235 circumstances.

236  
 237 STRUCTURES

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

241  
 242 SUNROOMS

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

248  
 249 WATER AND/OR SEWER DISCONNECTION/ABANDONMENT

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

255  
 256 **70-5 Fee Schedule**

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

<b>RESIDENTIAL – Other</b>	
Additions (including sunroom)	\$ .25 [12] s/f – minimum \$350
Screen Room	\$ .25 [12] s/f – minimum \$150 [100] [100 if it included a new deck]
Open deck or porch (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 or Others)	\$ .25 s/f – minimum \$75
[Impervious] Patio, Impervious	\$50 – over 200 sq. ft
Fencing	\$50
Wood or Pellet Stove/Fireplace	\$75
Driveway and/or Curb Cut	\$75
Demolition - FULL	\$500
Demolition - PARTIAL	\$100
Demolition (training exercise by Fire Department)	No Fee
Swimming Pool - above ground or hot tub	\$50
Swimming Pool - in-ground	\$100
Window or Door (new or enlarged opening)	\$75 first, \$10 each additional
<b>COMMERCIAL - New Construction</b>	
Hotel, Motel, Assisted Living, Rooming House, and similar type uses	Shell/Non-Sleeping Areas: \$ .25 [12] s/f - minimum \$300 Each sleeping room: \$100 up to 400 s/f (add \$ .25 per s/f over 400)
Non-High Hazard Uses	\$ .25 [12] per s/f - minimum \$300
High Hazard Uses	\$ .25 [15] per s/f - minimum \$500
(Multiple occupancy buildings will require individual Use & Occupancy permits)	
Marina	\$500 plus \$20 per slip

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

General Engineering Review (Plans, Utilities, Streets)	\$300 plus \$50 per hour over 4 hours
Stormwater Management Review (In-house)	\$300 plus \$50 per hour over 4 hours
Stormwater Management Review (3 <sup>rd</sup> party)	Third party reviewer invoice [ <b>at market rate</b> ] plus \$100 City administrative fee
Forest Stand Delineation (FSD)	Included under FCP permit
Forest Conservation Plan (FCP) (In-house)	\$300 plus \$10 per acre of conservation area
FSD and FCP (3 <sup>rd</sup> Party)	Third party reviewer invoice [ <b>at market rate</b> ] plus \$100 City administrative fee
Grading Permit	\$100
Landscape / Lighting Plans	\$200
<u>Other Outsourced Planning or Engineering Reviews</u>	<u>Third party reviewer invoice plus \$100 City administrative fee</u>
<b>CAPITAL COST RECOUPMENT FEES –</b>	
Bulle Rock – Water	\$577 per unit
Bulle Rock Rt. 40 – Sewer	\$1,552 per unit
Bulle Rock Rt. 40 – Forced Sewer Main Non-Residential	\$27,625 per acre
Bulle Rock Rt. 40 – Forced Sewer Main, Residential	\$6,222 per unit
Greenway Farms – Water Main	\$1,210
<b>MISCELLANEOUS</b>	
Board of Appeals – hearing fee	\$450 includes video costs
Board of Appeals – minimum transcript fee	\$100 (balance due following transcribers invoice)
<u>Awning with or without Signage</u>	<u>\$75</u>
Construction Dumpster (in City right-of-way)	\$50 per maximum 14 calendar days
Temporary Storage Pod or Container	\$50 per 60 calendar day period (180 days maximum)
Boat Pier (requires State approval)	\$50 new or renovation of existing
Bulkhead (requires State approval)	\$50 per 100 ft. new or renovation of existing
<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 &amp; Sediment Re-inspection</u>	<u>\$105</u>
<u>Sidewalk Shoveling (non-compliance within 24 hours after the snow event)</u>	<u>\$50 per day</u>
<u>City Attorney Fees</u>	<u>\$200 per hour for document review related to any document review (including without limitation public works agreements, stormwater management agreements, forest conservation plans, forest stand delineations, easements requested by citizens, annexation requests), collections efforts, or prosecution of municipal infractions or Code violations</u>
Document Copies (black & white only)	\$ .30 per page - letter size \$ .40 per page - legal size \$ .50 per page - ledger size \$4 per page - 18" x 24" or larger
Large Document Scanning	\$2 per page
<u>Public Information Act (PIA) Request</u>	<u>After 2 hours, the staff and attorney review costs included in the calculation of actual costs incurred shall be prorated for each individual's salary and actual time attributable to the search for and preparation of a public record. Duplication charges also apply.</u>
<b>CITY BUILDING FACILITIES</b>	
<b>Community Center</b>	
Rental Fee (Weekends – Friday through Sunday)	\$1,100 per event 50% non-refundable deposit Balance due 60 days prior to the event
Rental Fee (Monday – Thursday)	\$400 daily rental (8 am – 4 pm) \$50 per hour evening rental (2 hour minimum)
Reduced Rates for Community Center	
<ul style="list-style-type: none"> <li>Parks &amp; Rec Dance Team – Summer Camp (Monday-Friday, Full Days)</li> </ul>	\$500



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

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

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

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

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

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**70-5 Review of Fee Schedule**

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

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

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

ATTEST:

MAYOR AND CITY COUNCIL  
OF HAVRE DE GRACE

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

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

Introduced/First Reading: 2/5/2024

Public Hearing:

Second Reading:

Effective Date:

Legislative History

Ordinance No. 850, adopted March 1, 2004

Ordinance No. 856, adopted March 17, 2004

Ordinance No. 884, adopted April 16, 2007

Ordinance No. 986, adopted January 17, 2017

Ordinance No. 1091, adopted February 21, 2023

Ordinance No. 1102, adopted May 1, 2023

# CITY COUNCIL

## READ FILE COVER SHEET

Subject: **Ordinance concerning Approving Budget Amendment 2024-07  
for Engineering Services related to New Development  
(1<sup>st</sup> Reading)**

Date: **2/29/2024**

**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 March 4, 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. \_\_\_\_\_

BUDGET AMENDMENT 2024-07

Introduced by \_\_\_\_\_ Council Member Robertson

**AN ORDINANCE BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE BY THE AUTHORITY OF ARTICLE XI-E OF THE MARYLAND CONSTITUTION, THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND AND SECTION 37 OF THE HAVRE DE GRACE CITY CHARTER FOR THE PURPOSE OF AMENDING THE CITY BUDGET FOR FISCAL YEAR 2024, TO ADDRESS ADDITIONAL ALLOCATION OF FUNDS FOR THE CITY OF HAVRE DE GRACE FOR FISCAL YEAR 2024**

On: March 4, 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 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.

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

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

41           **WHEREAS**, Section 37 of the Charter states “*No officer or employee of the City shall*  
42 *expend money that is not appropriated*”, and this budget amendment is for the uninterrupted  
43 oversight of new development within the City;

44           **NOW THEREFORE**, it is determined, decided, and ordained by the City Council that  
45 Budget Amendment 2024-07 (Exhibit A) be included as part of the Fiscal Year 2024 Budget.

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47  
48 ATTEST:

MAYOR AND CITY COUNCIL  
OF HAVRE DE GRACE

49  
50  
51 \_\_\_\_\_  
52 Christopher Ricci  
53 Director of Administration

\_\_\_\_\_

William T. Martin  
Mayor

54  
55 Introduced/First Reading:     3/4/2024  
56 Public Hearing:  
57 Second Reading/Adopted:  
58 Effective Date:



## Exhibit A



### INTER-CITY MEMORANDUM

To: City Council President James E. Ringsaker, Jr.  
From: Mayor William T. Martin  
Date: 2/15/2024  
RE: Proposed Budget Amendment 2024-07

In fiscal 2023, the City initiated a plan whereby developers would reimburse the City for engineering reviews of development plans. The program has been well received by developers and the City is recovering all of its costs through this process. The fiscal 2024 budget, however, was based on an anticipated 100 new residential units being developed. To date, we have experienced 132 new building permits and the budgeted spending for Engineering Services will be exceeded by year end. Current estimates are that we will spend \$35,000 for Bulle Rock, \$30,000 for Greenway and \$30,000 for Sion Hill by year end, for a total of \$95,000.

I am therefore requesting that the City increase budgeted Engineering Services, account #09-1232-6279, by \$95,000 and that we fund the increase by a \$95,000 increase to Engineering Service Reimbursement, revenue account #09-1309-44-43.

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

BUDGET AMENDMENT

February 15, 2024

Amendment # 2024-07

SOURCE OF FUNDS

Account Number	Account Title	Amount
	<b>Water &amp; Sewer Fund 9</b>	
09-1309-44-43	Engineering Services Reimbursement	\$95,000.00
	<b>Total Sources</b>	<b>\$95,000.00</b>

USE OF FUNDS

Account Number	Account Title	Amount
	<b>Water &amp; Sewer Fund 9</b>	
09-1232-6279	Engineering Services	\$95,000.00
	<b>Total Uses</b>	<b>\$95,000.00</b>

REASON FOR ADJUSTMENT

To increase the authorized spending for Engineering Services related to new development

AUTHORITY

City Council on 3/4/24.

APPROVAL

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

# CITY COUNCIL

## READ FILE COVER SHEET

Subject: **Ordinance concerning Amending Chapter 155**  
**Site Plan Approval**

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

Date: **2/29/2024**

**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 March 4, 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 Schneegas

**AN ORDINANCE BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND, ADOPTED PURSUANT TO THE AUTHORITY OF ARTICLE XI-E OF THE MARYLAND CONSTITUTION, THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND, AND SECTIONS 33 AND 34 OF THE HAVRE DE GRACE CITY CHARTER TO AMEND CHAPTER 155 SITE PLAN APPROVAL**

On: March 4, 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 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.

32 Amendments to Chapter 155 Site Plan Approval

33

34 § 155-28 **Submission of as-built plans.**

35

36 Where an application proposes the construction of a building with more than 20,000 square feet of  
37 gross floor area, or 50,000 square feet of impervious surface, the owner/developer must submit a  
38 set of construction plans showing the building(s) and site improvements as actually constructed on  
39 the site. These as-built plans must be submitted electronically and on paper plan set prior to the  
40 issuance of a certificate of occupancy. [within 30 days of the issuance of a certificate of  
41 occupancy for the project or occupancy of the building, or the certificate of occupancy may  
42 be revoked. The Director of Planning may grant a one-time, thirty-day extension.]

43

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

46

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

48

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

51

52

53 ATTEST:

MAYOR AND CITY COUNCIL  
OF HAVRE DE GRACE

54

55

56

57 \_\_\_\_\_  
58 Christopher Ricci  
59 Director of Administration

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

60

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62 Introduced/First Reading: 3/4/2024

63

64 Public Hearing:

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66 Second Reading/Adopted:

Effective Date:

# CITY COUNCIL

## READ FILE COVER SHEET

Subject: **Ordinance concerning Amending Chapter 25 pertaining to  
Water & Sewer Commission and Marina Commission  
(1<sup>st</sup> Reading)**

Date: **2/29/2024**

**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 March 4, 2024**  
 In Confidential File Drawer

Approve:

Johnny Boker  Yes  No  No Comment

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

Casi Boyer  Yes  No  No Comment

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

Vicki Jones  Yes  No  No Comment

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

Jim Ringsaker  Yes  No  No Comment

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

Jason Robertson  Yes  No  No Comment

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

Tammy Lynn Schneegas  Yes  No  No Comment

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

Note: N/A

CITY COUNCIL  
OF  
HAVRE DE GRACE, MARYLAND

ORDINANCE NO. \_\_\_\_\_

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

**AN ORDINANCE BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND, ADOPTED PURSUANT TO THE AUTHORITY OF ARTICLE XI-E OF THE MARYLAND CONSTITUTION, THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND, AND SECTIONS 33 AND 34 OF THE HAVRE DE GRACE CITY CHARTER TO AMEND CHAPTER 25 PERTAINING TO WATER & SEWER COMMISSION, AND MARINA COMMISSION**

On: March 4, 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 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.

31 BE IT ORDAINED, that Chapter 25 is hereby amended as follows:

32

33 Article XI Water/Sewer Commission

34

35 § 25-67 **Officers; proceedings; quorum.**

36 A. **[The Commission shall be chaired by the nonvoting City Council member]**, In June of  
37 each year, the Commission shall elect a Chairperson from its members for one year, who shall be  
38 eligible for re-election and who shall be responsible for the convening of each meeting. In the  
39 absence of the Commission Chairperson, the Director of Administration or his/her designee shall  
40 act as the Chairperson. In the event of a tie vote on issues before the Commission, the Chairperson  
41 shall have the right, but not the requirement, to cast a vote.

42 B. The Commission shall adopt its own rules of procedure and keep a record of the  
43 proceedings.

44 C. A quorum at any meeting shall be a minimum of five voting members, at least three of  
45 whom shall be citizen members. The presence of the Chairperson does not count in the  
46 determination of a quorum. **[At the time of appointment, the Mayor shall designate which of**  
47 **the Council members shall serve as the Commission Chairperson.]**

48

49 § 25-68 **Appointment of members; terms and replacement.**

50

51 A. Citizen members. The Mayor, with the advice and consent of the City Council, shall  
52 appoint all citizen members pursuant to the qualifications listed for such members. The initial  
53 appointment for these members shall be in the form of staggered terms in that one shall be  
54 appointed to a term of three years, one appointed for a term of two years and one appointed for a  
55 term of one year. After the initial appointment of the Commission, members shall serve three-year  
56 terms, with the capacity for reappointment. When a citizen member cannot complete his term or  
57 is removed from membership by the Mayor with the approval of the City Council whenever, in  
58 their judgment, the best interests of the Commission will be served thereby, the Mayor shall, with  
59 the advice and consent of the City Council, appoint a replacement to serve the remainder of that  
60 member's term.

61

62 B. Staff members. These members shall be appointed by the Mayor as described in § 25-66  
63 and shall serve until a replacement member is selected by the Mayor.

