



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, May 6, 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

May 6, 2024

711 Pennington Avenue, Havre de Grace, Maryland

7:00 p.m.

Public Hearing for Ordinance No. 1148 concerning Approving Budget Amendment 2024-10 to Replace a Sewer Camera

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

Public Hearing for Ordinance No. 1149 concerning Approving Budget Amendment 2024-11 to Acquire a New Mobile Security Unit

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

Public Hearing for Ordinance No. 1150 concerning Amending Chapter 1 General Provisions to Add New Article V Definitions and Rules of Construction

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

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Opening Prayer: Irmgarde Brown, St. John's Episcopal Church
5. Approval of the Minutes:
 - A. City Council Meeting Minutes – April 15, 2024
6. Comments from Citizens
7. Appointments:
 - A. Economic Development Advisory Board (CM Robertson)
 - i. Scott Elliott – Reappointment

8. Recognitions: None

9. Proclamations: None

10. Presentations:

- A. Eagle Scout Project - Bat Box Installation (PJ Kuck, Eagle Scout Candidate)
- B. Historic Preservation Awards (Presented by the Historic Preservation Commission)
 - i. 557 Green Street (Michelle Grassa Kozak)
 - ii. 515 Bourbon Street (Mark & Victoria Semanie)
 - iii. 101 N. Union Avenue (Havre de Grace United Methodist Church)

11. Resolutions:

- A. **Charter Resolution 301 concerning Amending Section 47 Eliminating the Requirement that the Director of Administration Execute a Corporate Bond before Discharging Duties: Second Reading (CP Ringsaker)**

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

- B. **Calendar Resolution concerning Amending a Lease Agreement with Chesapeake Heritage Conservancy, Inc. (CM Schneegas)**

A CALENDAR RESOLUTION 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, 34, AND 36 OF THE HAVRE DE GRACE CITY CHARTER TO AMEND A DOCK LEASE BETWEEN THE CITY AND CHESAPEAKE HERITAGE CONSERVANCY, INC. FOR USE OF THE HUTCHINS PARK PIER

12. Ordinances:

- A. **Ordinance No. 1148 concerning Approving Budget Amendment 2024-10 to Replace a Sewer Camera: 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 No. 1149 concerning Approving Budget Amendment 2024-11 to Acquire a New Mobile Security Unit: Second Reading (CM Robertson)**

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

- C. **Ordinance concerning Repealing and Replacing Chapter 31 Building Construction: First Reading (CM Schneegas)**

AN ORDINANCE BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE ADOPTED PURSUANT TO THE AUTHORITY OF ARTICLE XI-E OF THE MARYLAND CONSTITUTION, THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND, AND SECTIONS 33 AND 34 OF THE HAVRE DE GRACE CITY CHARTER, FOR THE PURPOSE OF REPEALING AND REPLACING HAVRE DE GRACE CITY CODE CHAPTER 31 BUILDING CONSTRUCTION

- D. **Ordinance concerning Establishing Tax Rates for FY 2025: First Reading (CM Robertson)**
AN ORDINANCE BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND, PURSUANT TO THE AUTHORITY PROVIDED BY THE ANNOTATED CODE OF MARYLAND TAX-PROPERTY ARTICLE TITLE 6 AND THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND, FIXING THE TAX RATE FOR THE FISCAL YEAR JULY 1, 2024 TO JUNE 30, 2025 ON EACH ONE HUNDRED DOLLARS (\$100.00) OF ASSESSABLE REAL PROPERTY, PERSONAL PROPERTY; AND PROVIDING AN ADDITIONAL SPECIAL TAX LEVIED WITHIN THE CRITICAL AREA SPECIAL TAXING DISTRICT AND SETTING THE SERVICE CHARGE FOR THE SEMI-ANNUAL PROPERTY TAX PAYMENT OPTION
- E. **Ordinance concerning Establishing Water & Sewer Rates for FY 2025: First Reading (CM Boker)**
AN ORDINANCE BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND, ADOPTED PURSUANT TO THE AUTHORITY OF ARTICLE XI-E OF THE MARYLAND CONSTITUTION, THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND, SECTIONS 33 AND 34 OF THE HAVRE DE GRACE CITY CHARTER, CITY CODE CHAPTER 196 AND EXHIBIT A THERETO, ESTABLISHING THE CITY WATER AND SEWER RATES AND SERVICE PARTICIPATION FEES FOR THE USERS OF THE CITY WATER AND SEWER SYSTEM
- F. **Ordinance concerning Changing the Traffic Pattern on Congress Avenue: First Reading (CM Boyer)**
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 CHANGE THE TRAFFIC PATTERN ON CONGRESS AVENUE
- G. **Ordinance concerning Changing the Traffic Pattern on Lewis Street: First Reading (CM Boyer)**
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 CHANGE THE TRAFFIC PATTERN ON LEWIS STREET

13. Old Business: None

14. New Business:

- A. Geo-Cache Permit & License Agreement (Permit #GC2024-0001) (Dr. Ricci)

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

18. Adjournment

CITY COUNCIL

READ FILE COVER SHEET

Subject: **Ordinance 1148 concerning Approving Budget Amendment
2024-10 for Sewer Camera**
(Public Hearing & 2nd Reading)

Date: 4/16/2024

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 May 6, 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. 1148
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.

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.
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48 ATTEST:

MAYOR AND CITY COUNCIL
OF HAVRE DE GRACE

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50

51 _____
52 Christopher Ricci
53 Director of Administration

51 _____
52 William T. Martin
53 Mayor

54
55 Introduced/First Reading: 4/15/2024
56 Public Hearing:
57 Second Reading/Adopted:
58 Effective Da

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



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 <chris@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

GD
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%

(Signature)

Note # 2

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

(Signature)

Signature:
Signature of Michele Widman
 Title: Procurement Officer

BUDGET AMENDMENT

March 27, 2024

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 1149 concerning Approving Budget Amendment
2024-11 to Acquire a New Mobile Security Surveillance Unit
(Public Hearing & 2nd Reading)**

Date: **4/16/2024**

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 May 6, 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. 1149
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.

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

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

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

44 **NOW THEREFORE**, it is determined, decided, and ordained by the City Council that
45 Budget Amendment 2024-09 (Exhibit A) be included as part of the Fiscal Year 2024 Budget.

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ATTEST:

MAYOR AND CITY COUNCIL
OF HAVRE DE GRACE

52 Christopher Ricci
53 Director of Administration

54 William T. Martin
55 Mayor

56 Introduced/First Reading: 4/15/2024
57 Public Hearing:
58 Second Reading/Adopted:
Effective Date:

Exhibit A



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

BUDGET AMENDMENT

April 4, 2024

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 1150 concerning Amending Chapter 1 General Provisions to Add Article V Definitions and Rules of Construction (Public Hearing)**

Date: **4/16/2024**

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 May 6, 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. 1150

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.

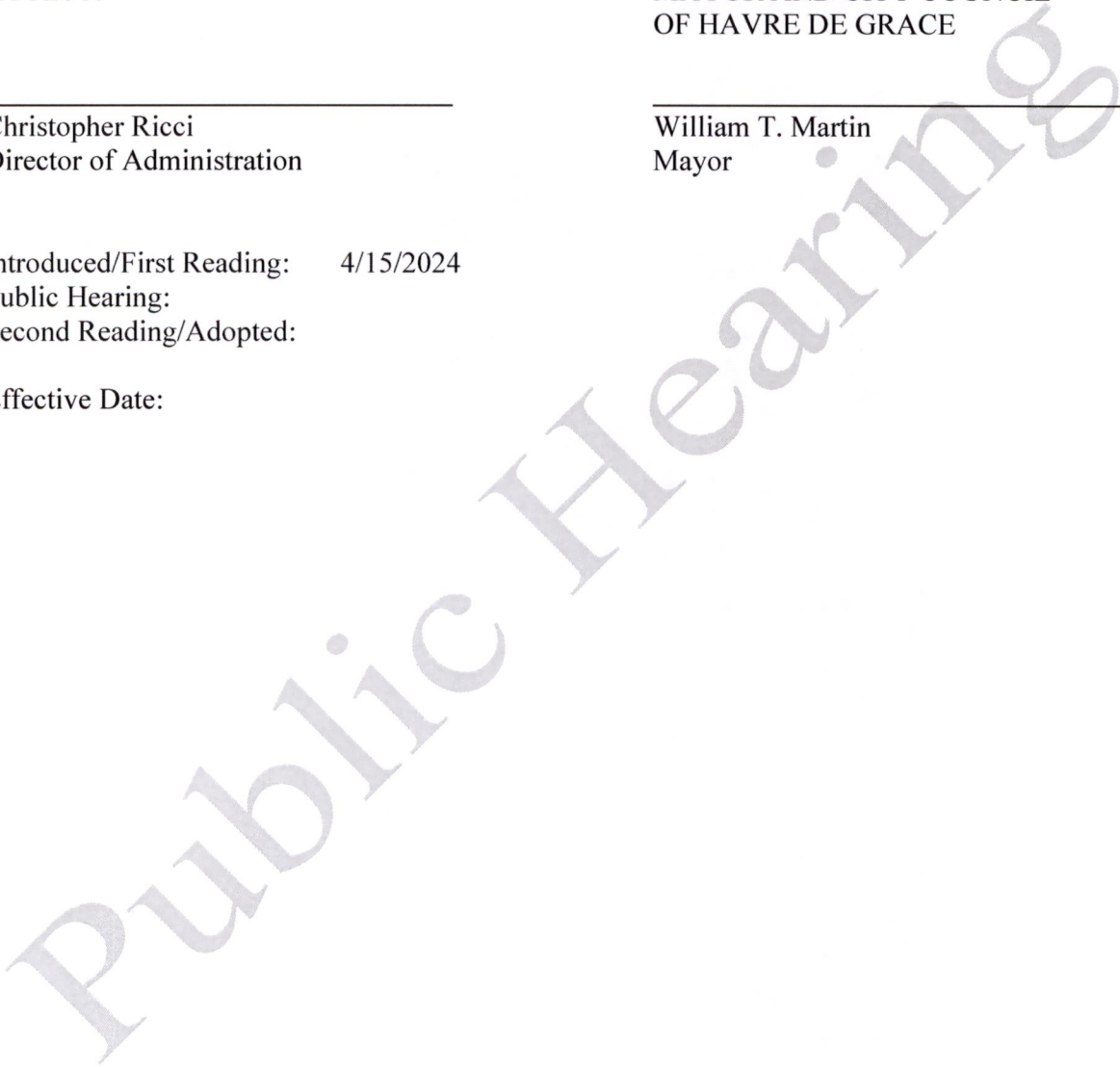
71
72 ADOPTED by the City Council of Havre de Grace, Maryland this __ day of _____, 2024.

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
79 OF HAVRE DE GRACE

80
81 _____
82 Christopher Ricci William T. Martin
83 Director of Administration Mayor
84

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





April 15, 2024

Council Meeting Proceedings

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 was called to order on April 15, 2024 at 7:01 p.m. with Mayor Martin presiding. Council Members present: CP Ringsaker, CM Boker, CM Boyer, CM Jones, CM Robertson and CM Schneegas.

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

Comments from Citizens:

Kirk Smith, 840 Otsego Street, Havre de Grace, inquired on the reason for the change and if it was less expensive.

Adam Rybczynski gave the reason and will get back to Mr. Smith on the difference in cost.

Public Hearing closed at 7:04 p.m.

Public Hearing for Ordinance No. 1147 concerning Approving Budget Amendment 2024-09 to Fund Visitor Center Rehabilitation was called to order on April 15, 2024 at 7:04 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:

Kirk Smith, 840 Otsego Street, Havre de Grace, spoke in support of this ordinance.

Public Hearing closed at 7:06 p.m.

The regular meeting of the Mayor and City Council was called to order on April 15, 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. Gene Proud, Proud Evangelistic Association.

Approval of Minutes

City Council Meeting Minutes – CM Jones moved to approve the Council Meeting minutes of April 1, 2024. Second by CM Schneegas. Motion carried 6-0.

City Council Public Work Session – FY 2025 Preliminary Budget – CP Ringsaker moved to approve the Council Public Work Session minutes of April 8, 2024. Second by CM Boyer. Motion carried 6-0.

Comments from Citizens

Christina O'Mara, 125 St. Andrew Court, Aberdeen, founder of the Sea of Hope Foundation, spoke in support of the Wave of Light special event and gave information on the event and organization.

Carolyn Zinner, 505 Concord Street, Havre de Grace, gave information on the Chesapeake Heritage Conservancy and an update on the Martha Lewis Skipjack coming to Havre de Grace and their volunteer needs.

Carrie Parsons, Otsego Street, Havre de Grace, inquired about and spoke in support of the budget amendment for the new mobile security unit.

Kirk Smith, 840 Otsego Street, Havre de Grace, spoke in support of the budget amendment for the new mobile security unit. He had technical questions that he left with Chief Walter.

Charlie Mike, 1413 Superior Street, Havre de Grace, spoke in support of having the Martha Lewis back and in opposition of the idea of not holding an election if it is unopposed. He inquired and commented on budget items.

Annie McLhinney Cochran, 450 Green Street, Havre de Grace commented on the letter received about the closing of Green Street during First Friday and spoke on the lack of a hotel, parking, and other items.

Carrie Parsons, Otsego Street, Havre de Grace, inquired and confirmed the process of what was done to keep the hospital in Havre de Grace.

Chip Place, 301 Cigar Loop, Havre de Grace, spoke in support of the Susquehanna River Bicycle and Pedestrian feasibility study.

Kirk Smith, Otsego Street, Havre de Grace, gave information on his garden and encouraged the Council members to visit, and spoke on other items.

CP Ringsaker explained the proposal to not have an election in an unopposed year to save money was an idea, but would need to go to referendum for the citizens to vote on.

CM Boker had inquiries for Ms. O'Mara with the Sea of Hope Foundation.

CM Robertson commented on items brought up during Comments from Citizens. Regarding the City buying out the water deal with the county – the City would have been selling water, but it would have been at a total loss. He agrees the event centers should be an enterprise fund; they would run in a deficit for a period of time, but the goal should be to move them to the enterprise fund after they become profitable. He commented that 90% of the engineering is done for the Downtown Revitalization project and is too hard to reign back now, but it would be helpful if we had a complete schedule week by week of what roads will be shut down and robo calls to citizens.

Proclamations

Mayor Martin presented proclamations for Flood Awareness Month and Arbor Day 2024. Information on flooding and trees in Havre de Grace was given.

Resolutions

Calendar Resolution concerning Approving MOU with the Arts Collective

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

A motion to introduce was made by CP Ringsaker. Second by CM Boyer. Motion carried 6-0. The resolution was given number 2024-05. A motion to adopt was made by CM Jones. Second by CM Boyer. After a roll call vote, motion to approve carried 6-0.

Calendar Resolution concerning Approving Support for the Susquehanna River Bicycle and Pedestrian Feasibility and Planning Study

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

A motion to introduce was made by CM Boyer. Second by CM Schneegas. Motion carried 6-0. The resolution was given number 2024-06. A motion to adopt was made by CM Boyer. Second by CP Ringsaker. CP Ringsaker deferred to Adam Rybczynski for a motion to amend the resolution: in the Whereas Section 5, include Lower Susquehanna Heritage Greenway and US Bicycle Route 201, and change the language from 9/11 Memorial Trail to September 11th National Memorial Trail. Second by CM Schneegas. Amendment carried 6-0. After a roll call vote, motion to approve the resolution carried 6-0.

Ordinances

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

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

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

Ordinance concerning Approving Budget Amendment 2024-10 to Replace a Sewer Camera: First Reading

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

A motion to introduce was made by CM Robertson. Second by CM Jones. Motion carried 6-0. The ordinance was given number 1148. A motion to adopt was made by CM Robertson. Second by CM Jones. After a roll call vote, motion to approve carried 6-0. The public hearing was scheduled for May 6, 2024 at 7:00 p.m.

Ordinance concerning Approving Budget Amendment 2024-11 to Acquire a New Mobile Security Unit: First Reading

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

A motion to introduce was made by CM Robertson. Second by CM Schneegas. Motion carried 6-0. The ordinance was given number 1149. A motion to adopt was made by CM Boker. Second by CM Robertson. After a roll call vote, motion to approve carried 6-0. The public hearing was scheduled for May 6, 2024 at 7:00 p.m.

Ordinance concerning Amending Chapter 1 General Provisions to Add New Article V Definitions and Rules of Construction: First Reading

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

A motion to introduce was made by CP Ringsaker. Second by CM Boker. Motion carried 6-0. The ordinance was given number 1150. A motion to adopt was made by CP Ringsaker. Second by CM Boker. After a roll call vote, motion to approve carried 6-0. The public hearing was scheduled for May 6, 2024 at 7:00 p.m.

Old Business

Special Event – Lock House Craft Beer & Wine Festival, April 20, 2024 – Change in Location to Conestee Street and Park Drive (if needed). CM Robertson made a motion to approve the amendment to change the location if needed. Second by CM Boyer. Motion carried 6-0.

New Business

Special Events - Dr. Chris Ricci presented the special event application for approval:

- i. Wave of Light, October 15, 2024
6:30 p.m.-8:00 p.m., Concord Point Park

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

Directors Report

Chris Ricci, Director of Administration: Dr. Ricci apologized for needing to be late and thanked Adam Rybczynski for stepping in until he could arrive. He welcomed our new Human Resources Manager, Jim Reynolds; he will be a positive addition to the team. May 3 is First Friday and May 4 is Defenders Day with festivities at Concord Point Park and fireworks; there are many events coming up, so he encouraged everyone to go to explorehavredegrace.com to see all the wonderful events going on in the City. The trolleys will be back in operation next month; there has been interest in how you can advertise on the trolleys – the application is on explorehavredegrace.com or reach out to the Administration Department at City Hall.

Tim Bourcier, Director of Planning: Mr. Bourcier was not in attendance due to his attendance at a conference.

