



City of Havre de Grace

711 PENNINGTON AVENUE, HAVRE DE GRACE, MARYLAND 21078

410-939-1800

WWW.HAVREDEGRACEMD.COM

Public Notice

Havre de Grace City Council Meeting

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

TIME: 7:00 p.m.

DATE: Monday, April 15, 2024

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



COUNCIL MEETING AGENDA

April 15, 2024

711 Pennington Avenue, Havre de Grace, Maryland

7:00 p.m.

Public Hearing for Charter Resolution 301 concerning Amending Section 47 Eliminating the Requirement that the Director of Administration Execute a Corporate Bond before Discharging Duties

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

Public Hearing for Ordinance No. 1147 concerning Approving Budget Amendment 2024-09 to Fund Visitor Center Rehabilitation

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 – April 1, 2024
 - B. City Council Public Work Session – FY 2025 Preliminary Budget – April 8, 2024
6. Comments from Citizens
7. Appointments: None
8. Recognitions: None
9. Proclamations: (Presented by Mayor Martin)
 - A. Flood Awareness Month
 - B. Arbor Day 2024
10. Presentations: None

11. Resolutions:

A. **Calendar Resolution concerning Approving MOU with the Arts Collective (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 APPROVE A MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE CITY OF HAVRE DE GRACE (CITY) AND THE HAVRE DE GRACE ARTS COLLECTIVE (COLLECTIVE) FOR THE PROMOTION OF THE CITY'S ARTS AND ENTERTAINMENT DISTRICT

B. **Calendar Resolution concerning Approving Support for the Susquehanna River Bicycle and Pedestrian Feasibility and Planning Study (CM Boyer)**

A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND, PURSUANT TO THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND AND SECTIONS 33 AND 34 OF THE CITY CHARTER TO APPROVE SUPPORT FOR THE MARYLAND DEPARTMENT OF TRANSPORTATION'S SUSQUEHANNA RIVER BICYCLE AND PEDESTRIAN FEASIBILITY AND PLANNING STUDY PROJECT

12. Ordinances:

A. **Ordinance No. 1147 concerning Approving Budget Amendment 2024-09 to Fund Visitor Center Rehabilitation: 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

B. **Ordinance concerning Approving Budget Amendment 2024-10 to Replace a Sewer Camera: First Reading (CM Robertson)**

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

C. **Ordinance concerning Approving Budget Amendment 2024-11 to Acquire a New Mobile Security Unit: 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

D. **Ordinance concerning Amending Chapter 1 General Provisions to Add New Article V Definitions and Rules of Construction: First Reading (CP Ringsaker)**

AN ORDINANCE BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND, ADOPTED PURSUANT TO THE AUTHORITY OF ARTICLE XI-E OF THE MARYLAND CONSTITUTION, THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND, AND SECTIONS 33 AND 34 OF THE HAVRE DE GRACE CITY CHARTER TO AMEND CITY CODE CHAPTER 1 GENERAL PROVISIONS TO ADD NEW ARTICLE V DEFINITIONS AND RULES OF CONSTRUCTION

13. Old Business:
 - A. Special Event – Lock House Craft Beer & Wine Festival, April 20, 2024 – Change in Location to Conestee Street and Park Drive (if needed)

14. New Business:
 - A. Special Events (Dr. Ricci)
 - i. Wave of Light, October 15, 2024
6:30 p.m.-8:00 p.m., Concord Point Park

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

16. Business from Mayor Martin

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

18. Adjournment

CITY COUNCIL

READ FILE COVER SHEET

Subject: **Charter Resolution 301 concerning Amending Section 47
Eliminating the Corporate Bond Requirement
(Public Hearing)**

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 15, 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

To: Council President Ringsaker & City Council Members

From: Adam Rybczynski, Senior Aide to the Mayor

Date: March 14, 2024

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

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

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

CITY COUNCIL
OF
HAVRE DE GRACE, MARYLAND

CHARTER AMENDMENT RESOLUTION NO. 301

Introduced by _____ Council President Ringsaker _____

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

On: March 18, 2024

at: 7:00 p.m.

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

PUBLIC HEARING

A Public Hearing is scheduled for April 15, 2024 at 7:00 p.m.

EXPLANATION

Underlining indicates matter added to existing law.

[Bold Brackets] indicate matter deleted from existing law.

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

Charter Amendment Resolution No. 301

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

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

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

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

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

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

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

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

51
52
53 Introduced/First Reading: 3/18/2024
54 Public Hearing:
55 Second Reading/Adopted:
56
57 Effective Date:

CITY COUNCIL

READ FILE COVER SHEET

Subject: **Ordinance 1147 concerning Approving Budget Amendment
2024-09 Visitor Center Rehabilitation**
(Public Hearing & 2nd Reading)

Date: **4/2/2024**

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 15, 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. 1147

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.

31
32
33

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

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

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

44 **NOW THEREFORE**, it is determined, decided, and ordained by the City Council that
45 Budget Amendment 2024-09 (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

51 _____
52 William T. Martin
53 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: 4/2/2024
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 Hawre 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. 1147

*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:	_____



April 1, 2024

Council Meeting Proceedings

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

7:00 p.m.

Mayor Martin explained the reason for having offsite Council meetings is to engage more people in the government process and showcase different areas of the City; this brings the government to the people. Other offsite meetings are planned.

Public Hearing for Ordinance 1146 concerning Approving Budget Amendment 2024-08 to Fund Tourism Merchandise Sales was called to order on April 1, 2024 at 7:02 p.m. with Mayor Martin presiding. Council Members present: CP Ringsaker, CM Boker, CM Boyer, CM Jones, CM Robertson and CM Schneegas.

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 7:06 p.m.

The regular meeting of the Mayor and City Council was called to order on April 1, 2024, at 7:06 p.m. with Mayor Martin presiding. Council Members present: CP Ringsaker, CM Boker, CM Boyer, CM Jones, CM Robertson, and CM Schneegas.

The Pledge of Allegiance was recited, and the opening prayer was given by Rev. Dr. Lynne Humphries-Russ, Hopewell United Methodist Church. Rev. Dr. Lynne Humphries was recognized for her 6 years serving at Council meetings as she will be leaving to serve the Timonium United Methodist Church.

Approval of Minutes

City Council Meeting Minutes – CM Boker moved to approve the Council Meeting minutes of March 18, 2024. Second by CM Schneegas. Motion carried 6-0.

Comments from Citizens

Carrie Parsons, 420 Otsego Street, Havre de Grace, spoke in favor of Ordinance No. 1145 and thanked Mayor Martin for keeping his promises.

Recognition

Former Council Member Dave Martin was recognized by Mayor Martin for his service on the City Council and was presented with a duck decoy to commemorate his time on the City Council.

Resolutions

Charter Resolution No. 300 concerning Amending Section 18 C for Non-Elected Acting Officials: Second Reading

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

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

Ordinances

Ordinance No. 1142 concerning Amending Chapter 155 pertaining to Site Plan Approval: Second Reading
AN ORDINANCE BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND, ADOPTED PURSUANT TO THE AUTHORITY OF ARTICLE XI-E OF THE MARYLAND CONSTITUTION, THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND, AND SECTIONS 33 AND 34 OF THE HAVRE DE GRACE CITY CHARTER TO AMEND CHAPTER 155 SITE PLAN APPROVAL

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

Ordinance No. 1143 concerning Amending Chapter 25 pertaining to Water & Sewer Commission, and Marina Commission: Second Reading

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

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

Ordinance No. 1144 concerning Amending Chapter 97 Historic Preservation: Second Reading

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

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

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

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

A motion to introduce was made by CM Boker. Second by CP Ringsaker. Motion carried 6-0. A motion to adopt was made by CM Jones. Second by CM Schneegas. CP Ringsaker made a motion to add section "3. This section does not apply to any homes under contract prior to the signing of this ordinance." Second by CM Boyer. A motion to approve the amendment carried 6-0. After a roll call vote, motion to approve the ordinance carried 6-0.

Ordinance 1146 concerning Approving Budget Amendment 2024-08 to Fund Tourism Merchandise Sales: 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 CM Schneegas. Motion carried 6-0. A motion to adopt was made by CM Jones. Second by CM Robertson. After a roll call vote, motion to approve carried 6-0.

**Ordinance concerning Approving Budget Amendment 2024-09 to Fund Visitor Center Rehabilitation:
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 Boker. Motion carried 6-0. The ordinance was given number 1147. A motion to adopt was made by CM Boyer. Second by CM Schneegas. After a roll call vote, motion to approve carried 6-0. The public hearing was scheduled for April 15, 2024 at 7:00 p.m.

New Business

Fee Schedule – OPAC

CP Ringsaker made a motion to allow OPAC – Dr. Jaffe to utilize the STAR Centre for public good to host the candidate forum at no charge. Second by CM Schneegas. Motion carried 6-0.

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

- 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)

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

Directors Report

Mayor Martin introduced and listed the credentials of his hand-picked leadership team that work every day to conduct City business. They put in many more hours than 40 hours per week.

Chris Ricci, Director of Administration: Dr. Ricci thanked everyone at Bulle Rock for giving us the opportunity to have the meeting here and thanked City staff who worked tirelessly to make sure this worked for all citizens. He gave congratulations to Bambi Johnson and her team – Barbara, Bob and Kiley for the sold out Eaglemania concert. Havre de Hops will be April 6 at the STAR Centre during the day and that evening will be a concert by Constantine Maroulis and Kris Allen from American Idol. Bruce Wills was recognized for managing the trolleys and our ambassadors (trolley drivers) – we are currently hiring for a couple more ambassadors. Katie Noe is transitioning out of the Arts Collective as Executive Director and Haley Strong is coming on May 13; Katie hopes to join the board to continue their mission. Tammy Brinkman, Executive Assistant was thanked for her help with the election while he transitions into his Director of Administration role.

Tim Bourcier, Director of Planning: Mr. Bourcier reported they are getting ready to send the comprehensive plan to the state and county agencies for the 60-day review – this is our plan of growth for the next 20 years; everything is on our website for the citizens to review – now is the time for review. We received comments back from State Highways regarding the Wawa property and are waiting for comments from the county – it should be wrapped up by May or June. The Planning Commission gave preliminary approval for Harbor Shops II – we don't know any of the tenants yet. We plan to have the e-permitting available beginning May or June, so residents can apply for building permits online and we will have a kiosk at City Hall for those who don't have computer access. They are meeting with State Highways regarding the 5-point intersection on Rt 40. The number of permits for March will be shared at the next Council meeting. Bulle Rock was thanked for hosting us.

