



City of Havre de Grace

711 PENNINGTON AVENUE, HAVRE DE GRACE, MARYLAND 21078

410-939-1800

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Public Notice

Havre de Grace City Council Meeting

PLACE: Bulle Rock Resident's Club
1200 Bulle Rock Parkway
Havre de Grace, Maryland 21078

TIME: 7:00 p.m.

DATE: Monday, April 1, 2024

The public will have access to the Bulle Rock Resident's Club to attend the meeting. The meeting will not be live-streamed, but will be videotaped and posted to the City's YouTube channel the following day.



COUNCIL MEETING AGENDA

April 1, 2024

Bulle Rock Resident's Club, 1200 Bulle Rock Parkway, Havre de Grace, Maryland

7:00 p.m.

Public Hearing for Ordinance 1146 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

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Opening Prayer: Rev. Gene Proud, Proud Evangelistic Association
5. Approval of the Minutes:
 - A. City Council Meeting Minutes – March 18, 2024
6. Comments from Citizens
7. Appointments: None
8. Recognitions:
 - A. Dave Martin, Former City Council Member (Mayor Martin)
9. Proclamations: None
10. Presentations: None
11. Resolutions:
 - A. **Charter Resolution No. 300 concerning Amending Section 18 C for Non-Elected Acting Officials: Second Reading (CP Ringsaker)**
A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND, PURSUANT TO THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND AND SECTIONS 33 AND 34 OF THE CITY CHARTER TO AMEND CITY CHARTER SECTION 18 C., GENERALLY PERTAINING TO CERTAIN NON-ELECTED ACTING OFFICIALS; ESTABLISHING DUTIES AND REQUIREMENTS FOR CERTAIN NON-ELECTED ACTING OFFICIALS

12. Ordinances:

A. **Ordinance No. 1142 concerning Amending Chapter 155 pertaining to Site Plan Approval: Second Reading (CM Schneegas)**

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

B. **Ordinance No. 1143 concerning Amending Chapter 25 pertaining to Water & Sewer Commission, and Marina Commission: Second Reading (CP Ringsaker)**

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

C. **Ordinance No. 1144 concerning Amending Chapter 97 Historic Preservation: Second Reading (CM Jones)**

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

D. **Ordinance No. 1145 concerning Amending Chapter 196 pertaining to City Water Capital Cost Recovery Charge: Second Reading (CM 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

E. **Ordinance 1146 concerning Approving Budget Amendment 2024-08 to Fund Tourism Merchandise Sales: 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

F. **Ordinance concerning Approving Budget Amendment 2024-09 to Fund Visitor Center Rehabilitation: 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: None

14. New Business:

A. Fee Schedule - OPAC (CP Ringsaker)

B. Special Events (Dr. Ricci)

i. Sgt. Hilton Memorial Ceremony, May 2, 2024
4:45 p.m.-5:00 p.m., David Craig Park

ii. Jazz by the Bay, May 10, 2024
6:00 p.m.-7:30 p.m., Concord Point Park

iii. Corpus Christi Eucharistic Procession, June 2, 2024
11:30 a.m.-1:30 p.m., Start and end at St. Patrick Church (Congress, Union, Pennington, Juniata)

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 Boyer

B. Council Member Schneegas

C. Council Member Robertson

D. Council Member Boker

E. Council Member Jones

F. Council President Ringsaker

18. Adjournment

CITY COUNCIL

READ FILE COVER SHEET

Subject: **Ordinance 1146 concerning Approving Budget Amendment
2024-08 to Fund Tourism Merchandise Sales**
(Public Hearing & 2nd Reading)

Date: 3/19/2024

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:

<input type="checkbox"/>	FYI
<input checked="" type="checkbox"/>	Read and Comment as Needed
<input checked="" type="checkbox"/>	Action Required by April 1, 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. 1146
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

49
50
51 _____
52 Christopher Ricci
53 Director of Administration

William T. Martin
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: 3/19/2024
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:	_____



March 18, 2024

Council Meeting Proceedings

711 Pennington Avenue, Havre de Grace, Maryland

7:00 p.m.

Before the meeting began, CP Ringsaker suggested the recognitions be presented prior to the public hearings; having no objection, the following recognitions were presented beginning at 7:00 p.m. and can be seen on the City's YouTube channel.

Mrs. Mabel Hart was recognized for her 105th birthday, which will be on March 27, 2024.

Madison Birth was recognized for her 1A State Wrestling Championship.

Mayor Martin presided over the public hearings. Council Members present: CP Ringsaker, CM Boker, CM Boyer, CM Jones, CM Robertson and CM Schneegas.

Public Hearing for Charter Resolution No. 300 concerning Amending Section 18 C for Non-Elected Acting Officials was called to order on March 18, 2024 at 7:29 p.m.

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

Comments from Citizens: No comments.

Public Hearing closed at 7:30 p.m.

Public Hearing for Ordinance No. 1141 concerning Approving Budget Amendment 2024-07 to Increase Spending for Engineering Services Related to New Development was called to order on March 18, 2024 at 7:30 p.m.

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

Comments from Citizens: No comments.

Public Hearing closed at 7:30 p.m.

Public Hearing for Ordinance No. 1142 concerning Amending Chapter 155 pertaining to Site Plan Approval was called to order on March 18, 2024 at 7:30 p.m.

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

Comments from Citizens: No comments.

Public Hearing closed at 7:31 p.m.

Public Hearing for Ordinance No. 1143 concerning Amending Chapter 25 pertaining to Water & Sewer Commission, and Marina Commission was called to order on March 18, 2024 at 7:31 p.m.

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

Comments from Citizens: CM Boker thanked the citizens for allowing this change.

Public Hearing closed at 7:32 p.m.

Public Hearing for Ordinance No. 1144 concerning Amending Chapter 97 Historic Preservation was called to order on March 18, 2024 at 7:32 p.m.

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

Comments from Citizens: No comments.

Public Hearing closed at 7:33 p.m.

Public Hearing for Ordinance No. 1145 concerning Amending Chapter 196 pertaining to City Water Capital Cost Recovery Charge was called to order on March 18, 2024 at 7:33 p.m.

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

Comments from Citizens:

Clark Turner, 508 Commerce Street, HdG, commented they are not opposed to paying their fair share or impacts they create, but he has concerns that they haven't seen the water study. Mr. Turner gave information on the Bulle Rock development.

Earl Robinson, 480 Copeland Road, Fallston, commented on the water study and affordability. He would like the legislation tabled until they can review the study.

Bradley Stover, 124 N. Main Street, Bel Air, commented on his concerns and requested being able to review the water study and work with the City. He requested that the legislation be tabled until they can meet.

Amy DiPietro, 3445-A Box Hill Corporate Center Drive, Abingdon, an engineer with Morris & Ritchie Associates, commented that she would like to review the study and come up with cheaper solutions and requested it be tabled.

CM Robertson gave information on the legislative process. Public Hearing closed at 7:47 p.m.

At 7:47 p.m., CP Ringsaker requested a short recess to receive legal advice. The meeting reconvened at 8:21 p.m.

The regular meeting of the Mayor and City Council was called to order on March 18, 2024, at 8:21 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 CP Ringsaker.

Approval of Minutes

City Council Meeting Minutes – CM Boyer moved to approve the Council Meeting minutes of March 4, 2024. Second by CP Ringsaker. Motion carried 6-0.

Comments from Citizens

Sabrina Zannino, 452 Franklin Street, HdG, spoke in favor of and gave information on the Mother's Day Mart.

John Canoles, 613 N. Stokes Street, HdG, spoke in support of the resolution for Green Team to apply for Bird City designation and gave information on the designation.

Will Murdoch, 1801 Marcher Court, Street, spoke in support of the Susquehanna River Running Festival and gave information on the event. Council members made inquiries which were answered by the organizers.

Carolyn Zinner, 505 Concord Street, HdG, spoke in support of the Susquehanna River Running Festival. Ms. Zinner also spoke on the housing legislation in the General Assembly and her attendance at the hearing in Annapolis; CP Ringsaker informed Ms. Zinner the legislation did not make it out of committee. Ms. Zinner also gave information on the Martha Lewis Skipjack – they plan to move her April 1, weather permitting.

Chip Place, 301 Cigar Loop, spoke in support of the Susquehanna River Running Festival.

Charlie Mike, 1413 Superior Street, HdG, spoke in support of the Susquehanna River Running Festival. Mr. Mike thanked Dan Wusinich and the Water & Sewer Commission for their detailed report. Mr. Mike had comments and questions based on the report.

Resolutions

Charter Resolution concerning Amending Section 47 Eliminating the Requirement that the Director of Administration Execute a Corporate Bond before Discharging Duties: First Reading

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

A motion to introduce was made by CP Ringsaker. Second by CM Boker. Motion carried 6-0. The charter resolution was given number 301. A motion to adopt was made by CM Jones. Second by CP Ringsaker. After a roll call vote, motion to approve carried 6-0. The public hearing was scheduled for April 15, 2024 at 7:00 p.m.