Bridgette Johnson, Director of Economic Development & Tourism: Ms. Johnson reported the Economic Development Advisory Board will meet on Wednesday at 4 p.m. in the Council Chambers and the public is invited to attend. The Tourism Advisory Board will meet on Wednesday at 10 a.m. in the Council Chambers and the public is invited to attend. On April 3rd, the Business Beat Quarterly newsletter was released; contact Ms. Johnson if you would like to be on the mailing list or sign up on the City website under Economic Development–Quarterly Newsletter. They are submitting a grant to the state for Project Restore for 234 N. Washington Street (old Goll’s Bakery), which will be a new café and bakery that plans to open in December of this year; and 208 N. Washington Street, which will be the Belgium Craft Brewery (old McLhinney newsstand); the total grant is \$300,000 and is specifically for vacant buildings. They are also writing for a Community Health & Safety grant for \$100,000 for cameras located on City property. There is a Citywide Yard Sale this Saturday, 8 a.m.-4 p.m. – there are over 140 homes and businesses signed up. First Friday is May 3 from 5:00 to 9:30 p.m. – the configuration has changed this year with the 2 blocks of Washington Street being closed – it will be on St. John Street and a portion of Green Street. They are always seeking volunteers for City events – contact the Visitor Center if interested. The worldatlas.com named HdG one of the seven most affordable towns to retire on the Chesapeake Bay.

George DeHority, Director of Finance: Mr. DeHority thanked the Council for approval of budget amendment 2024-09 and moving forward with Ordinance No. 1148 and 1149. He reported on the current financial condition of General Fund 1, Water/Sewer Fund 9, and Marina Fund 8. The General Fund balance is \$4,672,200, which is \$180,700 below budget. The Water/Sewer Fund 9 balance is \$4,486,000, which is \$1,067,000 above budget. The Marina Fund 8 balance is \$851,100, which is \$100 below budget. CM Robertson commented that citizens can see how the bond and ARPA funding is being spent for capital projects by going to the DPW page on the City website; there are other useful tools on the website such as timelines of projects and Google Earth maps of where the project are being done.

EJ Millisor, Director of Public Works: Mr. Millisor thanked the Council for the budget amendment for the sewer camera and mobile security unit. He explained DPW staff has problems with getting meter readings or fixing sewer backups when residents plant trees/bushes or put boulders over/around water meters – Section 186-10 and 12 of our code addresses this - you cannot plant within 5 feet of any underground water line, sewer line, transmission line or other utility; call DPW if you want to plant a tree to see if it’s in the right of way or in line of any type of utility. River Sweep, Citywide Yard Sale, and Dumpster Day (Cleanup Day) are on April 20. Residents were asked to be patient while work is being done - we will be sending robo calls when roads close.

Chief Teresa Walter, Havre de Grace Police Department: Chief Walter reminded everyone that today is Tax Day and they see scams this time of year – the IRS will not call you and will not call the police to your house. Don’t give out your personal information. Tell them you will be in touch with the police, which normally has them hang up. The IRS will not ask you to pay your taxes in gift cards. Just hang up on them – don’t engage in conversation. April 27 from 10-2 is National Drug Take Back Day – clean out your medicines - put them in a bag and bring them to the Police Department – you don’t have to wait – various drug stores have boxes in their pharmacy year-round. The Chief thanked the Council members for moving forward with the ordinance for the mobile security unit.

Business from Mayor Martin

Mayor Martin commented it is event season. In the past, the Council passed a resolution to recognize the first Saturday in May as John O’Neill Day. The first weekend in May is the Decoy Festival, First Friday, and Defenders Day, which is our own heritage that we celebrate. The layout for First Friday will be different. Defenders Day will have music, food, crafts, and a beer and wine garden run by volunteers with all proceeds going to the Independence Day Parade. The Susquehanna Hose Company Awards Banquet was held April 13 – Mayor Martin thanked all the men and women of the company who take their own time, lose sleep, and risk their lives – thank you for all you do – we are very grateful - the company has been voluntarily serving HdG for 122 years.

Business from Council

Council Member Schneegas: CM Schneegas appreciates being invited to community events such as the Susquehanna Hose Company Awards Banquet and the opportunity to thank them - we are partners with them and she thanked them for the award given to the Council members. She appreciates all the volunteers that help out in our community and encouraged people to get involved – you can choose from needs that are one-day to yearlong. There are a lot of events coming up – you can go to explorehavredegrace.com and social media sites. She looks forward to seeing everyone out this spring, the trolleys coming back, and First Fridays. She appreciates citizens coming in and giving their comments and asks for time to respond back to them.

Council Member Robertson: CM Robertson asked when the next budget work session would be held; CP Ringsaker replied it would be on May 21 or 22. The City budget reflects the state budget cycle, which is July-June. April and May is when the budget is reviewed by the Council – citizens can come to observe, the work sessions aren't taped; citizens were encouraged to attend.

Council Member Boker: CM Boker echoed the remarks from Mayor Martin regarding the Susquehanna Hose Company and made comments on his appreciation. He appreciated the invitation to the Little League Opening Day on April 13. They are still looking for volunteers for Defenders Day. As a military brat, he recognized that April is Military Child Month. He thanked the Susquehanna Hose Company, our fantastic Police force, our EMS, and our first responders.

Council Member Jones: CM Jones commented she is a military brat as well and is happy there is a Military Child Month – the children go through a lot when they are moved from place to place. She organized a conversation between Amtrak and the Historic Preservation Commission to discuss cultural considerations – it was a great meeting with 10 people from Amtrak and people from the community; Amtrak has been a great partner and she looks forward to continued dialogue about the different phases of the project. It was great attending the Susquehanna Hose Company Awards Banquet – it was truly phenomenal – you can see the commitment from everyone – they go above and beyond all the time and it was good to see this as a new council person and she thanked them for their service. She gave thanks to Zeta Phi Beta Sorority, Inc. for bestowing her with the honor of the Woman of the Year award for her community service work. The Arts Commission is looking for volunteers and she was able to recruit 3 new volunteers with the help of CM Schneegas; if interested, let her know.

Council Member Boyer: CM Boyer thanked the Mayor and staff for the public work session on the budget on April 8 – it was highly productive. The Street & Traffic Safety Advisory Board will have a meeting on April 22 at 6 p.m. at City Hall – they are bringing Amtrak in to speak about street and traffic safety related to the construction; the public can attend to listen to the discussion. The Green Team had a Volunteer Appreciation event on April 2, April 13 was the Tree Forest maintenance at Todd Park, and they will be at the Farmers Market with information on pollinators (HdG is a Bee City and a Bird City). This Friday & Saturday the NCAA Women's College Tournament will be at Bulle Rock. There will be a major Career Fair at Aberdeen Proving Ground on May 4; CM Boyer gave information on the event.

Council President Ringsaker: CP Ringsaker recognized and congratulated CM Jones for being named Woman of the Year. He recognized the men and women of the Susquehanna Hose Company – outstanding job. He recognized members of the Boy Scout Troop: Austin Gray received his Eagle Scout for the floating vegetation platform at the Lock House, Jack Lambert finished installing an AED box at the City Marina, CP Ringsaker is working with Christopher Snyder on a prayer garden at St. Patrick Catholic Church, PJ Kuck just finished the first of two work days to install bat boxes around town, Braydon Harvey is rehabbing the Joe K Trail, and Matthew Ringsaker will be installing pull up bars at Veterans Park; once these projects are done by the end of the fall, we should have 5-6 more Eagle Scouts. Jason Bauer, Amy Weitzel, and Robin and Butch Brochu were congratulated for being named to the HdG Little League Hall of Fame.

Adjournment

CM Jones made a motion to adjourn at 9:19 p.m. Second by CM Schneegas. Motion carried 6-0.

Submitted by: Tamara Brinkman

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

CITY COUNCIL

READ FILE COVER SHEET

Subject: **Charter Resolution 301 concerning Amending Section 47
Eliminating the Corporate Bond Requirement
(2nd Reading)**

Date: **4/16/2024**

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 May 6, 2024
 In Confidential File Drawer

Approve:

Johnny Boker Yes No No Comment

Comment: _____

Casi Boyer Yes No No Comment

Comment: _____

Vicki Jones Yes No No Comment

Comment: _____

Jim Ringsaker Yes No No Comment

Comment: _____

Jason Robertson Yes No No Comment

Comment: _____

Tammy Lynn Schneegas Yes No No Comment

Comment: _____

Note: N/A

To: Council President Ringsaker & City Council Members

From: Adam Rybczynski, Senior Aide to the Mayor

Date: March 14, 2024

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

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

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

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

Having been posted and notice of time and place of hearing and title of Charter Amendment Resolution having been published according to the Charter, a public hearing was held on April 15, 2024 at 7:01 p.m., and concluded on April 15, 2024 at 7:04 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

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

31
32 Section 47 **[Director of Administration: bond.]** Reserved.

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

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

40
41 ADOPTED by the City Council of Havre de Grace, Maryland this __ day of ____, 2024.

42
43 SIGNED by the Mayor and attested by the Director of Administration this ____ day of _____,
44 2024.

45
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/First Reading: 3/18/2024

56 Public Hearing: 4/15/2024

57 Second Reading/Adopted:

58
59 Effective Date:

Second Reading

CITY COUNCIL

READ FILE COVER SHEET

Subject: **Resolution concerning Approving Agreement with
Chesapeake Heritage Conservancy (Martha Lewis)**

Date: **5/3/2024**

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 May 6, 2024
 In Confidential File Drawer

Approve:

Johnny Boker Yes No No Comment

Comment: _____

Casi Boyer Yes No No Comment

Comment: _____

Vicki Jones Yes No No Comment

Comment: _____

Jim Ringsaker Yes No No Comment

Comment: _____

Jason Robertson Yes No No Comment

Comment: _____

Tammy Lynn Schneegas Yes No No Comment

Comment: _____

Note: N/A

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

Introduced by _____ Council Member Schneegas

A CALENDAR RESOLUTION 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, 34, AND 36 OF THE HAVRE DE GRACE CITY CHARTER TO AMEND A DOCK LEASE BETWEEN THE CITY AND CHESAPEAKE HERITAGE CONSERVANCY, INC. FOR USE OF THE HUTCHINS PARK PIER

WHEREAS, on October 2, 2023, the Mayor and City Council of Havre de Grace adopted Ordinance No. 1121, which authorized the City to enter into a dock lease agreement between the City and the Chesapeake Heritage Conservancy, Inc. for the use of the Hutchins Park Pier (“the lease”); and

WHEREAS, Section 20 of the dock lease agreement, “ENTER AGREEMENT; AMENDMENT.” states, “No amendment or modification of the terms of this Lease shall be effective until duly approved by the City by resolution at a City Council meeting.”; and

WHEREAS, the Mayor and City Council desire to amend the aforementioned dock lease agreement in the following manner: (1) amend section 9 “INSURANCE” by reducing the amount of personal injury and property damage indemnity coverage the lessee must keep from three million dollars to one million dollars; (2) clarify that the Heritage Conservancy shall not operate the Martha Lewis with more than six passengers until a Certificate of Inspection “COI” from the United States Coast Guard is issued allowing more passenger capacity; (3) clarify that in certain circumstances, the City may require the Heritage Conservancy to dock the Martha Lewis at an alternate location if a conflict for dock space at Hutchins Park exists.

NOW THEREFORE, it is determined, decided, and resolved by the City Council that:

Section 1: The amendments to the aforementioned lease are attached to this resolution with the words underscored to be added and the words in bold and brackets to be deleted; and

Section 2: The lease as amended is hereby approved by the Mayor and City Council; and

Section 3: The Mayor is authorized to execute the amended lease.

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

47

48 SIGNED by the Mayor and attested by the Director of Administration this ____ day of _____,
49 2024.

50

51

52 ATTEST:

MAYOR AND CITY COUNCIL
OF HAVRE DE GRACE

53

54

55

56 _____
57 Christopher Ricci
58 Director of Administration

59 _____
60 William T. Martin
61 Mayor

58

59

60 Introduced: 5/4/2024

61 Passed/Adopted:

62

63

Effective Date:

38 permits from the Harford County Liquor Control Board. In addition, Lessee agrees to abide by all
39 applicable federal, state or local dock procedures, rules, and regulations, including, without
40 limitation: federal, state, and county laws relating to marine safety, communication, sanitation,
41 pollution and navigation (such as the Inland Navigational Rules Act of 1980, Rules and
42 Regulations of the Coast Guard, Maryland Department of Natural Resources, and Maryland
43 Department of the Environment).

44 E. The permitted use only applies to the Pier and this Lease does not apply to any
45 other boat slip, mooring, dock or pier, unless it is a temporary situation to accommodate emergency
46 conditions or repair to the Pier.

47 F. Improvements

- 48 1. Any improvements to the Pier must be approved in writing by the Marina
49 Manager and the Planning Department.
- 50 2. Any improvements necessary will be paid in full by the Lessee.
- 51 3. Any improvements required will be completed by a contractor approved by
52 the Marina Manager.
 - 53 a) Submittal of a design will be required, to include all specifications,
54 maintenance requirements and estimated costs.
 - 55 b) Upon termination of this agreement for any reason, the City will decide
56 whether to keep the improvements or require the Lessee to remove and
57 properly dispose of the improvement (s).

58 G. Prior to mooring the vessel in the City owned slip, the Lessee must provide the
59 City of Havre de Grace the following documentation: (a) a Certificate of Good Standing from the
60 State of Maryland; (b) Current Maryland Boaters Registration and Title (See Section 13); (c)
61 Current Insurance Certificate (See Section 9); and (d) a captain's license if required by the State
62 or other regulatory authority (d) the Heritage Conservancy shall not operate the Martha Lewis with
63 more than six passengers until obtaining a Certificate of Inspection "COI" from the United States
64 Coast Guard allowing more passenger capacity (Amended May 6, 2024).

65 H. The City may require the Heritage Conservancy to dock the Martha Lewis at an
66 alternate location if a conflict for dock space at Hutchins Park exists. In the event the Martha
67 Lewis is required to relocate to an alternate location, the City will provide advance written notice
68 to the Heritage Conservancy at least five (5) days prior to such relocation unless an emergency
69 exists, in which case notice will be provided as soon as reasonably practicable (Amended May 6,
70 2024).

71 4. INDEMNITY. The Lessee shall indemnify and save harmless the City and its
72 employees and agents from all claims and demands suits, actions, loss, damages, recoveries,
73 judgments, costs or expenses in any injury, death, loss or damage related to the Lessee's use of
74 City property or breach of this Lease Agreement.

75 5. RESTORATION. The Lessee is responsible for all costs or expenses to restore the
76 City's property after termination of the use under this Lease.

77 6. MAINTENANCE. The Lessee shall maintain any facility or object in, above, or on the
78 City's property and related to the use in a manner that is clean, workmanlike, in good repair and
79 safe.

80 7. PERMITTED USE. The temporary permitted use allowed by this Lease is the
81 following: the docking, maintenance and operation of the Boat, only at or about the dock located
82 at Hutchins Park, which does not interfere with the docking, mooring, or operation of emergency
83 vehicles.

84 8. BOAT MAINTENANCE. No heavy boat maintenance, such as major engine repair,
85 shall be permitted at the Pier. The City reserves the right in its sole discretion to determine what
86 type of maintenance and repair shall be permitted.

87 9. INSURANCE. Lessee shall keep in full force and effect and provide to the City
88 insurance policies and certificates, which provide protection and indemnity coverage of no less
89 than [**Three Million Dollars (\$3,000,000.00)**] One Million Dollars (\$1,000,000,.00) (amended
90 May 4, 2024) for personal injury and for property damage to the City Pier. The City shall appear
91 as an additional insured on any policy of insurance for your operations. The Lessee shall also
92 provide proof of workers' compensation coverage. Failure to maintain insurance as set forth herein
93 will result in immediate termination of this Lease.

94 10. SPECIAL EVENTS AND PROMOTIONS. The Lessee agrees to cooperate with
95 promotional and special events that may occur throughout the City, including those that occur in
96 or near Hutchins Park. For special events in the City, additional landing sites may be permitted but
97 only with prior written permission of the City. Lessee agrees to permit the City to photograph or
98 otherwise produce a likeness of the Boat for publication or promotional purposes and shall permit
99 the erection of signs and other promotional displays on or near the Pier promoting seasonal events
100 authorized by the City.

101 11. UTILITIES. Lessee will not be responsible for utilities for the 2023-2024 calendar
102 years. In the event the City receives utility bills that are unreasonably high, the City may, without
103 notice, temporarily shut off utilities as may be necessary to access the need for repairs and/or use.

104 12. PARKING. This Lease does not include any parking areas as a matter of right. The
105 privilege granted to the Lessee's patrons to use City parking lots is solely as an accommodation to
106 the Lessee, and may be restricted by the City at any time without notice.

107 13. BOAT TITLE. As a condition of this Agreement, Lessee shall provide the City with
108 proof of title and length of Boat. Failure to provide proof of title will result in immediate
109 termination of this Lease.

110 14. CONDITION OF DOCKING AND ADJACENT FACILITIES. Lessee acknowledges
111 that it has inspected the Pier and adjacent facilities and is satisfied that the Pier is adequate for safe
112 mooring of the boat. The Lessee is accepting the Pier in "as is" condition. The City shall designate
113 the location of loading ramps. Lessee shall not alter the Pier or bulkhead without written
114 permission of the City.

115

116 15. RESPONSIBILITIES REGARDING SAFETY AND DAMAGE.

117 A. This contract is not a bailment of the Boat but a Lease to use City dock space.
118 Such space is used at the sole risk to the Lessee and no additional responsibilities are assumed by
119 the City by entering into this Agreement. The City shall not be liable for the care of the protection
120 of the Boat, including the gear, equipment, and contents, or for any loss or damage of whatever
121 kind or matter to the Boat, contents, gear or equipment. The City shall make available temporary
122 dockage inside the City Yacht Basin during significant impending weather events, such as extreme
123 dam releases where 16 gates or more will be opened; high wind conditions that are greater than 60
124 mph sustained.

125 B Lessee represents and warrants that the Boat is in a seaworthy condition and will
126 be maintained in a seaworthy condition at all times while the Boat is kept at the Pier. Should the
127 City discover the Boat is in peril, Lessee agrees to pay to the City as an additional dock fee, all
128 charges for labor and materials incurred or expenses paid by the City for the Boat in connection
129 with correcting this situation, provided however, the City has no obligation to render aid or
130 assistance of the Boat under any circumstances.

