



City of Havre de Grace

711 PENNINGTON AVENUE, HAVRE DE GRACE, MARYLAND 21078

410-939-1800

WWW.HAVREDEGRACEMD.COM

Public Notice

Havre de Grace City Council Meeting

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

TIME: 7:00 p.m.

DATE: Monday, March 18, 2024

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



COUNCIL MEETING AGENDA

March 18, 2024

711 Pennington Avenue, Havre de Grace, Maryland

7:00 p.m.

Public Hearing for Charter Resolution No. 300 concerning Amending Section 18 C for Non-Elected Acting Officials

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

Public Hearing for Ordinance No. 1141 concerning Approving Budget Amendment 2024-07 to Increase Spending for Engineering Services Related to New Development

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

Public Hearing for Ordinance No. 1142 concerning Amending Chapter 155 pertaining to Site Plan Approval

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

Public Hearing for Ordinance No. 1143 concerning Amending Chapter 25 pertaining to Water & Sewer Commission, and Marina Commission

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

Public Hearing for Ordinance No. 1144 concerning Amending Chapter 97 Historic Preservation

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

Public Hearing for Ordinance No. 1145 concerning Amending Chapter 196 pertaining to City Water Capital Cost Recovery Charge

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, SECTIONS 33, 34 AND 71 OF THE HAVRE DE GRACE CITY CHARTER, AMENDING CITY CODE CHAPTER 196 AND EXHIBIT A THERETO, WITH RESPECT TO THE CITY WATER CAPITAL COST RECOVERY CHARGE

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 – March 4, 2024
6. Comments from Citizens
7. Appointments: None
8. Recognitions:
 - A. 105th Birthday – Mrs. Mabel Hart on March 27, 2024 (Mayor Martin)
 - B. 1A State Wrestling Champion - Madison Birth (Mayor Martin & CP Ringsaker)
9. Proclamations: None
10. Presentations: None
11. Resolutions:
 - A. **Charter Resolution concerning Amending Section 47 Eliminating the Requirement that the Director of Administration Execute a Corporate Bond before Discharging Duties: First Reading (CP Ringsaker)**
 A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND, PURSUANT TO THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND AND SECTIONS 33 AND 34 OF THE CITY CHARTER TO AMEND SECTION 47 ELIMINATING THE REQUIREMENT THAT THE DIRECTOR OF ADMINISTRATION EXECUTE A CORPORATE BOND BEFORE DISCHARGING DUTIES
 - B. **Calendar Resolution concerning Authorizing the Havre de Grace Green Team to Apply for Bird City Designation (CM Boyer)**
 A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND, PURSUANT TO THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND AND SECTIONS 33 AND 34 OF THE CITY CHARTER TO AUTHORIZE THE HAVRE DE GRACE GREEN TEAM LTD, TO APPLY FOR BIRD CITY DESIGNATION ON BEHALF OF THE CITY OF HAVRE DE GRACE
12. Ordinances:
 - A. **Ordinance No. 1140 concerning Amending Chapter 177, Article V – Tax Credits for Qualifying First Responders: Second Reading (CM Boyer)**
 AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF THE CITY OF HAVRE DE GRACE ADOPTED PURSUANT TO THE AUTHORITY OF ARTICLE XI-E OF THE MARYLAND CONSTITUTION, THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND, AND SECTIONS 33 AND 34 OF THE HAVRE DE GRACE CITY CHARTER, FOR THE PURPOSE OF AMENDING CITY CODE CHAPTER 177, ARTICLE V: TAXATION
 - B. **Ordinance No. 1141 concerning Approving Budget Amendment 2024-07 to Increase Spending for Engineering Services Related to New Development: Second Reading (CM Robertson)**
 AN ORDINANCE BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE BY THE AUTHORITY OF ARTICLE XI-E OF THE MARYLAND CONSTITUTION, THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND AND SECTION 37 OF THE HAVRE DE GRACE CITY CHARTER FOR THE PURPOSE OF AMENDING THE CITY BUDGET FOR FISCAL YEAR 2024, TO ADDRESS ADDITIONAL ALLOCATION OF FUNDS FOR THE CITY OF HAVRE DE GRACE FOR FISCAL YEAR 2024

C. **Ordinance concerning Approving Budget Amendment 2024-08 to Fund Tourism Merchandise Sales: 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

13. Old Business:

A. Special Events

- i. Amendment to Garden Mart, May 18-19, 2024, 10:00 a.m.-5:00 p.m. each day
Change Name to Havre de Grace Garden Market and Ending Time to 6:00 p.m.
(no change to cost sheet) (Dr. Ricci)
- ii. 2024 Susquehanna River Running Festival, September 21, 2024
8:00 a.m.-4:00 p.m., Tydings Memorial Park (Tabled 3/4/2024) (CP Ringsaker)

14. New Business:

A. Special Events (Dr. Ricci)

- i. Way of the Cross, March 29, 2024
12:00 p.m.-1:30 p.m., Downtown (start at David Craig Park, end at Lafayette Plaza)
- ii. Havre de Grace Mother's Day Mart, May 11, 2024
11:00 a.m.-4:00 p.m., Franklin Street between Union & St. John
- iii. Pride of Baltimore II Visit, May 17-19, 2024
Time to be determined, Dock at Hutchins Memorial Park
- iv. Pride of Baltimore II Visit, September 6-8, 2024
Time to be determined, Dock at Hutchins Memorial Park

15. 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

16. Business from Mayor Martin

17. Business from Council:

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

18. Adjournment

CITY COUNCIL

READ FILE COVER SHEET

Subject: **Charter Resolution No. 300 concerning Amending
Section 18 C for Non-Elected Acting Officials
(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 18, 2024**
- In Confidential File Drawer

Approve:

Johnny Boker Yes No No Comment

Comment: _____

Casi Boyer Yes No No Comment

Comment: _____

Vicki Jones Yes No No Comment

Comment: _____

Jim Ringsaker Yes No No Comment

Comment: _____

Jason Robertson Yes No No Comment

Comment: _____

Tammy Lynn Schneegas Yes No No Comment

Comment: _____

Note: N/A

CITY COUNCIL
OF
HAVRE DE GRACE, MARYLAND

CHARTER AMENDMENT RESOLUTION NO. 300

Introduced by Council President Ringsaker

A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND, PURSUANT TO THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND AND SECTIONS 33 AND 34 OF THE CITY CHARTER TO AMEND CITY CHARTER SECTION 18 C., GENERALLY PERTAINING TO CERTAIN NON-ELECTED ACTING OFFICIALS; ESTABLISHING DUTIES AND REQUIREMENTS FOR CERTAIN NON-ELECTED ACTING OFFICIALS

On: February 20, 2024

at: 7:00 p.m.

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

PUBLIC HEARING

A Public Hearing is scheduled for March 18, 2024 at 7:00 p.m.

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

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

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31 Section 18 Mayor: duties, salary.

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

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

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

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

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68 [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: 2/20/2024
Public Hearing:
Second Reading/Adopted:

Effective Date:

Public Hearing

CITY COUNCIL

READ FILE COVER SHEET

Subject: **Ordinance 1141 concerning Approving Budget Amendment
2024-07 for Engineering Services related to New Development
(Public Hearing & 2nd Reading)**

Date: **3/4/2024**

Notice: Any comments made after 5:00 p.m. on the Thursday before the Council Meeting will not be seen in the agenda packet.

Purpose:

<input type="checkbox"/>	FYI
<input checked="" type="checkbox"/>	Read and Comment as Needed
<input checked="" type="checkbox"/>	Action Required by March 18, 2024
<input type="checkbox"/>	In Confidential File Drawer

Approve:

Johnny Boker Yes No No Comment

Comment: _____

Casi Boyer Yes No No Comment

Comment: _____

Vicki Jones Yes No No Comment

Comment: _____

Jim Ringsaker Yes No No Comment

Comment: _____

Jason Robertson Yes No No Comment

Comment: _____

Tammy Lynn Schneegas Yes No No Comment

Comment: _____

Note: N/A

CITY COUNCIL
OF
HAVRE DE GRACE, MARYLAND
ORDINANCE NO. 1141
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.
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34 **WHEREAS**, the Mayor and City Council of Havre de Grace, a Maryland municipal
35 corporation, is required to establish an annual projection of anticipated revenues and proposed
36 expenses, known as the budget, for the City of Havre de Grace for the fiscal year beginning July 1,
37 2023 through June 30, 2024, said period known as fiscal year 2024; and

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

41 **WHEREAS**, Section 37 of the Charter states “*No officer or employee of the City shall*
42 *expend money that is not appropriated*”, and 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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48 ATTEST:

MAYOR AND CITY COUNCIL
OF HAVRE DE GRACE

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51 _____
52 Christopher Ricci
53 Director of Administration

William T. Martin
Mayor

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

Exhibit A



INTER-CITY MEMORANDUM

To: City Council President James E. Ringsaker, Jr.
From: Mayor William T. Martin
Date: 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
	Water & Sewer Fund 9	
09-1309-44-43	Engineering Services Reimbursement	\$95,000.00
	Total Sources	\$95,000.00

USE OF FUNDS

Account Number	Account Title	Amount
	Water & Sewer Fund 9	
09-1232-6279	Engineering Services	\$95,000.00
	Total Uses	\$95,000.00

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 1142 concerning Amending Chapter 155**
Site Plan Approval

(Public Hearing)

Date: **3/5/2024**

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 18, 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. 1142

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
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32 Amendments to Chapter 155 Site Plan Approval

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

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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

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57 Christopher Ricci
58 Director of Administration

59 William T. Martin
60 Mayor

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61 Introduced/First Reading: 3/4/2024

62 Public Hearing:

63 Second Reading/Adopted:

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65 Effective Date:

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CITY COUNCIL

READ FILE COVER SHEET

Subject: **Ordinance 1143 concerning Amending Chapter 25 pertaining to Water & Sewer Commission and Marina Commission (Public Hearing)**

Date: **3/5/2024**

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 18, 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. 1143

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

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33 Article XI Water/Sewer Commission

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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.

111

[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:

Public Hearing

CITY COUNCIL

READ FILE COVER SHEET

Subject: **Ordinance 1144 concerning Amending Chapter 97**
Historic Preservation Commission
(Public Hearing)

Date: **3/5/2024**

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 18, 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. 1144

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 William T. Martin
74 Mayor

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: **Ordinance 1145 concerning Amending Chapter 196 pertaining to City Water Capital Cost Recovery Charge (Public Hearing)**

Date: **3/5/2024**

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 18, 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. 1145

Introduced by _____ Council Member Boker _____

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, SECTIONS 33, 34 AND 71 OF THE HAVRE DE GRACE CITY CHARTER, AMENDING CITY CODE CHAPTER 196 AND EXHIBIT A THERETO, WITH RESPECT TO THE CITY WATER CAPITAL COST RECOVERY CHARGE

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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31

32 **WHEREAS**, the Mayor and City Council of Havre de Grace has purchased, constructed
33 and maintained a water production and distribution system serving the residents of the City of
34 Havre de Grace and surrounding areas, and has established the applicability, rates, and procedures
35 relating thereto pursuant to the authority granted by the laws of the State of Maryland and the
36 Charter of the City of Havre de Grace; and

37
38 **WHEREAS**, in addition to establishing water rates, Section 71 of the City Charter grants
39 authority to the Mayor and City Council of Havre de Grace to establish capital cost recovery
40 charges for the purpose of recovering the capital costs of facilities needed to provide water and
41 sewer service at acceptable standards; and

42
43 **WHEREAS**, the City has recently conducted a water model study which has revealed
44 current and known water distribution demands, indicating an immediate need for funds to continue
45 to upgrade existing facilities and construct new facilities in order to meet such demands; and

46
47 **WHEREAS**, the City has determined that an increase in capital cost recover charges for
48 new water connections is the best alternative to cover some of these ongoing capital costs incurred
49 which are necessary to keep up with current demands on the City's water system;

50
51 **NOW, THEREFORE, BE IT ENACTED**, in accordance with the authority vested in the
52 Mayor and City Council of Havre de Grace, by law and the Charter of the City of Havre de Grace,
53 that the terms and conditions of this Ordinance be and the same is hereby adopted for the purpose
54 of amending Section 196-1 entitled "Cost Schedule" at Exhibit A Section Five entitled "Capital
55 Cost Recovery Charges," by increasing the capital cost recovery charge for water only in the
56 amount of \$5,000.00 for each new water connection per raising the fee from \$5,300.00 to
57 \$10,300.00 effective as of March 19, 2024 through and including June 30, 2024 as follows:

- 58
59 A. In Exhibit A Section Five entitled "Capital Cost Recovery Charges," delete the
60 language in its entirety and replace it with the following:

61 Capital Cost Recovery Charges are applicable to any new connections to
62 the system that increase the demand on the water and sewer system. This
63 includes changes in the use of an existing structure which increase the
64 demand on the system as determined by fixture unit calculations.

65
66 Capital Cost Recovery Charges are not applicable to the replacement of a
67 residence or the redevelopment of a property, provided such replacement or
68 redevelopment occurs within three years from the disconnection from the
69 water and/or sewer system prior to the issuance of a use and occupancy
70 permit, and the replacement or redevelopment of the property does not
71 increase the demand on the system as determined by fixture unit
72 calculations.

73 The charges are as follows:

74 Residential Units:

- 75 1. Water – [~~\$5,300~~], **\$10,300.00, March 19, 2024 through [July 1,**
76 **2023 to]** June 30, 2024 per unit
77 2. Sewer - \$13,200, July 1, 2023 to June 30, 2024 per unit

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BE IT FURTHER ENACTED AND ORDAINED that this Ordinance shall take effect immediately upon adoption.

