



COUNCIL MEETING AGENDA

September 16, 2019

7:00 p.m.

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Opening Prayer: Father James Snodgrass: St. John Episcopal Church
5. Approval of the Minutes:
 - A. Council Meeting Minutes- September 3, 2019
6. Comments from Citizens on Agenda Items:
7. Recognitions: (Presented by Mayor Martin)
 - A. Concord Point Lighthouse
8. Proclamation: None
9. Appointments: None
10. Oath of Office: None
11. Resolutions:
 - A. Charter Amendment Resolution (CP Glenn)
A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND ADOPTED PURSUANT TO THE AUTHORITY OF THE MARYLAND CONSTITUTION ARTICLE XI-E, THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND, AND THE HAVRE DE GRACE CITY CHARTER SECTION 19 AMENDING CITY CHARTER SECTION 17 CHANGING THE TERM OF THE MAYOR FROM TWO YEARS TO THREE YEARS TO BECOME EFFECTIVE AT THE NEXT MAYORAL ELECTION SUBJECT TO APPROVAL BY THE CITIZENS OF HAVRE DE GRACE
12. Ordinances: None
13. Old Business: None
14. New Business:
 - A. Special Events (Presented by Ms. Scott)
 1. 47th Candle Light Tour: December 14, 2019
 2. Veterans Day Parade: November 11, 2019
 - B. Request for Water Relief (CM Martin)

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. Mr. Tim Whittie- Director of Public Works
- F. Chief Teresa Walter: Chief of Police

16. Business from Mayor Martin

17. Business from Council:

- A. Council Member Martin
- B. Council Member Robertson
- C. Council Member Ringsaker
- D. Council Member Zinner
- E. Council Member Boyer
- F. Business from Council President Glenn

18. Comments from Citizens

19. Adjournment



September 3, 2019

The regular meeting of the Mayor and City Council was called to order on September 3, 2019 at 7: 00 p.m. with Mayor Martin presiding and the following Council Members present: Council Member's, Glenn, Robertson, Ringsaker, Zinner, Boyer and Martin. The Pledge of Allegiance was led by Mayor Martin and the opening prayer was led by Pastor Jim Sterner of Webster UCC. A motion was made by Council Member Zinner and seconded by Council Member Boyer to approve the council meeting minutes of the August 19, 2019. Motion carried 6-0.

Comments from citizens on agenda items: None

Recognitions:

Mayor Martin presented Mr. Stu Chapman a recognition for his induction to the Educators Hall of Fame.

Proclamations:

Mayor Martin presented a proclamation to Ken Beyer of Harbor of Grace and Suanne Blumberg of Upper Bay Counseling for Recovery Month.

Resolution:

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND PURSUANT TO THE AUTHORITY OF THE HAVRE DE GRACE CITY CHARTER SECTION 76 APPROVING OF A LEASE OF CITY PROPERTY BY RESOLUTION TO GO HAVRE HAVRE DE GRACE LLC FOR A PERIOD OF FIVE YEARS.

A motion was made by CM Ringsaker and seconded by CM Martin to introduce Resolution 2019-09. Motion carries 6-0. After the header was read into the record, and assigned a number, a motion was made by CM Ringsaker and seconded by CM Zinner to adopt Resolution 2019-09. Motion carries 6-0

Ordinances:

Ethics Ordinance: First Reading

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 CM Martin and seconded by CM Ringsaker to introduce Ordinance 1023 on second reading. Motion carries 6-0. After the header was read into the record, a motion was made by CM Martin and seconded by CM Boyer to adopt Ordinance 1023. Motion carries 6-0

New Business:

License Agreement

A motion was made by CM Ringsaker and seconded by CM Robertson to approve the license agreement 353 Bourbon St. Motion carries 6-0

Special Event

A motion was made by CP Glenn and seconded by CM Ringsaker to approve the 2020 Susquehanna River Running Festival; September 26, 2020. Motion carries 6-0

Directors Report:

Mr. Patrick Sypolt: Director of Administration

"On Friday, September 6th, marks another First Fridays! Come out and visit with your friends; shop our many eclectic shops and local artisans, listen to live music and partake of our fine restaurants and café seating areas, kids zone and more. The festivities begins at 5:00 p.m.