Calendar Resolution concerning Authorizing the Havre de Grace Green Team to Apply for Bird City Designation

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

A motion to introduce was made by CM Boyer. Second by CM Schneegas. Motion carried 6-0. The calendar resolution was given number 2024-04. A motion to adopt was made by CP Ringsaker. Second by CM Boker. After a roll call vote, motion to approve carried 6-0.

Ordinances

Ordinance No. 1140 concerning Amending Chapter 177, Article V – Tax Credits for Qualifying First Responders: Second Reading

AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF THE CITY OF HAVRE DE GRACE ADOPTED PURSUANT TO THE AUTHORITY OF ARTICLE XI-E OF THE MARYLAND CONSTITUTION, THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND, AND SECTIONS 33 AND 34 OF THE HAVRE DE GRACE CITY CHARTER, FOR THE PURPOSE OF AMENDING CITY CODE CHAPTER 177, ARTICLE V: TAXATION

A motion to introduce was made by CM Boyer. Second by CM Schneegas. Motion carried 6-0. A motion to adopt was made by CM Boyer. Second by CP Ringsaker. After a roll call vote, motion to approve carried 6-0.

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

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

A motion to introduce was made by CM Robertson. Second by CP Ringsaker. Motion carried 6-0. A motion to adopt was made by CM Robertson. Second by CM Schneegas. After a roll call vote, motion to approve carried 6-0.

Ordinance concerning Approving Budget Amendment 2024-08 to Fund Tourism Merchandise Sales: 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 Schneegas. Motion carried 6-0. The ordinance was given number 1146. A motion to adopt was made by CM Jones. Second by CM Robertson. After a roll call vote, motion to approve carried 6-0. The public hearing was scheduled for April 1, 2024 at 7:00 p.m.

Old Business

Special Events

Amendment to Garden Mart, May 18-19, 2024, 10:00 a.m.-5:00 p.m. each day – Dr. Chris Ricci explained the Maritime Museum requested a name change of the Garden Mart to the Havre de Grace Garden Market and the ending time be changed from 5:00 p.m. to 6:00 p.m. CP Ringsaker made a motion to approve the amendment. Second by CM Jones. Motion carried 6-0.

2024 Susquehanna River Running Festival, September 21, 2024, 8:00 a.m.-4:00 p.m., Tydings Memorial Park (Tabled 3/4/2024) CM Robertson made a motion to un-table. Second by CM Schneegas. Motion carried 5-1 with CP Ringsaker voting against. CM Robertson made a motion to approve the Susquehanna River Running Festival 2024 with the following conditions: organizers sign an MOU with the City to confirm that they reimburse for police overtime and the organization will work with the organizers of the Wine & Seafood Festival and businesses impacted, specifically the marina. Second by CM Boyer. After discussion, a roll call vote was taken, motion carried 4-2 with CP Ringsaker and CM Boker voting against. After the vote, Mayor Martin gave his comments on the event.

New Business

Special Events - Dr. Chris Ricci presented the special event applications for approval by consent calendar:

- 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

CP Ringsaker made a motion to approve the special events. Second by CM Schneegas. Motion carried 6-0.

Directors Report

Chris Ricci, Director of Administration: Dr. Ricci reported on other events: Whispers of Longing runs through April 28 at Gallery 220; Still I Rise was sold out at the Opera House; When Harriet met Frederick will be at Gallery 220 on March 23, which is a conversation with Harriett Tubman and Frederick Douglass; the Arts Collective and Steppingstone Farm Museum collaborated to host the Rowdy Rooster Fest on May 3-5; Eaglemania tribute band is March 23 at the STAR Centre; Animaniacs is March 24 at the STAR Centre. Happy Purim and Happy Easter.

Tim Bourcier, Director of Planning: Mr. Bourcier took a tour of the City with the Bikeways consultant – they got a lot done and there is more to come. He is meeting with the county this week to discuss funds for the bike path on Rt. 40. The ribbon cutting for Habitat for Humanity house at 420 Ohio Street will be on Wednesday.

Bridgette Johnson, Director of Economic Development & Tourism: Ms. Johnson reported the Economic Development Advisory Board meets on Wednesday at 4 pm. The Tourism Advisory Board meets on Wednesday at 10 a.m. The Visitor Center is accepting names and addresses for the Citywide Yard Sale on April 20 and is accepting vendor applications for the First Fridays season. Follow them on [explorehavredegrace.com](https://www.explorehavredegrace.com), Instagram, Facebook, and X (Twitter).

George DeHority, Director of Finance: Mr. DeHority thanked the Council for moving forward with Ordinance 1141 and Ordinance 1143. He reported on the current financial condition of General Fund 1, Water/Sewer Fund 9, and Marina Fund 8. The General Fund balance is \$5,531,500, which is \$114,100 below budget. The Water/Sewer Fund 9 balance is \$3,523,000, which is \$1,066,800 below budget. The Marina Fund 8 balance is \$857,400, which is \$18,100 below budget.

EJ Millisor, Director of Public Works: Mr. Millisor reported there have been four water main breaks in the last couple weeks for a total of eight for 2024 – gave a shout out to the water crew for getting the job done; Pat Baker drove all the way home to Pennsylvania and came back to fix a break. The Chesapeake Bay Grant Trust and Green Team put in a pollinator garden at Tydings Park. Contractors are working on the water line at Weber Street. Yard waste cannot be put in plastic bags – it must be put loose fitting in a trash can or in paper bags.

Chief Teresa Walter, Havre de Grace Police Department: Capt. Krass reported for Chief Walter. This is scam season – people call claiming to be the IRS in an attempt to get personal information – never share that information over the phone, especially your social security number or date of birth and don't fall for the urgency they portray.

Business from Mayor Martin

Mayor Martin commented the Friends of Concord Point Lighthouse had their fundraiser at the Vandiver Inn – there were a lot of people there and it was a great night – all proceeds go to the Lighthouse; the Lighthouse was lit up green for St. Patrick's Day. If the SB484/HB538 bill passed, a lot of public buildings would fit the criteria for high density development and Annapolis would usurp local zoning laws – today is cross over day so if the bill doesn't leave each house most likely it won't pass, but we will keep an eye on it until the end of the session; he is disappointed that MML didn't oppose this; hopefully it won't come back next year, but we hope we'll have a disposition on the hospital property by then. We haven't had Council meetings outside City Hall in 5-6 years; the next Council meeting is April 1 and will be at Bulle Rock Resident's Club – the gate will be open for public access; the meeting will be recorded, but not live-streamed. Mayor Martin took a moment of silence for David Starr, a son of HdG who was a Susquehanna Hose Company member for 31 years who passed away.

Business from Council

Council Member Jones: CM Jones attended the ribbon cutting for ThinkBig. She also attended the Still I Rise: Women's Voices in American Poetry event and gave a shout out to Christopher Providence for organizing the event and the 20 women who memorized the poetry- this event is held every year and she encouraged people to attend. Gallery 220 will have When Harriet met Frederick on March 23. EJ Millisor was thanked for immediately removing an antisemitic sticker.

Council Member Boyer: CM Boyer thanked everyone for voting for the Bird City designation. She attended the Harford Land Trust meeting at the Decoy Museum; she hopes more areas around HdG will be included on their map. She also attended the Lighthouse fundraiser – kudos to Amy Rosenkrans for the excitement she brings; Mr. Bill McIntyre will be sitting on the "philosopher bench" one Wednesday a month and will give a walking tour on March 23, 10 am-2 pm on the history and restoration of the Lighthouse and Keeper's House.

Council Member Schneegas: CM Schneegas commented it was lovely to have wonderful weather this weekend and to see people out. There are wonderful events going on and are great to attend with her colleagues. She invited everyone to the HdG Recreation Committee annual Easter Egg Hunt on March 30 at 12 noon at Concord Point Park. She thanked everyone who serves the City and the Council who make it a wonderful place for our citizens.

Council Member Robertson: CM Robertson had no comments.

Council Member Boker: CM Boker commented on the ThinkBig ribbon cutting – it was great. The Vandiver Inn knocked it out of the park when supporting the Friends of Concord Point Lighthouse – this event keeps growing. He recognized our fallen Susquehanna Hose Company firefighter, David Starr for his years of service- condolences to the family and friends. He thanked the Susquehanna Hose Company for all they do to keep us safe at night. He also thanked the Police Department for the same thing and first responders and DPW staff for coming back to fix the water leak.