131 C. Upon execution of this Lease, the Lessee shall provide the City with the phone
132 number for the Lessee and the Lessee's designated agent for contact in the event of emergencies.

133 D. The City is not responsible for losses or damages to the Boat in any way. The
134 Lessee is fully responsible for protection of the Boat from hurricanes, high water, winds, and other
135 natural occurrences. The Lessee is fully responsible for damage to structures, pilings docks, piers,
136 or moorings and any and all other property or persona at the Pier. In the event of an emergency,
137 the City reserves the right but not the obligation to move the Boat to other mooring places. It is
138 expected that if Lessee keeps its Boat at the Pier during the hurricane season, Lessee will have
139 made arrangements for the safe mooring of the Boat on the approach of a storm. In the event of a
140 tropical storm or hurricane, the City reserves the right, but not the obligation to evacuate the Boat
141 at the Lessee's expense and risk.

142 E. The City reserves the right, but not the obligation, to expend funds to repair items
143 of loss or damage for which the Lessee remains responsible under this Agreement, and shall be
144 entitled to full reimbursement from the Lessee.

145 16. TAXES. Lessee agrees to pay when due all appropriate federal, state and taxes,
146 including the admissions and amusement tax, if applicable.

147 17. LIEN. The City shall have the right to assert a lien against the Boat in the event of a
148 failure to pay the Dock Fee should one become due, or any applicable City taxes when due. In
149 addition, to the extent the City has incurred any expenses under this Agreement which have not
150 been reimbursed by Lessee the City has a right to assert a lien against the Boat for such amounts
151 not reimbursed.

152 18. DEFAULT. Upon the Lessee's failure to comply with this Agreement, the City shall
153 have the right to terminate the Lease immediately.

154 19. RIGHT TO RE-ENTER. Upon a Lessee's failure to pay the Dock Fee, or rectify a
155 dangerous condition, or upon failure to repair damage to the Pier caused by Lessee or the Boat,

156 the City reserves the right to lawfully re-enter the Pier and take possession by removing the Boat
157 from the Pier. Lessee shall be responsible for all costs incurred in such removal and City reserves
158 the right to assert a lien in the event such costs are unpaid.

159 20. ENTIRE AGREEMENT; AMENDMENT. It is understood and agreed by the parties
160 that this Lease shall constitute the entire agreement between them with respect to the Pier and
161 businesses conducted in conjunction therewith and no verbal statements extrinsic to this Lease
162 shall have any force or effect. No amendment or modification of the terms of this Lease shall be
163 effective until duly approved by the City by resolution at a City Council meeting.

164 21. WAIVER. The Lessee agrees that the City's failure to enforce any of the terms herein
165 shall not constitute a waiver.

166 22. TIME. Time is of the essence.

167 23. VENUE, JURISDICITON, CHOICE OF LAW. This is a Maryland contract and the
168 Courts of Harford County are the sole venue of any dispute. The laws of Maryland shall apply.

169 24. SEVERABILITY. If any portion of this Lease shall be declared invalid, or
170 unenforceable by a court of competent jurisdiction, the remainder of the Lease shall continue in
171 full force and effect.

172 25. CONDITIONS: The City agrees to the following conditions:

173 A. Sign Board, Feather Flags, Kiosk and Rack Cards - The Lessee may include a
174 temporary "sandwich board" or "feather sign" type signage at the intersection of Market Street
175 and Congress Avenue. Sign design and precise locations shall be approved by the Director of
176 Administration, and may require approval by the City Council.

177 B. Rack cards are welcome and may be placed at City Hall and the Visitors Center.
178 Advertisements may be placed at the City's kiosks - copies must be provided to the Director of
179 Administration for approval and placement.

180 C. The Lessee may transport trash generated from passengers to the dumpsters at
181 Tydings Park for disposal.

182 D. The City shall permit the Lessee to place a commercial Ice Vault (similar to what
183 is at the Yacht Basin) in the area of the Hutchins Park Bathrooms. The City will absorb the cost
184 of the electricity.

185 E. Security Cameras - The City has no immediate plans to install security cameras
186 in Hutchins Park. Should the Lessee desire to install security cameras, the Lessee shall approach
187 the Director of Administration with a Security Camera location and installation plan.

188 F. Access to Special Events at Hutchins Park - The City will make EVERY effort to
189 insure the MARTHA LEWIS has total and complete access to the dock during any event. As
190 discussed, issues arose during those times when events at Hutchins Park were not hosted by the
191 City. Both the City and the Lessee will need to coordinate during those dates; one possible solution
192 could be the distribution of an electronic ticket or paper ticket the Martha Lewis patron could
193 display during such events.

194 G. Lighting at Dock - The City will maintain adequate lighting in the area of the
195 Hutchins Park pier.

196 26. NOTICES. All notices and other communications hereunder shall be in writing and
197 shall be deemed to have been duly given if actually delivered to the named person or if mailed,
198 with a copy by email, to:

199
200 TO THE CITY: The Director of Administration
201 City Hall
202 711 Pennington Ave
203 Havre de Grace, MD 21078
204 [steveg@havredegracemd.com] chrisr@havredegracemd.com

205
206 TO THE LESSEE: CHESAPEAKE HERITAGE CONSERVANCY, INC
207 114 Spears Hill Road
208 Elkton, MD 21921

209
210 27. SURRENDER OF HUTCHINS PARK SLIP. Upon expiration or termination of this
211 Lease for any reason, Lessee shall surrender the quiet and peaceful possession of the Pier, in as
212 good order and condition as when received, natural wear and tear excluded as may be determined
213 by the City it its sole discretion.

214 28. NO RESTRICTIONS ON CITY POWERS. Nothing herein shall be construed to limit
215 the power of the City to pass any ordinance, resolution or other regulation generally applicable
216 within the City limits relating to the health, safety, and welfare of the citizens of Havre de Grace.

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218 Consent to Amendments:

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220 WITNESS/ATTEST: MAYOR AND CITY COUNCIL OF
221 HAVRE DE GRACE

222
223
224
225 _____
226 Christopher Ricci
227 Director of Administration

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230 _____
231 By: William T. Martin
232 Mayor

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234 WITNESS/ATTEST: CHESAPEAKE HERITAGE
235 CONSERVANCY, INC

236
237 _____
238 (signature)

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240 By: _____
241 (print name)

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APPROVED FOR LEGAL SUFFICIENCY:

April C. Ishak, Esquire
City Attorney

STATE OF MARYLAND, COUNTY OF HARFORD:

I HEREBY CERTIFY, that on this _____ day of _____, 2023, before me, the subscriber, a Notary Public of the State and County aforesaid, personally appeared William T. Martin, Mayor of the City of Havre de Grace, who acknowledged that, being authorized to do so, he executed this Lease Agreement on behalf of the Mayor and City Council of Havre de Grace as Mayor for the purposes stated therein.

As WITNESS my hand and Notarial Seal.

Notary Public
My commission expires: _____

STATE OF MARYLAND, COUNTY OF HARFORD:

I HEREBY CERTIFY, that on this _____ day of _____, 2023 before me, the subscriber, a Notary Public of the State and County aforesaid, personally appeared _____, who acknowledged that, being authorized to do so, he/she executed this Lease Agreement on behalf of Chesapeake Heritage Conservancy Inc. for the purposes stated therein.

As WITNESS my hand and Notarial Seal.

Notary Public
My commission expires: _____

CITY COUNCIL

READ FILE COVER SHEET

Subject: **Ordinance 1148 concerning Approving Budget Amendment
2024-10 for Sewer Camera**
(Public Hearing & **2nd Reading**)

Date: **4/16/2024**

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 May 6, 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. 1148
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.

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

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

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

44 NOW THEREFORE, it is determined, decided, and ordained by the City Council that
45 Budget Amendment 2024-09 (Exhibit A) be included as part of the Fiscal Year 2024 Budget.

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ATTEST:

MAYOR AND CITY COUNCIL
OF HAVRE DE GRACE

Christopher Ricci
Director of Administration

William T. Martin
Mayor

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55 Introduced/First Reading: 4/15/2024
56 Public Hearing:
57 Second Reading/Adopted:
58 Effective Da

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%

(Signature)

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

(Signature)

Signature:

Signature of Michele Widman

Title: Procurement Officer

BUDGET AMENDMENT

March 27, 2024

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 1149 concerning Approving Budget Amendment
2024-11 to Acquire a New Mobile Security Surveillance Unit
(Public Hearing & 2nd Reading)**

Date: 4/16/2024

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 May 6, 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. 1149
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.

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ATTEST:

MAYOR AND CITY COUNCIL
OF HAVRE DE GRACE

Christopher Ricci
Director of Administration

William T. Martin
Mayor

52
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55 Introduced/First Reading: 4/15/2024
56 Public Hearing:
57 Second Reading/Adopted:
58 Effective Date:

Exhibit A



INTER-CITY MEMORANDUM

To: City Council President James E. Ringsaker, Jr.
From: Mayor William T. Martin
Date: 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 Repealing and Replacing Chapter 31
Building Construction**

(1st Reading)

Date: **5/3/2024**

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 May 6, 2024**
 - In Confidential File Drawer

Approve:

Johnny Boker Yes No No Comment

Comment: _____

Casi Boyer Yes No No Comment

Comment: _____

Vicki Jones Yes No No Comment

Comment: _____

Jim Ringsaker Yes No No Comment

Comment: _____

Jason Robertson Yes No No Comment

Comment: _____

Tammy Lynn Schneegas Yes No No Comment

Comment: _____

Note: N/A

CITY COUNCIL
OF
HAVRE DE GRACE, MARYLAND

ORDINANCE NO. _____

Introduced by _____ Council Member Schneegas

AN ORDINANCE BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND, ADOPTED PURSUANT TO THE AUTHORITY OF ARTICLE XI-E OF THE MARYLAND CONSTITUTION, THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND, AND SECTIONS 33 AND 34 OF THE HAVRE DE GRACE CITY CHARTER TO REPEAL AND REPLACE HAVRE DE GRACE CITY CODE CHAPTER 31 BUILDING CONSTRUCTION

On: May 6, 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 20, 2024 at 7:00 p.m.

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

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- E. Section 103.3, Deputies, shall be deleted.
- F. Section 104.1, Fees, shall read: “The fees for activities and services performed by the Department in carrying out its responsibilities under the International Property Maintenance Code 2021 shall be based upon the valuation of staff time required to complete plan and permit examinations, site inspections and enforcement activity and shall be established by the Mayor and City Council from time to time.”
- G. Section 105.6, Department records, shall read: “An official record shall be kept of all business and activities of the Department specified in the provisions of the International Property Maintenance Code 2021, and all such records shall be open to public inspection at all appropriate times and according to reasonable rules to maintain the integrity, confidentiality, and security of such records.”
- H. New Section 105.8, Restriction of employees, shall be added as follows: “An official or employee connected with the Department of Planning shall not be engaged in or directly or indirectly connected with the furnishing of labor, materials or appliances for the construction, alteration or maintenance of a building, or the preparation of construction documents thereof, unless that person is the owner of the building; nor shall such officer or employee engage in any work that conflicts with official duties or with the interests of the Department.”
- I. Section 107.1, General, shall read: “All appeals of orders, decisions or determinations made by the *Code Official* shall be heard by the Board of Appeals, per Chapter 25 of the City Code.”
- J. Section 108, Board of Appeals, is to be removed.
- K. Section 109.3, Prosecution of violation, shall read:
 - 1) Any person who shall be adjudged to have (1) violated any of the provisions of this ordinance; or (2) failed to comply herewith or permitted or maintained such a violation; or (3) violated or failed to comply with any order made hereunder; or (4) built in violation of any details, statements, specifications or plans submitted or approved hereunder; or (5) failed to operate in accordance with the provisions of any certificate, permit, or approval issued hereunder shall, severally for each violation and noncompliance respectively, be guilty of a municipal infraction, for which a fine not to exceed \$1,000 may be imposed for each such infraction, payable to the City of Havre de Grace, with costs imposed in the discretion of the court. Each day that an infraction continues after notice has been served shall be deemed a separate infraction. The imposition of a fine for any violation shall not excuse the violation, nor shall the violation be permitted to continue. Prosecution or lack thereof of either the owner, occupant, or the person in charge shall not be deemed to relieve any of the others.
 - 2) Any person who shall be convicted of willfully (1) violating any of the provisions of this ordinance; or (2) failing to comply herewith or permitting or maintaining such a violation;

125 or (3) violating or failing to comply with any order made hereunder; or (4) building in
126 violation of any details, statements, specifications or plans submitted or approved
127 hereunder; or (5) failing to operate in accordance with the provisions of any certificate,
128 permit, or approval issued hereunder shall, severally for each violation and noncompliance
129 respectively, be guilty of a misdemeanor, punishable by a fine of not more than \$1,000 and
130 imprisonment not exceeding 90 days for each violation, with costs imposed in the
131 discretion of the court. Each day that a violation continues after notice has been served
132 shall be deemed a separate offense. The imposition of punishment for any violation shall
133 not excuse the violation, nor shall the violation be permitted to continue. Prosecution or
134 lack thereof of either the owner, occupant, or the person in charge shall not be deemed to
135 relieve any of the others.

136
137 3) Any order or notice issued or served as provided in this ordinance shall be complied with
138 by the owner, operator, occupant or other person responsible for the condition or violation
139 to which the order or notice pertains. Every order or notice shall set forth a time limit for
140 compliance dependent upon the hazard and danger created by the violation. In cases of
141 extreme danger to persons or property, immediate compliance shall be required. If the
142 notice of violation is not complied with, the Code Official shall institute the appropriate
143 proceeding at law or in equity to restrain, correct or abate such violation, or to require the
144 removal or termination of the unlawful occupancy of the structure in violation of the
145 provisions of this code or of the order or direction made pursuant thereto.

146
147 4) In addition to the other provisions set out in this ordinance, the City of Havre de Grace may
148 institute injunctive, declaratory or any other appropriate action or proceedings at law or
149 equity for the enforcement of this ordinance or to correct violations of the International
150 Property Maintenance Code 2021, and any court of competent jurisdiction has the right to
151 issue restraining orders, temporary or permanent injunctions or mandamus or other
152 appropriate forms of remedy or relief.

153
154 5) All provisions of Section 6-102 of the Local Government Article of the Annotated Code
155 of Maryland relating to municipal infractions are incorporated in this chapter. In the event
156 of any inconsistency between this Section 106.3 and Section 6-102 of the Local
157 Government Article, the provisions in Section 6-102, shall prevail.

158 L. Section 109.4, Violation penalties, shall be deleted.

159
160 M. Section 109.5, Abatement of violation: Add a second sentence which shall read as
161 follows: "Any costs associated with any action taken by the authority having
162 jurisdiction on such premises shall be charged against the real estate upon which
163 the structure is located and may be recovered as a lien upon such real estate. Costs
164 shall also include City inspection fees and reasonable attorneys' fees."

165
166 N. Section 111.4.2: At the end of the section, the following exception shall be added:
167 "Exception: Notice of violations requiring immediate attention will be
168 conspicuously posted on the premises and allow up to five days to abate the
169 violations. Such notice shall be used for overgrown grass and/or weeds, untagged
170

171 or unregistered vehicles, trash and rubbish removal, snow removal, or other
172 violations which require immediate attention.”

173
174 O. Section 113 General shall read: “The Code Official shall order the owner, or owner’s
175 authorized agent, of any premises upon which is located any structure, which in the
176 Code Official’s judgment is so deteriorated or dilapidated or has become so out of
177 repair as to be dangerous, unsafe, insanitary or otherwise unfit for human habitation
178 or occupancy, and such that it is unreasonable to repair the structure, to demolish
179 and remove such structure. If such structure is capable of being made safe by
180 repairs, to repair and make safe and sanitary, or to board up and hold for future
181 repair, or to demolish and remove at the owner’s option. Boarding the building for
182 future repair shall not extend beyond 180 days, unless approved by the Code
183 Official.”

184
185 P. New Section 113.1.1, Abatement of unsafe conditions, shall be added as follows:
186 “Abatement failure by the owner of any premises upon which is located a structure
187 posing an imminent danger to human life or the public welfare due to an unsafe
188 condition, the Director or the Director’s designee shall cause the necessary work to
189 be done to eliminate the condition, including, but not limited to, the demolition of
190 the structure or structures. The Director or the Director’s designee shall cause to be
191 published, for two weekly issues, in a county newspaper of record, notice setting
192 forth the address of the building; a description of the real estate sufficient for its
193 identification; a statement that the property is unsafe and constitutes an immediate
194 and continuing hazard to the community; and a statement that the City intends to
195 demolish same if the owner fails to do so. A person objecting to the proposed
196 actions of the City may file an objection in an appropriate form in a court of
197 competent jurisdiction. If the building is not demolished within 30 days of mailing
198 notice to the owners of record, or within 30 days of the last day of publication of
199 the notice in a county newspaper of record, whichever is later, the Director or the
200 Director’s designee shall have the power to demolish the structure or structures.”

201
202 Q. New Section 113.1.2, Creation of a tax lien, shall be added as follows: “There is created
203 a tax lien on real property for monies expended, including reasonable attorney’s
204 fees, by the City for the making safe of buildings or structures and/or abatement of
205 other unsafe nuisances or conditions constituting a danger to the public health and
206 safety. The amount of such lien shall be collected by the Director of Finance in the
207 same manner as other City real estate taxes.”

208
209 R. Section 110.1, Authority, shall read: “Whenever the Code Official finds any work
210 regulated by this code, or other building codes adopted by the local jurisdiction,
211 being performed in a manner contrary to the provisions of these codes, or in a
212 dangerous or unsafe manner, the Code Official is authorized to issue a stop-work
213 order.”

214

215 S. Section 110.4, Failure to comply: At the end of the section remove, “established by the
216 authority having jurisdiction” and add: “as determined by the Code Official not to
217 exceed \$1,000.”

218
219 T. Section 201.4: At the end of the section, the following language shall be added: “or as
220 is interpreted by the Director of Planning or Code Official.”