Also on Friday evening Rock Around the Jukebox with the Cruisers from 8:00 until 10:00 p.m. at the Cultural Center at the Opera House. Put on your bobby socks, roll up your old blue jeans and cruise into the 50's and 60's with the Cruisers. Again, show time is 8:00 p.m.

On Saturday, September 7th; the 31st Annual Children's Arts & Crafts Festival will be held at Tydings Park from 11:00 a.m. until 2:00 p.m. There will be plenty of arts and crafts for the children, scarecrow making, and face painting. Free admission – children must be accompanied by an adult. Please bring child clothes up to size 6 and old panty-house to make the scarecrows.

The 9th Annual Blessing of the Animals and Pets Expo will be held at Tydings Park on Sunday, September 8th, beginning at 12:30 and running until 3:30 p.m. The blessing service will take place at 1:00 p.m. with individual pet blessings after the service. You also receive a free gift with each blessing. This is also National Pet - Memorial Day and we will recognize our loved pets who are no longer with us. There will be pet-oriented vendors, face painting with a children's/pet craft table and a K-9 demonstration at 2:30, and a fun filled time at Tydings Park with your pets! A donation of pet food and linens for area shelters & rescues would be greatly appreciated as this is a free event. It is also expected that all animals will be leashed or crated and have required shots. For more information please call 410-939-6105 or email tbrinkman@verizon.net.

The Thursday Night Live concert series continues in fine fashion on Thursday, September 12th at the Cultural Center at the Opera House, featuring FOUR by FOUR celebrating the legendary music of the Beach Boys, the Beatles, the Bee Gees and Motown. Four by Four is an exciting new multi-tribute musical revue conceived and directed by award-winning Broadway producer/director Michael Chapman. A stellar cast of FOUR incredible entertainers perform the legendary hits of Four of the most iconic musical styles in pop music history. Show time is 8:00 p.m. This is going to be a great performance.

On Saturday, September 14th the "City-Wide Yard Sale" will be occurring from 8:00 a.m. until 4:00 p.m. This has become a huge community event. There will be yard sales, sidewalk sales and garage sales with bargains galore. To participate or to find out more information please visit or call our tourism office located at 450 Pennington Avenue; phone: 410-939-2100 or speak with Ron Browning at 410-939-6562. The rain date is Sunday, September 15th.

Also on Saturday, September 14th at 10:00 a.m. the North Park Trail Walk begins from the Lock House Museum. The North Park Trail Walk is a guided nature/history walk which is free to the public. It's an easy walk of 1.5 miles in about 90 minutes. The walk is for all ages, rain or shine. Sturdy footwear is recommended. Again, the walk departs from the Lockhouse."

Mr. Shane Grimm: Deputy Director of Planning

"Building permit activity with respect to new construction has recently been down, as has previously been indicated by Mr. Dehority and Mr. Gamatoria during his presentation on the Water & Sewer CIP. We are hopefully in the coming months and new years that this trend will reverse with new projects coming online and other projects coming back to life."

Mrs. Erika Quesenbery Sturgill: Director of Economic Development-

"Welcome D&S Auto Collision Repair & Tires who have relocated their business to 918 Pulaski Hwy., Suite B, Havre de Grace, from Baltimore City. They offer everything from auto body and paint work to oil change, rotors, mufflers, brakes, mechanical and more. They have three lift bays and a paint booth and work on both foreign and domestic vehicles.

The Northeastern Maryland Technology Council Wine on the water event will be tomorrow from 5:30 to 8:30 p.m., at the Havre de Grace Seaplane Base on St. John Street. Havre de Grace Office of Economic Development is a wine glass sponsor again this year. The NMTC is Maryland's fastest growing technology association with over 200 members and supporters."

Mr. George DeHority: Director of Finance

Mr. DeHority gave a financial update.