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

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

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

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:

WATER AND SEWER RATES

196 Attachment 1

City of Havre de Grace

EXHIBIT A

**HAVRE DE GRACE
WATER AND SEWER COST SCHEDULE**

1. WATER SERVICE WITHIN THE CITY. Beginning July 1, 2023, the basic rate for City water service shall be \$6.80 per 1,000 gallons delivered. Beginning July 1, 2024, the basic rate for City water service shall be \$6.80 per 1,000 gallons delivered. Beginning July 1, 2025, the basic rate for City water service shall be \$6.80 per 1,000 gallons delivered. Such users shall pay the basic rates in effect when billed. User charges shall be payable quarterly upon receipt of bill. [Amended 5-18-2009 by Ord. No. 905; 5-17-2010 by Ord. No. 916; 6-6-2011 by Ord. No. 931; 5-21-2012 by Ord. No. 939; 5-20-2013 by Ord. No. 947; 6-2-2014 by Ord. No. 955; 6-1-2015 by Ord. No. 969; 5-16-2016 by Ord. No. 981; 5-15-2017 by Ord. No. 989; 5-21-2018 by Ord. No. 1003; 5-20-2019 by Ord. No. 1017; 5-18-2020 by Ord. No. 1034; 5-17-2021 by Ord. No. 1053; 5-16-2022 by Ord. No. 1077; 5-15-2023 by Ord. No. 1108]
2. BULK WATER PURCHASES. Beginning July 1, 2015, such users shall pay the basic rate for water with a minimum purchase of 2,000 gallons of water. Bulk purchase charges shall be billed monthly with a \$25 administrative charge and a \$10 debt service fee per bill. [Amended 6-1-2015 by Ord. No. 969]
3. CITY SEWER CHARGES WITHIN THE CITY. Beginning July 1, 2023, the basic rate for City sewer service shall be \$10.20 per 1,000 gallons of water delivered. Beginning July 1, 2024, the basic rate for City sewer service shall be \$10.20 per 1,000 gallons delivered. Beginning July 1, 2025, the basic rate for City sewer service shall be \$10.20 per 1,000 gallons delivered. Such users shall pay the basic rate in effect when billed. [Amended 5-18-2009 by Ord. No. 905; 5-17-2010 by Ord. No. 916; 6-6-2011 by Ord. No. 931; 5-21-2012 by Ord. No. 939; 5-20-2013 by Ord. No. 947; 6-2-2014 by Ord. No. 955; 6-1-2015 by Ord. No. 969; 5-16-2016 by Ord. No. 981; 5-15-2017 by Ord. No. 989; 5-21-2018 by Ord. No. 1003; 5-20-2019 by Ord. No. 1017; 5-18-2020 by Ord. No. 1034; 5-17-2021 by Ord. No. 1053; 5-16-2022 by Ord. No. 1077; 5-15-2023 by Ord. No. 1108]
4. WATER OR SEWER USERS OUTSIDE OF THE CITY.
 - A. Current users of City water or sewer service, whose property is located outside of the City limits, and connected prior to July 1, 1999, shall pay 200% of the basic rate in effect when used. All user charges shall be paid quarterly upon receipt of the bill.
 - B. Users whose property is located outside of the City limits and which is connected to the City water or sewer service after July 1, 1999, shall pay the basic rate in effect when used, and in addition, shall be required to enter into a service contract and shall pay a service participation assessment equal to 75% of the City property tax if the

HAVRE DE GRACE CODE

property were located within the City. All user charges shall be paid quarterly upon receipt of the bill.

- C. Anything contained in this Schedule to the contrary notwithstanding, in accordance with the May 18, 2001, Settlement Agreement between Harford County, Maryland, the Mayor and City Council of Havre de Grace, the Maryland Public Service Commission, and certain County property owners (the "PSC Agreement"), the following clarifications are hereby adopted to this Paragraph 4 of Schedule to ensure compliance with the PSC Agreement:
- (i) The seventy-five-percent service participation assessment shall apply only to the parcels of land located in the County which are connected to the City water system after July 1, 1999. Owners of parcels of land in the County connected to the City water supply system prior to July 1, 1999 ("current County customers"), are exempt from the seventy-five-percent service participation assessment; however, such owners shall pay the base service fee and 200% of the basic water rate in effect when used.
 - (ii) The current County customers are also exempt from paying current capital cost recovery charges, past connection charges and past service contract charges. Only County users connected to the City water system after July 1993 are required to pay the user benefit assessment.
 - (iii) The term "user" as it appears in this Schedule A includes a current County customer, and includes the current owner and future owner of the property benefited by the City water system.
 - (iv) Any current County customers who either: (1) subdivide their property to create one new lot or parcel, to which they seek water service; or (2) request a new connection to one already subdivided lot or parcel that was previously not connected to the City water system; or (3) request a new connection to one other building on the property that was previously not connected to the City water system, shall not be assessed the seventy-five-percent service participation assessment. The new connection shall be required to pay all of the other charges, namely: capital cost recovery charges; connection charges; user benefit assessment; base service fee; water meter charges; service contract charges; plus 200% of the basic water rate in effect when used. The City will not "grandfather" parcels that are then subdivided into many parcels with water service provided by the City.
 - (v) The seventy-five-percent service participation assessment shall not apply to County residents who are forced to connect to the City water system by order or requirement of the Harford County Health Department or Maryland Department of the Environment ("MDE"); however, said owner or the MDE, where it so consents, shall be responsible for all other charges, namely: capital cost recovery charges; connection charges; user benefit assessment; base service fee; water meter charges; service contract charges; plus 200% of the basic water rate in effect when used.

WATER AND SEWER RATES

- D. Beginning January 7, 2019, only those addresses that are within the corporate limits of the City of Havre de Grace shall be provided with sewer service. Any addresses outside the corporate limits of Havre de Grace receiving City sewer services prior to January 7, 2019, shall not be affected. **[Added 1-7-2019 by Ord. No. 1010]**
5. **CAPITAL COST RECOVERY CHARGES.** **[Amended 5-18-2009 by Ord. No. 905; 5-17-2010 by Ord. No. 916; 5-2-2011 by Ord. No. 927; 5-20-2013 by Ord. No. 949; 6-1-2015 by Ord. No. 969; 5-15-2017 by Ord. No. 989; 5-21-2018 by Ord. No. 1003; 1-7-2019 by Ord. No. 1010; 5-20-2019 by Ord. No. 1017; 5-18-2020 by Ord. No. 1034; 5-17-2021 by Ord. No. 1053; 5-16-2022 by Ord. No. 1077; 5-15-2023 by Ord. No. 1108]**
- A. Capital cost recovery charges are applicable to any new connections to the system that increase the demand on the water and sewer system. This includes changes in the use of an existing structure which increase the demand on the system as determined by fixture unit calculations. Capital Cost Recovery Charges are not applicable to the replacement of a residence or the redevelopment of a property, provided such replacement or redevelopment occurs within three years from the disconnection from the water and/ or sewer system prior to the issuance of a use and occupancy permit, and the replacement or redevelopment of the property does not increase the demand on the system as determined by fixture unit calculations.
- B. The charges are as follows:
1. Residential units:
 - a. Water: **[\$5,300, July 1, 2023 to] \$10,300.00, March 19, 2024 through June 30, 2024, per unit.**
 - b. Sewer: \$13,200, July 1, 2023 to June 30, 2024, per unit.
 2. Commercial/Industrial units:
 - a. Charge determined by calculation of water use and type of sewer production above and beyond one residential capital cost recovery charge, which is the minimum fee.
 - b. Charge for fire suppression use. Any commercial sprinkler system, stand pipe system, or combination thereof, will be assessed a capital cost recovery charge for water only. Charges will be based upon units of flow and charged at the residential rate per unit. One unit will be equal to a flow rate of 220 gallons per minute (220 gpm) i.e., 1 to 220 gpm will equal 1 unit; 221 to 440 gpm will equal 2 units; 441 to 660 gpm will equal 3 units; 661 to 880 gpm will equal 4 units; and so on). A unit will be calculated using a factor of 10% of the total peak flow of the entire sprinkler system, stand pipe system or a total combination of both systems. All commercial sprinkler systems and stand pipe systems will be supplied by a dedicated line from the street main and shall be equipped

HAVRE DE GRACE CODE

with the proper back flow preventers and a meter. Upon installation, the customer will be responsible for all charges associated with the connection to the City water system. Each installed system will have the meter read quarterly and will be billed for the base service charge, as hereinafter defined in Paragraph 10, and any gallons used.

6. CONNECTION CHARGES. [Amended 1-7-2019 by Ord. No. 1010]

- A. A connection charge shall be charged and payable upon application for a building permit for all new construction. For previously unconnected units, or, if no building permit is required, the connection charge will be payable prior to the installation or connection. Any costs resulting from any reconstruction requiring the installation of a new line shall be paid by the user, subject to any credits as determined by the Department of Public Works. Installation of new sewer service by the City shall be from the property line, as determined by the City, to the main sewer line, up to 70 feet of new pipe. New water or sewer service includes one initial visit to connect to water or sewer main; return visits caused by customer delays will result in an additional service charge of \$100 per visit.
 1. “IN-FILL” CONSTRUCTION: The City’s Department of Public Works shall assume all installations of new water and/or sewer services on any “in-fill” construction where a lot (subdivided or not) will create three or less connections or on those “in-fill” lots (subdivided or not) whereby the Director of DPW and Director of Planning agree the City should make the connections from the property line, as determined by the City, to the main water or sewer line. The material and labor costs are as follows:
 - A) Water - one inch line:
 - a. Located less than or equal to four feet in depth: \$3,606.
 - b. Located greater than four feet in depth: \$4,123.
 - c. Abandoned at the main: \$1,200.
 - B) Sewer - six inch line:
 - a. Located less than or equal to five feet depth: \$2,872.
 - b. Located greater than five feet in depth: \$3,446.
 - c. Lateral abandoned at main: \$1,200.
 2. The connection charge does not include an extension of the existing water or sewer main; it includes ONLY the service connection. New water or sewer service includes one initial visit to connect to water or sewer main; return visits caused by customer delays will result in an additional service charge of \$100 per visit.

WATER AND SEWER RATES

- B. If, after application, a building permit is not issued, the connection charges shall be refunded, minus a one-hundred-dollar administrative charge. In the event that the main to which the required connection is made is located in a roadway maintained by the Maryland State Highway Administration, (SHA) or if the connection is located totally or partially under such a state-maintained roadway, an additional fee may be charged by the City. The additional fee, if necessary shall be determined at the time of the building permit application. NOTE: Acquiring a SHA permit may cause delays in the project.

7. GENERAL SERVICE CHARGES. [Amended 1-7-2019 by Ord. No. 1010]

- A. Water meter charges are payable upon application for a building permit or, if no permit is required, prior to the installation of each new meter. If, after application, a building permit is not issued, the water meter charges shall be refunded, less an administrative charge of \$100.
- B. The service charges listed are not for new infill construction (See Section 6A1 of this schedule.) and are quoted as minimum charges and may be subject to increase based upon the time and materials needed to perform all work necessary for that operation; labor charges are based on a rate of \$50 per hour or portion thereof per person.

Type	Charges
5/8-inch Meter only	\$200
3/4-inch Meter only	\$250
1-inch Meter only	\$330
1 1/2- inch Meter only	\$500
2-inch Meter only	\$680

*Note: The standard sewer cleanout and water meter placement is 18 inches behind the curb.

- A. Service charges note: All service fees listed in this schedule are quoted as minimum charges and may be subject to increase based upon the time and materials needed to perform all work necessary for that operation; labor charges are based on a rate of \$50 per hour or portion thereof per person.

Type	Charges
(**At customer's request)	
**Water turn on/off (includes two trips: one on, one off, or vice versa)	\$25

HAVRE DE GRACE CODE

Water shutoff due to nonpayment	\$25
Water turn on after nonpayment satisfied	\$25
**Water meter calibration	\$50
**Water leak check	\$25
**Water meter reading	\$25
**After-hours water service	\$50
Waterline disconnect without curb stop	\$1,200
Waterline disconnect with curb stop	\$250
Sewer line disconnects:	
Without cleanout (Labor and Materials additional)	\$500
Abandonment or demolitions	\$1,200

8. INDUSTRIAL PRETREATMENT CHARGES. All significant industrial users and all persons who discharge industrial wastewater containing pollutants in concentrations in excess of that specified in the Havre de Grace Water and Sewers Ordinance (as amended from time to time) shall pay a pretreatment monitoring surcharge of \$0.50 per 1,000 gallons of metered water.

9. BOD SURCHARGES. All significant industrial users who discharge industrial wastewater containing BOD in concentrations in excess of 200 milligrams per liter shall pay a BOD surcharge in the amount of \$0.50 per pound of BOD discharged in excess of 200 milligrams per liter. The BOD surcharge shall be assessed on the average BOD concentration less the permitted concentration of 200 milligrams per liter. The average BOD concentration shall be determined by the Director of Public Works through periodic sampling in a manner and frequency determined by the Director.

10. BASE SERVICE CHARGE AND INFRASTRUCTURE REINVESTMENT PROGRAM CHARGE. [Amended 5-18-2009 by Ord. No. 905; 5-17-2010 by Ord. No. 916; 6-6-2011 by Ord. No. 931; 6-1-2015 by Ord. No. 969; 5-15-2017 by Ord. No. 989; 5-21-2018 by Ord. No. 1003; 5-20-2019 by Ord. No. 1017; 5-18-2020 by Ord. No. 1034; 5-17-2021 by Ord. No. 1053; 5-16-2022 by Ord. No. 1077; 5-15-2023 by Ord. No. 1108]
 - A. A base service charge will be included on each quarterly water and/or sewer bill. The amount of the charge will be based upon the size of the water meter connected to the City water system, and the rates in effect beginning July 1, 2023, are as follows:

Meter Size (inches)	Quarterly Base Service Charge
5/8	\$20
3/4	\$20
1	\$20
1 1/2	\$85
2	\$130
3	\$210
4	\$350
6	\$550
8	\$885

WATER AND SEWER RATES

- B. Any water meter connected to the City water system that is used solely for the purpose of supplying a fire suppression system, regardless of the meter size, shall be charged the base service charge as a one-inch meter.
- C. An infrastructure reinvestment program service charge will be included on each quarterly water and/or sewer bill. The amount of the charge will be based upon the size of the water meter connected to the City water system, and the rates in effect beginning July 1, 2023, are as follows:

Meter Size (inches)	Quarterly IRP Service Charge
5/8	\$30
3/4	\$30
1	\$30
1 1/2	\$100
2	\$200
3	\$300
4	\$400
6	\$1,000
8	\$1,000

- D. Any water meter connected to the City water system that is used solely for the purpose of supplying a fire suppression system, regardless of the meter size, shall not be charged the infrastructure reinvestment program service charge.

11. USER BENEFIT ASSESSMENTS. A user benefit assessment shall be charged and payable upon application for a building permit for all new construction. If, after application, a building permit is not issued, the user benefit assessment shall be refunded less an administrative charge of \$100. For previously unconnected units, or, if no building permit is required, the user benefit assessment will be payable prior to the installation or connection. In the event of the renovation or replacement of an existing structure, the user benefit assessment shall only apply to the extent changes in use of the completed structure increases the demand on the system as determined by the Department of Public Works based on fixture unit calculations.

- A. Prior to April 1, 2004:
 - (i) Residential units.
 - (a) Residential water: \$1,750 per unit.
 - (b) Residential sewer: \$1,750 per unit.

An installment payment toward the assessment in the amount of \$70 is due and payable on July 1 of each year following the year of the initial \$70 installment payable at the time of building permit, and shall apply for a period of 24 years beyond the initial payment. At the request of the

HAVRE DE GRACE CODE

user, the user benefit assessment may be paid in lump sum rather than over a twenty-five-year period and shall be discontinued after full payment.

(ii) Commercial units, payable prior to the issuance of a building permit.

- (a) Water – standard charge: \$140 per unit. Additional charge based on the number of cost recovery units (30 standard fixture units).
- (b) Sewer – standard charge: \$140 per unit. Additional charge based on the number of cost recovery units (30 standard fixture units).

B. On or after April 1, 2004, and prior to January 1, 2007:

(i) Residential units, payable prior to issuance of a building permit.

- (a) Residential water: \$2,500 per unit.
- (b) Residential sewer: \$3,125 per unit.