221
222 U. Section 202, General Definitions, shall have added to it these additional definitions as
223 follows:

224
225 1) JUNK YARD. Any land or building licensed and used for abandonment, storage, keeping,
226 collecting or baling of paper, rags, scrap metals, other scrap, discarded materials or junk
227 for the purpose of abandonment, demolition, dismantling, storage, recycling or salvaging.
228 Proper business licensing required.

229
230 2) OPEN STORAGE AREAS. Property areas used for storage of materials that are related to
231 the occupation of the property owner and/or lessee.

232
233 3) SALVAGE YARDS. Property area upon which any person or business stores three or more
234 wrecked vehicles outdoors for the purpose of dismantling or otherwise wrecking the
235 vehicles to remove parts for sale or for use in an automotive repair or rebuilding business.
236 Any auto salvage business must be properly licensed.

237
238 4) SURFACE COAT. All exterior siding and millwork shall be scraped to a sound base and
239 sanded smooth. Scraped and sanded areas shall have joints and cracks filled and shall be
240 primed with exterior primer paint. Following this preparation, all exterior siding and
241 millwork shall be painted with two coats of exterior quality paint.

242
243 5) BICYCLES, BOAT TRAILERS, MOPEDS AND OTHER MOTOR VEHICLES. The
244 same as the definitions provided under Title 11 of the Transportation Article of the
245 Annotated Code of Maryland, as amended, respectively.

246
247 6) BOATS. Every description of watercraft, including jet skis, wave-runners, or an ice boat
248 that is used or capable of being used as a means of transportation on water or ice but does
249 not include a seaplane, canoe, kayak, sculling boat, paddle board or similar recreational
250 equipment.

251
252 7) INOPERABLE. Unable to function in a manner or condition consistent with or similar to
253 the design operation for which it was intended, regardless of modification.

254
255 8) NOXIOUS MATTERS. Debris, garbage, junk, noxious odors, rubbish and trash;
256 abandoned or inoperable bicycles, boats, boat trailers, mopeds or motor vehicles;
257 abandoned appliances, furniture or parts thereof; and/or any other matter or condition as
258 determined to be detrimental to the adjoining properties or the public health, safety, and
259 welfare.

260

261 V. New Section 301.3.1, Vacant structure maintenance, shall be added as follows: “All
 262 land or improved premises within the City shall be maintained as though said
 263 property were being used or occupied. Once vacated or abandoned, the exterior of
 264 any structure and surrounding premises must be maintained to the minimum
 265 standards required by this code. Except for any structure damaged by fire, flood or
 266 natural disaster, the City shall be notified prior to any boarding of windows and
 267 doors to secure the structure. Any boarding shall be done in a professional manner,
 268 and the materials used shall conform to the overall exterior appearance of the
 269 structure. Said structure, except for historic structures as defined by the City, shall
 270 be made habitable within three months, or the structure shall be considered in an
 271 unsafe condition and subject to the provisions of this chapter. The Code Official
 272 shall have the authority to allow a structure damaged by fire, flood or any natural
 273 disaster to remain boarded and secure for a period of one year, at which such time
 274 the structure shall be made habitable or said structure shall be considered in an
 275 unsafe condition and subject to the provisions of this chapter.”
 276

277 W. New Section 302.2.1, Drainage, general, shall be added as follows: “Stormwater, sump
 278 pumps, sanitary systems, and other water-supplied appliances shall not discharge
 279 in a manner that is detrimental to neighboring properties or creates a public
 280 nuisance.”
 281

282 X. Section 302.3, Sidewalks and driveways: Add the following section at the end of the
 283 paragraph: “It shall be unlawful for any person, incorporated body, public
 284 institution or other corporation using or occupying in any manner, or for any
 285 purpose whatsoever, any house, store, shop, stable, or tenement of any kind,
 286 persons having charge of churches and public buildings of every description and of
 287 owners of unoccupied houses and unimproved lots, situated on any street in this
 288 City, to fail to remove and clear away, or cause to be removed and cleared away,
 289 the snow/ice from the foot pavements fronting the respective houses, stores, shops,
 290 stables, churches, buildings or lots so used, occupied or owned by them or under
 291 their charge within 24 hours after the end of any weather event resulting in snow or
 292 ice.” (See City Code § [190-38](#).)
 293

294 Y. Section 302.4, Weeds: Add the language “10” after the words “in excess of” in the
 295 second line. Add the following after the third sentence: “Trees and shrubs located
 296 on private property shall not create a nuisance, shall not create a safety hazard to,
 297 and shall not impose on public safety or interfere with any structure on the subject
 298 premises or adjoining properties or public utilities. When any lot, lots, parcels or
 299 tracts of land abut on any public street, avenue, alley, lane, sidewalk or other public
 300 right-of-way, the owner, occupant, lessor, lessee, tenant and/or any person, firm or
 301 corporation in control of such lot, lots, parcels or tracts of land shall be required to
 302 maintain so much of the public right-of-way as lies between the curblines/surfaced
 303 edge of the right-of-way and property lines of such lots, parcels or tracts of land as
 304 are occupied by or used by such owner, occupant, lessor, lessee, tenant and/or any
 305 person, firm or corporation in control thereof. This shall include maintenance to

306 the center line of the unimproved alley by all owners of any abutting lots, parcels
307 or tracts of land.”

308
309 Z. Section 302.7, Accessory structures, shall read: “All accessory structures, including but
310 not limited to detached garages, storage buildings, fences and walls, shall be
311 maintained structurally sound and in good repair. Fences and walls shall be erected
312 such that a finished side of the structure faces outward from the property on which
313 it is constructed.”

314
315 AA. Section 302.8, Motor vehicles, is amended by adding the following to the end of the
316 section: “One unregistered but otherwise operative vehicle and/or trailer, not within
317 a building, is permitted to be stored on the premises for a period not to exceed six
318 months. The vehicle must belong to the current occupant or owner of the property.
319 The owner or occupant must obtain a permit from the Department of Planning for
320 the storage of the unregistered vehicle. After six months, the vehicle must be
321 registered or removed from the premises.”

322
323 BB. New Section 302.10, Storage of junk, boats, appliances and furniture, shall be added
324 as follows: “It shall be unlawful for any owner, occupant, lessor, lessee, tenant
325 and/or person, firm or corporation in control of any lot, lots, parcels or tracts of land
326 within the City to permit any junk, trash, refuse, debris, piled brush and branches,
327 unused construction materials, garbage, or rubbish; abandoned or inoperable
328 bicycles, boats, boat trailers, mopeds, motor vehicle parts, i.e., batteries, tires,
329 fenders, rims, etc., or abandoned appliances, equipment, or furniture to remain on
330 any such lot, lots, parcels or tracts of land where the Department of Planning
331 determines that such materials or items are dangerous, detrimental or cause a
332 nuisance to the adjoining properties or the public health and safety and welfare of
333 the City or are the nesting place for vermin. In the case of a boat, it must have a
334 current registration; be situated upon a boat trailer that also has a current registration
335 and is in operational condition. No boat(s) shall be stored on private property that
336 has a hull registration size of 30 feet or greater without first obtaining a permit from
337 the City. All permits for storage of boats 30 feet or greater shall be made, in writing,
338 to the City's Director of Planning with a copy sent to the Director of Administration
339 and Council President. All permits shall be valid for seasonal storage purposes and
340 are renewable upon approval of subsequent letters of request. All requests must
341 contain proof of current registration and are subject to inspection of the boat and
342 property to ensure the boat has not become a nuisance or danger. Any denied or
343 expired requests for permitted seasonal storage require removal of the boat from
344 the property within 60 days. A boat may be placed on blocks or cribbing for not
345 more than one year. A property owner shall not have more than two registered and
346 tagged boats and/or boat trailers parked or stored on a property, unless the property
347 owner is operating as a licensed boat storage or boat operations business in
348 accordance with all applicable zoning and other applicable laws or the property
349 owner holds a valid Maryland State Commercial Fishing or Crabbing License.
350 Boats that are stored inside an approved enclosed structure are exempt from this
351 section of the code.”

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- CC. New Section 302.1, Temporary Storage Containers, shall be added as follows: “All temporary storage containers must be permitted per City Code. Semi-truck trailers used to store goods and other similar containers may be deemed temporary storage per review by the Code Official.”
- DD. New Section 302.12, Control of animal waste, shall be added as follows: “No owner of a dog, or other pet, shall allow it to soil, defile, defecate upon or commit any other nuisance upon any public property or private property. The pet owner must take immediate steps to eliminate any such nuisance, including feces caused by the animal, in an appropriate and sanitary manner. The owner or occupant shall not allow accumulation of animal feces on any property in their control.”
- EE. Section 304.1, General, shall read: “The exterior of a structure shall be maintained in good repair, structurally sound and sanitary so as not to create a public nuisance or be detrimental to adjoining properties, or pose a threat to the public health, safety or welfare.”
- FF. Section 304.3, Premises identification, shall have the following added to the end of the section: “in the case of structures with accessory apartments, all apartments with side or rear entrances, or multiple front entrances, must be clearly identified with their apartment number or letter, in addition to the premises address.”
- GG. Section 304.14: The dates in the first line shall be “April 1” and “November 1,” respectively.
- HH. New Section 304.20, Storage areas, shall be added as follows: “All open salvage yards and open storage areas shall be continuously completely obscured from surrounding property by a screened fence approved by the Director of Planning, not less than eight feet and not more than 10 feet in height and/or approved landscaping.”
- II. New Section 305.7, Mold, shall be added as follows: “Where mold is found due to water damage, improper ventilation, mechanical equipment or other causes, the Code Official may require an inspection be performed by a Licensed Inspector at the cost of the property owner to determine the cause of the mold and for abatement of the causes.”
- JJ. Section 307.1, General, shall read: “Handrails and guards shall comply with applicable subsections of the 2021 International Residential Code, Sections R311 and R312.”
- KK. New Section 308.3.3, Screening, shall be added as follows: “All permanent dumpsters must be fully screened from public view per the standards developed by the Department of Planning.”

- 397 LL. Section 505.3 Supply: Add the following to the end of the paragraph: “Disconnected
398 water supply, due to nonpayment of the utility service to a dwelling, shall be posted
399 with a public notice as unfit after five days without service and subject to the
400 provisions of Section 111 of the International Property Maintenance Code. Owners
401 of residential rental units shall not request water supply disconnection as a
402 substitute to legal eviction proceedings.”
403
- 404 MM. Section 507. Storm drainage: Add the language “sump pumps” after the words
405 “Drainage of” in the first line.
406
- 407 NN. Section 602.3: The dates in the fifth line shall be “September 15” and “May 31,”
408 respectively.
409
- 410 OO. New Section 602.3.1, Heat substitute, shall be added as follows: “Approved portable
411 heat supply, designed for interior use, shall be limited to a maximum of 10 days
412 during any period of repair or replacement of the primary mechanical heat source.
413 The Code Official may grant an extension for genuine extenuating circumstances.”
414
- 415 PP. Section 602.4: The dates in the third line shall be “September 15” and “May 31,”
416 respectively.
417
- 418 QQ. Chapter 8: Replace the following stated codes and substitute as follows:
419
- 420 (1) National Electrical Code — Harford County Electrical Code.
 - 421 (2) International Fire Code — NFPA 101 and NFPA 1.
 - 422 (3) International Plumbing Code — Harford County Plumbing Code.
 - 423 (4) International Zoning Code — City of Havre de Grace Zoning Ordinance.
 - 424 (5) International Fuel Gas Code — Harford County Plumbing Code
425
- 426 RR. Section 603.1 Mechanical Equipment and Appliances, at the end of the section add,
427 “includes air conditioners/cooling equipment from the months of June through
428 September.”
429
- 430 SS. Remove Appendix B “Board of Appeals”.
431
- 432 TT – Vacant, Abandoned and/or Deteriorated (VAD) Properties – Non-Residential Uses
433 in Residential Area
- 434 (1) Purpose – Due to the unregulated development of portions of the city prior to the
435 establishment of the City Zoning Code, non-residential uses and residential uses
436 are interspersed throughout Havre de Grace—especially in the old town. Havre de
437 Grace has recognized that based on several factors, VAD properties that are or were
438 non-residential in use, which are adjacent to residential uses, can have an
439 extraordinarily negative affect on the surrounding community that is deleterious to
440 the health, safety and welfare of the public. It is in the best interest of the residents
441 and businesses of Havre de Grace to designate VAD properties and be proactive in
442 reducing negative effects those properties have on neighborhoods, including but

443 not limited to, an unreasonable and substantial interference with the public’s use
444 and enjoyment of public properties and protecting the health, safety and welfare of
445 the City’s residents.

446 (2) When a property that was non-residential in character in or adjacent to a residential
447 zoning district is designated a VAD property, or if it is determined by the Code
448 Official to meet any of the definitions under 111.1.5, “Dangerous, structure or
449 premises” in the 2021 International Property Maintenance Code (IPMC), the
450 property will be deemed unsafe.

451 (3) The Code Official may also make a determination that a property is in VAD status
452 citing the specific provision of the currently adopted version of the IPMC, Chapter
453 31 of the City Code, any amendments of those ordinances, or other section of the
454 City Code where there is a violation and the code section is relied upon in making
455 a VAD determination.

456 (4) The Code Official will send notice to the property owner, via Certified U.S. Mail,
457 U.S. Mail and will physically post the property with the notice, stating the property
458 is being considered for VAD status. The property owner shall respond within 60
459 days to the Code Official’s notice.

460 (5) The Code Official’s notice will list the violations and reasons why the subject
461 property is being considered for VAD determination, including the specific
462 citations to the City Code, the IPMC or other law. In addition, if after inspection
463 the Code Official determines that the structure creates an imminently dangerous
464 condition, it shall be so stated in the Notice, together with an explanation that
465 property may be subject to immediate demolition without further notice and with a
466 demand for reimbursement of demolition costs to the City.

467 (6) The property owner’s response to the Code Officer’s notice should include the
468 following information:

- 469 a. If the property is vacant, the date the property became vacant;
- 470 b. Future plans for the subject property, including timeline for renovation,
471 redevelopment and reoccupation of the subject property;
- 472 c. If structures on the subject property will not be reoccupied, the property
473 owner shall state the reasons in their response;
- 474 d. If the structures on the property are recommended for demolition, the
475 property owner should provide a timeline for demolition in their response.
476 All demolitions must be performed per the City’s guidelines and shall
477 include all paved and asphalted areas;
- 478 e. Interim plans to abate any violations discussed in the Code Official’s notice;
479 and
- 480 f. Interim plans to make the subject structure and/or property safe.

481 (7) If after 60 days from the date of notice, there is no response from the property owner
482 or his/her agent, the Code Official will deem the property abandoned, and if there

483 is an additional determination by the Code Official that if the abandoned property
484 is not only unsafe but in its current condition creates an imminent risk of death or
485 serious bodily harm, then the City can remedy, alleviate and abate the issues in the
486 manner mentioned in the notice.

487 (8) In the event an owner files a response to the Notice, all action items identified under
488 Subsections (6) (b), (d), (e), and (f) above must substantially begin within 90 days
489 of the date the property owner's response to the Code Official. Upon the property
490 owner's written request made prior to the expiration of the 90 days, the Code
491 Official can provide two (2) 90-day extensions for the owner to substantially begin
492 work. In the written extension request, the property owner shall provide:

- 493 a. Facts to support the need for the extension and;
- 494 b. An updated timeline describing when the owner will substantially begin and
495 complete work.

496 (9) In the event the work to be performed within the time limits set forth in Subsection
497 has not begun, the Code Official will determine that such properties are VAD
498 properties.

499 (10) The Code Official shall send the responding owner a second notice, stating that the
500 property has been formally declared a VAD property. The notice shall include the
501 statement that the owner has thirty (30) days to file an appeal to the Board of
502 Appeals pursuant to Chapter 25-Article VI of the City Code, and that a failure to
503 appeal will result in the items set forth in subparagraphs (a) to (d) below being
504 implemented. Such notice shall be sent by the Code Official by Certified Mail with
505 return receipt, US first class mail, and by posting of the property. If no appeal is
506 taken within the designated time, or if the Board of Appeals confirms the Code
507 Official's designation that the property is a VAD property, the Code Official shall
508 take the following actions:

- 509 a. All VAD properties and structures shall be posted with signage stating:
510 "Unsafe to Occupy/No Trespassing" and further meet the requirements
511 under 111.2 of the IPMC, Chapter 31 of City Code and other appropriate
512 city laws.
- 513 b. The Code Official reserves the right to disconnect all utilities based on
514 Section 111.2.1 of the IPMC and other applicable City laws.
- 515 c. The property owner is ordered to secure any abandoned or vacant property
516 so that it is not deemed "dangerous". However, all fencing or other products
517 should be residential in nature and meet the requirements of §205-9(I)(6),
518 except as modified by the Department of Planning based on an examination
519 of the surrounding neighborhood.
- 520 d. If the property will not be reoccupied or redeveloped as indicated in the
521 property owner's response discussed in Subsection 6 above, the property
522 owner is ordered to remove asphalt and concrete parking areas and replace
523 it with maintainable sod, grass, native plants and other items compatible

524 with the surrounding residential character of the neighborhood at the
525 owner's expense.

526 (11) Within ten (10) days of the second notice under Subparagraph 10, the property
527 owner shall provide the Code Official access to the subject property and all
528 structures to perform a safety and property maintenance inspection of the property.

529 (12) While the property remains in VAD status, the property owner is required to
530 maintain the property, landscaping and other items on the property so that it does
531 not become dangerous, dilapidated, or detrimental to the surrounding neighborhood
532 in manner that creates a public nuisance.

533 (13) As part of the VAD designation and enforcement process, the Code Official
534 reserves the right to:

535 a. Abate any part of the property that does not meet the requirements of City
536 Code per the proper notification requirements provided herein or other
537 provisions of the City Code; and/or

538 b. If the property owner does not meet the requirements of the City Code, the
539 Code Official can issue a citation per the City Charter. Violations of code
540 will be considered a separate offense for each parcel and for each day the
541 violation continues at \$100.00 per day until the maximum permitted under
542 law is met.