Tim Whittie- Director of Public Works

Mr Whittie gave an update on current projects. The sewer main replacement on Warren St. is half complete. Bayview Dr. paving is complete. The Gold Star concrete project is also complete. The window replacement at City Hall will begin next week.

Chief Teresa Walter: Police Department

Chief Walter thanked everyone who donated a backpack during the fundraiser.

Chief Walter reminded everyone NOT to drive distracted.

Business from Mayor Martin

City Staff will be meeting tomorrow for preliminary Storm Preparations for Hurricane Dorian.

Early last month, the City of Havre de Grace launched a new tourism website. Explorehavredegrace.com

Last week the City installed an additional concrete pad containing up-lighting at the Gold Star Memorial.

Road paving and tree trimming continues throughout the City.

Attended the Waterfront Festival.

Participated in a ribbon-cutting for "Big Fish School of Fish".

First Friday is this Friday, September 6, 2019.

Dumpster Day will be September 14, 2019, from 8:00 A.M - Noon.

Business from Council:

Council Member Robertson:

There will be a ribbon cutting ceremony, weather permitting, during First Friday, Friday, September 6, at 6 p.m., at Impressions Salon by Charm at 320 St. John Street. The salon, the second for the owner Charlene McMonigle who

also has Impressions Salon in North East. The ribbon cutting is being held by the Havre de Grace Chamber of Commerce.

Council Member Zinner:

CM Zinner congratulated Mr. Stu Chapman on his recognition.

CM Zinner would like to acknowledge all the students who returned to school and wished them a successful year.

CM Zinner announced the Children's Art Festival will be held Saturday, September 7th at Tydings Park .

The Arts Commission will be sponsoring the Queen Victoria Luncheon.

Council Member Boyer:

CM Boyer wished everyone good luck with the start of the school year.

Council Member Ringsaker:

CM Ringsaker announced the Wage and Benefit Commission will meet on 8/19.

Thanked everyone for their thoughts and prayers for his daughters speedy recovery.

Council Member Martin:

CM Martin announced the 9/11 Memorial Ride will start at Darlington Fire Co.

Business from Council President Glenn:

"Great turn-out for the Waterfront Festival. Special thanks go out to Bambi Johnson, Johnny Boker and the entire Alliance Team for taking the lead for this event. I heard nothing but compliment after compliment. This event without a doubt has once again made Havre de Grace the destination of choice. I am so proud of our City and its outstanding volunteers. Their tireless dedication and selfless service is matched by "NO ONE." We continue to set the standard for all others to emulate. Thanks for all you do.

Met with the State Highway Administration to discuss a myriad of topics to include the traffic concerns at Route 40, Otsego Street and Ohio Street. We continue to pursue viable options to address the traffic congestion caused by motorists getting off at the Havre de Grace I-95 interchange to take advantage of the Hatem Toll discount. We will also be monitoring any anticipated impacts from the electronic tolling. Good news is that given the construction of the replacement school, safe pedestrian movement patterns will be installed at Revolution Street and Lewis Lane.

Auditorium/Gymnasium Update. The County is willing to surplus the respective property to the city of Havre de Grace. However, we have been informed that we will basically be getting the shell of a building. All the performance lighting and sound systems in both the auditorium and the Gym are being removed. Meaning it is all important to have a feasibility study conducted to determine what it will cost to ensure the buildings are ADA Compliant and are fully operational. We reached out to Harford County to see if they would help to fund subject study but they indicated no county funds would be made available. We will attempt to get revenue sources from the State. believe that most of the equipment to include sound and lighting will be stripped from the current building. Therefore a feasibility study which could cost approximately \$40K will be required to determine what it will take to get the building ADA compliant and operational. We are pushing hard to get support from the State.

Friendly Reminder: The Harbor of Strength 10K, 5K, and 1 mile walk is scheduled for Sep 14th , 8-11 AM at Tydings Park. Get out and support this worthy cause.

Today was the first day of school for many students. However for one very special teacher in the Havre de Grace Community, Mr. Rick Hauf, he will have to take a short leave of absence to undergo surgery. Mr. Rick, you will be in our thoughts and prayers and we all hope for your quick return to the classroom.