64

65 C. Council members. These members shall be appointed by the Mayor and shall serve in  
66 accordance with their terms as members of the City Council or until a replacement member is  
67 selected by the Mayor. **[At the time of appointment, the Mayor shall designate which of the**  
68 **Council members shall serve as the Commission Chairperson.]**

69



70 Article XII Marina Commission

71

72 § 25-74 Officers; proceedings; quorum.

73 A. **[The Commission shall be chaired by the nonvoting City Council member]**, In June of  
74 each year, the Commission shall elect a Chairperson from its members for one year, who shall  
75 be eligible for re-election and who shall be responsible for the convening of each meeting. In  
76 the event of a tie vote on issues before the Commission, this member shall have the right, but  
77 not the requirement, to cast a vote. The Commission members shall select one member to  
78 serve as chair in the absence of the Commission chairman.

79 B. The Commission shall adopt its own rules of procedure and keep a record of the proceedings.

80 C. A quorum at any meeting shall be a minimum of four voting members, at least two of whom  
81 shall be citizen members. The presence of the chairperson does not count in the determination  
82 of a quorum.  
83

84 § 25-75 Appointment of members; terms and replacement.

85 A. Citizen members. The Mayor, with the advice and consent of the City Council, shall appoint  
86 all citizen members pursuant to the qualifications listed for such members. The initial  
87 appointment for these members shall be in the form of staggered terms in that two shall be  
88 appointed to a term of three years, two appointed for a term of two years and one appointed  
89 for a term of one year. After the initial appointment of the Commission, members shall serve  
90 three-year terms, with the capacity for reappointment. When a citizen member cannot  
91 complete his term or is removed from membership by the Mayor, with the approval of the  
92 City Council, whenever, in their judgment, the best interests of the Commission will be served  
93 thereby, the Mayor shall, with the advice and consent of the City Council, appoint a  
94 replacement to serve the remainder of that member's term.

95 B. Staff members. These members shall be appointed by the Mayor and shall serve until a  
96 replacement member is selected by the Mayor.

97 C. **[Council members. These members shall be appointed by the Mayor, with the**  
98 **concurrence of the Council President, and shall serve in accordance with their terms as**  
99 **members of the City Council or until a replacement member is selected by the Mayor.]**  
100 Council members. These members shall be appointed by the Mayor and shall serve in  
101 accordance with their terms as members of the City Council or until a replacement member  
102 is selected by the Mayor.  
103

104 **NOW, THEREFORE**, it is determined, decided, and ordained by the City Council that the  
105 foregoing amendments to the City Code are hereby approved.  
106

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

108

109 SIGNED by the Mayor and attested by the Director of Administration this \_\_\_ day of \_\_\_\_\_,  
110 2024.

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[Signatures to follow on the next page.]

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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: 3/4/2024  
Public Hearing:  
Second Reading/Adopted:  
Effective Date:

First Reading

# CITY COUNCIL

## READ FILE COVER SHEET

Subject: **Ordinance concerning Amending Chapter 97  
Historic Preservation Commission**

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

Date: **2/29/2024**

**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 March 4, 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 Jones

**AN ORDINANCE BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND, ADOPTED PURSUANT TO THE AUTHORITY OF ARTICLE XI-E OF THE MARYLAND CONSTITUTION, THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND, AND SECTIONS 33 AND 34 OF THE HAVRE DE GRACE CITY CHARTER TO AMEND CHAPTER 97 HISTORIC PRESERVATION COMMISSION**

On: March 4, 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 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.

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34 WHEREAS, Md. Land Use Code Ann. § 8-202 (C) (1) states “Each local jurisdiction may  
35 designate one alternate member for the commission who may sit on the commission when any  
36 other member of the commission is absent” and the Mayor and City Council want to amend City  
37 Code Section 97-4 to allow the appointment of one alternate member to be consistent with the  
38 State Land Use Article:  
39

40 § 97-4 **Historic Preservation Commission.**

41 A. Creation of Historic Preservation Commission. The Mayor and City Council of Havre de  
42 Grace hereby creates a commission to be called the "Havre de Grace Historic Preservation  
43 Commission."  
44

45 B. Membership. The Historic Preservation Commission shall consist of 11 members and  
46 **[two]one** alternate[s] appointed by the Mayor with the approval of the City Council. A  
47 majority of the members of the Commission shall be residents of the City of Havre de Grace.  
48 Each member shall possess a demonstrated special interest, specific knowledge, or  
49 professional or academic training in such fields as history, architecture, architectural history,  
50 planning, archaeology, anthropology, curation, conservation, landscape architecture, historic  
51 preservation, urban design, or related disciplines. Nonresident appointees to the Commission  
52 must possess professional or academic qualifications as further defined in Subsection C of  
53 this section. At least two members of the Commission shall possess professional or academic  
54 training in one or more of the above-listed fields in accordance with the minimum  
55 professional requirements of the United States Department of the Interior for certifying local  
56 governments under 36 CFR Part 61  
57

58 **NOW, THEREFORE**, it is determined, decided, and ordained by the City Council that the  
59 foregoing amendments to the City Code are hereby approved.  
60

61 ADOPTED by the City Council of Havre de Grace, Maryland this \_\_ day of \_\_\_\_, 2024.  
62

63 SIGNED by the Mayor and attested by the Director of Administration this \_\_\_\_ day of \_\_\_\_\_,  
64 2024.  
65

66  
67 ATTEST:

MAYOR AND CITY COUNCIL  
OF HAVRE DE GRACE

68  
69  
70 \_\_\_\_\_  
71 Christopher Ricci  
72 Director of Administration  
73

70 \_\_\_\_\_  
71 William T. Martin  
72 Mayor  
73

74  
75 Introduced/First Reading: 3/4/2024

76 Public Hearing:

77 Second Reading/Adopted:

78  
79 Effective Date:

# CITY COUNCIL

## READ FILE COVER SHEET

Subject: **Special Event - HdG Farmers Market**

May 4 - December 21, 2024

Date: **2/29/2024**

**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 March 4, 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 2-18-24  
Tracking # 1011 19 0027

**EVENT NAME:** Havre de Grace Farmers Market

**Sponsor Organization:** Community Projects of Havre de Grace, Inc.

**Business Address:** 224 N. Washington Street, Havre de Grace, MD 21078

**On-Site Contact Person:** Donna Mandl

Contact Information **Phone:** \_\_\_\_\_ **Email:** hdgfarmersmarket@gmail.com

**Back-Up On-Site Contact Person:** Bob Miller

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:**

Athletic/Recreation

Festival

Parade

Rally

Concert/Performance

Carnival

5K/10K/Walk \*

Fishing Tournament

Other (explain)

Weekly Farmers Market

\* 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: May 4-Dec 21, 2024

Begin Time: 7:30am

Event Starts Date: \_\_\_\_\_

Time: 8:30am

Event Ends Date: \_\_\_\_\_

Time: 12:00pm

Breakdown Date: \_\_\_\_\_

End Time: 1:00pm

Rain Date Date: \_\_\_\_\_

Is timeframe the same?  Yes  No

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

**Location:** (see attached map)

Millard E. Tydings Memorial Park (352 Commerce Street)

Concord Point Park (701 Concord Street)

McLhinney Park (811 N. Adams Street)

Veteran's Park (418 Concord Street)

Community Pavilion (tent) at Frank J. Hutchins Memorial Park (100 Congress Avenue) \$250 fee per day

David Craig Park (553 N. Union Avenue)

K-9 Cody Dog Park (100 Lagaret Lane)

Other location (explain)

100 blk of St. John St. and entrance to Hutchins Park. We are seeking to close St. John St. for the market.

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

Anticipated Attendance: 500+

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.

Closure of St. John Street from Strawberry Lane to Congress Avenue. Closure of entrance of Hutchins Park - prior to side parking lot entrance.

**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.

No drinking at event. Alcohol vendors are required to follow all state and local laws regarding sale and sampling of alcohol. Sales will be in closed, sealed containers.

**Security:**

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

Officer’s Name: \_\_\_\_\_ Badge # \_\_\_\_\_

Date Contacted: \_\_\_\_\_

**Gambling:**

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

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

**First Aid Services/Medical Plan:**

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

N/A

**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 Farmers Market

Print Name of Event Sponsor Donna Mandl

Title Havre de Grace Farmers Mkt Board Chair

Phone \_\_\_\_\_ Email hdgfarmersmarket@gmail.com

Signature Donna Mandl Date 2/18/2024

Received by Kiley Ernest Date 2-26-24  
City Official Date

PENNINGTON AVENUE

CONGRESS AVENUE



## SPECIAL EVENTS WORK SHEET

	<b>Event:</b>	HDG Farmers Market 2024	<b>Tracking ID:</b> 1011190027			
	<b>Dates:</b>	May 2024 to December 2024				
	<b>Time of set up:</b>	7:30 AM				
	<b>Take down time:</b>	12 pm - 1 pm				
	<b>Time of actual event:</b>	8:30 am - 12 pm				
	<b>Location:</b>					
	<b>Number of personnel</b>	<b>Regular Pay (Hours).</b>	<b>Overtime Pay Hours*</b>	<b>FULLY Loaded Wage**</b>	<b>Estimated Hours</b>	<b>Total Estimated Cost</b>
<b>PD</b>	2		396	\$115.00		\$68,310.00
<b>Notes</b>	<i>Completed 02/27/2024</i>					
	<b>Number of personnel</b>	<b>Regular Pay (Hours)</b>	<b>Overtime Pay Hours*</b>	<b>FULLY Loaded Wage**</b>	<b>Estimated Hours</b>	<b>Total Estimated Cost</b>
<b>DPW</b>	3	408		\$80.37	408	\$32,790.96
<b>Notes</b>	34 events held May - December. Place NP Signs, extra trash & recycle containers, clean bathrooms. To avoid OT, Vendor will pull the NP signs and cones at event end and stack next to bathrooms. DPW will remove cones and signs on Monday morning. <i>Completed 2/28/24</i>					
	<b>5</b>	<b>408</b>	<b>396</b>	<b>\$195.37</b>	<b>408</b>	<b>\$101,100.96</b>
<b>Grand Total</b>						
<b>REVISION 1/10/2020</b>	*Note: OT salary is 1.5 times average salary: ** Note 2 - FULLY Loaded Wage provided by the Finance Department includes Wages, Fringe Benefits & Materials based on the U.S. Department of Health and Human Services Division of Cost Allocation (DCAA)					

# CITY COUNCIL

## READ FILE COVER SHEET

Subject: **Special Event - Blessing by the Bay**

May 5, 2024

Date: **2/29/2024**

**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 March 4, 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 6-15-24  
Tracking # 1011 20 0001

EVENT NAME: Blessing by the Bay

Sponsor Organization: Susquehanna Ministerium

Business Address: PO Box 567

On-Site Contact Person: Rev. Dr. Lynne Humphries-Russ

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

Back-Up On-Site Contact Person: Rev. Gene Proud

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 # 52-1761633 (attach non-profit status documentation to application)

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

**Event Category:**

Athletic/Recreation

Concert/Performance

Other (explain)

Festival

Carnival

Prayer, praise,  
worship, blessing

Parade

5K/10K/Walk \*

Rally

Fishing Tournament

\* a fee may be charged

**Date/Time:**

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

Setup Date: 5/5/2024

Begin Time: 2pm

Event Starts Date: 5/5/2024

Time: 3pm

Event Ends Date: 5/5/2024

Time: 5pm

Breakdown Date: 5/5/2024

End Time: 6pm

Rain Date Date: N/A

Is timeframe the same?  Yes  No

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

**Location:** (see attached map)

Millard E. Tydings Memorial Park  
(352 Commerce Street)

Community Pavilion (tent) at Frank J. Hutchins  
Memorial Park (100 Congress Avenue) \$250 fee per day

Concord Point Park (701 Concord Street)

David Craig Park (553 N. Union Avenue)

McLhinney Park (811 N. Adams Street)

K-9 Cody Dog Park (100 Lagaret Lane)

Veteran's Park (418 Concord Street)

Other location (explain)

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

Anticipated Attendance: 100+/-

Admission Fee (if any): N/A

**Requested City Services:**

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

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

**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=52>)

- 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: \_\_\_\_\_ Badge # \_\_\_\_\_

Date Contacted: \_\_\_\_\_

**Gambling:**

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

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

**First Aid Services/Medical Plan:**

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

First Aid table staffed with nurses



**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: Blessing by the Bay

Print Name of Event Sponsor Rev. Dr. Lynne Humphries-Russ for the Susquehanna Ministerium

Title Ministerium Treasurer/ Coordinator, BbtB

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

Signature Rev. Dr. Lynne Humphries-Russ Date 2/14/2024

Received by Kiley Ernest City Official Date 2-26-24





## ***SPECIAL EVENTS WORK SHEET***

	<b>Event:</b>	Blessing By the Bay	<b>Tracking ID: 1011200001</b>			
	<b>Dates:</b>	5/5/24				
	<b>Time of set up:</b>	2:00 PM				
	<b>Take down time:</b>	5 pm - 6 pm				
	<b>Time of actual event:</b>	3:00 - 5:00 PM				
	<b>Location:</b>	Concord Point Park				
	<b>Number of personnel</b>	<b>Regular Pay (Hours)</b>	<b>Overtime Pay Hours*</b>	<b>FULLY Loaded Wage**</b>	<b>Estimated Hours</b>	<b>Total Estimated Cost</b>
<b>PD</b>					0	\$0.00
<b>Notes</b>						
	Patrol Units will monitor this event. <b>Completed 02/27/2024</b>					
	<b>Number of personnel</b>	<b>Regular Pay (Hours)</b>	<b>Overtime Pay Hours*</b>	<b>FULLY Loaded Wage**</b>	<b>Estimated Hours</b>	<b>Total Estimated Cost</b>
<b>DPW</b>	1	2		\$75.75	2	\$151.50
<b>Notes</b>	Bathrooms cleaned and stocked. <b>Completed: 2/28/24</b>					
	1	2	0	\$75.75	2	\$151.50
<b>Grand Total</b>						
REVISION 1/10/2020	*Note: OT salary is 1.5 times average salary: ** Note 2 - FULLY Loaded Wage provided by the Finance Department includes Wages, Fringe Benefits & Materials based on the U.S. Department of Health and Human Services Division of Cost Allocation (DCAA)					