Council President Ringsaker: CP Ringsaker commented on the passing Dave Starr – he will be missed; please keep the family in your prayers. He thanked those who came to the Troop 965 Spaghetti Dinner; the numbers were down a bit due to the rain, but he was able to deliver carryout to some people who normally attend, but couldn't make it out in the rain. The Troop 967 Pancake Breakfast is April 27 from 8 a.m.–10:30 a.m.; \$8 minimum donation. He wished his Muslim friends Ramadan Mubaraka.

Adjournment

CM Boker made a motion to adjourn at 10:09 p.m. Second by CM Jones. 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.

PUBLIC VERSION – SUMMARY OF CLOSED SESSION

(attach to public meeting minutes)

MINUTES OF HAVRE DE GRACE CITY COUNCIL MEETING

Monday, March 18, 2024

City Hall

711 Pennington Avenue
Havre de Grace, MD 21078

Time of Closed Session: 8:01 PM

Place: City Hall, Mayor's office.

Purpose: To consider legal advice regarding pending ordinance.

Persons Attending: CM Boker; CM Boyer; CP Ringsaker; CM Robertson; CM Schneegas, CM Jones.
Also present: Mayor Martin, City Attorney, R. Taylor, C. Ricci, A. Rybczynski, P. Sypolt.

Vote to go into Closed Session: CP Ringsaker moved and all six Council Members agreed to the recess by leaving Council Chambers to go into closed session.

Authority under Section 3-305 for the closed session: General Provision Article 3-305(b)(7).

Topics actually discussed:

- **Consult with counsel to obtain legal advice regarding legal consequences of approving or not approving capital cost recovery fee increase as proposed in Ordinance 1145 in view of citizen comments.**

No action taken.

CP Ringsaker moved to adjourn the closed session. 2nd by CM Robertson. Motion carries 6-0.

Time of Adjournment of Closed Session: 8:17 PM

Council resumed in open session.

NOTE – THERE ARE NO SEPARATE CONFIDENTIAL MINUTES OF THIS MEETING AS THE CONTENTS OF THE PUBLIC MEETING MINUTES DO NOT DIFFER FROM WHAT WOULD BE PRESENTED IN SUCH CONFIDENTIAL MINUTES DUE TO THE TOPICS ACTUALLY DISCUSSED. NO VOTES WERE TAKEN AT THE MEETING.

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

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

1. Recorded vote to close the meeting: Date: 03/18/24; Time of Vote to Close: 7:47 PM;

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

Motion to close meeting made by: CP Ringsaker; Seconded by: *;

Members in favor: Johnny Boker (Y), Casi Boyer (Y), Vicki Jones (Y), Jim Ringsaker (Y),

Jason Robertson (Y), Tammy Lynn Schneegas (Y);

Abstaining: _____;

Absent: _____.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Continued →

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

Citation (insert # from above)	Topic	Reason for closed-session
§3-305(b) (7)	To consult with counsel to obtain legal advice.	Consultations with the City Attorney regarding advice are entitled to confidentiality under the attorney client privilege.

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

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

Start Time of closed session: 8:01 PM

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

Purpose(s): To consult with the City Attorney regarding legal advice about pending ordinance regarding increasing fees.

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

(*voice vote not taken; council members noted above voluntarily recessed and attended the closed session and so consented to the closed session by their conduct).

Abstaining: _____;

Absent: _____.

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

OTHERS: Mayor Martin, City Attorney, R. Taylor, A. Rybczynski, C. Ricci, P. Sypolt

Authority under § 3-305 for the closed session: (7) To consult with counsel to obtain legal advice.

Topics actually discussed: Discussion of legal consequences of approving or not approving increased capital cost recovery fee based on issues raised during the citizen comments at the public hearing on Ordinance 1145.

Actions taken (if any): No actions taken

Motion to adjourn made by: CP Ringsaker; Second by: _____; Time: 8:17 PM

Members who voted to adjourn: Voice vote not taken; all council members present voluntarily left the Mayor's office to go back to Council Chambers and so consented to adjourning closed session and resuming the open session by their conduct.

CITY COUNCIL

READ FILE COVER SHEET

Subject: **Charter Resolution No. 300 concerning Amending
Section 18 C for Non-Elected Acting Officials**
(2nd Reading)

Date: **3/19/2024**

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 April 1, 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

Having been posted and notice of time and place of hearing and title of Charter Amendment Resolution having been published according to the Charter, a public hearing was held on March 18, 2024 at 7:29 p.m., and concluded on March 18, 2024 at 7:30 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.

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

32
33 Section 18 Mayor: duties, salary.

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

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

64
65 ADOPTED by the City Council of Havre de Grace, Maryland this ___ day of _____, 2024.

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

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70 [Signatures to follow on the next page.]

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ATTEST:

MAYOR AND CITY COUNCIL
OF HAVRE DE GRACE

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Christopher Ricci
Director of Administration

William T. Martin
Mayor

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

Second Reading

CITY COUNCIL

READ FILE COVER SHEET

Subject: **Ordinance 1142 concerning Amending Chapter 155**
Site Plan Approval

(2nd Reading)

Date: **3/19/2024**

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:

<input type="checkbox"/>	FYI
<input checked="" type="checkbox"/>	Read and Comment as Needed
<input checked="" type="checkbox"/>	Action Required by April 1, 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. 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

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 March 18, 2024 at 7:30 p.m., and concluded on March 18, 2024 at 7:31 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 Amendments to Chapter 155 Site Plan Approval

35

36 § 155-28 **Submission of as-built plans.**

37

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

45

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

48

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

50

51 SIGNED by the Mayor and attested by the Director of Administration this ___ day of _____,
52 2024.

53

54

55 ATTEST:

MAYOR AND CITY COUNCIL
OF HAVRE DE GRACE

56

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59 _____
Christopher Ricci
60 Director of Administration

61 _____
William T. Martin
62 Mayor

61

62

63 Introduced/First Reading: 3/4/2024

64 Public Hearing:

65 Second Reading/Adopted:

66

67 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**
(2nd Reading)

Date: **3/19/2024**

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 April 1, 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

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 March 18, 2024 at 7:31 p.m., and concluded on March 18, 2024 at 7:32 p.m.

EXPLANATION

Underlining indicates matter added to existing law.

[Bold Brackets] indicate matter deleted from existing law.

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

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

33

34 Article XI Water/Sewer Commission

35

36 § 25-67 **Officers; proceedings; quorum.**

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

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

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

49

50 § 25-68 **Appointment of members; terms and replacement.**

51

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

62

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

65

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

70

71 Article XII Marina Commission

72

73 § 25-74 **Officers; proceedings; quorum.**

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

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

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

84

85 § 25-75 **Appointment of members; terms and replacement.**

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

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

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

104

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

107

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

109

110 SIGNED by the Mayor and attested by the Director of Administration this ___ day of _____,
111 2024.

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[Signatures to follow on the next page.]

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ATTEST:

MAYOR AND CITY COUNCIL
OF HAVRE DE GRACE

Christopher Ricci
Director of Administration

William T. Martin
Mayor

Introduced/First Reading: 3/4/2024
Public Hearing: 3/18/2024
Second Reading/Adopted:
Effective Date:

Second Reading

CITY COUNCIL

READ FILE COVER SHEET

Subject: **Ordinance 1144 concerning Amending Chapter 97**
Historic Preservation Commission

(2nd Reading)

Date: **3/19/2024**

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 April 1, 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

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 March 18, 2024 at 7:32 p.m., and concluded on March 18, 2024 at 7:33 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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WHEREAS, Md. Land Use Code Ann. § 8-202 (C) (1) states “Each local jurisdiction may designate one alternate member for the commission who may sit on the commission when any other member of the commission is absent” and the Mayor and City Council want to amend City Code Section 97-4 to allow the appointment of one alternate member to be consistent with the State Land Use Article:

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

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

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: 3/18/2024
Second Reading/Adopted:
Effective Date:

CITY COUNCIL

READ FILE COVER SHEET

Subject: **Ordinance 1145 concerning Amending Chapter 196 pertaining to City Water Capital Cost Recovery Charge**
(2nd Reading)

Date: **3/19/2024**

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 April 1, 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

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 March 18, 2024 at 7:33 p.m., and concluded on March 18, 2024 at 7:47 p.m.

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

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

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

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

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

53
54 NOW, THEREFORE, BE IT ENACTED, in accordance with the authority vested in the
55 Mayor and City Council of Havre de Grace, by law and the Charter of the City of Havre de Grace,
56 that the terms and conditions of this Ordinance be and the same is hereby adopted for the purpose
57 of amending Section 196-1 entitled “Cost Schedule” at Exhibit A Section Five entitled “Capital
58 Cost Recovery Charges,” by increasing the capital cost recovery charge for water only in the
59 amount of \$5,000.00 for each new water connection per raising the fee from \$5,300.00 to
60 \$10,300.00 effective as of March 19, 2024 through and including June 30, 2024 as follows:

61
62 A. In Exhibit A Section Five entitled “Capital Cost Recovery Charges,” delete the
63 language in its entirety and replace it with the following:

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

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

76 The charges are as follows:

77 Residential Units:

- 78 1. Water – [~~\$5,300~~], **\$10,300.00, March 19, 2024 through [July 1,**
79 **2023 to]** June 30, 2024 per unit
80 2. Sewer - \$13,200, July 1, 2023 to June 30, 2024 per unit

81
82 **BE IT FURTHER ENACTED AND ORDAINED** that this Ordinance shall take effect
83 immediately upon adoption.