WARRIOR PROUD. With school now underway, the athletic programs are all in full swing and I wish them all the best. The Warrior Football Team will be competing in the Susquehanna Bowl this Friday night, Sep 6th against their rival, the Perryville Panthers at Perryville's home field. GO WARRIORS! Bring home a victory.

Mark your calendars. Upcoming Council Work sessions regarding the recent proposal from the Water and Sewer Commission are as follows: Sept 12, 6 PM, Oct 8, 6 PM, Oct 22, 6 PM all held in the Council Chambers"

Comments from Citizens:

Carrie Parson- 840 Otsego St. Ms. Parson's stated she appreciated CP Glenn and Steve Gamatoria for meeting with her. She also expressed her opinions on the Hidden Heroes presentation from the last meeting.

Joe Kochenderfer - Tydings Rd. Mr. K reminded citizens of the Joe K trail walk on September 14.

Mr. K also thanked Sharon and Frank Ducan for organizing a weed-eating party on the Joe K trail.

A motion was made by CP Glenn and seconded by CM Ringsaker to adjourn at 8:38 pm. Motion carries 6-0

1 CHARTER AMENDMENT RESOLUTION NO _____

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3 A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF HAVRE DE
4 GRACE, MARYLAND ADOPTED PURSUANT TO THE AUTHORITY OF
5 THE MARYLAND CONSTITUTION ARTICLE XI-E, THE LOCAL
6 GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF
7 MARYLAND, AND THE HAVRE DE GRACE CITY CHARTER SECTION
8 19 AMENDING CITY CHARTER SECTION 17 **CHANGING THE TERM**
9 **OF THE MAYOR FROM TWO YEARS TO THREE YEARS TO BECOME**
10 **EFFECTIVE AT THE NEXT MAYORAL ELECTION SUBJECT TO**
11 **APPROVAL BY THE CITIZENS OF HAVRE DE GRACE**

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13 WHEREAS, the Mayor and City Council of Havre de Grace, Maryland has a written a/
14 Charter authorized by the Local Government Article of the Annotated Code of Maryland; and

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16 WHEREAS, the Mayor and City Council has determined that Charter Section 17, which
17 addresses the term of office for the Mayor, should be amended as set forth herein; and

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19 WHEREAS, the Mayor and City Council, as a legislative body, has concluded that increasing
20 the Mayor's term from two years to three years, will improve the continuity of the business operations
21 of the City with regard to writing, submitting and implementing grant applications; developing,
22 initiating, implementing and measuring the success of programs; executing Directors' contracts and
23 alternating the Mayor's election cycle into each side of the City Council elections; and

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25 WHEREAS, each benefit set forth above is considered to be in the best interest of the public;
26 and

27
28 WHEREAS, if approved by the voters, the three-year term will not take effect until the next
29 mayoral election.

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31 NOW THEREFORE, be it resolved, determined and ordained by the Mayor and City Council
32 of Havre de Grace, Maryland that:

- 33
34 1. Section 17 of the City Charter is to be amended as follows with the words in **bold and**
35 **brackets** to be deleted and the words in **all capital letters** to be added.

36
37 Section 17 Mayor: qualifications, election, term, appointments.

38 To qualify to be Mayor, one must be at least twenty-five (25) years of age, a citizen of the United
39 States for ten (10) years, and a qualified City voter at the time of filing for office and a resident of the
40 City of Havre de Grace for not less than two (2) years immediately preceding the election date. The
41 election of Mayor shall take place on the first Tuesday after the first Monday in May and on the same
42 day and month every [second] **THIRD** year thereafter. The Mayor shall take the oath of office and
43 the term begins on the third Monday in May. The Mayor shall promptly submit the names of all
44 candidates for appointed offices to the City Council President for Council confirmation or rejection.
45 Should any candidates be rejected, the Mayor shall submit other names until all positions are filled.

