



# City of Havre de Grace

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

410-939-1800

## 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, September 16, 2024

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



## COUNCIL MEETING AGENDA

September 16, 2024, 7:00 p.m.

711 Pennington Avenue, Havre de Grace, Maryland

### **Public Hearing on Community Development Block Grant (CDBG) Application**

PROJECT: LOW AND MODERATE INCOME HOUSEHOLD HOME REPAIRS, WEATHERIZATION AND EMERGENCY HOME REPAIR GRANTS. THE PROPOSED PROJECT SERVES LOW AND MODERATE HOUSEHOLDS IN HAVRE DE GRACE BY PROVIDING WEATHERIZATION TO CODE, PROVIDING HOME IMPROVEMENTS NEEDED TO BRING HOUSES TO CODE, AND PROVIDING EMERGENCY HOME REPAIR GRANTS WHERE THERE IS EXTREME NEED.

### **Public Hearing on Ordinance No. 1161 concerning Approving Budget Amendment 2025-01 to Carry Forward FY 2024 Capital Projects**

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 2025 TO ADDRESS THE REALLOCATIONS OF FUNDS FOR THE CITY OF HAVRE DE GRACE FOR FISCAL YEAR 2025

### **Public Hearing on Ordinance No. 1162 concerning Approving Budget Amendment 2025-02 for Police Department Grants**

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 2025 TO ADDRESS THE REALLOCATIONS OF FUNDS FOR THE CITY OF HAVRE DE GRACE FOR FISCAL YEAR 2025

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Opening Prayer: Rev. Gene Proud, Proud Evangelistic Association
5. Approval of the Minutes:
  - A. City Council Meeting Minutes – September 3, 2024
  - B. City Council Closed Session Meeting Minutes – September 3, 2024
    - i. Votes from Closed Session
6. Comments from Citizens
7. Appointments:
  - A. Economic Development Advisory Board (CM Robertson)
    - i. Lisa Robinson – Reappointment
    - ii. Lisa Scott-Coleman – Reappointment
    - iii. Beetle Smith - Reappointment



- B. Street & Traffic Safety Advisory Board (CM Boyer)
    - i. John Correr, Jr. – Reappointment
    - ii. Chad Packard - Reappointment
  - C. Tourism Advisory Board (CM Jones)
    - i. Jolene Forrester - Reappointment
  - D. Tree Commission (CM Boyer)
    - i. Jim McFarland – Reappointment
    - ii. Kathleen O'Brien - Reappointment
  - E. Youth Commission (CM Robertson)
    - i. Robbin Scott - Reappointment
8. Oath of Office (Administered by Mayor Martin)
- A. Police Department
    - i. Officer Heyward Bonaparte, III
9. Recognitions: None
10. Proclamations: None
11. Presentations:
- A. Lafayette Farewell Tour Kick-off (Amy Rosenkrans)
12. Resolutions:
- A. **Calendar Resolution concerning Authorizing the Submission of an Application for Community Development Block Grant Funds (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 AUTHORIZE SUBMISSION OF AN APPLICATION FOR COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS
  - B. **Calendar Resolution concerning Adopting the Citizen Participation Plan of the Community Development Block Grant (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 ADOPT THE CITIZEN PARTICIPATION PLAN OF THE COMMUNITY DEVELOPMENT BLOCK GRANT
  - C. **Calendar Resolution concerning Adopting the Anti-Displacement Plan of the Community Development Block Grant (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 ADOPT THE ANTI-DISPLACEMENT PLAN OF THE COMMUNITY DEVELOPMENT BLOCK GRANT
13. Ordinances:
- A. **Ordinance No. 1161 concerning Approving Budget Amendment 2025-01 to Carry Forward FY 2024 Capital Projects: 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 2025 TO ADDRESS THE REALLOCATIONS OF FUNDS FOR THE CITY OF HAVRE DE GRACE FOR FISCAL YEAR 2025

**B. Ordinance No. 1162 concerning Approving Budget Amendment 2025-02 for Police Department Grants: 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 2025 TO ADDRESS THE REALLOCATIONS OF FUNDS FOR THE CITY OF HAVRE DE GRACE FOR FISCAL YEAR 2025

**C. Ordinance concerning Approving Agreement with Green Team for Food Forest at Todd Park: 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 ENTER INTO AN AGREEMENT WITH THE HAVRE DE GRACE GREEN TEAM LTD, AS IT RELATES TO A FOOD FOREST ON CITY PROPERTY AT TODD PARK

**D. Ordinance concerning Approving Agreement with Green Team for Composting at Hutchins Park: 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 ENTER INTO AN AGREEMENT WITH THE HAVRE DE GRACE GREEN TEAM LTD, AS IT RELATES TO COMPOSTING COLLECTION WITH GARRITY RENEWABLES, LLC. ON CITY PROPERTY

14. Old Business: None

15. New Business: None

16. Directors Report:

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

17. Business from Mayor Martin

18. Business from Council:

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

19. Adjournment

# CITY COUNCIL

## READ FILE COVER SHEET

Subject: **Community Development Block Grant Application**

(Public Hearing)

Date: **9/10/2024**

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

Purpose:

FYI

Read and Comment as Needed

Action Required by September 16, 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



# **STATE OF MARYLAND CDBG PROGRAM**

**SFY 2025  
APPLICATION**

**COMMUNITY DEVELOPMENT  
SPECIAL PROJECTS**



**Wes Moore, Governor  
Aruna Miller, Lt. Governor**

*Jacob R. Day, Secretary  
Julia Glanz, Deputy Secretary*

*DHCD  
Division of Neighborhood Revitalization  
7800 Harkins Road  
Lanham, MD 20706  
301/429-7525  
TTY/RELAY 711 or 1/800-735-2258*



**MARYLAND  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
APPLICATION SFY 2025**

<p>1. Name of Jurisdiction: City of Havre de Grace</p>	<p>2. County (Municipal applicants only): Harford County</p>								
<p>3. Address: City Hall, 711 Pennington Ave., Havre de Grace, MD 21078</p>	<p>4. Name of Sub recipient or Business, if applicable, and their Unique Entity Number: Harford Habitat for Humanity: D7VKMKW7W5C4</p>								
<p>5. FID Number: 52-6000796  Unique Entity Number: HH2TV6FXKD46</p>	<p>6. Name, phone number and email -of jurisdiction's contact person for this application:  Wanda Boker, <a href="mailto:wandab@havredegracemd.com">wandab@havredegracemd.com</a>, (443) 655-8935</p>								
<p>7. Project title, brief description &amp; location (Full street address(es) and zip code of Project is required): <b>Low and Moderate Income Household Home Repairs, Weatherization and Emergency Home Repair Grants Project:</b> <b>The proposed project serves low and moderate households in Havre de Grace in three ways –</b></p> <ol style="list-style-type: none"> <li>1. Provide weatherization to code</li> <li>2. Provide home improvements needed to bring houses to code</li> <li>3. Provide emergency home repair grants where there is extreme need (not to exceed 25% of grant).</li> </ol> <p>We expect to bring at least 10 homes to code.</p> <p>Participants, chosen by income level and need on a first-come-first-serve basis, will be comprised of qualifying houses throughout the City proper rather than a single Census tract area or neighborhood.</p> <p>Eight households in Havre de Grace which have self-nominated for critical repairs assistance with Habitat for Humanity Susquehanna Inc. will be reviewed first. These households are at the following addresses:</p> <ol style="list-style-type: none"> <li>1. Erie Street</li> <li>2. Battery Drive</li> <li>3. Seneca Ave</li> <li>4. Teal Court</li> <li>5. Bloomsbury Avenue</li> <li>6. Giles Street</li> <li>7. South Washington Street</li> <li>8. Robin Hood Road</li> </ol>									
<p>8. Project type:</p> <table style="width: 100%;"> <tr> <td><input checked="" type="checkbox"/> Housing</td> <td><input type="checkbox"/> Public Facilities</td> </tr> <tr> <td><input type="checkbox"/> Infrastructure</td> <td><input type="checkbox"/> Economic Development</td> </tr> <tr> <td><input type="checkbox"/> Other</td> <td><input type="checkbox"/> Public Services</td> </tr> </table>	<input checked="" type="checkbox"/> Housing	<input type="checkbox"/> Public Facilities	<input type="checkbox"/> Infrastructure	<input type="checkbox"/> Economic Development	<input type="checkbox"/> Other	<input type="checkbox"/> Public Services	<p>9. National objective(s):</p> <table style="width: 100%;"> <tr> <td><input checked="" type="checkbox"/> Low and moderate income benefit</td> </tr> <tr> <td><input type="checkbox"/> Elimination of slum/blight</td> </tr> </table>	<input checked="" type="checkbox"/> Low and moderate income benefit	<input type="checkbox"/> Elimination of slum/blight
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<input checked="" type="checkbox"/> Low and moderate income benefit									
<input type="checkbox"/> Elimination of slum/blight									

10. CDBG request:       \$ <u>200,000.00</u>  Local funds               \$ _____  Other funds               \$ _____  Total costs                \$ _____	11. U.S. Congressional District No MD01_ State District No. 34 (List State legislators for <i>entire</i> district): 1. State Senator Mary-Dulany James, 2. Delegate Andre Johnson, 3. Delegate Steve Johnson
12. Date Public Hearing held: September 16, 2024 <i>(Attach minutes and hearing notice to application)</i>	13. Required Resolution attached? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
14. Is Citizens Participation Plan current? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Dated: September 16, 2024 If not, did you attach new plan? <input type="checkbox"/> Yes <input type="checkbox"/> No	
15. Is Anti-Displacement Plan current? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Dated: September 16, 2024 If not, did you attach new plan? <input type="checkbox"/> Yes <input type="checkbox"/> No	
16. If applicable, did you complete Debarment Check on application subrecipient or business? <input type="checkbox"/> Yes <input type="checkbox"/> No NA	
17. Digital Photos and Drive included? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(each must be labeled)</i>	18. Date:



## PART A

**PROJECT DESCRIPTION: Describe the proposed project in detail. Include location and specific activities to be undertaken.**

The proposed project, modeled on the existing CDBG funded Housing Rehabilitation project in Cecil County, is designed to provide home repairs, weatherization and emergency repairs to Low and Moderate Income (LMI) and other eligible households in partnership with Habitat for Humanity Susquehanna, Inc.

The City of Havre de Grace proposes to implement, as project administrator, a locally adjusted Housing Rehabilitation Project to provide up to ten Havre de Grace based homes with weatherization, home repairs necessary to bring the houses to code, and provide emergency home repair grants (not to exceed 25% of total grant funds) as needed over the two-year timeline. All housing rehabilitation activities funded will comply with State of Maryland CDBG regulations.

For the first stage of the project, the City will coordinate with Habitat for Humanity Susquehanna, Inc., for necessary home repairs and weatherization of eight Havre de Grace based homes that have self-identified through applications to Harford County's critical repair program. These applications will be reviewed, and if they qualify as eligible households, will be the first awardees of the project.

These eight households are all within the City of Havre de Grace at the following addresses:

1. Erie Street
2. Battery Drive
3. Seneca Ave
4. Teal Court
5. Bloomsbury Avenue
6. Giles Street
7. South Washington Street
8. Robin Hood Road

Additional applicants will be selected on a first-come, first-serve basis, after income qualification and code infraction is established. This application process will be administered by the City of Havre de Grace Department of Planning. Application forms and procedure will be confirmed immediately upon project approval, based on CDBG manual requirements and citizen concerns and priorities collected through public feedback scheduled during regular office hours September 6, 9-13 and 16. In addition a public hearing is scheduled with the City Council on the evening of September 16.

Habitat for Humanity Susquehanna Inc. will administer contractor procurement for weatherization of the eight households listed above assuming they all qualify. City Department of Planning staff will be responsible for contractor procurement and administration for additional households chosen for weatherization as well as all emergency home repair grants implemented through the life of the project.

Selection, procurement, contracting, energy efficiency, site visit and evaluation requirements will be Implemented per CDBG Manual. The City will work with DHCD in creating its own program guide upon receiving this award.

**PART B**

**PROJECT NEED/IMPACT:** Describe the need for the proposed project. Include statistics and other documentation supporting the described need. Discuss how the project will make an impact on the described need? If existing infrastructure or facility, discuss past maintenance and improvements undertaken or deferred.

LMI households are often unable to afford necessary repairs to their homes. Other eligible households may not have the resources available to bring their homes up to current building standards. These same households may be overspending on utility bills due to a lack of modern weatherization. This project will provide funding to help reduce costs to these households and prevent deterioration. For households that require emergency repairs, funds will be set aside in those instances as well.

**PART B WORKSHEET**

**NOTE:** *First time applicants must provide a copy of the most recent audit and copy of the most recent single audit.*

- 1. As CDBG funds are “Gap” financing, did you pursue *appropriate* other funds from state, federal agencies and/or private sources? What other funding sources did you pursue for this project? What is the status of those requests?**  
The City is not aware of other public or private funding sources, not other funding has been solicited or granted.
- 2. Please provide copies of award and rejection letters.** N/A
- 3. Will your project require payment from beneficiaries including, but not limited to: rent, fees for services, fees for participation, and utility charges? No payment of any kind from beneficiaries.**

**If yes, what is the estimated monthly cost?** \$0

**Is the cost per person or households?** N/A

**If this project improves existing facilities, housing or utilities, is the estimated cost higher than the current amount?** N/A

**If yes, what is the % increase?** N/A

**Discuss how new or increased costs were determined:** N/A

**Discuss how grantee or sub recipient determined that charges are affordable to beneficiaries:** N/A



**PART C**

**COMMUNITY SUPPORT AND INVOLVEMENT:** Describe community involvement with developing this project and application. Attach current letters of support for this project and the CDBG funding. *NOTE: This activity is separate from the public hearing(s).*

The City has an established relationship with Habitat for Humanity Susquehanna Inc. within the community, collaborating to build 11 new homes in Havre de Grace to date. With the City's support, Habitat for Humanity Susquehanna Inc. built new homes for LMI families on Stokes Street (seven-home subdivision), Erie Street (duplex), Ohio Street and Warren Street.

On May 2, 2023 citizens of Havre de Grace showed their support for Habitat for Humanity Susquehanna Inc. by voting in a public referendum to transfer ownership of vacant lots 425, 427 and 429 on Village Drive for the purpose of constructing new townhomes in Havre de Grace for LMI families.

The eight households which self-identified as in need of home repairs did so directly with Harford County and Habitat for Humanity Susquehanna Inc., a testament to the existing community engagement of the organization.

Outreach and public information for the project includes:

- Public Comments Collection between September 6 – 16, Monday through Friday 9am – 5pm at City Hall;
- Public Comments Forum at September 16 City Council Meeting;
- Application announcement posted on City website; City social media sites (Facebook and Instagram) and City publications (newsletter and flyers).;

**PART D**

**LOCAL PLANNING/GROWTH MANAGEMENT:** Answer the following questions:

1. Describe how the proposed project conforms to revitalization strategies, marketing studies, economic development strategies, capital improvement plans, housing study, a comprehensive plan or other community plan. Do *not* submit copies of the entire plan(s), but reference the name and date of the plan, the section and the page. You should ATTACH a copy of the REFERENCED portion which specifically mentions your project.

The proposed project supports the City's Comprehensive Plan and Sustainable Communities Plan priorities of providing safe and appropriate housing for its citizens, for all needs and incomes; continuing to enforce the City's Property Maintenance Code; and preventing demolition of housing stock in the City's historic Old Town.

2. For economic development projects discuss any feasibility studies, economic conditions survey, financial analysis, economic impact assessment or market analysis completed in relation to the proposed activity. Provide the dates those items were completed and information on who prepared them.  
Not an economic development project.

3. Is your project located in a Priority Funding Area? Yes



**ATTACH MAP(S) OF PROJECT AREA**

**List Census Tract(s) and Block Groups for all projects:** Home repair awards will be based on an applicant's household income qualification and repair needs regardless of location, granted on a first-come-first-serve basis. We expect that LMI households throughout the City will participate and no single Census tract or Block Group is targeted.

**PART E**

**NATIONAL OBJECTIVE:**

1. Using the attached "National Objective" chart, determine which national objective will be met by the proposed project.
2. Next, fill out the appropriate worksheet (A, B, C, D or E). Insert that page behind this one in your application.
3. In the space below, describe in narrative form how the project will meet at least ONE of the national objectives.

**1. Benefit to Low and Moderate Income Persons:**

**Area Benefit (LMA)**  % Determined by survey or census (Attach Survey Approval Ltr)

**Housing (LMH)**       Single Family       Multi-Family

Financial Assistance

Water and Sewer Connections

**Limited Clientele (LMC)**       Presumed

51% of clientele are persons whose family is LMI

Nature and location conclude area is primarily LMI

Removal of architectural barriers

**Jobs (LMJ)**       Job Creation

Job Retention

Total estimated # of beneficiaries 10      CDBG \$ per beneficiary \$18,000

Total estimated # of LMI beneficiaries 10      CDBG \$ per LMI beneficiary \$18,000

% of LMI beneficiaries to total 100%

**2. Elimination of Slum and Blight:**       Area Basis       Spot Basis

Qualification for LMI improvements requires documentation on household size and income in order to show that clientele (grantee of weatherization improvements) are LMI.

**NATIONAL OBJECTIVE CHART**

<b>Nat. Objective</b>	<b>Subcategory</b>	<b>Definition</b>	<b>Test</b>	<b>Examples</b>
Low/Moderate Income Persons	Area Benefit (LMA)	Activity benefits all residents in an area where at least 51% of the residents are LMI	<ul style="list-style-type: none"> <li>* Census - 51% of persons residing in the service area are LMI, determined by using the most recent data provided by State for cities or towns</li> <li>* Survey - applicant may do a survey of residents in the service area. The results must meet statistical reliability standards and be approved by DHCD.</li> </ul>	<ul style="list-style-type: none"> <li>* water and sewer lines</li> <li>* neighborhood facilities</li> <li>* roadway improvements</li> </ul>
Low/Moderate Income Persons	Limited Clientele (LMC)	Activity that benefits a limited number of people as long as at least 51% of those served are LMI	<p>Activity must qualify under one of the following:</p> <ul style="list-style-type: none"> <li>* Presumed Clientele - benefit to a group presumed to be principally LMI: abused children, battered spouses, elderly persons, severely disabled adults, homeless persons, illiterate adults, persons living with AIDS and migrant workers; or</li> <li>* Require documentation on family size and income in order to show that at least 51% of the clientele are LMI; or</li> <li>* Be of such a nature and in such a location that it can be concluded that clients are primarily LMI</li> </ul>	<ul style="list-style-type: none"> <li>* construction of senior center</li> <li>* services for the homeless</li> <li>* meals on wheels for the elderly</li> <li>* construction of job training facilities for the disabled</li> <li>* construction of Head Start Center</li> </ul>
Low/Moderate Income Persons	Housing Activities (LMH)	Activity that is undertaken for the purpose of providing or improving permanent residential structures which, upon completion, will be occupied by LMI persons	<ul style="list-style-type: none"> <li>* Structures with one unit must be occupied by LMI persons</li> <li>* If structure contains more than 1 unit, at least 51% must be LMI occupied</li> <li>* 2-unit structures must have at least one unit occupied by a LMI household</li> <li>* Rental buildings under common ownership and management located on the same or contiguous properties may be considered as a single structure</li> </ul>	<ul style="list-style-type: none"> <li>* rehabilitation of owner-occupied housing</li> <li>* conversion of non-residential structures into permanent housing</li> <li>* infrastructure for new housing</li> </ul>
Slum/Blight	Area Basis (SMA)	Activity that aids in the prevention or elimination of slums or blight in a designated area	<ul style="list-style-type: none"> <li>* Delineated area in which the activity occurs must meet definition of slum, blighted, deteriorated or deteriorating area under state or local law; and</li> <li>* Substantial number of deteriorated or deteriorating buildings or public improvements in the area, and the activity must address one or more of the conditions which contributed to the deterioration of the area; and</li> <li>* Documentation must be maintained by recipient on the boundaries of the area and the conditions that qualified the area at the time of its designation</li> </ul>	<ul style="list-style-type: none"> <li>* public facilities or improvements</li> <li>* elimination of safety hazards</li> </ul>
Slum/Blight	Spot Basis (SBS)	Activity that eliminates specific conditions of blight or physical decay on a spot basis not located in a slum or blighted area	<ul style="list-style-type: none"> <li>* Only acquisition, clearance, relocation, historic preservation and building rehabilitation activities qualify for this national objective</li> <li>* Rehabilitation is limited to the extent necessary to eliminate a specific condition detrimental to public health and safety</li> </ul> <p>NOTE: Must demonstrate code enforcement actions taken by the local government</p>	<ul style="list-style-type: none"> <li>* elimination of damaged retaining wall creating danger for pedestrians</li> <li>* demolition of vacant, deteriorating building</li> </ul>
Low/Moderate Income Persons	Jobs (LMJ)	Activity that results in the creation and/or retention of jobs	<ul style="list-style-type: none"> <li>* At least 51% of jobs must be taken by LMI persons</li> <li>* At least 51% of jobs must be retained by LMI persons</li> <li>* Permanent, full-time jobs only</li> <li>* LMI status is determined by income of the family</li> </ul>	<ul style="list-style-type: none"> <li>* acquisition of land to construct a distribution center</li> <li>* extension of water and sewer service to land to be developed for a business(s)</li> <li>* acquisition of equipment</li> </ul>

**Low/Moderate Income Benefit  
Worksheet A  
Area Basis (LMA)**

If you have determined that the proposed project will meet the national objective of benefit to low and moderate income (LMI) persons through area benefit (LMA) activities, please fill out this form and attach it to Part E of your application.

- 1
1. **Estimated Total Beneficiaries**      (Count by Persons)
  2. **Estimated Total LMI Beneficiaries**      (Count by Persons)
  3. **FOR THOSE WITH AN APPROVED SURVEY ONLY** – Provide race and ethnicity data for persons in the service area. The following is required for Civil Rights reporting.

	<i>RACE</i>	<i>Ethnicity (Hispanic or Latino)</i>
Count for all estimated persons in the service area:		
a. Total White	_____	_____
b. Total Black or African American	_____	_____
c. Total Asian	_____	_____
d. Total American Indian or Alaska Native	_____	_____
e. Total Native Hawaiian or Other Pacific Islander	_____	_____
f. Total American Indian or Alaska Native and White	_____	_____
g. Total Asian & White	_____	_____
h. Total Black or African American & White	_____	_____
i. Total American Indian or Alaska Native & Black or African American	_____	_____
j. Other Multi-Racial	_____	_____
Total ( number of all by <u>Race</u> must be the same as #1 above)	_____	_____

4. **Total** Number of Female-Headed Households \_\_\_\_\_
5. **Total** Number of Disabled \_\_\_\_\_
6. Describe the proposed accomplishments of the project:



**Low/Moderate Income Benefit  
Worksheet B  
Limited Clientele (LMC)**

If you have determined that the proposed project will meet the national objective of benefit to low and moderate income (LMI) persons through limited clientele (LMC) activities, please fill out the following form and then attach it to Part E of your application.

1. **Estimated** Total Beneficiaries \_\_\_\_\_ (*Count by Persons*)
2. **Estimated** Total LMI Beneficiaries \_\_\_\_\_ (*Count by Persons*)

***Your project will qualify using ONE of the three categories identified below. Select the most appropriate.***

- If the project benefits a group *presumed* to be low and moderate income, please identify the group:

- |   |   |
|---|---|
| <input type="checkbox"/> Abused Children      | <input type="checkbox"/> Elderly Persons          |
| <input type="checkbox"/> Battered Spouses     | <input type="checkbox"/> Illiterate Adults        |
| <input type="checkbox"/> Migrant Farm Workers | <input type="checkbox"/> Severely Disabled Adults |
| <input type="checkbox"/> Homeless Persons     | <input type="checkbox"/> Person Living with AIDS  |

- If the project is of such a *nature* and in such a *location* that it can be concluded that the income of the persons benefitting are primarily low and moderate income, please explain why the nature and location demonstrate this:

- If the project requires information on family size and income, does the information demonstrate that at least 51% of the clientele served are persons from households whose income does not exceed the LMI income limits. The activity is restricted to the LMI persons. Please identify activities:

Describe the proposed accomplishments of the project:

**Low/Moderate Income Benefit**

**Worksheet C  
Housing (LMH)**

If you have determined that the proposed project will meet the national objective of benefit to low and moderate income (LMI) by providing, constructing or improving permanent residential housing, please fill out this form and attach it to Part E of your application.

1. **Estimated Total Beneficiaries** *Count 5-10 Units AND 10-40 Persons*
  
2. For new construction, acquisition and/or renovation of rental units, how many units will be made available to rent? \_\_\_\_\_ Of these, how many are to be occupied by LMI persons? \_\_\_\_\_ NA – Not new construction
  
3. For new construction, acquisition and/or renovation of homeownership units, how many units will be made available to sell? \_\_\_\_\_ Of these, how many are to be occupied by LMI persons? N/A
  
4. For housing rehabilitation, how many total units will be rehabilitated? 10
  
5. For housing rehabilitation, how many total units will receive emergency repairs? No more than 2
  
6. If providing financial assistance to homebuyers, how many homebuyers will be assisted? N/A
  
7. Will requested funds for new housing be targeted to an area of minority concentration or a specific geographical area?  Y  N If yes, provide specific explanation of why this area was targeted. N/A No funds for new housing is requested
  
8. Will program income be generated by this activity?  Y  N  
If yes, provide Re-Use Plan as an attachment to this application. Previously approved Re-Use Plans will not be accepted

**Slum/Blight**

### Worksheet D

If you have determined that the proposed project will meet the national objective of the elimination of slum/blight, please fill out this form and attach it to Part E of your application.