Bridgette Johnson, Director of Economic Development & Tourism: Ms. Johnson thanked Bulle Rock for hosting us. Information on what they do was given - business retention and attract businesses to grow the tax base. The Economic Development Advisory Board meets the 3rd Wednesday of the month at 4 p.m. and they have an opening; the application is on the City website. The 8th edition of the online Quarterly Business Beat newsletter will be released April 3; it gives information on businesses opening and closing, upcoming events, ribbon cuttings, etc. – you can sign up to receive the newsletter on the City website under the Economic Development tab. They

spend a lot of time seeking state and federal grants to supplement our budget and projects; our consultant Wanda Boker is currently working on grants that are due in April and May – \$300,000 for Project Restore to fill in vacant spaces in the Downtown Historical District; Community Legacy and CDBG to fund signature sidewalks in the Historic District to increase pedestrian traffic; we've been a Main Street community since 2005, which is a prestigious honor given to us by the state – we are seeking additional grant opportunities to pay the salary of the Main Street coordinator; and we are seeking grant funding from the Maryland Heritage Areas Program for capital improvement projects. We received a federal grant for the 100' footbridge connecting the industrial park to Swan Harbor Trail; once the pilings are installed, we will recruit volunteers to put the bridge together. First Friday is May 3 from 5-9:30 p.m.; handicap parking will be in front of the Visitor Center on Pennington Avenue. The Visitor Center is temporarily moved to 203 N. Washington Street (former Amanda's Florist Shop) while renovations are being done to create public restrooms. The Visitor Center has a lot of items for sale. The Tourism Advisory Board meets the 3rd Wednesday of the month at 10 a.m.; meeting minutes are posted on the City website. Follow us on Explore Havre de Grace, City website, Facebook, and Instagram. They are always seeking volunteers-contact Bridgette Johnson or our Tourism Manager Lauri Orzewicz.

George DeHority, Director of Finance: Mr. DeHority thanked the Council for passing Ordinance No. 1146 and moving forward with Ordinance No. 1147. He reported on the current financial condition of General Fund 1, Water/Sewer Fund 9, and Marina Fund 8. The General Fund balance is \$4,852,900, which is \$678,600 below budget. The Water/Sewer Fund 9 balance is \$3,419,000, which is \$104,000 below budget. The Marina Fund 8 balance is \$851,200, which is \$6,300 below budget.

EJ Millisor, Director of Public Works: Mr. Millisor wished everyone happy belated Easter. They are able to do pothole repairs now that the weather is getting better. They have several water line projects going on, one of which is Rt. 155 being upgraded to 16" lines – it should be done in June weather permitting. The flags and utility markings in yards is from the ThinkBig project of laying fiber optic cable and are temporary. The boat launch credit card kiosk for the marina has arrived and will be installed soon. The Street & Traffic Safety Advisory Board is reviewing Chapter 190 of the City Code – they meet monthly if you are interested in attending – the agenda is posted on the City website. Conowingo has a cleaning of the dam that will end this month. The City-wide Yard Sale, River Sweep, and Citywide Cleanup Day (Dumpster Day) are on April 20. The City-wide cleanup with the CAT Club is May 4. The National Trail Maintenance Day is June 1 – more information will be on the City website. Mayor Martin commented that the Cleanup Day (Dumpster Day) is a service we try to provide two times a year.

Chief Teresa Walter, Havre de Grace Police Department: Chief Walter reported that Drug Take Back Day is April 27, 10 a.m.-2 p.m., so instead of dumping drugs into our sewer system to bring them to the Police Department to keep our environment safe; other drop off locations on April 27 include the County Office Building, Maryland State Police in Bel Air, Bel Air Police Department, Aberdeen Police Department, and Wegman's; the HdG Police Department also provides disposable deactivate drug bags – easy to use and then can be thrown in regular trash. They are always looking for police officers – looking for good people – it's a phenomenal profession. This is the time of year they support Special Olympics Maryland; the Torch Run is coming up for which they are selling t-shirts and hats – it's a good cause. They will give an Active Shooter presentation to Bulle Rock residents on April 24 at 6 p.m.

Business from Mayor Martin

Mayor Martin had George DeHority distribute the FY 2025 Preliminary Budget to the Council Members. Mayor Martin explained the budget process. The Council has between now and June to make any amendments. Work sessions will be scheduled where residents can attend and observe. Mayor Martin read the cover letter into the record (see attached). We aren't raising taxes, but we are taking a hit with the current inflation. Property assessments come out this year. We have eliminated some capital projects, but kept the important ones. The Downtown restoration will continue – the money has been allocated through ARPA funding. The history of the STAR Centre was given – we have made great strides to raise revenues; the utilities alone are \$135,000 per year – he hopes it will be able to sustain itself soon. He has begun again meeting with Bulle Rock HOA representatives every 3 months. Information was given on the Water & Sewer fund, the water study, and permits. We have 3 water tanks in the City and need a new tank near Stencil Field (Zone 1) to have pressure for new home development. The hook up fee increased so current home owners aren't paying for it. We are putting in 16" pipes to the tank near Meadowvale on Rt. 155 to get water through faster to help with the pressure; this is important for the Fire Department to keep their ISO rating to 1 – we are 1 of only 2 in the country for volunteer departments with this rating. A copy of the budget will be on our website as well as information of when the Council will meet to discuss the budget; the first reading is June 3, the public hearing is June 10, and the second reading and adoption

will be June 17. The Bulle Rock Resident's Club was thanked for hosting us and residents for coming out; we will be out again soon for a town hall meeting. Jeff Thompson, Jay Dubree, and Jimmy Burrell were thanked for their technical support for tonight's meeting.

Business from Council

Council Member Boyer: CM Boyer thanked everyone for coming out and participating in the process. She sees HdG as living in a college town for adults. Volunteers are needed for a variety of projects – HdG is special because we all get involved. She encouraged people to get involved and stay involved, especially if there is something you would like to see happen.

Council Member Schneegas: CM Schneegas thanked everyone for coming out and support the Council meetings. It is wonderful to share events that take place in HdG. She attended When Harriet met Frederick at Gallery 220 – it was very interesting and a heartfelt rendition of Maryland history. She attended the Easter Egg Hunt and thanked the Recreation Committee for making it happen. The US Senate and Congress were thanked for their approval of the appropriations bill that will give Harmer's Town Art Center \$3,351,000 grant funding to help build the future Harmer's Town Art Center building; Harmer's Town is on Market Street and has murals painted by Ezra Berger; the Harmer's Town Board was also thanked for pursuing the dream. People were invited to the Marina Commission meeting on April 10 at 4:30 p.m. at the City Hall Conference Room.

Council Member Robertson: CM Robertson commented the Sgt. Alfred B. Hilton Memorial Ceremony will be May 2 with the flag raising at 4:45 p.m. followed by a fundraiser at the Seaplane Base - all funds raised go to the Sgt. Alfred B. Hilton Scholarship; the Sgt. Hilton Memorial is a beautiful monument at David Craig Park; Sgt. Hilton was a fascinating person.

Council Member Boker: CM Boker echoed CM Robertson's comments on the Sgt. Alfred B. Hilton Ceremony on May 2. On April 5 there will be a short ceremony at Concord Point Park for Goldstar Spouses Appreciation Day. Residents can go to Explore Havre de Grace to find event dates. The Quarterly Business Beat done by the Department of Economic Development is a fantastic newsletter and very informative. Defender's Day is May 4 and volunteers are needed. Volunteers are also needed for the Independence Day festivities on July 6. CM Boker thanked the Susquehanna Hose Company, first responders, and EMS for all they do for us.

Council Member Jones: CM Jones commented she is a resident of Bulle Rock and it is fantastic to see so many of her neighbors at the meeting. She had the pleasure of attending the 105th birthday celebration for Mrs. Mabel Hart, it was phenomenal – it is good to see her so vibrant and lively; it was also attended by Delegate Andre Johnson, Delegate Steve Johnson, Councilman Bennett, and County Executive Cassilly. Upcoming April events: Cleanup Day at Steppingstone Farm Museum on April 20, Citywide Yard Sale on April 20, Citywide Cleanup Day (Dumpster Day) on April 20 – make sure you know what is allowed and not allowed, and Pyrex & Vintage Fest on April 27. Haley Strong was congratulated as the new Executive Director for the Arts Collective; Katie Noe did a great job and she will be missed. The Arts Commission is looking for volunteers.

Council President Ringsaker: CP Ringsaker commented that the Troop 967 Pancake Breakfast is April 27 at the American Legion. Opening Day is Saturday, April 6 at 9 a.m. at Stencil Field. He is excited about the boat launching credit card kiosk coming to the marina. The Mayor and 3 Council members are up for reelection and running unopposed, so legislation will be introduced to be put on next year's ballot to not hold the municipal election if it is unopposed and there are no other issues – it will save the City \$15,000. Bulle Rock was thanked for hosting the meeting.

Mayor Martin recognized and thanked Ben Martorana for his assistance and years of service. He came out of retirement to act as our City Planning Director until we could get a new Planning Director. We retain him as a consultant to help with big projects.

Adjournment

CM Jones made a motion to adjourn at 9:20 p.m. Second by CM Boyer. Motion carried 5-1.

Submitted by: Tamara Brinkman

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



MEMORANDUM

To: Havre de Grace City Council and Citizens
From: Mayor William T. Martin
Date: April 1, 2024
RE: Fiscal 2025 Preliminary Budget

Citizens of Havre de Grace and Honorable Members of the City Council:

Enclosed is my preliminary budget for fiscal 2025 for your consideration. The City was awarded \$13.8 million from the Federal government under the American Rescue Plan Act (ARPA). We committed the funds to capital projects in prior year budgets and the fiscal 2025 budget only includes the carryforward of those projects that are anticipated to still be in progress at the beginning of the fiscal year.

The City also has borrowed the entire \$15 million that the Citizens approved in bonded debt for water and sewer infrastructure rehabilitation. As a result, we do not anticipate being in a position to borrow additional funds until at least fiscal 2028.

This progress limits the City immediate opportunities going forward to funding capital projects through Federal, State or County grant programs, cooperative agreements with private developers, or through additional assessments to our citizens. For fiscal 2025, I have therefore limited new projects to those that are critical to continued growth and development, or are grant or cooperative agreement funded. I intend to aggressively seek public and private funding alternatives and, when successful, I anticipate increasing the capital project budget throughout the fiscal year.

