



COUNCIL MEETING AGENDA

May 6, 2019

7:00 p.m.

Public Hearings:

Ordinance 1016:

AN ORDINANCE BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND, PURSUANT TO THE AUTHORITY PROVIDED BY THE ANNOTATED CODE OF MARYLAND TAX-PROPERTY ARTICLE TITLE 6 AND THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND, FIXING THE TAX RATE FOR THE FISCAL YEAR JULY 1, 2019 TO JUNE 30, 2020 ON EACH ONE HUNDRED DOLLARS (\$100.00) OF ASSESSABLE REAL PROPERTY, PERSONAL PROPERTY; AND PROVIDING AN ADDITIONAL SPECIAL TAX LEVIED WITHIN THE CRITICAL AREA SPECIAL TAXING DISTRICT AND SETTING THE SERVICE CHARGE FOR THE SEMI-ANNUAL PROPERTY TAX PAYMENT OPTION.

Ordinance 1017:

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

Ordinance 1018:

AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE PURSUANT TO THE AUTHORITY GRANTED BY THE MARYLAND CONSTITUTION ARTICLE XI-E, THE LOCAL GOVERNMENT ARTICLE OF THE MARYLAND ANNOTATED CODE, AND CITY CHARTER SECTION 33 AND 34, AMENDING THE CITY CODE SECTION 67: ETHICS

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Opening Prayer:** Pastor Jim Sterner- Webster Church
5. **Approval of the Minutes:**
 - A. Council Meeting Minutes- April 15, 2019
6. **Comments from Citizens on Agenda Items:**
7. **Recognitions:**
 - A. Student of the Month (Presented by Mayor Martin)
 1. Havre de Grace Elementary School: Bella Minerva Flowers
 2. Meadowvale Elementary School: Sarah Weitzel
 3. Havre de Grace Middle School: Cameron Grant
 4. Havre de Grace High School: Alex Gresock
8. **Presentations:**
 - A. Citizens Against Trash Club- Mr. Al Peteraf

9. Appointments: None

10. Oath of Office: (Administered by Mayor Martin)

- A. Auxiliary Police Officers
 - 1. Clifton "Patrick" Cox
 - 2. Rusty Price
 - 3. Ron Woods
 - 4. James Wilkes
 - 5. Matt Croke

11. Resolutions:

A. A Resolution Concerning Offshore Drilling (CM Robertson)

A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND, PURSUANT TO SECTION 33 AND 34 OF THE CITY CHARTER AND THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND TO SUPPORT GOVERNOR LARRY HOGAN'S REQUEST FOR MARYLAND TO BE EXEMPT FROM OFFSHORE DRILLING.

12. Ordinances: None

13. Old Business: None

14. New Business:

- A. Special Events
 - 1. Jazz by the Bay (Havre de Grace High School)- Hutchins Park Tent; May 17, 2019
 - 2. Lock House Pirate Festival- June 15, 2019

15. Directors Report:

- A. Mr. Patrick Sypolt: Director of Administration
- B. Mr. Shane Grimm: Deputy Director of Planning
- C. Mrs. Erika Quesenbery Sturgill: Director of Economic Development
- D. Mr. George DeHority: Director of Finance
- E. Mrs. Teresa Gardner: Director of Public Works
- F. Chief Teresa Walter: Police Department

16. Business from Mayor Martin

17. Business from Council:

- A. Council Member Tomarchio
- B. Council Member Robertson
- C. Council Member Zinner
- D. Council Member Ringsaker
- E. Council Member Martin

18. Business from Council President Glenn:

- A. Motion to enter into closed session to discuss legal matters

19. Comments from Citizens

20. Adjournment

1 ORDINANCE NO. 1016

2
3 AN ORDINANCE CONCERNING:
4 PROPERTY TAX RATES

5
6 **AN ORDINANCE BY THE MAYOR AND CITY COUNCIL OF HAVRE**
7 **DE GRACE, MARYLAND, PURSUANT TO THE AUTHORITY**
8 **PROVIDED BY THE ANNOTATED CODE OF MARYLAND TAX-**
9 **PROPERTY ARTICLE TITLE 6 AND THE LOCAL GOVERNMENT**
10 **ARTICLE OF THE ANNOTATED CODE OF MARYLAND, FIXING**
11 **THE TAX RATE FOR THE FISCAL YEAR JULY 1, 2019 TO JUNE 30,**
12 **2020 ON EACH ONE HUNDRED DOLLARS (\$100.00) OF ASSESSABLE**
13 **REAL PROPERTY, PERSONAL PROPERTY; AND PROVIDING AN**
14 **ADDITIONAL SPECIAL TAX LEVIED WITHIN THE CRITICAL AREA**
15 **SPECIAL TAXING DISTRICT AND SETTING THE SERVICE CHARGE**
16 **FOR THE SEMI-ANNUAL PROPERTY TAX PAYMENT OPTION.**

17
18 **WHEREAS**, The Mayor and City Council of Havre de Grace are authorized by
19 the Local Government Article of the Annotated Code of Maryland and the Tax-Property
20 Article Title 6 of the Annotated Code of Maryland to fix tax rates on all taxable property
21 within City limits, and

22
23 **WHEREAS**, the Mayor and City Council have determined to set the real property
24 tax rate at Fifty-Six and One-Half Cents (\$0.565) on each One Hundred Dollars
25 (\$100.00) of assessable real property on the assessment books of the City of Havre de
26 Grace, Maryland, and

27
28 **WHEREAS**, the Mayor and City Council have determined to set the personal
29 property tax rate at One Dollar Seventy and One-Half Cents (\$1.705) on each One
30 Hundred Dollars (\$100.00) of assessable personal property on the assessment books of
31 the City of Havre de Grace, Maryland, and to grant a one year tax credit of one thousand
32 dollars (\$1,000.00) for personal property tax payers, and

33
34 **WHEREAS**, the Mayor and City Council have determined to set the real property
35 tax rate at an additional Four and Four-Tenths Cents (\$0.044) on each One Hundred
36 Dollars (\$100.00) of assessable real property (but not personal property) on the
37 assessment books of the City of Havre de Grace, located within the Critical Area Taxing
38 District, and

39
40 **WHEREAS**, the Mayor and City Council have determined to set the service
41 charge applicable to the semi-annual property tax payment option at Seventy Five One
42 Hundredth Percent (0.75%) of the amount of tax due at the second installment.

43
44 **THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE** establish the
45 following tax rates for the City of Havre de Grace for the fiscal year July 1, 2019 through
46 June 30, 2020.

1
2 Section 1. BE IT ENACTED AND ORDAINED BY THE MAYOR AND CITY
3 COUNCIL OF HAVRE DE GRACE that the tax rate generally applicable throughout the
4 City of Havre de Grace for the fiscal year beginning July 1, 2019 and ending June 30,
5 2020 be and is hereby fixed at Fifty-Six and One-Half Cents (\$0.565) on each One
6 Hundred Dollars (\$100.00) of assessable real property on the assessment books of the
7 City of Havre de Grace, Maryland.

8
9 Section 2. BE IT ENACTED AND ORDAINED BY THE MAYOR AND CITY
10 COUNCIL OF HAVRE DE GRACE, that the tax rate generally applicable throughout
11 the City of Havre de Grace for the fiscal year beginning July 1, 2019 and ending June 30,
12 2020 be and is hereby fixed at One Dollar Seventy and One-Half Cents (\$1.705) on each
13 One Hundred Dollars (\$100.00) of assessable personal property on the assessment books
14 of the City of Havre de Grace, Maryland and to grant a one-time tax credit of one
15 thousand dollars (\$1,000.00) for personal property tax payers for this tax year.

16
17 Section 3. BE IT FURTHER ENACTED AND ORDAINED BY THE MAYOR
18 AND CITY COUNCIL OF HAVRE DE GRACE, that the tax rate generally applicable
19 throughout the City of Havre de Grace for the fiscal year beginning July 1, 2019 and
20 ending June 30, 2020 be and is hereby fixed to be an additional Four and Four-Tenths
21 Cents (\$0.044) on each One Hundred Dollars (\$100.00) of assessable real property (but
22 not personal property) on the assessment books of the City of Havre de Grace, located
23 within the Critical Area Taxing District.

24
25 Section 4. BE IT FURTHER ENACTED AND ORDAINED BY THE MAYOR
26 AND CITY COUNCIL OF HAVRE DE GRACE, that the service charge applicable to
27 the semi-annual property tax payment option shall be Seventy Five One Hundredth
28 Percent (0.75%) of the amount of tax due at the second installment.

29
30 Section 5. AND BE IT FURTHER ENACTED AND ORDAINED that this
31 Ordinance shall take effect as of July 1, 2019 and the Director of Finance be and is
32 hereby authorized to enforce payment of the aforesaid taxes in accordance with
33 applicable law.