(ii) Commercial units, payable prior to the issuance of a building permit. Commercial (industrial) assessment determined by calculation of water use and type of sewer production above and beyond one residential capital cost recovery charge which is the minimum assessment.

C. On or after January 1, 2007:

(i) Residential and commercial units shall not be required to pay a separate user benefit assessment as it has been consolidated with a capital cost recovery charge.

12. SERVICE CONTRACT CHARGES. Service contract charges for users that are not City residents who are connected after July 1, 1999, include one-time charges for administrative expenses equal to \$200, attorney's fees of \$250 and any reasonable costs or expenses, including, but not limited to, costs and expenses for acquisition of rights-of-way, engineering, construction or surveying.

13. COLLECTION. A late charge equal to 1.5% per month shall be added to any amount unpaid and outstanding 30 days after billing and monthly thereafter until the outstanding amount is paid in full. The rates and charges set forth in this chapter and schedule are chargeable against all property that is connected to any water or sewer pipe that the City owns or supervises. All charges assessed under this chapter, including principal rates and charges, interest, and collection costs, shall be collected and secured in the same manner as general ad valorem taxes and shall be subject to the same penalties and the same procedure, sale and lien priority in case of delinquency, as is provided for ad valorem taxes. Additionally, all charges assessed under this chapter, including principal rates and charges, interest, and collection costs, shall be subject to the same penalties for overdue taxes, including additional penalties, provided for in Chapter 177, Article III, of the City Code. The responsible party shall pay collection costs, including the City's actual attorney

WATER AND SEWER RATES

fees, should the City engage the services of any attorney to collect an unpaid bill. **[Amended 6-6-2011 by Ord. No. 931]**

14. DISCONNECTION CHARGES; INCENTIVE PROGRAM. After completion of an application, and acceptance of the same by the City Planning Department, other than the demolition permit fee, the City shall not charge the costs and fees for water line or sewer line disconnections where a single-family detached dwelling or a duplex dwelling is demolished and rebuilt and a use and occupancy permit is issued for the rebuilt dwelling on the same lot within four years of the date of the demolition permit. The City shall not charge for meter removal or in kind meter reinstallation on the same conditions noted above. Notwithstanding anything stated hereinabove, the City shall provide a one for one credit for water and sewer capital cost recovery charges for any demolition and rebuild that meets the above requirements. The City shall provide the property owner with a list of all of the charges and fees that were eligible to be waived under this incentive program. Should any use and occupancy permit not be issued within the abovementioned four-year period, the City shall place a lien against the property for all of the City's expenses and fees that otherwise would have been charged. This incentive program shall begin January 1, 2015, and expire on December 31, 2020. **[Added 12-1-2014 by Ord. No. 963]**



March 4, 2024

Council Meeting Proceedings

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 was called to order on March 4, 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 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

Comments from Citizens: No comments.

Public Hearing closed at 7:02 p.m.

The regular meeting of the Mayor and City Council was called to order on March 4, 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 Rev. Dr. Lynne Humphries-Russ, Hopewell United Methodist Church.

CP Ringsaker made a motion that the revised agenda posted online be approved. Second CM Boker. Motion carried 6-0.

Approval of Minutes

City Council Meeting Minutes – CM Jones moved to approve the Council Meeting minutes of February 20, 2024. Second by CM Schneegas. Motion carried 6-0.

Comments from Citizens

Don Mathis, 305 Tidewater Drive, Havre de Grace, commented that the HdG Chamber of Commerce’s State of the City Address was fantastic. Mr. Mathis gave information on the Harford TV show at the Opera House on March 13 titled, “Facing Addiction in Harford County, A Community Discussion: Finding Facts, Solutions & Hope”. It will be simulcasted on Harford TV’s Facebook page and shown on tape after April 1 (Comcast 21, Armstrong 7, and Verizon 31). Voices of Hope is donating Narcan to attendees. CM Boyer thanked Mr. Mathis for his dedication to this issue and the community.

Rev. Gene Proud, Havre de Grace, invited the Mayor and Council members to the Blessing by the Bay event, so they may be blessed individually; he wants to extend an individual blessing to each of them and Chief Walter. The Bay, the City, the Council, and the government will be blessed at the event. He also spoke in support of the 2nd Sunday Hymn Sing and thanked the Council for letting them use public property for this event.

Donna Mandl, 1725 Tower Road, Aberdeen, spoke in support of the Farmers Market and thanked the Council for all the support they give the Farmers Market and the Winter Farmers Market. Information was given on the market. They will have special events at the Market, change things up a little bit, and are hoping to have a Christmas Market this year. Chief Walter and the officers that help were thanked – they are wonderful. CM Schneegas thanked Ms. Mandl for continuing to bring the Farmers Market to Havre de Grace.

Kirk Doan thanked the Council for letting them host the Upper Chesapeake Bay Pride event in Havre de Grace. They hope to partner with local businesses to cobble together a weekend of activities.

Appointment

CM Jones made a motion to appoint Tynia Scott to the Historic Preservation Commission. Second by CM Robertson. CM Robertson and CM Jones commented on the abilities and attributes of Ms. Scott. Motion carried 6-0.

Oath of Office

Mayor Martin administered the oath of office to Tynia Scott of the Historic Preservation Commission.

Presentations

The Arts Collective: Championing Change & Evolving the Vision – Founder Bill Price gave the history of the Arts Collective. Executive Director Katie Noe gave a presentation on the past year of the Arts Collective and future goals. CM Robertson, CM Boker, CM Jones, CM Schneegas thanked them for the presentation and the work they do and made inquiries on programs, revenue, and outreach.

The Council took a recess and returned at 8:18 p.m.

Ordinances

Ordinance No. 1139 concerning Amending Chapter 70 Fees: Second Reading

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

A motion to introduce was made by CP Ringsaker. Second by CM Robertson. Motion carried 6-0. A motion to adopt was made by CM Robertson. Second by CP Ringsaker. CP Ringsaker made a motion to approve 6 amendments (listed on the last page). Second by CM Robertson. Motion to approve amendments carried 6-0. CM Robertson made a motion to specify the weekend days for the STAR Centre large gym, small gym, and auditorium be Friday through Sunday. Second by CP Ringsaker. Motion to approve amendment carried 6-0. After a roll call vote, motion to approve carried 6-0.

Ordinance concerning Approving Budget Amendment 2024-07 to Increase Spending for Engineering Services Related to New Development: First Reading

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

A motion to introduce was made by CM Robertson. Second by CM Jones. Motion carried 6-0. The ordinance was given number 1141. A motion to adopt was made by CM Robertson. Second by CM Boker. After a roll call vote, motion to approve carried 6-0. The public hearing was scheduled for March 18, 2024 at 7:00 p.m.

Ordinance concerning Amending Chapter 155 pertaining to Site Plan Approval: First Reading

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

A motion to introduce was made by CM Schneegas. Second by CP Ringsaker. Motion carried 6-0. The ordinance was given number 1142. A motion to adopt was made by CM Jones. Second by CM Schneegas. After a roll call vote, motion to approve carried 6-0. The public hearing was scheduled for March 18, 2024 at 7:00 p.m.

Ordinance concerning Amending Chapter 25 pertaining to Water & Sewer Commission, and Marina Commission: First Reading

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

A motion to introduce was made by CP Ringsaker. Second by CM Boker. Motion carried 6-0. The ordinance was given number 1143. A motion to adopt was made by CP Ringsaker. Second by CM Boyer. After a roll call vote, motion to approve carried 6-0. The public hearing was scheduled for March 18, 2024 at 7:00 p.m.

Ordinance concerning Amending Chapter 97 Historic Preservation Commission: First Reading

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

A motion to introduce was made by CM Jones. Second by CP Ringsaker. Motion carried 6-0. The ordinance was given number 1144. A motion to adopt was made by CP Ringsaker. Second by CM Schneegas. After a roll call vote, motion to approve carried 6-0. The public hearing was scheduled for March 18, 2024 at 7:00 p.m.

Ordinance concerning Amending Chapter 196 pertaining to City Water Capital Cost Recovery Charge: First Reading

AN ORDINANCE BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND, ADOPTED PURSUANT TO THE AUTHORITY OF ARTICLE XI-E OF THE MARYLAND CONSTITUTION, THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND, SECTIONS 33, 34 AND 71 OF THE HAVRE DE GRACE CITY CHARTER, AMENDING CITY CODE CHAPTER 196 AND EXHIBIT A THERETO, WITH RESPECT TO THE CITY WATER CAPITAL COST RECOVERY CHARGE

A motion to introduce was made by CM Boker. Second by CM Robertson. Motion carried 6-0. The ordinance was given number 1145. A motion to adopt was made by CM Jones. Second by CP Ringsaker. Discussion followed and Director of Capital Projects, Patrick Sypolt, provided information and answered inquiries. After a roll call vote, motion to approve carried 6-0. The public hearing was scheduled for March 18, 2024 at 7:00 p.m.

New Business

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

- 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, 2024, 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. 2nd 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

CP Ringsaker made a motion to remove item vi. 2024 Susquehanna River Running Festival from the consent calendar. A motion to approve items i, ii, iii, iv, v, and vii was made by CP Ringsaker. Second by CM Schneegas. Motion carried 6-0. CM Boyer made a motion to approve item vi. Susquehanna River Running Festival. Second by CM Robertson. After discussion, CM Robertson made a motion to table the approval of item vi. Susquehanna River Running Festival event application until the next meeting. Second by CM Schneegas. Motion carried 6-0.

Directors Report

Chris Ricci, Director of Administration: Dr. Ricci reminded everyone that filing for candidacy opens tomorrow, March 5 at 8 a.m. at City Hall; filing fee for Mayor is \$100 and for City Council is \$50 and the filing closes on March 19.

Tim Bourcier, Director of Planning: Mr. Bourcier gave the February permit totals – 15 new construction permits and 9 renovations; in comparison, we had 157 building permits last year, so we are above the monthly average of 12. He will look into the planting issue discussed by CM Boyer under the fee schedule ordinance and send her an email.

Bridgette Johnson, Director of Economic Development & Tourism: Ms. Johnson reported the materials for the footbridge at Swan Harbor has been delivered and after the contractor has been scheduled to install the pilings, she will solicit volunteers from the C.A.T. Club, the Green Team, Eagle Scouts, and whomever else is interested in assisting the build. An RFP is on our website to solicit a vendor for our commercial; the pre-proposal meeting is scheduled for March 14, and the RFP closes March 29. The Visitor Center has moved to its temporary location at 203 N. Washington Street – they are very visible and had 47 visitors today, which is a lot for a Monday. The Visitor Center renovation of the new restrooms is on target to start in March.

George DeHORITY, Director of Finance: Mr. DeHORITY thanked the Council for moving forward with Ordinance 1141. He discussed the impact of the fast pace of the development. He reported on the current financial condition of General Fund 1, Water/Sewer Fund 9, and Marina Fund 8. The General Fund balance is \$5,645,600, which is \$28,300 below budget. The Water/Sewer Fund 9 balance is \$4,589,800, which is \$134,100 below budget. The Marina Fund 8 balance is \$875,500, which is \$2,800 above budget.

EJ Millisor, Director of Public Works: Mr. Millisor thanked the Mayor for the State of the City address, and echoed the sentiment that there is a lot of construction going on. He thanked the Council for Ordinance 1141 for engineering services and Ordinance 1142 for the submission of as-builts. The Street & Traffic Safety Advisory Board is reviewing Chapter 190 Vehicles & Traffic and his department is reviewing Chapter 162 Solid Waste in regards to trash. Nick Muzaca was thanked for taking on extra duties while the DPW secretary position is vacant. New hires were welcomed: Austin Padgett and Bay Wettig, III who is a third generation of Wettig's working for the City, which is a testament of the culture we've built in the City. CM Robertson thanked DPW for the up-to-date capital projects spreadsheet that is available on the City website.

Chief Teresa Walter, Havre de Grace Police Department: Chief Walter reported on school bus safety – when the lights flash red, the camera is activated. The Sherriff's Office report shows that from August 28 to the beginning of March, 229 citations have been issued in Havre de Grace with the majority on Rt. 40; there were 5,211 citations county-wide. Please be careful and obey the bus lights. A camera citation is less expensive, but if you are stopped by a police officer it is a \$570 ticket and 3 points on your license.

Business from Mayor Martin

Mayor Martin will give his comments at the next meeting.

Business from Council

Council Member Boker: CM Boker thanked the Council members for their attention to the events and ordinances. He's been out a little due to personal family surgeries, but has been involved with C.A.T. Club and helping citizens understand their water/sewer bills and answer questions on the Water & Sewer presentation. He thanked the Police Department, SHCo, and first responders for helping us and keeping our City safe.

Council Member Jones: CM Jones wished everyone a happy Women's History Month. There have already been great things happening and on March 16 the Arts Collective will have a performance at the Opera House with women in the community reciting poetry written by women. She attended the Athena Awards and represented the City at the Harford County Commission for Women's 2024 Leading Women Awards ceremony – she nominated Mildred Stansbury for the Leading Woman of Yesterday award and took Mrs. Stansbury's sister-in-law to the ceremony who spoke in Mrs. Stansbury's words. She attended the MML Advocacy Day in Annapolis, which was a great opportunity; legislative priorities are tourism zones, expanding local revenue, and speed cameras.

Council Member Boyer: CM Boyer attended the 2024 Leading Women Awards ceremony – it was a wonderful event and 4 of the 12 young ladies nominated were from HdG. She attended a community event in Perry Hall that was focused on the land use legislation. The Northeastern Maryland Technology Council was thanked for the

Innovator of the Year award she received for her work with the US Army – there were amazing recipients, one of which was the Discovery Center.

Council Member Schneegas: CM Schneegas reminded people to “spring forward” one hour on Saturday. She thanked everyone for continuing to come out with the good weather – everyone has been safe and polite and she encouraged everyone to enjoy their time in HdG.

Council Member Robertson: CM Robertson had no comments.

Council President Ringsaker: CP Ringsaker reminded people that motorcycles are out, so save a life by looking both ways and slowing down. With daylight savings time, change the batteries in your smoke detectors. Troop 965 will have their Spaghetti Dinner fundraiser on March 9 at Level Fire Hall from 4 p.m.-7 p.m.; tickets will be available at the door and funds help cut the cost of summer camp. The HdG Boys Basketball team beat a Baltimore City team 88-19 in the first round of play-offs and then lost to Patterson Mill in overtime – they had a great season. The HdG Girls Basketball team won their play-off 59-3 and will play Patterson Mill on Wednesday at Patterson Mill. For the first time in HdG High School history, we have a female state wrestling champion – Madison Birth won the 110 lb. 1A State Championship. Warrior Proud, Grace on Top.

Adjournment

CM Jones made a motion to adjourn at 9:41 p.m. Second by CP Ringsaker. Motion carried 6-0.