Check One:  Slum and Blight - Area Basis **OR**  Slum and Blight - Spot Basis

1. Provide property address or boundaries of blighted area. ***This activity requires a street address(s)***

2. If the project addresses slum and blight on an area basis, does the area: NA

Have an official designation of blight by local government?  No  Yes

If yes, what is the date of designation? \_\_\_\_\_

Please provide a copy with your application.

Meet a definition of slum, blighted, deteriorated or deteriorated area under State or local law?  No  Yes

Have a substantial percentage of deteriorated buildings?  No  Yes

What is the percentage? \_\_\_%

3. Does the activity address one or more of the blighting conditions? How?  
Identify each type of improvement located within the area and its condition at the time the area was designated slum/blight.

4. Describe the proposed accomplishments of the project:

**NOTE: If your project involves the acquisition of property as an activity to eliminate blight, than the national objective should address the intended use of the property.**



**Low/Moderate Income Benefit  
Worksheet E  
Jobs (LMJ)**

If you have determined that the proposed project will meet the national objective of benefit to low and moderate income (LMI) persons through job creation and/or retention activities, please fill out this form and attach it and all supporting documents to Part E of your application.

1. Will this project create new jobs? \_\_\_\_\_ Or will this project result in retention of existing jobs? \_\_\_\_\_
2. How many total jobs are estimated to be created? \_\_\_\_\_  
Of those created, how many will be taken by LMI persons? \_\_\_\_\_
3. How many total jobs are estimated to be retained? \_\_\_\_\_  
Of those jobs retained, how many are retained by LMI persons? \_\_\_\_\_

**Taken By Standard**

In cases where the businesses will demonstrate that at least 51% of the jobs created will be taken by LMI persons, in addition to information identified in the Policies and Procedures Manual, provide the following:

1. Provide a written commitment by the business that at least 51% of all the jobs created on a full time equivalent basis will be taken by LMI persons.
2. Provide a listing by job title of all employees at the time the application for assistance is submitted.
3. Provide a listing by job title of the permanent, full-time jobs to be created as a result of the CDBG assistance.
4. Provide evidence supporting the estimated number of jobs to be created.

**Retention Standard**

Retained jobs are those that would be permanently lost due to a business closing or relocating out of the area without CDBG financial assistance. In cases where the business will retain jobs that are held by persons that are at least 51% LMI, in addition to information identified in the Policies and Procedures Manual, provide the following:

1. Provide clear and objective evidence that, in the absence of the CDBG assistance, the jobs would be lost. This includes a notice provided to affected employees, a public announcement, or analysis of relevant financial records demonstrating the need for job cuts.

## Worksheet E Continued

2. Provide a written commitment from the business that they will meet the standard for retained jobs involving the employment of LMI persons.
  
3. Provide a listing by job title of the full-time, permanent jobs to be retained as a result of the CDBG assistance.

### Business Information

Please provide the following information on the business to be assisted. If more than one, please provide information for each.

1. Name of Business;
2. Ownership of Business;
3. Business Management;
4. Company History including start-up date, type of operation, progress and number of employees to date;
5. Current Location(s);
3. Product Line(s) or Service;
4. Discuss their market area(s) including geography, major customers and other Characteristics; and
5. Certificate of Good Standing from the State of Maryland if an existing business.

For projects which provide CDBG assistance as a financing measure to profit making businesses, discuss the need for financial assistance. Attach three years of historical financial statements and personal financial statement for principal owner(s) and a five year pro-forma. Explain the basis for requesting assistance (e.g., gap financing). Additional financial information may be requested.





**PART G**

**STAFFING AND PROJECT MANAGEMENT:** This section will discuss the capacity of the applicant to administer the project and how CDBG funds will be used for project administration costs. Project costs for engineering, architectural services and inspections are to be identified as separate line items in Part F.

1. Identify the primary person for the *jurisdiction* who will administer this project. Discuss their experience with CDBG regulations and requirements as well as past grant and project implementation.

Timothy Bourcier, Director, Planning Department, City of Havre de Grace. Mr. Bourcier has extensive experience with implementing projects with CDBG funding and project management over a 15 year career.

2. Identify others who will assist in the administration of this CDBG project.

Adam Relue, Senior Planner, City of Havre de Grace.

Wanda Boker, Grant Manager & Sustainable Project Consultant, City of Havre de Grace

3. Amount of funds requested for Project Administration, if any: \$20,000

4. If Project Administration funds requested for staffing, please identify the following:

Person	# Hours Anticipated to Work on Project	Hourly Wage	Total Funds
Tim Bourcier	At least 10	\$67.31	\$673
Adam Relue	At least 80	\$42.15	\$3372

5. If planning to use Project Administration funds for other expenses other than staffing, identify those expenses and estimated costs.

Expenses	Estimated Costs
Habitat for Humanity Project Administration for up to 8 home weatherization projects through the project.	Up to \$16,000

**PART H**

**PROJECT SCHEDULE: Using the anticipated month of grant award as the start of the activities, list all project activities and the anticipated dates for the start and end of specific activities. A CDBG grant agreement provides a 24-month implementation period so all activities to be paid for with CDBG funds must occur within this timeframe. If an activity is completed prior to application or award, indicate the actual dates.**

**EXAMPLE:** For a Community Development application, CDBG funds are being requested for site acquisition and construction. The applicant provided the following schedule:

<u>Activity</u>	<u>Begin</u>	<u>Completion</u>
Grant Award	July 15, 2024	
Environmental Review	July 16, 2024	September 29
Preliminary Engineering	Completed	
Site Acquisition	October	November
Bidding & Selection Engineering	December	January 2025
Meeting 180 Day Expenditure Requirement	January 12, 2025	January 12, 2025
Engineering	February	June
Bidding & Selection Construction	June	August
Construction	September	July 31, 2026

**NOTE: An Environmental Review is the first step for every funded grant after award date**

<u>ACTIVITY</u>	<u>BEGIN</u>	<u>COMPLETION</u>	<u>RESPONSIBLE PERSON</u>
GRANT AWARD	January 15 2025	January 15 2025	Applicant
MLH Code Weatherization Application Publication	January 30, 2025	March 31 2025	Applicant
Application Review	April 1, 2025	April 15, 2025	Applicant
Contractor Procurement (bidding and selection)	April 1, 2025	April 30, 2025	Applicant

Home Weatherization  
Awards Announced

July 15, 2025

July 15, 2025

Applicant

First Weatherization  
Job through 10<sup>th</sup>  
Weatherization Job

August 1, 2025

May 31, 2026



**PART I**

**DAVIS BACON / BUILD AMERICA BUY AMERICA:**

1. Do Davis-Bacon wage rates apply to the project?  Yes  No

If yes, do cost estimates reflect the use of Davis-Bacon rates?  Yes  No

2. Discuss Davis-Bacon rates and their impact on the project.

Contractors performing inspection and home repairs will be required to pay Federal prevailing wages for the work performed.

3. Explain how you calculated the rates into your cost estimates.

Home repairs cannot exceed \$40,000 per household based on the preliminary program requirements. Cost estimates for necessary repairs will be based on those wages.

4. Explain how you factored in Build America Buy America requirements for iron and steel and listed construction materials, if applicable.

When the City procures contractors for the work, we will make sure the Build America, Buy America requirements are in the code. Since the project will involve minimal iron and steel purchases, there will likely be no impact from this.

**PART J**

**ACQUISITION / RELOCATION:**

1. Has site control been secured?  Yes  No If yes, explain how:

2. Has an option been secured?  Yes  No If yes, explain how:

3. Estimated cost of acquisition:

\$

4. Sources of funds for acquisition:

5. Number of parcels to be acquired:

Residential: \_\_\_\_\_

Business: \_\_\_\_\_

6. Will acquisition be done with eminent domain if needed?

Yes  No

7. Is acquisition of easements required?  Yes  No

If yes, did applicant include costs associated with the Uniform Act?  Yes  No

8. Has anyone been forced to move from the site within the three months prior to the initial application for funds?  Yes  No  Unknown

If yes, explain:

9. Estimated cost of relocation:

\$

10. Sources of funds for relocation:

# Units in Property(s) _____	Number of Units Occupied at time of application		Number of Occupants to be Displaced	Number of Occupants to Remain	
	Owner	Tenant		Total	Temporarily Relocated
Residential					
Business					

10. Do the activities of this project trigger the one-for-one replacement housing requirements?  Yes  No

If yes, discuss how you plan to meet these requirements.

11. If property is to be leased, describe lease terms.

**PART K**

**FAIR HOUSING/EQUAL OPPORTUNITY: Applicants certify that a grant will be conducted and administered in conformity with applicable federal fair housing and equal opportunity laws and regulations. Complete the following to show what steps have been taken by the jurisdiction in these areas in recent years.**

1. Does the jurisdiction have written employment and personnel policies and practices with equal opportunity guidelines?  Yes  No
2. In the past three years, have any complaints of discrimination in employment been filed against the jurisdiction by employees regarding employment?  Yes  No If yes, please explain:

3. Has the jurisdiction adopted a fair housing ordinance?  Yes  No

4. Has the jurisdiction taken any actions to affirmatively further fair housing through activities such as land development, zoning, site selection policies or programming or needs assessment?  Yes  No If yes, please describe:

The City recognizes the need to affirmatively further fair housing in the Housing Element of its 2024 Comprehensive Plan (currently in draft form). The plan is slated to be adopted by City Council by the end of the calendar year.

5. Are there fair housing advocates or agencies that work in your county? If yes, who are they? Have they informed you of either public or private issues or complaints regarding discrimination?

Harford County Housing & Community Services manages fair housing issues and they have not informed us of any complaints.

6. Are all buildings owned or occupied by the jurisdiction that are open to the public in compliance with the Americans with Disabilities Act? If not, which ones, and what are the plans to bring them into compliance?

All City-owned buildings open to the public meet ADA requirements. If the City opens a building to the public that is not compliant or it is found that a building is not ADA accessible, we will identify the issues and work to bring the property into compliance as soon as possible.



**PART L**

**ENVIRONMENTAL IMPACT: Complete the following information related to your overall project to the best of your knowledge. Provide copies of letters or other information received to date from state and/or federal agencies about these issues related to your project. Schedule and budget should account for any mitigation or corrective actions to be taken.**

1. Will your project involve the renovation of a building that is at least 50 years old or is located in a national historic register district?  Yes  No
2. Will your project involve or impact an archaeological site?  Yes  No
3. Will your project impact any wildlife that is threatened or endangered?  Yes  No
4. Will your project involve the abatement or removal of asbestos from a building?  
 Yes  No
5. Will your project involve the abatement or removal of lead-based paint from a building?  
 Yes  No
6. Is your project new construction?  Yes  No

If you answered YES, is the proposed project located in any of the following:

- Special Flood Hazard Area – an area that is lower than the base flood elevation level and has special flood or mudflow, and/or flood related erosion hazard
- 100 Year Floodplain – an area that has a 1 in 100 or 1% probability of a flood event occurring in a given year
- Regulatory Floodway – an area beside a river or other watercourse that has certain restrictions placed on it related to discharging moving floodwaters downstream
- Coastal High Hazard Area – an area along the coast subject to high velocity wave action from storms or seismic sources
- 500 Year Floodplain – an area that has a 1 in 500 or .02% probability of a flood event occurring in a given year
- Non-Special Flood Hazard Area – an area that has a moderate to low risk of flooding

Comments:

**PART M**

**PROCUREMENT: All procurement must comply with the requirements and processes identified in the CDBG Financial and Procurement Manual.**

**REMINDER – For existing contractual agreements with an engineering firm, the applicant must be able to demonstrate that they hired the specific firm through a competitive process AND that the contract was for no more than a three year period with an option to extend twice for one year periods for a total of five years. Additionally, the contract must have identified all potential projects to be undertaken during the three to five year period including the one included in this application.**

1. Will your project use CDBG funds for professional services?  Yes  No

If yes, is it for new services?  Yes  No

If yes, will services be under a new contract?  Yes  No

If no, please explain:

2. Will your project use CDBG funds for construction?  Yes  No

If yes, will construction be under a new contract(s)?  Yes  No

If no, is it for a change order?  Yes  No If the answer is yes, please contact CDBG staff to discuss further.

## **STATEMENT OF ASSURANCES AND CERTIFICATIONS**

The applicant hereby assures and certifies that it:

1. has adopted and maintains a written Citizen Participation Plan in accordance with the citizen participation requirements for the Community Development Block Grant (CDBG) Program at the Code of Federal Regulations 24 Part 570.486; and
2. held a public hearing and provided appropriate notice to ensure participation of citizens in the development the project and of this application for CDBG funding; and
3. assures that all reasonable steps have been taken to minimize the displacement of persons as a result of CDBG assisted activities identified in this application; and
4. in the event that our project does trigger displacement of persons, we will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49CFR Part 24 and it has in effect and is following a Residential Anti-Displacement and Relocation Assistance Plan required under Section 104(d) of the Housing and Community Development Act of 1974, 42 U.S.C. § 5304(d), as amended, in connection with any activity assisted with funding under the CDBG Program; and
5. will not attempt to recover any capital costs of public improvements assisted with CDBG funds, by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements. However, if CDBG funds are used to pay the proportion of a fee or assessment attributable to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than with CDBG funds. In addition, with respect to properties owned and occupied by moderate-income (but not low-income) families, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds if the State certifies that it lacks CDBG funds to cover the assessment; and
6. will conduct and administer grant in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and the Fair Housing Act (42 U.S.C. 3601-3619) and implementing regulations and agrees to take action to affirmatively further fair housing; and
7. has adopted and is enforcing or will adopt if a new applicants:
  - a) a policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
  - b) a policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location that is the subject of such non-violent civil rights demonstrations within its jurisdiction.
8. will certify, to the best of the certifying official's knowledge and belief, that:
  - a) no Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a



Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement; and

- b) if any funds other than Federal funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress with this Federal contract, grant, loan or cooperative agreement, it will complete and submit Standard Form- LLL, Disclosure Form to Report lobbying in accordance with its instructions; and
  - c) it will require that the language of paragraphs (a) and (b) of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, subgrants and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.
9. will adhere to federal and state Code of Conduct or Conflict of Interest standards relative to conflict of interest restrictions and financial disclosure requirements for local elected officials and candidates; and
  10. will prevent fraud, waste and abuse of federal funds and ensure that funds are expended on activities that are reasonable and necessary;
  11. will comply with the requirements of the Build America, Buy America Act which was included in the federal Infrastructure Investment and Jobs Act which was signed into law on November 15, 2021;
  12. will comply with the requirements of the Right to Report Crime and Emergencies from One's Home which was included in the Violence Against Women Act Reauthorization Act of 2022;
  13. will comply with the provisions of Title I of the Housing and Community Development Act of 1974, 42 U.S.C. § 5301 et seq., as amended, Title 24 CFR Part 570, and with other applicable State and Federal laws if awarded this grant; and
  14. will ensure that, if applicable, any subrecipient, developer or business will comply with all regulations, policies and laws that govern this grant.

I declare that I am duly authorized to make these certifications on behalf of the applicant and certify that the above actions have or will be taken.

William T Martin, Mayor City of Havre de Grace  
Typed Name and Title Chief Elected Official

Signature  
Chief Elected Official

Date



# CITY COUNCIL

## READ FILE COVER SHEET

Subject: **Ordinance No. 1161 concerning Approving Budget Amendment  
2025-01 to Carry Forward FY 2024 Capital Projects  
(Public Hearing & 2nd Reading)**

Date: **9/4/2024**

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

Purpose:

FYI

**Read and Comment as Needed**

**Action Required by September 16, 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: Memo of requested amendment attached.



## INTER-CITY MEMORANDUM

To: City Council President James E. Ringsaker, Jr.  
From: George DeHority  
Date: 9/5/2024  
RE: Proposed Budget Amendment 2025-01 Correction

The City Council approved the first reading of Budget Amendment 2025-01 on September 3, 2024.

In reviewing the amendment memorandum, I noted that the 6 projects in the General Fund 1 that needed to be carried forward from fiscal 2024 to 2025 totaled \$469,000 and not \$459,400 as stated in the original memorandum. The amounts of the individual projects were stated correctly in both the memorandum and the detailed Source and Use of funds schedule.

Please allow an amendment to change the introductory paragraph, the 5<sup>th</sup> paragraph on page 1 of the memorandum, to read as follows:

“The following 6 projects, totaling **\$469,000**, were anticipated to be completed by fiscal 2024 yearend when the fiscal 2025 budget was submitted to Council for approval. They will need to be reestablished in fiscal 2025 in order to fund them through completion using ARPA and State grant funds.”

Please contact me or Abdul Abdi if you have any questions or require additional information regarding this budget amendment correction.

CITY COUNCIL  
OF  
HAVRE DE GRACE, MARYLAND  
ORDINANCE NO. 1161  
BUDGET AMENDMENT 2025-01

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 2025 TO ADDRESS THE REALLOCATIONS OF FUNDS FOR THE CITY OF HAVRE DE GRACE FOR FISCAL YEAR 2025**

On: September 3, 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 September 16, 2024.

**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 2024 through June 30, 2025, said period known as fiscal year 2025; and

38           **WHEREAS**, the Mayor and City Council of Havre de Grace passed the Budget Ordinance 1156,  
39 establishing the budget for Fiscal Year on June 17, 2024, 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**, Budget Ordinance 1156 projected revenue, expenses and capital project  
42 completion on best estimates and timetables when proposed; and

43           **WHEREAS**, timing of the close out of one fiscal year and the opening of a new fiscal year,  
44 requires the Finance Department to forensically account for (1) those billing cycles that require  
45 expenditures get properly allocated, (2) the status of closure on project completion and (3)  
46 unanticipated revenues; and

47           **WHEREAS**, Section 37 of the Charter states *“No officer or employee of the City shall*  
48 *expend money that is not appropriated”*, and the majority of this budget amendment is for time  
49 sensitive Capital Project carry-over, to financially sustain and complete those projects; and

50           **WHEREAS**, the Finance Department has completed their review and provided an  
51 explanation and accounting of the end of the fiscal year carry-over, depicted in Exhibit A of this  
52 ordinance; and

53           **WHEREAS**, the Director of Finance, Director of Capital Projects, and the Director of  
54 Administration presented Exhibit A to the Budget and Finance Committee for discussion and  
55 approval.

56           **NOW THEREFORE**, it is determined, decided, and ordained by the City Council that  
57 Budget Amendment 2025 -01 be included as part of the Fiscal Year 2025 Budget.  
58  
59

60 ATTEST:

MAYOR AND CITY COUNCIL  
OF HAVRE DE GRACE

61  
62  
63  
64 \_\_\_\_\_  
65 Christopher Ricci  
66 Director of Administration

61  
62  
63  
64 \_\_\_\_\_  
65 William T. Martin  
66 Mayor

67 Introduced/First Reading:     9/03/2024  
68 Public Hearing:  
69 Second Reading/Adopted:  
70 Effective Date:



## Exhibit A



### INTER-CITY MEMORANDUM

To: City Council President James E. Ringsaker, Jr.  
From: Mayor William T. Martin  
Date: 9/4/2024  
RE: Proposed Budget Amendment 2025-01

The City Council approved the fiscal 2025 budget through Ordinance 1156 on June 17, 2024. Included in the budget were estimates for the amounts needed in fiscal 2025 for fiscal 2024 capital projects that were still in-process.

These estimates were based on the best information at the time of request but project delays, unexpected price increases, changes in project scope, and other operational changes occur regularly with long-term capital projects. As a result, many of the estimates used for generating the fiscal 2025 budget need to be updated.

In addition, there exist operating and capital funding needs that were identified during the last quarter of fiscal 2024 and will require funding in fiscal 2025. These items were not contemplated when the fiscal 2025 preliminary budget was submitted to Council last April.

#### General Fund 1

In total 7 projects, totaling \$609,000, need to be added to the fiscal 2025 budget. These additional projects will be funded through unobligated American Rescue Plan Act (ARPA) funds and State grants.

The following 6 projects, totaling \$459,400, were anticipated to be completed by fiscal 2024 yearend when the fiscal 2025 budget was submitted to Council for approval. They will need to be reestablished in fiscal 2025 in order to fund them through completion using ARPA and State grant funds.

- Acct #01-1091-6501 – Pickle Ball Courts (ARPA - \$111,700)
- Acct #01-1091-6501 – STAR Centre Rehabilitation (State Capital - \$240,400)
- Acct #01-1251-7089 – Swan Harbor Bridge (USDOD/EDA - \$13,900)
- Acct #01-1251-7099 – DPW Fleet Shop Roof Repair (ARPA - \$52,200)
- Acct #01-1251-7100 – Bridge Inspections (ARPA - \$45,600)
- Acct #01-1251-7102 – Visitor's Center Rehabilitation (ARPA - \$5,200)

The following project, totaling \$140,000, was not contemplated in the fiscal 2025 budget. It is to replace the Chiller unit at the STAR Centre. It will be funded using the 2024 State Capital Program Grant funds to fund it through completion:

- Acct #01-1091-6501 – STAR Centre Chiller (State Capital - \$140,000)

**Water and Sewer Fund 9**

The Water and Sewer fund had 6 capital projects, totaling \$3,523,900, delayed or incurring cost increases. The projects were either ARPA funded or funded through the fiscal 2023 Bond issue. They include:

- Acct #09-1231-9032 – Solids Handling Facility (Bond - \$84,100)
- Acct #09-1232-6501 – Sewer Camera (ARPA - \$81,300)
- Acct #09-1232-9048 – Water Line Upgrades (ARPA - \$1,360,300, Bond - \$132,800)
- Acct #09-1232-9059 – Rt 155 Water Line (Bond - \$1,759,100)
- Acct #09-1245-6501 – Native Dancer Pumps (ARPA - \$82,600)
- Acct #09-1245-6501 – NWR VFD Replacement (ARPA - \$23,700)

**Marina Fund 8**

The following project was anticipated to be completed in fiscal 2024. It needs to be carried forward to fiscal 2025, using the additional fund balance created by its delay.

- Acct #08-1839-6501 – Boat Ramp Pay Stations (\$21,100)

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

August 29, 2024

Amendment # 2025-01

**SOURCE OF FUNDS**

Account Number	Account Title	Amount
	<b>General Fund 1</b>	
01-0001-48-34	State Grants	\$380,400.00
01-0001-48-52	Federal Grants (DOC - EDA)	\$13,900.00
01-0001-49-00	Fund Transfers (ARPA)	\$214,700.00
	<b>Marina Fund 8</b>	
08-1809-49-02	BOY Fund Balance	\$21,100.00
	<b>Water/Sewer Fund 9</b>	
09-0001-49-00	Fund Transfers (ARPA)	\$1,547,900.00
09-0001-49-27	DHCD Bond Proceeds	\$1,976,000.00
	<b>Total Sources</b>	<b>\$4,154,000.00</b>

**USE OF FUNDS**

Account Number	Account Title	Amount
	<b>General Fund 1</b>	
01-1091-6501	Pickle Ball Courts	\$111,700.00
01-1091-6501	STAR Centre	\$240,400.00
01-1091-6501	STAR Centre Chiller	\$140,000.00
01-1251-7089	Green St Pier, Swan Hrbr Bridge, Shuttle	\$13,900.00
01-1251-7099	DPW Fleet Shop Roof Repair	\$52,200.00
01-1251-7100	Bridge Inspections	\$45,600.00
01-1251-7102	Visitor's Center Rehabilitation	\$5,200.00
	<b>Marina Fund 8</b>	
08-1839-6501	Boat Ramp Pay Stations	\$21,100.00
	<b>Water/Sewer Fund 9</b>	
09-1231-9032	Solids Handling Facility	\$84,100.00
09-1232-6501	Sewer Camera	\$81,300.00
09-1232-9048	Water Line Upgrades	\$1,493,100.00
09-1232-9059	Rt 155 Water Transmission Line	\$1,759,100.00
09-1245-6501	Native Dancer PS Pump Repair	\$82,600.00
09-1245-6501	NWR VFD replacement	\$23,700.00
	<b>Total Uses</b>	<b>\$4,154,000.00</b>

**REASON FOR ADJUSTMENT**

To carry forward FY 2024 Capital Projects and Adjust BOY Fund Balance

**AUTHORITY**

City Council on 09/03/24.