84
85 **NOW THEREFORE**, it is determined, decided, and ordained by the City Council that the
86 foregoing amendments to the City Code are hereby approved.

87
88 ADOPTED by the City Council of Havre de Grace, Maryland this ____ day of ____, 2024.

89
90 SIGNED by the Mayor and attested by the Director of Administration this ____ day of ____, 2024.

91
92 ATTEST: MAYOR AND CITY COUNCIL
93 OF HAVRE DE GRACE

94
95 _____
96 Christopher Ricci

97 Director of Administration

William T. Martin
Mayor

98
99
100 Introduced/First Reading: 3/4/2024

101 Public Hearing: 3/18/2024

102 Second Reading/Adopted:

103
104 Effective Date:
105

Second Reading

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]**

CITY COUNCIL

READ FILE COVER SHEET

Subject: **Ordinance 1146 concerning Approving Budget Amendment
2024-08 to Fund Tourism Merchandise Sales**
(Public Hearing & **2nd Reading**)

Date: **3/19/2024**

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:

<input type="checkbox"/>	FYI
<input checked="" type="checkbox"/>	Read and Comment as Needed
<input checked="" type="checkbox"/>	Action Required by April 1, 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. 1146
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.

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ATTEST:

MAYOR AND CITY COUNCIL
OF HAVRE DE GRACE

Christopher Ricci
Director of Administration

William T. Martin
Mayor

52
53
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: 3/19/2024
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: **Ordinance concerning Approving Budget Amendment 2024-09**
Visitor Center Rehabilitation
(1st Reading)

Date: **3/27/2024**

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 April 1, 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 2024-09

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: April 1, 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 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.

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 2024-09 (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

William T. Martin
Mayor

54
55 Introduced/First Reading: 4/01/2024

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: 3/27/2024
RE: Proposed Budget Amendment 2024-09

The Administration requested \$100,000 to rehabilitate the Visitors Center and the Council approved the project under Budget Amendment 2024-01. The City publicly bid the project and the lowest response was over twice the initial budget.

In response, the City has entered into a grant Agreement with the Maryland Heritage Areas Authority (MHAA) to facilitate the renovation of the existing building for such improvements as: bathroom facility improvement, interior wall repair, ADA automatic door openers, ADA toilet accessories, and electrical work. The revised project goal was to renovate the facility, providing access to the Visitor Center restroom facilities for the general public, accessible during non-working hours and bring the facility to full ADA compliance. The City was awarded a \$90,000 grant for the project, see the attached award notice.

Additionally, the City had to relocate the Visitors Center to 201 N. Washington Street while the construction is in progress. That facility was already under lease as part of the Downtown Revitalization project.

Finally, the City received \$30,366 from the Maryland Department of Housing and Community Development Community Legacy Program (DHCD). The reimbursement to the city is for funds awarded to businesses using the Main Street Facade & Interior Program. The city awards grants to local businesses and DHCD reimburses the City.

I am therefore requesting that we increase the Visitor Center Rehabilitation project budget, account 01-1251-7102, by \$155,100 to cover the change in scope to the project. To fund this request, I am requesting an increase of \$120,300 to State Grants, account 01-0001-48-34, to reflect the usage of the DHCD payment and the MHAA grant award. Finally, I am requesting that we redirect the remaining budget for the Downtown Parking Land Acquisitions, account 01-1091-6507, reducing it by \$34,800 as we have not received any significant interest since the initial agreements earlier this year and I do not anticipate any additional interest for the remainder of this fiscal year.

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

MARYLAND HERITAGE AREAS AUTHORITY GRANT PROGRAM

CAPITAL GRANT AGREEMENT

This Grant Agreement (“**Agreement**”) is entered into by and between the Maryland Heritage Areas Authority (“**MHAA**”), an instrumentality of the State of Maryland (“**State**”) and part of the Maryland Department of Planning (“**MDP**”), and the City of Havre de Grace, a local government, a political subdivision or body politic and corporate formed under the laws of the State of Maryland, with its principal office located at 711 Pennington Ave., Havre de Grace, MD 21078 (“**Grantee**”). The Agreement is effective as of the date it is executed by MHAA.

RECITALS

- A. MHAA is authorized under § 13-1113 of the Financial Institutions Article of the Annotated Code of Maryland, as amended (“**Act**”), and the regulations set forth in the Title 14, Subtitle 29, Chapter 02 of the Code of Maryland Regulations (“**Regulations**”), to make grants to local jurisdictions or other eligible entities to develop management plans for certified heritage areas and for the planning, design, acquisition, development, preservation, restoration, interpretation, marketing, or programming of certified heritage areas, as further described in the MHAA Grants Manual (“**Manual**”) and the applicable MHAA Grant Guidelines (“**Guidelines**”), as may be amended from time to time, which are posted online at https://mht.maryland.gov/heritageareas_management.shtml (management and marketing grants) and https://mht.maryland.gov/heritageareas_partners.shtml (capital and non-capital grants).
- B. Grantee has applied to MHAA for a grant for the project described herein (“**Grant Application**”); and
- C. In reliance upon the information contained in the Grant Application, MHAA has determined that the proposed project is consistent with the provisions of the Act, the Regulations, and the Guidelines, and has approved an award of grant funds for the project on the terms and conditions set forth herein.

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, MHAA and Grantee agree as follows:

1. Grant and Project Terms.

MHAA has agreed to provide Grantee with funds in an amount not to exceed \$90,000.00 (“**Grant**”) to assist Grantee in carrying out the following work at the property known as the Havre de Grace Office of Tourism & Visitor Center and located at 450 Pennington Avenue, Havre de Grace, MD 21078. (410) 939-2100 (“**Property**”) (“**Scope of Work**” or “**Project**”):

City of Havre de Grace-Havre de Grace Visitor Center Renovation
MHAA Capital Grant Agreement (FY 2024, \$90,000.00)

The Grant and Grantee's Contribution may support Property renovation costs for bathroom demolition, bathroom repair, interior wall repair, ADA automatic door openers, ADA toilet accessories, and electrical work.

Grantee shall use the Grant only for the Scope of Work described above and shall complete and operate the Project in accordance with the terms and conditions of this Agreement and its exhibits and attachments, the Act, the Regulations, the Guidelines, and the Manual. If the Project involves construction on Property protected or to be protected by an Easement or Preservation Agreement as set out in Section 5 of the Agreement, Grantee, before expending any portion of the Grant, must obtain from the Maryland Historical Trust (“MHT”) approval of the plans and specifications for the activities within the Scope of Work. Changes to the Scope of Work or the approved plans and specifications must be approved by the MHAA project monitor identified in Section 7.a. below (“**Project Monitor**”). The requirements for submitting plans and specifications and amending the Scope of Work are set out in the Manual.

- 2. **Grantee’s Match.** Grantee is required to provide a matching contribution in an amount equal to the Grant (“**Match**”), as set out in the following Project Budget:

PROJECT BUDGET

MHAA GRANT	\$90,000.00
MATCH	\$90,000.00
TOTAL MHAA PROJECT BUDGET	\$180,000.00

The Match must be approved by MHAA and must be used to pay for Project expenses described in the Scope of Work. The Match may be a combination of cash and in-kind contribution and must be consistent with the requirements set out in the Manual. If the Match is reduced or otherwise becomes unavailable, Grantee must replenish the Match in order to comply with the requirements of this Section.

- 3. **Term of Agreement.** This Agreement shall remain in effect until MHAA confirms in writing that all requirements of the Agreement have been satisfied, including MHAA’s receipt of a satisfactory Final Report, as set out in the following Project Timetable:

7/13/2023	“ PROJECT START DATE ”: Grant funds may be used for approved Project expenses incurred on or after this date.
7/30/2024	“ MID-PROJECT REPORT DUE DATE ”: Grantee must submit online a Mid-Project Report, including any financial documentation required with a completed Request for Payment.

City of Havre de Grace-Havre de Grace Visitor Center Renovation
 MHAA Capital Grant Agreement (FY 2024, \$90,000.00)

7/30/2025	“PROJECT END DATE” : All work items detailed in the Scope of Work must be completed. All eligible Project expenses to be reimbursed by Grant funds must be incurred.
9/30/2025	“FINAL REPORT DUE DATE” : Grantee must submit to Project Monitor a Final Report, including any and all Project deliverables and all requested financial documentation, with a completed final Request for Payment.