The 2025 budget is a fiscally responsible and sustainable budget and, with your approval, we will keep property tax rates at the 2024 levels.

I am also basing this budget on keeping our sewer rates at their current levels. I am proposing to increase water rates from \$6.80 per 1,000 gallons to \$7.50. The City had a professional review of our water distribution infrastructure this fiscal year and there are improvements that must be made to ensure reliable water delivery. Additionally, we need to begin a City-Wide meter replacement program as many of the older meters are beginning to fail. These issues already demanded that I take actions and raise the Capital Cost Recovery Fees by \$5,000 per new building permit in fiscal 2024 and I am increasing them an additional \$1,500 for fiscal 2025. I have repeatedly discussed the aging water distribution infrastructure at our bi-monthly public meetings and I cannot delay taking action any longer.

The Marina slip rental will be increased in accordance with Ordinance 1139 as recommended by the Marina Commission.

The 2025 budget reflects our continued shared commitment to making Havre de Grace the most desired place in the entire region, to live, work and visit.

General Fund 1

The General Fund 1 is expected to begin the fiscal year with \$2.06 million. Expenditures are projected to exceed revenues and fund transfers by this same amount leaving the General Fund 1 balanced at year end, as required by our Charter.

Budgeted revenues are expected to be \$18.2 million in fiscal 2025, a \$300,000 decrease from the current year projected revenues, primarily due to a \$670,000 decrease in anticipated State and Federal grant funds. As noted last year, these grants were targeted for development of our living shoreline and much needed renovations at our new STAR Centre. These grants were one-time awards and have resulted in both, a shoreline that has become the leading example of Chesapeake Bay stewardship throughout the State, and a facility that has become one of the most desired venues between Delaware and Baltimore.

The Maryland State Department of Assessments and Taxation (SDAT) estimates the net assessable real property tax base for Havre de Grace will increase \$29.85 million for fiscal 2025. SDAT is suggesting the tax rate be reduced from \$0.565 to \$0.5557 to keep real property tax revenues constant (i.e., the Constant Yield Tax Rate). I am, however, proposing to maintain the real property tax rate at its current \$0.565 per \$100 of assessed value. The sizable growth in both population and residences will place a greater demand on City infrastructure and services. The \$168,600 estimated additional property tax revenues will only partially offset the increased operating costs created by this increased demand. Overall spending is budgeted to be \$27.3 million. Of this amount, \$20.6 million is for operating expenses that, due primarily to inflation, exceeds projected fiscal 2024 spending by \$2.9 million.

Budgeted personnel costs, including salaries, overtime, healthcare, pension and other employee insurances, will increase \$1.2 million from the current personnel budget, a 10.2% increase. Increased Healthcare costs account for \$665,000 of the increase.

Water and Sewer Fund 9

The Water and Sewer Fund 9 is expected to begin the year with a \$1.15 million fund balance. Combined with the anticipated revenues, operations are expected to provide \$2.18 million towards the capital program and debt service.

Anticipated residential development for fiscal 2025 is expected to continue at a slightly slower pace than we are experiencing in fiscal 2024. New connections have been estimated at 100 units, based on the anticipated development during the year.

Marine Facilities Fund 8

The Marine Facilities Fund is budgeted to begin fiscal 2025 with a surplus of \$525,300. We anticipate Marine Facilities will end fiscal 2025 with a surplus \$723,400.

I am building the Marine Facilities Fund 8 in anticipation of major rehabilitation projects planned in the intermediate future. Replacing the decking and shoring up the bulkhead will need to be accomplished in the next 5 to 10 years.

I am, therefore, increasing our slip fee rate to \$70.00 per linear foot, as legislated by Ordinance 1139. Operating revenues are expected to exceed budgeted expenses by \$198,100.

I trust you will find this preliminary budget is a solid foundation for our continued efforts to improve Havre de Grace through managing growth and protecting our critical water resources. I thank you for your ongoing support and our continued partnership and joint stewardship.



**City Council Public Work Session
FY 2025 Budget
April 8, 2024**

6:00 p.m.

City Hall, 711 Pennington Avenue, Havre de Grace, Maryland

Purpose: To allow for interaction between the Council and Administration to review the proposed budget for fiscal year beginning July 1, 2024 through June 30, 2025. (The public was invited to attend and observe the meeting.)

Work Session Proceedings

The City Council Public Work Session of the Mayor and City Council was called to order on April 8, 2024, at 6:03 p.m. with Council President Ringsaker presiding. Council Members present: CP Ringsaker, CM Boker, CM Boyer, CM Jones, CM Robertson, and CM Schneegas.

Mayor Martin was present to answer questions, along with the following staff members: George DeHority, Director of Finance; Chris Ricci, Director of Administration; Tim Bourcier, Director of Planning; Bridgette Johnson, Director of Economic Development & Tourism; EJ Millisor, Director of Public Works; Chief Teresa Walter, Chief of Police. Abdul Abdi, Deputy Director of Finance, Capt. Krass, Police Department, and Adam Rybczynski, Senior Aide to the Mayor.

George DeHority distributed a breakdown of special events and professional services. CM Robertson inquired about the Opera House, STAR Centre and the Community Center; the Community Center is in Fund 11.

Council President Ringsaker reviewed each page, asking Council for input and/or questions for each page in the budget: General Fund 2023-2024-2025 Comparisons; General Fund Operating Revenues; and budgets for Mayor; City Council; Administration Offices; Information Technology; Special Events; Registration and Elections, Legal Services and Insurance; Economic Development & Tourism; Finance; Planning and Code Enforcement; Police Administration; Police Patrol and Investigation; Public Works Administration, Public Works; Highways and Streets; Shop Operation; Volunteer Organizations; General Fund Debt Service; Capital Budget worksheet; Water & Sewer Fund; and Marina Fund. Council members interacted and asked questions and/or requested clarity and logic on a variety of line items.

Items of Note:

- MML Subscription – Discussion on if the Council wants to continue the yearly subscription. Council members are still able to attend their conferences. This doesn't need to be decided tonight.
- Professional Services – CM Robertson suggested all the professional services being moved to their respective departments instead of having them all under Administration.
- Zoning – Tim Bourcier explained that after the comprehensive plan is done we will want a review of the zoning
- Special Events – CM Robertson requested a 3-year plan from Bambi Johnson, Chief of Parks, Events & Recreation.
- Tourism – Public relations funding is for Holly Jolly and a television commercial.

- Retirement – There was a question on the figures (page 12) – it seems a formula is wrong across the board. George DeHority will investigate and adjust as needed.
- Police Staffing & Retention – The county requested the consolidation of dispatchers across the county, but we are following the law and are not sending our dispatchers to DES. Chief Walter discussed the current police officer staffing; we are 6 short with 4 in the academy and 2 vacancies. We have incentives for lateral moves. Aberdeen gives their bonuses up front, but we prefer they hit milestones before the bonus is given – we haven't received any push back from this method. We are doing the best we can to recruit, but we can't compete with other areas with our tax base. There was discussion on the use of our police officers for special events vs. organizers hiring their own security; we also bear additional risk to the workforce for PD and DPW; the City could go through the procurement process to have a few security companies on contract.
- Sidewalks – Tim Bourcier and Bridgette Johnson will be working together to determine sidewalk needs and apply for grant funding.
- Sale of Surplus Property – This will be done by an online sealed bid. We are in the process of getting this set up online.
- Volunteer Organizations – Funding for the Concord Point Lighthouse was increased for maintenance that needs to be completed; the MOU with Friends of Concord Point Lighthouse should be to the Council within a month. The county is looking to severely cut funding for the Ambulance Corps. The funding to the Susquehanna Hose Company covers an apparatus and insurance, and we give them \$25,000 in gas. The need for contributions to other volunteer organizations was discussed.
- Water Distribution – We are short 8-9 staff for water distribution; the new HR Manager will focus on recruitment of DPW staff - we have more people leaving than coming in because we have limited resources to be competitive in salaries with private construction companies; Maryland Rural Water Association (MRWA) is starting a program where they will provide the people and we will be the training ground for the internships. Sending water to Aberdeen will create more wear and tear on the infrastructure, so we'll need more people. The meters are starting to fail and need to be replaced; we are trying to get digital meters, which will be easier with the incoming fiber optic cables.
- Vehicles – We lease our vehicles now.
- Marina Fund – The kiosks are in and we are figuring out running the electrical. CP Ringsaker commented that the Boy Scouts want to create an overhang and information board at the kiosks.

The meeting adjourned at 8:43 p.m. with the agreement that Marina Fund (Fund 8) and Water & Sewer Fund (Fund 9) would be reviewed at the next public work session.

Submitted by:
 Tamara Brinkman
 Executive Assistant

CITY COUNCIL

READ FILE COVER SHEET

Subject: **Calendar Resolution concerning Approving an MOU with the Arts Collective for Promotion of the A&E District**

Date: **4/4/2024**

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

Purpose:

- FYI
 Read and Comment as Needed
 Action Required by April 15, 2024
 In Confidential File Drawer

Approve:

Johnny Boker Yes No No Comment

Comment: _____

Casi Boyer Yes No No Comment

Comment: _____

Vicki Jones Yes No No Comment

Comment: _____

Jim Ringsaker Yes No No Comment

Comment: _____

Jason Robertson Yes No No Comment

Comment: _____

Tammy Lynn Schneegas Yes No No Comment

Comment: _____

Note: N/A

CITY COUNCIL
OF
HAVRE DE GRACE, MARYLAND
RESOLUTION NO. 2024-_____

Introduced by _____ Council President Ringsaker

A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND, PURSUANT TO THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND AND SECTIONS 33 AND 34 OF THE CITY CHARTER TO APPROVE A MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE CITY OF HAVRE DE GRACE (CITY) AND THE HAVRE DE GRACE ARTS COLLECTIVE (COLLECTIVE) FOR THE PROMOTION OF THE CITY’S ARTS AND ENTERTAINMENT DISTRICT

WHEREAS, the Mayor and City Council of Havre de Grace is the owner of the Cultural Center at the Opera House (CCOH), otherwise known as 121 North Union Avenue, Havre de Grace, Maryland; and

WHEREAS, the City entered into a Memorandum of Understanding (“2017 MOU”) with Havre de Grace Arts Collective (COLLECTIVE), in 2017, in preparation for the August 2017 re-opening of the CCOH, after an extensive full-scale renovation; and

WHEREAS, the COLLECTIVE previously managed and successfully operated the CCOH; and

WHEREAS, in late 2022 through early 2023, the City transitioned the responsibility under the 2017 MOU from the Collective to the newly formed City workgroup, under the Administration, “Parks, Events and Recreation.”