Submitted by: Tamara Brinkman

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

Amendments 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

READ FILE COVER SHEET

Subject: **Charter Resolution concerning Amending Section 47
Eliminating the Corporate Bond Requirement
(1st Reading)**

Date: **3/12/2024**

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 18, 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

To: Council President Ringsaker & City Council Members

From: Adam Rybczynski, Senior Aide to the Mayor

Date: March 14, 2024

Subject: **Proposed Charter Amendment - Removing the requirement that the director of administration execute a corporate bond before discharging duties**

Council President Ringsaker and the honorable members of the City Council:

The administration respectfully request the introduction of a charter amendment that would repeal charter section 47 “Director of Administration: bond.” The amendment, if passed, will eliminate the requirement that the director of administration execute a corporate bond before discharging the duties of the office. The administration believes that carrying insurance for such matters is more effective than the current procedure. If passed, section 47 will be re-titled “Reserved.” Currently, the Director of Administration is the only position within our organization that is required to execute a corporate bond.

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CITY COUNCIL
OF
HAVRE DE GRACE, MARYLAND

CHARTER AMENDMENT RESOLUTION NO. _____

Introduced by _____ Council President Ringsaker

A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND, PURSUANT TO THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND AND SECTIONS 33 AND 34 OF THE CITY CHARTER TO AMEND SECTION 47 ELIMINATING THE REQUIREMENT THAT THE DIRECTOR OF ADMINISTRATION EXECUTE A CORPORATE BOND BEFORE DISCHARGING DUTIES

On: March 18, 2024

at: 7:00 p.m.

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

PUBLIC HEARING

A Public Hearing is scheduled for April 15, 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.

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

29
30 Section 47 [**Director of Administration: bond.**] Reserved.

31
32 [**Before entering upon the discharge of the duties of the office, the said Director of**
33 **Administration shall execute a corporate bond to the Mayor and City Council of Havre de**
34 **Grace the premium for which shall be paid out of the City treasury.]**

35
36 **NOW, THEREFORE**, it is determined, decided, and resolved by the City Council that the
37 aforementioned is hereby approved.

38
39 ADOPTED by the City Council of Havre de Grace, Maryland this ___ day of _____, 2024.

40
41 SIGNED by the Mayor and attested by the Director of Administration this ___ day of _____,
42 2024.

43
44
45 ATTEST: MAYOR AND CITY COUNCIL
46 OF HAVRE DE GRACE

47
48
49 _____
50 Christopher Ricci _____
51 Director of Administration William T. Martin
52 Mayor

53 Introduced/First Reading: 3/18/2024
54 Public Hearing:
55 Second Reading/Adopted:
56
57 Effective Date:

CITY COUNCIL

READ FILE COVER SHEET

Subject: **Calendar Resolution concerning Authorizing the HdG Green Team to Apply for Bird City Designation**

Date: **3/12/2024**

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 18, 2024**
 - In Confidential File Drawer

Approve:

Johnny Boker Yes No No Comment

Comment: _____

Casi Boyer Yes No No Comment

Comment: _____

Vicki Jones Yes No No Comment

Comment: _____

Jim Ringsaker Yes No No Comment

Comment: _____

Jason Robertson Yes No No Comment

Comment: _____

Tammy Lynn Schneegas Yes No No Comment

Comment: _____

Note: N/A

CITY COUNCIL
OF
HAVRE DE GRACE, MARYLAND

RESOLUTION NO. 2024-_____

Introduced by _____ Council Member Boyer

**A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF
HAVRE DE GRACE, MARYLAND, PURSUANT TO THE LOCAL
GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF
MARYLAND AND SECTIONS 33 AND 34 OF THE CITY CHARTER
TO AUTHORIZE THE HAVRE DE GRACE GREEN TEAM LTD, TO
APPLY FOR BIRD CITY DESIGNATION ON BEHALF OF THE
CITY OF HAVRE DE GRACE**

WHEREAS, birds are some of the most beautiful and easily observed wildlife that share our communities, and

WHEREAS, many communities recognize and value birds that are residents and those that pass through during their migration seasons, and

WHEREAS, birds play an important ecological role in our community, controlling insect pests and contributing to pollination and seed dispersal, and

WHEREAS, birds play an important economic role in our community, attracting tourists and generating millions in recreational dollars statewide, and

WHEREAS, migratory birds and their habitats are declining throughout the Americas, facing a growing number of threats on their migration routes and in both their summer and winter homes, and

WHEREAS, public awareness and concern are crucial components of migratory bird conservation, and

WHEREAS, since 1993 World Migratory Bird Day (WMBD) has become a primary vehicle for focusing public attention on the nearly 350 species that travel between nesting habitats in our communities and throughout North America and their wintering grounds in South and Central America, Mexico, the Caribbean, and the southern U.S., and

WHEREAS, throughout the Bird City Network, people will observe WMBD by gathering in town squares, community centers, schools, parks, nature centers, and wildlife refuges to learn about birds, take action to conserve them, and simply to have fun, and

45 WHEREAS, community members enthusiastic about birds, informed about the threats
46 they face, and empowered to help address those threats can directly contribute to maintaining
47 healthy bird populations, and

48
49 WHEREAS, sound policies and practices enhancing natural ecosystems and reducing
50 threats to birds also make healthier communities for people, and

51
52 WHEREAS, Bird City Maryland is an initiative to build relationships within local
53 communities and guide action to protect and conserve birds, and

54
55 WHEREAS, the Havre de Grace Green Team has been a longtime partner with the City
56 of Havre de Grace on environmental initiatives and it recommends support for the Bird City
57 Maryland initiative for the following reasons:

- 58 1. It is in alignment with our City’s current designations as a Bee City, Tree City, and
59 Level 1 Arboretum.
- 60 2. It raises environmental awareness for the creation of a “Greener” more sustainable
61 community within the City of Havre de Grace.
- 62 3. Designations such as this help to make Havre de Grace stand out in grant
63 applications as a unique and forward-looking place to call home.; and
64

65 WHEREAS, the funding for this application, annual application for renewal, and reporting
66 of activities will be managed by The Havre de Grace Green Team, Ltd., a Maryland tax exempt
67 corporation in good standing.

68
69 NOW THEREFORE, it is determined, decided, and resolved by the City Council that the
70 Havre de Grace Green Team Ltd. is authorized to apply for Bird City designation on behalf of the
71 City of Havre de Grace.

72
73 ADOPTED by the City Council of Havre de Grace, Maryland this __ day of _____, 2024.

74
75 SIGNED by the Mayor and attested by the Director of Administration this ____ day of _____,
76 2024.

77
78
79 ATTEST:

MAYOR AND CITY COUNCIL
OF HAVRE DE GRACE

80
81
82 _____
83 Christopher Ricci
84 Director of Administration

82 _____
83 William T. Martin
84 Mayor

85
86 Introduced: 3/18/2024

87 Passed/Adopted:

88 Effective Date:

CITY COUNCIL

READ FILE COVER SHEET

Subject: **Ordinance 1140 concerning Amending Chapter 177 Article V
Tax Credit for Qualifying First Responders**
(2nd Reading)

Date: **3/5/2024**

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 18, 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

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 February 20, 2024 at 7:00 p.m., and concluded on February 20, 2024 at 7:02 p.m.

EXPLANATION

Underlining indicates matter added to existing law.

[Bold Brackets] indicate matter deleted from existing law.

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

34 BE IT ORDAINED, that Chapter 177, Article V, Sections 177-19 D. Amount of Credit and 177-
35 21 B. Enhanced Credit is hereby amended as follows:

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

39
40 § 177-19. **Amount of credit.**

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

49
50 § 177-21. **Eligibility.**

51 B. Enhanced Credit

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

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

64
65
66
67 **NOW THEREFORE**, it is determined, decided, and ordained by the City Council that the
68 foregoing amendments to the City Code as restated above are hereby approved.

69
70 ADOPTED by the City Council of Havre de Grace, Maryland this ____ day of March, 2024.

71
72 SIGNED by the Mayor and attested by the Director of Administration this ____ day of March, 2024.

73
74
75 ATTEST:

THE MAYOR AND CITY COUNCIL
OF HAVRE DE GRACE, MARYLAND

76
77
78
79 _____
80 Christopher Ricci
Director of Administration

William T. Martin
Mayor

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

Second Reading

CITY COUNCIL

READ FILE COVER SHEET

Subject: **Ordinance 1141 concerning Approving Budget Amendment
2024-07 for Engineering Services related to New Development
(Public Hearing & 2nd Reading)**

Date: **3/4/2024**

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 18, 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. 1141
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.

31
32
33

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.

46
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
	Water & Sewer Fund 9	
09-1309-44-43	Engineering Services Reimbursement	\$95,000.00
	Total Sources	\$95,000.00

USE OF FUNDS

Account Number	Account Title	Amount
	Water & Sewer Fund 9	
09-1232-6279	Engineering Services	\$95,000.00
	Total Uses	\$95,000.00

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 Approving Budget Amendment 2024-08
to Fund Tourism Merchandise Sales**
(1st Reading)

Date: **3/12/2024**

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 18, 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 2024-08

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 18, 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 April 1, 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 2024-08 (Exhibit A) be included as part of the Fiscal Year 2024 Budget.
46
47

48 ATTEST:

MAYOR AND CITY COUNCIL
OF HAVRE DE GRACE

51 _____
52 Christopher Ricci
53 Director of Administration

51 _____
52 William T. Martin
53 Mayor

54
55 Introduced/First Reading: 3/18/2024
56 Public Hearing:
57 Second Reading/Adopted:
58 Effective Date:



INTER-CITY MEMORANDUM

To: City Council President James E. Ringsaker, Jr.
From: Mayor William T. Martin
Date: 3/12/2024
RE: Proposed Budget Amendment 2024-07

The City has experienced unusually high sales volume for City merchandise at the Visitors Center. Please see the attached memorandum from the Tourism Manager. Tourism merchandise sales have reached \$19,600, exceeding the total budget for the year, \$8,700. The City has already expended over \$7,500 of its \$5,000 budget and we have determined that an additional \$6,000 is needed to fund the spending overage and to replenish stock for the remainder of the fiscal year.

I am requesting that we increase Tourism Sales, account 01-0001-46-76, by \$6,000 and to increase Tourism Resale Merchandise, account 01-1072-6130, by \$6,000 as well.

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

Lauri Orzewicz
Mon, Mar 11, 4:10 PM
to me, Bridgette, Abdullahi

Thanks George.

I am requesting an increase in funds for our Tourism Resale account.

My budget is \$5000, the account is over by \$2,559.22.

I have deposited from July 1 to present a total of \$11,387.85.

I am requesting \$6000, to bring the account out of the red and to allow me to restock the resale items.

The merchandise will be sold at the Tourism booth during weekend festivals, First Fridays and items at the Visitor Center.

Items to be purchased: t-shirts (we are out of several different styles), hats, sweatshirts, coffee mugs, pint glasses, and other items with the Discover Your MD logo.

Thank you,
Lauri

BUDGET AMENDMENT

March 12, 2024

Amendment # 2024-08

SOURCE OF FUNDS

Account Number	Account Title	Amount
	General Fund 1	
01-0001-46-76	Tourism Sales	\$6,000.00
	Total Sources	\$6,000.00

USE OF FUNDS

Account Number	Account Title	Amount
	General Fund 1	
01-1072-6130	Tourism Items for Resale	\$6,000.00
	Total Uses	\$6,000.00

REASON FOR ADJUSTMENT

To fund greater than expected Tourism merchandise sales

AUTHORITY

City Council on 3/18/24.

APPROVAL

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

CITY COUNCIL

READ FILE COVER SHEET

Subject: **Old Business - Amendment to Special Event: Garden Mart**

Date: **3/13/2024**

May 18-19, 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 18, 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: Amendments - Change name to Havre de Grace Garden Market and ending time to 6 p.m., no change to cost sheet.

AMENDED

EVENT APPLICATION CHECKLIST

Office Use Only	
Date Received	<u>2/6/24</u>
Tracking #	<u>1011 21 0005</u>

EVENT NAME: Havre de Grace Garden Market

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

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

On-Site Contact Person: Jennifer Sim

Contact Information Phone: 410-939-4800 Email: director@hdgmaritimemuseum.org

Back-Up On-Site Contact Person: Cynthia Leffler

Contact Information Phone: _____ Email: _____

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

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

Is the Sponsor Organization a 501 C3? Yes No

Tax ID # 52-1552477 (attach non-profit status documentation to application)

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

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 | Garden Market |
| <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: 5/18/28 24 Begin Time: 6:30 am

Event Starts Date: 5/18/28 24 Time: 10:00 am

Event Ends Date: 5/19/28 24 Time: 6:00 pm

Breakdown Date: 5/19/28 24 End Time: 7:00 pm

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

If no, include new times: _____

Location: (see attached map)

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

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

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

Anticipated Attendance: 150

Admission Fee (if any): None

Requested City Services:

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

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

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

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

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

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

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

- Other:** Please explain:

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

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

Food Service:

Possibly 1-2 food trucks on concrete pad

Yes No Will there be food sold at your event?

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

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

Alcohol:

Yes No Will there be alcohol sold at your event?

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

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

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

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

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

N.A.