34
35 ATTEST:

THE MAYOR AND CITY COUNCIL
OF HAVRE DE GRACE

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41 _____
42 PATRICK D. SYPOLT
43 DIRECTOR OF ADMINISTRATION

WILLIAM T. MARTIN, MAYOR

44 First Reading: 4/15/2019
45 Public Hearing: 5/06/2019
46 Second Reading/Adoption: 5/20/2019

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ORDINANCE NO. 1017

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

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

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

WHEREAS, the Water/Sewer Commission, on February 19, 2019 delivered to the Mayor and City Council its recommendations on changes to be made to the rate and charge structure;

NOW, THEREFORE, BE IT ENACTED, in accordance with the authority vested in the Mayor and City Council of Havre de Grace, by law and the Charter of the City of Havre de Grace, that the terms and conditions of this Ordinance be and the same is hereby adopted for the purpose of establishing the City water and sewer rates for the fiscal years July 1, 2019 to June 30, 2020, July 1, 2020 to June 30, 2021, and July 1, 2021 to June 30, 2022 as follows:

1. The terms and provisions of City Code Chapter 196 and its Exhibit A, which contains a schedule listing all of the rates, charges or fees that the Mayor and City Council authorizes and imposes in connection with the City Water and Sewer System, are hereby reenacted and incorporated herein by reference without change, except for the following:
2. In Section 196-1 entitled "Cost Schedule" delete the language in its entirety and replace it with the following:

A. The attached Exhibit A to Chapter 196 of the Code, entitled "Havre de Grace Water and Sewer Cost Schedule," is a schedule listing all of the rates, charges and fees that the Mayor and City Council of Havre de Grace authorize and impose in connection with the City water and sewer system for the period beginning July 1, 2019, and ending June 30, 2020, the basic metered water and sewer charges for the period beginning July 1, 2020, and July 1, 2021, and the basic metered water and sewer charges for the period beginning July 1, 2020,

1 and July 1, 2021, together with certain procedures as to the applicability and
2 collection of the water and sewer rates, capital cost recovery charges, fees and
3 service participation fees, which Exhibit A is hereby amended and shall be
4 enacted to read as set forth below.

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

7 Beginning July 1, 2019, the basic rate for City water service shall be \$ 6.20
8 per 1,000 gallons delivered. Beginning July 1, 2020, the basic rate for City
9 water service shall be \$6.20 per 1,000 gallons delivered. Beginning July 1,
10 2021, the basic rate for City water service shall be \$ 6.20 per 1,000 gallons
11 delivered. Such users shall pay the basic rates in effect when billed. User
12 charges shall be payable quarterly upon receipt of bill.

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

15 Beginning July 1, 2019, the basic rate for City sewer service shall be \$9.30
16 per 1,000 gallons of water delivered. Beginning July 1, 2020, the basic rate
17 for City sewer service shall be \$9.30 per 1,000 gallons delivered. Beginning
18 July 1, 2021, the basic rate for City sewer service shall be \$9.30 per 1,000
19 gallons delivered. Such users shall pay the basic rate in effect when billed.
20 Non-metered users shall pay a flat fee of \$180.00 per dwelling unit per
21 quarter. All user charges shall be payable quarterly upon receipt of bill.

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

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

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

35 The charges are as follows:

36 Residential Units:

- 37 1. Water - \$5,300, July 1, 2019 to June 30, 2020 per unit
38 2. Sewer - \$13,200, July 1, 2019 to June 30, 2020 per unit

1 Commercial/Industrial Units:

- 2 1. Charge determined by calculation of water use and type of sewer
3 production above and beyond one residential capital cost recovery
4 charge which is the minimum fee.
- 5 2. Charge for fire suppression use: Any commercial sprinkler system,
6 stand pipe system, or combination thereof, will be assessed a capital
7 cost recovery charge for water only. Charges will be based upon
8 units of flow and charged at the residential rate per unit. One unit
9 will be equal to a flow rate of 220 gallons per minute (220 gpm)
10 (i.e., 1 to 220 gpm will equal 1 unit; 221 to 440 gpm will equal 2
11 units; 441 to 660 gpm will equal 3 units; 661 to 880 gpm will equal
12 4 units; and so on). A unit will be calculated using a factor of 10%
13 of the total peak flow of the entire sprinkler system, stand pipe
14 system or a total combination of both systems. All commercial
15 sprinkler systems and stand pipe systems will be supplied by a
16 dedicated line from the street main and shall be equipped with the
17 proper back flow preventers and a meter. Upon installation, the
18 customer will be responsible for all charges associated with the
19 connection to the City water system. Each installed system will have
20 the meter read quarterly and will be billed for the base service
21 charge, as hereinafter defined in Paragraph 10, and any gallons used.

22 E. In Exhibit A Section Ten entitled “Base Service Charge”, shall be retitled “Base
23 Service Charge and Infrastructure Reinvestment Program Charge.” Delete the
24 language in its entirety and replace it with the following:

25 A. A base service charge will be included on each quarterly water
26 and/or sewer bill. The amount of the charge will be based upon the
27 size of the water meter connected to the City water system and the
28 rates in effect beginning July 1, 2019, are as follows:

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

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

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6 C. An Infrastructure Reinvestment Program service charge will be included on
7 each quarterly water and/or sewer bill. The amount of the charge will be based
8 upon the size of the water meter connected to the City water system and the
9 rates in effect beginning July 1, 2019, are as follows:

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

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

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26 **BE IT FURTHER ENACTED AND ORDAINED** that this Ordinance shall take effect
27 on July 1, 2019.

28
29 ATTEST:

MAYOR AND CITY COUNCIL OF
HAVRE DE GRACE, MARYLAND

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33 _____
34 PATRICK D. SYPOLT
35 DIRECTOR OF ADMINISTRATION

WILLIAM T. MARTIN, MAYOR

36 Introduced – April 15, 2019

- 1 Public Hearing – May 6, 2019
- 2 Adopted – May 20, 2019
- 3 Legislative History:
- 4 Ordinance No. 805, Adopted February 1, 1999
- 5 Ordinance No. 809, As Amended, Adopted June 21, 1999
- 6 Ordinance No. 809, As Amended, Adopted March 20, 2000
- 7 Ordinance No. 809, As Amended, Adopted October 1, 2001
- 8 Ordinance No. 841, Adopted June 2, 2003
- 9 Ordinance No. 859, Adopted June 7, 2004
- 10 Ordinance No. 865, Adopted June 6, 2005
- 11 Ordinance No. 879, Adopted June 5, 2006
- 12 Ordinance No. 883, Adopted December 4, 2006
- 13 Ordinance No. 887, Adopted April 16, 2007
- 14 Ordinance No. 890, Adopted June 4, 2007
- 15 Ordinance No. 894, Adopted May 5, 2008
- 16 Ordinance No. 905, Adopted May 18, 2009
- 17 Ordinance No. 916, As Amended, Adopted May 17, 2010
- 18 Ordinance No. 931, As Amended, Adopted June 6, 2011
- 19 Ordinance No. 939, As Amended, Adopted May 21, 2012
- 20 Ordinance No. 947, As Amended, Adopted May 20, 2013
- 21 Ordinance No. 955, As Amended, Adopted June 2, 2014
- 22 Ordinance No. 969, As Amended, Adopted June 1, 2015
- 23 Ordinance No. 981, As Amended, Adopted May 16, 2016
- 24 Ordinance No. 989, As Amended, Adopted May 15, 2017
- 25 Ordinance No. 1003, Adopted, May 21, 2018

196 Attachment 1

EXHIBIT A
HAVRE DE GRACE
WATER AND SEWER COST SCHEDULE
(As Amended)

1. WATER SERVICE WITHIN THE CITY. Beginning July 1, 2019, the basic rate for City water service shall be \$6.20 per 1,000 gallons delivered. Beginning July 1, 2020, the basic rate for City water service shall be \$6.20 per 1,000 gallons delivered. Beginning July 1, 2021, the basic rate for City water service shall be \$6.20 per 1,000 gallons delivered. Such users shall pay the basic rates in effect when billed. User charges shall be payable quarterly upon receipt of bill. [Amended 5-18-2009 by Ord. No. 905; 5-17-2010 by Ord. No. 916; 6-6-2011 by Ord. No. 931; 5-21-2012 by Ord. No. 939; 5-20-2013 by Ord. No. 947; 6-2-2014 by Ord. No. 955; 6-1-2015 by Ord. No. 969; 5-16-2016 by Ord. No. 981; 5-15-2017 by Ord. No. 989, 5-21-2018 by Ord. No. 1003, and 5-20-2019 by Ord. No. 10##].
2. BULK WATER PURCHASES. Beginning July 1, 2018, such users shall pay the basic rate for water with a minimum purchase of 2,000 gallons of water. Bulk purchase charges shall be billed monthly with a \$25 administrative charge per bill. [Amended 6-1-2015 by Ord. No. 969].
3. CITY SEWER CHARGES WITHIN THE CITY. Beginning July 1, 2019, the basic rate for City sewer service shall be \$9.30 per 1,000 gallons of water delivered. Beginning July 1, 2020, the basic rate for City sewer service shall be \$9.30 per 1,000 gallons delivered. Beginning July 1, 2021, the basic rate for City sewer service shall be \$9.30 per 1,000 gallons delivered. Such users shall pay the basic rate in effect when billed. Non-metered users shall pay a flat fee of \$180.00 per dwelling unit per quarter. All user charges shall be payable quarterly upon receipt of bill. [Amended 5-18-2009 by Ord. No. 905; 5-17-2010 by Ord. No. 916; 6-6-2011 by Ord. No. 931; 5-21-2012 by Ord. No. 939; 5-20-2013 by Ord. No. 947; 6-2-2014 by Ord. No. 955; 6-1-2015 by Ord. No. 969; 5-16-2016 by Ord. No. 981; 5-15-2017 by Ord. No. 989 and 5-21-2018 by Ord. No. 1003 and 5-20-2019 by Ord. No. 10##].
4. WATER OR SEWER USERS OUTSIDE OF THE CITY.
 - A. Current users of City water or sewer service, whose property is located outside of the City limits, and connected prior to July 1, 1999, shall pay 200% of the basic rate in effect when used. All user charges shall be paid quarterly upon receipt of the bill.
 - B. Users whose property is located outside of the City limits and which is connected to the City water or sewer service after July 1, 1999, shall pay the basic rate in effect when used, and in addition, shall be required to enter into a service contract and shall pay a service participation assessment equal to 75% of the City property tax if the property were located within the City. All user charges shall be paid quarterly upon receipt of the bill.
 - C. Anything contained in this Schedule to the contrary notwithstanding, in accordance with the May 18, 2001, Settlement Agreement between Harford County, Maryland, the Mayor and City Council of Havre de Grace, the Maryland Public Service Commission, and certain County property owners (the "PSC Agreement"), the following clarifications are hereby adopted to this Paragraph 4 of Schedule to ensure compliance with the PSC Agreement:
 - (i) The seventy-five-percent service participation assessment shall apply only to the parcels of land located in the County which are connected to the City water system after July 1, 1999. Owners of parcels of land in the County connected to the City water supply