# CITY COUNCIL

## READ FILE COVER SHEET

Subject: **Special Event - HdG High School Music Boosters 5K**

May 11, 2024

Date: **2/29/2024**

**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 March 4, 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 2-16-24  
Tracking # 1011 19 0003

**EVENT NAME:** Havre de Grace High School Music Boosters 5K

**Sponsor Organization:** Havre de Grace High School Music Boosters

**Business Address:** Havre de Grace, MD 21078

**On-Site Contact Person:** Erin Weber

**Contact Information Phone:** \_\_\_\_\_ **Email:** hhsmusicboosters5k@gmail.com

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

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

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

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

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

**Tax ID #** \_\_\_\_\_ (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 type="checkbox"/> Festival            | <input type="checkbox"/> Carnival                 |  |
| <input type="checkbox"/> Parade              | <input checked="" type="checkbox"/> 5K/10K/Walk * |  |
| <input type="checkbox"/> Rally               | <input type="checkbox"/> Fishing Tournament       |  |

\* a fee may be charged

**Date/Time:**

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

Setup	Date: <u>5/11/24</u>	Begin Time: <u>6:30 am</u>
Event Starts	Date: <u>5/11/24</u>	Time: <u>8:00 am</u>
Event Ends	Date: <u>5/11/24</u>	Time: <u>10:00 am</u>
Breakdown	Date: <u>5/11/24</u>	End Time: <u>11:00 am</u>
Rain Date	Date: <u>N/A</u>	

Is timeframe the same?  Yes  No

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

**Location:** (see attached map)

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Millard E. Tydings Memorial Park<br>(352 Commerce Street) | <input type="checkbox"/> Community Pavilion (tent) at Frank J. Hutchins<br>Memorial Park (100 Congress Avenue) \$250 fee per day<br>(no amplified sound) |
| <input 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: 120

Admission Fee (if any): \$30

**Requested City Services:**

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

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

Need police assistance with traffic control at several intersections. Please see attachment.

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

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

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

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

- Other:** Please explain:

- We request the power at the gazebo be turned on the morning of the race before 7:30 am so that a microphone and speaker can be used.  
- No Parking signs will be needed on the park side of Commerce Street from Union Ave. to Strawberry Lane

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

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

**Food Service:**

Yes  No Will there be food sold at your event?

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

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

**Alcohol:**

Yes  No Will there be alcohol sold at your event?

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

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

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

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

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

**Security:**

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

Officer’s Name: \_\_\_\_\_ Badge # \_\_\_\_\_

Date Contacted: \_\_\_\_\_

**Gambling:**

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

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

**First Aid Services/Medical Plan:**

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

Ambulance from HdG Ambulance Corps will be standing by on scene. If available, an EMT on bicycle will follow the runners.







Traffic Control Plan

HHS Music Boosters 5K Run

A local police Sgt. starts our 5K Run - driving in front of the runners at a safe distance.

There are three intersections where a local police officer detains traffic when the runners go through the area. These intersections are:

Juniata St. at Erie St. (stop sign area);  
Juniata St. at Otsego St. (traffic light area); and  
Juniata St. at Revolution St. (traffic light area).

We also have a few volunteer adults stand at other corners to make sure the runners go in the correct direction and are safe. These corners (stop sign areas) are:

Market St. at Girard St.;  
Otsego St. at Water St.;  
Alliance St. at S. Adams St.;  
Alliance St. at S. Stokes St.; and  
St. Stokes St. at Commerce St.

**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 High School Music Boosters 5K

Print Name of Event Sponsor Erin Weber

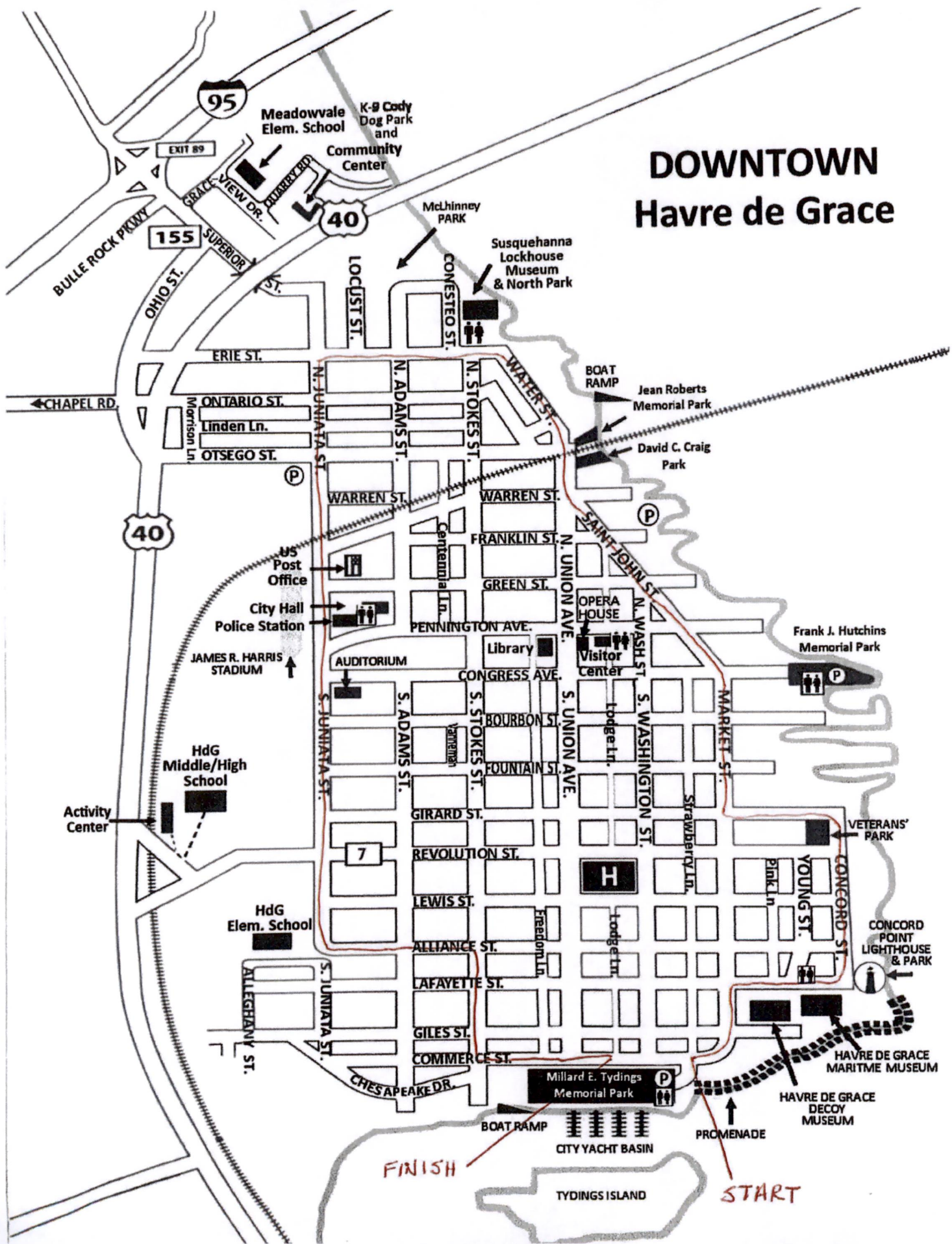
Title Race Director

Phone \_\_\_\_\_ Email hhsmusicboosters5k@gmail.com

Signature *Erin K. Weber* Date 2/16/24

Received by *Kiley Ernest* City Official Date 2/26/24

# DOWNTOWN Havre de Grace





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
3/16/2023

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

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

<b>PRODUCER</b> WSMT INSURANCE 1614 E CHURCHVILLE RD  BEL AIR MD 21015-2050		<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): 410-803-8590 FAX (A/C, No): E-MAIL ADDRESS: <b>INSURER(S) AFFORDING COVERAGE</b> INSURER A: SELECTIVE INS CO OF AMERICA NAIC # 12572 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	
<b>INSURED</b> HAVRE DE GRACE HIGH SCHOOL MUSIC BOOSTERS 3546 GREEN SPRING RD C/O HEIDI PENSELL HVRE DE GRACE MD 21078-1111			

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  GENL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC <input type="checkbox"/> OTHER:			S 2073343	3/20/2023	3/20/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY						
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
  
This Certificate of Liability Insurance was created by Selective on behalf of the agent.

<b>CERTIFICATE HOLDER</b> CITY OF HAVRE DE GRACE 715 PENNINGTON AVENUE  Havre de Grace MD 21078	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
---	--

AGENCY CUSTOMER ID: \_\_\_\_\_

LOC #: \_\_\_\_\_



## ADDITIONAL REMARKS SCHEDULE

Page 2 of 2

AGENCY WSMT INSURANCE		NAMED INSURED HAVRE DE GRACE HIGH SCHOOL MUSIC BOOSTERS	
POLICY NUMBER S 2073343		3546 GREEN SPRING RD C/O HEIDI FENSELL	
CARRIER SELECTIVE INS CO OF AMERICA	NAIC CODE 12572	HVRE DE GRACE	MD 21078-1111
		EFFECTIVE DATE: 3/20/2023	

### ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,  
FORM NUMBER: ACORD 25 FORM TITLE: CERTIFICATE OF LIABILITY INSURANCE

JOB #

JOB LOCATION





# CITY COUNCIL

## READ FILE COVER SHEET

Subject: **Special Event - National Diabetes & Community Health Initiative Walk**

June 1, 2024

Date: **2/29/2024**

**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 March 4, 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 2-8-24  
 Tracking # 1011 21 0003

**EVENT APPLICATION CHECKLIST**

**EVENT NAME:** National Diabetes and Community Health Initiative Walk  
**Sponsor Organization:** Al Nas Temple No. 255 and Al Nas Court No. 240  
**Business Address:** P.O. Box 944, Havre de Grace, Maryland 21078  
**On-Site Contact Person:** Kevin E. Cosby Sr.  
 Contact Information **Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_  
**Back-Up On-Site Contact Person:** Carlos Davis  
 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 # 32-0543673 (attach non-profit status documentation to application)

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

We are a non-profit under our parent organization.

**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            | Walk on sidewalks.                                  |
| <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>1 June 2024</u>	Begin Time: <u>7AM</u>
Event Starts	Date: <u>1 June 2024</u>	Time: <u>8AM</u>
Event Ends	Date: <u>1 June 2024</u>	Time: <del>11AM</del> <u>10:30AM</u>
Breakdown	Date: <u>1 June 2024</u>	End Time: <del>10:30AM</del> <u>11:00AM</u>
Rain Date	Date: <u>8 June 2024</u>	

Is timeframe the same?  Yes  No

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

**Location:** (see attached map)

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

The walk will commence and end at the Millard E. Tydings Memorial Park.

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

Anticipated Attendance: 100

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.

The plan is to utilize the same route as the last two (2) years using sidewalks and crosswalks during the entire route and add a longer route. If approved, we will verify with HDG Police Command to find out if public safety officers are needed at any locations during the walk.

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

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

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

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

- Other:** Please explain:

We would like to place temporary arrow signs which are removable to show the direction of travel and walkers are to stay on sidewalks.

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

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

**Food Service:**

Yes  No Will there be food sold at your event?

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

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

**Alcohol:**

Yes  No Will there be alcohol sold at your event?

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

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

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

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

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

N/A

**Security:**

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

Officer’s Name: Captain John Krass Badge # 7761

Date Contacted: 8 February 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 provide medical personnel for the walk.