Security:

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

Officer’s Name: Captain Jon Krass Badge # 7761

Date Contacted: 02/02/2024

Gambling:

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

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

First Aid Services/Medical Plan:

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

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

Affidavit:

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

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

Event Name: Havre de Grace Garden Market


Print Name of Event Sponsor Jennifer Sim

Title Executive Director

Phone 410-939-4800 director@hdgmaritimemuseum.org

Signature *Jennifer Sim* Date 02/02/2024

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

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

In reply refer to: 0752256968
Oct. 10, 2014 LTR 4168C 0
52-1552477 000000 00
00023016
80DC: TE

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



000000

Employer Identification Number: 52-1552477
Person to Contact: CUSTOMER SERVICE
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

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

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

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

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

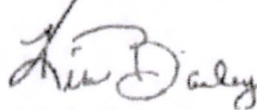
Please refer to our website www.irs.gov/ep for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third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

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

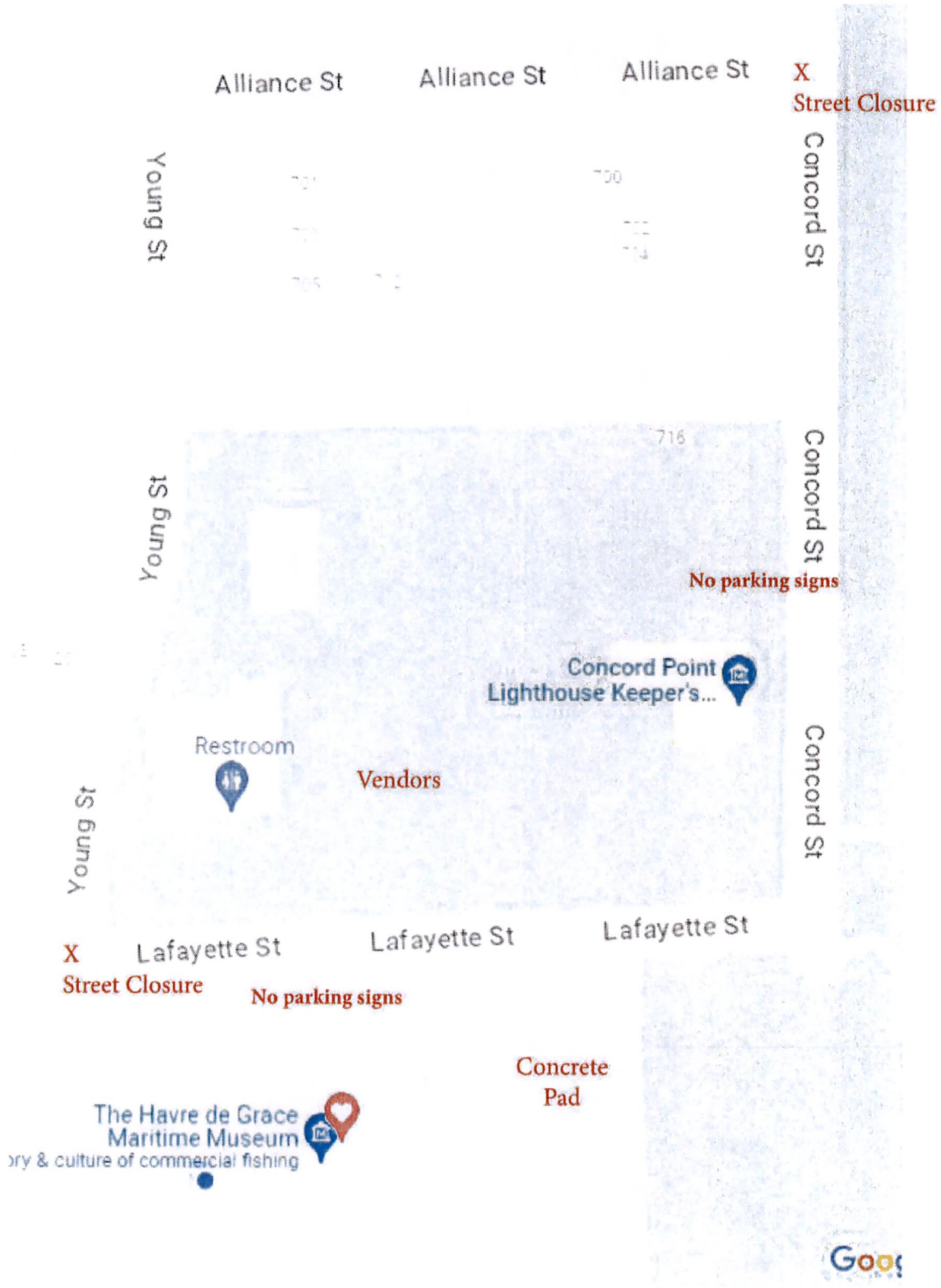
HAVRE DE GRACE MARITIME MUSEUM INC
100 LAFAYETTE ST
HAVRE DE GRACE MD 21078-3542

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

Sincerely yours,



Kim D. Bailey
Operations Manager, AM Operations 3



Alliance St

Alliance St

Alliance St

X Street Closure

Young St

Concord St

Young St

Concord St

No parking signs

Young St

Concord St

X Street Closure

Lafayette St

Lafayette St

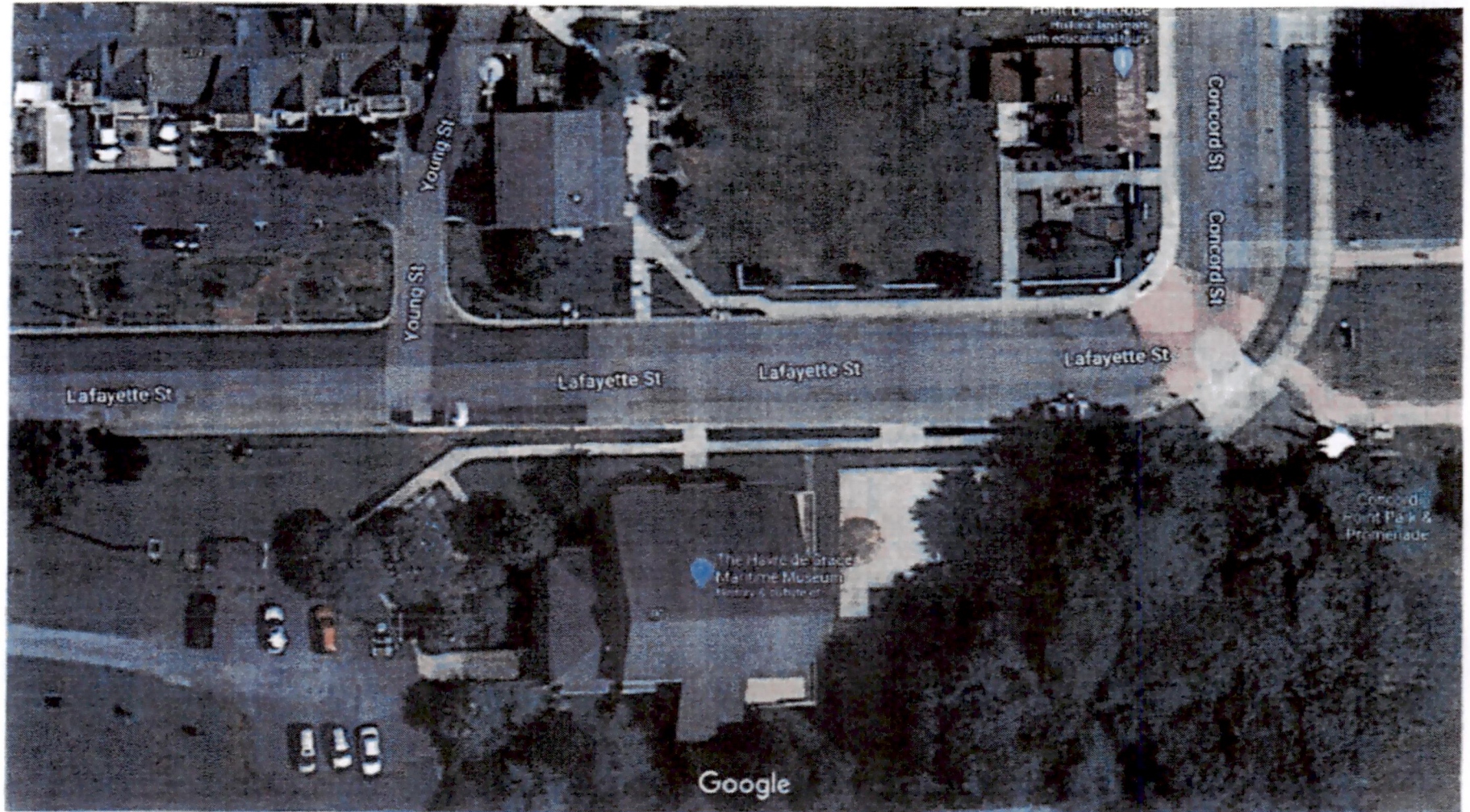
Lafayette St

No parking signs

Concrete Pad

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





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

SPECIAL EVENTS WORK SHEET

Event:	Havre de Grace Garden Market (Maritime Museum)	Tracking ID: 1011 21 0005
Dates:	5/18/24- 5/19/24	
Time of set up:	6:30:00 AM - 10:00 AM on 5/18	
Take down time:	6:00 PM - 7:00 PM pn 5/19	
Time of actual event:	10 am on 5/18 - 6 pm on 5/19	
Location:	Maritime Museum Grounds & Grounds behind Keeper's House	

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

Notes

This event will be handled by patrol units on duty. Barricade Lafayette at Young Street as well as Concord Street at Alliance Street. **Completed: 03/11/2024**

	Number of personnel	Regular Pay (Hours)	Overtime Pay Hours*	FULLY Loaded Wage**	Estimated Hours	Total Estimated Cost
DPW	3	4		\$80.37	4	\$321.48

Notes

Prep and post signs, place barricades, deliver extra cans for trash & recycling. Clean and stock bathrooms. At event end, sponsor to pull barricades and signs. DPW will remove all traffic control items and extra cans next morning on regular run. **Completed: 03/13/24**

Grand Total	3	4	0	\$80.37	4	\$321.48
--------------------	---	---	---	---------	---	----------

REVISION 1/10/2020	*Note: OT salary is 1.5 times average salary: ** Note 2 - FULLY Loaded Wage provided by the Finance Department includes Wages, Fringe Benefits & Materials based on the U.S. Department of Health and Human Services Division of Cost Allocation (DCAA)					
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CITY COUNCIL

READ FILE COVER SHEET

Subject: **Old Business - Special Event: 2024 Susquehanna River
Running Festival (Tabled at 3/4/24 Council Meeting)
September 21, 2024**

Date: **3/5/2024**

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 18, 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

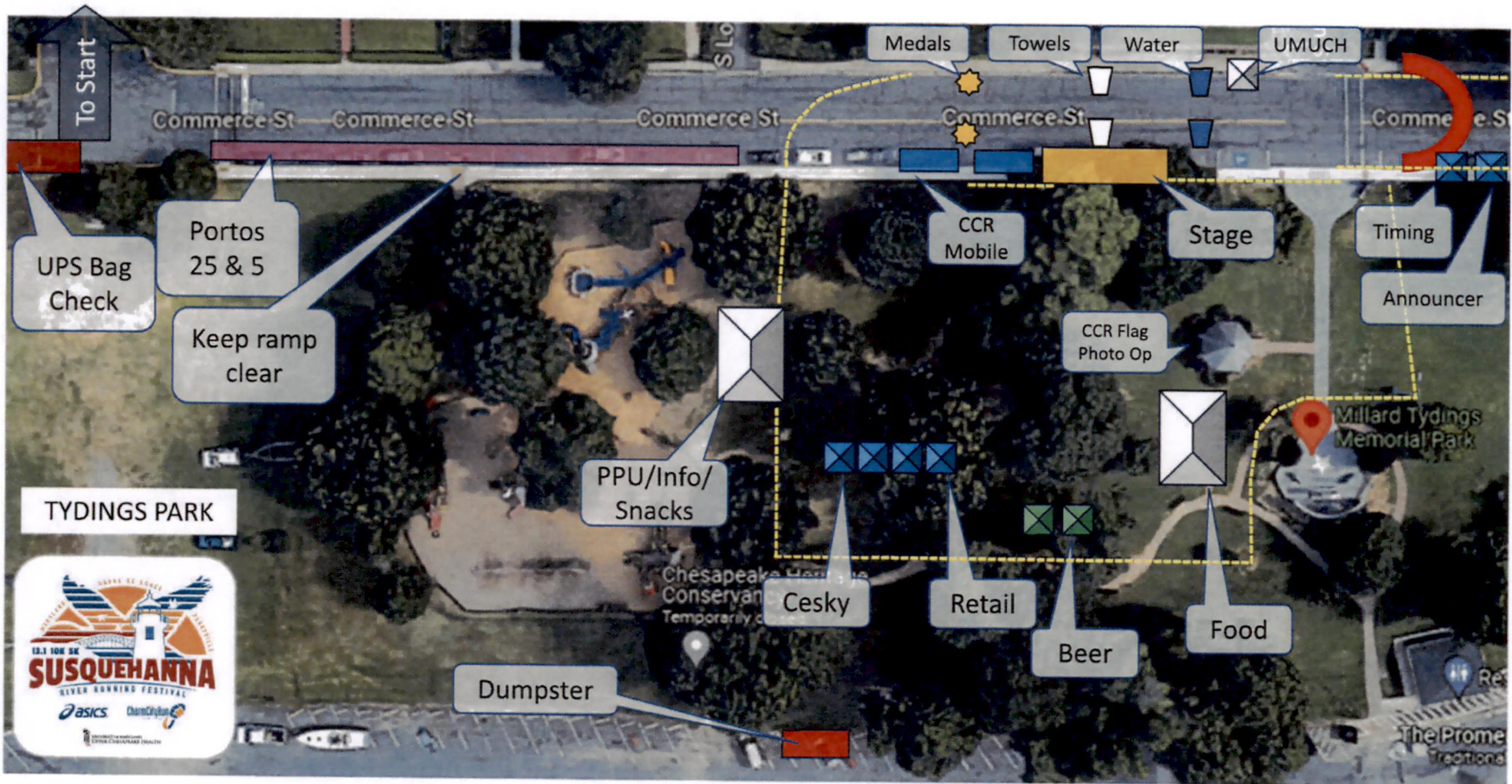
Print Name of Event Sponsor Sean McCone

Title Director

Phone _____ Email _____

Signature *PSM* Date 02/09/2024

Received by *Kiley 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

2024 SRRF

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.

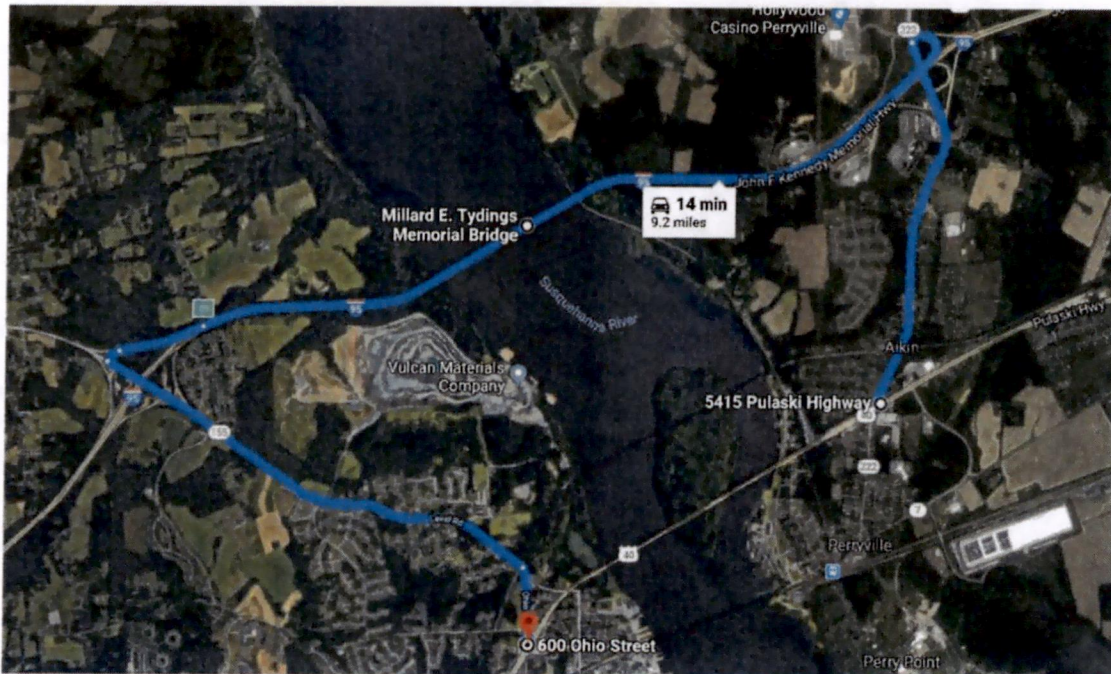
US-40 WB (Pulaski Hwy) approaching MD-222 (Perryville Rd / Aiken Ave)

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

2024 SRRF

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 prevent PVMS signs along with public information messages will also help to inform motorists.