system prior to July 1, 1999 ("current County customers"), are exempt from the seventy-five-percent service participation assessment; however, such owners shall pay the base service fee and 200% of the basic water rate in effect when used.

- (ii) The current County customers are also exempt from paying current capital cost recovery charges, past connection charges and past service contract charges. Only County users connected to the City water system after July 1993 are required to pay the user benefit assessment.
- (iii) The term "user" as it appears in this Schedule A includes a current County customer, and includes the current owner and future owner of the property benefited by the City water system.
- (iv) Any current County customers who either: (1) subdivide their property to create one new lot or parcel, to which they seek water service; or (2) request a new connection to one already subdivided lot or parcel that was previously not connected to the City water system; or (3) request a new connection to one other building on the property that was previously not connected to the City water system, shall not be assessed the seventy-five-percent service participation assessment. The new connection shall be required to pay all of the other charges, namely: capital cost recovery charges; connection charges; user benefit assessment; base service fee; water meter charges; service contract charges; plus 200% of the basic water rate in effect when used. The City will not "grandfather" parcels that are then subdivided into many parcels with water service provided by the City.
- (v) The seventy-five-percent service participation assessment shall not apply to County residents who are forced to connect to the City water system by order or requirement of the Harford County Health Department or Maryland Department of the Environment ("MDE"); however, said owner or the MDE, where it so consents, shall be responsible for all other charges, namely: capital cost recovery charges; connection charges; user benefit assessment; base service fee; water meter charges; service contract charges; plus 200% of the basic water rate in effect when used.

D. Beginning January 7, 2019, only those addresses that are within the corporate limits of the City of Havre de Grace shall be provided with sewer service. Any addresses outside the corporate limits of Havre de Grace receiving sewer services prior to January 7, 2019, shall not be effected. [Added 1-7-2019 by Ord. No. 1010]

5. CAPITAL COST RECOVERY CHARGES. [Amended 5-18-2009 by Ord. No. 905; 5-17-2010 by Ord. No. 916; 5-2-2011 by Ord. No. 927; 5-20-2013 by Ord. No. 949; 6-1-2015 by Ord. no. 969; 5-21-2018 by Ord. No 1003; and 5-20-2019 by Ord. No. 10###]

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

B. Capital Cost Recovery Charges are not applicable to the replacement of a residence or the redevelopment of a property, provided such replacement or redevelopment occurs within three years from the disconnection from the water and/or sewer system prior to the issuance of a use and occupancy permit, and the replacement or redevelopment of the property does not increase the demand on the system as determined by fixture unit calculations. [Amended 6-1-2016 by Ord. 9695-15-2017 by Ord. No. 989, 5-21-2018 by Ord. No. 1003 and 5-20-2019 by Ord. No. 10###].

C. The charges are as follows:

1. Residential Units: [Amended 5-18-2009 by Ord. No.905, 5-17-2010 by Ord. No.916, 6-1-2015 by Ord. No.969, 5-21-2018 by Ord. No. 1003, and 5-20-2019 by Ord. No. 10##]
 - a. Water - \$5,300, July 1, 2019 to June 30, 2020, per unit
 - b. Sewer - \$13,200, July 1 to June 30, 2020 per unit
2. Commercial/Industrial Units:
 - a. Charge determined by calculation of water use and type of sewer production above and beyond one residential capital cost recovery charge which is the minimum fee.
3. Fire suppression use:
 - a. Any commercial sprinkler system, stand pipe system, or combination thereof, will be assessed a capital cost recovery charge for water only. Charges will be based upon units of flow and charged at the residential rate per unit. One unit will be equal to a flow rate of 220 gallons per minute (220 gpm) (i.e., 1 to 220 gpm will equal 1 unit; 221 to 440 gpm will equal 2 units; 441 to 660 gpm will equal 3 units; 661 to 880 gpm will equal 4 units; and so on). A unit will be calculated using a factor of 10% of the total peak flow of the entire sprinkler system, stand pipe system or a total combination of both systems. All commercial sprinkler systems and stand pipe systems will be supplied by a dedicated line from the street main and shall be equipped with the proper back flow preventers and a meter. Upon installation, the customer will be responsible for all charges associated with the connection to the City water system. Each installed system will have the meter read quarterly and will be billed for the base service charge, as hereinafter defined in Paragraph 10, and any gallons used.

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

A. A connection charge shall be charged and payable upon application for a building permit for all new construction. For previously unconnected units, or, if no building permit is required, the connection charge will be payable prior to the installation or connection. Any costs resulting from any reconstruction requiring the installation of a new line shall be paid by the user, subject to any credits as determined by the Department of Public Works. Installation of new sewer service by the City shall be from the property line, as determined by the City, to the main sewer line, up to 70 feet of new pipe. New water or sewer service includes one initial visit to connect to water or sewer main; return visits caused by customer delays will result in an additional service charge of \$100 per visit.

1. "IN-FILL" CONSTRUCTION: The City's Department of Public Works shall assume all installations of new water and/or sewer services on any "in-fill" construction where a lot (subdivided or not) will create three or less connections or on those "in-fill" lots (subdivided or not) whereby the Director of DPW and Director of Planning agree the City should make connections from the property line, as determined by the City, to the main water or sewer line. The material and labor costs are as follows:

A) Water - one inch line:

- a. Located less than or equal to four feet in depth: \$3,606.
- b. Located greater than four feet in depth: \$4,123.

c. Abandoned at the main: \$1,200.

B) Sewer -- six inch line:

a. Located less than or equal to five feet in depth: \$2,872.

b. Located greater than five feet in depth: \$3,446.

c. Lateral abandoned at the main: \$1,200.

2. The connection charge does not include an extension of the existing water or sewer main; it includes ONLY the service connection. New water or sewer service includes one initial visit to connect water or sewer main; return visits caused by customer delays will result in an additional service charge of \$100 per visit.

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

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

A. Water meter charges are payable upon application for a building permit or, if no permit is required, prior to the installation of each new meter. If, after application, a building permit is not issued, the water meter charges shall be refunded, less an administrative charge of \$100.

B. The service charges listed are not for new infill construction (See Section 6A1 of this schedule.) and are quoted as minimum charges and may be subject to increase based upon the time and materials needed to perform all work necessary for that operation; labor charges are based on a rate of \$50 per hour or portion thereof per person.

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

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

A. Service charges note: All service fees listed in this schedule are quoted as minimum charges and may be subject to increase based upon the time and materials needed to perform all work

necessary for that operation; labor charges are based on a rate of \$50 per hour or portion thereof per person.

Type	Charge
(**At customer's request)	
**Water turn on/off (includes two trips: one on, one off, or vice versa)	\$25
Water shutoff due to nonpayment	\$25
Water turn on after nonpayment satisfied	\$25
**Water meter calibration	\$50
**Water leak check	\$25
**Water meter reading	\$25
**After-hours water service	\$50
Waterline disconnect without curb stop	\$1,200
Waterline disconnect with curb stop	\$250
Sewer line disconnects:	
Without cleanout (Labor and Materials additional)	\$500
Abandonment or demolitions	\$1,200

8. INDUSTRIAL PRETREATMENT CHARGES. All significant industrial users and all persons who discharge industrial wastewater containing pollutants in concentrations in excess of that specified in the Havre de Grace Water and Sewers Ordinance (as amended from time to time) shall pay a pretreatment monitoring surcharge of \$0.50 per 1,000 gallons of metered water.
9. BOD SURCHARGES. All significant industrial users who discharge industrial wastewater containing BOD in concentrations in excess of 200 milligrams per liter shall pay a BOD surcharge in the amount of \$0.50 per pound of BOD discharged in excess of 200 milligrams per liter. The BOD surcharge shall be assessed on the average BOD concentration less the permitted concentration of 200 milligrams per liter. The average BOD concentration shall be determined by the Director of Public Works through periodic sampling in a manner and frequency determined by the Director.
10. BASE SERVICE CHARGE AND INFRASTRUCTURE REINVESTMENT PROGRAM CHARGE. [Amended 5-18-2009 by Ord. No. 905; 5-17-2010 by Ord No. 916; 6-6-2011 by Ord.No. 931; 6-1-2015 by Ord. No. 969; 5-15-2017 by Ord. No. 989, 5-21-2018 by Ord. No. 1003 and 5-20-2019 by Ord. No. 10##].
- A. A base service charge will be included on each quarterly water and/or sewer bill. The amount of the charge will be based upon the size of the water meter connected to the City water system and the rates in effect beginning July 1, 2019, are as follows:

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

- B. Any water meter connected to the City water system that is used solely for the purpose of supplying a fire suppression system, regardless of the meter size, shall be charged the base service charge as a one-inch meter.
- C. An Infrastructure Reinvestment Program service charge will be included on each quarterly water and/or sewer bill. The amount of the charge will be based upon the size of the water meter connected to the City water system and the rates in effect beginning July 1, 2019, are as follows:

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

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

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

- A. Prior to April 1, 2004

- (i) Residential Units.