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WITNESS/ATTEST

THE MAYOR AND CITY COUNCIL
OF HAVRE DE GRACE

Patrick D. Sypolt
Director of Administration

William T. Martin, Mayor

Public Hearing: _____
Resolution Adopted: _____

Event Title: 47th Candle Light Tour of Homes

Organization Information:

Host Organization: The Lock House Museum

Business Address: 817 Conestogo St, Hald

On Site Contact: Joanne Healey

Contact Information: Phone 410-939-5788 Email director@thelockhousemuseum.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 # 52-1325983

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.

Tour of homes across the downtown. Map of homes will be submitted. Also includes museums B&B and business area. Candle luminaries to be placed Union Ave from Franklin St to Tyndigo Park. Tour 9-8, with additional time at restaurants and shops. Possible concert at State Theatre.

Admission Amount (if any): \$20-25

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

Anticipated Attendance: 600

Date/Time:

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

Setup Date 12/14 Time 12:00
Event Starts Date 12/14 Time 4:00 PM
Event Ends Date 12/14 Time 8:00 PM
Rain Date Date: 12/15 Time: _____

Applicant Initial: [Signature]

City Representative Initial: [Signature]

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: ^{to be} Map approved - from Lark House to Decoy Museum

No

~~Yes~~ No Does your event require road closures?

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

- Luminaries to be placed on Union Ave
(Coordinate with Masons)

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

Luminaries to be placed along Union Ave (Masons)
- Franklin St to Tydings Park

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. NONE
- The location of first aid station and/or ambulances. -
- The location of all stages, tents, canopies, portable toilets, trash containers/recycle NONE containers, beer gardens, vendors, controlled admission areas and any other temporary structures or activities.
- Generator locations and/or source of electricity. N/A
- Placement of vehicles or trailers. N/A
- Exit locations for outdoor events that are fenced. N/A
- Other related event components not listed above. N/A
- If you are erecting tents on City property, you must notify Miss Utility 7 days prior to the event due to underground electric lines. N/A

Recycling:

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

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

Applicant Initial: JR

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.

No vendors - arrangements will be made with local restaurants

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.

N/A

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: *SR*

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.

Police will be notified of event and provided with map of stops
Fire/Ambulance will be notified and provided
with map of four stops

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

Joanne Healey

Title

Exec. Director

Signature

Joanne Healey

Date

8/28/19

Received by

[Signature]

City Official

Date:

9/6/19

Notification: Internal Use Only:

- DPW _____
- PD _____
- Ambulance Corps _____
- SHCO _____
- Impacted Museums _____

Ap

[Signature]

Initial:

SS

Event:	47th Candle Light Tour of Homes	Tracking ID:	1011200007
Dates:	12/14/19		
Time of set up:	Noon		
Take down time:	8:00 PM		
Time of actual event:	4-8pm		
Location:	Tour of homes downtown, and luminarued to be placed on Union Ave from Franklin to Tydings 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		\$0.00

PD

Notes: This event will be handled by Patrol Units on duty.

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	6		\$47.25	6	\$283.50	\$0.00		\$283.50

DIPW

Notes: No parking signs, sweeper weather permitting.

Grand Total:	2	6	\$47.25	6	\$283.50	\$0.00	See above	\$283.50
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***Note:** Normal salary includes fringe benefits; OT salary is 1.5 times average salary

Event Title: Veterans Day Parade- 2019

Organization Information:

Host Organization: Joseph L. Davis American Legion Post No. 47

Business Address: 501 Saint John Street, Havre de Grace

On Site Contact: Jason Robertson

Contact Information: Phone 484-459-5683 Email Jasoncpha@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 # 34000148

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.

Plan to stage vehicles, marchers, and floats in Hutchins Park. Parade will kick off at 1100 heading up Congress Ave., then turning right down Washington Street, and continuing on to Saint John St. Parade ends by making a right off St. John just before the American Legion. Parade should end NLT 1200. The Post will host a lunch and open house immediately following the parade.