Appendix E – Traffic Control Plan

2024 SRRF

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.



Appendix E – Traffic Control Plan

2024 SRRF

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

2024 SRRF

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).

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

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

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


INSR LTR	TYPE OF INSURANCE	ADDITIONAL INSURED	SUBROGATION	WARRANTY	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <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 - COMPI/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY <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 (Par 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			Y/N	N/A			<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER 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

CERTIFICATE HOLDER

CANCELLATION

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

	Event:	Susquehanna River Running Festival			Tracking ID: 1011 19 0009	
	Dates:	September 20 & 21, 2024				
	Time of set up:	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				
	Take down time:	TYDINGS: Breakdown: 9/21/24 2pm-4pm DAVID CRAIG:Breakdown 9/21/24 11am-12pm				
	Time of actual event:	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				
	Location:	Tydings Park & David Craig Park				
	Number of personnel	Regular Pay (Hours)	Overtime Pay Hours*	FULLY Loaded Wage**	Estimated Hours	Total Estimated Cost
PD	20		140	\$115.00	140	\$24,150.00
Notes						
	This is an estimated cost for Havre de Grace personnel only and does not include the cost of any assistance from allied agencies. Completed: 02/27/2024					
	Number of personnel	Regular Pay (Hours)	Overtime Pay Hours*	FULLY Loaded Wage**	Estimated Hours	Total Estimated Cost
DPW	8	96		\$80.37	96	\$7,715.52
Notes	2 day event. DPW to: prep, post NP & Handicap signs, deliver barricades, provide 30 extra trash & 10 extra recycling barrels , clean and re-stock all public bathrooms, Remove all signs, barricades, barrels at event end. 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. Completed: 02/28/24					
Grand Total	28	96	140	\$195.37	236	\$31,865.52
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 - Way of the Cross**

March 29, 2024

Date: **3/14/2024**

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 18, 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 2-27-24
Tracking # 1095 23 0022

EVENT NAME: Way of The Cross

Sponsor Organization: Susquehanna Ministerium

Business Address: P.O. Box 567, Havre de Grace, MD 21078

On-Site Contact Person: Jan Biondo

Contact Information Phone: Email:

Back-Up On-Site Contact Person: Pastor Norman Oberhain

Contact Information Phone: Email:

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

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

Is the Sponsor Organization a 501 C3? [X] Yes [] No

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

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

[Empty box for additional details]

Event Category:

- Athletic/Recreation, Festival, Parade, Rally, Concert/Performance, Carnival, 5K/10K/Walk *, Fishing Tournament, Other (explain)
Religious walk through the city carrying a cross

Date/Time:

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

Setup Date: 3/29/24 Begin Time: 12:00 pm
Event Starts Date: 3/29/24 Time: 12:00 pm
Event Ends Date: 3/29/24 Time: 1:30 pm
Breakdown Date: 3/29/24 End Time: 1:30 pm

Rain Date: - Is timeframe the same? [] Yes [] No
If no, include new times:

Location: (see attached map)

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

Throughout the city

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

Anticipated Attendance: 50

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.

List of streets 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.

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.

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: Way of the Cross

Print Name of Event Sponsor Susquehanna Ministerium

Title N/A

Phone _____ Email _____

Signature [Signature] Date 2/26/24

Received by Kaley A Ernest Date 3/11/24
City Official



Department of the Treasury
Internal Revenue Service

P.O. Box 2508
Cincinnati OH 45201

In reply refer to: 0248423268
Jan. 21, 2009 LTR 4168C E0
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, Oper. Mgr.
Accounts Management Operations I

Havre de Grace Good Friday Way of the Cross 2024

1. Jesus in the Garden of Gethsemane
Begin @ David Craig Park
2. Jesus is betrayed by Judas and arrested
The American Legion (St. John & N. Union)
3. Jesus is condemned by the Sanhedrin
Coakley's Cornerstone (N. Union near Franklin)
4. Jesus is denied by Peter
Former Office Centre (311 N. Union)
5. Jesus is judged by Pilate
Fire Station (NE Corner of N. Union & Pennington)
6. Jesus is scourged and crowned with thorns
St. John's Episcopal Church (SW Corner N. Union & Congress)
7. Jesus takes up his cross
Havre de Grace United Methodist Church (SE Corner N. Union & Congress)
8. Jesus is helped by Simon to carry his cross
Doll House (407 Congress & N. Washington)
9. Jesus meets the women of Jerusalem
Glamour Beauty Salon (113 N. Washington)
10. Jesus is crucified
Lot across from Seneca Cannery (SE Corner St. John & Pennington)
11. Jesus promises his kingdom to the repentant thief
Lot next to Havre de Grace Visitor Center (450 Pennington Avenue)
12. Jesus entrusts Mary and John to each other
Rochambeau Plaza (N. Washington & St. John)
13. Jesus dies on the cross
Integrity Real Estate & Edel's Bridal (315 St. John – Courtyard)
14. Jesus is laid in the tomb
Lafayette Plaza (N. Union & Warren)
15. Closing Reflection
Lafayette Plaza (N. Union & Warren)



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 E-MAIL ADDRESS: tpierce@lmwins.com		FAX (A/C, No):
INSURED SUSQUEHANNA MINISTERIUM GRACE PLACE FEEDING CENTER PO BOX 371 HAVRE DE GRACE MD 21078-0371		INSURER(S) AFFORDING COVERAGE INSURER A: Selective Ins Co of America		NAIC # 12572
		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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			S 2244241	09/22/2023	09/22/2024	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 500,000
							MED EXP (Any one person)	\$ 15,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
	AUTOMOBILE LIABILITY <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						COMBINED SINGLE LIMIT (Ea accident)	\$
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y / N <input type="checkbox"/> N / A						PER STATUTE	OTH-ER
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$
A	Directors & Officers			MY 1005169	09/22/2023	09/22/2024	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

SPECIAL EVENTS WORK SHEET

Event:	Way of the Cross	Tracking ID 1095230022
Dates:	3/29	
Time of set up:	N/A	
Take down time:	N/A	
Time of actual event:	noon-2pm	
Location:	Walking from David Craig Park to Union to Congress to Washington to St. John to Lafayette Square	

	Number of personnel	Regular Pay (Hours)	Overtime Pay Hours*	FULLY Loaded Wage**	Estimated Hours	Total Estimated Cost
PD						
Notes	Patrol units will handle this. <i>Completed 03/11/2024</i>					

	Number of personnel	Regular Pay (Hours)	Overtime Pay Hours*	FULLY Loaded Wage**	Estimated Hours	Total Estimated Cost
DPW						
Notes	No requests for Public Works. <i>Completed 3/13/24</i>					

Grand Total	0	0	0	\$0.00	0	\$0.00
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 - Havre de Grace Mother's Day Mart**

Date: **3/14/2024**

May 11, 2024

Notice: Any comments made after 5:00 p.m. on the Thursday before the Council Meeting will not be seen in the agenda packet.

Purpose:

- FYI
 Read and Comment as Needed
 Action Required by March 18, 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 # 1095 24 0031

EVENT NAME: HDG Mothers Day Mart

Sponsor Organization: Havre de Grace Arts Collective

Business Address: 220 N Washington Street, Havre de Grace, MD 21078

On-Site Contact Person: Sabrina Zannino

Contact Information Phone: _____ Email: _____

Back-Up On-Site Contact Person: Megan & Lisa Moore

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 # 54-2099398 (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)

* 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: 5/11/24

Begin Time: ~~10:00 AM~~ 10 AM

Event Starts Date: 5/11/24

Time: 11:00 AM

Event Ends Date: 5/11/24

Time: 4:00 PM

Breakdown Date: 5/11/24

End Time: 5:00 PM

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 (no amplified sound)
- Concord Point Park (701 Concord Street)
- David Craig Park (553 N. Union Avenue)
- McLhinney Park (811 N. Adams Street)
- K-9 Cody Dog Park (100 Lagaret Lane)
- Veteran's Park (418 Concord Street)
- Other location (explain)

Franklin St between Union & St. John

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

Anticipated Attendance: 400

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.

Franklin between Union + St. John - please provide NO PARKING CONES + SIGNS FROM 9AM - 5PM on 5/11/24 ON BOTH SIDES OF THE STREET. WILL NEED TO USE BARRICADES (we will set up + take down) at both ends
~~map~~ map was turned in

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. - I Don't know exactly how many people or if anyone will need it yet. It's early + I haven't advertised yet.

Other: Please explain:

We will need the HDGPD to enforce the NO PARKING the day of the event. + have a towing service available if needed.

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.



ke

Food Service:

Yes No Will there be food sold at your event?

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

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

Alcohol:

Yes No Will there be alcohol sold at your event?

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

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

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

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

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

Security:

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

Officer's Name: Captain Krass Badge # 7761

Date Contacted: 2/15/24

Gambling:

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

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

First Aid Services/Medical Plan:

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

First Aid kit in Marie + Rae Boutique

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.

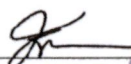
I have read and understand all of the attached policies and will abide by all policies, rules, regulations, and conditions as written. I understand that the Special Event Permit is not transferable to any other Sponsor, Individual or Group. I also understand the event cannot be advertised until the application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

Event Name: Havre De Grace Mother's Day Mart

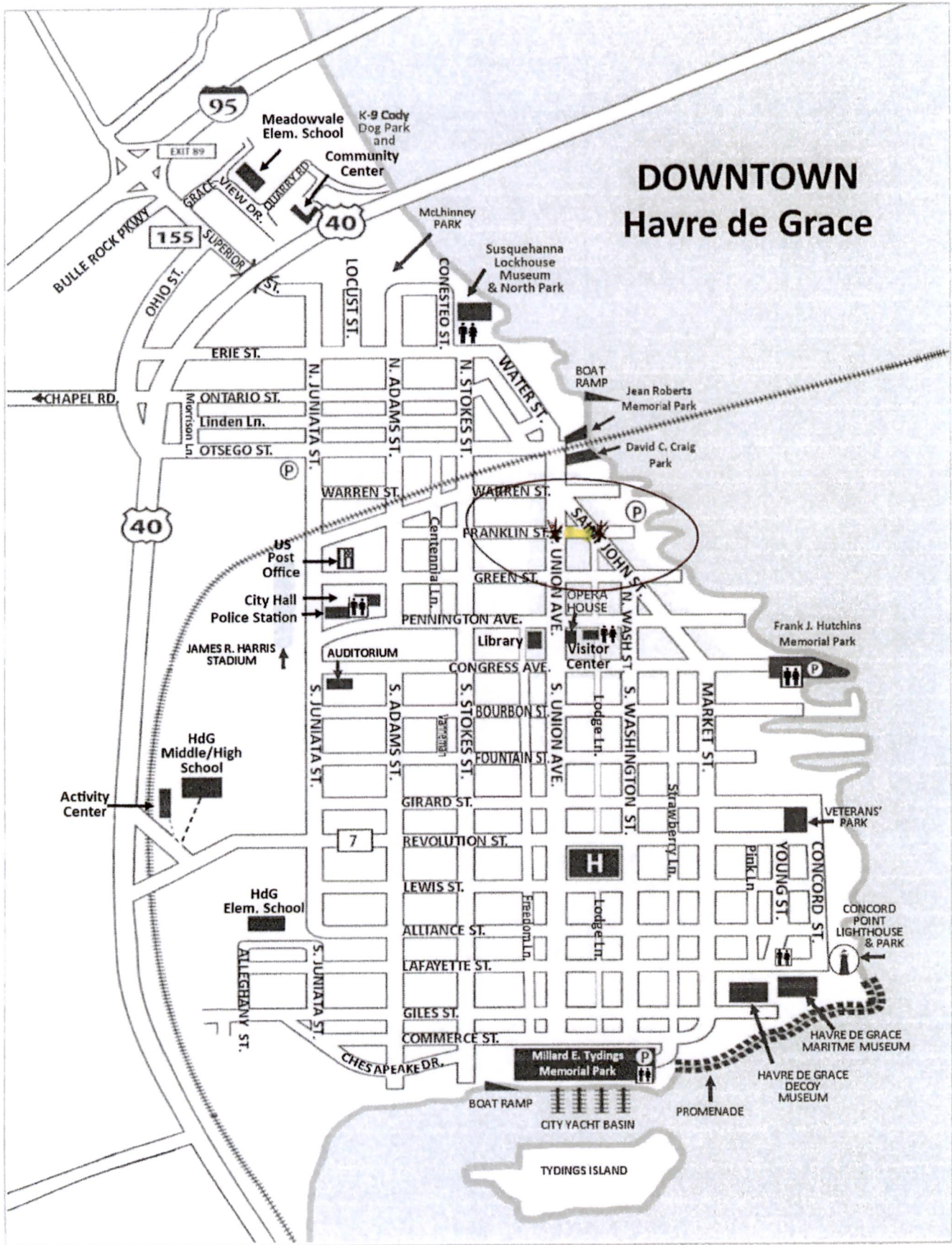
Print Name of Event Sponsor Havre de Grace Arts Collective

Title Katie Noe, Executive Director

Phone _____ Email havredegraceartscollective@gmail.com

Signature  Date 2/6/2024

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



DOWNTOWN Havre de Grace



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
11/29/2023

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

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

PRODUCER Lassen, Marine & Webster, Inc. PO Box 70 Churchville MD 21028	CONTACT NAME: Paul Hoffman PHONE (A/C, No, Ext): (410) 838-2277 E-MAIL ADDRESS: phoffman@lmwins.com FAX (A/C, No):
	INSURER(S) AFFORDING COVERAGE INSURER A: Selective Ins Co of the Southeast INSURER B: Chesapeake Employers Ins Co INSURER C: INSURER D: INSURER E: INSURER F:
INSURED Havre de Grace Arts Collective & Arts By The Bay Gallery 220 N Washington Ave Havre de Grace MD 21078	NAIC # 39926 11039

COVERAGES **CERTIFICATE NUMBER:** 23-24 COI's **REVISION NUMBER:**

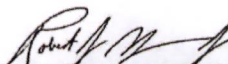
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:		Y	S 2297941	08/04/2023	08/04/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY			S 2297941	08/04/2023	08/04/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N Y	N/A 5369967	08/04/2023	08/04/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	Rented/Leased Equipment (Special Form, Replacement Cost)			S 2297941	08/04/2023	08/04/2024	Limit \$ 25,000 Deductible \$ 250

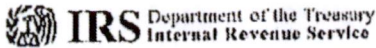
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

RE: Performances @ Star Centre, 700 Congress Avenue, Havre De Grace, MD

The City of Havre De Grace is included as an Additional Insured with respects to General Liability as their interest may appear per written contract and policy specifications. Cancellation is per Maryland Law, 45-days for non-renewal or underwriting reasons, and 10-days for non-payment.