**APPROVAL**

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

# CITY COUNCIL

## READ FILE COVER SHEET

Subject: **Ordinance No. 1162 concerning Approving Budget Amendment  
2025-02 for Police Department Grants**  
**(Public Hearing & 2nd Reading)**

Date: **9/4/2024**

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

Purpose:

<input type="checkbox"/>	FYI
<input checked="" type="checkbox"/>	<b>Read and Comment as Needed</b>
<input checked="" type="checkbox"/>	<b>Action Required by September 16, 2024</b>
<input type="checkbox"/>	In Confidential File Drawer

Approve:

Johnny Boker                       Yes                       No                       No Comment

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

Casi Boyer                       Yes                       No                       No Comment

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

Vicki Jones                       Yes                       No                       No Comment

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

Jim Ringsaker                       Yes                       No                       No Comment

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

Jason Robertson                       Yes                       No                       No Comment

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

Tammy Lynn  
Schneegas                       Yes                       No                       No Comment

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

Note: Memo of requested amendments attached.





## INTER-CITY MEMORANDUM

To: City Council President James E. Ringsaker, Jr.  
From: George DeHority  
Date: 9/5/2024  
RE: Proposed Budget Amendment 2025-02 Correction

The City Council approved the first reading of Budget Amendment 2025-02 on September 3, 2024.

In reviewing the amendment memorandum, I noted that the account number for grant CGPF-2025-0010 was listed as 01-1112-3137. The account should have been listed as 01-1112-6137. The account stated incorrectly in both the memorandum and the detailed Source and Use of funds schedule.

Please allow an amendment to change the 4<sup>th</sup> paragraph on page 1 of the memorandum, to read as follows:

"I am therefore requesting that expenditure account #01-1112-6501 "Police Capital Projects" be increased by \$35,000 for grant Pact-2025-004. I am also requesting that expenditure account #01-1112-6137 "Materials and Supplies" be increased by \$18,800 for grant CGPF-2025-0010."

In addition, I am requesting the first Use of Funds listing in the Budget Amendment Source and Use of Funds Schedule be modified to read,

Account Number	Account Title	Amount
01-1112-6137	PD Materials and Supplies	\$18,800.00

Please contact me or Abdul Abdi if you have any questions or require additional information regarding this budget amendment correction.

CITY COUNCIL  
OF  
HAVRE DE GRACE, MARYLAND

ORDINANCE NO. 1162

BUDGET AMENDMENT 2025-02

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 2025 TO ADDRESS THE REALLOCATIONS OF FUNDS FOR THE CITY OF HAVRE DE GRACE FOR FISCAL YEAR 2025**

On: September 3, 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 September 16, 2024.

**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 2024 through June 30, 2025, said period known as fiscal year 2025; and

38           **WHEREAS**, the Mayor and City Council of Havre de Grace passed the Budget Ordinance 1156,  
39 establishing the budget for Fiscal Year on June 17, 2024, 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 the majority of this budget amendment is for time  
43 sensitive Capital Project carry-over, to financially sustain and complete those projects; and

44           **WHEREAS**, the Director of Finance, and the Director of Administration presented Exhibit  
45 A to the Budget and Finance Committee for discussion and approval.

46           **NOW THEREFORE**, it is determined, decided, and ordained by the City Council that  
47 Budget Amendment 2025 - 02 be included as part of the Fiscal Year 2025 Budget.  
48  
49

50 ATTEST:

MAYOR AND CITY COUNCIL  
OF HAVRE DE GRACE

51  
52  
53 \_\_\_\_\_  
54 Christopher Ricci  
55 Director of Administration

56 \_\_\_\_\_  
57 William T. Martin  
58 Mayor

59 Introduced/First Reading:     9/03/2024  
60 Public Hearing:  
61 Second Reading/Adopted:  
62 Effective Date:

## Exhibit A



### INTER-CITY MEMORANDUM

To: City Council President James E. Ringsaker, Jr.  
From: Mayor William T. Martin  
Date: 9/4/2024  
RE: Proposed Budget Amendment 2025-02

As noted in the attached memoranda, the Police Department received two (2) grant awards recently from the Governor's Office of Crime Control and Prevention (GOCCP).

The first award, grant Pact-2025-0004 (\$35,000), is for the purchase of an Axon camera system for their interview room. The Axon system was chosen to integrate the handling of video evidence with the existing systems and processes for body worn camera evidence.

The second award, grant CGPF-2025-0010 (\$18,800), is for the purchase of AEDs, first aid kits, fingerprint kits, vehicle lockout kits, and a Fatal Vision Alcohol Impairment Goggle Campaign kit.

I am therefore requesting that expenditure account #01-1112-6501 "Police Capital Projects" be increased by \$35,000 for grant Pact-2025-004. I am also requesting that expenditure account #01-1112-3137 "Materials and Supplies" be increased by \$18,800 for grant CGPF-2025-0010.

To fund these increases, I am requesting revenue account #01-0001-48-34 "State Grants" be increased by \$53,800 as well.

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



# Havre de Grace Police Department Transmittal

To: George DeHority Date: 08/26/24

From: Chief Jonathan Krass #7761

<input type="checkbox"/> For your information	<input type="checkbox"/> Take charge of
<input checked="" type="checkbox"/> As requested	<input type="checkbox"/> For additional information
<input type="checkbox"/> Approve and return	<input type="checkbox"/> For comment/recommendation
<input type="checkbox"/> Note and return	<input type="checkbox"/> Give me facts so I can answer
<input type="checkbox"/> See me	<input type="checkbox"/> Endorsement

Mr. DeHority,

On August 9<sup>th</sup>, the Havre de Grace Police Department was awarded **\$18,800** in grant money from the **Governor’s Office of Crime Control and Prevention (GOCCP)** of Maryland. This award is from the **Community Grant Program Fund (CGPF)** and the award period is from **7/1/2024 through 6/30/2025**.

These funds will assist the department in the purchase of updated Automated External Defibrillator (AED) systems, emergency first aid kits for patrol officers, along with additional vehicle lock-out kits. In addition, these funds will also help us maintain our summer safety camp with the purchase of kids emergency care kits, allowing children participating in the program to have an opportunity to learn first aid. Additional supplies for the summer camp program include, fingerprint kits and even a Fatal Vision Alcohol Impairment Goggle Campaign Kit.

No matching money is required for this grant.

**Grant Award Information:**

Havre de Grace Police Department

Havre de Grace PD Community Outreach 24-25

Grant Award Number: CGPF-2025-0010

Grant Award Amount: \$18,800

Grant Award Period: 7/1/2024 through 6/30/2025

HdeG 17 (10/06)

WES MOORE  
Governor

ARUNA MILLER  
Lieutenant Governor



DOROTHY LENNIG  
Executive Director

August 09, 2024

Chief Jonathan Krass  
Chief of Police  
Havre de Grace Police Department  
715 Pennington Avenue  
Havre de Grace, MD 21078

RE: CGPF-2025-0010

Dear Chief Krass:

I am pleased to inform you that your grant application submitted by **Havre de Grace Police Department**, entitled "**Havre de Grace PD Community Outreach 24-25**," in the amount of \$18,800.00 has received approval under the Community Grant Program Fund program. Enclosed is the grant award packet containing information and forms necessary to initiate the project.

The grant will fund the program described below:

The Havre de Grace Police Department's Community Outreach program is aimed to build trust and positive relationships with citizens and youth throughout the city of Havre de Grace. The program aims to improve communication, cooperation, and collaboration to enhance public safety and foster a sense of unity and mutual respect between the police department and community members. The department plans to achieve these goals by providing increased access to resources as well as hosting a summer camp for youth.

Please pay particular attention to the instructions included on the grant award. It is important that you **carefully review all Special Conditions** attached to this award. Additionally, the General Conditions for all grant awards issued by our office are also located online, at [www.goccp.maryland.gov](http://www.goccp.maryland.gov). The chief elected official, or another legally authorized official of the jurisdiction, state agency, or 501(c)(3) receiving the grant award, must sign the original Grant Award & Acceptance Form, initial each page of the Special Conditions document, and upload them in the Grants Management System within **twenty-one (21) calendar days**. Should the acceptance form not be received, requests for reimbursement will not be honored.

CGPF-2025-0010

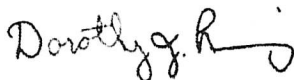
Page 2

A copy of the grant award, Notification of Project Commencement, and individual project reports has also been sent to the project director. The project director is responsible for completing these and other required forms now and at the end of each reporting period. If the project director changes, we must be notified immediately to avoid potential reporting problems.

Projects may commence as soon as the grant award is signed and you have reviewed and accepted all of the General and Special Conditions. No funds may be encumbered or expended prior to this time without the specific written approval of the Governor's Office of Crime Prevention and Policy.

If you have any questions or need any clarification regarding this grant award, please contact **Jacqueline Adams**, your program manager, or **Courtney Thomas**, fiscal specialist. We look forward to working with you on this project and anticipate its success in helping to address criminal justice problems in our state.

Sincerely,

A handwritten signature in cursive script, appearing to read "Dorothy Lennig".

Dorothy Lennig, Esq.  
Executive Director

cc: Ms. Angela Wirsching



Governor's Office of Crime Prevention and Policy



Control Number: 49184

Regional Monitor: Adams, Jacqueline

Fiscal Specialist: Thomas, Courtney

Notification of Project Commencement

Grant Award Number:	<b>CGPF-2025-0010</b>	
Sub-recipient:	Havre de Grace Police Department	
Project Title:	Havre de Grace PD Community Outreach 24-25	
Implementing Agency:	Havre de Grace Police Department	
Award Period:	<b>07/01/2024 - 06/30/2025</b>	CFDA: Special

The verification section of this form must be completed. Additionally, this form must be signed by the project director and submitted through the Grants Management System within thirty (30) calendar days after receiving your grant award packet.

No Requests for Funds will be processed until this Notification of Project Commencement has been signed and received.

Authorized Official:	Krass, Jonathan jkrass@havredegracemd.com Havre de Grace Police Department 715 Pennington Avenue Havre de Grace, MD 21078-2900 410-939-2121	Chief of Police      FAX: 410-939-2641
Project Director:	Wirsching, Angela angelaw@havredegracemd.com Havre de Grace Police Department 715 Pennington Avenue Havre de Grace, MD 21078-2900 410-939-2121	Crime Scene Investigator / Intelligence Analyst      FAX: 410-939-2641
Fiscal Officer:	DeHority, George M georged@havredegracemd.com City of Havre de Grace 711 Pennington Ave Havre de Grace, MD 21078-3004 410-939-1800	Finance Director      FAX: 410-939-7632

<b>Award Information Verification - Please initial appropriate selection(s):</b>		CGPF-2025-0010
<u>AW</u>	All information on this form is correct and project will commence on time. <b>Project Director signs below.</b>	
_____	The contact information for all the staff on this form is <b>not</b> correct. <b>You must submit a Grant Modification</b> that provides a justification and indicates all changes/revisions.	
_____	The project will not commence within forty-five (45) days of the beginning of the award period <b>07/01/2024. You must submit a Grant Modification.</b> Grant Modification must provide justification and indicate all changes.	

Signed: Angela Wirsching Date: 8/20/2024  
Project Director - Wirsching, Angela (Project Director is Preferred, Fiscal Contact or Authorized Official if Project Director is unavailable)

Printed Name: Angela Wirsching Phone: 410-939-2121 ext 1155





8/9/2024

Governor's Office of Crime Prevention and Policy



Control Number:

49184

Regional Monitor:

Adams, Jacqueline

Fiscal Specialist:

Thomas, Courtney

### Grant Award & Acceptance Form

<b>Grant Award Number:</b>	<b>CGPF-2025-0010</b>	
<b>Sub-recipient:</b>	Havre de Grace Police Department	
<b>Project Title:</b>	Havre de Grace PD Community Outreach 24-25	
<b>Implementing Agency:</b>	Havre de Grace Police Department	
<b>Award Period:</b>	<b>07/01/2024 - 06/30/2025</b>	CFDA: Special

Funding Summary	Grant Funds	100.0 %	\$18,800.00
	Cash Match	0.0 %	\$0.00
	In-Kind Match	0.0 %	\$0.00
	<b>Total Project Funds</b>		<b>\$18,800.00</b>

This Grant Award is hereby made for financial assistance by the Governor's Office of Crime Prevention and Policy in accordance with the

**Community Grant Program Fund**

This Grant Award is subject to the General Conditions and any Special Conditions attached to this award, as well as all statutes and requirements of the State of Maryland.

This Grant Award incorporates all the information, conditions, representations and Certified Assurances contained in the grantee's application.

The Grant Award shall become effective as of the start date of the award, unless otherwise specified, and upon submission to the Grants Management System, within twenty-one (21) calendar days, of a fully executed original of this document signed by the duly authorized official of the sub-recipient unit of government or sub-recipient agency receiving this Grant Award. Copies and faxes are not acceptable.

**FOR THE STATE OF MARYLAND:**

*Dorothy R. [Signature]*

Executive Director

Governor's Office of Crime Prevention and Policy

**SUB-RECIPIENT ACCEPTANCE:**

*Chief [Signature] #77601*

Signature of Authorized Official

CHIEF JONATHAN KRASS

Typed Name And Title

8/20/24

Date

To submit, sign in blue ink and scan and upload the document to the grant award Documents section in the Grants Management System.

A0101



Governor's Office of Crime Prevention and Policy

Regional Monitor:  
Fiscal Specialist:

Adams, Jacqueline  
Thomas, Courtney

**Budget Notice**

<b>Grant Award Number:</b>	<b>CGPF-2025-0010</b>	
<b>Sub-recipient:</b>	Havre de Grace Police Department	
<b>Project Title:</b>	Havre de Grace PD Community Outreach 24-25	
<b>Implementing Agency:</b>	Havre de Grace Police Department	
<b>Award Period:</b>	<b>07/01/2024 - 06/30/2025</b>	CFDA: Special

Funding Summary	Grant Funds	100.0 %	<b>\$18,800.00</b>
	Cash Match	0.0 %	<b>\$0.00</b>
	In-Kind Match	0.0 %	<b>\$0.00</b>
	<b>Total Project Funds</b>		<b>\$18,800.00</b>

**Other**

Description	Funding	Quantity	Unit Cost	Total Budget
AED	Grant Funds	15	\$1,000.00	\$15,000.00
Fatal Vision Alcohol Impairment Goggle Campaign	Grant Funds	1	\$500.00	\$500.00
First Responder Bag	Grant Funds	4	\$300.00	\$1,200.00
Kids Emergency Care Kits	Grant Funds	20	\$50.00	\$1,000.00
Kids Fingerprint kits	Grant Funds	20	\$25.00	\$500.00
Lock-Out Kits	Grant Funds	4	\$150.00	\$600.00

Other Total: \$18,800.00

Approved:   
 \_\_\_\_\_  
 Governor's Office of Crime Prevention and Policy Authorized Representative

Effective Date: 8/6/2024

# Havre de Grace Police Department Transmittal

To: George DeHority Date: 08/26/24

From: Chief Jonathan Krass #7761

<input type="checkbox"/> For your information	<input type="checkbox"/> Take charge of
<input checked="" type="checkbox"/> As requested	<input type="checkbox"/> For additional information
<input type="checkbox"/> Approve and return	<input type="checkbox"/> For comment/recommendation
<input type="checkbox"/> Note and return	<input type="checkbox"/> Give me facts so I can answer
<input type="checkbox"/> See me	<input type="checkbox"/> Endorsement

Mr. DeHority,

On August 23, the Havre de Grace Police Department was awarded **\$35,000** in grant money from the **Governor’s Office of Crime Control and Prevention (GOCCP)** of Maryland. This award is from the **FY 2025 Police Accountability, Community, and Transparency (PACT) grant** and the award period is from **7/1/2024 through 6/30/2025**.

These funds will assist the department with an upgrade to the department’s interview room with a new camera system from Axon. It should be noted that Axon is the same vendor the department uses for Body Worn Cameras (BWC). This upgrade to the will allow the department to handle video evidence from the interview room in the exact same manner as the BWCs. Video evidence will be directly streamline to evidence.com and allow for easier access. The use of this grant funding will allow the city to save money on a much needed upgrade in technology and efficiency.

No matching money is required for this grant.

**Grant Award Information:**

Havre de Grace Police Department

Havre de Grace PD BWC Program 2024-2025

Grant Award Number: Pact-2025-0004

Grant Award Amount: \$35,000

Grant Award Period: 7/1/2024 through 6/30/2025

HdeG 17 (10/06)

WES MOORE  
Governor

ARUNA MILLER  
Lieutenant Governor



DOROTHY LENNIG  
Executive Director

August 23, 2024

Chief Jonathan Krass  
Chief of Police  
Havre de Grace Police Department  
715 Pennington Avenue  
Havre de Grace, MD 21078

RE: PACT-2025-0004

Dear Chief Krass:

I am pleased to inform you that your grant application submitted by **Havre de Grace Police Department**, entitled "**Havre de Grace PD BWC Program 2024-25**," in the amount of \$35,000.00 has received approval under the Police Accountability, Community and Transparency Grant program. Enclosed is the grant award packet containing information and forms necessary to initiate the project.

The grant will fund the program described below:

The Havre de Grace PD BWC 2024-25 program will help expand the body worn camera (BWC) program for the Havre de Grace Police Department in the City of Havre de Grace. The use of BWCs have been pivotal in community transparency as well as police training. The program funds would also provide an additional LVT D3 Security Unit and updated surveillance system for the department's interview room.

Please pay particular attention to the instructions included on the grant award. It is important that you **carefully review all Special Conditions** attached to this award. Additionally, the General Conditions for all grant awards issued by our office are also located online, at [www.goccp.maryland.gov](http://www.goccp.maryland.gov). The chief elected official, or another legally authorized official of the jurisdiction, state agency, or 501(c)(3) receiving the grant award, must sign the original Grant Award & Acceptance Form, initial each page of the Special Conditions document, and upload them in the Grants Management System within **twenty-one (21) calendar days**. Should the acceptance form not be received, requests for reimbursement will not be honored.



PACT-2025-0004

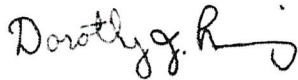
Page 2

A copy of the grant award, Notification of Project Commencement, and individual project reports has also been sent to the project director. The project director is responsible for completing these and other required forms now and at the end of each reporting period. If the project director changes, we must be notified immediately to avoid potential reporting problems.

Projects may commence as soon as the grant award is signed and you have reviewed and accepted all of the General and Special Conditions. No funds may be encumbered or expended prior to this time without the specific written approval of the Governor's Office of Crime Prevention and Policy.

If you have any questions or need any clarification regarding this grant award, please contact **Paula Fitzpatrick**, your program manager, or **Courtney Thomas**, fiscal specialist. We look forward to working with you on this project and anticipate its success in helping to address criminal justice problems in our state.

Sincerely,

A handwritten signature in black ink, appearing to read "Dorothy Lennig". The signature is fluid and cursive, with a long horizontal stroke at the end.

Dorothy Lennig, Esq.  
Executive Director

cc: Ms. Angela Wirsching



Governor's Office of Crime Prevention and Policy



Control Number: 49351

Regional Monitor: Fitzpatrick, Paula

Fiscal Specialist: Thomas, Courtney

### Notification of Project Commencement

<b>Grant Award Number:</b>	<b>PACT-2025-0004</b>	
<b>Sub-recipient:</b>	Havre de Grace Police Department	
<b>Project Title:</b>	Havre de Grace PD BWC Program 2024-25	
<b>Implementing Agency:</b>	Havre de Grace Police Department	
<b>Award Period:</b>	<b>07/01/2024 - 06/30/2025</b>	CFDA: State General Fund

The verification section of this form must be completed. Additionally, this form must be signed by the project director and submitted through the Grants Management System within thirty (30) calendar days after receiving your grant award packet.

No Requests for Funds will be processed until this Notification of Project Commencement has been signed and received.

<b>Authorized Official:</b>	Krass, Jonathan jkrass@havredegracemd.com Havre de Grace Police Department 715 Pennington Avenue Havre de Grace, MD 21078-2900 410-939-2121	Chief of Police      FAX: 410-939-2641
<b>Project Director:</b>	Wirsching, Angela angelaw@havredegracemd.com Havre de Grace Police Department 715 Pennington Avenue Havre de Grace, MD 21078-2900 410-939-2121	Crime Scene Investigator / Intelligence Analyst      FAX: 410-939-2641
<b>Fiscal Officer:</b>	DeHority, George M georged@havredegracemd.com City of Havre de Grace 711 Pennington Ave Havre de Grace, MD 21078-3004 410-939-1800	Finance Director      FAX: 410-939-7632

<b>Award Information Verification - Please initial appropriate selection(s):</b>		PACT-2025-0004
<u>AW</u>	All information on this form is correct and project will commence on time. <b>Project Director signs below.</b>	
_____	The contact information for all the staff on this form is <b>not</b> correct. <b>You must submit a Grant Modification</b> that provides a justification and indicates all changes/revisions.	
_____	The project will not commence within forty-five (45) days of the beginning of the award period 07/01/2024. <b>You must submit a Grant Modification.</b> Grant Modification must provide justification and indicate all changes.	

Signed: Angela Wirsching Date: 8/23/2024  
Project Director - Wirsching, Angela (Project Director is Preferred, Fiscal Contact or Authorized Official if Project Director is unavailable)

Printed Name: Angela Wirsching Phone: 410-939-2121 ext 1155



8/23/2024

Governor's Office of Crime Prevention and Policy



Control Number:

49351

Regional Monitor:

Fitzpatrick, Paula

Fiscal Specialist:

Thomas, Courtney

### Grant Award & Acceptance Form

<b>Grant Award Number:</b>	PACT-2025-0004		
<b>Sub-recipient:</b>	Havre de Grace Police Department		
<b>Project Title:</b>	Havre de Grace PD BWC Program 2024-25		
<b>Implementing Agency:</b>	Havre de Grace Police Department		
<b>Award Period:</b>	07/01/2024 - 06/30/2025		CFDA: State General Fund

Funding Summary	Grant Funds	100.0 %	\$35,000.00
	Cash Match	0.0 %	\$0.00
	In-Kind Match	0.0 %	\$0.00
	Total Project Funds		\$35,000.00

This Grant Award is hereby made for financial assistance by the Governor's Office of Crime Prevention and Policy in accordance with the

**Police Accountability Fund**

This Grant Award is subject to the General Conditions and any Special Conditions attached to this award, as well as all statutes and requirements of the State of Maryland.

This Grant Award incorporates all the information, conditions, representations and Certified Assurances contained in the grantee's application.

The Grant Award shall become effective as of the start date of the award, unless otherwise specified, and upon submission to the Grants Management System, within twenty-one (21) calendar days, of a fully executed original of this document signed by the duly authorized official of the sub-recipient unit of government or sub-recipient agency receiving this Grant Award. Copies and faxes are not acceptable.

**FOR THE STATE OF MARYLAND:**

*Dorothy G. R...*

---

Executive Director

Governor's Office of Crime Prevention and Policy

**SUB-RECIPIENT ACCEPTANCE:**

*Chief J. Krass #7061*

---

Signature of Authorized Official

*CHIEF JONATHAN KRASS*

---

Typed Name And Title

*8/26/24*

---

Date

To submit, sign in blue ink and scan and upload the document to the grant award Documents section in the Grants Management System.

A0102



Governor's Office of Crime Prevention and Policy

Regional Monitor:  
Fiscal Specialist:

Fitzpatrick, Paula  
Thomas, Courtney

**Budget Notice**

<b>Grant Award Number:</b>	<b>PACT-2025-0004</b>		
<b>Sub-recipient:</b>	Havre de Grace Police Department		
<b>Project Title:</b>	Havre de Grace PD BWC Program 2024-25		
<b>Implementing Agency:</b>	Havre de Grace Police Department		
<b>Award Period:</b>	<b>07/01/2024 - 06/30/2025</b>	CFDA: State General Fund	

Funding Summary	Grant Funds	100.0 %	<b>\$35,000.00</b>
	Cash Match	0.0 %	<b>\$0.00</b>
	In-Kind Match	0.0 %	<b>\$0.00</b>
	<b>Total Project Funds</b>		<b>\$35,000.00</b>

**Other**

Description	Funding	Quantity	Unit Cost	Total Budget
Body Worn Cameras	Grant Funds	14.45	\$2,420.50	\$35,000.00
Other Total:				\$35,000.00

Approved:   
Governor's Office of Crime Prevention and Policy Authorized Representative

Effective Date: 8/22/2024



BUDGET AMENDMENT

August 27, 2024

Amendment # 2025-02

SOURCE OF FUNDS

Account Number	Account Title	Amount
<b>General Fund 1</b>		
01-0001-48-34	State Grants - GOCCP	\$53,800.00
<b>Total Sources</b>		<b>\$53,800.00</b>

USE OF FUNDS

Account Number	Account Title	Amount
<b>General Fund 1</b>		
01-1112-3137	PD Materials and Supplies	\$18,800.00
01-1112-6501	Axon Video System	\$35,000.00
<b>Total Uses</b>		<b>\$53,800.00</b>

REASON FOR ADJUSTMENT

To authorize 2 GOCCP Grant Awards

AUTHORITY

City Council on 9/03/24.