**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: National Diabetes and Community Health Initiative Walk

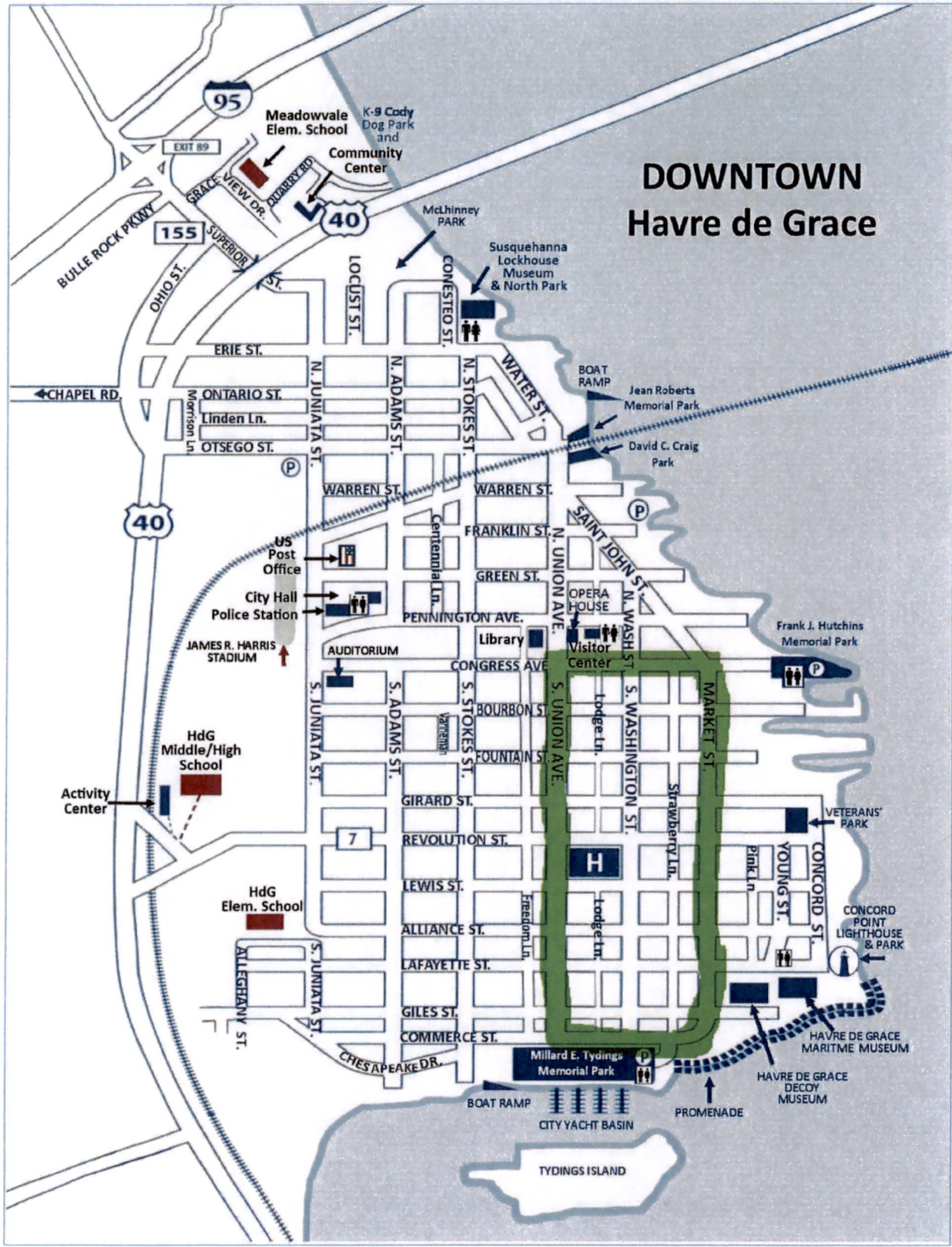
Print Name of Event Sponsor Kevin E. Cosby Sr.

Title Assistant Recorder

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

Signature Kevin Cosby Date 8 January 2024

Received by Kiley Ernest Date 2-26-24  
City Official



# DOWNTOWN Havre de Grace



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

06/05/2023

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.

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PRODUCER Holmes Murphy Rich Jungman 13810 FNB Parkway, Ste 300 Omaha NE 68154	CONTACT NAME: Kim Shekleton
	PHONE (A/C No, Ext): (800) 736-4327 FAX (A/C No): (800) 328-0522
	E-MAIL ADDRESS: kshekleton@holmesmurphy.com
INSURER(S) AFFORDING COVERAGE	
INSURER A: Landmark American Insurance Co	NAIC # 33138
INSURED Ancient Egyptian Arabic Order Nobles Mystic Shrine 2239 Democrat Road Memphis TN 38132	INSURER B: RSUI Indemnity Corp 22314
	INSURER C: GuideOne 14167
	INSURER D:
	INSURER E:
	INSURER F:

COVERAGES CERTIFICATE NUMBER: Cert ID 10159 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  GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			LHA113954 00	06/01/2023	06/01/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <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) If yes, describe under DESCRIPTION OF OPERATIONS below						<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
B	Directors' & Officers'			NPP705361	06/01/2023	06/01/2024	\$ 1,000,000
C	Crime			01-0032-529	06/01/2023	06/01/2024	\$ 100,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 The certificate holder is an insured under the above referenced policies.

**CERTIFICATE HOLDER****CANCELLATION**

Al Nas Temple #255  
Al Nas Court #240

Harve de Grace MD

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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Internal Revenue Service

District  
Director

Ancient Egyptian Arabic Order  
Nobles Mystic Shrine of North  
and South American and it's  
Jurisdictions, Inc.  
2211 Cass Avenue  
Detroit, MI 48201-3363

Department of the Treasury

P.O. Box 2508  
Cincinnati, OH 45201

Person to Contact:  
Dotti Downing  
Telephone Number:  
(513) 684-3957  
Refer Reply to:  
EP/EO  
Date:  
April 9, 1990  
Federal Identification Number:  
54-0632229

RECEIVED  
APR 12 1990  
CIV

Dear Sir or Madam:

We have received your letter requesting a copy of your group exemption letter.

Our records show that you were recognized as exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code in August 1948. That exemption letter remains in effect.

Based on the information supplied, we recognize your named subordinates on the list you submitted as exempt from Federal income tax under section 501(c)(8) of the Code.

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

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

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

1. A statement describing any changes during the year in the purposes, character, or method of operation of your subordinates;



(2)

Ancient Egyptian Arabic Order Nobles Mystic Shrine of North America  
and South America and it's Jurisdictions, Inc.

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

(3)

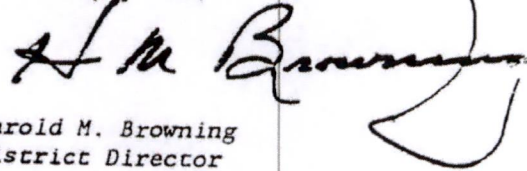
Ancient Egyptian Arabic Order Nobles Mystic Shrine of North And South  
America and it's Jurisdictions, Inc.

The above information should be sent to the following address:

Internal Revenue Service Center  
Attn: Entity Control Unit  
Cincinnati, OH 45999

Your Group Exempt Number is 1056.

Sincerely yours,

A handwritten signature in cursive script, appearing to read "H M Browning". The signature is written in dark ink and is positioned to the right of the typed name.

Harold M. Browning  
District Director

## SPECIAL EVENTS WORK SHEET

<b>SPECIAL EVENTS WORK SHEET</b>						
<b>Event:</b>	National Diabetes Initiative, Community Health Initiative Walk				<b>Tracking ID: 1011 21 0003</b>	
<b>Dates:</b>	6/1/2024 (Rain date - 6/8/24)					
<b>Time of set up:</b>	7:00 AM					
<b>Take down time:</b>	10:30-11:00 am					
<b>Time of actual event:</b>	8 am - 10:30 am					
<b>Location:</b>	Tydings Park to Market to Congress to Union to Tydings Park					
	<b>Number of personnel</b>	<b>Regular Pay (Hours)</b>	<b>Overtime Pay Hours*</b>	<b>FULLY Loaded Wage**</b>	<b>Estimated Hours</b>	<b>Total Estimated Cost</b>
<b>PD</b>					0	\$0.00
<b>Notes</b>	This event will be handled by patrol units on duty. <i>Completed 02/27/2024</i>					
	<b>Number of personnel</b>	<b>Regular Pay (Hours)</b>	<b>Overtime Pay Hours*</b>	<b>FULLY Loaded Wage**</b>	<b>Estimated Hours</b>	<b>Total Estimated Cost</b>
<b>DPW</b>	1	1	0	\$75.75	1	\$75.75
<b>Notes</b>	Clean and stock public bathrooms. <i>Completed: 2/28/24</i>					
	1	1	0	\$75.75	1	\$75.75
<b>Grand Total</b>						
<b>REVISION 1/10/2020</b>	*Note: OT salary is 1.5 times average salary: ** Note 2 - FULLY Loaded Wage provided by the Finance Department includes Wages, Fringe Benefits & Materials based on the U.S. Department of Health and Human Services Division of Cost Allocation (DCAA)					

# CITY COUNCIL

## READ FILE COVER SHEET

Subject: **Special Event - 2<sup>nd</sup> Sunday Hymn Sing**

Date: **2/29/2024**

**June 9, July 14, August 11, September 8, 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 March 4, 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 2-19-24  
Tracking # 101 21 0013

EVENT NAME: 2ND SUNDAY HYMN SING  
Sponsor Organization: SUSQUEHANNA MINISTERIUM  
Business Address: PO BOX 567, HAVRE DE GRACE, MD 21078  
On-Site Contact Person: JEANNE WEAVER

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

Back-Up On-Site Contact Person: JIMMY RUFENACHT

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 # 52-1761633 (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            | Community gathering to sing hymns.                  |
| <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>6/9, 7/14, 8/11, 9/8</u>	Begin Time: <u>5:00pm</u>
Event Starts	Date: <u>Same as above</u>	Time: <u>6:00pm</u>
Event Ends	Date: <u>Same as above</u>	Time: <u>7:00pm</u>
Breakdown	Date: <u>Same as above</u>	End Time: <u>7:30pm</u>
Rain Date	Date: <u>N/A</u>	

Is timeframe the same?  Yes  No

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

**Location:** (see attached map)

- |  |  |
|--|--|
| <input checked="" 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)   |

NEED USE OF THE GAZEBO IN THE PICNIC AREA OF THE PARK.

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

Anticipated Attendance: 50

Admission Fee (if any): N/A

**Requested City Services:**

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

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

**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.

---

**ELECTRICAL SITE PLAN FOR 2<sup>ND</sup> SUNDAY HYMN SING**

**LOCATION:** TYDINGS PARK GAZEBO

**ANTICIPATED AMPERAGE DRAW:** LESS THAN 100 AMPS

**EQUIPMENT:** ONE TO TWO EXTENSION CORDS WITH SURGE SUPPRESSORS WILL BE USED TO PROVIDE A POWER SUPPLY TO AN AUDIO MIXER AND ELECTRIC PIANO.

**Food Service:**

Yes  No Will there be food sold at your event?

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

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

**Alcohol:**

Yes  No Will there be alcohol sold at your event?

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

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

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

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

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

N/A

**Security:**

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

Officer's Name: \_\_\_\_\_ Badge # \_\_\_\_\_

Date Contacted: \_\_\_\_\_

**Gambling:**

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

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

**First Aid Services/Medical Plan:**

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

A PORTABLE FIRST AID KIT WILL BE ON HAND. WILL CALL EMS's IF NEEDED. WILL HAVE A NURSE OR RETIRED NURSE ON HAND.



**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: 2ND SUNDAY HYMN SING

Print Name of Event Sponsor JEANNE M. WEAVER

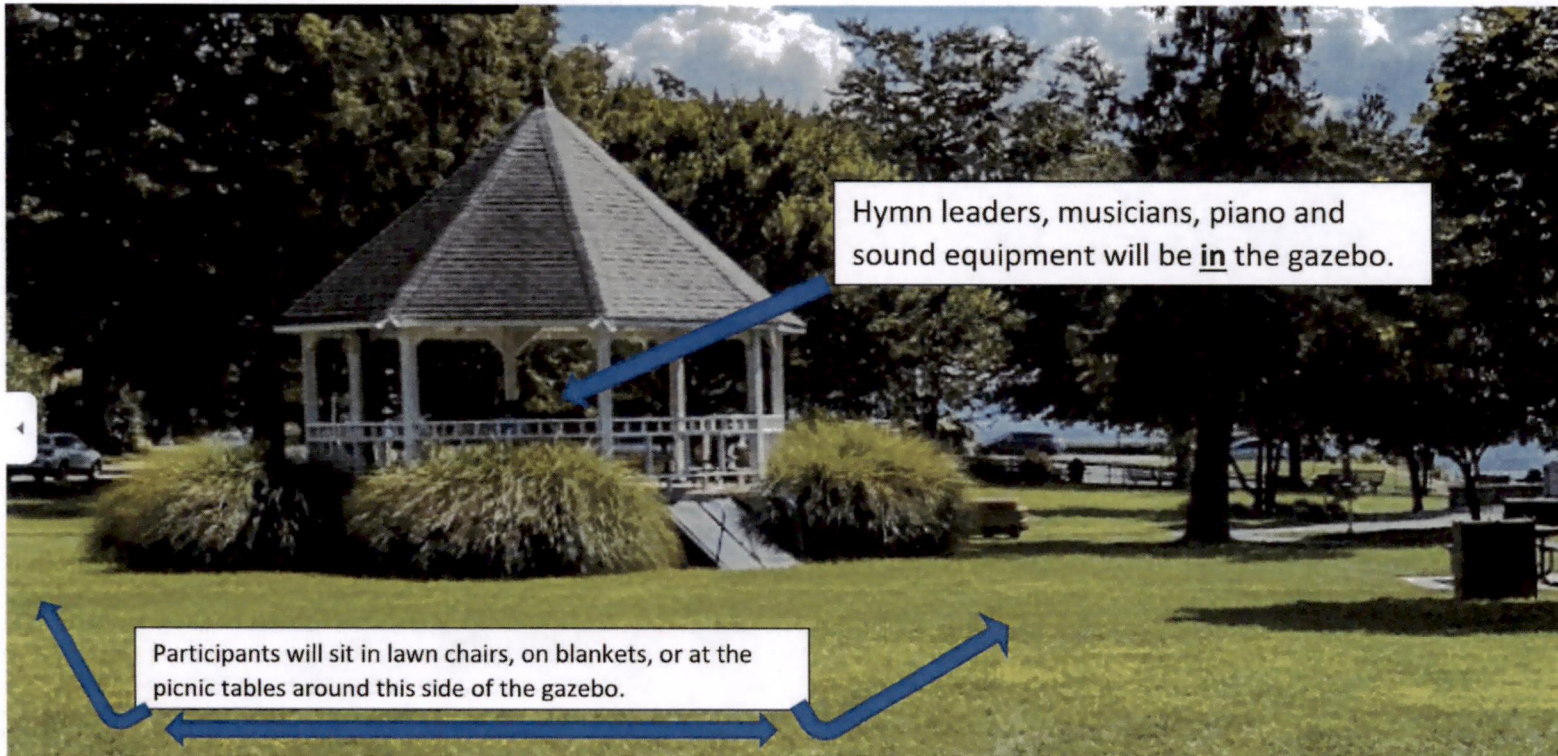
Title EVENT ORGANIZER


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

Signature Jeanne M. Weaver Date 02-18-24


Received by Kiley Ernest Date 2-26-24  
City Official Date

## SITE PLAN FOR 2<sup>ND</sup> SUNDAY HYMN SING



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

In reply refer to: 0248423268  
Jan. 21, 2009 LTR 4168C EO  
52-1761633 000000 00 000  
00011799  
BODC: TE

  
SUSQUEHANNA MINISTERIUM ASSOCIATION  
INC  
PO BOX 567  
HVRE DE GRACE MD 21078-0567

15505

Employer Identification Number: 52-1761633  
Person to Contact: Kathy Masters  
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your request of Jan. 08, 2009, regarding your tax-exempt status.