543 (14) The property owner will be responsible for reimbursing the City for all costs
544 incurred related to abatement or property maintenance. All costs and fees are
545 considered an *ad valorem* tax added to the property for purposes of calculating the
546 property tax due. A breakdown of the calculation of costs incurred by the City for
547 abatement or demolition is available to the owner by written request.

548
549 UU. Section 113.3 Failure to Comply, add to the end of the section: If the Code Official,
550 after inspection, finds that conditions on the property present imminent danger of death or
551 serious bodily harm, he may issue an order of demolition for all or a portion of the
552 structures on the property which shall be included in the notice provided under
553 Subparagraph above. For all other cases, in which there is no determination that the
554 structure poses an imminent threat of death or serious injury to person or property, then
555 prior to the structure being demolished and removed, a hearing on the Order of Demolition
556 will be held by the Board of Appeals per the requirements of Chapter 25 – Article IV. The
557 Board of Appeals will examine whether all provisions of the code have been met under its
558 “administrative review” powers and that demolition is warranted due to the abandoned,
559 vacant or unsafe structures being a public nuisance given the situation presented. Failure
560 to comply with an Order of Demolition or any recommended action issued by the Code
561 Official shall be deemed a municipal infraction subject to a daily fine of \$100.00 per day
562 for each day of non-compliance up to the maximum permitted by law.

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566 C). Section 31-3. Saving Clause.

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Nothing in this Ordinance or in the International Property Maintenance Code 2021 hereby adopted shall be construed to affect any existing suit or proceeding pending in any court, or any vested rights acquired, or liability incurred, or any cause or causes of action acquired or existing, under any act or ordinance hereby repealed, and any amendments thereto; nor shall any preexisting legal right or remedy of any character be lost, impaired or affected merely by the passage of this Ordinance.

Article II
BUILDING CODE

A). Section 31-4 Adoption of the International Building Code 2021

The International Building Code 2021. Chapters 1 through 26, 28, 30 through 35 along with Appendix C, F, G, H & I as amended, as published by the International Code Council Inc., a copy of which is on file with the Department of Planning of the City of Havre de Grace, is hereby adopted by the Mayor and City Council of the City of Havre de Grace, Maryland, for the purpose of protecting the public health, safety and welfare of the citizens of the City of Havre de Grace.

B). Section 31-5 Amendments.

The International Building Code 2021 shall be adopted with the following amendments:

- A. The name of the jurisdiction in the second line of Section 101.1 on page 1 of the International Building Code 2021 shall be “The Mayor and City Council of Havre de Grace referenced herein as the City of Havre de Grace”.
- B. Section 101.4.1 Replace reference to the “International Fuel Gas Code” with the “Harford County Plumbing Code”.
- C. Section 101.4.3 first sentence shall read as follows: “The provisions of the Harford County, Maryland Plumbing Code shall apply to the installation, alterations, repairs and replacement of plumbing systems, including equipment, appliances, fixtures, fittings, and appurtenances, and where connected to a water or sewage system and all aspects of a medical gas system.”
- D. Section 101.4.5 shall read as follows: “The provisions of the State of Maryland Fire Prevention Code shall apply to matters affecting or relating to structures, processes and premises from the hazard of fire and explosion arising from the storage, handling or use of structures, materials or devices; from conditions hazardous to life, property or public welfare in the occupancy of structures or premises; and from the construction, extension, repair, alteration or removal of fire suppression and alarm systems or fire hazards in the structure or on the premises from occupancy or operation.”

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- E. Add a new Section 101.4.8 Electrical. “The provisions of the Harford County, Maryland Electrical Code, Chapter 105 of the Harford County Code, shall apply to the installation, alterations, repairs and replacement of electrical systems.”
- F. Section 102.6: Reference to the “International Fire Code” shall be changed to the “State of Maryland Fire Prevention Code” and NFPA 101 and NFPA 1, and reference to the International Property Maintenance Code shall be as amended by this Code.
- G. Section 103 shall be entitled "Division of Inspection Services"; and Section 103.1 shall read as follows: “Creation of Enforcement Agency. The Director of The Department of Planning or the Director’s designee is hereby designated as the Building Official or Code Official and shall be in charge of all matters related to building and property inspections.”
- H. Add a new Section 104.12 Restriction of Employees: “An official or employee connected with the Department of Planning shall not be engaged in or directly or indirectly connected with the furnishing of labor, materials or appliances for the construction, alteration or maintenance of a building, or the preparation of construction documents thereof, unless that person is the owner of the building; nor shall such officer or employee engage in any work that conflicts with official duties or with the interests of the Department.”
- I. Section 105.1 Required. Add to the end of the section the following: “A commercial Use & Occupancy permit will be required for any change in ownership and/or tenancy.” A use and occupancy permit for residential rental property (short-term or long-term) will be required prior to the start of a new tenancy after a change in ownership for any property issued a permit after the effective date of this Chapter.
- J. Section 105.1.1 Annual Permit shall be deleted.
- K. Section 105.1.2 Annual Permit Records shall be deleted.
- L. Section 105.2 Work Exempt from Permit shall be deleted.
- M. Section 105.2.2 is deleted and replaced with the following: “Repairs. Application or notice to the Building Official is not required for ordinary repairs to structures. Such repairs shall not include the cutting away of any wall, partition or portion thereof, the removal or cutting of any structural beam or load-bearing support, or the removal or change of any required means of egress, or rearrangement of parts of a structure affecting the egress requirements, or other work affecting public health or general safety.”

- 657 N. Section 105.3 Application of Permit is amended by adding “or electronically” after
658 the word “writing” in the second line.
659
- 660 O. Add a new Section 105.3.3 Abatement of Uncompleted Structures. In the event that
661 the responsible party fails to complete construction of a structure after 180 days of
662 abandonment, or revocation of the building permit, and in the event that the
663 responsible party fails to comply with the lawful order of the Director or the
664 Director's designee to make safe by the completion of the construction or to
665 demolish an unsafe and uncompleted structure, the Director or the Director's
666 designee shall cause emergency work to be completed as required, to abate the
667 unsafe conditions by appropriate means, including the demolition and removal of
668 dangerous structures, using such public or private resources required and available.
669
- 670 P. Add a new Section 105.3.4, Abatement of Unsafe Conditions. When, in the opinion
671 of the Director or the Director's designee, there is an imminent danger to human
672 life or the public welfare due to an unsafe condition, the Director or the Director's
673 designee shall cause the necessary work to be done to eliminate the condition
674 including, but not limited to, the demolition of the structure or structures. The
675 Director or the Director's designee shall cause to be published, for three (3)
676 consecutive days, in a County newspaper of record, notice setting forth the address
677 of the building; a description of the real estate sufficient for its identification; a
678 statement that the property is unsafe and constitutes an immediate and continuing
679 hazard to the community; and a statement that the City intends to demolish same if
680 the owner fails to do so. A person objecting to the proposed actions of the City may
681 file an objection in an appropriate form in a court of competent jurisdiction. If the
682 building is not demolished within thirty (30) days of mailing notice to the owners
683 of record, or within thirty (30) days of the last day of publication of the notice in a
684 County newspaper of record, whichever is later, the Director or the Director's
685 designee shall have the power to demolish the structure or structures.
686
- 687 Q. Add a new Section 105.3.5, Creation of a Tax Lien. There is created a tax lien on
688 real property for monies expended by the City for the making safe of buildings or
689 structures and/or abatement of other unsafe nuisances or conditions constituting a
690 danger to the public health and safety. The amount of such lien shall be collected
691 by the Director of Finance in the same manner as other City real estate taxes.
692
- 693 R. Section 105.5 Expiration: shall read as follows “A permit shall be deemed to be
694 expired if the work on the site authorized by said permit is not commenced within
695 180 days after its issuance. The Building Official may grant one (1) extension for a
696 period of ninety (90) days to commence work on the site if requested in writing and
697 showing justifiable cause prior to permit expiration.
698
- 699 S. Add a new Section 105.5.1 Void: “Any permit which has been applied for and not
700 issued within 180 days of application, and which no work has begun shall be
701 deemed void. No refunds will be issued on any permits, unless the permit has been
702 cancelled in writing by the applicant within 30 (thirty) days of date of original

- 703 application, less a \$100.00 administrative fee, or permit fee, whichever is less. In
 704 no case will water and sewer cost recovery fees be refunded or transferred.”
- 705
- 706 T. Add a new Section 105.5.2 Incomplete: If the work authorized on the site by such
 707 permit has commenced, but is suspended or abandoned for a period of 180
 708 consecutive days after the work is commenced, and the structure is left in an unsafe
 709 condition, see Sections 105.3.3 and 105.3.4 above. If all building and trades
 710 inspections have not received final approval, the City may attach the permit record
 711 to tax records as a lien on the property until all required inspections have been
 712 approved and the permit file is closed.
- 713
- 714 U. Section 105.6 Suspension or revocation is amended by adding the following to the
 715 end of the section: “Any permit may be suspended or revoked for illegal
 716 occupancy, or construction activities outside the scope of application for a period
 717 of 90 days, provided the structure is not left in an unsafe condition. No work may
 718 proceed during the 90-day period until the reason for suspension or revocation is
 719 addressed by re-applying, or submitting revised building plans based on current
 720 building codes. See also all previous 105 Sections as applicable.”
- 721
- 722 V. Add a new Section 105.6.1 Withholding Permits. The Building Official may
 723 withhold the issuance of any permit and/or place a hold on inspections if the
 724 applicant, the property owner, or any other individual or entity listed on the
 725 application has failed to remedy or correct any existing/alleged violation of the City
 726 Code for other properties within the City’s jurisdiction, which a final inspection
 727 approval has not been granted.
- 728
- 729 W. Section 105.7 Placement of Permit shall read as follows: “The building permit or
 730 copy shall be kept on the site of the work, and displayed in plain view where
 731 appropriate, until the completion of the project and final inspections are approved.”
- 732
- 733 X. Section 109.2 shall read as follows: Building Permit Fees: “Fees for permits shall
 734 be based upon the valuation of staff time required to execute plan examinations,
 735 permit reviews and site inspections and shall be established by the Mayor and City
 736 Council from time to time.”
- 737
- 738 Y. Section 109.3 is amended by deleting the last two sentences of the section.
- 739
- 740 Z. Section 109.4 Work commencing before permit issuance: shall read as follows:
 741 “Any person who demolishes any building or structure, or commences any work
 742 on a building, structure or property, or opens a new business before obtaining the
 743 necessary permits shall be subject to a fee equal to double the required permit fee,
 744 and may be guilty of a municipal infraction or a misdemeanor. If the permit is not
 745 applied for with the appropriate fees paid within 10 days of documented
 746 notification, the property owner shall be subject to an additional fine equal to the
 747 required permit fees for each 30-day period the permit is not applied for, not to
 748 exceed \$1,000.00, and shall be collected as ad valorem taxes.”

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- AA. New Section 110.1.1 “Approval of Inspections or Permits” shall be added as follows: “Any inspection or permit approval provided by the City, or by Harford County on the City’s behalf, is not a warranty of construction or workmanship. New permit applications may be placed on hold if the applicant, contractor, or property owner has open permits or incomplete inspections related to work on other properties within the City’s municipal jurisdiction owned or controlled by such applicant, contractor, or property owner that are not compliant with City Administrative procedures and policies, as determined by the Director.”
- BB. New Section 110.7 “Standards” shall be added as follows: “All buildings, structures and appurtenances thereto shall be constructed strictly in compliance with accepted engineering practices. All members and components of the structure shall be installed, fitted or fastened, moved or stored in such a manner that the full structural capabilities of the members are obtained. Improper alignment (level and square), fitting, fastening or methods of construction shall be considered a violation of this Code.”
- CC. Section 111.2 Use and Occupancy Certificate Issued shall read as follows: “The Building Official, or designee, shall sign and date the office copy of the Permit Application and Zoning Certificate for Use and Occupancy upon completion and approval of all required inspections for which the permit was applied for. A copy of the certificate with the Use and Occupancy approval shall be made available to the applicant.”
- DD. Section 111.3 is amended by adding the following at the end of the section: “Any person, firm or corporation engaged in the process of selling property in which a temporary Certificate of Occupancy is issued shall at the time of settlement present to the buyer a copy of the temporary Certificate of Occupancy which must include a list of deficiencies that remain to be corrected or conditions that must be met prior to the issuance of the final Certificate.
- EE. Section 112.1 shall be amended by replacing the “Department of Building Safety” with the “Department of Public Works”, deleting the words “this code” and adding the words “the County Code or other City codes” following the phrase, “regulated by”. Prior to the end of the sentence add “or by the Director of Public Works or their designee”.
- FF. Section 112.2 shall be amended by adding the words “The Director of Public Works or their designee, or” to the beginning of the section.
- GG. Section 112.3 shall be amended by adding the words “The Director of Public Works or their designee, or” after the words “building official” throughout the section.
- HH. Section 113.1 Board of Appeals-General shall read as follows: “Any person affected by any decision or notice which has been issued by the City in connection with the

795 enforcement of any provision of this Code, or of any rule or regulation adopted
796 pursuant hereto, or any person who desires to appeal a decision made pursuant
797 hereto, or who requests a variance from the terms hereof, or who requests an
798 interpretation of the terms hereof, may file an appropriate application with the
799 Board of Appeals of the City of Havre de Grace in accordance with the Board of
800 Appeals Ordinance contained in the Codified Ordinances of the Mayor and City
801 Council.”

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803 II. Board of Appeals Sections 113.2 through 113.3 are deleted.

804
805 JJ. Section 114.4 Violation penalties shall read as follows:

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807 “a. Any person who shall be adjudged to have (1) violated any of the provisions of
808 this Ordinance; or (2) failed to comply herewith or permitted or maintained such a
809 violation; or (3) violated or failed to comply with any order made hereunder; or (4)
810 to have built in violation of any details, statements, specifications or plans
811 submitted or approved hereunder; or (5) failed to operate in accordance with the
812 provisions of any certificate, permit, or approval issued hereunder, shall severally
813 for each violation and noncompliance respectively, be guilty of a municipal
814 infraction, for which a fine not to exceed \$1,000.00 may be imposed for each such
815 infraction, payable to the City of Havre de Grace, with costs imposed in the
816 discretion of the court. Each day that an infraction continues after notice has been
817 served shall be deemed a separate infraction. The imposition of a fine for any
818 violation shall not excuse the violation nor shall the violation be permitted to
819 continue. Prosecution or lack thereof of either the owner, occupant, or the person
820 in charge shall not be deemed to relieve any of the others.

821
822 b. Any person who shall be convicted of willfully (1) violating any of the
823 provisions of this Ordinance; or (2) failing to comply herewith or permitting or
824 maintaining such a violation; or (3) violating or failing to comply with any order
825 made hereunder; or (4) building in violation of any details, statements,
826 specifications or plans submitted or approved hereunder; or (5) failing to operate in
827 accordance with the provisions of any certificate, permit, or approval issued
828 hereunder, shall severally for each violation and noncompliance respectively, be
829 guilty of a misdemeanor, punishable by a fine not exceeding \$1,000.00 and
830 imprisonment not exceeding ninety (90) days for each violation, with costs imposed
831 in the discretion of the court. Each day that a violation continues after notice has
832 been served shall be deemed a separate offence. The imposition of punishment for
833 any violation shall not excuse the violation nor shall the violation be permitted to
834 continue. Prosecution or lack thereof of either the owner, occupant, or the person
835 in charge shall not be deemed to relieve any of the others.

836
837 c. Any order or notice issued or served as provided in this Ordinance shall be
838 complied with by the owner, operator, occupant or other person responsible for the
839 condition or violation to which the order or notice pertains. Every order or notice
840 shall set forth a time limit for compliance dependent upon the hazard and danger

841 created by the violation. In cases of extreme danger to persons or property
842 immediate compliance shall be required. If the notice of violation is not complied
843 with, the Code Official shall institute the appropriate proceeding at law or in equity
844 to restrain, correct or abate such violation, or to require the removal or termination
845 of the unlawful occupancy of the structure in violation of the provisions of this
846 Code or of the order or direction made pursuant thereto.

847
848 d. In addition to the other provisions set out in this Ordinance, the City of Havre
849 de Grace may institute injunctive, declaratory or any other appropriate action or
850 proceedings at law or equity for the enforcement of the International Building Code
851 2021 or to correct violations of the International Building Code 2021, and any court
852 of competent jurisdiction has the right to issue restraining orders, temporary or
853 permanent injunctions or declaration of rights or other appropriate forms of remedy
854 or relief.

855
856 e. All provisions of Article 23A, Section 3, of the Annotated Code of Maryland
857 relating to municipal infractions are incorporated in this chapter. In the event of any
858 inconsistency between this Section 114.4 and Article 23A, Section 3, the provisions
859 in Article 23A, Section 3 shall prevail.”

860
861 KK. Section 115.2 Issuance shall read as follows: At the end of the first sentence, add
862 the following phrase “or posted conspicuously on the property.”

863
864 LL. Section 115.3 shall be amended by adding the words “or the Director of Public
865 Works or their designee” following the phrase “the building official” throughout
866 the section.

867
868 MM. Section 115.4 Failure to comply, shall read as follows: “Any person who shall
869 continue any work after having been served with a stop work order, except such
870 work as that person is directed to perform to remove a violation or unsafe condition,
871 shall be subject to the penalties and fines set forth in this Code.”

872
873 NN. Add a new section: Section 116.6 Abatement: “If a person who has been issued an
874 order under this section fails, within the time limit specified in a notice of violation
875 or order, to abate the unsafe condition or violation as directed, the Department of
876 Planning or Department of Public Works may take whatever abatement action that
877 may be necessary by use of City employees and equipment and/or by contract with
878 private contractors. The cost and expense of abating the unsafe condition shall be
879 certified by the Department of Planning or Department of Public Works. These
880 charges shall constitute a lien upon the real property and shall be collectible in the
881 same manner as real property taxes with the same priority, interest and penalties.
882 Initiation of abatement action shall not preclude the commencement of any other
883 action or legal proceedings authorized or permitted under this Code, the laws of the
884 State of Maryland and the common law.”