- (a) Residential water- \$1,750 per unit
- (b) Residential sewer - \$1,750 per unit

An installment payment toward the assessment in the amount of \$70 is due and payable on July 1 of each year following the year of the initial \$70 installment payable at the time of building permit, and shall apply for a period of 24 years beyond the initial payment. At the request of the user, the user benefit assessment may be paid in lump sum rather than over a twenty-five-year period and shall be discontinued after full payment.

- (ii) Commercial Units. Payable prior to the issuance of a building permit.

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

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

- (i) Residential Units: payable prior to issuance of a building permit.

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

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

- C. On or after January 1, 2007

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

12. SERVICE CONTRACT CHARGES. Service contract charges for users that are not City residents who are connected after July 1, 1999, include one-time charges for administrative expenses equal to \$200, attorney's fees of \$250 and any reasonable costs or expenses, including, but not limited to, costs and expenses for acquisition of rights-of way, engineering, construction or surveying.
13. COLLECTION. A late charge equal to 1.5% per month shall be added to any amount unpaid and outstanding thirty (30) days after billing and monthly thereafter until the outstanding amount is paid in full. The rates and charges set forth in this chapter and schedule are chargeable against all property that is connected to any water or sewer pipe that the City owns or supervises. All charges assessed under this chapter, including principal rates and charges, interest, and collection costs, shall be collected and secured in the same manner as general ad valorem taxes and shall be subject to the same penalties and the same procedure, sale and lien priority in case of delinquency, as is provided for ad valorem taxes. Additionally, all charges assessed under this chapter, including principal rates and charges, interest, and collection costs, shall be subject to the same penalties for overdue taxes, including additional penalties, provided for in Chapter 177, Article III, of the City Code. The responsible party shall pay collection costs, including the City's actual attorney fees, should the City engage the services of any attorney to collect an unpaid bill. [Amended 6-6-2011 by Ord. No. 931]
14. DISCONNECTION CHARGES -INCENTIVE PROGRAM. After completion of an application, and acceptance of the same by the City Planning Department, other than the demolition permit fee, the City shall not charge the costs and fees for waterline or sewer line disconnections where a single-family detached dwelling or a duplex dwelling is demolished and rebuilt and a use and occupancy permit is issued for the rebuilt dwelling on the same lot within four years of the date of the demolition permit. The City shall not charge for meter removal or in kind meter reinstallation on the same conditions noted above. Notwithstanding anything stated hereinabove, the City shall provide a one for one credit for water and sewer capital cost recovery charges for any demolition and rebuild that meets the above requirements. The City shall provide the property owner with a list of all of the charges and fees that were eligible to be waived under this incentive program. Should any use and occupancy permit not be issued within the abovementioned four-year period, the City shall place a lien against the property for all of the City's expenses and fees that otherwise would have been charged. This incentive program shall begin January 1, 2015, and expire on December 31, 2020. [Added 12-1-2014 by Ord. No. 963].

AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF THE CITY OF HAVRE DE GRACE PURSUANT TO THE AUTHORITY GRANTED BY THE MARYLAND CONSTITUTION ARTICLE XI-E, THE LOCAL GOVERNMENT ARTICLE OF THE MARYLAND ANNOTATED CODE, AND CITY CHARTER SECTION 33 AND 34, AMENDING THE CITY CODE SECTION 67: ETHICS

WHEREAS, the Mayor and City Council of Havre de Grace (“Council”) has by Resolution 2018-13 adopted an Anti-Harassment, Anti-Discrimination, and Anti-Intimidation Policy (“Policy”) applicable to members of City Council, City Commissions, Committees and Boards; and

WHEREAS, the Council held a public work session on August 29, 2018 to amend Ordinance 1008, dealing with a similar amendment to the Ethics Code; and

WHEREAS, due to the additional time needed to amend Ordinance 1008, and receive the State Ethics Commission approval to amend the Ethics Code, Ordinance 1008 was not enacted within 180 days and was deemed to have failed pursuant to Charter Section 19D;

WHEREAS, the Council seeks to amend the Ethics Code to permit enforcement of the Policy as permitted by the State Ethics Commission letter dated February 24, 2019; therefore

BE IT ORDAINED that City Code Chapter 67: Ethics (“Ethics Code”) shall be amended with new language added as shown below in **bold underscore** and shall otherwise remain unchanged.

Add new subsection “P” under Section 67-3 titled “Prohibited Conduct; Conflicts of Interest,” as follows:

P. Anti-Harassment, Anti-Discrimination, Anti-Intimidation Policy.

It is the policy of the City of Havre de Grace, Maryland, to maintain a

1 work and meeting environment in which all individuals are treated with
2 respect and dignity. Harassment, whether verbal or non-verbal, physical,
3 or environmental, is unacceptable and will not be tolerated by the City of
4 Havre de Grace. The Mayor and City Council of Havre de Grace has
5 adopted by Resolution an Anti-harassment, Anti-discrimination, and
6 Anti-intimidation Policy, as recommended by the Ethics Commission
7 which more specifically enumerates the prohibited conduct. Any
8 violations of the Policy shall be subject to enforcement and potential
9 penalties as set forth in Section 67-7G of the Ethics Code.

10
11 Add a new subsection "G" to Section 67-7 titled "Enforcement; violations and
12 penalties":

13 G. The Anti-Harassment, Anti-Discrimination, Anti-Intimidation Policy
14 ("Policy") shall be enforced in the following manner:

15 (1) A complaint regarding a violation of the Code of Conduct may
16 be filed with the Mayor, the Ethics Commission Chair or Member,
17 Human Resources Officer, the Director of Administration, or the
18 City Attorney.

1 (2) Upon receiving a complaint, the person receiving the complaint
2 must forward the complaint to the Director of Administration for
3 safe keeping. The Director of Administration will notify The
4 Chairman of Ethics Commission to schedule an Ethics Commission
5 meeting and review. The Ethics Commission may take one of the
6 following actions depending on the circumstances of the alleged
7 violations of law or policy:

8 (a) Take no action; or

9 (b) Initiate an investigation of the allegations before
10 considering any discipline identified in this Ordinance; or

11 (c) Based upon substantive evidence, take one of the
12 disciplinary actions identified in this Ordinance after finding
13 a violation of this Ordinance occurred:

14 (i) Admonition. A warning or reminder that the
15 conduct is in violation of the Policy Admonition may be
16 issued by the Ethics Commission subsequent to a
17 review for legal sufficiency by the City Attorney
18 (subject to recusal) before any findings of fact
19 regarding allegations, and because it is a warning or

1 reminder, would not necessarily require an
2 investigation or separate hearings. This form of action
3 may be applied to all elected and/or appointed City
4 Officials, reminding them that a particular type of
5 behavior is in violation of the Policy.

6
7 (ii) Sanction. A sanction is defined as a penalty or
8 punishment provided as a means of enforcing
9 obedience to the Policy. Sanction may be directed to a
10 particular elected and/or appointed City Official based
11 on a particular action (or set of actions) that is
12 determined to be in violation of the Policy. A sanction
13 may be issued based upon an Ethics Commission
14 review subject to a legal review for sufficiency by the
15 City Attorney (subject to recusal) and consideration of
16 a written allegation of a Policy violation. The member
17 accused of a violation will have an opportunity to
18 provide a written response to the allegation.

1 (iii) Censure. Censure is an official reprimand,
2 condemnation or rebuke. It is a formal disciplinary
3 procedure and is a drastic step reserved for a serious
4 situation. The Ethics Commission may recommend
5 Censure to the City Council after consideration of a
6 written allegation of a Policy violation. The
7 recommendation is subject to a review for legal
8 sufficiency by the City Attorney (subject to recusal). It
9 may be applied to the elected and/or appointed City
10 Officials. Censure is a punitive action, which serves as
11 a penalty imposed for wrongdoing, but it carries no
12 fine or suspension of the rights of the member as an
13 elected and/or appointed official. To protect the
14 overriding right to freedom of speech, the Ethics
15 Commission cannot recommend censure of elected
16 and/or appointed City Officials solely for the exercise
17 of his or her First Amendment rights.

18 However, nothing can be construed to prohibit the
19 Ethics Commission from collectively condemning and

1 expressing their strong disapprobation of such
2 remarks.