WHEREAS, the Mayor and City Council would like to enter an updated and renewed version of the MOU which refines and redefines the COLLECTIVE’s relationship with the City as currently envisioned.

NOW, THEREFORE, it is on this ___th day of April 2024, resolved and ordained by the Mayor and City Council of Havre de Grace to extend the terms and conditions of the MOU arrangement with the COLLECTIVE as depicted in a revised MOU, further known as EXHIBIT A of this Resolution.

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

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

46

47 ATTEST:

MAYOR AND CITY COUNCIL
OF HAVRE DE GRACE

48

49

50

51 _____
Christopher Ricci
52 Director of Administration

William T. Martin
Mayor

53

54

55 Introduced: 04/15/2024

56 Passed/Adopted:

57

58 Effective Date:

EXHIBIT A

**AMENDED MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN
THE CITY OF HAVRE DE GRACE (CITY)
AND
THE HAVRE DE GRACE ARTS COLLECTIVE (COLLECTIVE)
FOR THE PROMOTION OF THE A&E DISTRICT**

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1.0 Background:

- The City and the Havre de Grace Arts Collective “Collective” have enjoyed a successful and positive relationship in promoting and supporting the arts in the City of Havre de Grace.
- In 2008, at the encouragement of the Arts & Entertainment Committee, (a committee of Havre de Grace Main Street), the City supported an application to the Secretary, Maryland Department of Business and Economic Development to establish an Arts and Entertainment District (Resolution 2008-02).
- On March 2, 2017, the non-profit group Havre de Grace Arts Collective, Inc. Articles of Incorporation were formed from the previous nonprofit organization “Havre de Grace Main Street, Inc.
- In 2017, a Memorandum of Understanding was established between the City of Havre de Grace and the “Collective” which defined the responsibilities of both the City and the Collective for the shared management and operation of the Cultural Center at the Opera House (CCOH) which was the original 1870 Havre de Grace Opera House.
- In late 2022 through early 2023, the City transitioned the responsibility under the 2017 Memorandum of Understanding from the Collective to the newly formed City workgroup, under the Administration, “Parks, Events and Recreation”

2.0 Responsibilities:

The Mayor and City Council strongly believe and support the concept, mission and execution of the Havre de Grace Arts Collective and their oversight of the Arts and Entertainment District, and embracing Arts and Entertainment of all types and making the City of Havre de Grace a regional destination within Harford County and beyond.

The City shall:

- Provide financial support as a line item in the annual City Budget to be used to assist the Collective with fulfilling its mission.
- Continue to provide support for Special Events, including those involving the Collective, and the Arts and Entertainment District.
- Recognize the Collective Executive Director as the Official Spokesperson for the Collective.

46 The Collective shall:

- 47 • Promote the economic growth and protect the ongoing maintenance and identity of the Arts
- 48 and Entertainment District of the City of Havre de Grace, including the area’s commercial,
- 49 civic and religious enterprises and residences.
- 50 • Promote the arts and culture in historic Havre de Grace, including festivals, farmer’s markets
- 51 and events celebrating the community and its varied constituents.
- 52 • Identify programming that showcases a variety of performance types, including theater, film,
- 53 music and other performing arts. Performances should include both established and emerging
- 54 artists drawn from local, regional and national markets.
- 55 • Collaborate with other arts organizations for the promotion of artists to exhibit and sell their
- 56 work and to understand and maximize financial, marketing and collaborative opportunities in
- 57 the City of Havre de Grace.
- 58 • Work in cooperation with the City’s Parks, Events and Recreation personnel and City-owned
- 59 Arts venues to include the STAR Centre and the Cultural Center at the Opera House in various
- 60 art performances and events.
- 61 • Increase communications among stakeholders in the community.
- 62 • Increase accessibility of visual and performance art to the community and visitors.

63

64 **3.0 General Provisions:**

65

- 66 • POINTS OF CONTACT: The following points of contacts (POCs) will be used by the parties
- 67 to communicate in the implementation of this MOU. Each party may change its POCs upon
- 68 reasonable notice to the other party.

69

70 City of Havre de Grace:
 71 William T. Martin, Mayor
 72 Christopher Ricci, Director of Administration
 73 711 Pennington Avenue
 74 Havre de Grace, MD 21078

75

76 The Havre de Grace Arts Collective:
 77 William Price, Chair
 78 Haley Strong, Executive Director
 79 121 North Union Avenue
 80 Havre de Grace, MD 21078

81

- 82 • REVIEW OF AGREEMENT: This MOU will be reviewed annually on or around the end of
- 83 the third quarter of the City’s fiscal year.

84

- 85 • MODIFICATION OF AGREEMENT: This MOU may only be modified by the written
- 86 agreement of the parties, after approval by the Mayor, as authorized by the City Council, and
- 87 duly signed by the authorized representatives of each.

88

- 89 • TERMINATION OF AGREEMENT: This MOU may be terminated by either party by giving
- 90 at least 180 days written notice to the other party. A minimum of 180 days’ notice is required
- 91 to allow for reimbursement budgeting adjustments.

- 92 • TRANSFERABILITY: This MOU is not transferable except with the written consent of the
- 93 parties and after approval by the Mayor as authorized by the City Council and duly signed by
- 94 their authorized representatives.
- 95
- 96 • ENTIRE AGREEMENT: It is expressly understood and agreed that this MOU embodies the
- 97 entire agreement between the parties regarding the MOU's subject matter.
- 98
- 99 • EFFECTIVE DATE: This MOU takes effect beginning on the day after the last party signs.
- 100
- 101 • EXPIRATION DATE: This agreement expires on June 30, 2025, but may be extended by
- 102 written agreement by both parties.
- 103

104
105 WITNESS OUR HANDS AND SEALS

106
107
108 Dated: _____

109
110 WITNESS/ATTEST:

HAVRE DE GRACE ARTS COLLECTIVE:

111
112
113 _____

By: _____
William Price
Chair

114
115
116
117
118 Dated: _____

119
120 WITNESS/ATTEST:

MAYOR AND THE CITY COUNCIL OF
HAVRE DE GRACE, MARYLAND

121
122
123
124 _____
125 Christopher Ricci
126 Director of Administration

By: _____
William T. Martin
Mayor

127
128
129
130 Approved as to form:

131
132 _____
133 April C. Ishak, Esquire
134 City Attorney for Havre de Grac

CITY COUNCIL

READ FILE COVER SHEET

Subject: **Calendar Resolution concerning Approving Support for the Susquehanna River Bicycle & Pedestrian Feasibility & Planning Study**

Date: **4/10/2024**

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 15, 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

RESOLUTION NO. 2024-_____

Introduced by _____ Council Member Boyer _____

**A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF
HAVRE DE GRACE, MARYLAND, PURSUANT TO THE LOCAL
GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF
MARYLAND AND SECTIONS 33 AND 34 OF THE CITY CHARTER
TO APPROVE SUPPORT FOR THE MARYLAND DEPARTMENT
OF TRANSPORTATION'S SUSQUEHANNA RIVER BICYCLE AND
PEDESTRIAN FEASIBILITY AND PLANNING STUDY PROJECT**

WHEREAS, the Maryland Department of Transportation (MDOT) has submitted a request for Congressionally Directed Spending (CDS) for the Susquehanna River Bicycle and Pedestrian Feasibility and Planning Study project in Fiscal Year 2025; and

WHEREAS, this funding will facilitate the completion of a feasibility study aimed at assessing the viability of constructing an independent bicycle and pedestrian bridge spanning the Susquehanna River; and

WHEREAS, the study's objectives include identifying optimal locations and approaches for the bridge and evaluating sustainable funding and management models for its construction and maintenance; and

WHEREAS, the establishment of such a crossing is essential for enhancing safety and accessibility for cyclists and pedestrians traveling between Havre de Grace and Perryville, Maryland, given that the nearest crossing currently lies over 20 miles away in Pennsylvania; and

WHEREAS the proposed crossing aligns with several local trails and routes, including the East Coast Greenway, the Mason Dixon Trail, and the 9/11 Memorial Trail, thereby integrating seamlessly with existing infrastructure and promoting regional connectivity; and

WHEREAS, the construction of the crossing has long been identified as a priority by County and Municipal governments bordering the Susquehanna River.

NOW, THEREFORE, it is determined, decided, and resolved by the City Council that the Mayor and City Council of Havre de Grace hereby expresses its full support for the Maryland Department of Transportation's request for Congressionally Directed Spending (CDS) for the Susquehanna River Bicycle and Pedestrian Feasibility and Planning Study project in Fiscal Year 2025; and

45 Be it further resolved, that the Mayor and City Council of Havre de Grace urges Congress to
46 allocate the necessary funds to enable MDOT to conduct the feasibility study and take steps
47 towards realizing the construction of the bicycle and pedestrian bridge across the Susquehanna
48 River; and

49
50 Be it further resolved, that the Mayor and City Council of Havre de Grace pledges its commitment
51 to collaborate with MDOT and other stakeholders to ensure the successful implementation of this
52 critical infrastructure project, which will enhance mobility, safety, and recreational opportunities
53 for residents and visitors alike.

54
55 ADOPTED by the City Council of Havre de Grace, Maryland this __ day of April, 2024.

56
57 SIGNED by the Mayor and attested by the Director of Administration this ____ day of April, 2024.

58
59
60 ATTEST: MAYOR AND CITY COUNCIL
61 OF HAVRE DE GRACE
62
63
64 _____
65 Christopher Ricci William T. Martin
66 Director of Administration Mayor

67
68 Introduced: 4/15/2024
69 Passed/Adopted:
70
71 Effective Date:

CITY COUNCIL

READ FILE COVER SHEET

Subject: **Ordinance 1147 concerning Approving Budget Amendment
2024-09 Visitor Center Rehabilitation**
(Public Hearing & **2nd Reading**)

Date: **4/2/2024**

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 15, 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. 1147

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

51 _____
52 William T. Martin
53 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: 4/2/2024
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	<p>“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.</p>
9/30/2025	<p>“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.</p>

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 Hawre 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. 1147

*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 13:31 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 I 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: **Ordinance concerning Approving Budget Amendment 2024-10
for Sewer Camera**
(1st Reading)

Date: **4/5/2024**

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

Purpose:

<input type="checkbox"/>	FYI
<input checked="" type="checkbox"/>	Read and Comment as Needed
<input checked="" type="checkbox"/>	Action Required by April 15, 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. ____

BUDGET AMENDMENT 2024-10

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 15 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 May 6, 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.