Grantee must submit both a Mid-Project Report and a Final Report in accordance with the dates indicated in the chart above and in compliance with Section 4 of the Terms & Conditions attached hereto as Exhibit A.

4. Payment of Grant Proceeds.

- a. Provided that Grantee is not in default under this Agreement, MHAA will pay the Grant in installments as the Project progresses. Payments will be made in response to requests for payment (**“Request for Payment”**) submitted by Grantee through MHAA’s online grants software system.
- b. All Requests for Payment must be satisfactory to MHAA and must identify all costs incurred for which the payment is being sought, along with such additional supporting documentation as may be required by MHAA.
- c. MHAA will approve the payment of Grant funds within 30 days of determining that a Request for Payment is for an amount that is due and payable under this Agreement and includes: (1) Grantee’s federal employer identification number or social security number; (2) a grant agreement identification number or another adequate description of the Project or this Agreement; and (3) any additional documentation required by MHAA.
- d. The last payment of the Grant will be retained by MHAA until satisfaction of the following conditions:
 - (i) Grantee’s completion of the Project to the satisfaction of MHAA;
 - (ii) Grantee’s submission of a Final Report on or before the Final Report Due Date set forth in the Project Timetable, acceptable to MHAA in form and content, which includes information evaluating the effectiveness of the Project;
 - (iii) Grantee’s submission of final Request for Payment of the Grant, in accordance with the Manual. Such submission shall be satisfactory in form and content to MHAA; and

*City of Havre de Grace-Havre de Grace Visitor Center Renovation
MHAA Capital Grant Agreement (FY 2024, \$90,000.00)*

- (iv) If applicable, Grantee shall have executed, or caused the owner of the Property to execute an easement, a preservation agreement, or a modification of such documents, in the form provided by MHT.
- e. The requirements related to Requests for Payment are set out in the Guidelines and Manual.

5. Easement and Preservation Requirements.

An Easement or Preservation Agreement is not required for this Grant.

6. Acknowledgement of MHAA Support.

As set forth in greater detail in Section 6 of the Terms & Conditions attached hereto as Exhibit A, Grantee must acknowledge MHAA's support of the Project in any public pronouncements or materials about the Project.

7. Notices.

All notices, requests, approvals, and consents of any kind made pursuant to this Agreement must be in writing, or submitted electronically to MHT's online grants software system, pursuant to directions to be provided by MHAA. Any such communication, unless otherwise specified, shall be deemed effective as of the date it is mailed, postage prepaid, addressed as follows, or to such other person or address as the parties may from time to time designate by written notice to the other party:

- a. Communications to MHAA must be mailed to the Project Monitor or such other person as may be designated by MHAA:

Maryland Heritage Areas Authority
Maryland Historical Trust
100 Community Place, 3rd Floor.
Crownsville, Maryland 21032
Attn: Martha Waldron, Project Monitor

- b. Communications to Grantee shall be mailed to:

Wanda Boker
Sustainable Economic Development Consultant
City of Havre de Grace
711 Pennington Ave.
Havre de Grace, MD 21078

Grantee must notify MHAA of any changes in its address within 30 days of the date the change becomes effective.

8. Further Assurances and Corrective Instruments.

*City of Havre de Grace-Havre de Grace Visitor Center Renovation
MHAA Capital Grant Agreement (FY 2024, \$90,000.00)*

Grantee agrees that it will, from time to time, execute and deliver, or cause to be delivered, such amendments hereto and such further instruments as may be required by MHAA to comply with any existing or future State regulations, directives, policies, procedures, and other requirements, or to further the general purposes of this Agreement.

9. **Amendment.**

- a. Minor amendments to this Agreement may be made from time to time by written or emailed request for amendment from either party to the Agreement that is approved in writing or by email from the other party to the Agreement.
- b. Material amendments to this Agreement shall be evidenced by a written instrument executed by both of the parties to the Agreement.
- c. Only Applicable for Heritage Area Management Grantees: Annual renewals of management grants awarded to Heritage Area management entities may be accomplished through a material amendment if the renewal relates to the same Five-Year Action Plan as the Agreement.

10. **Assignment.** This Agreement may not be assigned without MHAA's prior written approval.

11. **Severability.** The invalidity of any section, subsection, clause, or provision of this Agreement shall not affect the validity of the remaining sections, subsections, clauses, or provisions hereof.

12. **Entire Agreement.** This Agreement and its accompanying Terms & Conditions (Exhibit A) constitute the entire agreement between the parties and supersede all prior oral and written agreements between the parties hereto with respect to the Grant.

13. **Governing Law.** This Agreement shall be construed, interpreted, and enforced in accordance with the laws of the State of Maryland.

14. **Costs.** Grantee shall bear all costs incident to the Grant including, without limitation, as applicable, fees for title insurance, property insurance, or other insurance coverages that may be required by MHAA, recordation fees, and Grantee's attorneys' fees, if any.

15. **Voluntary Termination.** MHAA and Grantee shall have the right to terminate this Agreement for any reason upon 30 days' written notice to the other party. In the event of voluntary termination by MHAA, Grantee's authority to request payments shall cease and Grantee shall have no right, title or interest in or to any of the Grant funds not yet paid to Grantee. At the time of termination, Grantee shall return to MHAA any funds paid to Grantee but not yet expended by Grantee as authorized by this Agreement.

16. **Execution in Counterparts; Electronic Signatures.** This Agreement may be executed in counterparts (including facsimile counterparts or as a "PDF" or similar attachment to an email), all of which when taken together shall be deemed one original. This Agreement may be electronically signed; an electronic signature appearing on the Agreement is the same as a

*City of Havre de Grace-Havre de Grace Visitor Center Renovation
MHAA Capital Grant Agreement (FY 2024, \$90,000.00)*

handwritten signature for the purposes of validity, enforceability, and admissibility if the signature is an act of the person to whom the signature is attributed.

17. **Authority to Sign.** The undersigned representative of Grantee warrants, under penalty of perjury, that they possess the legal authority to sign this Agreement on behalf of Grantee and that this Agreement has been duly authorized, executed, and delivered by Grantee in such manner and form as to comply with all applicable laws to make this Agreement the valid and legally binding act and agreement of Grantee. For Grantees that are nonprofit organizations, if the undersigned is not the director of Grantee's board, an elected officer of Grantee, or an executive director, president, or equivalent position appointed pursuant to Grantee's bylaws, additional documentation is required to confirm that the undersigned representative has authority to bind Grantee.

Ordinance No.

*City of Havre de Grace-Havre de Grace Visitor Center Renovation
MHAA Capital Grant Agreement (FY 2024, \$90,000.00)*

The authorized signatures for Grantee and MHAA below signify their acceptance of the terms of this Agreement:

City of Havre de Grace

By: Stephen Gamatoria (SEAL)
Stephen Gamatoria | Sep 28, 2023 13:37 EDT

Name: Stephen Gamatoria

Title: Director of Administration

MARYLAND HERITAGE AREAS AUTHORITY

By: Jeffrey Cann
Jeffrey Cann
Assistant Secretary of Operations, Department of Planning
Designee for the Chairman
Maryland Heritage Areas Authority

Sep 28, 2023
Date of Execution on behalf of MHAA
(Effective Date)

Attachments:

- | | |
|--------------|--------------------|
| Exhibit A | Terms & Conditions |
| Attachment 1 | MBE Plan |

BUDGET AMENDMENT

April 1, 2024

Amendment # 2024-09

SOURCE OF FUNDS

Account Number	Account Title	Amount
	General Fund 1	
01-0001-46-34	State Grants (MHAA and DHCD)	\$120,300.00
	Total Sources	\$120,300.00

USE OF FUNDS

Account Number	Account Title	Amount
	General Fund 1	
01-1251-7102	Visitor's Center Rehabilitation	\$155,100.00
01-1091-6507	Parking Land Acquisitions	(\$34,800.00)
	Total Uses	\$120,300.00

REASON FOR ADJUSTMENT

To fund greater than expected costs to rehabilitate the Visitor's Center

AUTHORITY

City Council on 4/01/24.

APPROVAL

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

CITY COUNCIL

READ FILE COVER SHEET

Subject: **Special Event - Sgt. Hilton Memorial Ceremony**

May 2, 2024

Date: **3/28/2024**

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 April 1, 2024**
- In Confidential File Drawer

Approve:

Johnny Boker Yes No No Comment

Comment: _____

Casi Boyer Yes No No Comment

Comment: _____

Vicki Jones Yes No No Comment

Comment: _____

Jim Ringsaker Yes No No Comment

Comment: _____

Jason Robertson Yes No No Comment

Comment: _____

Tammy Lynn Schneegas Yes No No Comment

Comment: _____

Note: N/A

Office Use Only
Date Received 3-13-24
Tracking # 1091-23-0002

EVENT APPLICATION CHECKLIST

EVENT NAME: Sgt. Hilton Memorial Fundraiser, Ceremony at Hilton Memorial

Sponsor Organization: Sgt. Alfred B. Hilton Memorial Fund, Inc.