3 i. Because of the severity of censure, a decision to
4 censure requires the adoption of a Resolution
5 stating the findings with regard to the specific
6 charges, based on substantial evidence, and
7 approved by the eligible voting City Council
8 Members in the affirmative with no more than
9 one negative vote or abstention.

10 ii. In the event the complaint is against a City
11 Council Member, a decision to censure requires
12 the adoption of a Resolution stating the findings
13 with regard to the specific charges, based on
14 substantial evidence, and unanimous approval
15 by the City Council voting members with the
16 accused City Council Member abstaining from
17 the vote.

18 iii. The recommendation to censure by the Ethics
19 Commission shall be voted upon by the City

1 Council within 30 days of the date of the
2 Commission's decision. In the event that either
3 party has additional pertinent facts, the Ethics
4 Commission may reconsider its
5 recommendation prior to the City Council vote.
6 If an additional or amended recommendation is
7 issued by the Ethics Commission, then the 30 day
8 period shall commence from the date of the
9 additional or amended recommendation.

10 (3) If the City Council censures one of its members, elected and/or
11 appointed City Officials it can also take the following actions:

12 (a) Remove the Council Member, elected and/or appointed
13 City Official from a City board or commission; or

14 (b) Remove the Council Member, elected and/or appointed
15 City Official from an independent board or commission
16 other than the City if allowed by the by-laws of that board or
17 commission (e.g., regional boards); or

18 (c) Request for an apology to the Mayor, City Council and/or
19 the appointed official, the complainant, or all the above;

1 **(d) Remove access privileges to City Hall other than for areas**
2 **that are publicly accessible; and**
3 **(e) Such additional actions that may be available through**
4 **judicial intervention.**

5
6
7

8 ATTEST:

MAYOR AND CITY COUNCIL OF
HAVRE DE GRACE, MARYLAND

10

11

12 _____
13 Patrick D. Sypolt,
14 Director of Administration

William T. Martin, Mayor

15 First Reading: _____
16 Public Hearing: _____
17 Second Reading/Adoption: _____

18

19 Legislative History: Resolution 2018-13; Ordinance 1008.



Council Meeting Minutes
April 15, 2019

The regular meeting of the Mayor and City Council was called to order on April 15, 2019 at 7:07 p.m. with Mayor Martin presiding and the following Council Members present: Council Member's, Martin, Robertson, Tomarchio, Ringsaker and Zinner. CP Glenn arrived at 7:45pm. The Pledge of Allegiance was led by Mayor Martin and the opening prayer was led by Pastor Mary Whitehead. A motion was made by Council Member Robertson and seconded by Council Member Martin to approve the council meeting minutes of April 1, 2019. Motion carries 5-0

Comments from citizens on agenda items:

William Watson- Giles Street- encourages council to adopt the Ethics Ordinance.

Sandy Gallion- 3500 Level Road; asks for the support of the Harbor of Strength Memorial Run.

Kirk Smith 120 S. Washington St. - asked questions on Ordinance 1014- specifically dispensation - supports this ordinance and microbreweries.

William Watson- Giles Street- supports the nonpartisan resolution.

Kirk Smith - 120 S Washington St- does not support the nonpartisan resolution.

Lewis Fillinger- 351 Lewis Lane- Asked Council to support the Halloween Parade.

Chip Paradis- Redhead Way- Water and Sewer Rate- spoke on the participation fee and would like council to eliminate.

Recognitions:

A proclamation was presented to Tevis Hoke for celebrating his 100th Birthday. Mayor Martin and City Council proclaimed April 16, 2019 as Ted Hoke Day in the City of Havre de Grace.

Presentations:

David Craig presented Lafayette Plates to Mayor Martin and asked they be displayed in City Hall.

The Look of Love Ministry of St. James A.M.E Church and SARC presented on Domestic Violence and offered ways to assist victims.

Ron Browning and Judy Plitt presented the HPC awards to the Lock House Museum- The Barnes- Hopper house at 701 N. Adams Street and the Rifle House at 817 N. Juanita St.

Carolyn Zinner- Presented the Wage and Benefit Commission Annual report.

Resolutions:

A Resolution concerning small wireless facilities

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND, ESTABLISHING AND ADOPTING DESIGN GUIDELINES IN ACCORDANCE WITH CITY CODE CHAPTER 145: RIGHTS- OF -WAY; INSTALLATION OF FACILITIES.

A motion was made by Council Member Ringsaker and seconded by Council Member Martin to introduce Resolution 2019-06; motion carries 6-0.

After the header was read and assigned a number- a motion was made by Council Member Zinner to add the following verbiage to section E- Design Guidelines: no component to support small cell facility to be located at ground level in a horizontal fashion- seconded by CM Robertson.

Under the question, a motion was made by CM Ringsaker to amend CM Zinner amendment- to use the following verbiage- no accessory shall be added to the small cell facility at the ground level in a horizontal fashion- seconded by CM Tomarchio- motion carries 6-0. On roll call vote, Resolution 2019-06 as amended passes 6-0.

Mayor Martin suggested a five minute recess-at 8:45 no objections from Council. Reconvened at 8:58pm

Ordinances:

Ordinance 1014: An Ordinance concerning Zoning: Second Reading and Adoption

AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF THE CITY OF HAVRE DE GRACE PURSUANT TO THE AUTHORITY PROVIDED BY THE MARYLAND CONSTITUTION ARTICLE XI-E, THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND, AND CITY CHARTER SECTIONS 33 AND 34 AMENDING THE CITY CODE CHAPTER 205: ZONING AS IT RELATES TO BREWERIES, WINERIES, AND DISTILLERIES IN THE RB/RESIDENTIAL BUSINESS DISTRICT AND HOTELS IN THE RB/RESIDENTIAL BUSINESS DISTRICT.

A motion was made by Council Member Ringsaker and seconded by Council Member Martin to introduce Ordinance 1014 on second reading, motion carries 6-0. After the header was read into the record, a motion was made by Council Member Ringsaker and seconded by Council Member Tomarchio to adopt Ordinance 1014. Motion carries 6-0.

An Ordinance concerning the FY20 Tax Rate

AN ORDINANCE BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND, PURSUANT TO THE AUTHORITY PROVIDED BY THE ANNOTATED CODE OF MARYLAND TAX-PROPERTY ARTICLE TITLE 6 AND THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND, FIXING THE TAX RATE FOR THE FISCAL YEAR JULY 1, 2019 TO JUNE 30, 2020 ON EACH ONE HUNDRED DOLLARS (\$100.00) OF ASSESSABLE REAL PROPERTY, PERSONAL PROPERTY; AND PROVIDING AN ADDITIONAL SPECIAL TAX LEVIED WITHIN THE CRITICAL AREA SPECIAL TAXING DISTRICT AND SETTING THE SERVICE CHARGE FOR THE SEMI-ANNUAL PROPERTY TAX PAYMENT OPTION.

A motion was made by Council Member Robertson and seconded by Council Member Zinner to introduce Ordinance 1016 on first reading- Motion carries 6-0. After the header was read and assigned a number, a motion was made by Council Member Robertson and seconded by Council Member Ringsaker to adopt Ordinance 1016 on first reading. Motion carries 6-0.

A public hearing is scheduled for May 6, 2019 at 7pm.

An Ordinance concerning the FY20 Water and Sewer Rate

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

A motion was made by Council Member Robertson and seconded by Council Member Martin to introduce Ordinance 1017 on first reading- motion carries 6-0. After the header was read and assigned a number- a motion was made by Council Member Robertson and seconded by Council Member Tomarchio to adopt Ordinance 1017 on first reading. Motion carries 6-0.

A public hearing is scheduled for May 6, 2019.

An Ordinance concerning the Ethics Code

AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF THE CITY OF HAVRE DE GRACE PURSUANT TO THE AUTHORITY GRANTED BY THE MARYLAND CONSTITUTION ARTICLE XI-E, THE LOCAL GOVERNMENT ARTICLE OF THE MARYLAND ANNOTATED CODE, AND CITY CHARTER SECTION 33 AND 34, AMENDING THE CITY CODE SECTION 67: ETHICS.

A motion was made by Council Member Martin and seconded by Council Member Robertson to introduce Ordinance 1018 on first reading. . Motion carries 6-0. After the header was read and assigned a number, a motion was made by Council Member Martin and seconded by Council Member Robertson to adopt Ordinance 1018 on first reading.

A public hearing is scheduled for May 6, 2019 at 7pm.

Old Business:

Resolution 2019-05

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND PURSUANT TO THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND, CITY CHARTER SECTIONS 16 AND 33 TO MAINTAIN NON-PARTISANSHIP IN CITY ELECTIONS

A motion was made by Council Member Martin and seconded by Council Member Ringsaker to untable Resolution 2019-05; motion carries 6-0. Under the question, several suggestions and amendments were made from the dias- on roll call vote Resolution 2019-05 as amended passes 6-0.