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

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OGDEN UT 84201-0029

In reply refer to: 4077391934
Sep. 01, 2017 LTR 4168C 0
54-2099398 000000 00

00023842
BODC: TE

HAVRE DE GRACE ARTS COLLECTIVE INC
PO BOX 619
HVRE DE GRACE MD 21078-0619



16451

Employer ID Number: 54-2099398
Form 990 required: YES

Dear Taxpayer:

This is in response to your request dated July 31, 2017, regarding your tax-exempt status.

We issued you a determination letter in DECEMBER 2006, recognizing you as tax-exempt under Internal Revenue Code (IRC) Section 501(c)(3).

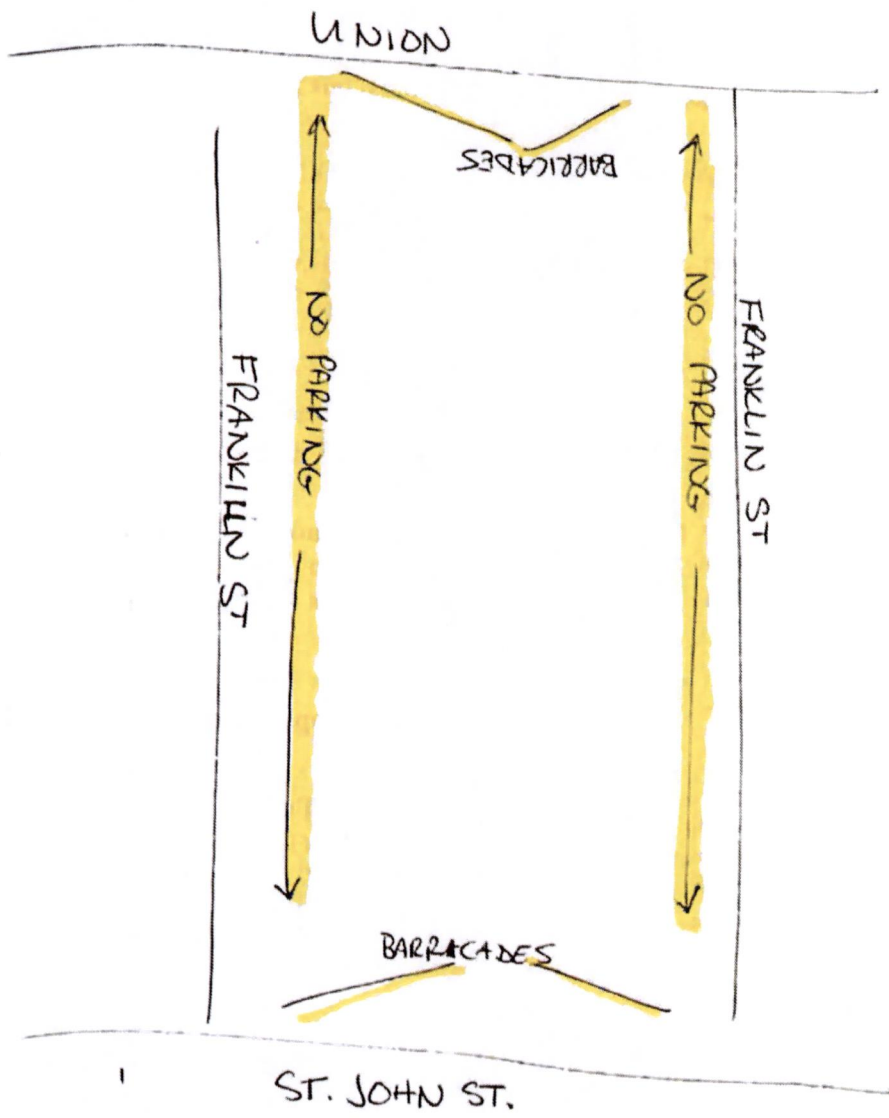
Our records also indicate you're not a private foundation as defined under IRC Section 509(a) because you're described in IRC Sections 509(a)(1) and 170(b)(1)(A)(vi).

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

In the heading of this letter, we indicated whether you must file an annual information return. If a return is required, you must file Form 990, 990-EZ, 990-N, or 990-PF by the 15th day of the fifth month after the end of your annual accounting period. IRC Section 6033(j) provides that, if you don't file a required annual information return or notice for three consecutive years, your exempt status will be automatically revoked on the filing due date of the third required return or notice.

For tax forms, instructions, and publications, visit www.irs.gov or call 1-800-TAX-FORM (1-800-829-3676).

If you have questions, call 1-877-829-5500 between 8 a.m. and 5 p.m., local time, Monday through Friday (Alaska and Hawaii follow Pacific Time).



1
1000
Reduction
Vacation

22

SPECIAL EVENTS WORK SHEET

Event:	HdG Mother's Day Mart	Tracking ID 1095 24 0031
Dates:	05/11/2024	
Time of set up:	10am-11am	
Take down time:	4:00pm- 5:00pm	
Time of actual event:	11:00am - 4:00pm	
Location:	Franklin St. between Union & St John	

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

Notes

This event will be handled by patrol units on duty. *Completed: 3/13/2024*

	Number of personnel	Regular Pay (Hours)	Overtime Pay Hours*	FULLY Loaded Wage**	Estimated Hours	Total Estimated Cost
DPW	2	2		\$80.37	2	\$160.74

Notes

No parking signs on Franklin both sides of street with barricades at Union and Franklin and Franklin and St. Johns. Completed: 03/13/24.

Grand Total	2	2	0	\$80.37	2	\$160.74
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REVISION 1/10/2020

*Note: OT salary is 1.5 times average salary: ** Note 2 - FULLY Loaded Wage provided by the Finance Department includes Wages, Fringe Benefits & Materials based on the U.S. Department of Health and Human Services Division of Cost Allocation (DCAA)

CITY COUNCIL

READ FILE COVER SHEET

Subject: **Special Event - Pride of Baltimore II Visit**

May 17-19, 2024

Date: **3/14/2024**

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 18, 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 2-27-24
Tracking # 1011 21 0006

EVENT NAME: PRIDE OF BALTIMORE II visit

Sponsor Organization: Pride of Baltimore, Inc.

Business Address: Mailing: 641 E. Fort Avenue, #352, Baltimore, MD 21230

On-Site Contact Person: Captain Jan Miles or Captain Jeff Crosby

Contact Information Phone: _____ Email: _____

Back-Up On-Site Contact Person: Senior Male Shevawn Innes

Contact Information Phone: _____ Email: boat@pride2.org

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

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

Is the Sponsor Organization a 501 C3? Yes No

Tax ID # 52-1189136 (attach non-profit status documentation to application)

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

Tall ship visit in partnership with National Park Service Star-Spangled Banner National Historic Trail & Lower Susquehanna Heritage Greenway

Event Category:

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

Tall ship visit

* 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: 5/16/24, arrival Begin Time: Arrival time TBD
 Event Starts Date: 5/17/24 Time: _____
 Event Ends Date: 5/19/24 Time: _____
 Breakdown Date: 5/20/24, departure End Time: Morning departure
 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 (no amplified sound)
- David Craig Park (553 N. Union Avenue)
- K-9 Cody Dog Park (100 Lagaret Lane)
- Other location (explain)

Dock at park

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

Anticipated Attendance: 600/day

Admission Fee (if any): free

Requested City Services:

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

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

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

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

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

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

- Other:** Please explain:

Water supply needed: 3/4" hookup for garden hose to provide water to ship

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.

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.

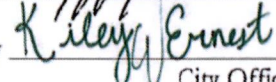
Event Name: PRIDE OF BALTIMORE II visit

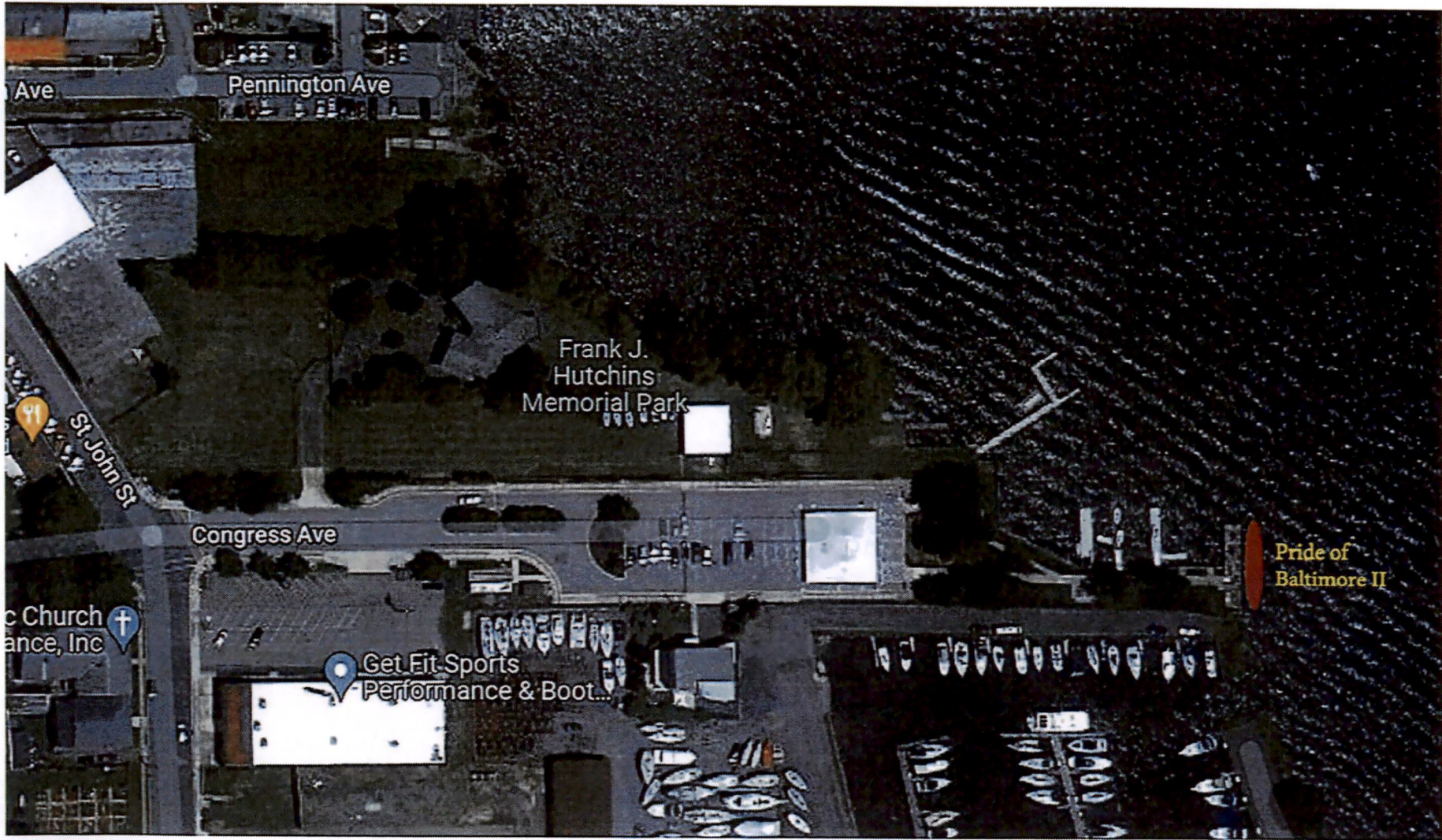
Print Name of Event Sponsor Jeff Buchheit, Pride of Baltimore, Inc.

Title Executive Director

Phone _____ Email _____

Signature  Date February 27, 2024

Received by  Date 3-11-24
City Official



Ave

Pennington Ave

Frank J.
Hutchins
Memorial Park

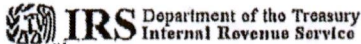
St. John St

Congress Ave

c Church
ance, Inc

Get Fit Sports
Performance & Boot...

Pride of
Baltimore II



OGDEN UT 84201-0038

In reply refer to: 0441728362
Mar. 12, 2010 LTR 4168C E0
52-1189136 000000 00
00030719
BODC: TE

PRIDE OF BALTIMORE INC
% PAULA J BELLETIERE
1801 S CLINTON ST STE 250
BALTIMORE MD 21224



18891

Employer Identification Number: 52-1189136
Person to Contact: Ms. Hunt
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Mar. 03, 2010, request for information regarding your tax-exempt status.

Our records indicate that your organization was recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in September 1981.

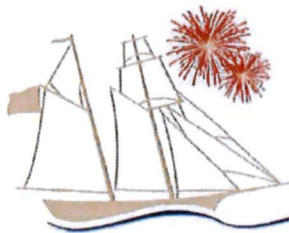
Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

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

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

Sincerely yours,

Rita A. Leete
Accounts Management II



PRIDE OF BALTIMORE, INC.
America's Star-Spangled Ambassador

Pride of Baltimore II Specifications

Flag:	USA
Rig:	Square Topsail Schooner
Home Port:	Baltimore, Maryland
Normal Cruising Waters:	East and Gulf Coasts, Canada, Great Lakes and Europe
Sparred Length:	157'
LOA:	105'
LOD:	100'
LWL:	91'
Draft:	12' 6"
Beam:	26' 4"
Rig Height:	107'
Deck Freeboard:	4' 4"
Sail Area:	9,018 Square Feet
Tons:	97 GRT
Power:	2 x 160 hp Caterpillar diesel engines
Hull:	Wood
Gangway Dimensions:	10' l x 28" w, set perpendicular to ship at "mid-ships" location
Gangway Height Above Water:	6' (freeboard of attachment point of gangway to ship)

Pride of Baltimore II

Pride of Baltimore II is a topsail schooner built to the lines of an 1812-era Baltimore Clipper. Operated by Pride of Baltimore, Inc., a 501(c)(3) nonprofit, her mission is threefold: to promote historical maritime education, foster economic development and tourism, and represent the people of Baltimore and Maryland in every port she visits. She is available for dockside receptions and sailing charters and offers deck tours and public day sails. She accommodates up to six paying guest crew between ports of call. *Pride of Baltimore II* maintains an international sailing schedule. She is commanded by two professional captains and sailed with a crew of eleven. Crew positions are open to qualified male and female sailors.

Who Sails: Minimum professional crew age is 18; overnight guest crew minimum age is 15. Day sail minors must be accompanied by an adult and supervised one-on-one. There is no maximum age limit.