APPROVAL

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



**September 3, 2024**  
**Council Meeting Proceedings**  
711 Pennington Avenue, Havre de Grace, Maryland  
7:00 p.m.

**The regular meeting of the Mayor and City Council was called to order on September 3, 2024, at 7:00 p.m. with Mayor Martin presiding. Council Members present: CP Ringsaker, CM Boker, CM Boyer, CM Jones, CM Robertson, and CM Schneegas.**

**The Pledge of Allegiance was recited, and the opening prayer was given by Irmgarde Brown, St. John's Episcopal Church.**

**Approval of Minutes**

City Council Meeting Minutes – CM Boyer moved to approve the Council Meeting minutes of August 19, 2024. Second by CM Schneegas. Motion carried 6-0.

**Comments from Citizens**

Lori Gengenbach and Irmgarde Brown, 114 N. Union Avenue, Havre de Grace, gave information on St. John's Cupboard and their needs and the needs of the community. The City was thanked for supporting them through grants and the Police Department and residents for their ongoing support. You may make donations of time, food, or money by contacting them at 410-939-2107 or on Facebook at St. John's Cupboard.

Charles Hiner, 505 Congress Avenue, Havre de Grace, gave information on the evacuation of St. John's Tower last Thursday due to flooding in the building. He thanked everyone and agencies/organizations who helped get the building evacuated and the seniors housed during the duration. The residents returned within 24 hours. Mayor Martin thanked Mr. Hiner for keeping the City informed - HdG comes together when there is a need.

Brenda Oleszczuk, 904 Eugene Drive, Havre de Grace, spoke on neighborhood safety. She sees many near misses with the children playing in the area at Eugene Drive. The stop sign isn't being followed. Mayor Martin commented that Chief Krass made note of it and will follow up.

Kirk Smith, Otsego Street, Havre de Grace, spoke in support of the amended single concept plan and inquired if the park was public and if there would be public parking. He encouraged that public parking be included in the plan.

Peter Ianniello, 1900 Level Road, Havre de Grace, spoke on his concerns on the amended single concept plan as a signatory on the plan. He requested an opportunity to have time to consult with his legal and engineering group.

Chip Place, 301 Cigar Loop, Havre de Grace, spoke on his concerns regarding the amended single concept plan.

Eric McLaughlin, with Pessin Katz Law, 4690 Millennium Drive, Belcamp, spoke on the amended single concept plan on behalf of the Green family.

Carrie Parsons, Otsego Street, Havre de Grace, spoke on her concerns on the amended single concept plan in regards to school capacity and parking.

**Appointments**

CM Robertson made a motion to reappoint Dan Wusinich to the Economic Development Advisory Board. Second by CP Ringsaker. Motion carried 6-0.

CM Schneegas made a motion to appoint David Wilson to the Marina Commission. Second by CM Jones. Motion carried 6-0.



## **Proclamation**

After reading the proclamation into the record, Mayor Martin presented the proclamation for Arts Across Harford, which is September 13-20, 2024, to the Arts Across Harford Planning Committee member Rebecca Jessop.

## **Resolutions**

### **Calendar Resolution concerning Approving an Amendment to the Single Concept Plan**

A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND, PURSUANT TO ARTICLE XI-E OF THE MARYLAND CONSTITUTION, THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND, AND CITY CHARTER SECTIONS 33 AND 34 TO AMEND THE SINGLE CONCEPT PLAN ADOPTED ON NOVEMBER 16, 2020 BY RESOLUTION 2020-16 PURSUANT TO ANNEXATION RESOLUTION 277 (AS AMENDED)

A motion to introduce was made by CM Schneegas. Second by CP Ringsaker. Motion carried 6-0. The resolution was given number 2024-18. A motion to adopt was made by CP Ringsaker. Second by CM Boyer. CM Robertson made a motion to table the resolution. Second by CM Schneegas. Motion carried 6-0.

### **Calendar Resolution concerning Approving a License Agreement for a Replacement Sign at 349 Fountain Street**

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 FOR APPROVAL OF A LICENSE AGREEMENT TO REPLACE A SIGN AT 349 FOUNTAIN STREET RIGHT-OF-WAY

A motion to introduce was made by CM Schneegas. Second by CM Boker. Motion carried 6-0. The resolution was given number 2024-19. A motion to adopt was made by CM Boyer. Second by CM Jones. After a roll call vote, motion to approve carried 6-0.

## **Ordinances**

### **Ordinance 1160 concerning Amending Chapter 198 Water & Sewer: Second Reading**

AN ORDINANCE BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND, ADOPTED PURSUANT TO THE AUTHORITY OF ARTICLE XI-E OF THE MARYLAND CONSTITUTION, THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND, SECTIONS 33 AND 34 OF THE HAVRE DE GRACE CITY CHARTER TO AMEND CITY CODE CHAPTER 198 WATER & SEWER

A motion to introduce was made by CM Boker. Second by CP Ringsaker. Motion carried 6-0. A motion to adopt was made by CP Ringsaker. Second by CM Schneegas. CM Boker made a motion to keep section 198-5 the same and the addition to 198-5 be moved to 198-4F. Second by CP Ringsaker. Motion to amend carried 6-0. After a roll call vote, motion to approve carried 6-0.

### **Ordinance concerning Approving Budget Amendment 2025-01 to Carry Forward FY 2024 Capital Projects: 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 2025 TO ADDRESS THE REALLOCATIONS OF FUNDS FOR THE CITY OF HAVRE DE GRACE FOR FISCAL YEAR 2025

A motion to introduce was made by CM Robertson. Second by CM Jones. Motion carried 6-0. The ordinance was given number 1161. A motion to adopt was made by CM Boker. Second by CM Robertson. [An amendment was made, but per Robert's Rules of Order, amendments are permitted during the second reading, so the amendment will be introduced at the second reading.] After a roll call vote, motion to approve carried 6-0. The public hearing was scheduled for September 16, 2024 at 7:00 p.m.

### **Ordinance concerning Approving Budget Amendment 2025-02 for Police Department Grants: 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 2025 TO ADDRESS THE REALLOCATIONS OF FUNDS FOR THE CITY OF HAVRE DE GRACE FOR FISCAL YEAR 2025

A motion to introduce was made by CM Robertson. Second by CM Schneegas. Motion carried 6-0. The ordinance was given number 1162. A motion to adopt was made by CM Boker. Second by CM Robertson. [An amendment was made, but per Robert's Rules of Order, amendments are permitted during the second reading, so the amendment will be introduced at the second reading.] After a roll call vote, motion to approve carried 6-0. The public hearing was scheduled for September 16, 2024 at 7:00 p.m.

### New Business

Adam Rybczynski presented the special event applications in Dr. Ricci's absence.

- Havre de Grace Out of the Darkness Walk, November 2, 2024, 8:00 a.m.-11:00 a.m., Tydings Memorial Park.
- Candlelight Tour, December 14, 2024, 4:00 p.m.-8:00 p.m., Multiple Locations.

By consent vote, a motion to approve was made by CM Boker. Second by CP Ringsaker. Motion carried 6-0.

### Directors Report

**Chris Ricci, Director of Administration:** Mr. Adam Rybczynski reported for Dr. Ricci. He reiterated Mr. Hiner's comments regarding the evacuation of St. John's Tower and thanked the first responders, DPW staff, especially Mr. Underwood, and Patrick Sypolt. This Friday is First Friday – it will end at 8:30 p.m. this month. Tusk, the Fleetwood Mac tribute band is September 6 at the STAR Centre. Members of the DPW staff – EJ Millisor, Nick Muzaca, and Angela Conrad - were thanked for organizing Larry Owen's retirement party – he served the City for over 20 years and will be missed.

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

**Bridgette Johnson, Director of Economic Development & Tourism:** Ms. Johnson reported the Economic Development Advisory Board will meet September 18<sup>th</sup> at 4 p.m. and the guest speaker will be Patrick Sypolt who will give an update on the Downtown Restoration. She will be attending the Harford County Economic Development Board meeting tomorrow; the topic is tourism - County tourism is moving under the County Economic Development office; no longer using Visit Harford. This Friday is First Friday – there is a slight change to the layout due to Green Street being under construction, so they will expand the footprint further up Pennington Avenue – Chief Krass was thanked for helping to come up with a new pattern. The Pride of Baltimore II is docking at Hutchins Park Thursday to Sunday – Visit Harford was a partner to bring them here through a grant. The City is participating in Arts Across Harford with self-guided walking tours to see the outdoor art and murals and will have events throughout the City - visit [explorehavredegrace.com](http://explorehavredegrace.com) for a listing of all the events.

**George DeHority, Director of Finance:** Mr. Abdul Abdi reported for Mr. DeHority. The audit field work was extended to this week. He reported on the current financial condition of General Fund 1, Water/Sewer Fund 9, and Marina Fund 8. The General Fund balance is \$2,205,500, which is \$364,000 below budget. The Water/Sewer Fund 9 balance is \$1,764,700, which is \$578,000 below budget. The Marina Fund 8 balance is \$783,600, which is \$30,500 below budget.

**EJ Millisor, Director of Public Works:** Mr. Millisor reported the pump station had 9 hours of maintenance - we have a rebuilt pump that arrived and will have 2 new pumps in mid-October. Larry Slattery with Harford County Public Works was thanked for coming through with the generator situation and saving the City \$6,500. The Marina kiosks are in place - he thanked everyone for the coordination to get them in place – we have received positive feedback. Mayor Martin and CM Boker were thanked for attending Larry Owen's retirement celebration. Congratulations to Ken DiPietro for being promoted to Water Meter Technician. Dennis Underwood is the new DPW Chief. Residents were reminded to make sure their gutters aren't sagging – there are scams going around that they can do gutter maintenance or fix shingles. Residents were asked not to clog storm drains with branches and other debris – residents were referred to City Code Chapter 162-5 to learn more. CM Boyer asked Mr. Millisor to inform everyone of the true impact of throwing sticks in storm drains; Mr. Millisor replied that it clogs like a beaver making a dam and on your own property can cause flooding - people should bundle sticks and they will be picked up on Mondays.

**Chief Jonathan Krass, Havre de Grace Police Department:** Chief Krass reported this is the first day of school. We are a walking community, so be cognizant of the kids – officers will be ticketing those who don't stop at the crosswalks, also stop for buses – they have cameras and it is a \$250 fine if you don't stop. They have hired two officers - Ryan Behnken is a recruit that started at the Baltimore City Police Academy today and Hayward Bonaparte, III is a retiree from Baltimore City and a HdG resident.



## **Business from Mayor Martin**

Mayor Martin had no comments.

## **Business from Council**

**Council Member Boyer:** CM Boyer thanked everyone who came out to help the seniors at St. John's Tower. The dais has two teachers, an educator, and three parents – congratulations to everyone on your first day of school. She wished everyone a wonderful weekend and listed the upcoming events – First Friday, Pride of Baltimore II, and Children's Art Festival. She asked the community to come out and support the downtown businesses. There are a lot of volunteer opportunities coming up; the Lock House will need people for the Candlelight Tour, and the Wine & Seafood Festival and Susquehanna River Running Festival are coming up - reach out to the City if you wish to volunteer.

**Council Member Schneegas:** CM Schneegas welcomed David Wilson to the Marina Commission – he is a long-time citizen of our community, graduate of our high school, and spends time boating – he will be a welcome addition. The Marina Commission will meet September 11 at 4:40 with Josh Argentino as the new chair. The Marina kiosk crew was thanked – it has taken a couple years to bring it to fruition. She wished kids, parents, teachers and everyone involved in the educational system happy sailing into the new school year.

**Council Member Robertson:** CM Robertson reported that September 20<sup>th</sup> is National POW MIA recognition and the American Legion will have a short service and reception from 6:30 p.m.-7:30 p.m. They have two confirmed POW members, one of which you can talk to any Saturday from 1-5 about his experience as a POW in Vietnam – CM Robertson encouraged people to take the opportunity to talk to the Vietnam veterans. He gave a shout out to the Susquehanna Hose Company along with Perryville Volunteer Fire Department - his business hosted a 9/11 memorial ceremony and they came out with a couple apparatus to show the kids and community; the American Legion Honor Guard presented the wreath for the ceremony – they had the Maryland Rolling 9/11 Memorial, and active duty Airmen from Dover Airforce Base provided the Presentation of the Colors. The 23<sup>rd</sup> anniversary of 9/11 is next week - take a little time to remember.

**Council Member Boker:** CM Boker thanked Chip Place and others who spoke on the single concept plan. He attended the ribbon cuttings for Kameron Michael Baby Couture and Nonnie's Cookie Jar and thanked the HdG Chamber of Commerce and Director Johnson – it's good to promote local businesses. He read emails from Agape Church to the DPW staff for taking care of a large maple tree that was hit by lightning, and an email from citizens on N. Adams in regard to Police presence during events. The Susquehanna Hose Company, first responders, EMS, and Police Department were thanked.

**Council Member Jones:** CM Jones commented that she is excited about events coming up this month. The HdG Maritime Museum will have an exhibit lecture on September 8 on the Underground Railroad. The Harford County NAACP will have their Annual Meet & Greet at the Vandiver Inn on September 12. The City-wide Yard Sale will be September 14. The Pyrex & Vintage Fest will be Downtown on September 28. The Caribbean & Soul Music Festival is in Aberdeen on September 14. She wished kids, parents, and teachers a wonderful school year.

**Council President Ringsaker:** CP Ringsaker thanked Mr. Place for coming to speak on the single concept plan; it is short sighted to move on it right away and it was a good job to table it – he is hoping we can get it moving forward and everyone will be made whole. Congratulations to Kyle Olsen for getting his Eagle Scout awarded. He recognized Matthew Ringsaker and Christopher Snyder who were attending the meeting to work on their Eagle Scout projects. Football season is in full swing. The Rec Homecoming game is October 5<sup>th</sup>, which he will be the announcer.

## **Motion to Move into Closed Session**

CP Ringsaker made a motion to move into closed session at 8:57 p.m. under General Provision Article Section 3-305(b)(3) to consider acquisition of real property for a public purpose, (b)(7) to consult with counsel to obtain legal advice, and (b)(8) to consult with staff, consultants, or other individuals about pending or potential litigation. Second by CM Schneegas. Motion carried 6-0. [See closing statement on the next page.]

## **Adjournment**

CM Jones made a motion to adjourn at 8:57 p.m. Second by CM Boyer. 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.**

## PRESIDING OFFICER'S ORAL STATEMENT

### FOR CLOSING A MEETING

#### UNDER THE OPEN MEETINGS ACT (General Provision Article 3-305)

Motion to go into a closed session upon adjournment of the open session on Tuesday, September 3, 2024 to consider the following matter:

1. To consider acquisition of real property for a public purpose.
2. To consult with counsel to obtain legal advice.
3. To consult with City staff and the City Attorney about pending or potential litigation.

This meeting will be closed under General Provisions Article Section 3-305(b):

- (3) To consider the acquisition of real property for a public purpose and matters directly related thereto; and
- (7) To consult with counsel to obtain legal advice; and
- (8) To consult with staff, consultants, or other individuals about pending or potential litigation

The reasons for closing the meeting are:

Deliberations for acquisition of real property in a confidential setting is in the City's and public's best interest and are permitted under the Open Meetings Act. Consultations with the City Attorney regarding advice and pending or potential litigation are entitled to confidentiality under the attorney client privilege.

THE CITY COUNCIL WILL NOT RESUME OPEN SESSION AFTER THE CLOSED SESSION AND VOTES, IF ANY, WILL BE RECORDED IN PUBLIC AT THE COUNCIL MEETING ON SEPTEMBER 16, 2024.

**PUBLIC SUMMARY – CLOSED SESSION**

**MINUTES OF HAVRE DE GRACE CITY COUNCIL MEETING**

Tuesday, September 3, 2024

City Hall  
711 Pennington Avenue  
Havre de Grace, MD 21078

Time of Closed Session: 9:08 P.M.

Place: City Hall, Mayor's office.

Purpose: To discuss the status of pending and potential litigation; to discuss the acquisition of real property for a public purpose.

Persons Attending: Council President Ringsaker and Council Members Boker; Boyer; Robertson, Jones; Schneegas. Also present: Mayor Martin, City Attorney Ishak, R. Taylor, A. Rybczynski.

Vote to go into Closed Session: Council President Ringsaker, 2<sup>nd</sup> by Council Member Schneegas, with all six Council Members present voting in favor, and 0 voting against. Motion passes 6-0.

Authority under Section 3-305 for the closed session: General Provision Article 3-305(b)(3) (7) and (8) (refer to Closing Statement).

Topics actually discussed:

**1. Acquisition of property for stormwater management project**

Action taken: Council Member Robertson moved to authorize the City administration to explore the purchase of property on the condition that an engineer confirms that the parcel can be used for a stormwater management project to alleviate Lily Run flooding. Second by Council Member Boker. Motion passes 5-1 with Council Member Boyer voting against.

**2. Status of Parks near Amtrak Project and acquisition of replacement parkland**

Action taken: None.

**3. Opioid Litigation – Kroger Settlement**

Action taken: Council Member Robertson motion to approve Kroger Settlement, second by Council Member Boker. Motion approved 6-0.

**4. City Attorney report on status of PFAS Litigation and scope of settlements**

Action taken: None

**5. Litigation concerns regarding development projects**

Action taken: None

Council Motion by Council Member Jones, second by Council Member Schneegas to adjourn the closed session. Motion carries 6-0.

Time of Adjournment of Closed Session: 10:03 PM



**PRESIDING OFFICER'S ORAL STATEMENT**

**FOR CLOSING A MEETING**

**UNDER THE OPEN MEETINGS ACT (General Provision Article 3-305)**

Motion to go into a closed session upon adjournment of the open session on **Tuesday, September 3, 2024** to consider the following matter:

1. To consider acquisition of real property for a public purpose.
2. To consult with counsel to obtain legal advice.
3. To consult with City staff and the City Attorney about pending or potential litigation.

**This meeting will be closed under General Provisions Article Section 3-305(b):**

- (3) To consider the acquisition of real property for a public purpose and matters directly related thereto; and**
- (7) To consult with counsel to obtain legal advice; and**
- (8) To consult with staff, consultants, or other individuals about pending or potential litigation**

**The reasons for closing the meeting are:**

Deliberations for acquisition of real property in a confidential setting is in the City's and public's best interest and are permitted under the Open Meetings Act. Consultations with the City Attorney regarding advice and pending or potential litigation are entitled to confidentiality under the attorney client privilege.

**THE CITY COUNCIL WILL NOT RESUME OPEN SESSION AFTER THE CLOSED SESSION AND VOTES, IF ANY, WILL BE RECORDED IN PUBLIC AT THE COUNCIL MEETING ON SEPTEMBER 16, 2024.**



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

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

1. **Recorded vote to close the meeting:** Date: 9/3/24; Time of Vote to Close: 8:57 PM;  
Location: City Hall Council Chambers, 711 Pennington Avenue, Havre de Grace, Maryland 21078;  
Motion to close meeting made by: CP Ringsaker; Seconded by: C.M. Schneegas;  
Members in favor: Johnny Boker (Y/N), Casi Boyer (Y/N), Vicki Jones (Y/N), Jim Ringsaker (Y/N),  
Jason Robertson (Y/N), Tammy Lynn Schneegas (Y/N);  
Abstaining: \_\_\_\_\_;  
Absent: \_\_\_\_\_.

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

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

- (1) \_\_\_ "To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals";  
(2) \_\_\_ "To protect the privacy or reputation of individuals concerning a matter not related to public business";  
(3) X "To consider the acquisition of real property for a public purpose and matters directly related thereto";  
(4) \_\_\_ "To consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State";  
(5) \_\_\_ "To consider the investment of public funds";  
(6) \_\_\_ "To consider the marketing of public securities";  
(7) X "To consult with counsel to obtain legal advice";  
(8) X "To consult with staff, consultants, or other individuals about pending or potential litigation";  
(9) \_\_\_ "To conduct collective bargaining negotiations or consider matters that relate to the negotiations";  
(10) \_\_\_ "To discuss public security, if the public body determines that public discussion would constitute a risk to the public or to public security, including: (i) the deployment of fire and police services and staff; and (ii) the development and implementation of emergency plans";  
(11) \_\_\_ "To prepare, administer, or grade a scholastic, licensing, or qualifying examination";  
(12) \_\_\_ "To conduct or discuss an investigative proceeding on actual or possible criminal conduct";  
(13) \_\_\_ "To comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter";  
(14) \_\_\_ "Before a contract is awarded or bids are opened, to discuss a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process."

Continued →

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

Citation (insert # from above)	Topic	Reason for closed-session
§3-305(b) (3)	To consider the acquisition of real property for a public purpose.	Deliberations for acquisition of real property in a confidential setting is in the City's and public's best interest and are permitted under the Open Meetings Act.
§3-305(b) (7)	To consult with counsel to obtain legal advice.	Consultations with the City Attorney regarding advice are entitled to confidentiality under the attorney client privilege.
§3-305(b) (8)	To consult with staff, consultants, or other individuals about pending or potential litigation.	Consultations with the City Attorney regarding advice are entitled to confidentiality under the attorney client privilege.

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

\*\*\*\*\*

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

Start Time of closed session: 9:08 PM

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

Purpose(s): To consider the acquisition of real property for a public purpose, to consult with counsel to obtain legal advice, and to consult with City staff and City Attorney about pending or potential litigation.

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

Abstaining: N/A;

Absent: N/A;

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

OTHERS: Mayor Martin, City Attorney Ishak, R. Taylor, A. Rybozinek

Authority under § 3-305 for the closed session: (3) To consider the acquisition of real property for a public purpose and matters directly related thereto; (7) To consult with counsel to obtain legal advice; and (8) To consult with staff, consultants, or other individuals about pending or potential litigation.

Topics actually discussed: See Minutes

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Actions taken (if any): See minutes

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Each recorded vote: Johnny Boker (Y/N), Casi Boyer (Y/N), Vicki Jones (Y/N), Jim Ringsaker (Y/N), Jason Robertson (Y/N), Tammy Lynn Schneegas (Y/N) See Minutes

Motion to adjourn made by: CM Jones; Second by: CM Schneegas Time: 10:03 PM

Members who voted to adjourn: Johnny Boker (Y/N), Casi Boyer (Y/N), Vicki Jones (Y/N), Jim Ringsaker (Y/N), Jason Robertson (Y/N), Tammy Lynn Schneegas (Y/N)



# CITY COUNCIL

## READ FILE COVER SHEET

Subject: **Resolution concerning Authorizing Submission of an Application for Community Development Block Grant Funds**

Date: **9/11/2024**

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

Purpose:

- FYI  
 Read and Comment as Needed  
 Action Required by September 16, 2024  
 In Confidential File Drawer

Approve:

Johnny Boker                       Yes                       No                       No Comment

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

Casi Boyer                       Yes                       No                       No Comment

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

Vicki Jones                       Yes                       No                       No Comment

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

Jim Ringsaker                       Yes                       No                       No Comment

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

Jason Robertson                       Yes                       No                       No Comment

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

Tammy Lynn Schneegas                       Yes                       No                       No Comment

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

Note: N/A



CITY COUNCIL  
OF  
HAVRE DE GRACE, MARYLAND

RESOLUTION NO. 2024-\_\_\_\_\_

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

**A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF  
HAVRE DE GRACE, MARYLAND, PURSUANT TO THE LOCAL  
GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF  
MARYLAND AND SECTIONS 33 AND 34 OF THE CITY CHARTER  
TO AUTHORIZE SUBMISSION OF AN APPLICATION FOR  
COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS**

**WHEREAS**, the State of Maryland through the Department of Housing and Community Development has solicited applications from eligible jurisdictions to apply for funding under the Maryland Community Development Block Grant Program; and

**WHEREAS**, the City of Havre de Grace is eligible to apply for funds from the Maryland Community Development Block Grant program through the Maryland Department of Housing and Community Development; and

**WHEREAS**, the Mayor and City Council have held the required public hearing related to the formulation of the City of Havre de Grace’s Block Grant Application; and

**WHEREAS**, the Mayor and City Council understand and acknowledge that they would be responsible for completion of grant activities and any corrective actions including the repayment of funds if necessary;

**NOW, THEREFORE, BE IT RESOLVED**, that the Mayor and City Council authorize the submittal of an application for Community Development Block Grant funds (Exhibit A) in the amount of \$200,000 this \_\_\_\_\_ day of September, 2024 for the following project:

- Provide home repairs, weatherization and emergency repairs to Low and Moderate Income (LMI) and other eligible households.

**BE IT FURTHER RESOLVED**, that the Mayor is authorized and empowered to execute any and all documents required for the submission of the application.