New Business:

A motion was made by Council President Glenn and seconded by Council Member Ringsaker to approve the Harbor of Strength Memorial Run- September 14, 2019; Tydings Park: Motion carries 6-0

A motion was made by Council Member Martin and seconded by Council Member Ringsaker to approve the Halloween Parade- October 30, 2019; Motion carries 6-0

A motion was made by Council Member Robertson and seconded by Council Member Zinner to approve the Gravity Festival- June 22, 2019; Lock House Museum- Motion carries 6-0

A motion was made by Council Member Zinner and seconded by Council Member Robertson to approve Bike to Work Day- May 14, 2019; Hutchins Park Tent- motion carries 6-0

Directors Report:

Mr. Patrick Sypolt- Director of Administration:

“On Thursday, April 18th, our Thursday Night Live Concert Series continues with The B-Street Band, the premier Bruce Springsteen Tribute Band, will be performing at the Cultural Arts Center at the Opera House. The B-Street Band was the first band in the world to do a unique tribute to a live performer. Nearly 5,500 performances and 34 years later, this band is still one of the most sought after tribute bands performing almost 200 shows per year. Show time is 8:00 p.m. If you love the Boss, you will certainly like this band.

On Friday, April 19th, Good Friday; the Susquehanna Ministerium will be presenting Good Friday Way of the Cross. The procession begins at David Craig Park at noon.

Also on Good Friday, the American Legion will be hosting their Fish Fry from 5 p.m. until 7:00.

On Saturday, April 20th, Parks and Rec will be hosting their annual children’s Easter Egg Hunt at Concord Point Park. The shot-gun start begins at noon and ends at 12:02. Bring your cameras to get photos of your favorite egg hunters and to get a picture with the Easter Bunny.

Get to know your candidates. The candidates forum, Sponsored by OPAC (Ontario-Otsego Positive Action Committee); will be on Wednesday, April 24th at the Cultural Arts Center at the Opera House beginning at 6:30 p.m. This is a free event, open to the public and all are encouraged to attend BUT you must secure or obtain your ticket ON-LINE.

On Saturday April 27th, there will be a City – wide yard and sidewalk sales from 8:00 a.m. until 4:00 p.m. Rain date is April 28th. For more information please contact Lauri Orzewicz or Bonnie Costeo at the Visitor Center or Ron Browning at 410.939.6562.

Also on April 27th we will be having our annual River Sweep, (a spring cleaning of our shore line.) Registration is at 8:30 a.m. and the River Sweep begins at 9:00 a.m. and runs to noon. Our sweepers will meet and begin at Tydings Park. For more information please send emails to: info@upperbaytrails.com or call: 410-457-2482.

And again on Saturday, April 27th, the semi-annual Pyrex Vintage Fest will be occurring on Pennington Avenue, from 10:00 a.m. until 3:00 p.m. with over 50 vendors.

On Friday, May 3rd, Our First Fridays season begins in downtown Havre de Grace. Come shop our many eclectic shops and local artisans, listen to live music and partake of our fine restaurants. The festivities begin at 5:00 p.m. and closes at 10:00 p.m.

Also, beginning on Friday, May 3rd and running for three consecutive weekends, the Tidewater Players Presents: THE FULL MONTY at the Cultural Arts Center at the Opera House. This musical version of the 1997 British film *The Full Monty* is reset in Buffalo, NY, when a steel town announces job layoffs, a scrappy former employee comes up with a novel way to cope with the realities of lost wages as well as feelings of lost manhood. This show contains adult language, adult situations and brief nudity. Show time is 8:00 p.m.

On Saturday May 4th, our Farmer’s Market returns to Hutchins Park under the Festival Tent. This season looks to be their best ever featuring over 40 vendors. The market begins at 9:00 a.m. and runs to noon. The Market is open every Saturday from May until the last Saturday before Thanksgiving.

On Saturday May 4th and again on Sunday May 5th the 38th Annual Decoy and Wildlife Art Festival will be underway; sponsored by the Havre de Grace Decoy Museum. This show features over 100 artists exhibiting and selling their art work, food, children’s activities, silent auctions, retriever demonstrations, carving competitions and lots more. It is so big that it requires two facilities: Havre de Grace Decoy Museum and the Havre de Grace Middle School. Hours are from 8:30 a.m. until 6:00 p.m. on Saturday and Sunday 10:00 a.m. until 4:00 p.m.

Also on Saturday and continuing through Sunday is our City's Defenders Weekend. Beginning Saturday, at 7:00 p.m. come listen to the Army Band play patriotic tunes at Concord Point Park followed by fireworks. On Sunday, May 5th we will be have a Food Truck Festival at Concord Point Park from 1:00 until 7:00. There will be live music (Irish Rock), a beer and wine garden and of course lots of food from pizzas to pierogis.

Tuesday May 7th is Election Day for Havre de Grace. This year the City will be holding elections for one Mayor and three City Council members. The election polls open at 7:00 a.m. and close at 8:00 p.m. at St. Patrick's Hall located on Pennington Avenue.

If you missed any of the information I just spoke of and for a complete calendar of events for our City please visit our website at: havredegrace.com; explorehavredegrace.com. and hdgoperahouse.org."

Mr. Shane Grimm: Deputy Director of Planning:

The Planning Commission will meet on April 23rd at 6:30pm to review 616 Fountain Street.

Mrs. Erika Quesenbery Sturgill: Director of Economic Development: Absent

Mr. George DeHority: Director of Finance:

Mr. DeHority gave a financial update.

Mrs. Teresa Gardner: Director of Public Works:

Mrs. Gardner reported that hydrant flushing will begin April 28th starting at 9pm-5pm.

Teresa Walter, Chief of Police:

Chief Walter announced the HDG Police is selling Torch Run shirts and Hats.

Business from Mayor Martin:

Mayor Martin reported that last week, public work crews began stripping and painting assets throughout the city. Mayor Martin attended several events on Saturday, April 13, 2019: Tomahawk 5k Run, Havre de Grace Little League Opening Day, Lock House Fundraiser - 2019 Lock House Craft Beer & Wine Festival and the Susquehanna Hose Company Banquet.

Mayor Martin reminded citizens about the John O'Neill Gala and Defenders Weekend.

Business from Council:

Council Member Ringsaker:

Council Member Ringsaker thanked the community for reaching out when his daughter injured herself.

Council Member Ringsaker stated the Wage and Benefit will not be meeting.

Council Member Ringsaker attended many events on Saturday- from sunup to sun down. Starting with the opening day of Little League.

Council Member Ringsaker would like to enact an ordinance and have a work session on the nonpartisan resolution.

Council Member Tomarchio:

Council Member Tomarchio recognized Renee Hartmann and Morgan Teefy for earning their Gold Star Award.

Thanked the SHCO members for their dedication.

The Tree Commission meeting will meet on May 13.

Council Member Robertson:

Council Member Robertson stated he also has been attending many events- to include the Susquehanna Hose Company banquet and thanked all the volunteers for their dedication and service.

Council Member Zinner:

Council Member Zinner announced there are openings on the Arts Commission.

Council Member Zinner recapped the events she attended this week.

Council Member Martin

Council Member Martin congratulated the Meadowvale Patriots.

Business from Council President Glenn:

Council President Glenn stated he is glad to be back after dealing with his cancer diagnosis.

Council President Glenn apologized for being late this evening, he was committed to coaching his team.

Council President Glenn congratulated the members of the SHCO and recognized their achievements.

Council President Glenn attended Opening Day and he threw out the first pitch.

Council President Glenn congratulated Paige Milanoski who won Teacher of the Year.

Council President Glenn extended his sympathy to the Wolbert and Hagelin Family as they both suffered the loss of a loved one.

Council President Glenn thanked the community for being there during his cancer and thanked everyone for his support.

Council President Glenn would like to cancel the closed session tonight due to the late hour- no objection from council.

Citizens Comments:

Chip Paradis- 309 A Red Head Way- Hank Riefle- Friend of Havre de Grace passed away and spoke on his character.

Julie Runke 311 D Red Heady Way- Craft Beer Fest at the Lockhouse was a success.

Thanked the police, DPW and EMS for making this event happen.

Asked for assistance with citizens who are irresponsible dog owners- asking citizens to clean up after their dog.

Kirk Smith- 120 S. Washington St.

Mr. Smith would like the citizens to remember not to digest any mushrooms that you are not familiar with.

Bob Robinson- 229 N Union Ave.

Thanked Ron Browning for his hard work on the HPC Commission.

Mr. Robinson stated he assisted the Lock House with their event and recommends a visit to the Lock House.

A motion was made by Council President Glenn and seconded by Council Member Marin to adjourn at 11: 02 pm. Motion carries 6-0.

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RESOLUTION 2019-_____

**A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF
HAVRE DE GRACE, MARYLAND, PURSUANT TO SECTION 33
AND 34 OF THE CITY CHARTER AND THE LOCAL
GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF
MARYLAND TO SUPPORT GOVERNOR LARRY HOGAN'S
REQUEST FOR MARYLAND TO BE EXEMPT FROM
OFFSHORE DRILLING.**

WHEREAS, Executive Order # 13795 was signed by the U.S. President to expand the lease sales for offshore drilling, expedite seismic permitting, rollback protections for marine areas, and reconsider drilling safety regulations; and

WHEREAS, the Mid-Atlantic is one of the regions designated by the Executive Order; and

WHEREAS, the Governor of the state of Maryland, along with the Governors of seven other Atlantic seaboard states, signed a bipartisan letter to the Interior Secretary asking for exemption to the off-shore drilling expansion, which expansion includes controversial seismic air gun activity; and

WHEREAS, the Governor's letter stated that "not only are ocean and ocean-side resources at risk, but also nearby bays, estuaries, coastal communities, iconic natural areas, and ports," the letter also stated "The irreversible impact on ecosystems including marine mammals, fish, sea turtles, and other aquatic life that inhabit the ocean offshore is gravely concerning, as is the potential risk and harm to our state's economies, our natural resources, our military installations, and our residents;" and

WHEREAS, the City of Havre de Grace, positioned atop the Chesapeake Bay, is a city that prides itself on good stewardship of its natural resources, as evidenced by the City's responsible policies and practices and compliance with state and federal Clean Water Act and other environmental regulations, and recognizes the viable threat to the ecology of the Bay, and to the local economy, in the event of a catastrophic oil spill; and

WHEREAS, support for the Governor's exemption request by the City of Havre de Grace is consistent with the City's environmentally responsible practices and policies to protect the Chesapeake Bay waters for its citizens and visitors, without requiring the City to expend funds;

NOW, THEREFORE, it is on this 6th day of May, 2019, resolved and ordained by the Mayor and City Council to the City of Havre de Grace, that the City supports the exemption request filed by Governor Hogan, the Maryland Department of Natural Resources, and the Maryland General Assembly in opposition to seismic air gun activity and expansion of oil drilling in the Mid-Atlantic as permitted by Executive Order # 13795.