Program Type: U.S. historical education; charters; day sails; team building; and overnight guest crew

Season: Spring, Summer, Fall (occasionally year-round)

Designer: Thomas C. Gillmer **Built:** 1986-1988; Baltimore, Maryland **Builder:** G. Peter Boudreau

Coast Guard Certification: U.S. Coast Guard Small Passenger Vessel (Subchapter T)

Crew: 12 Professionals: 6 paying guest crew for overnight sails; 32 day sail guests; 100 guests dockside

Contact: Erica Denner, Assistant Director, Pride of Baltimore, Inc., erica@pride2.org

Phone: 410.539.1151 **Fax:** 443.377.3897 **E-Mail:** pride2@pride2.org **Web Site:** www.pride2.org



www.facebook.com/prideII/



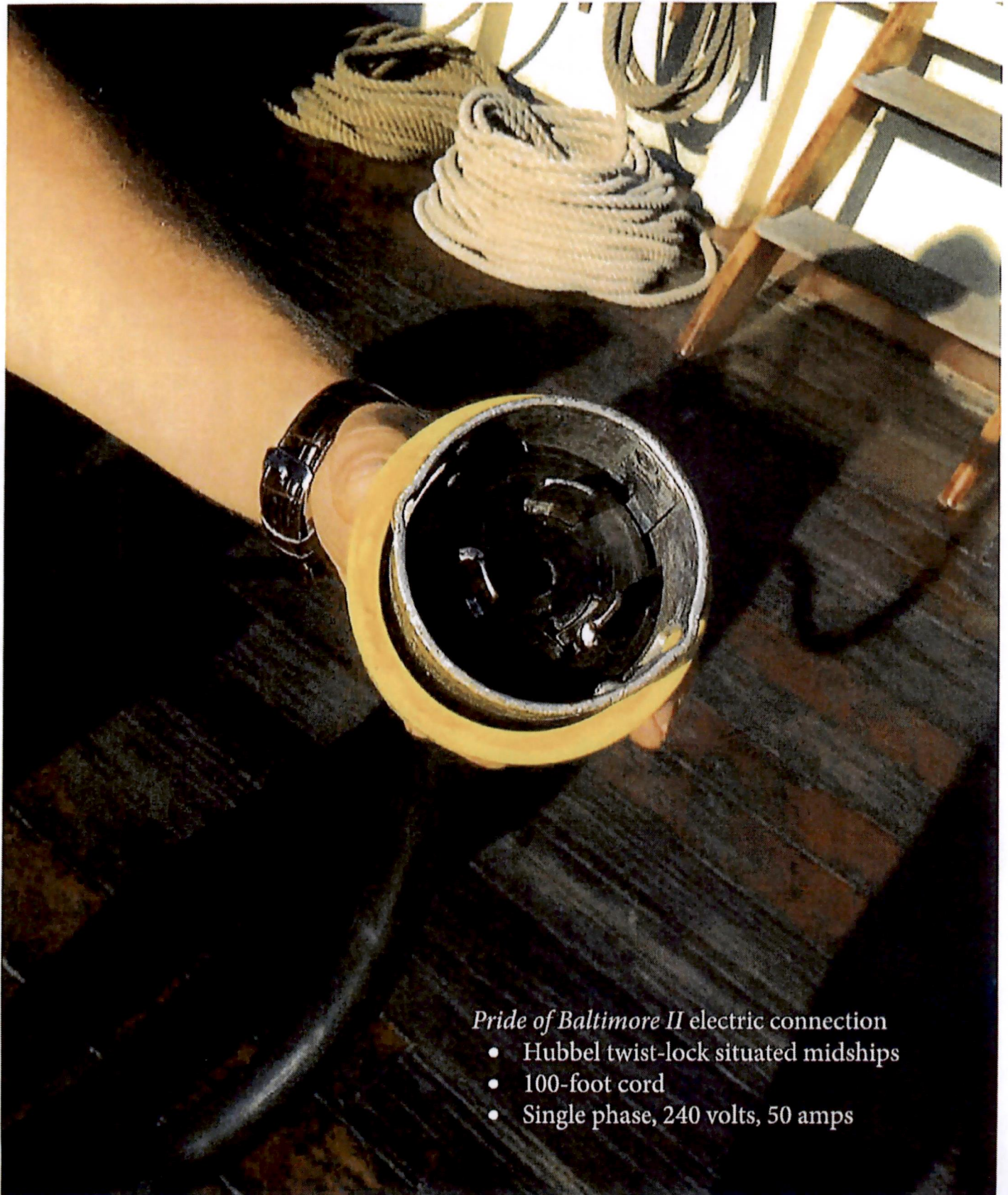
www.youtube.com/user/PRIDEOFBALTIMOREII



twitter.com/prideofbalt



www.instagram.com/prideofbaltimore/



Pride of Baltimore II electric connection

- Hubbel twist-lock situated midships
- 100-foot cord
- Single phase, 240 volts, 50 amps

SPECIAL EVENTS WORK SHEET

Event:	Pride of Baltimore II Visit	Tracking ID: 1011 21 0006
Dates:	5/16/24 - 5/20/24	
Time of set up:	5/16 - Arrival time TBD	
Take down time:	5/20 Morning Departure	
Time of actual event:	5/17-5/19	
Location:	Hutchins Park Dock	

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

Notes

This event will be handled by patrol units on duty. **Completed 03/11/2024**

	Number of personnel	Regular Pay (Hours)	Overtime Pay Hours*	FULLY Loaded Wage**	Estimated Hours	Total Estimated Cost
DPW	2	10	2	\$75.75	12	\$984.75

Notes

5 days on-site = Clean and stock bathrooms, provide access to water and electricity. Regular weekend trash removal from existing trash/recycling containers will be handled as usual. Applicant is not requesting any further resources from DPW. **Completed: 03/13/24.**

	2	10	2	\$75.75	12	\$984.75
--	---	----	---	---------	----	----------

Grand Total

REVISION 1/10/2020	<p>*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)</p>					
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CITY COUNCIL

READ FILE COVER SHEET

Subject: **Special Event - Pride of Baltimore II Visit - September**

September 6-8, 2024

Date: **3/14/2024**

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 18, 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 2-27-24
Tracking # 1011 21 0006

EVENT NAME: PRIDE OF BALTIMORE II visit

Sponsor Organization: Pride of Baltimore, Inc.

Business Address: Mailing: 841 E. Fort Avenue, #352, Baltimore, MD 21230

On-Site Contact Person: Captain Jan Miles or Captain Jeff Crosby

Contact Information Phone: _____ Email: _____

Back-Up On-Site Contact Person: Senior Male Shevawn Innes

Contact Information Phone: _____ Email: boat@pride2.org

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

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

Is the Sponsor Organization a 501 C3? Yes No

Tax ID # 52-1189136 (attach non-profit status documentation to application)

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

Tall ship visit in partnership with Visit Harford & Lower Susquehanna Heritage Greenway

Event Category:

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

Tall ship visit

* a fee may be charged

Date/Time:

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

Setup Date: 9/5/24, arrival Begin Time: Arrival time TBD

Event Starts Date: 9/6/24 Time: _____

Event Ends Date: 9/8/24 Time: _____

Breakdown Date: 9/9/24, departure End Time: Morning departure

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

Dock at park

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

Anticipated Attendance: 600/day

Admission Fee (if any): free

Requested City Services:

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

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

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

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

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

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

- Other:** Please explain:

Water supply needed: 3/4" hookup for garden hose to provide water to ship

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.

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: PRIDE OF BALTIMORE II visit

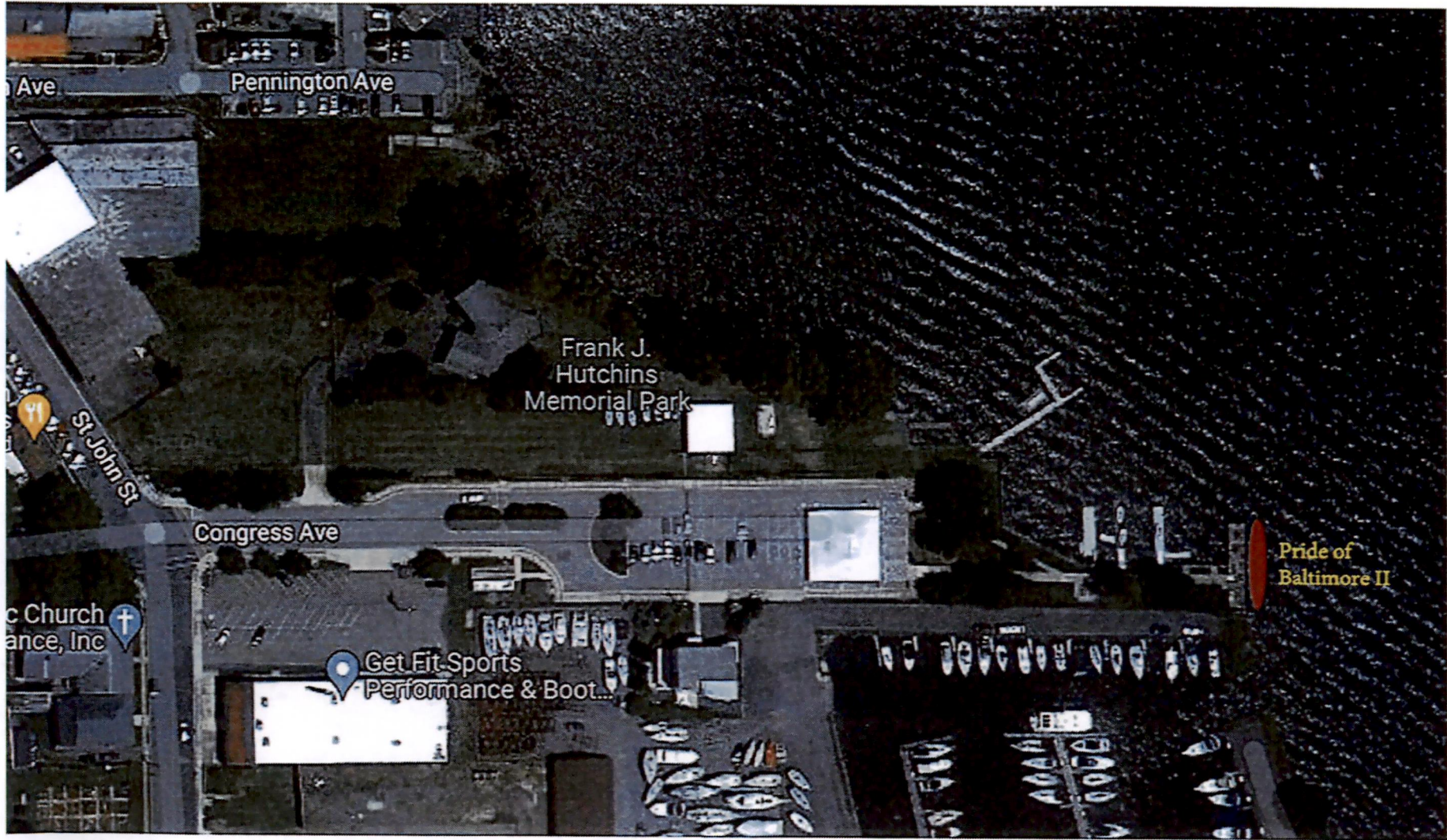
Print Name of Event Sponsor Jeff Buchheit, Pride of Baltimore, Inc.

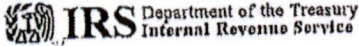
Title Executive Director

Phone _____ Email _____

Signature *Jeff Buchheit* Date February 27, 2024

Received by *Kelsey Ernest* Date 3-11-24
City Official Date





OGDEN UT 84201-0038

In reply refer to: 0441728362
Mar. 12, 2010 LTR 4168C EO
52-1189136 000000 00
00030719
BQDC: TE

PRIDE OF BALTIMORE INC
% PAULA J BELLETIERE
1801 S CLINTON ST STE 250
BALTIMORE MD 21224

10891

Employer Identification Number: 52-1189136
Person to Contact: Ms. Hunt
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

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

Sincerely yours,

Rita A. Leete
Accounts Management II



PRIDE OF BALTIMORE, INC.
America's Star-Spangled Ambassador

Pride of Baltimore II Specifications

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Hull:	Wood
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Pride of Baltimore II

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Season: Spring, Summer, Fall (occasionally year-round)

Designer: Thomas C. Gillmer **Built:** 1986-1988; Baltimore, Maryland **Builder:** G. Peter Boudreau

Coast Guard Certification: U.S. Coast Guard Small Passenger Vessel (Subchapter T)

Crew: 12 Professionals: 6 paying guest crew for overnight sails; 32 day sail guests; 100 guests dockside

Contact: Erica Denner, Assistant Director, Pride of Baltimore, Inc., erica@pride2.org

Phone: 410.539.1151 **Fax:** 443.377.3897 **E-Mail:** pride2@pride2.org **Web Site:** www.pride2.org



www.facebook.com/pridell/



twitter.com/prideofbalt



www.youtube.com/user/PRIDEOFBALTIMOREII



www.instagram.com/prideofbaltimore/



Pride of Baltimore II electric connection

- Hubbel twist-lock situated midships
- 100-foot cord
- Single phase, 240 volts, 50 amps



PRIDOFB-01

SCARTER

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
3/12/2024

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 License # 2060346 Hub International Mid Atlantic 170 Jennifer Rd. Suite 205, Annapolis, MD 21401	CONTACT NAME: Stephanie Carter	
	PHONE (A/C, No, Ext): (410) 349-5095	FAX (A/C, No):
E-MAIL ADDRESS: stephanie.Carter@hubinternational.com		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: Valley Forge Insurance Company		20508
INSURER B: Hanover American Insurance		36064
INSURER C:		
INSURER D:		
INSURER E:		
INSURER F:		

INSURED

Pride of Baltimore, Inc.
1240 Key Highway
Baltimore, MD 21230

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

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			6025194141	4/18/2024	4/18/2025	EACH OCCURRENCE \$ 2,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000
							MED EXP (Any one person) \$ 10,000
							PERSONAL & ADV INJURY \$ 2,000,000
							GENERAL AGGREGATE \$ 4,000,000
							PRODUCTS - COMP/OP AGG \$ 4,000,000
							\$
A	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			6025194141	4/18/2024	4/18/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
							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 \$
							\$
							\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N <input type="checkbox"/> N/A If yes, describe under DESCRIPTION OF OPERATIONS below			WZQ-D891683-05	4/18/2024	4/18/2025	<input checked="" type="checkbox"/> PER STATUTE <input checked="" type="checkbox"/> OTHER
							E.L. EACH ACCIDENT \$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
							E.L. DISEASE - POLICY LIMIT \$ 1,000,000

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

CERTIFICATE HOLDER

CANCELLATION

City of Havre de Grace
711 Pennington Avenue
Havre De Grace, MD 21078

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

AUTHORIZED REPRESENTATIVE

SPECIAL EVENTS WORK SHEET

Event:	Pride of Baltimore II Visit	Tracking ID: 1011 21 0006
Dates:	9/5-9/9	
Time of set up:	9/5- Arrival time TBD	
Take down time:	9/9- Morning Departure	
Time of actual event:	9/6-9/8	
Location:	Hutchins Park Dock	

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

Notes

This event will be handled by patrol units on duty. Completed 03/11/2024

	Number of personnel	Regular Pay (Hours)	Overtime Pay Hours*	FULLY Loaded Wage**	Estimated Hours	Total Estimated Cost
DPW	2	10	2	\$75.75	12	\$984.75

Notes

5 days on-site = Clean and stock bathrooms, provide access to water and electricity. Regular weekend trash removal from existing trash/recycling containers will be handled as usual. Applicant is not requesting any further resources from DPW. Completed: 03/13/24

Grand Total	2	10	2	\$75.75	12	\$984.75
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REVISION 1/10/2020	<p>*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)</p>					
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