Exhibit A



INTER-CITY MEMORANDUM

To: City Council President James E. Ringsaker, Jr.
From: Mayor William T. Martin
Date: 3/27/2024
RE: Proposed Budget Amendment 2024-10

The City's sewer camera has become unusable and must be replaced, see the attached internal correspondence. The City has identified a replacement camera for \$81,279.

Additionally, the City is undergoing preliminary engineering for the Pump Station and Main at Gashey's Creek. Due to anticipated delays in shipping material and vendor availability, we do not anticipate having this project completed in this fiscal year. The project has an authorized budget of \$500,000 with \$428,000 unencumbered to-date.

I am therefore requesting that we increase the Water Distribution Capital Assets, Account 09-1232-6501, by \$81,300 to authorize the acquisition of the replacement camera. To fund this request, I am requesting a decrease of \$81,300 to the Gashey's Creek Pump Station and Main project, account 09-1232-9064.

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

3/27/24, 10:45 AM

City of Havre de Grace Mail - Request for Replacement Sewer Camera



The City of Havre de Grace

George DeHority <georged@havredegracemd.com>

Request for Replacement Sewer Camera

1 message

EJ Millisor <ejm@havredegracemd.com> Mon, Mar 25, 2024 at 2:38 PM
To: George DeHority <georged@havredegracemd.com>
Cc: Jeff Keithley <jeffk@havredegracemd.com>, Michele Widman <michelew@havredegracemd.com>, Nick Muzaca <nickm@havredegracemd.com>, Christopher Ricci <chrisr@havredegracemd.com>

Hi George,

Recently the city's sewer camera malfunctioned where the lights wouldn't come on, it wouldn't reverse, and the camera wouldn't shut down until it died, which made it highly difficult to retrieve underground without causing further damages. Upon trouble shooting with a third party contractor, the cost of repairs, downtime to fix, and software needed to upgrade makes our camera obsolete and cost prohibitive to repair. Without a sewer camera underground utility locating requires guesswork which may result in future damages with ongoing underground utility projects citywide.

Due to budgetary constraints, I am requesting fund 9 transfer \$23,117.79 this year for a replacement lease to own sewer camera which will have to be paid over a few year period. The capability of this new camera will be a dual asset for stormwater culverts and wastewater, to trace long runs of sewer mains/culvers block-to-block to troubleshoot repairs or video inspections, locate blockages, and determine who is responsible to fix the problems underground.

Thank you for your consideration.

Respectfully,
EJ

EJ Millisor
Director of Public Works
City of Havre de Grace
313-919-8865 (cell)
410-939-1800 x1107 (office)



Due to Financing Rate and the current Debt levels, the City has determined that purchase is the best option, see attached financing schedule


LED
3/26/24


Amortization Schedule


Amortization Schedule to Tax-Exempt Lease/Purchase Agreement #16717 Schedule #001

Equipment Cost: \$81,279.00

Payment Number	Due Date	Payment Amount	Interest Portion	Principal Portion	Purchase Price
1	7/1/2024	\$23,522.23	\$1,905.96	\$21,616.27	N/A
2	7/1/2025	\$23,522.23	\$5,301.71	\$18,220.52	\$43,386.26
3	7/1/2026	\$23,522.23	\$3,682.61	\$19,839.62	\$22,615.97
4	7/1/2027	\$23,522.23	\$1,919.64	\$21,602.59	\$0.00

Note:
 Effective Financing Rate = 6.12%


Note # 2
 Financing Agreement calls for \$500
 "Processing Fee". Including Fee
 the effective financing rate = 6.39%


Signature: 
 Signature of Michele Widman
 Title: Procurement Officer

March 27, 2024 **BUDGET AMENDMENT** Amendment # 2024-10

SOURCE OF FUNDS

Account Number	Account Title	Amount
	Water & Sewer Fund 9	
Total Sources		\$0.00

USE OF FUNDS

Account Number	Account Title	Amount
	Water & Sewer Fund 9	
09-1232-6501	Capital Expenditures (Sewer Camera)	\$81,300.00
09-1232-9064	Gashey's Creek PS and Main	(\$81,300.00)
Total Uses		\$0.00

REASON FOR ADJUSTMENT

To fund a replacement sewer camera.

AUTHORITY

City Council on 4/15/24.

APPROVAL

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

CITY COUNCIL

READ FILE COVER SHEET

Subject: **Ordinance concerning Approving Budget Amendment 2024-11**
Mobile Security Surveillance Unit
(1st Reading)

Date: **4/5/2024**

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

Purpose:

- FYI
- Read and Comment as Needed**
- Action Required by April 15, 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 2024-11

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 15 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 May 6, 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

49
50
51 _____
52 Christopher Ricci
53 Director of Administration

William T. Martin
Mayor

54
55 Introduced/First Reading: 4/15/2024
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: 4/4/2024
RE: Proposed Budget Amendment 2024-11

As noted in the attached memorandum, the Police Chief believes that we can improve the ability for our Police Officers to monitor City Events and Projects through the use of a Mobile Security Unit. The Mobile Security Unit is anticipated to cost \$137,640 and the Chief would like to use the Police Restricted Fund 14 to fund the purchase.

The Police Restricted Fund 14 fund balance is currently \$101,764.84, which is \$35,875.16 less than the cost of the equipment. The Chief has determined that she would like to take advantage of a five-year contract option, requiring \$27,523 per year. The fund balance would cover over three and a half (3.5) years of the contract. The Chief is confident that the fund will receive forfeited funds in excess of the shortfall before they would be required.

Further, the Chief believes the improved capability to monitor and respond to potential issues would justify acquiring the equipment in the event that the Police Restricted Fund 14 is not able to fund the purchase in years four (4) and five (5) of the agreement.

I am therefore requesting that expenditure account #01-1112-6501 "Police Capital Projects" be increased by \$27,500 to allow for the contracting. To fund this increase, I am requesting revenue account #01-0001-49-00 "Fund Transfers – Police Restricted Fund 14" be increased by \$27,500 as well. Additionally, we will need to increase the fiscal 2025, 2026, 2027 and 2028 budgets by the same amount, consistent with the contract option terms.

Please contact George DeHority or Police Chief Teresa Walter if you have any questions or require additional information regarding this budget amendment request.

HAVRE DE GRACE POLICE DEPARTMENT

Chief Teresa Walter
715 Pennington Avenue
Havre de Grace, Maryland 21078



Phone: 410-939-2121
Balt. Area: 410-575-7043
Fax: 410-939-2641
www.havredegracemd.com

Date: March 26, 2024
To: Mr. George DeHority, Finance Director
From: Teresa Walter, Chief of Police *T.W.*
Reference: Use of Asset Forfeiture Funds for a LiveView Technologies (LVT) D3
Mobile Security Unit

Sir:

The Police Department plans to use the LiveView Technologies (LVT) D3 mobile Security Unit initially for additional security downtown during the revitalization project. The security cameras will assist the Police Department by allowing officers to view them in real time, which will help deter criminal activity throughout the construction project. The tower system has multiple uses and can be deployed during special events to detect problems, in areas where there is an increase in criminal activity to deter and eliminate it, or to monitor our city parks, marinas, or any location around our city where we have seen an increase in activities such as graffiti or during severe weather events that will impact our city assets. It acts as a security and safety force multiplier.

The D3 Mobile Security Unit is the first cloud and security SaaS that provides a full turn-key mobile solution for perimeter detection, deterrence, and alert-based monitoring. This portable system is easy to deploy, relocate, or remove and does not rely on power or internet connections. It does not require hardwired connections. This is a cutting-edge security solution with a unique combination of solar powered, work-anywhere systems, intelligent software, convenient cloud-based access, and professional service. Some of the key features include:

- Cloud-based automated alerts (email, SMS)
- Active deterrence (flood light, two-way speaker, strobe lights)
- Live streaming and 24/7 recording accessible through cellular connectivity
- Infrared analytics detect day and night
- Self-sufficient power management with tamper-resistant battery backup
- iOS and Android apps
- Optional live monitoring services
- Automatic software upgrade with no additional cost
- No additional cost to repair or replace the trailer, unit, or parts if they are damaged

Using the LiveView D3 Mobile Security Unit, our officers can respond quickly to criminal activity or weather-related catastrophes. The unit also allows for two-way speaking; for example, if people attempt to enter a restricted area or move barricades, an officer can warn or caution them through the speaker regarding the violation. Additionally, dispatch and/or the responding officer now has the advantage of being able to view what is happening, mainly if the unit is located in an area where the officer is responding to a high-risk call. Since the system is mobile and can be taken to various locations, we will not be limited to setting it up in a stationary location like most security systems.

The D3 Mobile Security Unit is a sole-source product. With the quote provided, the total cost for the Security Unit is \$137,640.00 with a contract option of five (5) years, with the yearly cost being \$27,528.00. I am requesting \$27,528.00 from Asset Forfeiture Funds for the first year of the five (5) year contract.

Please let me know if you have any questions or require additional information, and I will assist you.

CC: File

April 4, 2024 **BUDGET AMENDMENT** Amendment # 2024-11

SOURCE OF FUNDS

Account Number	Account Title	Amount
	General Fund 1	
01-0001-49-00	Fund Transfers (Fund 14 - Police Restricted Fd)	\$27,500.00
Total Sources		\$27,500.00

USE OF FUNDS

Account Number	Account Title	Amount
	General Fund 1	
01-1112-6501	D3 Mobile Security Unit	\$27,500.00
Total Uses		\$27,500.00

REASON FOR ADJUSTMENT

To acquire a D3 Mobile Security Surveillance unit

AUTHORITY

City Council on 4/15/24.

APPROVAL

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

CITY COUNCIL

READ FILE COVER SHEET

Subject: **Ordinance concerning Amending Chapter 1 General Provisions to Add Article V Definitions and Rules of Construction (1st Reading)**

Date: **4/11/2024**

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

Purpose:

- FYI
 Read and Comment as Needed
 Action Required by April 15, 2024
 In Confidential File Drawer

Approve:

Johnny Boker Yes No No Comment

Comment: _____

Casi Boyer Yes No No Comment

Comment: _____

Vicki Jones Yes No No Comment

Comment: _____

Jim Ringsaker Yes No No Comment

Comment: _____

Jason Robertson Yes No No Comment

Comment: _____

Tammy Lynn Schneegas Yes No No Comment

Comment: _____

Note: N/A

CITY COUNCIL
OF
HAVRE DE GRACE, MARYLAND

ORDINANCE NO. _____

Introduced by _____ Council President Ringsaker

AN ORDINANCE BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND, ADOPTED PURSUANT TO THE AUTHORITY OF ARTICLE XI-E OF THE MARYLAND CONSTITUTION, THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND, AND SECTIONS 33 AND 34 OF THE HAVRE DE GRACE CITY CHARTER TO AMEND CITY CODE CHAPTER 1 GENERAL PROVISIONS TO ADD NEW ARTICLE V DEFINITIONS AND RULES OF CONSTRUCTION

On: April 15, 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 May 6, 2024 at 7:00 p.m.