Our records indicate that a determination letter was issued in June 1993, that recognized you as exempt from Federal income tax, and discloses that you are currently exempt under section 501(c)(3) of the Internal Revenue Code.

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

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

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

Sincerely yours,

*Michele M. Sullivan*

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



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
02/14/2024

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 Lassen, Marine & Webster, Inc. PO Box 70  Churchville MD 21028	CONTACT NAME: Teri Pierce	
	PHONE (A/C, No, Ext): (410) 838-2277	FAX (A/C, No):
	E-MAIL ADDRESS: tpierce@lmwins.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: Selective Ins Co of America	12572
INSURED  SUSQUEHANNA MINISTERIUM GRACE PLACE FEEDING CENTER PO BOX 371  HAVRE DE GRACE MD 21078-0371	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES CERTIFICATE NUMBER: CL2421428957 REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR		S 2244241	09/22/2023	09/22/2024	EACH OCCURRENCE \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000
	<input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY					MED EXP (Any one person) \$ 15,000
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB DED RETENTION \$	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE				PERSONAL & ADV INJURY \$ 1,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A				GENERAL AGGREGATE \$ 2,000,000
A	Directors & Officers		MY 1005169	09/22/2023	09/22/2024	PRODUCTS - COM/OP AGG \$ 2,000,000
	DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)					
	Event: May 1st 2PM-6PM The Concord Point Lighthouse 700 Concorrd Street, Havre De Grace, MD 21078					
						COMBINED SINGLE LIMIT (Ea accident) \$
						BODILY INJURY (Per person) \$
						BODILY INJURY (Per accident) \$
						PROPERTY DAMAGE (Per accident) \$
						\$
						EACH OCCURRENCE \$
						AGGREGATE \$
						\$
						PER STATUTE OTH-ER
						E.L. EACH ACCIDENT \$
						E.L. DISEASE - EA EMPLOYEE \$
						E.L. DISEASE - POLICY LIMIT \$
						Each Occurance 1,000,000
						Retention 1,000

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

Event: May 1st 2PM-6PM  
The Concord Point Lighthouse  
700 Concorrd Street, Havre De Grace, MD 21078

## CERTIFICATE HOLDER

## CANCELLATION

City of Havre De Grace 711 Pennington Street  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

	<b>Event:</b>	2nd Sunday Hymn Sing			Tracking ID: 1011 21 0013	
	<b>Dates:</b>	6/9 7/14 8/11 9/8, 2024				
	<b>Time of set up:</b>	5pm-6pm				
	<b>Take down time:</b>	7 pm - 7:30 pm				
	<b>Time of actual event:</b>	6 pm - 7:77 pm				
	<b>Location:</b>	Tydings Memorial Park (Gazebo)				
	<b>Number of personnel</b>	<b>Regular Pay (Hours)</b>	<b>Overtime Pay Hours*</b>	<b>FULLY Loaded Wage**</b>	<b>Estimated Hours</b>	<b>Total Estimated Cost</b>
<b>PD</b>					0	\$0.00
<b>Notes</b>						
	This event will be handled by units on duty. <i>Completed: 02/27/2024</i>					
	<b>Number of personnel</b>	<b>Regular Pay (Hours)</b>	<b>Overtime Pay Hours*</b>	<b>FULLY Loaded Wage**</b>	<b>Estimated Hours</b>	<b>Total Estimated Cost</b>
<b>DPW</b>	1	4		\$75.75	4	\$303.00
<b>Notes</b>	Clean and stock bathrooms, provide access to electricity for their musical equipment. <i>Completed: 2/28/24</i>					
	1	4	0	\$75.75	4	\$303.00
<b>Grand Total</b>						
<b>REVISION 1/10/2020</b>	*Note: OT salary is 1.5 times average salary: ** Note 2 - FULLY Loaded Wage provided by the Finance Department includes Wages, Fringe Benefits & Materials based on the U.S. Department of Health and Human Services Division of Cost Allocation (DCAA)					

# CITY COUNCIL

## READ FILE COVER SHEET

Subject: **Special Event - 2024 Susquehanna River Running Festival**

September 21, 2024

Date: **2/29/2024**

**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 March 4, 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 2-9-24  
Tracking # 1011 19 0009

EVENT NAME: 2024 Susquehanna River Running Festival

Sponsor Organization: The Albert Casey Scholarship Fund, Inc

Business Address: PO Box 571, Bel Air, MD, 21014

On-Site Contact Person: Will Murdoch

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

Back-Up On-Site Contact Person: Sean McCona

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 # 52-1413396 (attach non-profit status documentation to application)

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

We ask to be considered one for the following two reasons: 1) we have awarded over \$100,000 in scholarships to Havre de Grace High School graduates. 2) we will agree to pay all police cost separately

**Event Category:**

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

\* a fee may be charged

**Date/Time:**

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

Setup	Date: <u>9/20/24</u>	Begin Time: <u>7am</u>
Event Starts	Date: <u>9/21/24</u>	Time: <u>8am</u>
Event Ends	Date: <u>9/21/24</u>	Time: <u>4pm</u>
Breakdown	Date: <u>9/21/24</u>	End Time: <u>6pm</u>
Rain Date	Date: <u>none</u>	

Is timeframe the same?  Yes  No

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

**Location:** (see attached map)

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

Roads/streets along course

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

Anticipated Attendance: 2500

Admission Fee (if any): race entry varies, spectators are free \_\_\_\_\_

**Requested City Services:**

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

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

see attached

**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 staff onsite will control ingress and egress points of the enclosed "post-race" area in Tydings Park. Attendees will be carded when purchasing or redeeming their included ticket for alcohol. Alcohol will be served by TIPS certified employees.

**Security:**

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

Officer's Name: Captain Krass Badge # \_\_\_\_\_

Date Contacted: 2/9/24

**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.

This event will be supported by University of MD Upper Chesapeake Health, in conjunction with local ambulance companies. There will be 2 medical aid stations within the City of Havre de Grace. Staffing will be determined based of prior year's experience. Communication will be via portable radios (Harford County DES) and cell phone.

**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: 2024 Susquehanna River Running Festival

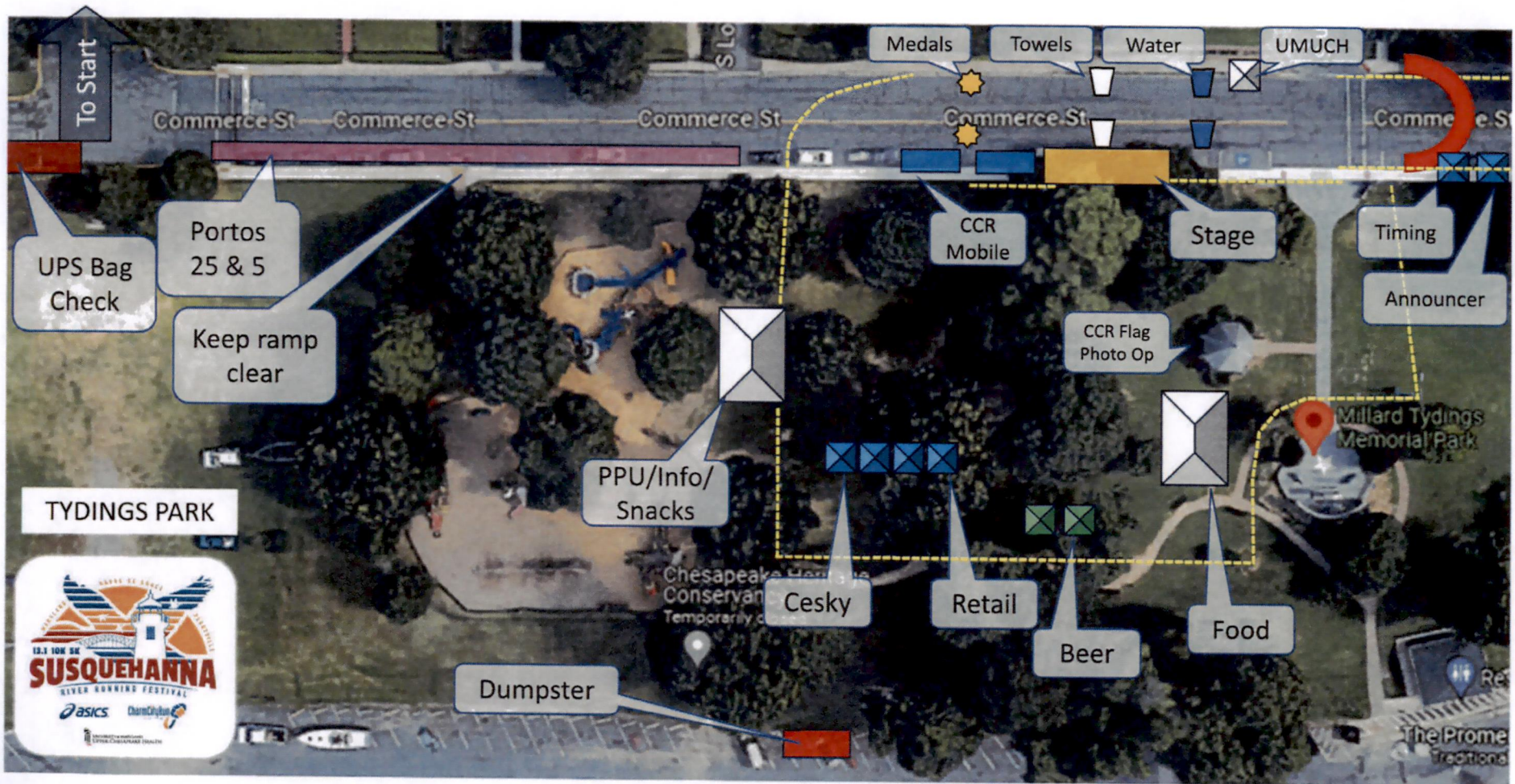
Print Name of Event Sponsor Sean McCone

Title Director

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

Signature *R.S.M.* Date 02/09/2024

Received by *Riley Ernest* Date 2-26-24  
City Official Date



CURRENT AS OF FEBRUARY 9, 2024



5K COURSE MAP

# 10K COURSE MAP



CURRENT AS OF FEBRUARY 9, 2024



# HALF MARATHON COURSE MAP



CURRENT AS OF FEBRUARY 9, 2024



# Park Schedule

- Tydings Park

- Setup: 9/20/24, 7:00 AM
- Expo and Packet Pickup: 9/20/24, 12:00 PM – 7:00 PM
- Event: 9/21/24, 5:00 AM arrival, 8:00 AM start, 2:00 PM completion
- Breakdown: 9/21/24, 2:00 PM – 4:00 PM

- David Craig Park

- Setup: 9/21/24, 6:30 AM
- Event: 9/21/24, 8:00 AM start, 11:00 AM completion
- Breakdown: 9/21/24, 11:00 AM – 12:00 PM



## Appendix E – Traffic Control Plan

### TCP Concept

There are four main areas where vehicular traffic needs to be maintained. For this event, they have been generally separated by major jurisdiction into: City of Havre de Grace (HdG), Hatem Bridge (HB), Town of Perryville (TP), Perry Point VA Medical Center (VAMC).

#### Havre de Grace Area (HdG)

The event route has been designed to minimize impact on vehicular traffic, while maintaining safety for all. The event will start near Tydings Park and proceed down Union Ave (MD-490). Signalized or major intersections include Union/Revolution. Then continue down Union Ave (MD-7A). Signalized or major intersections include Union/Congress, Union/Pennington. The course will depart Union and follow Otsego St (MD-7A), turn right on Juniata St to Erie St. Signalized or major intersections include Otsego/Juniata. While not signalized, the intersection of Juniata/Erie is major and detailed. The event will split depending on the distance, but the main route will turn left on Erie St and proceed to Pulaski Hwy (US-40 EB) through the HB area, the TP area, the VAMC area, the TP area, the HB area and return to the HdG area at same point at Erie St and Pulaski Hwy (US-40 EB). On the return, the event will proceed back Erie St toward Water St, then back on Union Ave (MD-7A) for 200', then proceed onto St. John St, then onto Market St, then Girard St, then Concord St, then Lafayette St, then back on Market St, and end on Commerce St (MD-490) near Tydings Park. There are no signalized intersections on the return event route in the HdG area and the route has been designed to be close to the Susquehanna River to minimize the number of vehicles that would need to cross the event route.

**General Concept:** Major intersections will be police controlled. Minor streets on event route will be closed at least 15 min prior runners passing by volunteers. Minor intersections will be staffed by volunteers or course marshals with instructions. Once all races pass, major and minor intersections will be reopened to traffic.

#### Hatem Bridge Area (HB)

The event route in this area is limited to the Eastbound lanes on Pulaski Hwy (US-40 EB) from Erie St (HdG area) to Aiken Ave MD-222 (TP Area). The event route will cross the Hatem Bridge twice. The first time it will begin at Erie St (HdG area) and proceed in the US-40 EB lanes until Aiken Ave (TP area). The event will proceed through the TP area, the VAMC area, the TP area, and return to the HB area at the Pulaski/Perryville/Aiken intersection, doubling back in the US40-EB lanes until Erie St (HdG area).