* NO SENCE @ Tydings or Angel Hill

Admission Amount (if any): N/A

Event Category:	<input type="checkbox"/> Athletic/Recreation	<input type="checkbox"/> Concert/Performance
	<input type="checkbox"/> Festival	<input type="checkbox"/> Carnival
	<input checked="" type="checkbox"/> Parade	<input type="checkbox"/> 5K/10K/Walk
	<input type="checkbox"/> Rally	<input type="checkbox"/> Other, Explain _____
	<input type="checkbox"/> Fishing Tournament	

Anticipated Attendance: <500

Date/Time:

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

Setup	Date <u>11/11/2019</u>	Time <u>0900</u>
Event Starts	Date <u>11/11/2019</u>	Time <u>1100</u>
Event Ends	Date <u>11/11/2019</u>	Time <u>1200</u>
Rain Date	Date: <u>N/A</u>	Time: <u>N/A</u>

Applicant Initial: JR

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.
Congress & Market st./ St. John st. intersection closed, up Congress ave. to the intersection of Congress
& Lodge ln. Washington st. closed from Congress to St. John st. And St. John st. closed from
Washington st. to Union.

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

May be a good idea for folks to know that Washington, Congress, and St. John will be closed for a few hours.
No parking in Hutchins Park between 0700 & 1200 day of is needed.

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: JR

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.

Will need parking for staging etc at Hutchins Park and on Warren street (behind water plant). May also need David Craig Park. Will circle back if that's the case.

Applicant Initial: JR

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.

Typical of any small event in HdG. Likely use the folks on duty. Expect similar size as the Mardi Gras, likely a bit smaller.

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 Joseph L. Davis American Legion Post No. 47
Title 2nd Vice Commander
Signature Jason Robertson
Date 09/05/2019

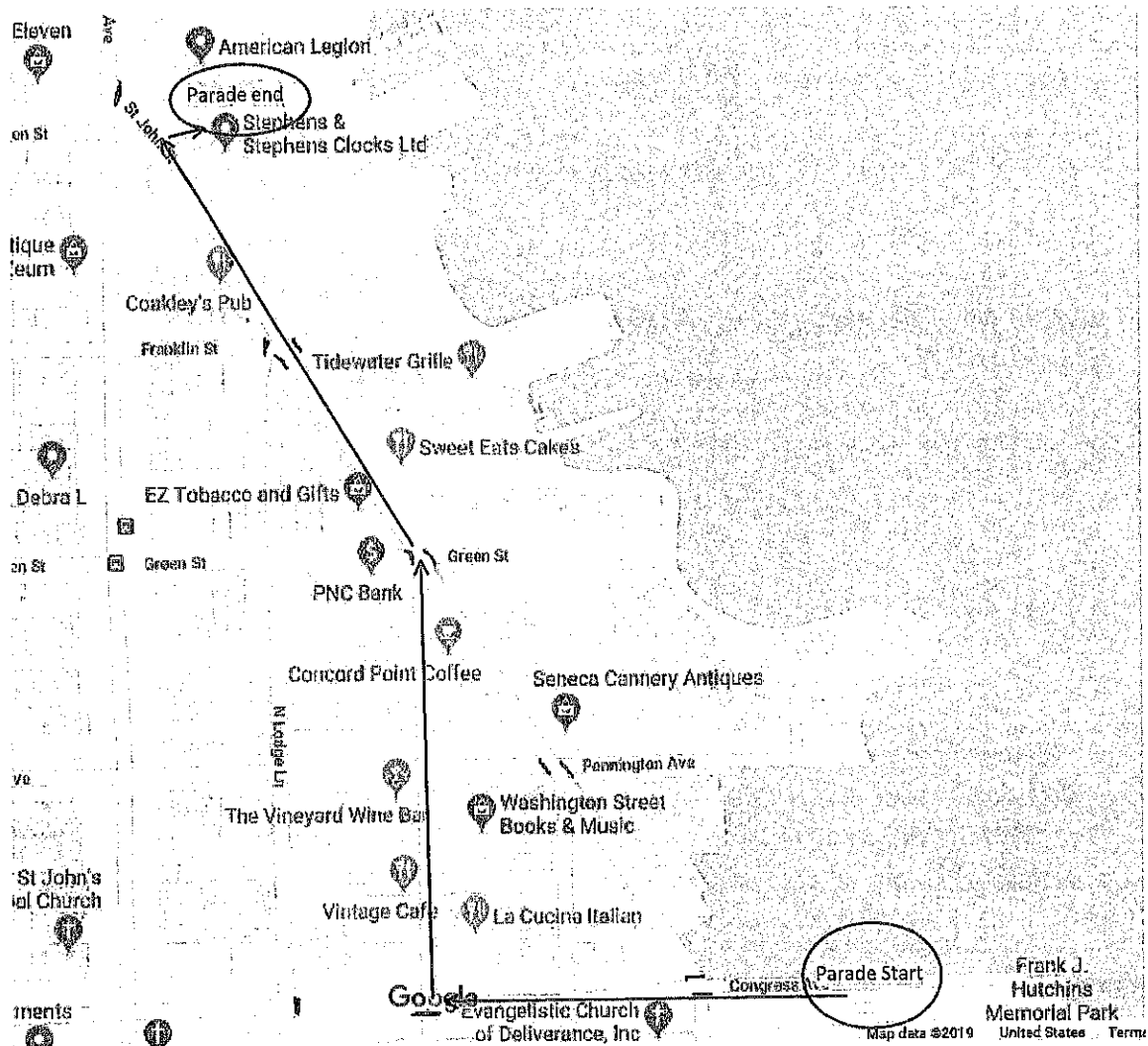
Received by SS Date: 9/6/19
City Official