30 **WHEREAS**, the Mayor and City Council of Havre de Grace desire to amend City Code Chapter
31 1, General Provisions to add New Article V Definitions and Rules of Construction.

32
33 **NOW THEREFORE**, it is determined, decided, and ordained by the City Council that City Code
34 Chapter 1, General Provisions be amended by adding new Article V as follows:

35
36 **Article V Definitions and rules of construction:**

37
38 § 1-29 In interpreting and construing this Code, the following rules of construction and definitions
39 shall be observed unless they are inconsistent with definitions specifically enumerated in another
40 Chapter or section, inconsistent with the Council's manifest intent, or the context and usage clearly
41 require otherwise.

42
43 §1-30 As used in this Code, the following terms shall have the meanings indicated.

44 A. And/or. "And/or" means "and" and may read "or/and" or may be read "and," if the sense
45 requires it.

46 B. Designee. The person identified by a City official or employee as the agent or
47 representative of such official or employee.

48 C. Gender. Words in any section referencing the masculine gender shall include the feminine
49 and neuter as well as the masculine and words referencing the feminine shall include the
50 masculine and neuter as well as the feminine.

51 D. May. The word "may" is permissive and discretionary.

52 E. Number. Words used in the singular include the plural, and the plural includes the singular.

53 F. Shall; must. The word "shall" or "must" is mandatory.

54 G. Tense. Words used in the past or present tense include the future, past and present where
55 applicable, unless the context clearly indicates otherwise.

56 H. Time of performance or reference to span of time. Time of performance or any reference
57 to span of time, when computed in days, is not intended to include Saturdays, Sundays or
58 holidays of the state or nation. The words "calendar days" are used in those instances where
59 the span of time is intended to include Saturdays, Sundays or holidays of the state or nation.
60 Reference to a span of time is not intended to include the day the event occurs but shall
61 include the last day of a period so computed, unless it is a Saturday, Sunday or legal
62 holiday, in which event the period runs until the end of the day which is neither a Saturday,
63 Sunday or legal holiday.

64
65 §1-31 Words and phrases not defined.

66
67 Words and phrases not defined in this Code shall be construed according to the common and
68 approved usage of the language, but technical words and phrases and others that have acquired
69 peculiar and appropriate meanings in the law shall be construed and understood according to such
70 meanings.

71
72 ADOPTED by the City Council of Havre de Grace, Maryland this __ day of _____, 2024.
73
74 SIGNED by the Mayor and attested by the Director of Administration this ____ day of _____,
75 2024.

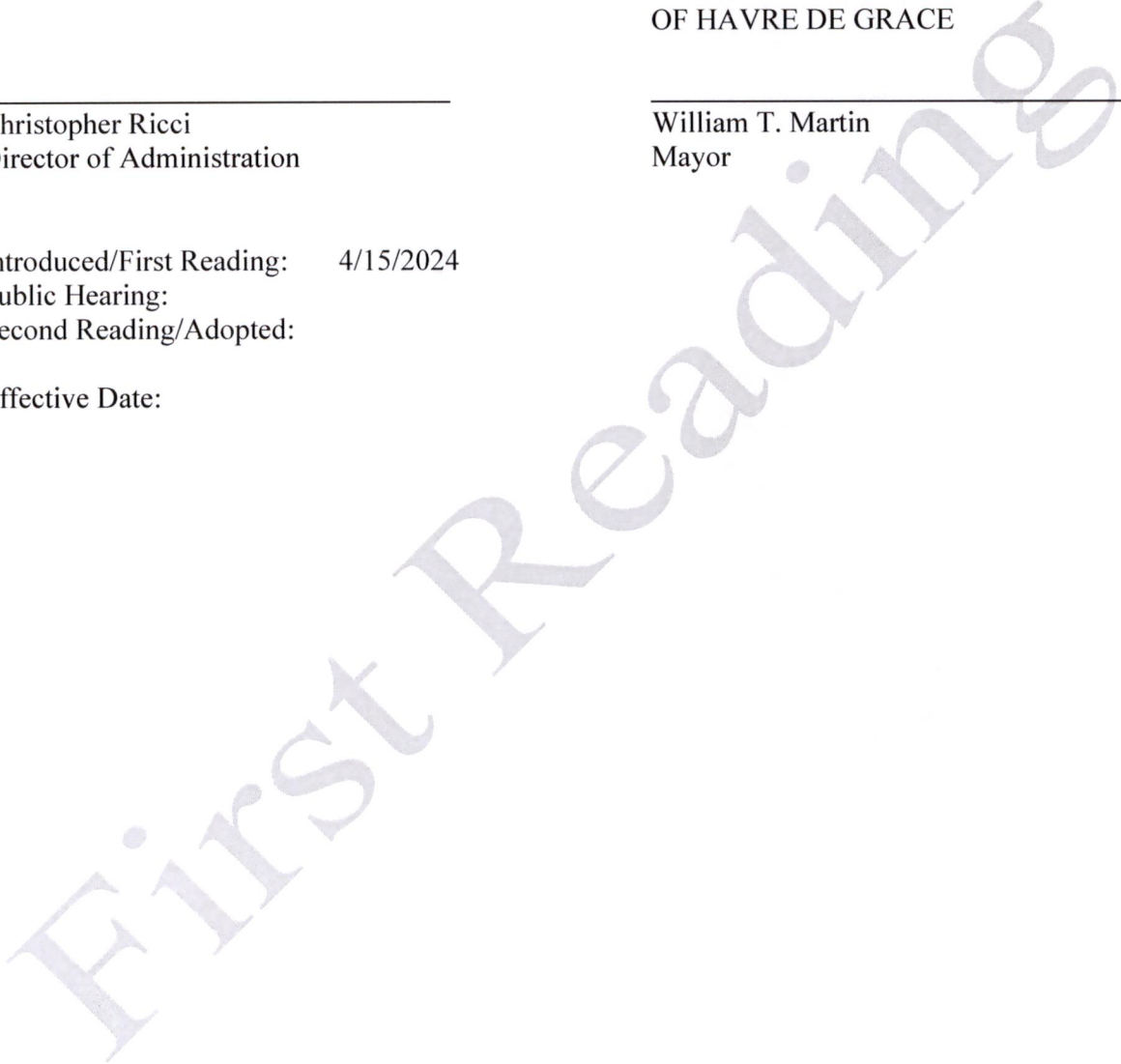
76
77
78 ATTEST:

MAYOR AND CITY COUNCIL
OF HAVRE DE GRACE

79
80
81 _____
82 Christopher Ricci
83 Director of Administration

William T. Martin
Mayor

84
85
86 Introduced/First Reading: 4/15/2024
87 Public Hearing:
88 Second Reading/Adopted:
89
90 Effective Date:



CITY COUNCIL

READ FILE COVER SHEET

Subject: **Old Business - Special Event: Lock House Craft Beer
& Wine Festival (Plan B)**

April 20, 2024

Date: **4/10/2024**

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 15, 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: Possible change of location to street if grounds aren't dried out enough.

EVENT APPLICATION CHECKLIST

Office Use Only
Date Received 4/5/24
Tracking # 1011 19 0024

EVENT NAME: 6th Annual Lock House Craft Beer and Wine Festival Plan B

Sponsor Organization: Susquehanna Museum of Havre de Grace

Business Address: PO Box 253 Havre de Grace, MD 21078

On-Site Contact Person: Joanne Healy

Contact Information Phone: 410-939-5780 Email: director@thelockhousemuseum.org

Back-Up On-Site Contact Person: Beth Laverick

Contact Information Phone: Email:

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

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

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

Tax ID # 52-13225983 (attach non-profit status documentation to application)

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

[Empty box for additional details]

Event Category:

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

* a fee may be charged

[Empty box for explanation of other category]

Date/Time:

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

Setup Date: 04/19/2024 Begin Time: 9:00am
Event Starts Date: 4/20/2024 Time: 11:00am
Event Ends Date: 4/20/24 Time: 5:00pm
Breakdown Date: 4/20/24 End Time: 7:00pm

Rain Date Date: NA Is timeframe the same? [] Yes [] No

If no, include new times:

Location: (see attached map)

- Millard E. Tydings Memorial Park, Concord Point Park, McLhinney Park, Veteran's Park, Community Pavilion (tent) at Frank J. Hutchins Memorial Park, David Craig Park, K-9 Cody Dog Park, Other location (explain)

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

Lock House Museum & Conestego and Park Drive (see map)

Anticipated Attendance: 550

Admission Fee (if any): \$15 GA/ \$42 Beer and Wine Ticket

Requested City Services:

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

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

Close Conestego off of Erie to Park Drive on Friday 4/19 from 9am to 4/20 at 7pm.

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

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

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

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

- Other:** Please explain:

We would like to request 3 handicap parking signs by the entrance (corner of Erie and Conestego)

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.

ID check and wristbands, stamps.

Security:

MANDATORY before submitting application - Contact the Havre de Grace Police Department at 410-939-2121 to discuss safety and security during the event.

Officer's Name: The application was processed prior to the new application - will call 4/5/24 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.

Call 911.

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: 6th Annual Lock House Craft Beer and Wine Festival

Print Name of Event Sponsor Susquehanna Museum Havre de Grace

Title Elizabeth Laverick

Phone _____ Email _____

Signature Elizaebeth M Laverick Date 4/4/24 *Revised

Received by Rebecca Kross _____ Date 4/5/2024
City Official Date

Completed application may be mailed or delivered to:

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

or emailed to: rebeccak@havredegracemd.com

Museum Etk

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

DEPARTMENT OF THE TREASURY

Date: FEB 24 1992

SUSQUEHANNA MUSEUM OF HAVRE DE
GRACE INC
P O BOX 253 CONESTOG STREET
HAVRE DE GRACE, MD 21076

Employer Identification Number:
52-1325983
Contact Person:
MRS. S. PRATT
Contact Telephone Number:
(410) 962-9431

Internal Revenue Code
Section 501(c)(04)
Accounting Period Ending:
June 30
Form 990 Required:
Yes
Addendum Applies:
Yes

Dear Applicant:

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

Unless specifically excepted, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) for each employee to whom you pay \$100 or more during a calendar year. And, unless excepted, you are also liable for tax under the Federal Unemployment Tax Act for each employee to whom you pay \$50 or more during a calendar quarter if, during the current or preceding calendar year, you had one or more employees at any time in each of 20 calendar weeks or you paid wages of \$1,500 or more in any calendar quarter. If you have any questions about excise, employment, or other Federal taxes, please address them to this office.