**General Concept:** Traffic on Pulaski Hwy that normally travels in the EB direction to the toll plaza (Harford to Cecil) will be maintained in the WB lanes on Pulaski Hwy. The shift will begin at the Pulaski/Ohio/Otsego intersection, and conclude at the Pulaski/Perryville/Aiken intersection, with TTC prior to shift. Traffic on Pulaski Hwy in the WB direction (Cecil to Harford) will be detoured to the Tydings Bridge (I-95 SB) at the Pulaski/Perryville/Aiken intersection and conclude at the Pulaski/Ohio/Otsego intersection, with TTC prior to detour. Most of the detailed TTC will be around this part of the event and details intersections adjacent to the event route. The detailed intersections along Pulaski include: Pulaski (US-40)/Ohio(MD-155)/Otsego(MD-7A), Pulaski/Ontario, Pulaski/Erie,





## Appendix E – Traffic Control Plan

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Pulaski/Perryville/Aiken, Pulaski/Coudon. The intersections adjacent include: Ohio/Erie, Level/Ohio/Superior, Superior/Park, Superior/Juniata.

### Town of Perryville Area (TP)

The event route in this area adjoins the HB area at the Pulaski/Perryville/Aiken intersection. The event continues down Aiken Ave (MD-222) to the end at Aiken/Broad/Philadelphia (MD-7). The event route proceeds down Broad and continues onto Avenue A (VMAC area). The event route will travel through the VAMC area and reconnect back at this same point. On the return, the event route will proceed back Broad St (MD-7), to Aiken Ave (MD-222), to Pulaski Hwy (HB area).

**General Concept:** There are no signalized intersections within the TP area. The event route in this area have been designed to minimize impacts to vehicular traffic to the Town of Perryville residents, but some residents only have access by crossing the race course.

Different from the 2018 event, vehicular traffic will NOT be maintained along Aiken Ave in the NB direction (from Broad St to US-40). All of Aiken Ave (MD-222) will be used for the race route. Different from 2018, vehicular traffic will NOT be maintained along Broad St (MD-7) in the EB direction (from the VA to Aiken Ave (MD-222)). All of Broad St (MD-7) will be used for the race route.

Coudon Blvd will be unaffected. Susquehanna Rd and Roundhouse Dr to Frenchtown Road will be unaffected. The intersection of Aiken/Broad will be police controlled. The minor intersections along Aiken and Broad will be controlled at the direction of Perryville Police by police, auxiliary police, volunteers or course marshals.

### Perry Point VA Medical Center (VAMC)

The event route in this area will proceed down Avenue A, then stay left on 1st Street. The event route will proceed on 1st Street, slight right on Avenue D, left on Tenth, right on Avenue F, right on Eighth St. The course will leave VAMC and enter Perryville Community Park, go right on Marion Tapp Pkwy, right at first parking area near bathrooms, right Avenue A at end of parking area baseball field. The route will leave Perryville Community Park and enter VAMC on Avenue A. The Relay Exchange Point will be on the right at mile 6.8. The route will continue straight on Avenue A and make a slight left on 1st Street then continue onto Avenue A (TP area).

**General Concept:** The entrance to the VAMC at Avenue A will be closed. The VAMC will utilize the entrance from Marion Tapp Pkwy onto Avenue G. There are no signalized intersections within the VAMC area. The course has been designed to stay close to the water to minimize cross traffic. Intersections along Avenue A will be volunteer or course marshal controlled. The Perryville Community Park will be closed to the public. Only official race vehicles will be permitted. The relay staging and exchange will occur in the park. Intersections along Avenue F, and Avenue D will be volunteer or course marshal controlled.

TTC Plan Major Intersections

US-40 / MD-222 (Aiken Ave / Perryville RD)

Concept of intersection operation. Intersection will be police controlled.

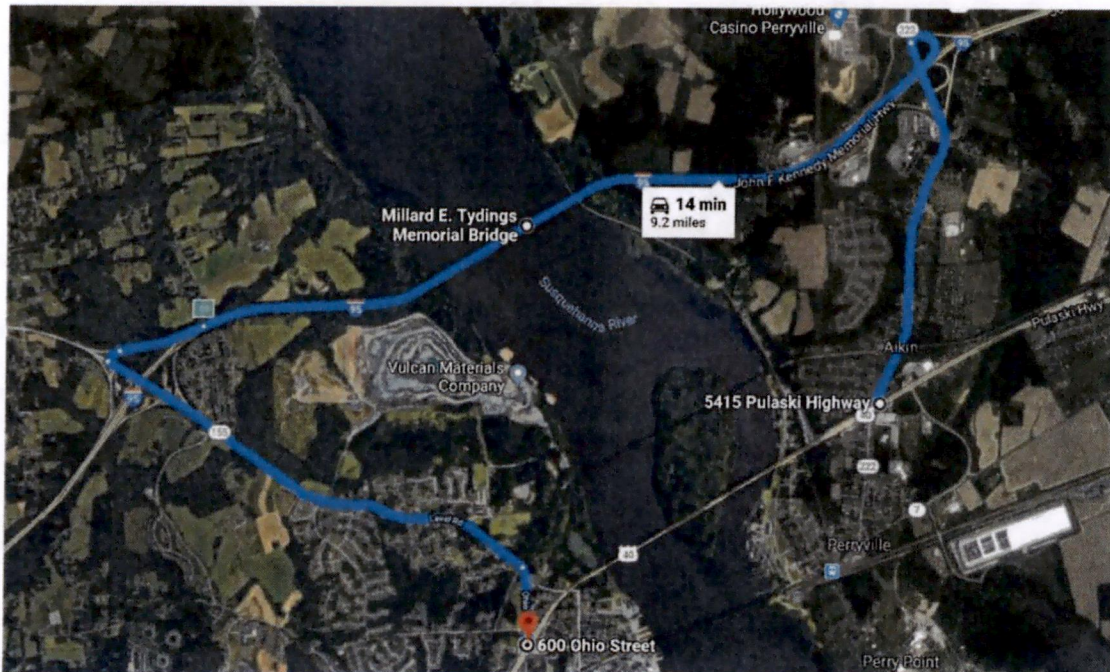
US-40 WB (Pulaski Hwy) approaching MD-222 (Perryville Rd / Aiken Ave)

Priority movement. Traffic will be channelized and not enter the intersection.

US-40 WB will be tapered down to the right lane (beginning after Coudon Blvd). Left turn lane for Coudon Blvd signal will operate as normal.

Left turn on Aiken Ave will not be maintained, nor permitted as Aiken Ave SB will be closed. All US-40 WB traffic will be diverted North on MD-222 (Perryville Rd).

US-40 WB detour route: MD-222 North (Perryville Rd). Right on ramp to I-95 South (JFK Memorial Hwy). Cross Millard E. Tydings Bridge. Exit on ramp to MD-155 (Level Rd). Stay left and go left onto MD-155 E (SB) (Level Rd / Superior St). Stay right onto MD-155 E (Ohio St). End detour at US-40. Detour length 9.2 miles. Variance 7.1 miles (9.2 mi less 2.1 mi)





## Appendix E – Traffic Control Plan

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### *MD-222 (Aiken Ave) between US-40 and Broad St*

There will be no vehicles approaching from Aiken Ave.

### *US-40 EB (Pulaski Hwy) approaching MD-222 (Perryville Rd / Aiken Ave)*

Priority movement. Police should consider keeping traffic flowing in this direction.

US40 EB traffic will be maintained in the US-40 WB lanes. Entering the intersection, it will be tapered down to one lane. All traffic from this direction will be directed to shift back into the US-40 EB lanes at this intersection. Motorist wishing to turn left to MD-222 NB can make a U-turn at Coundon and follow US-40 WB to MD-222 NB. Additional cone channelization will be added to the intersection to deter motorist from turning right on MD-222 (Aiken Ave)

While not encouraged, it will be left to the discretion of the police to permit a left turn movement at this intersection to head onto MD-222 (Perryville Road) NB.

### *MD-222 SB (Perryville Rd) approaching US-40*

Right turn lane on to US-40 WB will be coned off beginning at left/straight shift. Access will be maintained to business via MD-222 only (Atlantic Auto, Apartments, Curl Up and Dye Salon). The only movement permitted will be a left turn onto US-40 EB.

Motorists wishing to make a right onto US-40 WB and cross the Hatem Bridge will make a left turn onto US-40 EB, a U-turn at Coundon, and follow US-40 WB to MD-222 NB. A portable variable message sign (PVMS) will be placed on MD-222 SB near I-95 to prevent motorists from this confusion. Additional pre-event PVMS signs along with public information messages will also help to inform motorists.



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### US-40 (Pulaski Hwy) / MD-155 (Ohio St) / MD-7A (Otsego St)

Concept of intersection operation. Intersection will be police controlled.

#### *US-40 EB (Pulaski Hwy) approaching intersection*

US-40 EB will be tapered down to the left lane (beginning after overhead VMS), so there is one single lane of traffic approaching the intersection. Ohio St at Level Home Services will be closed and detoured to Warren St.

A channelized exit will be maintained to allow a right turn onto MD-7A (Otsego St) towards Juniata.

**Priority movement.** At intersection, US-40 EB traffic will shifted/detoured into the US-40 WB lanes, maintaining the one lane of US-40 EB traffic. US-40 EB motorist wishing to turn left onto MD-155 (Ohio St) may do so.

There will be no exit prior to crossing the Hatem Bridge. Access to Royal Farms from US-40 will not be maintained. Ontario between Ohio and Pulaski Hwy will be closed.

Access to Erie St, will not be maintained. This intersection will be police controlled to ensure vehicles go the correct direction. While not encouraged, police have discretion to allow exit from US-40 or entrance to cross Hatem from here.

US-40 EB traffic will be maintained in a single lane in the normal US-40 WB lanes (northern most lane adjacent to water). The other lane will be kept free for emergency pull off or emergency vehicles. This traffic pattern will be maintained until the US-40 / MD-222 (Aiken Ave / Perryville RD) intersection.

#### *MD-155 (Ohio St) approaching intersection*

**Priority movement.** Traffic approaching from Ohio St will be channeled into the US-40 WB direction. To keep traffic flowing, the left turning movement onto Otsego will NOT be permitted. And, the left/U-turn movement onto US-40 EB to cross the Hatem will NOT be permitted. Motorists wishing to go these directions will proceed along US-40 EB until the signalized intersection at Lewis Ln and make a U-Turn or continue on an alternate route to downtown Harve de Grace.

#### *MD-7A (Otsego St) approaching intersection*

Approach will operate as normal, except no right turn will be permitted on US-40 for local businesses (Waffle House, McDonald's, China Palace). Business access will be maintained via Legion Dr.

### MD-155 (Level Rd / Ohio St) / Superior St

After truck check area prior to Canvasback Rd a PVMS will indicate Superior St closed. Left lane that develops between Martin Rd and Bayview Dr will be coned off and not permitted for use. MD-155 EB (Level Rd) traffic stay in one travel lane. Access to Graceview Dr will be maintained. Traffic will be channelized in one lane down the hill to stay on MD-155 (Ohio St). Access to Tydings Rd and Van Buren St will be maintained. Additional traffic control devices will be required to channelize traffic onto Ohio St (one every 20'). Traffic will not be permitted to continue onto Superior St. Residents can use Erie St to Park St to maintain access. The rest of the intersection will operate as normal.



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If police enforced, special attention must be paid to vehicles that do not adhere to traffic control devices and proceed straight onto Superior. Placement of the officer or patrol car should consider the possibility of a motorist proceeding straight on Superior.

### TTC Plan Minor Intersections

#### Superior St

Superior St will be closed between Ohio St and N Juniata St. Only local traffic will be permitted.

#### MD 7A (Union Ave)

Signalized or major intersections include Union/Revolution, Union/Congress, Union/Pennington. These intersections will be police controlled.

Minor cross streets on event route will be closed at least 15 min prior to runners passing, by volunteers on S Stokes St and S Washington St with cones and/or barricades (Type 1 or A-Frame). Minor intersections will be staffed by volunteers or course marshals with instructions. Once all races pass, major and minor intersections will be reopened to traffic.

#### MD 7A (Otsego St) / N Juniata St

Concept of intersection operation. This is a signalized intersection and will be police controlled. Traffic will only approach from two directions. Vehicles driving EB on Otsego (MD-7A) from US 40 will only be permitted to turn right onto SB Juniata St towards High School. Vehicles coming from NB Juniata St from High School will only be permitted to turn left onto Otsego St (MD-7A) towards US 40.

#### *N Juniata St*

N Juniata St will be closed between Superior St and Otsego St for runners at the beginning of the race. After the runners pass, it will be open to local traffic.

#### *Otsego St*

Otsego St will be closed between N Juniata and Union St during the beginning of the race.

## Sequence of TTC

### 0. Phase 0 – Pre Event

- 0.1. Setup PVMS 1 on MD 155 at brake check area prior to Canvasback Dr. Display Pre-Event message: **MD 763, TO BE, CLOSED : SATURDAY, 9/25/21, 6AM-12PM**
- 0.2. Setup PVMS 2 on Perryville Rd (MD-222 SB) just prior to US 40. Display Pre-Event message.
- 0.3. Setup PVMS 3 on Pulaski Hwy (US-40 WB) at specified distance. Display Pre-Event message.
- 0.4. Display Pre-Event message on permanent VMS on sign #8880 at US-40 EB prior to Otsego St: **HATEM BRIDGE EVENT, SAT 9/25/21, EXPECT DELAYS**
- 0.5. Display Pre-Event message on permanent VMS on sign #2231 at US-40 WB prior to MD-272 (@North East Creek): **HATEM BRIDGE EVENT, SAT 9/25/21, EXPECT DELAYS**
- 0.6. Stage US-40 WB detour signs along detour route.