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

44 SIGNED by the Mayor and attested by the Director of Administration this \_\_\_\_ day of September,  
45 2024.

46

47

48 ATTEST:

49

50

MAYOR AND CITY COUNCIL  
OF HAVRE DE GRACE

51

52 \_\_\_\_\_  
53 Christopher Ricci  
54 Director of Administration

55 \_\_\_\_\_  
56 William T. Martin  
57 Mayor

54

55

56 Introduced: 9/16/2024

57 Passed/Adopted:

58

59 Effective Date:

# **STATE OF MARYLAND CDBG PROGRAM**

**SFY 2025  
APPLICATION**

**COMMUNITY DEVELOPMENT  
SPECIAL PROJECTS**



**Wes Moore, Governor  
Aruna Miller, Lt. Governor**

*Jacob R. Day, Secretary  
Julia Glanz, Deputy Secretary*

*DHCD  
Division of Neighborhood Revitalization  
7800 Harkins Road  
Lanham, MD 20706  
301/429-7525  
TTY/RELAY 711 or 1/800-735-2258*



**MARYLAND  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
APPLICATION SFY 2025**

<p>1. Name of Jurisdiction: City of Havre de Grace</p>	<p>2. County (Municipal applicants only): Harford County</p>								
<p>3. Address: City Hall, 711 Pennington Ave., Havre de Grace, MD 21078</p>	<p>4. Name of Sub recipient or Business, if applicable, and their Unique Entity Number: Harford Habitat for Humanity: D7VKMKW7W5C4</p>								
<p>5. FID Number: 52-6000796  Unique Entity Number: HH2TV6FXKD46</p>	<p>6. Name, phone number and email of jurisdiction's contact person for this application:  Wanda Boker, <a href="mailto:wandab@havredegracemd.com">wandab@havredegracemd.com</a>, (443) 655-8935</p>								
<p>7. Project title, brief description &amp; location (<b>Full street address(es) and zip code of Project is required</b>): <b>Low and Moderate Income Household Home Repairs, Weatherization and Emergency Home Repair Grants Project:</b> <b>The proposed project serves low and moderate households in Havre de Grace in three ways –</b></p> <ol style="list-style-type: none"> <li>1. Provide weatherization to code</li> <li>2. Provide home improvements needed to bring houses to code</li> <li>3. Provide emergency home repair grants where there is extreme need (not to exceed 25% of grant).</li> </ol> <p>We expect to bring at least 10 homes to code.</p> <p>Participants, chosen by income level and need on a first-come-first-serve basis, will be comprised of qualifying houses throughout the City proper rather than a single Census tract area or neighborhood.</p> <p>Eight households in Havre de Grace which have self-nominated for critical repairs assistance with Habitat for Humanity Susquehanna Inc. will be reviewed first. These households are at the following addresses:</p> <ol style="list-style-type: none"> <li>1. Erie Street</li> <li>2. Battery Drive</li> <li>3. Seneca Ave</li> <li>4. Teal Court</li> <li>5. Bloomsbury Avenue</li> <li>6. Giles Street</li> <li>7. South Washington Street</li> <li>8. Robin Hood Road</li> </ol>									
<p>8. Project type:</p> <table style="width: 100%; border: none;"> <tr> <td><input checked="" type="checkbox"/> Housing</td> <td><input type="checkbox"/> Public Facilities</td> </tr> <tr> <td><input type="checkbox"/> Infrastructure</td> <td><input type="checkbox"/> Economic Development</td> </tr> <tr> <td><input type="checkbox"/> Other</td> <td><input type="checkbox"/> Public Services</td> </tr> </table>	<input checked="" type="checkbox"/> Housing	<input type="checkbox"/> Public Facilities	<input type="checkbox"/> Infrastructure	<input type="checkbox"/> Economic Development	<input type="checkbox"/> Other	<input type="checkbox"/> Public Services	<p>9. National objective(s):</p> <table style="width: 100%; border: none;"> <tr> <td><input checked="" type="checkbox"/> Low and moderate income benefit</td> </tr> <tr> <td><input type="checkbox"/> Elimination of slum/blight</td> </tr> </table>	<input checked="" type="checkbox"/> Low and moderate income benefit	<input type="checkbox"/> Elimination of slum/blight
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<input type="checkbox"/> Other	<input type="checkbox"/> Public Services								
<input checked="" type="checkbox"/> Low and moderate income benefit									
<input type="checkbox"/> Elimination of slum/blight									



10. CDBG request:       \$ <u>200,000.00</u>  Local funds               \$ _____  Other funds               \$ _____  Total costs                \$ _____	11. U.S. Congressional District No MD01_ State District No. 34 (List State legislators for <i>entire</i> district): 1. State Senator Mary-Dulany James, 2. Delegate Andre Johnson, 3. Delegate Steve Johnson
12. Date Public Hearing held: September 16, 2024 <i>(Attach minutes and hearing notice to application)</i>	13. Required Resolution attached? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
14. Is Citizens Participation Plan current? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Dated: September 16, 2024 If not, did you attach new plan? <input type="checkbox"/> Yes <input type="checkbox"/> No	
15. Is Anti-Displacement Plan current? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Dated: September 16, 2024 If not, did you attach new plan? <input type="checkbox"/> Yes <input type="checkbox"/> No	
16. If applicable, did you complete Debarment Check on application subrecipient or business? <input type="checkbox"/> Yes <input type="checkbox"/> No NA	
17. Digital Photos and Drive included? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(each must be labeled)</i>	18. Date:

## PART A

**PROJECT DESCRIPTION: Describe the proposed project in detail. Include location and specific activities to be undertaken.**

The proposed project, modeled on the existing CDBG funded Housing Rehabilitation project in Cecil County, is designed to provide home repairs, weatherization and emergency repairs to Low and Moderate Income (LMI) and other eligible households in partnership with Habitat for Humanity Susquehanna, Inc.

The City of Havre de Grace proposes to implement, as project administrator, a locally adjusted Housing Rehabilitation Project to provide up to ten Havre de Grace based homes with weatherization, home repairs necessary to bring the houses to code, and provide emergency home repair grants (not to exceed 25% of total grant funds) as needed over the two-year timeline. All housing rehabilitation activities funded will comply with State of Maryland CDBG regulations.

For the first stage of the project, the City will coordinate with Habitat for Humanity Susquehanna, Inc., for necessary home repairs and weatherization of eight Havre de Grace based homes that have self-identified through applications to Harford County's critical repair program. These applications will be reviewed, and if they qualify as eligible households, will be the first awardees of the project.

These eight households are all within the City of Havre de Grace at the following addresses:

1. Erie Street
2. Battery Drive
3. Seneca Ave
4. Teal Court
5. Bloomsbury Avenue
6. Giles Street
7. South Washington Street
8. Robin Hood Road

Additional applicants will be selected on a first-come, first-serve basis, after income qualification and code infraction is established. This application process will be administered by the City of Havre de Grace Department of Planning. Application forms and procedure will be confirmed immediately upon project approval, based on CDBG manual requirements and citizen concerns and priorities collected through public feedback scheduled during regular office hours September 6, 9-13 and 16. In addition a public hearing is scheduled with the City Council on the evening of September 16.

Habitat for Humanity Susquehanna Inc. will administer contractor procurement for weatherization of the eight households listed above assuming they all qualify. City Department of Planning staff will be responsible for contractor procurement and administration for additional households chosen for weatherization as well as all emergency home repair grants implemented through the life of the project.

Selection, procurement, contracting, energy efficiency, site visit and evaluation requirements will be implemented per CDBG Manual. The City will work with DHCD in creating its own program guide upon receiving this award.

**PART B**

**PROJECT NEED/IMPACT:** Describe the need for the proposed project. Include statistics and other documentation supporting the described need. Discuss how the project will make an impact on the described need? If existing infrastructure or facility, discuss past maintenance and improvements undertaken or deferred.

LMI households are often unable to afford necessary repairs to their homes. Other eligible households may not have the resources available to bring their homes up to current building standards. These same households may be overspending on utility bills due to a lack of modern weatherization. This project will provide funding to help reduce costs to these households and prevent deterioration. For households that require emergency repairs, funds will be set aside in those instances as well.

**PART B WORKSHEET**

**NOTE:** *First time applicants must provide a copy of the most recent audit and copy of the most recent single audit.*

1. **As CDBG funds are “Gap” financing, did you pursue *appropriate* other funds from state, federal agencies and/or private sources? What other funding sources did you pursue for this project? What is the status of those requests?**  
The City is not aware of other public or private funding sources, not other funding has been solicited or granted.
2. **Please provide copies of award and rejection letters.** N/A
3. **Will your project require payment from beneficiaries including, but not limited to: rent, fees for services, fees for participation, and utility charges?** No payment of any kind from beneficiaries.

**If yes, what is the estimated monthly cost?** \$0

**Is the cost per person or households?** N/A

**If this project improves existing facilities, housing or utilities, is the estimated cost higher than the current amount?** N/A

**If yes, what is the % increase?** N/A

**Discuss how new or increased costs were determined:** N/A

**Discuss how grantee or sub recipient determined that charges are affordable to beneficiaries:** N/A



**PART C**

**COMMUNITY SUPPORT AND INVOLVEMENT:** Describe community involvement with developing this project and application. Attach current letters of support for this project and the CDBG funding. *NOTE: This activity is separate from the public hearing(s).*

The City has an established relationship with Habitat for Humanity Susquehanna Inc. within the community, collaborating to build 11 new homes in Havre de Grace to date. With the City's support, Habitat for Humanity Susquehanna Inc. built new homes for LMI families on Stokes Street (seven-home subdivision), Erie Street (duplex), Ohio Street and Warren Street.

On May 2, 2023 citizens of Havre de Grace showed their support for Habitat for Humanity Susquehanna Inc. by voting in a public referendum to transfer ownership of vacant lots 425, 427 and 429 on Village Drive for the purpose of constructing new townhomes in Havre de Grace for LMI families.

The eight households which self-identified as in need of home repairs did so directly with Harford County and Habitat for Humanity Susquehanna Inc., a testament to the existing community engagement of the organization.

Outreach and public information for the project includes:

- Public Comments Collection between September 6 – 16, Monday through Friday 9am – 5pm at City Hall;
- Public Comments Forum at September 16 City Council Meeting;
- Application announcement posted on City website; City social media sites (Facebook and Instagram) and City publications (newsletter and flyers);;

**PART D**

**LOCAL PLANNING/GROWTH MANAGEMENT:** Answer the following questions:

- 1. Describe how the proposed project conforms to revitalization strategies, marketing studies, economic development strategies, capital improvement plans, housing study, a comprehensive plan or other community plan. Do *not* submit copies of the entire plan(s), but reference the name and date of the plan, the section and the page. You should ATTACH a copy of the REFERENCED portion which specifically mentions your project.**

The proposed project supports the City's Comprehensive Plan and Sustainable Communities Plan priorities of providing safe and appropriate housing for its citizens, for all needs and incomes; continuing to enforce the City's Property Maintenance Code; and preventing demolition of housing stock in the City's historic Old Town.

- 2. For economic development projects discuss any feasibility studies, economic conditions survey, financial analysis, economic impact assessment or market analysis completed in relation to the proposed activity. Provide the dates those items were completed and information on who prepared them.**

Not an economic development project.

- 3. Is your project located in a Priority Funding Area? Yes**



**ATTACH MAP(S) OF PROJECT AREA**

**List Census Tract(s) and Block Groups for all projects:** Home repair awards will be based on an applicant's household income qualification and repair needs regardless of location, granted on a first-come-first-serve basis. We expect that LMI households throughout the City will participate and no single Census tract or Block Group is targeted.

**PART E**

**NATIONAL OBJECTIVE:**

1. Using the attached "National Objective" chart, determine which national objective will be met by the proposed project.
2. Next, fill out the appropriate worksheet (A, B, C, D or E). Insert that page behind this one in your application.
3. In the space below, describe in narrative form how the project will meet at least ONE of the national objectives.

**1. Benefit to Low and Moderate Income Persons:**

**Area Benefit (LMA)**  % Determined by survey or census (Attach Survey Approval Ltr)

**Housing (LMH)**       Single Family       Multi-Family

Financial Assistance

Water and Sewer Connections

**Limited Clientele (LMC)**       Presumed

51% of clientele are persons whose family is LMI

Nature and location conclude area is primarily LMI

Removal of architectural barriers

**Jobs (LMJ)**       Job Creation

Job Retention

Total estimated # of beneficiaries 10      CDBG \$ per beneficiary \$18,000

Total estimated # of LMI beneficiaries 10 CDBG \$ per LMI beneficiary \$18,000

% of LMI beneficiaries to total 100%

**2. Elimination of Slum and Blight:**       Area Basis       Spot Basis

Qualification for LMI improvements requires documentation on household size and income in order to show that clientele (grantee of weatherization improvements) are LMI.

NATIONAL OBJECTIVE CHART				
Nat. Objective	Subcategory	Definition	Test	Examples
Low/Moderate Income Persons	Area Benefit (LMA)	Activity benefits all residents in an area where at least 51% of the residents are LMI	<ul style="list-style-type: none"> <li>* Census - 51% of persons residing in the service area are LMI, determined by using the most recent data provided by State for cities or towns</li> <li>* Survey - applicant may do a survey of residents in the service area. The results must meet statistical reliability standards and be approved by DHCD.</li> </ul>	<ul style="list-style-type: none"> <li>* water and sewer lines</li> <li>* neighborhood facilities</li> <li>* roadway improvements</li> </ul>
Low/Moderate Income Persons	Limited Clientele (LMC)	Activity that benefits a limited number of people as long as at least 51% of those served are LMI	<p>Activity must qualify under one of the following:</p> <ul style="list-style-type: none"> <li>* Presumed Clientele - benefit to a group presumed to be principally LMI: abused children, battered spouses, elderly persons, severely disabled adults, homeless persons, illiterate adults, persons living with AIDS and migrant workers; or</li> <li>* Require documentation on family size and income in order to show that at least 51% of the clientele are LMI; or</li> <li>* Be of such a nature and in such a location that it can be concluded that clients are primarily LMI</li> </ul>	<ul style="list-style-type: none"> <li>* construction of senior center</li> <li>* services for the homeless</li> <li>* meals on wheels for the elderly</li> <li>* construction of job training facilities for the disabled</li> <li>* construction of Head Start Center</li> </ul>
Low/Moderate Income Persons	Housing Activities (LMH)	Activity that is undertaken for the purpose of providing or improving permanent residential structures which, upon completion, will be occupied by LMI persons	<ul style="list-style-type: none"> <li>* Structures with one unit must be occupied by LMI persons</li> <li>* If structure contains more than 1 unit, at least 51% must be LMI occupied</li> <li>* 2-unit structures must have at least one unit occupied by a LMI household</li> <li>* Rental buildings under common ownership and management located on the same or contiguous properties may be considered as a single structure</li> </ul>	<ul style="list-style-type: none"> <li>* rehabilitation of owner-occupied housing</li> <li>* conversion of non-residential structures into permanent housing</li> <li>* infrastructure for new housing</li> </ul>
Slum/Blight	Area Basis (SMA)	Activity that aids in the prevention or elimination of slums or blight in a designated area	<ul style="list-style-type: none"> <li>* Delineated area in which the activity occurs must meet definition of slum, blighted, deteriorated or deteriorating area under state or local law; and</li> <li>* Substantial number of deteriorated or deteriorating buildings or public improvements in the area, and the activity must address one or more of the conditions which contributed to the deterioration of the area; and</li> <li>* Documentation must be maintained by recipient on the boundaries of the area and the conditions that qualified the area at the time of its designation</li> </ul>	<ul style="list-style-type: none"> <li>* public facilities or improvements</li> <li>* elimination of safety hazards</li> </ul>
Slum/Blight	Spot Basis (SBS)	Activity that eliminates specific conditions of blight or physical decay on a spot basis not located in a slum or blighted area	<ul style="list-style-type: none"> <li>* Only acquisition, clearance, relocation, historic preservation and building rehabilitation activities qualify for this national objective</li> <li>* Rehabilitation is limited to the extent necessary to eliminate a specific condition detrimental to public health and safety</li> </ul> <p>NOTE: Must demonstrate code enforcement actions taken by the local government</p>	<ul style="list-style-type: none"> <li>* elimination of damaged retaining wall creating danger for pedestrians</li> <li>* demolition of vacant, deteriorating building</li> </ul>
Low/Moderate Income Persons	Jobs (LMJ)	Activity that results in the creation and/or retention of jobs	<ul style="list-style-type: none"> <li>* At least 51% of jobs must be taken by LMI persons</li> <li>* At least 51% of jobs must be retained by LMI persons</li> <li>* Permanent, full-time jobs only</li> <li>* LMI status is determined by income of the family</li> </ul>	<ul style="list-style-type: none"> <li>* acquisition of land to construct a distribution center</li> <li>* extension of water and sewer service to land to be developed for a business(s)</li> <li>* acquisition of equipment</li> </ul>

**Low/Moderate Income Benefit  
Worksheet A  
Area Basis (LMA)**

If you have determined that the proposed project will meet the national objective of benefit to low and moderate income (LMI) persons through area benefit (LMA) activities, please fill out this form and attach it to Part E of your application.

- 1
1. **Estimated Total Beneficiaries**      (Count by Persons)
  2. **Estimated Total LMI Beneficiaries**      (Count by Persons)
  3. **FOR THOSE WITH AN APPROVED SURVEY ONLY** – Provide race and ethnicity data for persons in the service area. The following is required for Civil Rights reporting.

	<i>RACE</i>	<i>Ethnicity (Hispanic or Latino)</i>
Count for all estimated persons in the service area:		
a. Total White	_____	_____
b. Total Black or African American	_____	_____
c. Total Asian	_____	_____
d. Total American Indian or Alaska Native	_____	_____
e. Total Native Hawaiian or Other Pacific Islander	_____	_____
f. Total American Indian or Alaska Native and White	_____	_____
g. Total Asian & White	_____	_____
h. Total Black or African American & White	_____	_____
i. Total American Indian or Alaska Native & Black or African American	_____	_____
j. Other Multi-Racial	_____	_____
Total ( number of all by <u>Race</u> must be the same as #1 above)	_____	_____

4. **Total Number of Female-Headed Households** \_\_\_\_\_
5. **Total Number of Disabled** \_\_\_\_\_
6. Describe the proposed accomplishments of the project:

**Low/Moderate Income Benefit  
Worksheet B  
Limited Clientele (LMC)**

If you have determined that the proposed project will meet the national objective of benefit to low and moderate income (LMI) persons through limited clientele (LMC) activities, please fill out the following form and then attach it to Part E of your application.

1. **Estimated** Total Beneficiaries \_\_\_\_\_ (*Count by Persons*)
2. **Estimated** Total LMI Beneficiaries \_\_\_\_\_ (*Count by Persons*)

**Your project will qualify using ONE of the three categories identified below. Select the most appropriate.**

- ▶ If the project benefits a group *presumed* to be low and moderate income, please identify the group:

- |   |   |
|---|---|
| <input type="checkbox"/> Abused Children      | <input type="checkbox"/> Elderly Persons          |
| <input type="checkbox"/> Battered Spouses     | <input type="checkbox"/> Illiterate Adults        |
| <input type="checkbox"/> Migrant Farm Workers | <input type="checkbox"/> Severely Disabled Adults |
| <input type="checkbox"/> Homeless Persons     | <input type="checkbox"/> Person Living with AIDS  |

- ▶ If the project is of such a *nature* and in such a *location* that it can be concluded that the income of the persons benefitting are primarily low and moderate income, please explain why the nature and location demonstrate this:
  
- ▶ If the project requires information on family size and income, does the information demonstrate that at least 51% of the clientele served are persons from households whose income does not exceed the LMI income limits. The activity is restricted to the LMI persons. Please identify activities:

Describe the proposed accomplishments of the project:

**Low/Moderate Income Benefit**



**Worksheet C  
Housing (LMH)**

If you have determined that the proposed project will meet the national objective of benefit to low and moderate income (LMI) by providing, constructing or improving permanent residential housing, please fill out this form and attach it to Part E of your application.

1. **Estimated Total Beneficiaries** *Count 5-10 Units AND 10-40 Persons*
  
2. For new construction, acquisition and/or renovation of rental units, how many units will be made available to rent? \_\_\_\_\_ Of these, how many are to be occupied by LMI persons? \_\_\_\_\_ NA – Not new construction
  
3. For new construction, acquisition and/or renovation of homeownership units, how many units will be made available to sell? \_\_\_\_\_ Of these, how many are to be occupied by LMI persons? N/A
  
4. For housing rehabilitation, how many total units will be rehabilitated? 10
  
5. For housing rehabilitation, how many total units will receive emergency repairs? No more than 2
  
6. If providing financial assistance to homebuyers, how many homebuyers will be assisted? N/A
  
7. Will requested funds for new housing be targeted to an area of minority concentration or a specific geographical area?  Y  N If yes, provide specific explanation of why this area was targeted. N/A No funds for new housing is requested
  
8. Will program income be generated by this activity?  Y  N  
If yes, provide Re-Use Plan as an attachment to this application. Previously approved Re-Use Plans will not be accepted

**Slum/Blight**

### Worksheet D

If you have determined that the proposed project will meet the national objective of the elimination of slum/blight, please fill out this form and attach it to Part E of your application.

Check One:  Slum and Blight - Area Basis **OR**  Slum and Blight - Spot Basis

1. Provide property address or boundaries of blighted area. ***This activity requires a street address(s)***

2. If the project addresses slum and blight on an area basis, does the area: NA

Have an official designation of blight by local government?  No  Yes

If yes, what is the date of designation? \_\_\_\_\_

Please provide a copy with your application.

Meet a definition of slum, blighted, deteriorated or deteriorated area under State or local law?  No  Yes

Have a substantial percentage of deteriorated buildings?  No  Yes

What is the percentage? \_\_\_%

3. Does the activity address one or more of the blighting conditions? How?  
Identify each type of improvement located within the area and its condition at the time the area was designated slum/blight.

4. Describe the proposed accomplishments of the project:

**NOTE: If your project involves the acquisition of property as an activity to eliminate blight, than the national objective should address the intended use of the property.**

**Low/Moderate Income Benefit  
Worksheet E  
Jobs (LMJ)**

If you have determined that the proposed project will meet the national objective of benefit to low and moderate income (LMI) persons through job creation and/or retention activities, please fill out this form and attach it and all supporting documents to Part E of your application.

1. Will this project create new jobs? \_\_\_\_\_ Or will this project result in retention of existing jobs? \_\_\_\_\_
2. How many total jobs are estimated to be created? \_\_\_\_\_  
Of those created, how many will be taken by LMI persons? \_\_\_\_\_
3. How many total jobs are estimated to be retained? \_\_\_\_\_  
Of those jobs retained, how many are retained by LMI persons? \_\_\_\_\_

**Taken By Standard**

In cases where the businesses will demonstrate that at least 51% of the jobs created will be taken by LMI persons, in addition to information identified in the Policies and Procedures Manual, provide the following:

1. Provide a written commitment by the business that at least 51% of all the jobs created on a full time equivalent basis will be taken by LMI persons.
2. Provide a listing by job title of all employees at the time the application for assistance is submitted.
3. Provide a listing by job title of the permanent, full-time jobs to be created as a result of the CDBG assistance.
4. Provide evidence supporting the estimated number of jobs to be created.

**Retention Standard**

Retained jobs are those that would be permanently lost due to a business closing or relocating out of the area without CDBG financial assistance. In cases where the business will retain jobs that are held by persons that are at least 51% LMI, in addition to information identified in the Policies and Procedures Manual, provide the following:

1. Provide clear and objective evidence that, in the absence of the CDBG assistance, the jobs would be lost. This includes a notice provided to affected employees, a public announcement, or analysis of relevant financial records demonstrating the need for job cuts.

## Worksheet E Continued

2. Provide a written commitment from the business that they will meet the standard for retained jobs involving the employment of LMI persons.
  
3. Provide a listing by job title of the full-time, permanent jobs to be retained as a result of the CDBG assistance.

### Business Information

Please provide the following information on the business to be assisted. If more than one, please provide information for each.

1. Name of Business;
2. Ownership of Business;
3. Business Management;
4. Company History including start-up date, type of operation, progress and number of employees to date;
5. Current Location(s);
3. Product Line(s) or Service;
4. Discuss their market area(s) including geography, major customers and other Characteristics; and
5. Certificate of Good Standing from the State of Maryland if an existing business.

For projects which provide CDBG assistance as a financing measure to profit making businesses, discuss the need for financial assistance. Attach three years of historical financial statements and personal financial statement for principal owner(s) and a five year pro-forma. Explain the basis for requesting assistance (e.g., gap financing). Additional financial information may be requested.





**PART G**

**STAFFING AND PROJECT MANAGEMENT:** This section will discuss the capacity of the applicant to administer the project and how CDBG funds will be used for project administration costs. Project costs for engineering, architectural services and inspections are to be identified as separate line items in Part F.

1. Identify the primary person for the *jurisdiction* who will administer this project. Discuss their experience with CDBG regulations and requirements as well as past grant and project implementation.

Timothy Bourcier, Director, Planning Department, City of Havre de Grace. Mr. Bourcier has extensive experience with implementing projects with CDBG funding and project management over a 15 year career.

2. Identify others who will assist in the administration of this CDBG project.

Adam Relue, Senior Planner, City of Havre de Grace.

Wanda Boker, Grant Manager & Sustainable Project Consultant, City of Havre de Grace

3. Amount of funds requested for Project Administration, if any: \$20,000

4. If Project Administration funds requested for staffing, please identify the following:

Person	# Hours Anticipated to Work on Project	Hourly Wage	Total Funds
Tim Bourcier	At least 10	\$67.31	\$673
Adam Relue	At least 80	\$42.15	\$3372

5. If planning to use Project Administration funds for other expenses other than staffing, identify those expenses and estimated costs.