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

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

If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. A penalty of \$10 a day

SUSQUEHANNA MUSEUM OF HAVRE DE

is charged when a return is filed late, unless there is reasonable cause for the delay. However, the maximum penalty charged cannot exceed \$5,000 or 5 percent of your gross receipts for the year, whichever is less. This penalty may also be charged if a return is not complete, so please be sure your return is complete before you file it.

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

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

Exemption under section 501(c)(4) is recognized as of 6-15-70, your date of formation or incorporation, to 3-26-91, the effective date of your exemption under section 501(c)(3).

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

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

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

Sincerely yours,



District Director

SUSQUEHANNA MUSEUM OF HAURE DE

(b) are required to make available for public inspection a copy of your exemption application, and supporting documents, and this exemption letter. If you are required to file an annual information return, you are also required to make a copy of the return available for public inspection for three years after the return is due. Failure to make these documents available for public inspection may subject you to a penalty of \$10 per day for each day there is a failure to comply (up maximum of \$5,000 in the case of an annual return). See Internal Revenue Service Notice 88-120, 1988-2 C.B. 454 for additional information.

Contributions to your organization are not deductible by donors under section 170(e)(2) of the Code.

Under section 5113, any fund-raising solicitation (including a solicitation for membership dues payment) you make must include an express statement (in a conspicuous and easily recognizable format) that contributions and gifts are not deductible as charitable contributions for federal income tax purposes. This express statement does not apply, however, if your annual gross receipts are normally \$100,000 or less; or if your solicitations are made to no more than ten persons during a calendar year. The law provides penalties for failure to comply with this requirement, unless the failure is due to reasonable cause. See Internal Revenue Service Notice 88-120, 1988-2 C.B. 454, for additional information.

ACORD™

Client#: 60729

MDHAVR2

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

8/30/2023

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 any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER: The CIMA Companies, Inc. 2750 Killarney Dr, Suite 202 Woodbridge, VA 22192-4124 703 739-9300
CONTACT NAME: Nayab P. Alam
PHONE (A/C, No, Ext): 703 739-9300 FAX (A/C, No): 7037390761
E-MAIL ADDRESS: nalam@cimaworld.com
INSURER(S) AFFORDING COVERAGE: INSURER A: Hartford Casualty Insurance Company NAIC #: 29424
INSURER B: Hartford Insurance Co of the Midwest NAIC #: 37478

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.

Table with columns: INSR LTR, TYPE OF INSURANCE, ADDL INSR, SUBR WVD, POLICY NUMBER, POLICY EFF (MM/DD/YYYY), POLICY EXP (MM/DD/YYYY), LIMITS. Rows include Commercial General Liability, Automobile Liability, and Workers Compensation.

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

RE: Event being held on April 20, 2024
Certificate holder is hereby listed as additional insured.

CERTIFICATE HOLDER

CANCELLATION

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

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

AUTHORIZED REPRESENTATIVE

Laurie S. Calnan

Wes Moore
Governor

Aruna K. Miller
Lt. Governor

Alcohol, Tobacco, and Cannabis Commission

Regulatory and Research Section

Baltimore, Maryland

Jeffrey A. Kelly
Executive Director

THIS IS TO CERTIFY that

Non-Profit Wine Festival Permit
SUSQUEHANNA MUSEUM OF HAVRE DE GRACE

Permit No. A3-10075

PO BOX 253

HAVRE DE GRACE MARYLAND 21078

is licensed by the STATE OF MARYLAND to; conduct a Wine Festival for at least 1 day and not more than 3 consecutive days. The permit holder may provide wine, as samples, not to exceed 1 fluid ounce per brand, and sell wine for On and Off-premise consumption. Alcoholic beverages sampled or sold at the wine festival, may only be provided by the permit holder; or a holder of a Winery Off-Site Permit; or an applicable Retail Off-Site Permit and may only be to persons of legal drinking age. At all times during the Wine Festival, the permit holder shall have present at least two agents, one of whom may be the permit holder.

Event location: THE LOCK HOUSE MUSEUM 817 CONESTEO ST HAVRE DE GRACE, MD 21078

Date(s) of event: APRIL 20, 2024 11AM - 5PM

Issued under authority of the Annotated Code of Maryland, Alcoholic Beverages Article.



WITNESS the hand and official seal of the Office of the Executive Director
this 22ND day of MARCH, 2024

Executive Director

Wes Moore
Governor

Aruna K. Miller
Lt. Governor

Alcohol, Tobacco, and Cannabis Commission
Regulatory and Research Section

Baltimore, Maryland

Jeffrey A. Kelly
Executive Director

Non-Profit Liquor Festival Permit

THIS IS TO CERTIFY that SUSQUEHANNA MUSEUM OF HAVRE DE GRACE Permit No. A3-10075

PO BOX 253

HAVRE DE GRACE MARYLAND 21078

is licensed by the STATE OF MARYLAND to; conduct a Liquor Festival for a least one (1) day and not more than three (3) consecutive days. The permit holder may provide liquor, as samples, not more than four (4) samples that do not exceed one quarter of one (1) fluid ounce for each offering, and sell liquor for off-premise consumption. Alcoholic beverages sampled or sold at the liquor festival, may only be provided by the permit holder; or a holder of a Liquor Off-Site Permit; or an applicable Retail Off-Site Permit and may only be to persons of legal drinking age. At all times during the Liquor Festival, the permit holder shall have present at least two (2) agents, one of whom may be the permit holder, who are certified by an approved alcohol awareness program.

Event location: THE LOCK HOUSE MUSEUM 817 CONESTEO ST HAVRE DE GRACE, MD 21078

Date(s) of event: APRIL 20, 2024 11AM - 5PM

Issued under authority of the Annotated Code of Maryland, Alcoholic Beverages Article.



WITNESS the hand and official seal of the Office of the Executive Director
this 22ND day of MARCH, 2024

Executive Director

Wes Moore
Governor

Arun K. Miller
Lt. Governor

Alcohol, Tobacco and Cannabis Commission
Regulatory and Research Section

Baltimore, Maryland

Jeffrey A. Kelly
Executive Director

Non-Profit Beer Festival Permit

THIS IS TO CERTIFY that

SUSQUEHANNA MUSEUM OF HAVRE DE GRACE

Permit No. A3-10075

PO BOX 253

HAVRE DE GRACE MARYLAND 21078

is licensed by the STATE OF MARYLAND to; conduct a Beer Festival for a least one (1) day and not more than three (3) consecutive days. The permit holder may provide beer, as samples, not to exceed four (4) fluid ounces for each offering, and sell beer for On and Off-premise consumption. Alcoholic beverages sampled or sold at the beer festival, may only be provided by the permit holder; or a holder of a Brewing Company Off-Site Permit; or an applicable Retail Off-Site Permit and may only be to persons of legal drinking age. At all times during the Beer Festival, the permit holder shall have present at least two (2) agents, one of whom may be the permit holder, who are certified by an approved alcohol awareness program.

Event location: THE LOCK HOUSE MUSEUM 817 CONESTEO ST HAVRE DE GRACE, MD 21078

Date(s) of event: APRIL 20, 2024 11AM - 5PM

Issued under authority of the Annotated Code of Maryland, Alcoholic Beverages Article.













WITNESS the hand and official seal of the Office of the Executive Director
this 22ND day of MARCH, 2024

Executive Director

Lock House

FESTIVAL



- | | | | |
|---|--|---|--|
|  | 21+ ID, CHECK-IN & PURCHASE TICKETS |  | VENDORS |
|  | MAIN STAGE |  | FOOD TRUCKS |
|  | WINERIES |  | MUSEUM IS OPEN & FREE ADMISSION |
|  | BREWERIES |  | RESTROOMS |
|  | VENDOR PARKING |  | PURCHASE DRINK TICKETS |

Original Cost Sheet with event held on Lock House Museum grounds.

<i>SPECIAL EVENTS WORK SHEET</i>						
Event:	Lock House Craft Beer & Wine Festival				Tracking ID 1011190024	
Dates:	4/19/2024-4/20/2024					
Time of set up:	9:00 am on 4/19/2024					
Take down time:	5:00pm - 7 pm on 4/20/2024					
Time of actual event:	11:00AM - 5:00pm on 4/20/2024					
Location:	Lock House Museum Grounds					
	Number of personnel	Regular Pay (Hours)	Overtime Pay Hours*	FULLY Loaded Wage**	Estimated Hours	Total Estimated Cost
PD	4		28	\$115.00	28	\$3,220.00
Notes						
	Completed:8/02/2023					
	Number of personnel	Regular Pay (Hours)	Overtime Pay Hours*	FULLY Loaded Wage**	Estimated Hours	Total Estimated Cost
DPW	3	6		\$64.75	6	\$388.50
Notes	Bathrooms will be cleaned and stocked throughout event. Handicap Parking signs prepped and posted. Additional trash and recycle containers provided. (8 each). Sponsor to arrange for dumpster and to provide trash bags and collection/disposal service. No other services requested. Completed: 7/25/23					
	7	6	28	\$179.75	34	\$3,608.50
Grand Total						

SPECIAL EVENTS COST SHEET

Event:	6th Annual Lock House Craft Beer and Wine Festival (Plan B)					Tracking ID: 1011190024	
Dates:	4/19/2024-4/20/2024						
Time of set up:	9:00 am on 4/19/2024						
Take down time:	5:00pm - 7 pm on 4/20/2024						
Time of actual event:	11:00AM - 5:00pm on 4/20/2024						
Location:	Lock House Museum - Road in front of Grounds						
	Number of personnel	Regular Pay (Hours)	FULLY Loaded Wage**	Overtime Pay (Hours)*	FULLY LOADED + OT	Total Estimated Hours	Total Estimated Cost
PD	4			28	\$115.00	28	\$3,220.00
Notes							
	Do you have the necessary resources and personnel to staff this event? Yes/No						Yes
	Number of personnel	Regular Pay (Hours)	FULLY Loaded Wage**	Overtime Pay (Hours)*	FULLY LOADED + OT	Total Estimated Hours	Total Estimated Cost
DPW	4	4	\$80.37	6	\$120.56	10	\$1,044.81
Notes	DPW responsible for NP signs and 2 custodians to maintain bathrooms. Completed. 4/8/24						
	Do you have the necessary resources and personnel to staff this event? Yes/No						Yes
Grand Total	8	4	\$80.37	34	\$235.56	38	\$4,264.81
REVISION 3/26/2024	*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)						

Note: This cost does not cover administrative wages to process the application.