885

- 886 OO. Section 308.5.1 is amended by adding the following exception: "Exception: A
887 childcare facility may be classified as I-4 when the facility is classified as a day
888 care occupancy under the State Fire Prevention Code."
889
- 890 PP. Section 406.2.7 is amended by deleting "Section 1107" and replacing it with "The
891 Maryland Accessibility Code, Comar 09.12.53".
892
- 893 QQ. Section 411.5 is amended by deleting item 3 and replacing with the following: "3.
894 All exits and exit access doors from each puzzle room shall be open and readily
895 available upon activation by the automatic fire alarm system, automatic sprinkler
896 system, a manual control at a constantly attended location and shall have a readily
897 accessible control located inside each puzzle room."
898
- 899 RR. Section 502.1 is amended by adding "undergoing renovations that require the
900 issuance of a building permit" following "New and existing buildings" in the first
901 line.
902
- 903 SS. Add a new Section 511, Electrical Energy Storage Systems: "511.1 Electrical
904 Energy Storage Systems. Electrical energy storage systems shall be regulated by
905 the provisions contained in the International Fire Code."
906
- 907 TT. Section 903.2.1.2 is amended by substituting "300" for "100" in item 2 between the
908 words "of" and "or".
909
- 910 UU. Section 907.2.1.1 is amended by deleting "1000" in the section heading between
911 the words "of" and "or", and also in the second line between the words "of" and
912 "or", and replacing both with "300".
913
- 914 VV. Section 1004.8 is amended by adding the words "nail salons" between the words
915 "centers" and "trading" in the third line.
916
- 917 WW. Section 1020.1 is amended by adding the following exception: "6. Corridors
918 contained within a single tenant space."
919
- 920 XX. Chapter 11 Accessibility is deleted in its entirety and is replaced with the Maryland
921 Accessibility Code set forth in COMAR 09.12.53 et. seq.
922
- 923 YY. Section 1502.4 Gutters: Add to the existing section: "Gutters and downspouts shall
924 be provided on all roofed structures having a horizontal building plane area
925 exceeding 240 square feet. They shall be sized to accommodate run off from the
926 roof area, and in accordance with manufacturer's specifications. Storm water outfall
927 from downspouts shall not be discharged in a manner that detrimentally impacts
928 adjoining properties."
929

- 930 ZZ. Add a new section: Section 1503.6: "Drip Edge: "Non-corrosive roof edging shall
931 be provided at roof edges and shall cover the upper edges of the roof sheathing and
932 fascia."
933
- 934 AAA. Figure 1608.2 is amended by adding the following note: "The ground snow load,
935 pg, for Harford County, Maryland shall be 30 psf.
936
- 937 BBB. Section 1612.3 Establishment of Flood Hazard Area: shall be deleted: (See the City
938 of Havre de Grace Floodplain Ordinance.)
939
- 940 CCC. Section 1809.5 Frost Protection is amended by deleting method 1 and inserting in
941 lieu thereof: "1. Extending below the frost line established as 30" below final
942 grade."
943
- 944 DDD. Add a new subsection 3001.1.1: Maryland State Elevator Code. The provisions
945 of this code are in addition to the requirements in the Maryland State Elevator Code.
946 If a conflict between this code and the state code exists, the requirements in the
947 state code shall apply.
948
- 949 EEE. Section 3103.1.2 Permit Required shall read: "Permits shall be required for
950 temporary structures in accordance with applicable codes."
951
- 952 FFF. New Section 3109.2 "Pool Installation" shall be added as follows: Any pool
953 installation requiring grading or excavation as part of the installation will be
954 required to erect silt fencing completely around the area to be graded or excavated.
955 No fill or excavated material shall be distributed or placed in a manner which would
956 affect storm water runoff to neighboring properties.
957
- 958 GGG. Section 3201.3 Other Laws: Second sentence shall be added as follows: "No
959 encroachment into the Public Right-of-Way for construction or installation of any
960 structure may take place without prior approval by the Mayor and City Council."
961
- 962 HHH. Section 3201.4 Drainage shall read: "Drainage water collected from a roof, awning,
963 canopy or marquee, foundation drains, sump pump, fresh water ground springs
964 resulting from new construction or grading, and condensation from mechanical
965 equipment shall not flow over a public walking surface."
966
- 967 III. Section 3202.3.3 Encroachments 15 feet or more above grade: shall be
968 deleted.
969
- 970 JJJ. Add a new section: Section 3301.3 Housekeeping: "Rubbish and trash shall not be
971 allowed to accumulate on construction sites or other premises and shall be stored
972 in approved secured containers and removed as soon as conditions warrant.
973 Combustible rubbish shall be removed promptly and shall not be disposed of by
974 burning on the premises or within City Limits. Unused or discarded construction
975 materials must be removed from the construction site immediately following
976

977 project completion or when a permit is void. Vegetation and weeds shall be
978 properly maintained in accordance with the IPMC.”

979
980 KKK. Add a new section: Section 3301.4 Site Conditions: “Whenever the Code Official,
981 or Director of Public Works, finds any work regulated by City Code is being
982 performed in a manner contrary to its provisions, or for improper or unlawful site
983 conditions, or work performed in a dangerous or unsafe manner, the Code Official
984 or Director of Public Works is authorized to issue a Stop Work Order and issue
985 fines as appropriate for the condition of concern.”

986
987 LLL. Add a new section: Section 3302.5 Vehicle Access: “Development of 5 (five) or
988 more residential lots, or commercial development sites, are required to have
989 unobstructed vehicle access through the site at all times until construction is
990 completed and site is stabilized.

991
992 MMM. Appendices A, B, D, E, H and J shall be deleted.

993
994 NNN. Appendix G: Flood Resistant Construction: In case of conflicts, the order of
995 compliance is Federal Emergency Management Agency Regulation, Maryland
996 Department of the Environment Regulation, City of Havre de Grace Ordinances,
997 and Appendix G last.

998
999 C). Section 31-6. Saving Clause.

1000
1001 Nothing in this Ordinance or in the International Building Code 2021 hereby
1002 adopted shall be construed to affect any existing suit or proceeding pending in any court,
1003 or any vested rights acquired, or liability incurred, or any cause or causes of action acquired
1004 or existing, under any act or ordinance hereby repealed, and any amendments thereto; nor
1005 shall any preexisting legal right or remedy of any character be lost, impaired or affected
1006 merely by the passage of this Ordinance.

1007
1008 Article III
1009 RESIDENTIAL CODE
1010

1011 A). Section 31-7 Adoption of the 2021 International Residential Code for One and Two Family
1012 Dwellings.

1013
1014 The International Residential Code for One and Two Family Dwellings 2021 as
1015 published by the International Code Council, Inc., Chapters 1 through 23, 42 and 44,
1016 Section P2904, and Appendices AA through AE, AG, AH, AJ, AK as amended through
1017 2021, a copy of which is on file with the Department of Planning of the City of Havre de
1018 Grace, is hereby adopted by the Mayor and City Council of the City of Havre de Grace,
1019 Maryland, for the purpose of protecting the health, safety and welfare of the citizens of the
1020 City of Havre de Grace.

1021
1022 B). Section 31-8. Amendments.

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The International Residential Code for One and Two Family Dwellings 2021 shall be adopted with the following amendments:

- A. The name of the jurisdiction in the second line of R101.1 Title, on page 1-1 of the International Residential Code for One and Two Family Dwellings 2021 shall be “The Mayor and City Council of Havre de Grace referred to herein as the City of Havre de Grace”.
- B. Add a new section: Section R101.4 Safeguards During Construction: “The provisions of Chapter 33 of the 2021 International Building Code, as amended, shall be applicable to all construction. A valid building permit is required.”
- C. Section R102.7 Existing Structures: References to the International Fire Code shall be changed to the “State of Maryland Fire Prevention Code”.
- D. Sections R103 through R114 are deleted and Sections 103 through 116 of the 2021 International Building Code, as amended, shall apply.
- E. Section R202 Building definition is amended by deleting the last sentence.
- F. Section R202 Fire Separation Distance definition shall be amended as follows: add new item 4. To an exclusive use easement line.
- G. Section R202 Manufactured Home definition shall be amended as follows: in the 7th line delete “or without” and delete the last two sentences of the definition.
- H. Table R301.2 shall read as follows:

Ground Snow Load:	30 lbs
Wind Speed:	90 mph
Topographic Effects:	No
Special wind region:	No
Wind-borne debris zone:	No
Seismic Design Category:	A-B
Weathering:	Severe
Frost Line Depth:	30 inches
Termite:	Moderate to Heavy
Winter Design Temp.:	13 Degrees F
Ice Barrier Underlayment:	No
Flood Hazards:	FIRM Date 04/19/2016
Air Freezing Index:	645
Mean Annual Temp.:	53.2 Degrees F
- I. Add Section R302.1.1 Balconies and Decks on Townhomes: “All portions of balconies and decks on townhomes constructed of combustible materials shall not be located closer than 24 inches (609.6 mm) to any property line.”

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J. TABLES R302.1(1) AND R302.1(2) SHALL HAVE THE FOLLOWING LINE ADDED TO THE BOTTOM OF EACH TABLE:

ALL PORTIONS OF ATTACHED DECKS AND OPEN ROOF COVERED DECKS. OPEN ROOF COVERED DECKS MAY HAVE A MAXIMUM OPAQUE WALL SURFACE AREA OF 50%	NOT ALLOWED	N/A	<2 FEET
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K. Add a new section: Section R312.1.1.1 Areaway Guards: “A guardrail or other approved barrier shall be installed on areaway walls with a grade level elevation difference of greater than 48 inches (1219.2 mm). Guards shall be constructed in accordance with Section R312.”

L. New subsection 327.2 is added as follows: “326.3 Grading. Inground swimming pools require silt fencing to be installed around work area. Final grading cannot impact storm water runoff onto neighboring properties. Excavated material to be removed from property.”

M. Section R405.1 is amended by deleting the exception at the end of the section.

N. Section R506.2.2 is amended by deleting the exception at the end of the section.

O. Add Section R703.9.3 Special Inspections: “Special inspections shall be required for all EIFS applications.

Exceptions:

1. Special inspections shall not be required for EIFS applications installed over a water-resistive barrier with a means of draining moisture to the exterior.
2. Special inspections shall not be required for EIFS applications installed over masonry or concrete walls.”

P. Add Section R903.4.2 Gutters and Leaders: “Gutters and leaders shall be installed in accordance with the Harford County Plumbing Code.

O. Chapter 11 is deleted in its entirety and the 2021 International Energy Conservation Code as adopted in Article IV is inserted in lieu thereof.

C). Section 31-9. Saving Clause.

Nothing in this Ordinance or in the International Residential Code for One and Two Family Dwellings 2021 hereby adopted shall be construed to affect any existing suit or proceeding pending in any court, or any vested rights acquired, or liability incurred, or any cause or causes of action acquired or existing, under any act or ordinance hereby repealed, and any amendments thereto; nor shall any preexisting legal right or remedy of any character be lost, impaired or affected merely by the passage of this Ordinance.

Article IV

ENERGY CONSERVATION CODE

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A) Section 31-10 Adoption of the International Energy Conservation Code 2021

The International Energy Conservation Code, as amended, as published by the International Code Council Inc., a copy of which is on file with the Department of Planning of the City of Havre de Grace, is hereby adopted by the Mayor and City Council of the City of Havre de Grace, Maryland, for the purpose of protecting the public health, safety and welfare of the citizens of the City of Havre de Grace.

B) Section 31-11 Amendments

The International Energy Conservation Code 2021 shall be adopted with the following amendments.

- A. The name of the jurisdiction in the second line of Section C101.1 shall be “The Mayor and City Council of Havre de Grace referred to herein as the City of Havre de Grace”.
- B. Sections C103 through C110 are deleted and replaced by appropriate sections within Article II of this code.
- C. Section C202 is amended by adding the following definitions:
 - 1. HOTEL. Means an establishment that offers sleeping accommodations for compensation with the exception of a bed and breakfast establishment as defined under the City Code.
 - 2. MASTER CONTROL DEVICE. Means a control that is activated when a person enters the room through the primary room access method; or an occupancy sensor control that is activated by a person’s presence in the room.
- D. New Section C405.2.1.5 Hotel Guest Rooms; “Each hotel guest room shall be equipped with a master control device that automatically turns off the power to all of the lighting fixtures in the guest room no more than 30 minutes after the room has been vacated.
- E. Section R101.1 is amended by inserting “The City of Havre de Grace” in the second line for the Name of Jurisdiction.
- F. Section R102.1.1 is amended by adding the following at the end of the section: “Compliance with the silver rating of the ICC 700 NGBS as codified in the Annotated Code of Maryland Public Safety Article §12-509(A).”

- G. Sections R103 through R110 of the 2021 International Energy Conservation Code are deleted and replaced by appropriate sections within Article II of this Code.
- H. Section R401.2.5 is amended by adding the following after item number 3: “4. For buildings complying with Section R402.1.3.1, the structure shall also comply with the additional energy features of Section N1108.3.”
- I. New Section R402.1.3.1 Maryland Alternative R-Value: “Assemblies with an R-value of insulation materials equal to or greater than that specified in Table R402.1.3.1 shall be an alternative to the U-factor in Table R402.1.2 when combined with Section R408.3. The provision of Section R408.2.1 shall be applied to the base model house to establish the reference base design establishing energy efficiency.

**TABLE (R402.1.3.1)
MD ALTERNATIVE INSULATION MINIMUM R-VALUES AND FENESTRATION REQUIREMENTS BY COMPONENT^a**

Climate Zone	Fenestration U-Factor ^{b,1}	Skylight ^b U-Factor	Glazed Fenestration SHGC ^{b,2}	Ceiling R-Value	Wood Frame Wall R-Value ^d	Mass Wall R-Value ^h	Floor R-Value	Basement ^{c,3} Wall R-Value	Slab ^d R-Value & Depth	Crawl Space ^{c,4} Wall R-Value
4 except Marine	0.30	0.55	0.40	49	20 or 15+3 ^f	8/13	19	10ci or 13	10ci, 4ft	11ci or 13
5	0.30 ¹	0.55	0.40	49	20 or 15+3 ^f	13/17	30	15ci or 19 or 13 + 5ci	10ci, 4ft	15ci or 19 Or 13 + 5ci

For SI: 1 foot = 304.8 mm.

NR = Not Required.

ci = continuous insulation.

a. R-values are minimums. U-factors and SHGC are maximums. Where insulation is installed in a cavity that is less than the label or design thickness of the insulation, the installed R-value of the insulation shall be not less than the R-value specified in the table.

b. The fenestration U-factor column excludes skylights. The SHGC column applies to all glazed fenestration. Exception: In Climate Zones 0 through 3, skylights shall be permitted to be excluded from glazed fenestration SHGC requirements provided that the SHGC for such skylights does not exceed 0.30.

c. "5ci or 13" means R-5 continuous insulation (ci) on the interior or exterior surface of the wall or R-13 cavity insulation on the interior side of the wall. "10ci or 13" means R-10 continuous insulation (ci) on the interior or exterior surface of the wall or R-13 cavity insulation on the interior side of the wall. "15ci or 19 or 13 & 5ci" means R-15 continuous insulation (ci) on the interior or exterior surface of the wall; or R-19 cavity insulation on the interior side of the wall; or R-13 cavity insulation on the interior of the wall in addition to R-5 continuous insulation on the interior or exterior surface of the wall.

d. R-5 insulation shall be provided under the full slab area of a heated slab in addition to the required slab edge insulation R-value for slabs, as indicated in the table. The slab-edge insulation for heated slabs shall not be required to extend below the slab.

e. There are no SHGC requirements in the Marine Zone.

f. Basement wall insulation is not required in Warm Humid locations as defined by Figure R301.1 and Table R301.1.

g. The first value is cavity insulation; the second value is continuous insulation. Therefore, as an example, "13 & 5" means R-13 cavity insulation plus R-5 continuous insulation.

h. Mass walls shall be in accordance with Section R402.2.5. The second R-value applies where more than half of the insulation is on the interior of the mass wall.

i. A maximum U-factor of 0.32 shall apply in Climate Zones 3 through 5 to vertical fenestration products installed in buildings located either:

1. Above 4,000 feet in elevation, or

2. In windborne debris regions where protection of openings is required by Section R301.2.1.2 of the International Residential Code.

- J. Section R402.2.1 is amended by adding “or Section R402.1.3.1” between “R402.1.3” and “requires” in the second and seventh line.
- K. Section R402.2.2 is amended by adding “or Section R402.1.3.1” between “R402.1.3” and “requires” in the second and eleventh line.
- L. New Section R408.3 Maryland Alternative Additional Energy Efficiency Package Options: “The provisions of this section shall be applied as part of the prescriptive compliance path of Section R402.1.3.1. Additional energy efficiencies from Table R408.3 must be selected to meet or exceed a minimum percentage increase of 6%.