Expenses	Estimated Costs
Habitat for Humanity Project Administration for up to 8 home weatherization projects through the project.	Up to \$16,000

**PART H**

**PROJECT SCHEDULE: Using the anticipated month of grant award as the start of the activities, list all project activities and the anticipated dates for the start and end of specific activities. A CDBG grant agreement provides a 24-month implementation period so all activities to be paid for with CDBG funds must occur within this timeframe. If an activity is completed prior to application or award, indicate the actual dates.**

**EXAMPLE:** For a Community Development application, CDBG funds are being requested for site acquisition and construction. The applicant provided the following schedule:

<u>Activity</u>	<u>Begin</u>	<u>Completion</u>
Grant Award	July 15, 2024	
Environmental Review	July 16, 2024	September 29
Preliminary Engineering	Completed	
Site Acquisition	October	November
Bidding & Selection Engineering	December	January 2025
Meeting 180 Day Expenditure Requirement	January 12, 2025	January 12, 2025
Engineering	February	June
Bidding & Selection Construction	June	August
Construction	September	July 31, 2026

**NOTE: An Environmental Review is the first step for every funded grant after award date**

<u>ACTIVITY</u>	<u>BEGIN</u>	<u>COMPLETION</u>	<u>RESPONSIBLE PERSON</u>
GRANT AWARD	January 15 2025	January 15 2025	Applicant
MLH Code Weatherization Application Publication	January 30, 2025	March 31 2025	Applicant
Application Review	April 1, 2025	April 15, 2025	Applicant
Contractor Procurement (bidding and selection)	April 1, 2025	April 30, 2025	Applicant

Home Weatherization  
Awards Announced

July 15, 2025

July 15, 2025

Applicant

First Weatherization  
Job through 10<sup>th</sup>  
Weatherization Job

August 1, 2025

May 31, 2026



**PART I**

**DAVIS BACON / BUILD AMERICA BUY AMERICA:**

1. Do Davis-Bacon wage rates apply to the project?  Yes  No

If yes, do cost estimates reflect the use of Davis-Bacon rates?  Yes  No

2. Discuss Davis-Bacon rates and their impact on the project.

Contractors performing inspection and home repairs will be required to pay Federal prevailing wages for the work performed.

3. Explain how you calculated the rates into your cost estimates.

Home repairs cannot exceed \$40,000 per household based on the preliminary program requirements. Cost estimates for necessary repairs will be based on those wages.

4. Explain how you factored in Build America Buy America requirements for iron and steel and listed construction materials, if applicable.

When the City procures contractors for the work, we will make sure the Build America, Buy America requirements are in the code. Since the project will involve minimal iron and steel purchases, there will likely be no impact from this.

**PART J**

**ACQUISITION / RELOCATION:**

1. Has site control been secured?  Yes  No If yes, explain how:

2. Has an option been secured?  Yes  No If yes, explain how:

3. Estimated cost of acquisition:

\$

4. Sources of funds for acquisition:

5. Number of parcels to be acquired:

Residential: \_\_\_\_\_

Business: \_\_\_\_\_

6. Will acquisition be done with eminent domain if needed?

Yes  No

7. Is acquisition of easements required?  Yes  No

If yes, did applicant include costs associated with the Uniform Act?  Yes  No

8. Has anyone been forced to move from the site within the three months prior to the initial application for funds?  Yes  No  Unknown

If yes, explain:

9. Estimated cost of relocation:

\$

10. Sources of funds for relocation:

# Units in Property(s) _____	Number of Units Occupied at time of application		Number of Occupants to be Displaced	Number of Occupants to Remain	
	Owner	Tenant		Total	Temporarily Relocated
Residential					
Business					

10. Do the activities of this project trigger the one-for-one replacement housing requirements?  Yes  No

If yes, discuss how you plan to meet these requirements.

11. If property is to be leased, describe lease terms.

**PART K**

**FAIR HOUSING/EQUAL OPPORTUNITY: Applicants certify that a grant will be conducted and administered in conformity with applicable federal fair housing and equal opportunity laws and regulations. Complete the following to show what steps have been taken by the jurisdiction in these areas in recent years.**

1. Does the jurisdiction have written employment and personnel policies and practices with equal opportunity guidelines?  Yes  No
2. In the past three years, have any complaints of discrimination in employment been filed against the jurisdiction by employees regarding employment?  Yes  No If yes, please explain:

3. Has the jurisdiction adopted a fair housing ordinance?  Yes  No

4. Has the jurisdiction taken any actions to affirmatively further fair housing through activities such as land development, zoning, site selection policies or programming or needs assessment?  Yes  No If yes, please describe:

The City recognizes the need to affirmatively further fair housing in the Housing Element of its 2024 Comprehensive Plan (currently in draft form). The plan is slated to be adopted by City Council by the end of the calendar year.

5. Are there fair housing advocates or agencies that work in your county? If yes, who are they? Have they informed you of either public or private issues or complaints regarding discrimination?

Harford County Housing & Community Services manages fair housing issues and they have not informed us of any complaints.

6. Are all buildings owned or occupied by the jurisdiction that are open to the public in compliance with the Americans with Disabilities Act? If not, which ones, and what are the plans to bring them into compliance?

All City-owned buildings open to the public meet ADA requirements. If the City opens a building to the public that is not compliant or it is found that a building is not ADA accessible, we will identify the issues and work to bring the property into compliance as soon as possible.

**PART L**

**ENVIRONMENTAL IMPACT: Complete the following information related to your overall project to the best of your knowledge. Provide copies of letters or other information received to date from state and/or federal agencies about these issues related to your project. Schedule and budget should account for any mitigation or corrective actions to be taken.**

1. Will your project involve the renovation of a building that is at least 50 years old or is located in a national historic register district?  Yes  No
2. Will your project involve or impact an archaeological site?  Yes  No
3. Will your project impact any wildlife that is threatened or endangered?  Yes  No
4. Will your project involve the abatement or removal of asbestos from a building?  
 Yes  No
5. Will your project involve the abatement or removal of lead-based paint from a building?  
 Yes  No
6. Is your project new construction?  Yes  No

If you answered YES, is the proposed project located in any of the following:

- Special Flood Hazard Area – an area that is lower than the base flood elevation level and has special flood or mudflow, and/or flood related erosion hazard
- 100 Year Floodplain – an area that has a 1 in 100 or 1% probability of a flood event occurring in a given year
- Regulatory Floodway – an area beside a river or other watercourse that has certain restrictions placed on it related to discharging moving floodwaters downstream
- Coastal High Hazard Area – an area along the coast subject to high velocity wave action from storms or seismic sources
- 500 Year Floodplain – an area that has a 1 in 500 or .02% probability of a flood event occurring in a given year
- Non-Special Flood Hazard Area – an area that has a moderate to low risk of flooding

Comments:



**PART M**

**PROCUREMENT: All procurement must comply with the requirements and processes identified in the CDBG Financial and Procurement Manual.**

**REMINDER – For existing contractual agreements with an engineering firm, the applicant must be able to demonstrate that they hired the specific firm through a competitive process AND that the contract was for no more than a three year period with an option to extend twice for one year periods for a total of five years. Additionally, the contract must have identified all potential projects to be undertaken during the three to five year period including the one included in this application.**

1. Will your project use CDBG funds for professional services?  Yes  No

If yes, is it for new services?  Yes  No

If yes, will services be under a new contract?  Yes  No

If no, please explain:

2. Will your project use CDBG funds for construction?  Yes  No

If yes, will construction be under a new contract(s)?  Yes  No

If no, is it for a change order?  Yes  No If the answer is yes, please contact CDBG staff to discuss further.

## **STATEMENT OF ASSURANCES AND CERTIFICATIONS**

The applicant hereby assures and certifies that it:

1. has adopted and maintains a written Citizen Participation Plan in accordance with the citizen participation requirements for the Community Development Block Grant (CDBG) Program at the Code of Federal Regulations 24 Part 570.486; and
2. held a public hearing and provided appropriate notice to ensure participation of citizens in the development the project and of this application for CDBG funding; and
3. assures that all reasonable steps have been taken to minimize the displacement of persons as a result of CDBG assisted activities identified in this application; and
4. in the event that our project does trigger displacement of persons, we will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49CFR Part 24 and it has in effect and is following a Residential Anti-Displacement and Relocation Assistance Plan required under Section 104(d) of the Housing and Community Development Act of 1974, 42 U.S.C. § 5304(d), as amended, in connection with any activity assisted with funding under the CDBG Program; and
5. will not attempt to recover any capital costs of public improvements assisted with CDBG funds, by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements. However, if CDBG funds are used to pay the proportion of a fee or assessment attributable to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than with CDBG funds. In addition, with respect to properties owned and occupied by moderate-income (but not low-income) families, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds if the State certifies that it lacks CDBG funds to cover the assessment; and
6. will conduct and administer grant in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and the Fair Housing Act (42 U.S.C. 3601-3619) and implementing regulations and agrees to take action to affirmatively further fair housing; and
7. has adopted and is enforcing or will adopt if a new applicants:
  - a) a policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
  - b) a policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location that is the subject of such non-violent civil rights demonstrations within its jurisdiction.
8. will certify, to the best of the certifying official's knowledge and belief, that:
  - a) no Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a

Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement; and

- b) if any funds other than Federal funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress with this Federal contract, grant, loan or cooperative agreement, it will complete and submit Standard Form- LLL, Disclosure Form to Report lobbying in accordance with its instructions; and
  - c) it will require that the language of paragraphs (a) and (b) of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, subgrants and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.
9. will adhere to federal and state Code of Conduct or Conflict of Interest standards relative to conflict of interest restrictions and financial disclosure requirements for local elected officials and candidates; and
  10. will prevent fraud, waste and abuse of federal funds and ensure that funds are expended on activities that are reasonable and necessary;
  11. will comply with the requirements of the Build America, Buy America Act which was included in the federal Infrastructure Investment and Jobs Act which was signed into law on November 15, 2021;
  12. will comply with the requirements of the Right to Report Crime and Emergencies from One's Home which was included in the Violence Against Women Act Reauthorization Act of 2022;
  13. will comply with the provisions of Title I of the Housing and Community Development Act of 1974, 42 U.S.C. § 5301 et seq., as amended, Title 24 CFR Part 570, and with other applicable State and Federal laws if awarded this grant; and
  14. will ensure that, if applicable, any subrecipient, developer or business will comply with all regulations, policies and laws that govern this grant.

I declare that I am duly authorized to make these certifications on behalf of the applicant and certify that the above actions have or will be taken.

William T Martin, Mayor City of Havre de Grace  
Typed Name and Title Chief Elected Official

Signature  
Chief Elected Official

Date



# CITY COUNCIL

## READ FILE COVER SHEET

Subject: **Resolution concerning Adopting the Citizen Participation Plan of the Community Development Block Grant**

Date: **9/11/2024**

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

Purpose:

<input type="checkbox"/>	FYI
<input checked="" type="checkbox"/>	Read and Comment as Needed
<input checked="" type="checkbox"/>	Action Required by September 16, 2024
<input type="checkbox"/>	In Confidential File Drawer

Approve:

Johnny Boker                       Yes                       No                       No Comment

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

Casi Boyer                       Yes                       No                       No Comment

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

Vicki Jones                       Yes                       No                       No Comment

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

Jim Ringsaker                       Yes                       No                       No Comment

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

Jason Robertson                       Yes                       No                       No Comment

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

Tammy Lynn Schneegas                       Yes                       No                       No Comment

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

Note: N/A



CITY COUNCIL  
OF  
HAVRE DE GRACE, MARYLAND

RESOLUTION NO. 2024-\_\_\_\_\_

Introduced by \_\_\_\_\_ Council 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 ADOPT THE CITIZEN PARTICIPATION PLAN OF THE  
COMMUNITY DEVELOPMENT BLOCK GRANT**

**WHEREAS**, the State of Maryland through the Department of Housing and Community Development has solicited applications from eligible jurisdictions to apply for funding under the Maryland Community Development Block Grant Program; and

**WHEREAS**, the City of Havre de Grace is eligible to apply for funds from the Maryland Community Development Block Grant program through the Maryland Department of Housing and Community Development; and

**WHEREAS**, the Mayor and City Council have approved the submittal of the Community Development Block Grant through Resolution No. 2024-\_\_\_\_; and

**WHEREAS**, the Community Development Block Grant requires the adoption of the Citizen Participation Plan.

**NOW, THEREFORE, BE IT RESOLVED**, that the Mayor and City Council approve the Citizen Participation Plan known as Exhibit A in this resolution.

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.

[Signatures to follow on the next page.]

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ATTEST:

MAYOR AND CITY COUNCIL  
OF HAVRE DE GRACE

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Christopher Ricci  
Director of Administration

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William T. Martin  
Mayor

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Introduced: 9/16/2024  
Passed/Adopted:  
Effective Date:

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## EXHIBIT A

### MARYLAND COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM CITIZEN PARTICIPATION PLAN

**Mayor and City Council of Havre de Grace** has adopted this Citizen Participation Plan to meet the citizen participation requirements of 24 CFR 570.486 and 24 CFR 91.115(e). Regulations require that each unit of general local government receiving or expecting to receive Maryland Community Development Block Grant Funds:

- Furnish citizens with information related to the availability of CDBG funding including the amount the State makes available under each state fiscal year, the eligible CDBG activities, and the eligible uses of CDBG funds;
- Provide for and encourage citizen participation, particularly by low and moderate income persons who reside in slum or blighted areas and areas in which CDBG funds are proposed to be used;
- Ensure that citizens will be given reasonable and timely access to local meetings, information and records relating to the unit of general local government's proposed and actual use of CDBG funds;
- Provide technical assistance to groups representative of persons of low and moderate income that request assistance in developing proposals in accordance with procedures developed by the State. Such assistance need not include providing funds to such groups;
- Provide for a minimum of two public hearings, each at a different stage of the project, for the purpose of obtaining citizen's views and responding to proposals and questions;
- Provide citizens with reasonable advance notice of, and opportunity to comment on, proposed activities in an application to the State and, for grants already made, activities which are proposed to be added, deleted, or substantially changed from the application to the State. Substantially changed means changes made in terms of purpose, scope, location or beneficiaries as defined by criteria established by the State;
- Provide citizens with the **City of Havre de Grace** Residential Anti-Displacement and Relocation Assistance Plan if proposed applications to be submitted will likely result in displacement of persons or businesses from their homes or businesses;
- Provide citizens the contact address, email address, phone number and times for submitting complaints and grievances, and provide timely written answers to written complaints and grievances, within 15 working days where practicable.
- Provide information and seek comment from potential beneficiaries that are outside the jurisdiction that may benefit from CDBG funded activities.



48 **PROVISION OF INFORMATION, PUBLIC HEARINGS AND COMMENTS**

49  
50 The **City of Havre de Grace** will provide reasonable access to records and information on the  
51 proposed and actual use of CDBG funds during regular business hours of 9 am – 5 pm at the  
52 following location: **711 Pennington Avenue Havre de Grace, Maryland 21078.**

53 Where possible, the **City of Havre de Grace** will provide copies of documents or access to  
54 copying services to citizens or groups requesting information at their own expense.

55  
56 The **City of Havre de Grace** will hold at least one public hearing to receive input by citizens on  
57 the housing and community development needs of the jurisdiction and to discuss the  
58 development of proposed activities. This hearing will be held in conjunction with a regularly  
59 scheduled meeting of the elected public officials prior to submission of an application for CDBG  
60 funds.

61  
62 If the MD CDBG Program funds the activity, a second hearing on program performance must be  
63 held at some point during the grant period after the activity has been initiated.

64  
65 The MD CDBG Program requires that notice of a public hearing be published in a newspaper of  
66 general local circulation no less than five (5) days in advance of the hearing. Hearings will be  
67 held at times and locations convenient to actual or potential beneficiaries and at locations  
68 accessible to the disabled. Documentary evidence that the required notices are published and  
69 public hearings are held in accordance with the plan will be maintained. Written minutes of the  
70 hearing and an attendance roster will be maintained by the **City of Havre de Grace at 711**  
71 **Pennington Avenue Havre de Grace, Maryland 21078.**

72  
73 The MD CDBG Program requires applicants to make draft copies of applications to be  
74 submitted available for public comment. The information as to how the public may access the  
75 draft plan will be included in the public hearing notice and discussed during the hearing.

76  
77 Additional information to citizens about the CDBG Program, potential projects and public  
78 hearings will be provided through government and other websites, through articles in local  
79 newspapers, newsletters or community bulletins, mailings or at presentations made at  
80 community meetings.

81  
82 If necessary, the **City of Havre de Grace** will make arrangements for a translator when it is  
83 expected that non-English speaking persons will participate. Similarly, a signer shall be provided  
84 for a deaf or mute participant. If special accommodations are necessary, however, requests  
85 should be made to **timothyb@havredegracemd.com**. At least 5 days advance notice is  
86 requested.

87  
88 **TECHNICAL ASSISTANCE**

89  
90 When requested to provide technical assistance to groups representative of persons of low and  
91 moderate income, the **City of Havre de Grace** will assist if possible. Files shall document  
92 meetings between the group and the local government. If staff capacity to assist does not exist,  
93 the **City of Havre de Grace** may offer a referral to the State or to a consultant who can provide  
94 the necessary expertise.

95  
96 **COMPLAINTS AND GRIEVANCES**

97  
98 Citizens who wish to submit a complaint or grievance may do so by calling or writing:



99 **City of Havre de Grace**  
100 **ATTN: Tim Bourcier, Director of Planning**  
101 **711 Pennington Avenue**  
102 **Havre de Grace, Maryland 21078**  
103

104 The **City of Havre de Grace** shall make reasonable efforts to provide a response in writing to  
105 written complaints or grievances within 15 working days.

106  
107 **AMENDMENTS TO APPLICATIONS OR GRANTS**  
108

109 The **City of Havre de Grace** will provide citizens notice of, and opportunity to comment on,  
110 substantial changes to grants already made, including changes in the purpose, scope, location  
111 or beneficiaries. This can be achieved through public notice describing the change and  
112 establishing a comment period or through public hearing.

113  
114 This Citizen Participation Plan is hereby adopted by the **Mayor and City Council of Havre de**  
115 **Grace on September 16, 2024.** It is effective for a 5-year period until **September 16, 2029.**  
116

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120 **William T. Martin, Mayor**  
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120 **Christopher Ricci,**  
121 **Director of Administration**  
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# CITY COUNCIL

## READ FILE COVER SHEET

Subject: **Resolution concerning Adopting the Anti-Displacement Plan of the Community Development Block Grant**

Date: **9/11/2024**

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

Purpose:

- FYI  
 **Read and Comment as Needed**  
 **Action Required by September 16, 2024**  
 In Confidential File Drawer

Approve:

Johnny Boker                       Yes                       No                       No Comment

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

Casi Boyer                       Yes                       No                       No Comment

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

Vicki Jones                       Yes                       No                       No Comment

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

Jim Ringsaker                       Yes                       No                       No Comment

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

Jason Robertson                       Yes                       No                       No Comment

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

Tammy Lynn Schneegas                       Yes                       No                       No Comment

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

Note: N/A

CITY COUNCIL  
OF  
HAVRE DE GRACE, MARYLAND

RESOLUTION NO. 2024-\_\_\_\_\_

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

**A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF  
HAVRE DE GRACE, MARYLAND, PURSUANT TO THE LOCAL  
GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF  
MARYLAND AND SECTIONS 33 AND 34 OF THE CITY CHARTER  
TO ADOPT THE ANTI-DISPLACEMENT PLAN OF THE  
COMMUNITY DEVELOPMENT BLOCK GRANT**

**WHEREAS**, the State of Maryland through the Department of Housing and Community Development has solicited applications from eligible jurisdictions to apply for funding under the Maryland Community Development Block Grant Program; and

**WHEREAS**, the City of Havre de Grace is eligible to apply for funds from the Maryland Community Development Block Grant program through the Maryland Department of Housing and Community Development; and

**WHEREAS**, the Mayor and City Council have approved the submittal of the Community Development Block Grant through Resolution No. 2024-\_\_\_\_; and;

**WHEREAS**, the Community Development Block Grant requires the adoption of the Anti-Displacement Plan.

**NOW, THEREFORE, BE IT RESOLVED**, that the Mayor and City Council approve the Anti-Displacement Plan known as Exhibit A in this resolution.

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.

[Signatures to follow on the next page.]

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ATTEST:

MAYOR AND CITY COUNCIL  
OF HAVRE DE GRACE

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Christopher Ricci  
Director of Administration

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William T. Martin  
Mayor

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Introduced:           9/16/2024  
Passed/Adopted:  
Effective Date:



EXHIBIT A

RESIDENTIAL ANTI-DISPLACEMENT AND RELOCATION ASSISTANCE PLAN

The City of Havre de Grace will take every preventable action to minimize the involuntary displacement of persons or businesses when using federal funds received from the Maryland Community Development Block Grant funds as a source of funding in our projects. In the event that displacement occurs, Mayor and City Council of Havre de Grace hereby agrees to comply with all requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 ("URA"), as amended, as described in 49 CFR Part 24; and with the Housing and Community Development Act of 1974 ("HCD Act of 1974"), as amended, as described in 24 CFR Part 42.

RELOCATION

The City of Havre de Grace will provide relocation assistance as required under the URA to all persons or businesses displaced as a direct result of assisted activities. They shall be provided relocation benefits which, at a minimum, include:

- Relocation assistance planning and advisory services;
- Moving expenses;
- Referral to comparable replacement unit; and
- Replacement housing payments for 42 months.

Low and moderate income households displaced by the acquisition or demolition of housing or by the conversion or rehabilitation of low and moderate income dwellings to another use are entitled to additional benefits under the requirements of 24 CFR 42.350. These additional benefits include:

- Security deposits and credit checks,
- Referral to comparable replacement unit; and
- Replacement housing payments for 60 months.

Additionally, legal, low and moderate income tenants are also eligible for:

- Referral to at least one suitable, decent, safe and sanitary replacement dwelling unit. The City of Havre de Grace shall advise tenants of their rights under the Federal Fair Housing Act, 42 U.S.C. §§ 3601—3619,, and of replacement housing opportunities in such a manner that, wherever feasible, they will have a choice between relocation within their neighborhood and other neighborhoods; and
• Each person must be offered rental assistance equal to 60 times the amount necessary to reduce the monthly rent and estimated average monthly cost of utilities for a replacement dwelling (comparable replacement dwelling or decent, safe, and sanitary replacement dwelling to which the person relocates, whichever costs less) to the "Total Tenant Payment." All or a portion of this assistance may be offered through a certificate or voucher for rental assistance (if available) provided under Section 8 of the United States Housing Act of 1937, 42 U.S.C. § 1437f.

50 In addition, in consideration of the financial assistance received from the Maryland CDBG  
51 Program, particularly when such assistance is used for acquisition, rehabilitation, demolition, or  
52 conversion which results in temporary relocation, the **City of Havre de Grace** agrees to assist  
53 either the temporarily displaced residential or business tenant or owner occupant during the  
54 time they are displaced. Those receiving temporary relocations shall receive at a minimum:

- 55 – Interim living costs;
- 56 – Relocation assistance planning and advisory services;
- 57 – Reasonable moving expenses; and
- 58 – Rental Assistance (if moving to more expensive unit).

### 60 **ONE FOR ONE REPLACEMENT HOUSING**

61  
62 In the event that low and moderate income dwelling units are demolished or converted to a use  
63 other than as low/moderate-income housing, the **City of Havre de Grace** will replace all units  
64 that were occupied or were vacant but deemed occupiable as required under Section 104(d) of  
65 the HCD Act of 1974, as amended.

66  
67 All replaced housing will be provided within three (3) years of the commencement of the  
68 demolition or rehabilitation relating to conversion. Before obligating or expending funds that will  
69 directly result in such demolition or conversion, the **City of Havre de Grace** will make public  
70 and submit to the Maryland CDBG Office the following information in writing:

- 71 A. A description of the proposed assisted activity;
- 72  
73 B. The location on a map and number of dwelling units by size (number of bedrooms)  
74 that will be demolished or converted to use other than as low/moderate-income  
75 dwelling units as a direct result of the assisted activity;
- 76  
77 C. A time schedule for the commencement and completion of the demolition or  
78 conversion;
- 79  
80 D. The general location on a map and approximate number of dwellings units by size  
81 (number of bedrooms) that will be provided as replacement dwelling units;
- 82  
83 E. The source of funding and a time schedule for the provision of replacement dwelling  
84 units; and
- 85  
86 F. The basis for concluding that each replacement dwelling unit will remain a  
87 low/moderate-income dwelling for at least ten (10) years from the date of initial  
88 occupancy.

### 91 **GENERAL POLICIES**

- 92 1. The **City of Havre de Grace** will take every preventable action to minimize the  
93 involuntary displacements of persons or businesses during the implementation of our  
94 CDBG funded projects. Examples of actions that may be taken include:

- 95 – Stage rehabilitation of assisted housing to allow tenants to remain during and  
96 after rehabilitation, working with empty buildings or groups of empty units  
97 first, so they can be rehabilitated first, and tenants moved in before

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rehabilitation of occupied units or buildings is begun.