Business Address: P.O. Box 123, Bel Air, MD 21014

On-Site Contact Person: Sue Nappi

Contact Information Phone: _____ Email: _____

Back-Up On-Site Contact Person: Roxann Redd-Wallace

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 # 83-1033016 (attach non-profit status documentation to application)

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

The Sgt Alfred B. Hilton Memorial Fund, Inc., has a Bel Air address, but is focused on efforts that benefit Harford County to include Havre de Grace, the hometown of Sgt. Alfred B. Hilton

Event Category:

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

A 15 minute ceremony at the Sgt. Alfred B. Hilton Memorial at David Craig Park.

- Will raise replica of flag carried into battle
- will have color guard
- details previously discussed with Mr. Gamatoria

* a fee may be charged

Date/Time:

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

Setup Date: May 2, 2024 Begin Time: 4:00 PM
Event Starts Date: May 2, 2024 Time: 4:45 PM
Event Ends Date: May 2, 2024 Time: 5:00 PM
Breakdown Date: May 2, 2024 End Time: 5:15 PM
Rain Date Date: None

Is timeframe the same? Yes No

If no, include new times: _____

Location: (see attached map)

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

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

Anticipated Attendance: 75

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.

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

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

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

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

- Other:** Please explain:

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

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

Food Service:

Yes No Will there be food sold at your event?

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

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

Alcohol:

Yes No Will there be alcohol sold at your event?

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

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

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

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

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

No liquor at ceremony. At the end of the ceremony there is a ticketed fundraiser at the Seaplane Basin that starts at 5:30PM

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.

This is a short event, with attendees standing with a few chairs available for the disabled/elderly. If something were to happen, we will assess need for emergency assistance and call 911 if necessary.

Affidavit:

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

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

Event Name: Sgt. Hilton Memorial Fundraiser, Ceremony at Hilton Memorial

Print Name of Event Sponsor Sue Nappi

Title Board Member

Phone _____ Email _____

Signature *Sue Nappi* Date 3/13/2024

Received by *Rebecca Kross* Date 3/18/2024
City Official Date

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

DEPARTMENT OF THE TREASURY

Date: **AUG 09 2018**

THE SGT ALFRED B HILTON MEMORIAL
FUND INC
P O BOX 123
BEL AIR, MD 21014-0123

Employer Identification Number:
83-1033016
DLN:
26053618001058
Contact Person: ID# 31954
CUSTOMER SERVICE
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
509(a) (2)
Form 990/990-EZ/990-N Required:
Yes
Effective Date of Exemption:
September 15, 2017
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

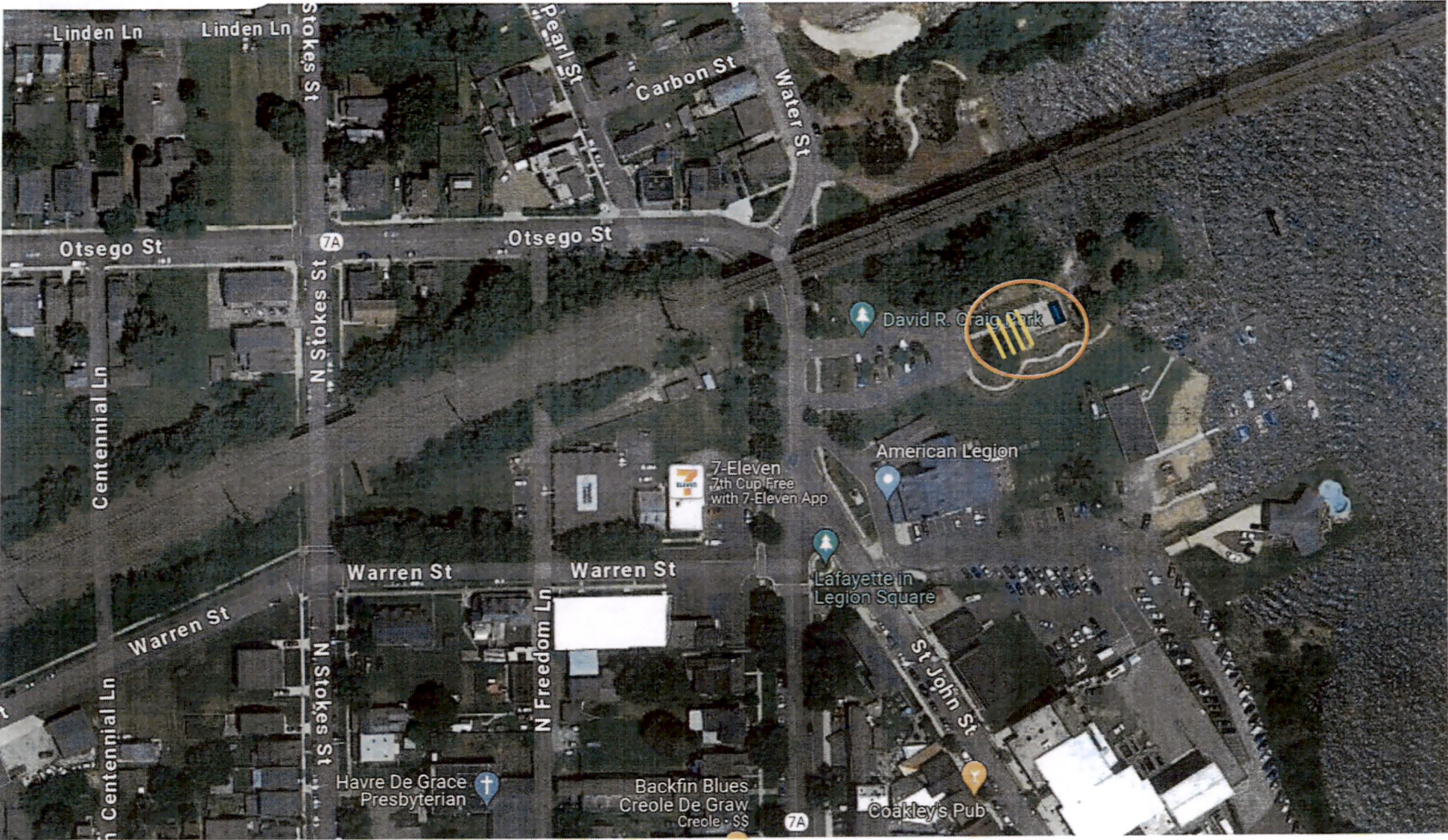
If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.


For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Letter 947

Sgt Alfred B. Hilton Flag Raising Ceremony at David Craig Park



 = line of folding chairs

 = Sgt Alfred B. Hilton Memorial

Information on the Flag changes
needed prior to the ceremony

----- Forwarded message -----
From: Steve Gamatoris <sgam@havendegracemd.com>
Date: Fri, Nov 17, 2023 at 7:50 PM
Subject: Flag Protocol
To: Terry Roxann Redd-Wallace

Good morning Sue, Curtis and Jim,
Got this email from Mr. G. in HDG yesterday. Sending FYI.
Roxann

- We will fly the US and MD flags together at the center pole. (we will need to arrange two sets of snap hooks on the same rope/halyard, leaving approximately one foot of space between the US and MD flags.)
- The City flag will be flown alone on the northernmost pole, which is next in precedence after the raised center pole.
- The new flag on the southernmost side of the memorial.