	Energy Feature	Percentage Increase for Climate Zone 4
1	≥ 2.5% reduction in total UA ³	1%
2	≥ 5% reduction in total UA ³	2%
3	> 7.5% reduction in total UA ³	2%
4	0.22 U-factor windows ³	3%
5	High performance cooling system (Greater than or equal to 18 SEER and 14 EER air conditioner) ²	3%
6	High performance cooling system (Greater than or equal to 16 SEER and 12 EER air conditioner) ²	3%
7	High performance gas furnace (Greater than or equal to 96 AFUE natural gas furnace) ²	5%
8	High performance gas furnace (Greater than or equal to 92 AFUE natural gas furnace) ²	4%
9	High performance heat pump system (Greater than or equal to 10 HSPF/18 SEER air source heat pump.) ²	6%
10	High performance heat pump system (Greater than or equal to 9 HSPF/16 SEER air source heat pump.) ²	5%
11	Ground source heat pump (Greater than or equal to 3.5 COP ground source heat pump.) ²	6%
12	Fossil fuel service water heating system (Greater than or equal to 82 EF fossil fuel service water-heating system.)	3%
13	High performance heat pump water heating system option (Greater than or equal to 2.9 UEF electric service water-heating system.)	8%
14	High performance heat pump water heating system. (Greater than or equal to 3.2 UEF electric service water-heating system.)	8%
15	Solar hot water heating system (Greater than or equal to 0.4 solar fraction solar water-heating system.)	6%
16	More efficient HVAC distribution system. (100 percent of ductless thermal distribution system or hydronic thermal distribution system located completely inside the building thermal envelope.)	10%
17	100% of ducts in conditioned space. (100 percent of duct thermal distribution system located in conditioned space as defined by Section R403.3.2.)	12%
18	Reduced total duct leakage. (When ducts are located outside conditioned space, the total leakage of the ducts, measured in accordance with R403.3.5, shall be in accordance with one of the following: a. Where air handler is installed at the time of testing, 2.0 cubic feet per minute per 100 square feet of conditioned floor area. b. Where air handler is not installed at the time of testing, 1.75 cubic feet per minute per 100 square feet of conditioned floor area.)	1%
19	2 ACH50 air leakage rate with ERV or HRV installed. (Less than or equal to 2.0 ACH50, with either an Energy Recovery Ventilator (ERV) or Heat Recovery Ventilator (HRV) installed.) ³	10%
20	2 ACH50 air leakage rate with balanced ventilation. (Less than or equal to 2.0 ACH50, with balanced ventilation as defined in Section 202 of the 2021 International Mechanical Code.) ⁴	4%
21	1.5 ACH50 air leakage rate with ERV or HRV installed. (Less than or equal to 1.5 ACH50, with either an ERV or HRV installed.) ⁴	12%
22	1 ACH50 air leakage rate with ERV or HRV installed. (Less than equal to 1.0 ACH50, with either an ERV or HRV installed.) ⁴	14%
23	Energy Efficient Appliances (Minimum 3 appliances not to exceed 1 form each type with follow efficiencies. Refrigerator - Energy Star Program Requirements, Product Specification for Consumer Refrigeration Products, Version 5.1 (08/05/2021), Dishwasher - Energy Star Program Requirements for Residential Dishwashers, Version 6.0 (01/29/2016), Clothes Dryer - Energy Star Program Requirements, Product Specification for Clothes Dryers, Version 1.1 (05/05/2017) and Clothes Washer - Energy Star Program Requirements, Product Specification for Clothes Washers, Version 8.1 (02/05/2018)	7%
24	Renewable Energy Measure. ⁴	11%

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1. Energy efficiency percentage increases as established by PNNL.
2. For multiple cooling systems, all systems shall meet or exceed the minimum efficiency requirements in this section and shall be sized to serve 100 percent of the cooling design load. For multiple heating systems, all systems shall meet or exceed the minimum efficiency requirements in this section and shall be sized to serve 100 percent of the heating design load. Increases to minimum efficiency requirements are limited to one selection.
3. Minimum HRV and ERV requirements, measured at the lowest tested net supply airflow, shall be greater than or equal to 75 percent Sensible Recovery Efficiency (SRE), less than or equal to 1.1 cubic feet per minute per watt (0.03 m3/min/watt) and shall not use recirculation as a defrost strategy. In addition, the ERV shall be greater than or equal to 50 percent Latent Recovery/ Moisture Transfer (LRMT).
4. Renewable energy resources shall be permanently installed that have the capacity to produce a minimum of 1.0 watt of on-site renewable energy per square foot of conditioned floor area. The installed capacity shall be in addition to any onsite renewable energy required by Section R404.4. To qualify for this option, one of the following forms of documentation shall be provided to the code official:
 - i. Substantiation that the RECs associated with the on-site renewable energy are owned by, or retired on behalf of, the homeowner.
 - ii. A contract that conveys to the homeowner the RECs associated with the on-site renewable energy, or conveys to the homeowner an equivalent quantity of RECs associated with other renewable energy.
5. Reduction in total UA from lines 1, 2 or 3 and higher performance windows from line 4 are limited to a single selection.

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C). Section 31-12. Saving Clause.

Nothing in this Ordinance or in the International Energy Conservation Code 2021 hereby adopted shall be construed to affect any existing suit or proceeding pending in any

1190 court, or any vested rights acquired, or liability incurred, or any cause or causes of action
1191 acquired or existing, under any act or ordinance hereby repealed, and any amendments
1192 thereto; nor shall any preexisting legal right or remedy of any character be lost, impaired
1193 or affected merely by the passage of this Ordinance.
1194

1195 Article V
1196 VIOLATION COST

1197
1198 A). Section 31-12. Costs Incurred By City.
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1200 Any and all fees, charges, services, and other costs incurred by the City to restrain,
1201 correct or abate a violation of this Ordinance, or to prevent illegal occupancy of a
1202 building, structure or premises, or to stop an illegal act, conduct, business or
1203 utilization of the building, structure or premises in violation of this Ordinance,
1204 including but not limited to attorney fees, surveying costs, engineering costs (the
1205 "Violation Costs"), shall be the responsibility of, and payable by the owner of the
1206 property on which the violation occurred, to the City of Havre de Grace (the "City")
1207 upon receipt of a written itemized invoice from the City for such costs. The invoice
1208 shall be sent by hand delivery or by regular mail, certified mail, or by posting the
1209 property. A late charge equal to 1.5% per month shall be added to any amount
1210 unpaid and outstanding thirty (30) days after billing until the outstanding amount
1211 is paid in full. Unless paid on time, the Violation Costs and interest shall be placed
1212 on the said property owner's City property tax bill. The said property owner shall
1213 pay all collection costs, including the City's actual attorney fees, should the City
1214 engage the services of any attorney to collect any unpaid such charges. All
1215 Violation Costs, interest, and collection costs thereon shall be chargeable against
1216 the property on which the violation occurred, and shall be collected and secured in
1217 the same manner as general ad valorem taxes and shall be subject to the same
1218 penalties and the same procedure, sale and lien priority in case of delinquency, as
1219 is provided for general ad valorem taxes. An administrative fee shall be added to
1220 the lien for processing of the lien procedure.
1221

1222 **BE IT FURTHER ENACTED AND ORDAINED THAT ALL PRIOR ORDINANCES AND**
1223 **RESOLUTIONS INCONSISTENT HERewith, ARE HEREBY REPEALED TO THE**
1224 **EXTENT OF THE INCONSISTENCY, BUT IN ALL OTHER RESPECTS SHALL**
1225 **REMAIN IN FULL FORCE AND EFFECT.**
1226

1227 ADOPTED by the City Council of Havre de Grace, Maryland this __ day of _____, 2024.
1228

1229 SIGNED by the Mayor and attested by the Director of Administration this ____ day of _____,
1230 2024.

1231 [Signatures to follow on the next page.]

1232 ATTEST: MAYOR AND CITY COUNCIL
1233 OF HAVRE DE GRACE
1234
1235

1236 Christopher Ricci
1237 Director of Administration

William T. Martin
Mayor

1238
1239

1240 Introduced/First Reading: 5/6/2024

1241 Public Hearing:

1242 Second Reading/Adopted:

1243

1244 Effective Date:

1245

1246 Legislative History

1247 Ordinance No. 975, As Amended, enacted December 7, 2015

1248 Ordinance No. 1009, As Amended, enacted August 20, 2018

1249 Ordinance No. 1030, As Amended, enacted March 16, 2020

1250 Ordinance No. 1125, As Amended, enacted November 6, 2023

1251 Ordinance No. 1136, As Amended, enacted January 16, 2024

First Reading

CITY COUNCIL

READ FILE COVER SHEET

Subject: **Ordinance concerning Establishing the FY 2025 Tax Rates**

(1st Reading)

Date: **5/3/2024**

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 May 6, 2024**
- In Confidential File Drawer

Approve:

Johnny Boker Yes No No Comment

Comment: _____

Casi Boyer Yes No No Comment

Comment: _____

Vicki Jones Yes No No Comment

Comment: _____

Jim Ringsaker Yes No No Comment

Comment: _____

Jason Robertson Yes No No Comment

Comment: _____

Tammy Lynn Schneegas Yes No No Comment

Comment: _____

Note: N/A

CITY COUNCIL
OF
HAVRE DE GRACE, MARYLAND

ORDINANCE NO. _____

Introduced by _____ Council Member Robertson

AN ORDINANCE BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND, PURSUANT TO THE AUTHORITY PROVIDED BY THE ANNOTATED CODE OF MARYLAND TAX-PROPERTY ARTICLE TITLE 6 AND THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND, FIXING THE TAX RATE FOR THE FISCAL YEAR JULY 1, 2024 TO JUNE 30, 2025 ON EACH ONE HUNDRED DOLLARS (\$100.00) OF ASSESSABLE REAL PROPERTY, PERSONAL PROPERTY; AND PROVIDING AN ADDITIONAL SPECIAL TAX LEVIED WITHIN THE CRITICAL AREA SPECIAL TAXING DISTRICT AND SETTING THE SERVICE CHARGE FOR THE SEMI-ANNUAL PROPERTY TAX PAYMENT OPTION.

On: May 6, 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 20, 2024 at 6:00 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.

WHEREAS, the Mayor and City Council of Havre de Grace are authorized by the Local Government Article of the Annotated Code of Maryland and the Tax-Property Article Title 6 of the Annotated Code of Maryland to fix tax rates on all taxable property within City limits, and

WHEREAS, the Mayor and City Council have determined to set the real property tax rate at Fifty-Six and One-Half Cents (\$0.565) on each One Hundred Dollars (\$100.00) of assessable real property on the assessment books of the City of Havre de Grace, Maryland, and

WHEREAS, the Mayor and City Council have determined to set the personal property tax rate at One Dollar Seventy and One-Half Cents (\$1.705) on each One Hundred Dollars (\$100.00) of assessable personal property on the assessment books of the City of Havre de Grace, Maryland, and to grant a one year tax credit of one thousand dollars (\$1,000.00) for personal property tax payers, and

WHEREAS, the Mayor and City Council have determined to set the real property tax rate at an additional Four and Four-Tenths Cents (\$0.044) on each One Hundred Dollars (\$100.00) of assessable real property (but not personal property) on the assessment books of the City of Havre de Grace, located within the Critical Area Taxing District, and

WHEREAS, the Mayor and City Council have determined to set the service charge applicable to the semi-annual property tax payment option at One and Thirty Eight Hundredth Percent (1.38%) of the amount of tax due at the second installment.

NOW, THEREFORE, BE IT ENACTED, in accordance with the authority vested in the Mayor and City Council of Havre de Grace, by law and the Charter of the City of Havre de Grace, that the terms and conditions of this Ordinance be and the same is hereby adopted for the purpose of establishing the following tax rates for the City of Havre de Grace for the fiscal year July 1, 2024 through June 30, 2025.

Section 1. BE IT ENACTED AND ORDAINED BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE that the tax rate generally applicable throughout the City of Havre de Grace for the fiscal year beginning July 1, 2024 and ending June 30, 2025 be and is hereby fixed at Fifty-Six and One-Half Cents (\$0.565) on each One Hundred Dollars (\$100.00) of assessable real property on the assessment books of the City of Havre de Grace, Maryland.

Section 2. BE IT ENACTED AND ORDAINED BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, that the tax rate generally applicable throughout the City of Havre de Grace for the fiscal year beginning July 1, 2024 and ending June 30, 2025 be and is hereby fixed at One Dollar Seventy and One-Half Cents (\$1.705) on each One Hundred Dollars (\$100.00) of assessable personal property on the assessment books of the City of Havre de Grace, Maryland and to grant a one-time tax credit of one thousand dollars (\$1,000.00) for personal property tax payers for this tax year.

Section 3. BE IT FURTHER ENACTED AND ORDAINED BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, that the tax rate generally applicable throughout the City of Havre de Grace for the fiscal year beginning July 1, 2024 and ending June 30, 2025 be and

is hereby fixed to be an additional Four and Four-Tenths Cents (\$0.044) on each One Hundred Dollars (\$100.00) of assessable real property (but not personal property) on the assessment books of the City of Havre de Grace, located within the Critical Area Taxing District.

Section 4. BE IT FURTHER ENACTED AND ORDAINED BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, that the service charge applicable to the semi-annual property tax payment option shall be One and Thirty Eight Hundredth Percent (1.38%) of the amount of tax due at the second installment.

Section 5. AND BE IT FURTHER ENACTED AND ORDAINED that this Ordinance shall take effect as of July 1, 2024 and the Director of Finance be and is hereby authorized to enforce payment of the aforesaid taxes in accordance with applicable law.

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

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

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

ATTEST:

MAYOR AND CITY COUNCIL
OF HAVRE DE GRACE, MARYLAND

Christopher Rissi
Director of Administration

William T. Martin
Mayor

Introduced/First Reading: 5/6/2024

Public Hearing:

Second Reading/Adopted:

Effective Date:

CITY COUNCIL

READ FILE COVER SHEET

Subject: **Ordinance concerning Establishing the FY 2025
Water & Sewer Rates**

(1st Reading)

Date: **5/3/2024**

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 May 6, 2024
 In Confidential File Drawer

Approve:

Johnny Boker Yes No No Comment

Comment: _____

Casi Boyer Yes No No Comment

Comment: _____

Vicki Jones Yes No No Comment

Comment: _____

Jim Ringsaker Yes No No Comment

Comment: _____

Jason Robertson Yes No No Comment

Comment: _____

Tammy Lynn Schneegas Yes No No Comment

Comment: _____

Note: N/A

CITY COUNCIL
OF
HAVRE DE GRACE, MARYLAND

ORDINANCE NO. _____

Introduced by _____ Council Member Boker

AN ORDINANCE BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND, ADOPTED PURSUANT TO THE AUTHORITY OF ARTICLE XI-E OF THE MARYLAND CONSTITUTION, THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND, SECTIONS 33 AND 34 OF THE HAVRE DE GRACE CITY CHARTER, CITY CODE CHAPTER 196 AND EXHIBIT A THERETO, ESTABLISHING THE CITY WATER AND SEWER RATES AND SERVICE PARTICIPATION FEES FOR THE USERS OF THE CITY WATER AND SEWER SYSTEM

On: May 6, 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 20, 2024 at 6:00 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.

33 **WHEREAS**, the Mayor and City Council of Havre de Grace has purchased, constructed
34 and maintained a water production and distribution system and a sewage collection and treatment
35 system in the City of Havre de Grace and surrounding areas, and has established the applicability,
36 rates, and procedures relating thereto pursuant to the authority granted by law and the Charter of
37 the City of Havre de Grace; and

38
39 **WHEREAS**, Section 37A of the Charter of the Mayor and City Council of Havre de Grace
40 requires that, on or before the first City Council Meeting in June of each year, the City Council
41 shall set the City water and sewer rates by ordinance; and

42
43 **WHEREAS**, the Water/Sewer Commission, on March 20, 2023 delivered to the Mayor
44 and City Council its recommendations on changes to be made to the rate and charge structure;

45
46 **NOW, THEREFORE, BE IT ENACTED**, in accordance with the authority vested in the
47 Mayor and City Council of Havre de Grace, by law and the Charter of the City of Havre de Grace,
48 that the terms and conditions of this Ordinance be and the same is hereby adopted for the purpose
49 of establishing the City water and sewer rates for the fiscal years July 1, 2024 to June 30, 2025,
50 July 1, 2025 to June 30, 2026, and July 1, 2026 to June 30, 2027 as follows:

51
52 1. The terms and provisions of City Code Chapter 196 and its Exhibit A, which contains
53 a schedule listing all of the rates, charges or fees that the Mayor and City Council
54 authorizes and imposes in connection with the City Water and Sewer System, are
55 hereby reenacted and incorporated herein by reference without change, except for the
56 following:

57 2. In Section 196-1 entitled “Cost Schedule” delete the language in its entirety and replace
58 it with the following:

59 A. The attached Exhibit A to Chapter 196 of the Code, entitled “Havre de Grace
60 Water and Sewer Cost Schedule,” is a schedule listing all of the rates, charges
61 and fees that the Mayor and City Council of Havre de Grace authorize and
62 impose in connection with the City water and sewer system for the period
63 beginning July 1, 2024, and ending June 30, 2025, the basic metered water and
64 sewer charges for the period beginning July 1, 2025, and July 1, 2026, and the
65 basic metered water and sewer charges for the period beginning July 1, 2026,
66 and ending July 1, 2027, together with certain procedures as to the applicability
67 and collection of the water and sewer rates, capital cost recovery charges, fees
68 and service participation fees, which Exhibit A is hereby amended and shall be
69 enacted to read as set forth below.

70 B. In Exhibit A Section One entitled “Water Service Within the City,” delete the
71 language in its entirety and replace it with the following:

72 Beginning July 1, 2024, the basic rate for City water service shall be \$ 7.50
73 per 1,000 gallons delivered. Beginning July 1, 2025, the basic rate for City
74 water service shall be \$7.50 per 1,000 gallons delivered. Beginning July 1,
75 2026, the basic rate for City water service shall be \$ 7.50 per 1,000 gallons
76 delivered. Such users shall pay the basic rates in effect when billed. User
77 charges shall be payable quarterly upon receipt of bill.

C. In Exhibit A Section Three entitled "City Sewer Charges Within the City," delete the language and replace it with the following:

Beginning July 1, 2024, the basic rate for City sewer service shall be \$10.20 per 1,000 gallons of water delivered. Beginning July 1, 2025, the basic rate for City sewer service shall be \$10.20 per 1,000 gallons delivered. Beginning July 1, 2026, the basic rate for City sewer service shall be \$10.20 per 1,000 gallons delivered. Such users shall pay the basic rate in effect when billed.

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

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

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

The charges are as follows:

Residential Units:

- 1. Water - \$11,800, July 1, 2024 to June 30, 2025 per unit
- 2. Sewer - \$13,200, July 1, 2024 to June 30, 2025 per unit

Commercial/Industrial Units:

- 1. Charge determined by calculation of water use and type of sewer production above and beyond one residential capital cost recovery charge which is the minimum fee.
- 2. Charge for fire suppression use: Any commercial sprinkler system, stand pipe system, or combination thereof, will be assessed a capital cost recovery charge for water only. Charges will be based upon units of flow and charged at the residential rate per unit. One unit will be equal to a flow rate of 220 gallons per minute (220 gpm) (i.e., 1 to 220 gpm will equal 1 unit; 221 to 440 gpm will equal 2 units; 441 to 660 gpm will equal 3 units; 661 to 880 gpm will equal 4 units; and so on). A unit will be calculated using a factor of 10% of the total peak flow of the entire sprinkler system, stand pipe system or a total combination of both systems. All commercial sprinkler systems and stand pipe systems will be supplied by a dedicated line from the street main and shall be equipped with the proper back flow preventers and a meter. Upon installation, the

122 customer will be responsible for all charges associated with the
123 connection to the City water system. Each installed system will have
124 the meter read quarterly and will be billed for the base service
125 charge, as hereinafter defined in Paragraph 10, and any gallons used.