### 1. Phase 1 – Event Start

- 1.1. Setup PVMS 4 on Pulaski Hwy (US-40 WB) prior to Lewis Ln on right shoulder. Display Event message: **DOWNTOWN, HDG : NEXT, LEFT, ←**
- 1.2. Setup PVMS 5 on Pulaski Hwy (US-40 WB) in median prior to Coudon Blvd. Display Event message: **SB, MD-222, CLOSED : USE, COUDON, ←**
- 1.3. Display Event message on permanent VMS on sign #8835 at I-95 SB MM98: **HATEM BRIDGE EVENT, US-40 WB CLOSED, CONTINUE ON I-95 SOUTH**
- 1.4. Change Event message on permanent VMS on sign #8880 at US-40 EB prior to Otsego St to read: **HATEM BRIDGE CLOSED, FOLLOW DETOUR**
- 1.5. Change Event message on permanent VMS on sign #2231 at US-40 WB prior to MD-272 (@North East Creek) to read: **HATEM BRIDGE CLOSED, FOLLOW DETOUR**

### 2. Phase 2 –TTC begins, MD-155 / Superior St / Juniata St Restrictions (0600hr)

- 2.1. **Crew 1:** Setup US-40 WB detour signs along detour route.
- 2.2. **Crew 1:** Relocate PVMS 1 on MD-155 to Maryland Ave. Change message to read: **MD 763, CLOSED : FOLLOW, DETOUR**
- 2.3. **Crew 1:** Setup MD-155 lane restriction. Keep all traffic on MD-155 (Ohio St).
- 2.4. **Crew 1:** Close Superior St at Park Dr. Close Juniata St at Superior St.
- 2.5. **Crew 1:** Cone Erie St at Juniata St.

### 3. Phase 3 – **Perryville Side:** US-40 traffic lanes reduced, traffic maintained (0600hr)

- 3.1. **Crew 2:** Setup US-40 WB lane taper to one lane. Continue across Hatem Bridge and set up single lane US-40 WB control across Hatem bridge. Return to Perryville Side.
- 3.2. **Crew 2:** Relocate PVMS 2 on Perryville Rd (MD-222) to location near Chesapeake Overlook Pkwy. Change message to read: **US 40 WB, BRIDGE, CLOSED : FOLLOW, DETOUR, ←**
- 3.3. **Return to Aiken/US-40 intersection and HOLD.**

4. Phase 4 – **HdG Side:** US-40 traffic lanes reduced, traffic maintained (0600hr)
  - 4.1. **Crew 3:** Close Erie St at US-40 WB (near Park Dr).
  - 4.2. **Crew 3:** Close Ontario St at Ohio St and US-40 WB.
  - 4.3. **Crew 3:** Close access to US 40 at Royal Farms.
  - 4.4. **Crew 3:** Setup US-40 EB lane taper to one lane up until US-40 (Pulaski Hwy) / MD-155 (Ohio St) / MD-7A (Otsego St) intersection. Close Ohio St and detour to Warren Rd. **Remain at Ohio/Otsego/US-40 intersection and HOLD.**
  
5. Phase 5 – US-40 WB Detour (0650hr)
  - 5.1. Verify Police control US-40 / MD-222 (Aiken Ave / Perryville RD) intersection and US-40 (Pulaski Hwy) / MD-155 (Ohio St) / MD-7A (Otsego St) intersection.
  - 5.2. **Alert Incident Command & Major Intersections: "US 40 WB DETOUR IS STARTING"**
  - 5.3. **Crew 2:** Close right turn lane on MD-222 S (Perryville Rd).
  - 5.4. **Crew 2:** Close US-40 WB at intersection. Start detour and divert US-40 WB traffic on MD-222 NB.
  - 5.5. **Alert Incident Command & Major Intersections: "TRAIL VEHICLE HEADED FROM PERRYVILLE TO HAVRE DE GRACE to CLEAR US 40 WB BRIDGE"**
  - 5.6. **Send police/maintenance vehicle to follow last US-40 WB vehicle from Perryville to clear bridge of all WB traffic.** US-40 EB traffic can continue to flow in the normal EB lanes until the bridge is clear and the diversion occurs.
  - 5.7. **Crew 2:** Reposition and **HOLD** on MD-222 (Aiken Ave) at US-40 EB during the running event.
  
6. Phase 6 – US-40 EB Detour (immediately after Phase 5)
  - 6.1. **HOLD UNTIL police/maintenance vehicle arrives from Perryville and clears bridge of all WB traffic.** US-40 EB traffic can continue to flow in the normal EB lanes until the bridge is clear and the diversion occurs.
  - 6.2. **Upon arrival of police/maintenance vehicle. Alert Incident Command & Major Intersections: "US 40 WB DETOUR COMPLETE, TRAIL VEHICLE HAS CLEARED US 40 WB and US 40 EB DETOUR IS STARTING"**
  - 6.3. **Crew 3:** Complete lane shift, so US-40 EB traffic in one single leftmost lane.
  - 6.4. **HOLD US-40 EB traffic.** Position police/maintenance vehicle to lead US-40 EB traffic in the US-40 WB lane (beginning of contraflow traffic pattern)
  - 6.5. **Send police/maintenance vehicle to lead first US-40 EB vehicle from Havre de Grace to Perryville. Alert Incident Command & Major Intersections: "US 40 EB DIVERSION COMPLETE, LEAD IS ACROSS"**
  - 6.6. **Crew 3:** Block US-40 EB with Type III barricades.
  - 6.7. **Crew 3:** Close US-40 access to Waffle House, McDonalds, China Palace, Terrance Garden Apartments. Park vehicles at access points. Close Ontario St at US-40 EB.
  - 6.8. **Send police/maintenance vehicle to follow last US-40 EB vehicle from Havre de Grace to Perryville to clear bridge of all EB traffic.** Upon arrival at US-40 / MD-222 (Aiken Ave / Perryville RD) intersection, **Alert Incident Command & Major Intersections: "US 40 EB BRIDGE**

**VEHICLE HAS CLEARED US 40 EB, ALL TRAFFIC CONTROL IS IN PLACE, MDTA AND CHARM CITY ARE CLEAR TO SETUP ON EAST BOUND SPAN"**

- 6.9. **Crew 3:** Block bridge at Erie St with heavy vehicle & Type III barricades.
- 6.10. **Crew 3:** **HOLD** on US-40 at Erie St during the running event.

7. Phase 7 – Closures during the Event (including above)

7.1. 0600hr

- 7.1.1. Commerce St will be closed between S Stokes St and Market St
- 7.1.2. Juniata St will be closed between Superior St and Otsego St
- 7.1.3. MD-155 EB will be reduced to one lane towards Havre de Grace. Superior St will be closed between Ohio St and Juniata St. All traffic must use Ohio St to US-40 / Otsego St.
- 7.1.4. US-40 EB will be reduced to one lane from Lewis Lane to Aiken Ave (includes Hatem Bridge)
- 7.1.5. US-40 WB will be reduced to one lane from Aiken Ave to Otsego St (includes Hatem Bridge)
- 7.1.6. Perryville Community Park (Marion Tapp Parkway at VA Medical Center Entrance) will be closed

7.2. 0700hr Closures

- 7.2.1. US-40 WB will be CLOSED at MD-222 (Perryville Rd/Aiken Ave). All traffic will be detoured to I-95 SB (Tydings Bridge)
- 7.2.2. US40 EB will be shifted into the US-40 WB lanes from Otsego St to MD-222 (Perryville Rd/Aiken Ave)
- 7.2.3. MD-222 (Aiken Ave) will be closed between US-40 and Broad St
- 7.2.4. MD-7 (Broad St) will be closed between MD-222 (Aiken Ave) and Ave A.
- 7.2.5. The VA Medical Center Entrance at Ave A and 1st St will be closed. Alternate entrance at Marion Tapp Parkway will be open.

7.3. 0730hr Closures

- 7.3.1. MD-490 (Union Ave) & MD-7A (Union Ave) will be closed to traffic. Traffic will only be allowed to cross Union Ave at police-controlled intersections (Pennington Ave, Congress Ave, Revolution St). All other cross streets will be closed between Freedom Ln and Lodge Ln
- 7.3.2. Erie St will be closed
- 7.3.3. MD-7A (Otsego St) will be closed

7.4. 0800hr Closures

- 7.4.1. St John St will be closed.
- 7.4.2. Market St will be closed between St. John St and Commerce St
- 7.4.3. Girard St will be closed between Market St and Concord St
- 7.4.4. Concord St will be closed between Girard St and Lewis Ln
- 7.4.5. Lewis Ln will be closed between Concord St and Market St
- 7.4.6. VA Medical Center: Ave A will be closed.
- 7.4.7. VA Medical Center: Ave D will be closed.
- 7.4.8. VA Medical Center: Ave F will be closed.
- 7.4.9. VA Medical Center: 10th St will be closed between Ave F & Ave D



7.4.10. VA Medical Center: 1st St will be closed.

8. Phase 8 – Sequence for partial removal of TTC – HdG Area

- 8.1. [about 0818hr] All runners clear of MD-490 (Union Ave) from Lafayette St to Revolution St. Remove traffic control from MD-490 (Union Ave), redeploy resources.
- 8.2. [about 0827hr] All runners clear of MD-7A (Union Ave) from Revolution to Otsego St. Remove traffic control from MD-7A (Union Ave), redeploy resources. Police presence to remain at Ostego/Union/Water/St John/Warren area. Cones may remain on double yellow line along MD-7A (Union Ave) for later pickup.
- 8.3. [about 0831hr] All runners clear of MD-7A (Otsego St) from Union Ave to Juniata St. Remove traffic control from MD-7A (Otsego St), redeploy resources. Reposition cones and Type III barricade on Juniata St to block traffic from heading towards Erie St / Superior St. Police presence to remain on Juniata St at Erie St to enforce.

9. Phase 9 – Sequence for removal of TTC – VAMC Area

- 9.1. [about 0926hr] All runners clear of Avenue D. Clear event and all resources from Avenue D.
- 9.2. Reopen Avenue D.
- 9.3. [about 0932hr] All runners clear of Tenth St, Avenue F, Eighth St. Clear event and all resources from Tenth St, Avenue F, Eighth St.
- 9.4. [about 0938hr] All runners clear of Perryville Community Park. Clear event and all resources from Perryville Community Park.
- 9.5. [about 0958hr] All runners clear of Avenue A. Clear event and all resources from Avenue A
- 9.6. Remove any remaining TTC.
- 9.7. **Alert Incident Command: "VAMC area clear of runners and traffic control has been removed."**

10. Phase 10 – Sequence for removal of TTC – TP Area

- 10.1. [about 1006hr] All runners clear of MD-7 (Broad St). Clear event and all resources from MD-7 (Broad St). Reopen Broad St. Cones may remain on double yellow line along MD-7 (Broad St) for later pickup.
- 10.2. [about 1015hr] All runners clear of Aiken Ave. Clear event and all resources from Aiken Ave. Cones may remain on double yellow line along MD-222 (Aiken Ave) for later pickup.
- 10.3. **Alert Incident Command & Major Intersections: "TP area clear of runners and traffic control has been removed. MD-7 (Broad St) and MD-222 (Aiken Ave) are open to traffic"**

11. Phase 11 – Sequence for removal of Juniata TTC – HdG Area

- 11.1. [about 1044hr] All runners clear of Erie St & Juniata. Clear event and all resources from Juniata St.
- 11.2. **Crew 1:** Remove TTC working from Otsego St & Juniata St towards Superior St. **Alert Incident Command "Juniata St clear and reopened to traffic."**
- 11.3. Continue to remove TTC on Superior St back up towards Level Rd. Remove TTC on Level Rd towards I-95. **Alert Incident Command "Superior St and MD-155 (Level Rd) clear and reopened to traffic."**

12. Phase 12 – Sequence for removal of TTC – HB Area (about 1100hr)
- 12.1. [about 1045hr] All runners clear of bridge. Clear event and all resources from the EB lanes of the Hatem Bridge.
  - 12.2. [about 1100hr] Confirm with MDTA police, bridge is clear of all runners, volunteers, staff, police, and all items. **Alert Incident Command & Major Intersections: "Hatem Bridge clear of runners and all event equipment. US 40 EB DIVERSION REMOVAL IS STARTING"**
  - 12.3. **Send police vehicle from Perryville to Havre de Grace to clear EB lanes of the bridge. Police vehicle to hold at Erie St and reposition to return to Perryville in EB lanes in the EB direction. Alert Incident Command & Major Intersections: "US 40 EB BRIDGE VEHICLE HAS CLEARED US 40 EB"**
  - 12.4. **Crew 3:** Upon arrival of police vehicle at Erie St. Remove barriers from US-40EB lanes and re-open US-40 EB access to Waffle House, McDonalds, China Palace, Terrance Garden Apartments. Remove closure at Ontario St at US-40 EB.
  - 12.5. **Crew 2:** Remove barriers from US-40EB lanes from Perryville major intersection (ONLY barriers in the US-40 EB lanes, leave US-40 WB TTC in place). Reposition on US-40 WB just prior to MD-222 (Aiken Ave / Perryville Rd)
  - 12.6. **HOLD US-40 EB traffic. Alert Incident Command & Major Intersections: "TRAIL VEHICLE HEADED FROM HAVRE DE GRACE TO PERRYVILLE to CLEAR US 40 WB BRIDGE"** Send different trail police vehicle from Havre de Grace to Perryville to follow and clear WB lanes of the bridge. Police vehicle to hold at US-40 / MD-222 (Aiken Ave / Perryville Rd) intersection and reposition to return to Havre de Grace in WB lanes in the WB direction.
    - 12.6.1. Immediately after police/maintenance vehicle leaves, **Crew 3:** Remove/Relocate cones on MD-155 (Ohio St) to re-establish a left turn lane. **Crew 3:** Remove barriers from US-40 EB lanes from HdG major intersection.
    - 12.6.2. **RELEASE US-40 EB traffic and** re-establish US-40 EB traffic for normal operation. Traffic will approach police vehicle in holding pattern on US-40 at Erie St. Police vehicle will lead traffic along US-40 EB Hatem Bridge to Perryville. **Crew 3:** Begin removal of all TTC along US-40 EB working in reverse from HdG major intersection towards Lewis Ln.
  - 12.7. **Alert Incident Command & Major Intersections: "US 40 EB DIVERSION HAS ENDED. US 40 WB DETOUR REMOVAL IS STARTING"**
  - 12.8. **Crew 2:** Remove cones on US-40 WB Hatem Bridge span. Continue through US-40 / MD-222 (Aiken Ave / Perryville Rd) intersection and remove remaining traffic control on US-40 WB including PVMS. **HOLD US-40 WB traffic. Crew 2:** Remove ONLY one lane of traffic barriers and detour at US-40 / MD-222 (Aiken Ave / Perryville Rd) and re-establish traffic. Cone removal on US-40 WB on bridge to be completed in 30 minutes or less.
  - 12.9. **RELEASE US-40 WB traffic and** re-establish US-40 WB traffic for normal operation. Traffic will approach police vehicle in holding pattern on US-40 at Perryville Rd. Police vehicle will lead traffic along US-40 WB Hatem Bridge to Perryville.
  - 12.10. **Alert Incident Command & Major Intersections: "US 40 WB DETOUR HAS ENDED."**
  - 12.11. **Crew 2:** Remove MD-222 (Perryville Rd) traffic control.
  - 12.12. **Crew 2:** Take US-40 WB to Havre de Grace to US-40 (Pulaski Hwy) / MD-155 (Ohio St) / MD-7A (Otsego St) intersection.