These changes will be made prior to the new flag-raising ceremony, which will begin with an empty pole

Have a great weekend - and Thanksgiving
Stephen J. Gamatoris
Director of Administration
City of Havre de Grace
410-652-0643 (cell)
410-539-1800 X1116

SPECIAL EVENTS WORK SHEET

Event:	Sgt. Hilton Memorial Fundraiser	Tracking ID 1011 21 0007
Dates:	05/02/2024	
Time of set up:	4pm - 4:45pm	
Take down time:	5pm - 5:15pm	
Time of actual event:	4:45pm - 5pm	
Location:	David Craig Park	

	Number of personnel	Regular Pay (Hours)	Overtime Pay Hours*	FULLY Loaded Wage**	Estimated Hours	Total Estimated Cost
PD					0	\$0.00
Notes	Patrol will monitor the event. <i>Completed 03/19/2024</i>					
	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	Set up 30 chairs and return to Huchins Park. Completed 3/19/24.					
Grand Total	2	2	0	\$80.37	2	\$160.74
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 - Jazz by the Bay**

May 10, 2024

Date: **3/28/2024**

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 April 1, 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 3/19/24
Tracking # 1011 19 0040

EVENT NAME: Jazz by the Bay: an Evening with the Havre de Grace High School Jazz Ensemble

Sponsor Organization: Havre de Grace High School Music Boosters

Business Address: 445 Lewis Lane, Havre de Grace Maryland, 21078

On-Site Contact Person: Joshua Dill

Contact Information Phone: _____ Email: _____

Back-Up On-Site Contact Person: David Tramontana

Contact Information Phone: _____ Email: _____

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

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

Is the Sponsor Organization a 501 C3? Yes No

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

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

Event Category:

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

* a fee may be charged

Date/Time:

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

Setup Date: 05/10/2024 Begin Time: 4:30 PM

Event Starts Date: 05/10/2024 Time: 6:00 PM

Event Ends Date: 05/10/2024 Time: 7:30 PM

Breakdown Date: 05/10/2024 End Time: 8:30 PM

Rain Date Date: 05/17/2024 Is timeframe the same? Yes No

If no, include new times: _____

Location: (see attached map)

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

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

Hoping Concord Point Park was the right selection...if not please let me know. I want the area in front of the lighthouse :)

Anticipated Attendance: ~120

Admission Fee (if any): _____

Requested City Services:

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

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

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

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

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

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

- Other:** Please explain:

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: Jazz by the Bay: an Evening with the Havre de Grace High School Jaz

Print Name of Event Sponsor HHS Music Boosters / Joshua Dil

Title Director

Phone _____ Email _____

Signature Joshua Dill Date 03/19.2024

Received by Rebecca Kross Date 03/19/2024
City Official Date



CERTIFICATE OF LIABILITY INSURANCE

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

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

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

PRODUCER WSMT INSURANCE 1614 E CHURCHVILLE RD BEL AIR MD 21015-2050		CONTACT NAME: PHONE (A/C, No, Ext): 410-803-8590 FAX (A/C, No): E-MAIL ADDRESS:																						
INSURED HAVRE DE GRACE HIGH SCHOOL MUSIC BOOSTERS 3546 GREEN SPRING RD C/O HEIDI PENSELL HVRE DE GRACE MD 21078-1111		<table border="1"> <tr> <th colspan="2">INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A:</td> <td>SELECTIVE INS CO OF AMERICA</td> <td>12572</td> </tr> <tr> <td>INSURER B:</td> <td></td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> <td></td> </tr> </table>		INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	SELECTIVE INS CO OF AMERICA	12572	INSURER B:			INSURER C:			INSURER D:			INSURER E:			INSURER F:		
INSURER(S) AFFORDING COVERAGE		NAIC #																						
INSURER A:	SELECTIVE INS CO OF AMERICA	12572																						
INSURER B:																								
INSURER C:																								
INSURER D:																								
INSURER E:																								
INSURER F:																								

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GENL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:			S 2073343	3/20/2023	3/20/2024	EACH OCCURRENCE	\$ 1,000,000
								DAMAGE TO RENTED PREMISES (Ea occurrence)
							MED EXP (Any one person)	\$ 5,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COM/POP AGG	\$ 2,000,000
								\$
							COMBINED SINGLE LIMIT (Ea accident)	\$
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
							EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
							PER STATUTE	OTH-ER
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

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

This Certificate of Liability Insurance was created by Selective on behalf of the agent.

CERTIFICATE HOLDER

CITY OF HAVRE DE GRACE
715 PENNINGTON AVENUE

Havre de Grace MD 21078

CANCELLATION

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

AUTHORIZED REPRESENTATIVE
[Signature]

© 1988-2015 ACORD CORPORATION. All rights reserved.

AGENCY CUSTOMER ID: _____
LOG #: _____



ADDITIONAL REMARKS SCHEDULE

Page 2 of 2

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

ADDITIONAL REMARKS

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

JOB #

JOB LOCATION

SPECIAL EVENTS WORK SHEET

Event:	Jazz by the Bay (HHS Music Department)	Tracking ID: 1011 19 0040
Dates:	5/10/2024	
Time of set up:	4:30 PM	
Take down time:	7:30 PM - 8:30 PM	
Time of actual event:	6 pm - 7:30 PM	
Location:	Concord Point Park	

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

Notes

Officers on patrol will handle this event. Completed 03/20/2024

	Number of personnel	Regular Pay (Hours)	Overtime Pay Hours*	FULLY Loaded Wage**	Estimated Hours	Total Estimated Cost
DPW	1	0.5		\$75.75	0.5	\$37.88

Notes

Bathrooms cleaned and stocked. No other City Services requested. Completed: 3/27/24.

Grand Total	1	0.5	0	\$75.75	0.5	\$37.88
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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 - Corpus Christi Eucharistic Procession**

June 2, 2024

Date: **3/28/2024**

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 April 1, 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 3-13-24
Tracking # 1095 24 0032

EVENT NAME: Corpus Christi Eucharistic Procession

Sponsor Organization: St. Patrick Catholic Church

Business Address: 615 Congress Avenue

On-Site Contact Person: Joanna Friedenberg

Contact Information Phone: _____ Email: _____

Back-Up On-Site Contact Person: Tom Parks

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 # 52-0591502 (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: <u>06/02/2024</u>	Begin Time: <u>11:30am</u>
Event Starts	Date: <u>06/02/2024</u>	Time: <u>11:30am</u>
Event Ends	Date: <u>06/02/2024</u>	Time: <u>1:30pm</u>
Breakdown	Date: <u>06/02/2024</u>	End Time: <u>1:30pm</u>
Rain Date	Date: <u>06/02/2024</u>	

Is timeframe the same? Yes No

If no, include new times: _____

Location: (see attached map)

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

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

The parade/procession will start from the church heading east on Congress Avenue towards Union Avenue, make left onto Union Avenue towards Pennington Avenue, make left on Pennington Avenue towards Juniata Street, make left on Juniata Street towards Congress Avenue, make left onto Congress Avenue towards St. Patrick Church to conclude with a light reception on the parish grounds.

Anticipated Attendance: 200

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.

The parade/procession will start going out from the church and heading east on Congress Avenue towards Union Avenue, make left onto Union Avenue towards Pennington Avenue, make left on Pennington Avenue towards Juniata Street, make left on Juniata Street towards Congress Avenue, make left onto Congress Avenue towards St. Patrick Church to conclude with a light reception on the parish grounds. We would need at least half-width of the street available for the procession.

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: Captain John Krass Badge # 7761

Date Contacted: 03/07/2024

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.

1 fully staffed BLS/IV ambulance will be on site provided by Havre de Grace Ambulance Corps to address serious medical emergencies. Two other units(1 AIS, 1 BLS) are within 5 minutes of site if needed. 2 reserve EMS units, Fire and LE within 4 minute response time of site. A First-Aid tent will be set up for basic First Aid, cooling and hydration. There are already 2 AEDs on site. Additionally, Maintenance Officer, an active licensed EMT, will be on site for duration of event and in radio contact with BLS unit.

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: Corpus Christi Eucharistic Procession