ATTEST:

**MAYOR AND CITY COUNCIL OF
HAVRE DE GRACE**

Patrick D. Sypolt, Director of Administration

William T. Martin, Mayor

Introduced: May 6, 2019
Adopted: May 6, 2019

Event Title: Jazz by the Bay

Organization Information:

Host Organization: HHS Music Dept.

Business Address: 700 Congress Ave

On Site Contact: Rick Hauf

Contact Information: Phone 443-540-5333 Email Richard.Hauf@hcps.org

The onsite contact must be at the event the entire duration to include set-up and break-down.

Organization Status:

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

Non-Profit? Tax ID # _____

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

Narrative: (Details of Event)

Please provide a detailed narrative and/or timeline of your event including a description of activities within your event. This narrative and/or timeline will assist us in the services we provide. You may attach an addendum.

Jazz band playing under tent @ park.

Admission Amount (if any): ∅

Event Category: Athletic/Recreation Concert/Performance
 Festival Carnival
 Parade 5K/10K/Walk
 Rally Other, Explain _____
 Fishing Tournament

Anticipated Attendance: 400

Date/Time:

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

Setup	Date <u>5-17-19</u>	Time <u>2:30 pm</u>
Event Starts	Date <u>5-17-19</u>	Time <u>6:00 pm</u>
Event Ends	Date <u>5-17-19</u>	Time <u>8:00 pm</u>
Rain Date	Date: <u>NO</u>	Time: _____

Applicant Initial: JAD

City Representative Initial: SS

Location:

- Millard Tydings Memorial Park Frank Hutchins Park/Tent
- David Craig Park Concord Point Park
- McLhinney Park K-9 Cody Dog Park

Other location, please explain: _____

Yes No Does your event require road closures?

If so, please provide an explanation and attach a map of intersections and street names.

Yes No Will your event require no parking signs which includes handicap parking? If yes, please describe or provide an attachment of your plan.

Event Site Plan:

Your event site plan should be submitted to include:

- The location of fencing and/or barrier and/or barricades. Indicate any removable fencing for emergency access.
- The location of first aid station and/or ambulances.
- The location of all stages, tents, canopies, portable toilets, trash containers/recycle containers, beer gardens, vendors, controlled admission areas and any other temporary structures or activities.
- Generator locations and/or source of electricity.
- Placement of vehicles or trailers.
- Exit locations for outdoor events that are fenced.
- Other related event components not listed above.
- If you are erecting tents on City property, you must notify Miss Utility 7 days prior to the event due to underground electric lines.

Recycling:

In 2015, the State of Maryland enacted legislation that required all organizers of special events to provide recycling services when events include:

- Temporary or periodic use of a public street, publicly owned site, facility, or park,
- Serve food or drink

Applicant Initial: JD

City Representative Initial SS

- Expected to have 200 or more persons in attendance.

Food Concessions/Vendors

Yes No Will there be food concessions/vendors?

It is your responsibility to contact the Health Department for the appropriate permit. It is your responsibility to remove (take with you) cooking oils and greases when your event is over.

Alcohol:

Yes No Will there be alcohol sold at your event?

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

It is your responsibility to contact the Harford County Liquor Board for the appropriate permit. The City MUST have a copy of the approved permit from the liquor board.

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

Security:

Yes No I acknowledge, that I have contacted the Havre de Grace Police Department- Police Services Commander to discuss concerns regarding safety and security during the event.

Gambling:

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

It is your responsibility to contact the Harford County Sheriff's Department for appropriate permit? The City MUST have a copy of the approved permit from the Sheriff's Department.

Electrical Needs:

Yes No Will you need City electrical connections?

If yes, please attach an electrical site plan that includes the layout of extension cords, generators and anticipated amperage draw.

Water:

Yes No Will you need City water supply? If yes, please explain:

Parking:

Yes No Will your event involve the use of a parking and or shuttle plan? If yes, please describe or provide an attachment of your plan.

Applicant Initial:

City Representative Initial:

Entertainment and Related Activities:

Medical Plan:

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

local fire / EMT

Signage:

Event promotion signs can be posted no earlier than 21 days prior to the event and they are to be removed within 48 hours after.

Affidavit:

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

I have read and understand all of the attached policies and will abide by all policies, rules, regulations, and conditions as written. I understand that the special permit is not transferable to any other individual or group.

Print Name of Event Organizer Rick Hauf
Title Band Director
Signature Lawyer for Rick Hauf
Date 5-17-19

Received by Sybil Scott Date: 4/19/19
City Official

Notification: Internal Use Only:

- DPW _____
- PD _____
- Ambulance Corps _____
- SHCO _____
- Impacted Museums None

Ap _____ Initial: SS

Event:	Jazz by the Bay	Tracking ID:	1011190039
Dates:	5/17/19		
Time of set up:	2:30 PM		
Take down time:	8:00 PM		
Time of actual event:	6-8		
Location:	Hutchins Park		

Number of personnel	Regular Pay (Hours)*	Overtime Pay Hours*	Average Regular Salary	Total Estimated Hours	Total Estimated Labor Cost	Materials Cost	Materials (Description)	Total Cost
				0	\$0.00			\$0.00

PD
Notes

This event will be monitored by units on patrol.

Number of personnel	Regular Pay (Hours)*	Overtime Pay Hours*	Average Regular Salary	Total Estimated Hours	Total Estimated Labor Cost	Materials Cost	Materials (Description)	Total Cost
				0	\$0.00	\$0.00		\$0.00

DPW
Notes

NO CITY SERVICES REQUESTED. ELECTRIC IS ON

Grand Total	0	0	\$0.00	0	\$0.00	\$0.00	See above	\$0.00
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*Note: Normal salary includes fringe benefits; OT salary is 1.5 times average salary

Event Title: Havre de Grace Pirate Festival

Organization Information:

Host Organization: Lock House Museum

Business Address: 817 Conestogo St, HdG

On Site Contact: Joanne Healey

Contact Information: Phone 410-939-5786 Email LockHouseMuseum@gmail.com

The onsite contact must be at the event the entire duration to include set-up and break-down.

Organization Status:

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

Non-Profit? Tax ID # _____

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

Narrative: (Details of Event)

Please provide a detailed narrative and/or timeline of your event including a description of activities within your event. This narrative and/or timeline will assist us in the services we provide. You may attach an addendum.

Pirate Family Festival - Pirates, activities on outside grounds.
Food Trades, Cannons, activities
Time 1-5
Adult party -> 5-8 pm - music, treats, games
1 Beer truck provided by MacB Records

Admission Amount (if any): \$10-20

Event Category:

Athletic/Recreation

Concert/Performance

Festival

Carnival

Parade

5K/10K/Walk

Rally

Other, Explain _____

Fishing Tournament

Anticipated Attendance: 1500

Date/Time:

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

Setup	Date <u>10 AM</u>	Time <u>6/15</u>
Event Starts	Date <u>6/15</u>	Time <u>1:00 PM</u>
Event Ends	Date <u>6/15</u>	Time <u>8 PM</u>
Rain Date	Date: <u>6/16</u>	Time: <u>1-8 PM</u>

Applicant Initial: JR

City Representative Initial: SB

Location:

Millard Tydings Memorial Park Frank Hutchins Park/Tent

David Craig Park Concord Point Park

McLhinney Park K-9 Cody Dog Park

Other location, please explain: Lock House Museum

Yes No Does your event require road closures?

If so, please provide an explanation and attach a map of intersections and street names.

Parking across the street and on Water Street

Yes No Will your event require no parking signs which includes handicap parking? If yes, please describe or provide an attachment of your plan.

Event Site Plan:

Your event site plan should be submitted to include:

- The location of fencing and/or barrier and/or barricades. Indicate any removable fencing for emergency access.
- The location of first aid station and/or ambulances.
- The location of all stages, tents, canopies, portable toilets, trash containers/recycle containers, beer gardens, vendors, controlled admission areas and any other temporary structures or activities.
- Generator locations and/or source of electricity.
- Placement of vehicles or trailers.
- Exit locations for outdoor events that are fenced.
- Other related event components not listed above.
- If you are erecting tents on City property, you must notify Miss Utility 7 days prior to the event due to underground electric lines.