CITY COUNCIL

READ FILE COVER SHEET

Subject: **Special Event - Wave of Light**

October 15, 2024

Date: **4/25/2024**

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 15, 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 3/27/24
Tracking # 109124 0003

EVENT NAME: Wave of Light

Sponsor Organization: Sea of Hope Foundation, Inc.

Business Address: 125 St. Andrew Ct Aberdeen MD 21001

On-Site Contact Person: Christina O'Mara

Contact Information Phone: _____ Email: info@seaofhopefoundation.org

Back-Up On-Site Contact Person: Aloysius O'Mara

Contact Information Phone: _____ Email: info@seaofhopefoundation.org

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

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

Is the Sponsor Organization a 501 C3? Yes No

Tax ID # 93-2018319 (attach non-profit status documentation to application)

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

Maryland Non-profit based in Aberdeen

Event Category:

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

Remembrance gathering honoring those who have suffered from infancy and pregnancy loss with battery operated Luminary bags and hand held memorial candles.

* 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: October 15th 2024 Begin Time: 6:00 pm

Event Starts Date: October 15th 2024 Time: 6:30 pm

Event Ends Date: October 15th 2024 Time: 8:00 pm

Breakdown Date: October 15th 2024 End Time: 8:30 pm

Rain Date Date: N/A Is timeframe the same? Yes No

If no, include new times: _____

Location: (see attached map)

- Millard E. Tydings Memorial Park (352 Commerce Street)
- 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.)

Empty box for other location details.

Anticipated Attendance: 50+

Admission Fee (if any): \$0

Requested City Services:

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

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

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

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

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

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

- Other:** Please explain:

Food Truck, 410 Empanadas, to be parked on Concord St. against curb facing grass park. Please see attached map for locations.

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

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

Food Service:

Yes No Will there be food sold at your event?

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

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

Alcohol:

Yes No Will there be alcohol sold at your event?

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

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

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

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

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

Security:

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

Officer’s Name: Capt. Krass Badge # 7761

Date Contacted: 03.27.24

Gambling:

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

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

First Aid Services/Medical Plan:

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

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.

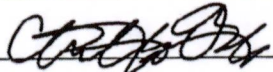
I have read and understand all of the attached policies and will abide by all policies, rules, regulations, and conditions as written. I understand that the Special Event Permit is not transferable to any other Sponsor, Individual or Group. I also understand the event cannot be advertised until the application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

Event Name: Wave of Light

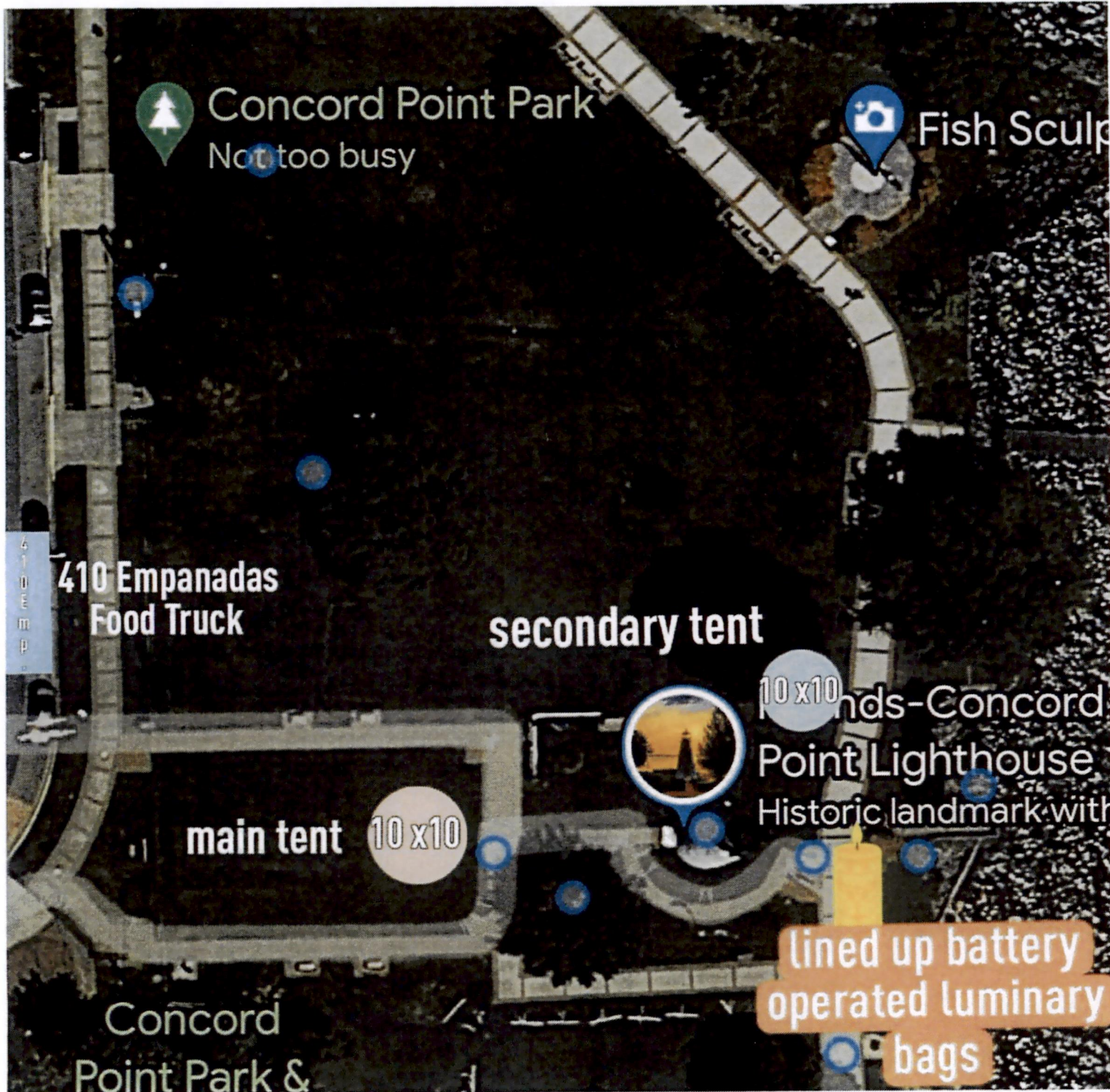
Print Name of Event Sponsor Christina O'Mara

Title Founder

Phone _____ Email Info@seaofhopefoundation.org

Signature  Date 03.27.24

Received by Rebecca Cross _____ Date 03-27-2024
City Official Date



Concord Point Park
Not too busy

Fish Sculpt

410 EMP
410 Empanadas
Food Truck

secondary tent

main tent 10 x 10

10 x 10
Concord
Point Lighthouse
Historic landmark with

lined up battery
operated luminary

bags

Concord
Point Park &



Department of the Treasury
Internal Revenue Service
Tax Exempt and Government Entities
P.O. Box 2508
Cincinnati, OH 45201

THE SEA OF HOPE FOUNDATION
125 ST ANDREW COURT
ABERDEEN, MD 21001

Date:
10/24/2023
Employer ID number:
93-2018319
Person to contact:
Name: Customer Service
ID number: 31954
Telephone: 877-829-5500
Accounting period ending:
June 30
Public charity status:
509(a)(2)
Form 990 / 990-EZ / 990-N required:
Yes
Effective date of exemption:
June 22, 2023
Contribution deductibility:
Yes
Addendum applies:
No
DLN:
26053677005253

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.

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

Sincerely,

Stephen A. Martin

Stephen A. Martin
Director, Exempt Organizations
Rulings and Agreements



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

03/25/2024

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.

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PRODUCER Avant-Garde Insurance Advisors Pamela Dodge PO Box 8962 Baltimore MD 21222		CONTACT NAME: Pamela Dodge PHONE (A/C, No, Ext): (410) 928-8182 FAX (A/C, No): E-MAIL ADDRESS: pamela@avant-gardeinsadv.com	
INSURED The Sea of Hope Foundation c/o Christina O'Mara 125 St Andrew Ct Aberdeen MD 21001		INSURER(S) AFFORDING COVERAGE INSURER A: Lloyds Syndicate 2623 INSURER B: Lloyds Syndicate 623 INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC # AA-1128623 AA-1126623	

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 checked="" type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR Host Liquor Liability Retail Liquor Liability GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER	Y	N	EH-771324-L3638481	10/15/2024 12:01 AM	10/16/2024 12:01 AM	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES	\$ 100,000
							MED EXP (Any one person)	\$ 5,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
							Deductible	\$ 1,000
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	\$
	<input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE	OTH-ER
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

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

Certificate holder listed below is named as additional insured per attached CG 20 26 04 13. Attendance: 50, Event Type: Meeting - Outdoor. Policy includes a 36 month Extended Reporting Period. Damage to Premises Rented (Other than Fire) included in the Each Occurrence Limit shown above.

CERTIFICATE HOLDER**CANCELLATION**

City of Havre de Grace 711 Pennington Avenue Havre de Grace MD 21078	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Pamela Dodge
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**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.
ADDITIONAL INSURED - DESIGNATED PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

Schedule

Name of Additional Insured Person(s) or Organization(s):

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

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

A. **SECTION II - WHO IS AN INSURED** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury," "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

- 1. in the performance of your ongoing operations; or
- 2. in connection with your premises owned by or rented to you.

However:

- 1. the insurance afforded to such additional insured only applies to the extent permitted by law; and
- 2. if coverage provided to the Additional Insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these Additional Insureds, the following is added to **SECTION III - LIMITS OF INSURANCE**:

If coverage provided to the Additional Insured is required by a contract or agreement, the most we will pay on behalf of the Additional Insured is the amount of insurance:

- 1. required by the contract or agreement; or
- 2. available under the applicable Limits of Insurance shown in the Declarations;
whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