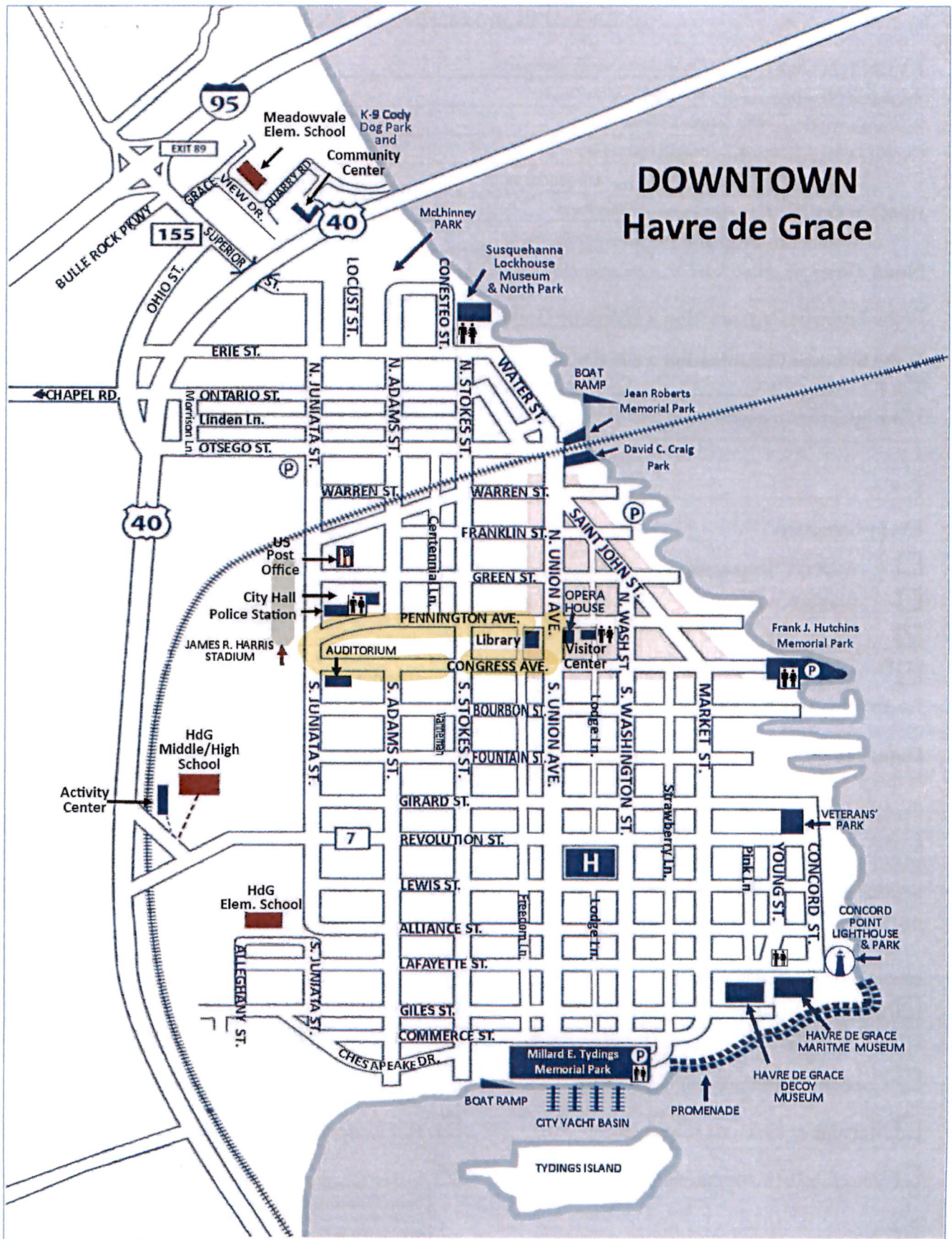
Print Name of Event Sponsor St. Patrick Catholic Church

Title PASTOR

Phone 4 _____ Email _____

Signature  Date 03/06/2024

Received by  _____ Date 03/18/2024
City Official Date



DOWNTOWN Havre de Grace



Maryland Department of Transportation

Special Event Permit - Data Sheet

STATE HIGHWAY
ADMINISTRATION

Event Name: Corpus Christi Eucharistic Procession

Submittal Date: 3/6/24

Start Date: 6/2/24 End Date: 6/2/24

Start Time: 11:30 End Time: 01:30

Purpose/Type: religious procession/parade

Organizer: St. Patrick Catholic Church

Contact Person: Joanna Friedenber Daytime Phone: 410-939-2525

Address: 615 Congress Avenue, Evening Phone: _____
Havre de Grace, MD Email Address: joanna.friedenberg@arch

Number of Participants: 200 Number of Vehicles: 0 Rain/Snow Date: 06/02/24

Proposed Route (Written Description)

The procession would start in the church (601 Congress Avenue), heading east on Congress Avenue towards Union Avenue, turn left on Union Avenue towards Pennington Avenue, turn left on Pennington Avenue and head towards Juniata Street, turn left on Juniata Street, turn left on Congress Avenue towards the church and conclude in the church or parish grounds adjacent to the church.

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

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

Have you enlisted local police assistance? Yes _____ Number _____

Have you enlisted Maryland State Police assistance? No _____ Number _____

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

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

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

Attach The Following

Map of affected routes

Cue sheets (If Available)

TRAFFIC CONTROL PLAN - Including details on how intersections will be controlled and by whom, a detour plan, locations of police officers, locations of marshals/volunteers, and locations of traffic control devices.

Other Event Details:

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

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



Maryland Department of Transportation Special Event Permit - Signature Sheet

Event Name: Corpus Christi Eucharistic Procession

Organizer's Acknowledgement

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

Organizer: St. Patrick Catholic Church

Representative: Fr. Francis Ouma

Signature:

Terms and Conditions

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

Agency Approvals

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

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

HAVRE DE GRACE POLICE CAPT. JAHK #7761 CAPT. JONATHAN KRASS 7761
 Local Government / Police Signature Print Name Date 3/28/24

Local Government / Police

 Signature Print Name Date

Local Government / Police

 Signature Print Name Date

Maryland State Police

 Signature Print Name Date

MDOT SHA

 Signature Print Name Date

**Internal Revenue Service
P.O. Box 2508
Cincinnati, OH 45201**

Department of the Treasury

Date: August 24, 2022

Person to Contact:

R. Meyer ID# 0110429

Toll Free Telephone Number:

877-829-5500

United States Conference of Catholic
Bishops
3211 4th Street, NE
Washington, DC 20017-1194

Group Exemption Number:

0928

Dear Sir/Madam:

This responds to your June 23, 2022, request for information regarding the status of your group tax exemption.

Our records indicate that you were issued a determination letter in March 1946, that you are currently exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, and are not a private foundation within the meaning of section 509(a) of the Code because you are described in sections 509(a)(1) and 170(b)(1)(A)(i).

With your request, you provided a copy of the *Official Catholic Directory for 2022*, which includes the names and addresses of the agencies and instrumentalities and the educational, charitable, and religious institutions operated by the Roman Catholic Church in the United States, its territories, and possessions that are subordinate organizations under your group tax exemption. Your request indicated that each subordinate organization is a non-profit organization, that no part of the net earnings thereof inures to the benefit of any individual, and that no substantial part of their activities is for promotion of legislation. You have further represented that none of your subordinate organizations is a private foundation under section 509(a), although all subordinates do not all share the same sub-classification under section 509(a). Based on your representations, the subordinate organizations in the *Official Catholic Directory for 2022* are recognized as exempt under section 501(c)(3) of the Code under GEN 0928.

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

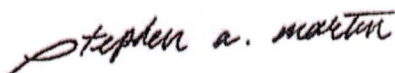
Subordinate organizations under a group exemption do not receive individual exemption letters. Subordinate organizations are not listed in Tax Exempt Organization Search (Pub 78 data), and many are not listed in the Exempt Organizations Business Master

File extract, or EO BMF. Donors may verify that a subordinate organization is included in your group exemption by consulting the *Official Catholic Directory*, the official subordinate listing approved by you, or by contacting you directly. IRS does not verify the inclusion of subordinate organizations under your group exemption. See IRS Publication 4573, *Group Exemption*, for additional information about group exemptions.

Each subordinate organization covered in a group exemption should have its own EIN. Each subordinate organization must use its own EIN, not the EIN of the central organization, in all filings with IRS.

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

Sincerely,

A handwritten signature in cursive script that reads "Stephen A. Martin".

Stephen A. Martin
Director, Exempt Organizations
Rulings and Agreements



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
03/21/2024

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 Porter & Curtis, LLC 225 State Road Media, PA 19063	CONTACT NAME: Lucia Mazzone
	PHONE (A/C, No, Ext): _____ FAX (A/C, No): _____ E-MAIL ADDRESS: lmazzone@portercurtis.com
INSURER(S) AFFORDING COVERAGE	
INSURER A : UNDERWRITERS AT LLOYDS	NAIC # AA1122000
INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
 ST PATRICK, HAVRE DE GRACE
 615 CONGRESS AVE
 Havre DE Grace, MD 21078

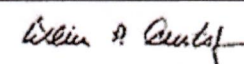
COVERAGES **CERTIFICATE NUMBER:** C000240020 **Account:** 2409 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO. JECT <input type="checkbox"/> LOC OTHER: _____		PK1016223	07/01/2023	07/01/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ _____ MED EXP (Any one person) \$ _____ PERSONAL & ADV INJURY \$ _____ GENERAL AGGREGATE \$ None Applicable PRODUCTS - COMP/OP AGG \$ _____ \$ _____
	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 (Per person) \$ _____ BODILY INJURY (Per accident) \$ _____ PROPERTY DAMAGE (Per accident) \$ _____ \$ _____
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$ _____					EACH OCCURRENCE \$ _____ AGGREGATE \$ _____ \$ _____
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	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 \$ _____

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 The limits include applicable retentions. City of Havre de Grace is included as an Additional Insured if required by written contract with regard to Corpus Christi procession event taking place on 06/02/2024.

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:	Corpus Christi Eucharistic Procession	Tracking ID
Dates:	06/02/2024	
Time of set up:	11:30 AM	
Take down time:	1:30 PM	
Time of actual event:	11:30 PM	
Location:	procession- Congress, Union, Pennington, Juniata (see application)	

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

Notes
Patrol will monitor the event. *Completed: 03/20/2024*

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

Notes
No duties for DPW. Completed 3/19/24.

Grand Total	0	0	0	\$0.00	0	\$0.00
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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)