*will need city trash cans
+ recycling cans
+ pickup*

Recycling:

In 2015, the State of Maryland enacted legislation that required all organizers of special events to provide recycling services when events include:

- Temporary or periodic use of a public street, publicly owned site, facility, or park,
- Serve food or drink

will need cans & pickup

Applicant Initial: [Signature]

City Representative Initials SS

- Expected to have 200 or more persons in attendance.

Food Concessions/Vendors

Yes No Will there be food concessions/vendors?

It is your responsibility to contact the Health Department for the appropriate permit. It is your responsibility to remove (take with you) cooking oils and greases when your event is over.

3 food trucks + MacGregors Trucks

Alcohol:

Yes No Will there be alcohol sold at your event?

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

It is your responsibility to contact the Harford County Liquor Board for the appropriate permit. The City MUST have a copy of the approved permit from the liquor board.

- MacGregors catering licence covers liquor Bd reqt.

Please describe your security plan to ensure the safe sale and distribution of alcohol at your event.

Include how event attendees of legal drinking age will be identified.

- ID Check at entrance - wrist bands provided

Security:

Yes No I acknowledge, that I have contacted the Havre de Grace Police Department- Police Services Commander to discuss concerns regarding safety and security during the event.

Gambling:

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

It is your responsibility to contact the Harford County Sheriff's Department for appropriate permit? The City MUST have a copy of the approved permit from the Sheriff's Department.

Electrical Needs:

Yes No Will you need City electrical connections?

If yes, please attach an electrical site plan that includes the layout of extension cords, generators and anticipated amperage draw. *Use museum electric*

Water:

Yes No Will you need City water supply? If yes, please explain:

*- will need delivery of water to fill mermaid tank -
otherwise use museum water*

Parking:

Yes No Will your event involve the use of a parking and or shuttle plan? If yes, please describe or provide an attachment of your plan.

*Parking in lot across from museum and on Water Street
by H&B Marina + Pines*

Applicant Initial: *JL*

City Representative Initial: *SS*

Entertainment and Related Activities:

Medical Plan:

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

EMT invited to set up table and be available

fire Department notified of fire pits

Signage:

Event promotion signs can be posted no earlier than 21 days prior to the event and they are to be removed within 48 hours after.

Affidavit:

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

I have read and understand all of the attached policies and will abide by all policies, rules, regulations, and conditions as written. I understand that the special permit is not transferable to any other individual or group.

Print Name of Event Organizer Julia Ruhnke
Title Board Member
Signature Julia Ruhnke
Date 4/17/19

Received by Sybil Scott
City Official

Date: 4/19/19

Notification: Internal Use Only:

<input checked="" type="checkbox"/>	DPW	_____
<input type="checkbox"/>	PD	_____
<input type="checkbox"/>	Ambulance Corps	_____
<input type="checkbox"/>	SHCO	_____
<input type="checkbox"/>	Impacted Museums	_____

Ap SS _____ itial: _____



Imagery ©2019 Google, Map data ©2019 Google 200 ft

a) Entryway for heliport, ID check

b) Pirates

c) Stage

d) cannons

e) Vendor, activities, games

- trash, recycling spread among activities

f) mcgregors
seed & bee trucks

g) Parking

h) Parking on water st.

Pirate Fest 2019

Time 1-8

1.-5 family focus with crafts and stations

5-8 adult music focus with firepits

Day Activities

Pirates (2 crews)

Mermaids (2)

Axe throwing (\$)

Pirate yoga

Coast Guard

Alliance (craft: Lil cork Boats)

Scavenger Hunt

Games (Mermaid race, tug of war, mini golf, ring toss? run by youth commission)

Selfies stations

DNR???

We will do the hats and prizes again.

Pirate swordsman

Rain gutters races (Scouts) (\$)

Martha White/American Legion

Cookie Decorating

Costume Contest

Face decorating

Bob Lackey Books



Music Band 1-5 (pirate/sea shanty)

Food: MacGregors, 2 food trucks, ice cream truck, water, lemonade?

McG to provide a craft beer, wine. (\$\$) (Under their catering lic)

Venders (\$\$)

Cost: \$7 in advance/ \$12 day of

Evening: sing, dance, play with pirates \$15 with 2 drinks (?)

(Lock House will do ID check with Wristbands)

Fire pits (*Firewood from Bill Martin!*)

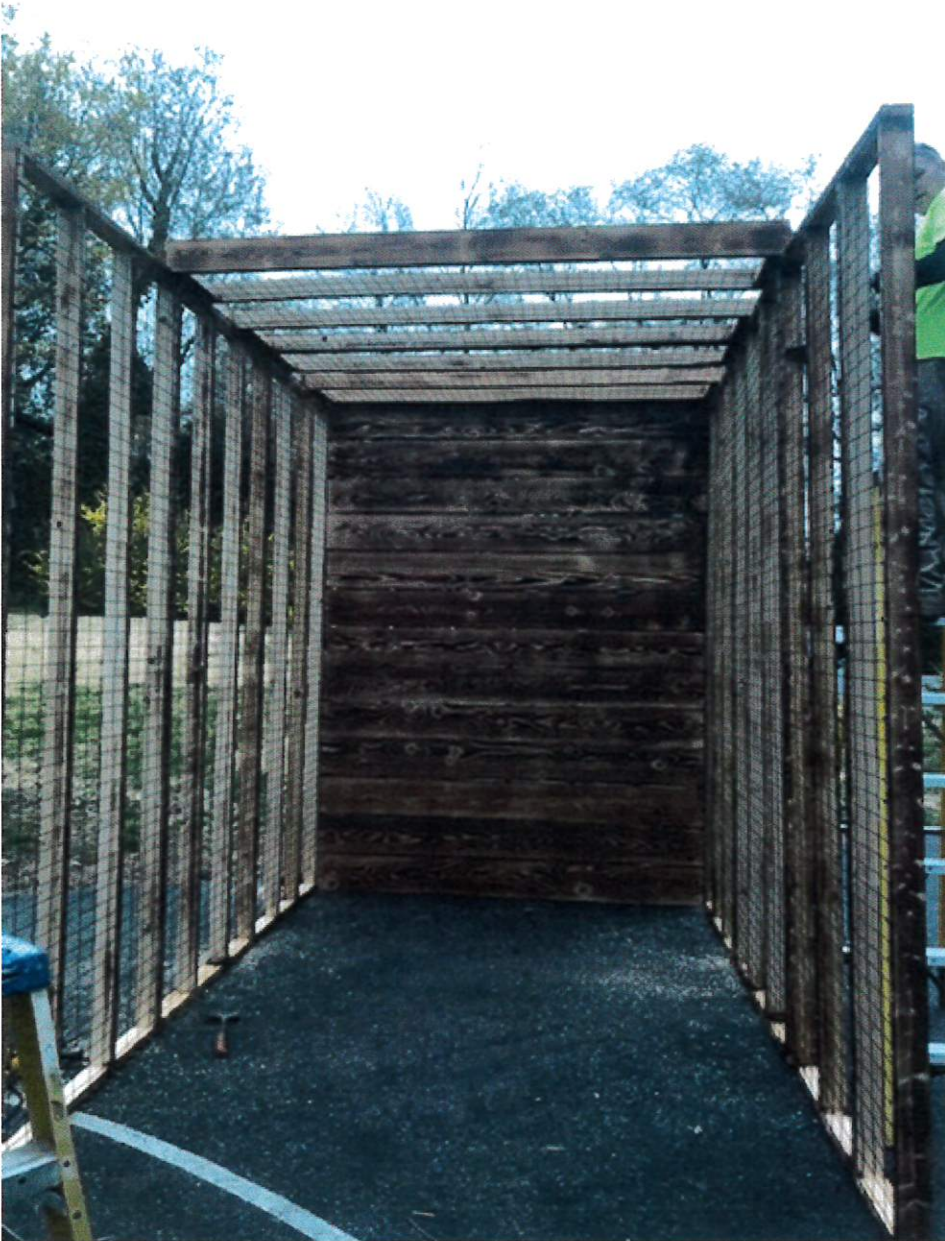
Band 5-8 (classic rock and roll)

McGregor's food and drink (Ale House)

Cornhole, Giant Jenga and adult games

50-50? Adult costume? (\$\$)

Follow up with bars downtown.



Event:	Havre de Grace Pirate Festival	Tracking ID:	1011190039
Dates:	6/15/19		
Time of set up:	1:00 PM		
Take down time:	8:00 PM		
Time of actual event:	1-8pm		
Location:	Lockhouse Musuem		

Number of personnel	Regular Pay (Hours)*	Overtime Pay Hours*	Average Regular Salary	Total Estimated Hours	Total Estimated Labor Cost	Materials Cost	Materials (Description)	Total Cost
				0	\$0.00	\$0.00		\$0.00

PD

Notes

This event will be monitored by units on patrol.

Number of personnel	Regular Pay (Hours)*	Overtime Pay Hours*	Average Regular Salary	Total Estimated Hours	Total Estimated Labor Cost	Materials Cost	Materials (Description)	Total Cost
2	1	4	\$53.75	5	\$376.25	\$0.00		\$376.25

DPW

Notes

DROP OFF TRASH AND RECYCLE CONTAINERS. PICK UP TRASH AFTER EVENT (SUNDAY MORNING)

Grand Total	2	1	4	5	\$376.25	\$0.00	See above	\$376.25
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