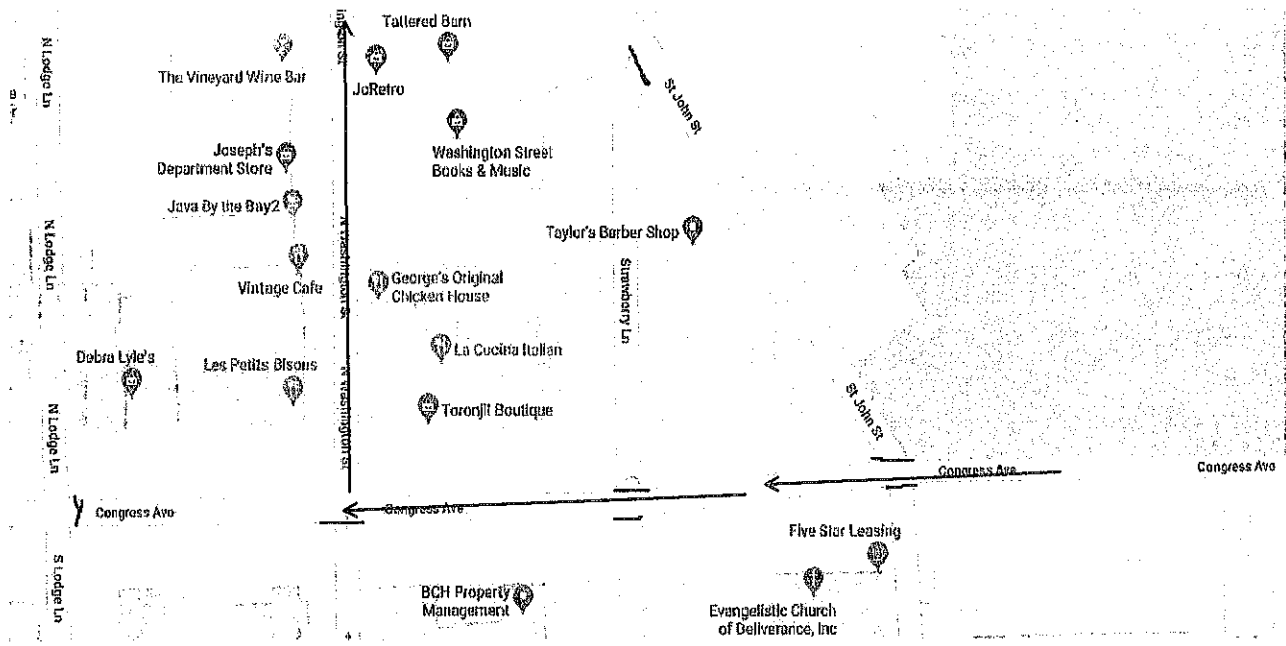
Notification: Internal Use Only:

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

App

Initial: SS





Event:	Veterans Day Parade		Tracking ID:	1011200006
Dates:	11/11/19			
Time of set up:	9:00 AM			
Take down time:	Noon			
Time of actual event:	11:00 AM			
Location:	Hutchins Park, to Congress, Washington to Saint John ending at the Legion			

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
5	20		\$113.00		\$2,260.00			\$2,260.00

Keep in mind that the figures are estimated. It is unknown on the number of people attending and the number of floats if any. It is unknown if the attendees will walk from Veterans Park to Hutchins Park. These are fluid events that have many variables, such as scheduling, weather, sick leave, training that is mandated, incidents in the city that take place at any given time, etc.

Notes:

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	6	8	\$47.25	14	\$850.50			\$850.50

Notes:

Grand Total	7	26	8	\$81.86	14	\$3,110.50	\$0.00	See above	\$3,110.50
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*Note: Normal salary includes fringe benefits; OT salary is 1.5 times average salary



City of Havre de Grace

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

410- 939-1800

TO: City Council &
Water / Sewer Commission

DATE: August 15, 2019

FROM : Steve Gamatoria

REF: 315 South Stokes Street



The above property was recently sold at tax sale and purchased by the adjacent property owner, Grace Reformed Episcopal Church. This property has been on the City's approved demolition list for quite some time.

Local developer, Bob Ward recently purchased the vacant property directly across the street from 315 South Stokes Street (see attachment), and has an approved plan to construct 4 new single family dwellings. Mr. Ward has proposed that he will demolish the house for the Church (at no cost), if he could get the credit for the water and sewer connection from 315 South Stokes and apply it to one of the newly proposed dwellings across the street. The Church is agreeable to the offer.



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The City has not (that I am aware of) ever transferred a water/ sewer connection from one property address to another. However, due to the circumstances surrounding this situation, the Administration is seeking a favorable recommendation from the Water/Sewer Commission to the City Council, and support from the City Council based on the merits of the following:

1. The developer will assume all costs associated with disconnecting the water and sewer to 315 South Stokes, as well as all connection costs to the water main and sewer main on the new dwelling. He will not be required to pay the Capital Cost Recovery Fee on one of the four new dwellings.
2. Once demolished, 315 South Stokes Street will be replatted and incorporated into the Church plat, therefore the connection will be taken off the books forever.
3. The Church is a non-profit entity and will directly benefit from the savings of not paying for the demolition.
4. This is a classic example of the City, the private sector and a non-profit collaborating to improve a neighborhood.

It should also be noted that during the development process for the property located across the street from 315 South Stokes Street, developer Bob Ward incorporated a very attractive (and more costly) housing design, which will improve the street scape. These improvements were suggested by the Planning Department. Being receptive to the Planning Department's suggestion certainly demonstrated the developer's willingness to enhance the overall character and attractiveness of this neighborhood.

cc: William T. Martin - Mayor
Tim Whittie - DPW Director
Patrick D. Sypolt- Dir. of Admin.
Shane Grimm – Deputy Dir. of Planning

315 South Stokes

Legend



S Union Ave

S Freedom Ln

STOKES ST

Fountain St

GRACE CHURCH

315 S STOKES

BOB WARD PARCE

300 ft



Connection Waiver fee for 315 Stokes St.

message

David Martin <davidm@havredegracemd.com>

Tue, Aug 27, 2019 at 8:52 PM

to: Steve Gamatoria <steveg@havredegracemd.com>

cc: David Glenn <davidg@havredegracemd.com>, Bill Martin <billm@havredegracemd.com>

Chief of Staff Gamatoria,

I have polled the Water and Sewer Commission on the request for a waiver of fees for 315 Stokes St.

The results of the 5 citizen, 2 administration and 1 council member voting is 7 for 1 against. The motion passed.

Dave Martin