126 E. In Exhibit A Section Ten entitled “Base Service Charge and Infrastructure
127 Reinvestment Program Charge.” Delete the language in its entirety and replace
128 it with the following:

129 A. A base service charge will be included on each quarterly water and/or sewer
130 bill. The amount of the charge will be based upon the size of the water meter
131 connected to the City water system and the rates in effect beginning July 1,
132 2024, are as follows:

Meter Size (inches)	Quarterly Base Service Charge
5/8	\$20.00
3/4	\$20.00
1	\$20.00
1 1/2	\$85.00
2	\$130.00
3	\$210.00
4	\$350.00
6	\$550.00
8	\$885.00

144 B. Any water meter connected to the City water system that is used solely for
145 the purpose of supplying a fire suppression system, regardless of the meter
146 size, shall be charged the base service charge as a one-inch meter.

148 C. An Infrastructure Reinvestment Program service charge will be included on
149 each quarterly water and/or sewer bill. The amount of the charge will be
150 based upon the size of the water meter connected to the City water system
151 and the rates in effect beginning July 1, 2024, are as follows:

Meter Size (inches)	Quarterly IRP Service Charge
5/8	\$30.00
3/4	\$30.00
1	\$30.00
1 1/2	\$100.00
2	\$200.00
3	\$300.00
4	\$400.00
6	\$1,000.00
8	\$1,000.00

163

164 D. Any water meter connected to the City water system that is used solely for the
165 purpose of supplying a fire suppression system, regardless of the meter size,
166 shall not be charged the Infrastructure Reinvestment Program service charge.
167

168 **BE IT FURTHER ENACTED AND ORDAINED** that this Ordinance shall take effect
169 on July 1, 2024.
170

171 **NOW THEREFORE**, it is determined, decided, and ordained by the City Council that the
172 foregoing amendments to the City Code are hereby approved.
173

174 ADOPTED by the City Council of Havre de Grace, Maryland this ____ day of ____, 2024.
175

176 SIGNED by the Mayor and attested by the Director of Administration this ____ day of ____,
177 2024.

178 ATTEST: MAYOR AND CITY COUNCIL
180 OF HAVRE DE GRACE

181
182 _____
183 Christopher Ricci
184 Director of Administration

181
182 _____
183 William T. Martin
184 Mayor

185
186
187 Introduced/First Reading: 5/6/2024

188 Public Hearing:

189 Second Reading/Adopted:

190

191 Effective Date:

192

193 Legislative History:

- 194 Ordinance No. 805, Adopted February 1, 1999
- 195 Ordinance No. 809, As Amended, Adopted June 21, 1999
- 196 Ordinance No. 809, As Amended, Adopted March 20, 2000
- 197 Ordinance No. 809, As Amended, Adopted October 1, 2001
- 198 Ordinance No. 841, Adopted June 2, 2003
- 199 Ordinance No. 859, Adopted June 7, 2004
- 200 Ordinance No. 865, Adopted June 6, 2005
- 201 Ordinance No. 879, Adopted June 5, 2006
- 202 Ordinance No. 883, Adopted December 4, 2006
- 203 Ordinance No. 887, Adopted April 16, 2007
- 204 Ordinance No. 890, Adopted June 4, 2007
- 205 Ordinance No. 894, Adopted May 5, 2008
- 206 Ordinance No. 905, Adopted May 18, 2009
- 207 Ordinance No. 916, As Amended, Adopted May 17, 2010
- 208 Ordinance No. 931, As Amended, Adopted June 6, 2011
- 209 Ordinance No. 939, As Amended, Adopted May 21, 2012
- 210 Ordinance No. 947, As Amended, Adopted May 20, 2013
- 211 Ordinance No. 955, As Amended, Adopted June 2, 2014

Ordinance No.

- 212 Ordinance No. 969, As Amended, Adopted June 1, 2015
- 213 Ordinance No. 981, As Amended, Adopted May 16, 2016
- 214 Ordinance No. 989, As Amended, Adopted May 15, 2017
- 215 Ordinance No. 1003, Adopted, May 21, 2018
- 216 Ordinance No. 1017, Adopted, May 20, 2019
- 217 Ordinance No. 1034, Adopted, May 18, 2020
- 218 Ordinance No. 1053, Adopted, May 17, 2021
- 219 Ordinance No. 1077, Adopted, May 16, 2022
- 220 Ordinance No. 1108, Adopted, May 15, 2023

First Reading

CITY COUNCIL

READ FILE COVER SHEET

Subject: **Ordinance concerning Changing the Traffic Pattern on
Congress Avenue**

(1st Reading)

Date: **5/3/2024**

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 May 6, 2024**
- In Confidential File Drawer

Approve:

Johnny Boker Yes No No Comment

Comment: _____

Casi Boyer Yes No No Comment

Comment: _____

Vicki Jones Yes No No Comment

Comment: _____

Jim Ringsaker Yes No No Comment

Comment: _____

Jason Robertson Yes No No Comment

Comment: _____

Tammy Lynn Schneegas Yes No No Comment

Comment: _____

Note: N/A

CITY COUNCIL
OF
HAVRE DE GRACE, MARYLAND

ORDINANCE NO. _____

Introduced by _____ Council Member Boyer _____

AN ORDINANCE 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 CHANGE THE TRAFFIC PATTERN ON CONGRESS AVENUE

On: May 6, 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 20, 2024 at 7:00 p.m.

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

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33 **WHEREAS**, Congress Avenue between Union Avenue and Market Street is currently a two-way
34 street; and

35 **WHEREAS**, the Mayor and City Council of Havre de Grace are in the process of implementing
36 the Havre de Grace Restoration Plan; and

37 **WHEREAS**, through the Havre de Grace Restoration Plan, the City's downtown district will be
38 revitalized to encourage social and economic engagement opportunities for a varied array of
39 interested stakeholders, including residents, visitors, business owners, motorists, pedestrians, and
40 bicyclists alike, by recreating open, walkable, accessible, and shared- use spaces while improving
41 critical infrastructure and restoring the City's downtown treasured character, charm, and grace that
42 characterize our historic City; and

43 **WHEREAS**, part of the Havre de Grace Restoration Plan will convert parking patterns along
44 certain streets downtown from angled parking to parallel parking, resulting in the reduction of the
45 number of parking spaces along portions of certain streets; and

46 **WHEREAS**, by converting Congress Avenue between Union Avenue and Market Street to a one-
47 way traffic pattern, the City can convert the parking pattern in this described area from parallel
48 parking to angled parking, which will increase the number of parking spaces in this area of the
49 City.

50 **NOW THEREFORE**, it is this __ day of _____ determined, decided, and ordained by the Mayor
51 and City Council:

52 Section 1: This ordinance shall supersede and replace all prior ordinances relating to the traffic
53 pattern on Congress Avenue between Union Avenue and Market Street; and

54 Section 2: 60 days after the adoption of this ordinance, Congress Avenue between Union Avenue
55 and Market Street traveling eastbound is hereby declared to be a one-way street for all vehicular
56 traffic; and

57 Section 3: The Mayor shall notify the public of the change described in Section 2.

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

59 **SIGNED** by the Mayor and attested by the Director of Administration this ____ day of _____,
60 2024.

61 **ATTEST:** MAYOR AND CITY COUNCIL
OF HAVRE DE GRACE

62 _____
63
64
65 Christopher Ricci William T. Martin
66 Director of Administration Mayor

67 Introduced/First Reading: 5/6/2024

68 Public Hearing:

69 Second Reading/Adopted:

70 Effective Date:

CITY COUNCIL

READ FILE COVER SHEET

Subject: **Ordinance concerning Changing the Traffic Pattern on
Lewis Street**

(1st Reading)

Date: **5/3/2024**

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 May 6, 2024
 In Confidential File Drawer

Approve:

Johnny Boker Yes No No Comment

Comment: _____

Casi Boyer Yes No No Comment

Comment: _____

Vicki Jones Yes No No Comment

Comment: _____

Jim Ringsaker Yes No No Comment

Comment: _____

Jason Robertson Yes No No Comment

Comment: _____

Tammy Lynn Schneegas Yes No No Comment

Comment: _____

Note: N/A

CITY COUNCIL
OF
HAVRE DE GRACE, MARYLAND

ORDINANCE NO. _____

Introduced by _____ Council Member Boyer

AN ORDINANCE 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 CHANGE THE TRAFFIC PATTERN ON LEWIS STREET

On: May 6, 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 20, 2024 at 7:00 p.m.

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

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32 **WHEREAS**, in response to traffic and parking problems in the area of the former Harford
33 Memorial Hospital, the Mayor and City Council designated Lewis Street, one-way from Stokes
34 Street to Washington Street, going west to east; and

35
36 **WHEREAS**, per the minutes taken at the February 4, 1963 regularly scheduled meeting of the
37 Mayor and City Council, Council Member Smith reported on a recently held meeting “relative to
38 the traffic and parking problem in the Hospital area.” Those at the meeting included the Hospital
39 Administrator, the Chief of Police, the Chief of the Susquehanna Hose Company, and the City
40 Engineer. Council Member Smith reported, “Following explanation by the Chief of the Fire
41 Department of procedure set up for the movement of fire apparatus in the area, it was
42 recommended that Lewis Street, from Stokes to Washington Street, be made a one-way street,
43 west to east;” and

44
45 **WHEREAS**, on April 1, 1963, Ordinance 523 was adopted by the Mayor and City Council for the
46 purpose of designating “Lewis Street, one-way from Stokes Street to Washington Street;” and

47
48 **WHEREAS**, in 2024, the services provided at Harford Memorial Hospital transferred to locations
49 outside of the city limits; and

50
51 **WHEREAS**, traffic and parking problems created by the former Harford Memorial Hospital no
52 longer exist, and

53
54 **WHEREAS**, the Mayor and City Council desire to revert the one-way traffic pattern on Lewis
55 Street from Stokes Street to Washington Street to two-way traffic.

56
57 **NOW THEREFORE**, it is this ___ day of _____ determined, decided, and ordained by the Mayor
58 and City Council:

59
60 Section 1: This ordinance shall supersede and replace all prior ordinances relating to the traffic
61 pattern on Lewis Street between Stokes Street and Washington Street; and

62
63 Section 2: Ordinance 523 is hereby repealed; and

64
65 Section 3: 60 days after the adoption of this ordinance, Lewis Street between Stokes Street and
66 Washington Street is hereby declared to be a two-way street for all vehicular traffic; and

67
68 Section 4: The Mayor shall notify the public of the change described in Section 3.

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

71
72 SIGNED by the Mayor and attested by the Director of Administration this ___ day of
73 _____, 2024.

74
75 [Signatures to follow on the next page.]
76
77

78 ATTEST:

MAYOR AND CITY COUNCIL
OF HAVRE DE GRACE

79

80

81

82 _____
Christopher Ricci
83 Director of Administration

84

85

86 Introduced/First Reading: 5/4/2024

87 Public Hearing:

88 Second Reading/Adopted:

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90 Effective Date:

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94 Legislative History

95 Ordinance No 523, As Amended, enacted April 1, 1963

First Reading

CITY COUNCIL

READ FILE COVER SHEET

Subject: **New Business: Geo-Cache Permit & License Agreement**
(Permit #GC2024-0001)

Date: **4/19/2024**

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

Purpose:

- FYI
 Read and Comment as Needed
 Action Required by May 6, 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 of Havre de Grace

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

410-939-1800

GEO CACHE PERMIT AND LICENSE AGREEMENT

This AGREEMENT ("LICENSE") is made this 28 day of March, 2024, between the Mayor and City Council of Havre de Grace, Maryland ("City"), and Havre de Grace Maritime Museum ("LICENSEE"). The City agrees to allow the LICENSEE to place Geo Cache on City property on the following terms and conditions.

1. Contact information of LICENSEE:

Address: 100 Lafayette Street
Phone: 410-939-4800 Driver's License No. and State: EIN: 52-1552477
Email: _____

2. Type of Cache - LICENSEE desires to place (check all that are appropriate):

- Geo Cache
- Virtual Cache
- Other (Describe) _____

3. Location of Cache in Havre de Grace, Maryland

Geo Cache site location approval is subject to review by the City's Director of Administration and/or the Director of the Department of Public Works.

Park Name: Concord Point Park + Promenade / HdG Maritime Museum

Physical Location Description: listed in accompanying letter

Cache GPS Coordinates: listed in accompanying letter

Waypoint ID: _____

If multi-cache, list additional locations: listed in accompanying letter

Website Referencing Cache: geocaching.com + hdgmaritimemuseum.org

4. Container - Geo Cache is placed in (check each requirement) (not required for virtual cache)

- a. Is in a non-breakable container yes no
- b. Does not contain inappropriate or dangerous items yes no
- c. Is not buried or placed in a protected area yes no
- d. Is in a place approved by the City yes no

Havre de Grace Maritime Museum—Permit for Geocaching

The Havre de Grace Maritime Museum and Environmental Center would like to install a multi-cache trail consisting of 5 geocaches to promote ecotourism activities. The geocaching trail is to be used for Museum field trips participants (only 4 geocaches used) and for the general public (5 geocaches used). The caches will be hidden in areas surrounding the Museum, both within the wooded trail, near the shoreline of the cove, and along the promenade.

The purpose of the multi-cache trail is to inform participants of Chesapeake Bay stewardship. Cache contents will change periodically to environmentally themed tasks. The cache boxes will be a combination of metal ammo boxes and other weather resistant containers—all clearly marked as caches. Each geocache contains an information card to educate visitors, an instruction card to complete a task or answer a question, a logbook to record participation, and a clue for locating the next geocache along the multi-cache trail.

Locations:

Geocache A: Field trip and public use

Lat: 39° 32.416 Long: 76° 05.152

Location description: Behind the concrete pad to the left side of the Museum building on Lafayette Street, to the right of the "Pollination Garden" sign, alongside the first of two small boulders. Approximately 110 feet Southeast from the Museum's front entrance.

Task: Using supplied hand lenses, find 10 pollinators.

Geocache B: Field trip and public use

Lat: 39° 32.395 Long: 76° 05.115

Location description: On the ground beside the sign on the right side of the platform at the entrance to the cove. Approximately 290 feet Southeast from the Museum's front entrance.

Task: After having read the Susquehanna River/Chesapeake Bay stone marker near the Concord Point lighthouse, answer the question, "How long is the Susquehanna River?"

Geocache C: Field trip and public use

Lat: 39° 32.378 Long: 76° 05.160

Location description: Hanging over the railing to the left of the "Riparian Buffer" sign. Approximately 290 feet South from the Museum's front entrance.

Task: Discuss how a coffee filter, funnel, and sponge are like a riparian buffer.

Geocache D: Field trip and public use

Lat: 39° 32.406 Long: 76° 05.172

Location description: At the base of the tree that splits into two sections at the fork in the trail. Approximately 85 feet South Southeast from the Museum's front entrance.

Task: Identify submerged aquatic vegetation (from laminated/resin samples and dichotomic chart).

Geocache E: Public use only. Beginning of multi-cache.

Lat: 39° 32.378 Long: 76° 05.160

Location description: Under the ledge of the Shad Shack alongside the Museum parking lot.

Task: none; provides a clue to geocache A.

5. Monitoring and Prohibited Cache. LICENSEE agrees to monitor the cache monthly and agrees that such cache will be in good condition at all times and will remain family friendly. This means that cache should contain NO food, alcohol, firearms, drugs, dangerous items, or adult items.
6. City Right to Remove. LICENSEE agrees that the City has the right to search the geocache and/or remove it at any time without cause at the sole expense of the LICENSEE.
7. Application Fee. None required.
8. Other Costs. LICENSEE is required to pay all costs associated with placement, removal, and/or maintaining of the cache.
9. Indemnity. The LICENSEE shall indemnify and save harmless the City and its employees and agents from all claims and demands, suits, actions, loss, damages, recoveries, judgments, costs, and expenses in any manner arising out of or in connection with any injury, death, loss, or damage related to the LICENSEE's placement of geocache on public property, the LICENSEE's conduct, or the LICENSEE's breach of the LICENSE.
10. Term. This Agreement shall remain in force for a period from the date of signing through December 31, 2024, unless the City terminates or modifies this Agreement. In its sole discretion, the City Council may renew or extend this Agreement upon the request of the LICENSEE.
11. Entire Agreement. The Parties agree that this document contains the entire Agreement.
12. No Waiver. The LICENSEE agrees that the City's failure to enforce any of the terms herein shall not constitute a waiver.
13. Venue/Choice of Law. This is a Maryland contract and the parties hereto agree that the laws of Maryland shall apply to any disputes arising under the LICENSE. Harford County is the sole venue for any dispute.
14. No Assignment. This LICENSE may not be assigned by the LICENSEE without the express written consent of the City Council in its sole discretion, which continuation may be permitted if the proposed assignee continues agrees to be bound for the remainder of the LICENSE term.
15. Specific Enforcement/Attorneys' Fees. In any legal action to enforce the terms of this LICENSE, for declaratory action, or to recover damages for breach of the terms of this LICENSE filed by any party, the City shall be entitled to recover reasonable attorneys' fees and costs from the LICENSEE or its successor or assigns for its successful prosecution or defense of such claims.

[Signatures to follow on next page.]

WITNESS our hands and seals.

WITNESS/ATTEST:

Lisa K. H.

LICENSEE:

Signature Jennifer Sim

WITNESS/ATTEST:

MAYOR AND CITY COUNCIL OF
HAVRE DE GRACE, MARYLAND

Christopher Ricci
Director of Administration

William T. Martin, Mayor

APPROVED AS TO LEGAL SUFFICIENCY:

April C. Ishak, City Attorney

THIS LICENSE AGREEMENT RELATES TO
GEO CACHE PERMIT # GC2024-0001