- Establish temporary relocation facilities in order to house families whose displacement will be of short duration, so they can move back to their neighborhoods after rehabilitation or new construction.
- Provide counseling to assist homeowners and renters to understand the range of assistance that may be available to help them in staying in the area being revitalized.

2. The **City of Havre de Grace** may enter into a written agreement with a subrecipient, or the owner of the assisted property, under which either may pay all or part of the cost of the required relocation assistance.
3. The **City of Havre de Grace** understand the cost of relocation assistance and other benefits shall be paid from CDBG funds or such other funds as may be available from any source including the jurisdiction’s general fund.
4. The **City of Havre de Grace** will refer owners and/or tenants to the State CDBG Program if there is a disagreement with the determination that these requirements do not apply to an acquisition or a displacement.
5. The **City of Havre de Grace** will prepare a specific Relocation Plan in the event that funding is requested for a project where it is known that displacement will occur.

ATTEST/WITNESS

**William T. Martin, Mayor**

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(Signature)

This Anti-Displacement Plan is hereby adopted by the **Mayor and City Council of Havre de Grace on September 16, 2024**. It is effective for a 5-year period until **September 16, 2029**.

3/2015



# CITY COUNCIL

## READ FILE COVER SHEET

Subject: **Ordinance No. 1161 concerning Approving Budget Amendment  
2025-01 to Carry Forward FY 2024 Capital Projects  
(Public Hearing & 2nd Reading)**

Date: **9/4/2024**

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

Purpose:

<input type="checkbox"/>	FYI
<input checked="" type="checkbox"/>	Read and Comment as Needed
<input checked="" type="checkbox"/>	Action Required by September 16, 2024
<input type="checkbox"/>	In Confidential File Drawer

Approve:

Johnny Boker                       Yes                       No                       No Comment

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

Casi Boyer                       Yes                       No                       No Comment

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

Vicki Jones                       Yes                       No                       No Comment

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

Jim Ringsaker                       Yes                       No                       No Comment

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

Jason Robertson                       Yes                       No                       No Comment

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

Tammy Lynn Schneegas                       Yes                       No                       No Comment

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

Note: Memo of requested amendment attached.





## INTER-CITY MEMORANDUM

To: City Council President James E. Ringsaker, Jr.  
From: George DeHority  
Date: 9/5/2024  
RE: Proposed Budget Amendment 2025-01 Correction

The City Council approved the first reading of Budget Amendment 2025-01 on September 3, 2024.

In reviewing the amendment memorandum, I noted that the 6 projects in the General Fund 1 that needed to be carried forward from fiscal 2024 to 2025 totaled \$469,000 and not \$459,400 as stated in the original memorandum. The amounts of the individual projects were stated correctly in both the memorandum and the detailed Source and Use of funds schedule.

Please allow an amendment to change the introductory paragraph, the 5<sup>th</sup> paragraph on page 1 of the memorandum, to read as follows:

“The following 6 projects, totaling **\$469,000**, were anticipated to be completed by fiscal 2024 yearend when the fiscal 2025 budget was submitted to Council for approval. They will need to be reestablished in fiscal 2025 in order to fund them through completion using ARPA and State grant funds.”

Please contact me or Abdul Abdi if you have any questions or require additional information regarding this budget amendment correction.

CITY COUNCIL  
OF  
HAVRE DE GRACE, MARYLAND  
ORDINANCE NO. 1161  
BUDGET AMENDMENT 2025-01

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 2025 TO ADDRESS THE REALLOCATIONS OF FUNDS FOR THE CITY OF HAVRE DE GRACE FOR FISCAL YEAR 2025**

On: September 3, 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 September 16, 2024.

**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 2024 through June 30, 2025, said period known as fiscal year 2025; and

38           **WHEREAS**, the Mayor and City Council of Havre de Grace passed the Budget Ordinance 1156,  
39 establishing the budget for Fiscal Year on June 17, 2024, 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**, Budget Ordinance 1156 projected revenue, expenses and capital project  
42 completion on best estimates and timetables when proposed; and

43           **WHEREAS**, timing of the close out of one fiscal year and the opening of a new fiscal year,  
44 requires the Finance Department to forensically account for (1) those billing cycles that require  
45 expenditures get properly allocated, (2) the status of closure on project completion and (3)  
46 unanticipated revenues; and

47           **WHEREAS**, Section 37 of the Charter states “*No officer or employee of the City shall*  
48 *expend money that is not appropriated*”, and the majority of this budget amendment is for time  
49 sensitive Capital Project carry-over, to financially sustain and complete those projects; and

50           **WHEREAS**, the Finance Department has completed their review and provided an  
51 explanation and accounting of the end of the fiscal year carry-over, depicted in Exhibit A of this  
52 ordinance; and

53           **WHEREAS**, the Director of Finance, Director of Capital Projects, and the Director of  
54 Administration presented Exhibit A to the Budget and Finance Committee for discussion and  
55 approval.

56           **NOW THEREFORE**, it is determined, decided, and ordained by the City Council that  
57 Budget Amendment 2025 -01 be included as part of the Fiscal Year 2025 Budget.  
58

59

60 ATTEST:

MAYOR AND CITY COUNCIL  
OF HAVRE DE GRACE

61

62

63

64 \_\_\_\_\_  
65 Christopher Ricci  
66 Director of Administration

\_\_\_\_\_

William T. Martin  
Mayor

67

68 Introduced/First Reading:     9/03/2024

69

70 Public Hearing:

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72 Second Reading/Adopted:

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## Exhibit A



### INTER-CITY MEMORANDUM

To: City Council President James E. Ringsaker, Jr.  
From: Mayor William T. Martin  
Date: 9/4/2024  
RE: Proposed Budget Amendment 2025-01

The City Council approved the fiscal 2025 budget through Ordinance 1156 on June 17, 2024. Included in the budget were estimates for the amounts needed in fiscal 2025 for fiscal 2024 capital projects that were still in-process.

These estimates were based on the best information at the time of request but project delays, unexpected price increases, changes in project scope, and other operational changes occur regularly with long-term capital projects. As a result, many of the estimates used for generating the fiscal 2025 budget need to be updated.

In addition, there exist operating and capital funding needs that were identified during the last quarter of fiscal 2024 and will require funding in fiscal 2025. These items were not contemplated when the fiscal 2025 preliminary budget was submitted to Council last April.

#### General Fund 1

In total 7 projects, totaling \$609,000, need to be added to the fiscal 2025 budget. These additional projects will be funded through unobligated American Rescue Plan Act (ARPA) funds and State grants.

The following 6 projects, totaling \$459,400, were anticipated to be completed by fiscal 2024 yearend when the fiscal 2025 budget was submitted to Council for approval. They will need to be reestablished in fiscal 2025 in order to fund them through completion using ARPA and State grant funds.

- Acct #01-1091-6501 – Pickle Ball Courts (ARPA - \$111,700)
- Acct #01-1091-6501 – STAR Centre Rehabilitation (State Capital - \$240,400)
- Acct #01-1251-7089 – Swan Harbor Bridge (USDOD/EDA - \$13,900)
- Acct #01-1251-7099 – DPW Fleet Shop Roof Repair (ARPA - \$52,200)
- Acct #01-1251-7100 – Bridge Inspections (ARPA - \$45,600)
- Acct #01-1251-7102 – Visitor's Center Rehabilitation (ARPA - \$5,200)



The following project, totaling \$140,000, was not contemplated in the fiscal 2025 budget. It is to replace the Chiller unit at the STAR Centre. It will be funded using the 2024 State Capital Program Grant funds to fund it through completion:

- Acct #01-1091-6501 – STAR Centre Chiller (State Capital - \$140,000)

**Water and Sewer Fund 9**

The Water and Sewer fund had 6 capital projects, totaling \$3,523,900, delayed or incurring cost increases. The projects were either ARPA funded or funded through the fiscal 2023 Bond issue. They include:

- Acct #09-1231-9032 – Solids Handling Facility (Bond - \$84,100)
- Acct #09-1232-6501 – Sewer Camera (ARPA - \$81,300)
- Acct #09-1232-9048 – Water Line Upgrades (ARPA - \$1,360,300, Bond - \$132,800)
- Acct #09-1232-9059 – Rt 155 Water Line (Bond - \$1,759,100)
- Acct #09-1245-6501 – Native Dancer Pumps (ARPA - \$82,600)
- Acct #09-1245-6501 – NWR VFD Replacement (ARPA - \$23,700)

**Marina Fund 8**

The following project was anticipated to be completed in fiscal 2024. It needs to be carried forward to fiscal 2025, using the additional fund balance created by its delay.

- Acct #08-1839-6501 – Boat Ramp Pay Stations (\$21,100)

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

August 29, 2024

Amendment # 2025-01

**SOURCE OF FUNDS**

Account Number	Account Title	Amount
	<b>General Fund 1</b>	
01-0001-48-34	State Grants	\$380,400.00
01-0001-48-52	Federal Grants (DOC - EDA)	\$13,900.00
01-0001-49-00	Fund Transfers (ARPA)	\$214,700.00
	<b>Marina Fund 8</b>	
08-1809-49-02	BOY Fund Balance	\$21,100.00
	<b>Water/Sewer Fund 9</b>	
09-0001-49-00	Fund Transfers (ARPA)	\$1,547,900.00
09-0001-49-27	DHCD Bond Proceeds	\$1,976,000.00
	<b>Total Sources</b>	<b>\$4,154,000.00</b>

**USE OF FUNDS**

Account Number	Account Title	Amount
	<b>General Fund 1</b>	
01-1091-6501	Pickle Ball Courts	\$111,700.00
01-1091-6501	STAR Centre	\$240,400.00
01-1091-6501	STAR Centre Chiller	\$140,000.00
01-1251-7089	Green St Pier, Swan Hrbr Bridge, Shuttle	\$13,900.00
01-1251-7099	DPW Fleet Shop Roof Repair	\$52,200.00
01-1251-7100	Bridge Inspections	\$45,600.00
01-1251-7102	Visitor's Center Rehabilitation	\$5,200.00
	<b>Marina Fund 8</b>	
08-1839-6501	Boat Ramp Pay Stations	\$21,100.00
	<b>Water/Sewer Fund 9</b>	
09-1231-9032	Solids Handling Facility	\$84,100.00
09-1232-6501	Sewer Camera	\$81,300.00
09-1232-9048	Water Line Upgrades	\$1,493,100.00
09-1232-9059	Rt 155 Water Transmission Line	\$1,759,100.00
09-1245-6501	Native Dancer PS Pump Repair	\$82,600.00
09-1245-6501	NWR VFD replacement	\$23,700.00
	<b>Total Uses</b>	<b>\$4,154,000.00</b>

**REASON FOR ADJUSTMENT**

To carry forward FY 2024 Capital Projects and Adjust BOY Fund Balance

**AUTHORITY**

City Council on 09/03/24.

**APPROVAL**

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

# CITY COUNCIL

## READ FILE COVER SHEET

Subject: **Ordinance No. 1162 concerning Approving Budget Amendment  
2025-02 for Police Department Grants**  
(Public Hearing & **2nd Reading**)

Date: **9/4/2024**

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

Purpose:

<input type="checkbox"/>	FYI
<input checked="" type="checkbox"/>	<b>Read and Comment as Needed</b>
<input checked="" type="checkbox"/>	<b>Action Required by September 16, 2024</b>
<input type="checkbox"/>	In Confidential File Drawer

Approve:

Johnny Boker                       Yes                       No                       No Comment

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

Casi Boyer                       Yes                       No                       No Comment

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

Vicki Jones                       Yes                       No                       No Comment

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

Jim Ringsaker                       Yes                       No                       No Comment

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

Jason Robertson                       Yes                       No                       No Comment

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

Tammy Lynn  
Schneegas                       Yes                       No                       No Comment

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

Note: Memo of requested amendments attached.



## INTER-CITY MEMORANDUM

To: City Council President James E. Ringsaker, Jr.  
From: George DeHority  
Date: 9/5/2024  
RE: Proposed Budget Amendment 2025-02 Correction

The City Council approved the first reading of Budget Amendment 2025-02 on September 3, 2024.

In reviewing the amendment memorandum, I noted that the account number for grant CGPF-2025-0010 was listed as 01-1112-3137. The account should have been listed as 01-1112-6137. The account stated incorrectly in both the memorandum and the detailed Source and Use of funds schedule.

Please allow an amendment to change the 4<sup>th</sup> paragraph on page 1 of the memorandum, to read as follows:

"I am therefore requesting that expenditure account #01-1112-6501 "Police Capital Projects" be increased by \$35,000 for grant Pact-2025-004. I am also requesting that expenditure account #01-1112-6137 "Materials and Supplies" be increased by \$18,800 for grant CGPF-2025-0010."

In addition, I am requesting the first Use of Funds listing in the Budget Amendment Source and Use of Funds Schedule be modified to read,

Account Number	Account Title	Amount
01-1112-6137	PD Materials and Supplies	\$18,800.00

Please contact me or Abdul Abdi if you have any questions or require additional information regarding this budget amendment correction.



CITY COUNCIL  
OF  
HAVRE DE GRACE, MARYLAND

ORDINANCE NO. 1162

BUDGET AMENDMENT 2025-02

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 2025 TO ADDRESS THE REALLOCATIONS OF FUNDS FOR THE CITY OF HAVRE DE GRACE FOR FISCAL YEAR 2025**

On: September 3, 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 September 16, 2024.

**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 2024 through June 30, 2025, said period known as fiscal year 2025; and

38           **WHEREAS**, the Mayor and City Council of Havre de Grace passed the Budget Ordinance 1156,  
39 establishing the budget for Fiscal Year on June 17, 2024, 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 the majority of this budget amendment is for time  
43 sensitive Capital Project carry-over, to financially sustain and complete those projects; and

44           **WHEREAS**, the Director of Finance, and the Director of Administration presented Exhibit  
45 A to the Budget and Finance Committee for discussion and approval.

46           **NOW THEREFORE**, it is determined, decided, and ordained by the City Council that  
47 Budget Amendment 2025 - 02 be included as part of the Fiscal Year 2025 Budget.  
48  
49

50 ATTEST:

MAYOR AND CITY COUNCIL  
OF HAVRE DE GRACE

51  
52  
53 \_\_\_\_\_  
54 Christopher Ricci  
55 Director of Administration

56 \_\_\_\_\_  
57 William T. Martin  
58 Mayor

59 Introduced/First Reading:     9/03/2024

60 Public Hearing:

Second Reading/Adopted:

Effective Date:

## Exhibit A



### INTER-CITY MEMORANDUM

To: City Council President James E. Ringsaker, Jr.  
From: Mayor William T. Martin  
Date: 9/4/2024  
RE: Proposed Budget Amendment 2025-02

As noted in the attached memoranda, the Police Department received two (2) grant awards recently from the Governor's Office of Crime Control and Prevention (GOCCP).

The first award, grant Pact-2025-0004 (\$35,000), is for the purchase of an Axon camera system for their interview room. The Axon system was chosen to integrate the handling of video evidence with the existing systems and processes for body worn camera evidence.

The second award, grant CGPF-2025-0010 (\$18,800), is for the purchase of AEDs, first aid kits, fingerprint kits, vehicle lockout kits, and a Fatal Vision Alcohol Impairment Goggle Campaign kit.

I am therefore requesting that expenditure account #01-1112-6501 "Police Capital Projects" be increased by \$35,000 for grant Pact-2025-004. I am also requesting that expenditure account #01-1112-3137 "Materials and Supplies" be increased by \$18,800 for grant CGPF-2025-0010.

To fund these increases, I am requesting revenue account #01-0001-48-34 "State Grants" be increased by \$53,800 as well.

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

# Havre de Grace Police Department Transmittal

To: George DeHority Date: 08/26/24

From: Chief Jonathan Krass #7761

<input type="checkbox"/> For your information	<input type="checkbox"/> Take charge of
<input checked="" type="checkbox"/> As requested	<input type="checkbox"/> For additional information
<input type="checkbox"/> Approve and return	<input type="checkbox"/> For comment/recommendation
<input type="checkbox"/> Note and return	<input type="checkbox"/> Give me facts so I can answer
<input type="checkbox"/> See me	<input type="checkbox"/> Endorsement

Mr. DeHority,

On August 9<sup>th</sup>, the Havre de Grace Police Department was awarded **\$18,800** in grant money from the **Governor’s Office of Crime Control and Prevention (GOCCP)** of Maryland. This award is from the **Community Grant Program Fund (CGPF)** and the award period is from **7/1/2024 through 6/30/2025**.

These funds will assist the department in the purchase of updated Automated External Defibrillator (AED) systems, emergency first aid kits for patrol officers, along with additional vehicle lock-out kits. In addition, these funds will also help us maintain our summer safety camp with the purchase of kids emergency care kits, allowing children participating in the program to have an opportunity to learn first aid. Additional supplies for the summer camp program include, fingerprint kits and even a Fatal Vision Alcohol Impairment Goggle Campaign Kit.

No matching money is required for this grant.

**Grant Award Information:**

Havre de Grace Police Department

Havre de Grace PD Community Outreach 24-25

Grant Award Number: CGPF-2025-0010

Grant Award Amount: \$18,800

Grant Award Period: 7/1/2024 through 6/30/2025

HdeG 17 (10/06)



WES MOORE  
Governor

ARUNA MILLER  
Lieutenant Governor



DOROTHY LENNIG  
Executive Director

August 09, 2024

Chief Jonathan Krass  
Chief of Police  
Havre de Grace Police Department  
715 Pennington Avenue  
Havre de Grace, MD 21078

RE: CGPF-2025-0010

Dear Chief Krass:

I am pleased to inform you that your grant application submitted by **Havre de Grace Police Department**, entitled "**Havre de Grace PD Community Outreach 24-25**," in the amount of \$18,800.00 has received approval under the Community Grant Program Fund program. Enclosed is the grant award packet containing information and forms necessary to initiate the project.

The grant will fund the program described below:

The Havre de Grace Police Department's Community Outreach program is aimed to build trust and positive relationships with citizens and youth throughout the city of Havre de Grace. The program aims to improve communication, cooperation, and collaboration to enhance public safety and foster a sense of unity and mutual respect between the police department and community members. The department plans to achieve these goals by providing increased access to resources as well as hosting a summer camp for youth.

Please pay particular attention to the instructions included on the grant award. It is important that you **carefully review all Special Conditions** attached to this award. Additionally, the General Conditions for all grant awards issued by our office are also located online, at [www.goccp.maryland.gov](http://www.goccp.maryland.gov). The chief elected official, or another legally authorized official of the jurisdiction, state agency, or 501(c)(3) receiving the grant award, must sign the original Grant Award & Acceptance Form, initial each page of the Special Conditions document, and upload them in the Grants Management System within **twenty-one (21) calendar days**. Should the acceptance form not be received, requests for reimbursement will not be honored.

CGPF-2025-0010

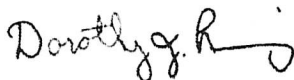
Page 2

A copy of the grant award, Notification of Project Commencement, and individual project reports has also been sent to the project director. The project director is responsible for completing these and other required forms now and at the end of each reporting period. If the project director changes, we must be notified immediately to avoid potential reporting problems.

Projects may commence as soon as the grant award is signed and you have reviewed and accepted all of the General and Special Conditions. No funds may be encumbered or expended prior to this time without the specific written approval of the Governor's Office of Crime Prevention and Policy.

If you have any questions or need any clarification regarding this grant award, please contact **Jacqueline Adams**, your program manager, or **Courtney Thomas**, fiscal specialist. We look forward to working with you on this project and anticipate its success in helping to address criminal justice problems in our state.

Sincerely,

A handwritten signature in black ink, appearing to read "Dorothy Lennig". The signature is fluid and cursive, with a prominent loop at the end.

Dorothy Lennig, Esq.  
Executive Director

cc: Ms. Angela Wirsching



Governor's Office of Crime Prevention and Policy



Control Number: 49184

Regional Monitor: Adams, Jacqueline

Fiscal Specialist: Thomas, Courtney

Notification of Project Commencement

Grant Award Number:	<b>CGPF-2025-0010</b>	
Sub-recipient:	Havre de Grace Police Department	
Project Title:	Havre de Grace PD Community Outreach 24-25	
Implementing Agency:	Havre de Grace Police Department	
Award Period:	<b>07/01/2024 - 06/30/2025</b>	CFDA: Special

The verification section of this form must be completed. Additionally, this form must be signed by the project director and submitted through the Grants Management System within thirty (30) calendar days after receiving your grant award packet.

No Requests for Funds will be processed until this Notification of Project Commencement has been signed and received.

Authorized Official:	Krass, Jonathan jkrass@havredegracemd.com Havre de Grace Police Department 715 Pennington Avenue Havre de Grace, MD 21078-2900 410-939-2121	Chief of Police      FAX: 410-939-2641
Project Director:	Wirsching, Angela angelaw@havredegracemd.com Havre de Grace Police Department 715 Pennington Avenue Havre de Grace, MD 21078-2900 410-939-2121	Crime Scene Investigator / Intelligence Analyst      FAX: 410-939-2641
Fiscal Officer:	DeHority, George M georged@havredegracemd.com City of Havre de Grace 711 Pennington Ave Havre de Grace, MD 21078-3004 410-939-1800	Finance Director      FAX: 410-939-7632

<b>Award Information Verification - Please initial appropriate selection(s):</b>	CGPF-2025-0010
<u>AW</u> All information on this form is correct and project will commence on time. <b>Project Director signs below.</b>	
_____ The contact information for all the staff on this form is <b>not</b> correct. <b>You must submit a Grant Modification</b> that provides a justification and indicates all changes/revisions.	
_____ The project will not commence within forty-five (45) days of the beginning of the award period <b>07/01/2024. You must submit a Grant Modification.</b> Grant Modification must provide justification and indicate all changes.	

Signed: Angela Wirsching Date: 8/20/2024  
Project Director - Wirsching, Angela (Project Director is Preferred, Fiscal Contact or Authorized Official if Project Director is unavailable)

Printed Name: Angela Wirsching Phone: 410-939-2121 ext 1155



8/9/2024

Governor's Office of Crime Prevention and Policy



Control Number:

49184

Regional Monitor:

Adams, Jacqueline

Fiscal Specialist:

Thomas, Courtney

### Grant Award & Acceptance Form

<b>Grant Award Number:</b>	<b>CGPF-2025-0010</b>	
<b>Sub-recipient:</b>	Havre de Grace Police Department	
<b>Project Title:</b>	Havre de Grace PD Community Outreach 24-25	
<b>Implementing Agency:</b>	Havre de Grace Police Department	
<b>Award Period:</b>	<b>07/01/2024 - 06/30/2025</b>	CFDA: Special

Funding Summary	Grant Funds	100.0 %	\$18,800.00
	Cash Match	0.0 %	\$0.00
	In-Kind Match	0.0 %	\$0.00
	<b>Total Project Funds</b>		<b>\$18,800.00</b>

This Grant Award is hereby made for financial assistance by the Governor's Office of Crime Prevention and Policy in accordance with the

**Community Grant Program Fund**

This Grant Award is subject to the General Conditions and any Special Conditions attached to this award, as well as all statutes and requirements of the State of Maryland.

This Grant Award incorporates all the information, conditions, representations and Certified Assurances contained in the grantee's application.

The Grant Award shall become effective as of the start date of the award, unless otherwise specified, and upon submission to the Grants Management System, within twenty-one (21) calendar days, of a fully executed original of this document signed by the duly authorized official of the sub-recipient unit of government or sub-recipient agency receiving this Grant Award. Copies and faxes are not acceptable.

**FOR THE STATE OF MARYLAND:**

*Dorothy R. [Signature]*

Executive Director

Governor's Office of Crime Prevention and Policy

**SUB-RECIPIENT ACCEPTANCE:**

*Chief [Signature] #77601*

Signature of Authorized Official

CHIEF JONATHAN KRASS

Typed Name And Title

8/20/24

Date

To submit, sign in blue ink and scan and upload the document to the grant award Documents section in the Grants Management System.