## Appendix E – Traffic Control Plan

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### 13. Phase 10 – Sequence for removal of TTC – Any remaining

- 13.1. Remove any remaining TTC within HdG as race is completed. **Report as needed to Incident Command.**

INTERNAL REVENUE SERVICE  
DISTRICT DIRECTOR  
31 HOPKINS PLAZA  
BALTIMORE, MD 21201

DEPARTMENT OF THE TREASURY

Date: OCT 22 1991

Employer Identification Number:  
52-1413396  
Contact Person:  
M MCCARTHY  
Contact Telephone Number:  
(301) 962-7756

THE ALBERT CESKY SCHOLARSHIP  
FUND INC  
37 S MAIN STREET  
BEL AIR, MD 21014-3760

Addendum Applies:  
Yes

Dear Applicant:

Based on the information you recently submitted, we have classified your organization as one that is not a private foundation within the meaning of section 509(a) of the Internal Revenue Code because you are described in sections 509(a)(1) and 170(b)(1)(A)(vi).

Your exempt status under section 501(a) of the Internal Revenue Code as an organization described in 501(c)(3) is still in effect.

*WHAT WAS SAID?*  
This classification is based on the assumption that your operations will continue as you have stated. If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status and foundation status.

This supersedes our letter dated April 15, 1991.

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

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

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

THE ALBERT CESKY SCHOLARSHIP

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



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1/31/2024

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

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

<b>PRODUCER</b> Famous & Spang Associates LLC P.O. Box 458 200 W. Bel Air Avenue Aberdeen MD 21001	<b>CONTACT NAME:</b> Greg Bennett <b>PHONE (A/C, No, Ext):</b> (410) 272-2300 <b>E-MAIL ADDRESS:</b> gbennett@famousspanginsurance.com	<b>FAX (A/C, No):</b> (410) 575-6927
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> Al Cesky Scholarship Fund Inc PO Box 571 Bel Air MD 21014-0571	<b>INSURER A:</b> NATIONWIDE AFFINITY CO OF AMER NAIC # 26093	
	<b>INSURER B:</b>	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

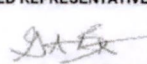
**COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			ACPCG013220413800	10/10/2023	10/10/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

Susquehanna River Running Festival

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

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## SPECIAL EVENTS WORK SHEET

	<b>Event:</b>	Susquehanna River Running Festival	<b>Tracking ID: 1011 19 0009</b>			
	<b>Dates:</b>	September 20 & 21, 2024				
	<b>Time of set up:</b>	TYDINGS PARK SCHEDULE: Setup: 9/20/24 7:00am Expo & Packet Pickup: 9/20/24 12pm-7pm DAVID CRAIG: setup: 9/21/24 6:30am				
	<b>Take down time:</b>	TYDINGS: Breakdown: 9/21/24 2pm-4pm DAVID CRAIG: Breakdown 9/21/24 11am-12pm				
	<b>Time of actual event:</b>	TYDINGS: Event 9/21/24 5:00AM Arrival, 8:00am START, 2:00PM Completion DAVID CRAIG: Event: 9/21/24 8am start; 11:00am completion				
	<b>Location:</b>	Tydings Park & David Craig Park				
	<b>Number of personnel</b>	<b>Regular Pay (Hours)</b>	<b>Overtime Pay Hours*</b>	<b>FULLY Loaded Wage**</b>	<b>Estimated Hours</b>	<b>Total Estimated Cost</b>
<b>PD</b>	20		140	\$115.00	140	\$24,150.00
<b>Notes</b>						
	This is an estimated cost for Havre de Grace personnel only and does not include the cost of any assistance from allied agencies. <b>Completed: 02/27/2024</b>					
	<b>Number of personnel</b>	<b>Regular Pay (Hours)</b>	<b>Overtime Pay Hours*</b>	<b>FULLY Loaded Wage**</b>	<b>Estimated Hours</b>	<b>Total Estimated Cost</b>
<b>DPW</b>	8	96		\$80.37	96	\$7,715.52
<b>Notes</b>	2 day event. DPW to: prep, post NP & Handicap signs, deliver barricades, provide <b>30 extra trash &amp; 10 extra recycling barrels</b> , clean and re-stock all public bathrooms, Remove all signs, barricades, barrels at event end. <b>Dumpster provided by event sponsor. Sponsor responsible for trash /recycling collections/disposal throughout event as well. Fencing installed for alcohol sales to be provided by event sponsor.</b> <b>Completed: 02/28/24</b>					
	<b>28</b>	<b>96</b>	<b>140</b>	<b>\$195.37</b>	<b>236</b>	<b>\$31,865.52</b>
<b>Grand Total</b>						
REVISION 1/10/2020	*Note: OT salary is 1.5 times average salary: ** Note 2 - FULLY Loaded Wage provided by the Finance Department includes Wages, Fringe Benefits & Materials based on the U.S. Department of Health and Human Services Division of Cost Allocation (DCAA)					

# CITY COUNCIL

## READ FILE COVER SHEET

Subject: **Special Event - Upper Chesapeake Bay Pride Festival**

October 5, 2024

Date: **2/29/2024**

**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 March 4, 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 2-20-24  
Tracking # 1011 19 0034

**EVENT NAME:** Upper Chesapeake Bay Pride Festival

**Sponsor Organization:** Upper Chesapeake Bay Pride Foundation

**Business Address:** PO Box 1121, Havre de Grace, MD 21078

**On-Site Contact Person:** Jordan Dios

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

**Back-Up On-Site Contact Person:** Bonny Knudsen

**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 # 52-6039719 (attach non-profit status documentation to application)

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

St. John's Episcopal Church is our sponsor

**Event Category:**

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

\* a fee may be charged

**Date/Time:**

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

Setup	Date: <u>10/5/2024</u>	Begin Time: <u>6 AM</u>
Event Starts	Date: <u>10/5/2024</u>	Time: <u>2 PM</u>
Event Ends	Date: <u>10/5/2024</u>	Time: <u>6 PM</u>
Breakdown	Date: <u>10/5/2024</u>	End Time: <u>7:30 PM</u>
Rain Date	Date: <u>N/A</u>	

Is timeframe the same?  Yes  No  
If no, include new times: \_\_\_\_\_

**Location:** (see attached map)

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

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

Anticipated Attendance: 5,000

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.

As with previous years, requesting that the roads at Concord and Alliance be blocked, as well as Lafayette and Young streets.

**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: Commander Krass Badge # 7761

Date Contacted: 2/20/2024

**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 contract with a local EMS provider to have an ambulance on-site.

**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: Upper Chesapeake Bay Pride Festival

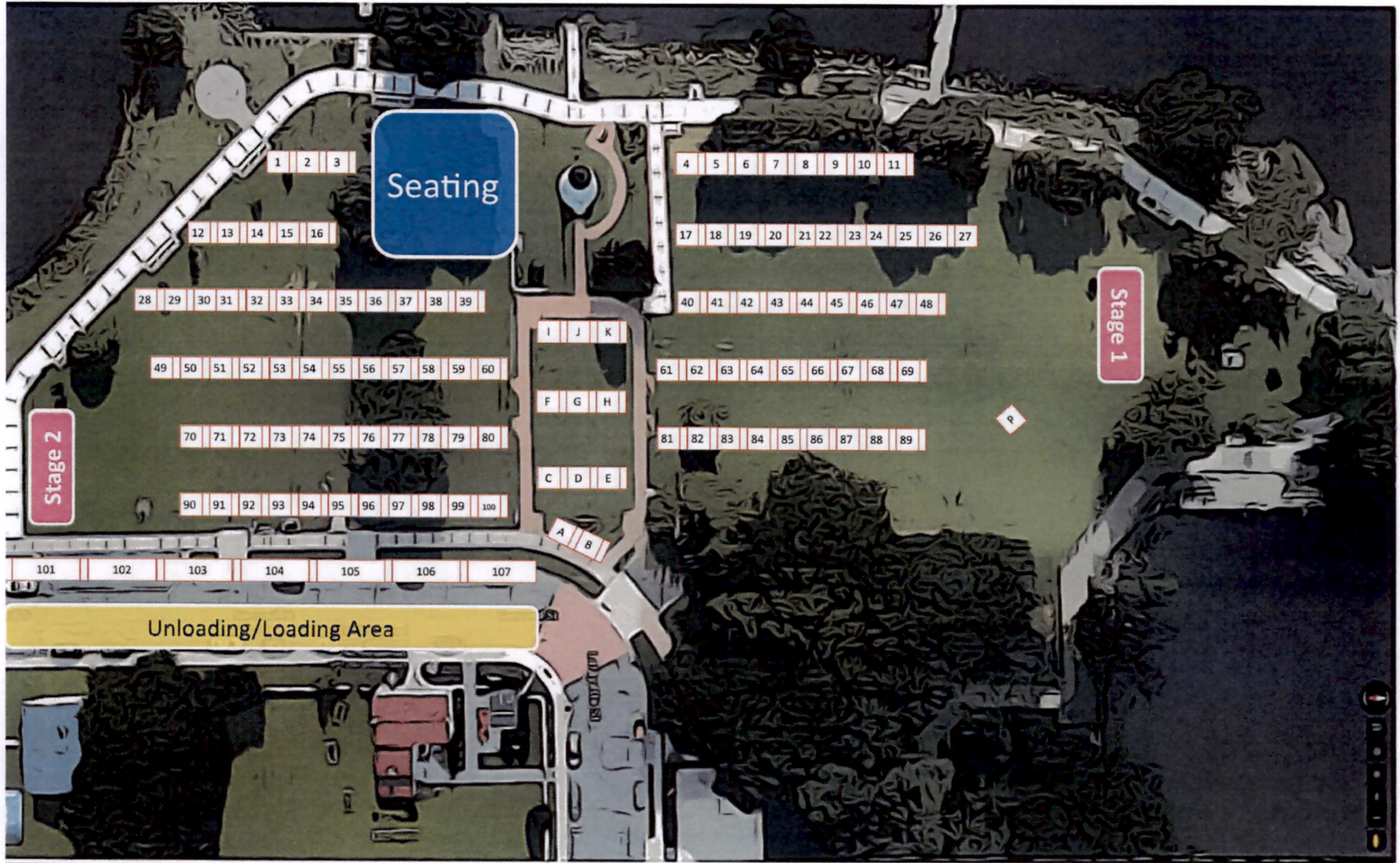
Print Name of Event Sponsor Kurt Doan

Title President

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

Signature [Handwritten Signature] Date 2/20/2024

Received by Kiley W. Ernest City Official Date 2-26-24



## SPECIAL EVENTS WORK SHEET

	<b>Event:</b>	Upper Chesapeake Bay Pride Festival	<b>Tracking ID:</b> 1011 19 0034			
	<b>Dates:</b>	10/5/24				
	<b>Time of set up:</b>	6:00 AM				
	<b>Take down time:</b>	6 pm - 7:30 pm				
	<b>Time of actual event:</b>	2:00pm to 6:00pm				
	<b>Location:</b>	Concord Point Park				
	<b>Number of personnel</b>	<b>Regular Pay (Hours)</b>	<b>Overtime Pay Hours*</b>	<b>FULLY Loaded Wage**</b>	<b>Estimated Hours</b>	<b>Total Estimated Cost</b>
<b>PD</b>	8		64	\$115.00	64	\$11,040.00
<b>Notes</b>	<i>Completed 02/27/2024</i>					
	<b>Number of personnel</b>	<b>Regular Pay (Hours)</b>	<b>Overtime Pay Hours*</b>	<b>FULLY Loaded Wage**</b>	<b>Estimated Hours</b>	<b>Total Estimated Cost</b>
<b>DPW</b>	3	8	2	\$80.37	10	\$884.07
<b>Notes</b>	Set up cones, barricades, 7 extra trash & recycling cans requested. Prep and install No Parking Signs. NP Signs, cones, barricades and cans removed. Electricity requested. Bathrooms cleaned and stocked throughout event. Sponsor to provide dumpster, trash bags and trash collection/removal service. <i>Completed: 2/28/24</i>					
	11	8	66	\$195.37	74	\$11,924.07
<b>Grand Total</b>						
<b>REVISION 1/10/2020</b>	*Note: OT salary is 1.5 times average salary: ** Note 2 - FULLY Loaded Wage provided by the Finance Department includes Wages, Fringe Benefits & Materials based on the U.S. Department of Health and Human Services Division of Cost Allocation (DCAA)					