A0101





Governor's Office of Crime Prevention and Policy

Regional Monitor:  
Fiscal Specialist:

Adams, Jacqueline  
Thomas, Courtney

**Budget Notice**

<b>Grant Award Number:</b>	<b>CGPF-2025-0010</b>	
<b>Sub-recipient:</b>	Havre de Grace Police Department	
<b>Project Title:</b>	Havre de Grace PD Community Outreach 24-25	
<b>Implementing Agency:</b>	Havre de Grace Police Department	
<b>Award Period:</b>	<b>07/01/2024 - 06/30/2025</b>	CFDA: Special

Funding Summary	Grant Funds	100.0 %	<b>\$18,800.00</b>
	Cash Match	0.0 %	<b>\$0.00</b>
	In-Kind Match	0.0 %	<b>\$0.00</b>
	<b>Total Project Funds</b>		<b>\$18,800.00</b>

**Other**

Description	Funding	Quantity	Unit Cost	Total Budget
AED	Grant Funds	15	\$1,000.00	\$15,000.00
Fatal Vision Alcohol Impairment Goggle Campaign	Grant Funds	1	\$500.00	\$500.00
First Responder Bag	Grant Funds	4	\$300.00	\$1,200.00
Kids Emergency Care Kits	Grant Funds	20	\$50.00	\$1,000.00
Kids Fingerprint kits	Grant Funds	20	\$25.00	\$500.00
Lock-Out Kits	Grant Funds	4	\$150.00	\$600.00

Other Total: \$18,800.00

Approved:   
 \_\_\_\_\_  
 Governor's Office of Crime Prevention and Policy Authorized Representative

Effective Date: 8/6/2024

# Havre de Grace Police Department Transmittal

To: George DeHority Date: 08/26/24

From: Chief Jonathan Krass #7761

<input type="checkbox"/> For your information	<input type="checkbox"/> Take charge of
<input checked="" type="checkbox"/> As requested	<input type="checkbox"/> For additional information
<input type="checkbox"/> Approve and return	<input type="checkbox"/> For comment/recommendation
<input type="checkbox"/> Note and return	<input type="checkbox"/> Give me facts so I can answer
<input type="checkbox"/> See me	<input type="checkbox"/> Endorsement

Mr. DeHority,

On August 23, the Havre de Grace Police Department was awarded **\$35,000** in grant money from the **Governor’s Office of Crime Control and Prevention (GOCCP)** of Maryland. This award is from the **FY 2025 Police Accountability, Community, and Transparency (PACT) grant** and the award period is from **7/1/2024 through 6/30/2025**.

These funds will assist the department with an upgrade to the department’s interview room with a new camera system from Axon. It should be noted that Axon is the same vendor the department uses for Body Worn Cameras (BWC). This upgrade to the will allow the department to handle video evidence from the interview room in the exact same manner as the BWCs. Video evidence will be directly streamline to evidence.com and allow for easier access. The use of this grant funding will allow the city to save money on a much needed upgrade in technology and efficiency.

No matching money is required for this grant.

**Grant Award Information:**

Havre de Grace Police Department

Havre de Grace PD BWC Program 2024-2025

Grant Award Number: Pact-2025-0004

Grant Award Amount: \$35,000

Grant Award Period: 7/1/2024 through 6/30/2025

HdeG 17 (10/06)

WES MOORE  
Governor

ARUNA MILLER  
Lieutenant Governor



DOROTHY LENNIG  
Executive Director

August 23, 2024

Chief Jonathan Krass  
Chief of Police  
Havre de Grace Police Department  
715 Pennington Avenue  
Havre de Grace, MD 21078

RE: PACT-2025-0004

Dear Chief Krass:

I am pleased to inform you that your grant application submitted by **Havre de Grace Police Department**, entitled "**Havre de Grace PD BWC Program 2024-25**," in the amount of \$35,000.00 has received approval under the Police Accountability, Community and Transparency Grant program. Enclosed is the grant award packet containing information and forms necessary to initiate the project.

The grant will fund the program described below:

The Havre de Grace PD BWC 2024-25 program will help expand the body worn camera (BWC) program for the Havre de Grace Police Department in the City of Havre de Grace. The use of BWCs have been pivotal in community transparency as well as police training. The program funds would also provide an additional LVT D3 Security Unit and updated surveillance system for the department's interview room.

Please pay particular attention to the instructions included on the grant award. It is important that you **carefully review all Special Conditions** attached to this award. Additionally, the General Conditions for all grant awards issued by our office are also located online, at [www.goccp.maryland.gov](http://www.goccp.maryland.gov). The chief elected official, or another legally authorized official of the jurisdiction, state agency, or 501(c)(3) receiving the grant award, must sign the original Grant Award & Acceptance Form, initial each page of the Special Conditions document, and upload them in the Grants Management System within **twenty-one (21) calendar days**. Should the acceptance form not be received, requests for reimbursement will not be honored.

PACT-2025-0004

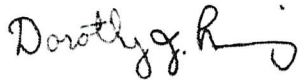
Page 2

A copy of the grant award, Notification of Project Commencement, and individual project reports has also been sent to the project director. The project director is responsible for completing these and other required forms now and at the end of each reporting period. If the project director changes, we must be notified immediately to avoid potential reporting problems.

Projects may commence as soon as the grant award is signed and you have reviewed and accepted all of the General and Special Conditions. No funds may be encumbered or expended prior to this time without the specific written approval of the Governor's Office of Crime Prevention and Policy.

If you have any questions or need any clarification regarding this grant award, please contact **Paula Fitzpatrick**, your program manager, or **Courtney Thomas**, fiscal specialist. We look forward to working with you on this project and anticipate its success in helping to address criminal justice problems in our state.

Sincerely,

A handwritten signature in black ink, appearing to read "Dorothy Lennig". The signature is fluid and cursive, with a long horizontal stroke at the end.

Dorothy Lennig, Esq.  
Executive Director

cc: Ms. Angela Wirsching





Governor's Office of Crime Prevention and Policy



Control Number: 49351

Regional Monitor: Fitzpatrick, Paula

Fiscal Specialist: Thomas, Courtney

### Notification of Project Commencement

<b>Grant Award Number:</b>	<b>PACT-2025-0004</b>	
<b>Sub-recipient:</b>	Havre de Grace Police Department	
<b>Project Title:</b>	Havre de Grace PD BWC Program 2024-25	
<b>Implementing Agency:</b>	Havre de Grace Police Department	
<b>Award Period:</b>	<b>07/01/2024 - 06/30/2025</b>	CFDA: State General Fund

The verification section of this form must be completed. Additionally, this form must be signed by the project director and submitted through the Grants Management System within thirty (30) calendar days after receiving your grant award packet.

No Requests for Funds will be processed until this Notification of Project Commencement has been signed and received.

<b>Authorized Official:</b>	Krass, Jonathan jkrass@havredegracemd.com Havre de Grace Police Department 715 Pennington Avenue Havre de Grace, MD 21078-2900 410-939-2121	Chief of Police      FAX: 410-939-2641
<b>Project Director:</b>	Wirsching, Angela angelaw@havredegracemd.com Havre de Grace Police Department 715 Pennington Avenue Havre de Grace, MD 21078-2900 410-939-2121	Crime Scene Investigator / Intelligence Analyst      FAX: 410-939-2641
<b>Fiscal Officer:</b>	DeHority, George M georged@havredegracemd.com City of Havre de Grace 711 Pennington Ave Havre de Grace, MD 21078-3004 410-939-1800	Finance Director      FAX: 410-939-7632

<b>Award Information Verification - Please initial appropriate selection(s):</b>		PACT-2025-0004
<u>AW</u>	All information on this form is correct and project will commence on time. <b>Project Director signs below.</b>	
_____	The contact information for all the staff on this form is <b>not</b> correct. <b>You must submit a Grant Modification</b> that provides a justification and indicates all changes/revisions.	
_____	The project will not commence within forty-five (45) days of the beginning of the award period 07/01/2024. <b>You must submit a Grant Modification.</b> Grant Modification must provide justification and indicate all changes.	

Signed: Angela Wirsching Date: 8/23/2024  
*Project Director - Wirsching, Angela (Project Director is Preferred, Fiscal Contact or Authorized Official if Project Director is unavailable)*

Printed Name: Angela Wirsching Phone: 410-939-2121 ext 1155



8/23/2024

Governor's Office of Crime Prevention and Policy



Control Number:

49351

Regional Monitor:

Fitzpatrick, Paula

Fiscal Specialist:

Thomas, Courtney

### Grant Award & Acceptance Form

<b>Grant Award Number:</b>	PACT-2025-0004		
<b>Sub-recipient:</b>	Havre de Grace Police Department		
<b>Project Title:</b>	Havre de Grace PD BWC Program 2024-25		
<b>Implementing Agency:</b>	Havre de Grace Police Department		
<b>Award Period:</b>	07/01/2024 - 06/30/2025		CFDA: State General Fund

Funding Summary	Grant Funds	100.0 %	\$35,000.00
	Cash Match	0.0 %	\$0.00
	In-Kind Match	0.0 %	\$0.00
	<b>Total Project Funds</b>		<b>\$35,000.00</b>

This Grant Award is hereby made for financial assistance by the Governor's Office of Crime Prevention and Policy in accordance with the

**Police Accountability Fund**

This Grant Award is subject to the General Conditions and any Special Conditions attached to this award, as well as all statutes and requirements of the State of Maryland.

This Grant Award incorporates all the information, conditions, representations and Certified Assurances contained in the grantee's application.

The Grant Award shall become effective as of the start date of the award, unless otherwise specified, and upon submission to the Grants Management System, within twenty-one (21) calendar days, of a fully executed original of this document signed by the duly authorized official of the sub-recipient unit of government or sub-recipient agency receiving this Grant Award. Copies and faxes are not acceptable.

**FOR THE STATE OF MARYLAND:**

*Dorothy G. R...*

---

Executive Director

Governor's Office of Crime Prevention and Policy

**SUB-RECIPIENT ACCEPTANCE:**

*Chief J. Krass #7061*

---

Signature of Authorized Official

*CHIEF JONATHAN KRASS*

---

Typed Name And Title

*8/26/24*

---

Date

To submit, sign in blue ink and scan and upload the document to the grant award Documents section in the Grants Management System.

A0102



Governor's Office of Crime Prevention and Policy

Regional Monitor:  
Fiscal Specialist:

Fitzpatrick, Paula  
Thomas, Courtney

**Budget Notice**

<b>Grant Award Number:</b>	<b>PACT-2025-0004</b>		
<b>Sub-recipient:</b>	Havre de Grace Police Department		
<b>Project Title:</b>	Havre de Grace PD BWC Program 2024-25		
<b>Implementing Agency:</b>	Havre de Grace Police Department		
<b>Award Period:</b>	<b>07/01/2024 - 06/30/2025</b>	CFDA: State General Fund	

Funding Summary	Grant Funds	100.0 %	<b>\$35,000.00</b>
	Cash Match	0.0 %	<b>\$0.00</b>
	In-Kind Match	0.0 %	<b>\$0.00</b>
	<b>Total Project Funds</b>		<b>\$35,000.00</b>

**Other**

Description	Funding	Quantity	Unit Cost	Total Budget
Body Worn Cameras	Grant Funds	14.45	\$2,420.50	\$35,000.00
Other Total:				\$35,000.00

Approved:   
 Governor's Office of Crime Prevention and Policy Authorized Representative

Effective Date: 8/22/2024



BUDGET AMENDMENT

August 27, 2024

Amendment # 2025-02

SOURCE OF FUNDS

Account Number	Account Title	Amount
<b>General Fund 1</b>		
01-0001-48-34	State Grants - GOCCP	\$53,800.00
<b>Total Sources</b>		<b>\$53,800.00</b>

USE OF FUNDS

Account Number	Account Title	Amount
<b>General Fund 1</b>		
01-1112-3137	PD Materials and Supplies	\$18,800.00
01-1112-6501	Axon Video System	\$35,000.00
<b>Total Uses</b>		<b>\$53,800.00</b>

REASON FOR ADJUSTMENT

To authorize 2 GOCCP Grant Awards

AUTHORITY

City Council on 9/03/24.

APPROVAL

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



# CITY COUNCIL

## READ FILE COVER SHEET

Subject: **Ordinance concerning Approving Agreement with Green Team  
for Food Forest at Todd Park**  
(1<sup>st</sup> Reading)

Date: **9/10/2024**

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

Purpose:

- FYI  
 Read and Comment as Needed  
 Action Required by September 16, 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 ENTER INTO AN AGREEMENT WITH THE HAVRE DE GRACE GREEN TEAM LTD, AS IT RELATES TO A FOOD FOREST ON CITY PROPERTY AT TODD PARK

On: 9/16/2024

at: 7:00 p.m.

Ordinance introduced, read first time, ordered posted and public hearing scheduled.

**PUBLIC HEARING**

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

EXPLANATION

Underlining indicates matter added to existing law.

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

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

32           **WHEREAS**, the Havre de Grace Green Team Ltd., an Internal Revenue Code 501c3 tax-  
33 exempt Maryland corporation, (“Green Team”) in good standing, was established in April 2013  
34 by a group of volunteers to review, evaluate, and implement sustainable green initiatives; and

35           **WHEREAS**, the Green Team’s goal is to create a “Greener” more sustainable community  
36 within the City of Havre de Grace; and

37           **WHEREAS**, the Green Team and the City entered into a Memorandum of Understanding  
38 (“MOU”) in June 2018 with respect to the operation of a Food Forest on City-owned property at  
39 Todd Park, and extended the MOU in September 2020; and

40           **WHEREAS**, the Green Team entered into an Agreement with the City of Havre de Grace  
41 on October 21, 2022 to continue the food forest on City-owned property at Todd Park; and

42           **WHEREAS**, the Green Team wishes to renew the Agreement with the City of Havre de  
43 Grace to continue the food forest on City-owned property at Todd Park; and

44           **WHEREAS**, the use of Todd Park as a Food Forest to be maintained by the Green Team  
45 is consistent with the City’s general purposes and in the aid of education and charity within the  
46 City;

47           **NOW THEREFORE**, it is this \_\_\_\_ day of \_\_\_\_\_, 2024 determined, decided and  
48 ordained by the Mayor and City Council that the Mayor is authorized to enter into an Agreement  
49 with the Havre de Grace Green Team, LTD, in a form substantially similar to that which is attached  
50 as **EXHIBIT A** to this Ordinance, for a period of two (2) years, at which time the Agreement may  
51 be renewed at the discretion of the Mayor and City Council of Havre de Grace.

52  
53 ADOPTED by the City Council of Havre de Grace, Maryland this \_\_\_\_ day of \_\_\_\_\_, 2024.

54  
55 SIGNED by the Mayor and attested by the Director of Administration this \_\_\_\_ day of \_\_\_\_\_,  
56 2024.

57  
58  
59 ATTEST:

MAYOR AND CITY COUNCIL  
OF HAVRE DE GRACE

60  
61  
62 \_\_\_\_\_  
63 Christopher Ricci  
64 Director of Administration

65  
66 \_\_\_\_\_  
67 William T. Martin  
68 Mayor

69 Introduced/First Reading:     9/16/2024

70 Public Hearing:

71 Second Reading/Adopted:

72 Effective Date:



EXHIBIT A



# City of Havre de Grace

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

410-939-1800

## AGREEMENT BETWEEN HAVRE DE GRACE GREEN TEAM AND THE CITY OF HAVRE DE GRACE, MARYLAND

This Agreement ("Agreement") dated the \_\_\_ day of \_\_\_\_\_, 2024 is entered into by the Havre de Grace Green Team, Ltd., a charitable organization in good standing and organized under the laws of Maryland ("Green Team"), and the Mayor and City Council of Havre de Grace, a Maryland municipal corporation ("City"), for the purposes of defining the rights and responsibilities of each party with respect to the operation of a Food Forest by the Green Team on a parcel of land known as Todd Park owned by the City ("Food Forest"). Both parties agree to bind themselves according to the provisions of this Agreement to the extent this Agreement is not inconsistent with the City Code, City Charter or Maryland law.

The Green Team agrees to:

1. Provide \$1,000,000 of liability insurance, naming the City of Havre de Grace, 711 Pennington Avenue, Havre de Grace, MD 21078 as additional insured for any claim arising from the operation of the Food Forest or execute a separate waiver of liability holding the City harmless for any injuries or damages arising out of the Green Team's operation of the Food Forest which injuries or damages in anyway relate to the planting, maintenance, harvesting or consuming fruits or vegetables grown in the Food Forest.
2. Limit the planting and/or cultivation to non-invasive or non-intrusive plants, and annual/perennial edible plants, flowers, herbs and fruit trees and nut trees.
3. Supervision of the Food Forest will be the responsibility of the Green Team members.
4. Keep the Food Forest neat and orderly with no storage of gardening materials outside of a single storage shed which shed shall be approved by the City. A water tote as approved by the City, may also be permitted.
5. Be responsible for the pruning of trees and bushes, weeding of gardens, watering of all plants, and the harvesting of all fruits and vegetables.
6. The gardens and trees shall be planted in such a manner and configuration in the Food Forest as pre-approved by the Director of Public Works and such configuration shall not interfere with the City's general maintenance and upkeep of the public park.
7. Notify the Department of Public Works to schedule pick-up of any yard waste created by the operation of the Food Forest (i.e., tree limbs, weeds, spoiled fruit, etc.).
8. The Food Forest will generally be available to the public from dawn to dusk, seven (7) days a week.



37 9. Monitor and secure the use of water to prevent waste of water supplied by the City.

38 10. Only use the water for the purpose of maintaining the trees, bushes and gardens.

39

40 The City agrees to:

41 1. Allow the Green Team to use approximately 2.63 acres of Todd Park, located on Seneca  
42 Avenue, for the purpose of planting and maintaining a Food Forest and vegetable garden  
43 available to the public.

44 2. Allow the Green Team to install signage explaining the food forest and identifying the plants  
45 therein.

46 3. Provide the Food Forest a reasonable source and volume of water in a manner most efficient  
47 and effective for the City provided that the volume of water provided under this Agreement  
48 may be reviewed by the City to determine the impact on City operations which may require  
49 modification of this Agreement.

50 4. Provide equipment and labor to assist the Green Team in the planting of trees and bushes,  
51 provided, however, that under no circumstances will overtime labor be provided by the City's  
52 employees, and provided further that the amount of labor required by this Agreement may  
53 be reviewed by the City to determine its impact on the City's operations which may require  
54 modification of this Agreement.

55 5. Provide woodchips when most efficient and effective for the City provided that the volume  
56 of woodchips provided under this Agreement may be reviewed by the City to determine the  
57 impact on the City's operations which may require modification of this Agreement.

58

59 This Agreement shall be for a term of two (2) years with an annual review to be presented by the  
60 Green Team on or before July 1<sup>st</sup>, and simultaneous with the Green Team's presentation of the  
61 status of the Food Waste Composting Program, the Green Team shall present to the Mayor and  
62 City Council an overview of the successes and failures of the Food Forest project.

63

64 The City, at its sole discretion, may terminate this Agreement or amend any portion of the  
65 Agreement at any time and for any reason if it is deemed to be in the best interest of the City.

66

67 ATTEST: HAVRE DE GRACE GREEN TEAM, LTD

68

69

70 \_\_\_\_\_

71

72 ATTEST: MAYOR AND CITY COUNCIL  
73 OF HAVRE DE GRACE

74

75

76 By: Christopher Ricci By: William T. Martin

77 Director of Administration Mayor

78

79

80 Approved for legal sufficiency:

81

82

83

84 

---

April C. Ishak, City Attorney

85

First Reading

# CITY COUNCIL

## READ FILE COVER SHEET

Subject: **Ordinance concerning Approving Agreement with Green Team  
for Composting at Hutchins Park**  
(1<sup>st</sup> Reading)

Date: **9/10/2024**

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

Purpose:

- FYI  
 **Read and Comment as Needed**  
 **Action Required by September 16, 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 ENTER INTO AN AGREEMENT WITH THE HAVRE DE GRACE GREEN TEAM LTD, AS IT RELATES TO COMPOSTING COLLECTION WITH GARRITY RENEWABLES, LLC. ON CITY PROPERTY**

On: 9/16/2024

at: 7:00 p.m.

Ordinance introduced, read first time, ordered posted and public hearing scheduled.

**PUBLIC HEARING**

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

EXPLANATION

Underlining indicates matter added to existing law.

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

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



32           **WHEREAS**, the Havre de Grace Green Team Ltd., an Internal Revenue Code 501c3 tax-  
33 exempt Maryland corporation, (“Green Team”) was established in April 2013 by a group of  
34 volunteers to review, evaluate, and implement sustainable green initiatives; and

35           **WHEREAS**, the Green Team’s goal is to create a “Greener” more sustainable community  
36 within the City of Havre de Grace; and

37           **WHEREAS**, the Green Team and the City entered into a Memorandum of Understanding  
38 (MOU) in May 2020 to explore food waste composting at a collection site on City-owned property  
39 at Hutchins Park, and extended the MOU in January 2021; and renewed the MOU in June 2022;  
40 and

41           **WHEREAS**, the Green Team entered into an Agreement with the City of Havre de Grace  
42 on July 31, 2023 to continue the food waste composting on City-owned property at Hutchins Park;  
43 and

44           **WHEREAS**, the Green Team wishes to renew the Agreement with the City of Havre de  
45 Grace to continue the food waste composting on City-owned property at Hutchins Park; and

46           **WHEREAS**, the Green Team is entering into a contractual agreement with Garrity  
47 Renewables, LLC, a veteran owned business focused on organic waste collection and composting  
48 in Maryland;

49           **NOW THEREFORE**, it is this \_\_\_ day of \_\_\_\_\_, 2024 determined, decided and  
50 ordained by the Mayor and City Council that the Mayor is authorized to enter into an Agreement  
51 with the Havre de Grace Green Team LTD and Garrity Renewables LLC., in a form substantially  
52 similar to that which is attached as **EXHIBIT A** to this Ordinance, for a period of two (2) years,  
53 at which time the Agreement may be renewed at the discretion of the Mayor and City Council of  
54 Havre de Grace.

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

56  
57 SIGNED by the Mayor and attested by the Director of Administration this \_\_\_ day of \_\_\_\_\_,  
58 2024.

59  
60  
61 ATTEST:

MAYOR AND CITY COUNCIL  
OF HAVRE DE GRACE

62  
63  
64  
65 \_\_\_\_\_  
66 Christopher Ricci  
67 Director of Administration

68  
69 \_\_\_\_\_  
70 William T. Martin  
71 Mayor

72 Introduced/First Reading:    9/16/2024  
73 Public Hearing:  
Second Reading/Adopted:  
Effective Date:

1

EXHIBIT A



# City of Havre de Grace

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

410-939-1800

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**AGREEMENT BETWEEN  
HAVRE DE GRACE GREEN TEAM AND  
THE CITY OF HAVRE DE GRACE, MARYLAND**

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This Agreement (“Agreement”) dated the \_\_\_ day of \_\_\_\_\_, 2024 is entered into by the HAVRE DE GRACE GREEN TEAM, LTD., a charitable organization in good standing and organized under the laws of Maryland (“Green Team”), and GARRITY RENEWABLES LLC. (“Garrity”), and the MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, a Maryland municipal corporation ("City"), for the purposes of defining the rights and responsibilities of each party with respect to food waste collection and composting operation by the Green Team on a parcel of land known as Hutchins Park owned by the City. Both parties agree to bind themselves according to the provisions of this Agreement to the extent this Agreement is not inconsistent with the City Code, City Charter or Maryland law.

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The Green Team agrees to:

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1. Ensure that the bins are maintained, and shall keep the area remaining free of debris and clutter that does not belong.
2. Ensure that bins are replaced at least one time per week by the contractor.
3. Maintain and provide the City with a General Liability Policy for the location
4. A contractual agreement with Garrity shall remain in force for the duration of the operation OR the operation may be terminated by any party upon 30 days prior written notice and served upon the other parties.
5. Maintain the signage that depicts the type of waste that may not be disposed; including, without limitation, that no hazardous non-organic items in the bins (glass, bathroom trash, batteries, oils, crab shells, fish or electronics waste) shall be permitted.

30

31

32

33

The City agrees to:

1. Continue to allow composting on a mutually agreed location on City-owned property adjacent to Hutchins Park (see map Attachment 1)
2. Continue to maintain an 8ft. by 12ft., roughly 6 feet tall fenced enclosure with a gate at least 3 feet wide to accommodate up to six composting bins.

34 The enclosure can be locked at night for security purposes provided the city handles the locking  
35 and unlocking. The hours of operation shall be 7 am – 7 pm daily. A key will be provided to  
36 Garrity and the Green Team.

37 Any additional or replacement signage for the enclosure, which the City shall install will be  
38 provided by the Havre de Grace Green Team, Ltd.

39 The City shall not be responsible for any non-compostable matter, contaminated materials, or any  
40 other materials left at the site, which is not associated with the intent of this program.

41 The City shall not be responsible for damaged or stolen compost bins.

42 Any payments for service shall be the responsibility of the Havre de Grace Team Ltd. and Garrity  
43 Renewables, LLC.

44  
45 This Agreement shall be for a term of two (2) years with an annual review to be presented by the  
46 Green Team on or before July 1<sup>st</sup>, and simultaneous with the Green Team’s presentation of the  
47 status of the Food Forest project, the Green Team shall present to the Mayor and City Council an  
48 overview of the successes and failures of the Food Waste Composting Program.

49 The City, at its sole discretion, may terminate this Agreement or amend any portion of the  
50 Agreement at any time and for any reason if it is deemed to be in the best interest of the City.

51  
52 ATTEST: HAVRE DE GRACE GREEN TEAM, LTD

53  
54 \_\_\_\_\_

55  
56 ATTEST: GARRITY RENEWABLES LLC

57  
58 \_\_\_\_\_

59  
60 By: Justen Garrity  
61 Title: Founder/CEO

62  
63 ATTEST: MAYOR AND CITY COUNCIL  
64 OF HAVRE DE GRACE

65  
66 \_\_\_\_\_

67 By: Christopher Ricci By: William T. Martin, Mayor  
68 Director of Administration

69  
70 Approved for legal sufficiency:

71  
72 \_\_\_\_\_

73 April C. Ishak, City Attorney

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Attachment 1

Location of Food Waste Composting

