



COUNCIL MEETING AGENDA

October 21, 2019

7:00 p.m.

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Opening Prayer: Pastor Vincent Austin of Agape Church
5. Approval of the Minutes:
 - A. Council Meeting Minutes- October 7, 2019
 - B. Closed Council Meeting Minutes October 7, 2019
6. Comments from Citizens on Agenda Items:
7. Recognitions:
 - A. Vincenti Decoys – Years of Service Award
 - B. Maryland Economic Development Week in Havre de Grace
 - i. David Karczeski
 - ii. Julie Ruhnke
 - iii. Christopher Stathes
8. Presentations:
 - A. Mr. Bob Bloom – WXCX (Presented by HDG Police Department)
 - B. Ed Rybczynski – Oktoberfest
 - C. Jean Salvatore – Best Friends in Harford County
9. Appointments:
 - A. Cultural Exchange Commission (CM Boyer)
 1. Deborah Stathes
 2. Christopher Stathes
 3. Kapri Walling
 4. Morgan Jones
 5. Dona Bushong
 6. Maura Burton
 7. Gail Petrosoff
10. Oath of Office: (Administered by Mayor Martin)
 - A. Cultural Exchange Commission
 1. Deborah Stathes
 2. Christopher Stathes
 3. Kapri Walling
 4. Morgan Jones
 5. Dona Bushong
 6. Maura Burton
 7. Gail Petrosoff

11. Resolutions: None

12. Ordinances:

A. An Ordinance concerning firearms: First Reading (CP Glenn)

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 73: FIREARMS

B. An Ordinance concerning Infill Development: First Reading (CM Ringsaker)

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, ARTICLE I, GENERAL PROVISIONS, SECTION 205-3, BY REVISING THE REQUIREMENTS FOR PARKING FOR SINGLE-FAMILY DWELLINGS ON EXISTING LOTS OF RECORD PRIOR TO MARCH 15, 1982.

13. Old Business: None

14. New Business:

A. Budget Amendment 2020-03 (CM Robertson)

B. Special Events (Presented by Mr. Sypolt)

1. HDG Ice Festival – Jan 18, 2020 with Rain Date of Jan 19, 2020

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 Boyer

B. Council Member Ringsaker

C. Council Member Robertson

D. Council Member Zinner

E. Council Member Martin

F. Business from Council President Glenn

18. Comments from Citizens

19. Adjournment



October 7, 2019
Council Meeting Proceedings

The regular meeting of the Mayor and City Council was called to order on October 7, 2019 at 7: 00 p.m. with Mayor Martin presiding.

Council Members present: Glenn, Robertson, Ringsaker, Zinner, Boyer and Martin.

The Pledge of Allegiance was recited, and opening prayer given.

Council Member Martin moved to approve the council meeting minutes of September 16, 2019. Motion carried 6-0.

Council President Glenn amended the Agenda to remove item number 12 concerning a proposed ordinance related to the discharge of firearms within the city limits.

Comments from citizens on agenda items:

Carrie Parsons – (840 Otsego Street).

Debby Stathes – (615 Commerce Street)

Recognitions: Mayor Martin presented recognitions for Students of The Month.

Presentations:

Ron Browning Chairman of the Historic Preservation Commission presented the “Fleur De Lis” Medallion to mark the historic Lafayette Trail.

Ed Rybczynski spoke on the Susquehanna River Running Festival.

Resolutions:

RESOLUTION 2019-10 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 CREATING THE “CITY OF HAVRE DE GRACE CULTURAL EXCHANGE COMMISSION” TO FURTHER SUPPORT THE SOCIAL AGREEMENT BETWEEN THE CITY OF HAVRE DE GRACE AND MUMBLES, WALES AND REVIEW AND RECOMMEND ANY FUTURE “TWINNING” REQUESTS.

A motion was made by Council Member Boyer(second by Council Member Martin) to introduce and adopt Resolution. 2019-10. Motion carries 6-0.

RESOLUTION NO. 2019-11THE ANNEXATION PLAN FOR THE LAND OF 1921 PULASKI HIGHWAY TAX ID CONSISTING OF A TOTAL OF 8.83 ACRES MORE OR LESS.

RESOLUTION BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND, ADOPTED PURSUANT TO THE AUTHORITY OF THE MARYLAND CONSTITUTION ARTICLE XI-E AND THE PROVISIONS OF THE ANNOTATED CODE OF MARYLAND, LOCAL

GOVERNMENT SECTION 4-405 WHICH REQUIRES THE LEGISLATIVE BODY OF A MUNICIPALITY SEEKING TO ANNEX PROPERTY AFTER OCTOBER 1, 2006 TO ADOPT AN ANNEXATION PLAN FOR THE SUBJECT PROPERTY AND THAT THE ANNEXATION PLAN NOT BE PART OF THE ANNEXTION RESOLUTION.

A motion was made by Council President Glenn (second by Council Member Ringsaker) to introduce and adopt Resolution #2019-11. Motion carries 6-0

ANNEXATION RESOLUTION NO. 285 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 AND THE PROVISIONS OF THE ANNOTATED CODE OF MARYLAND, LOCAL GOVERNMENT ARTICLE SUBTITLE 3: AMENDMENT OR REPEAL OF CHARTER, AND SUBTITLE 4: ANNEXATION AUTHORIZING THE LEGISLATIVE BODY OF A MUNICIPALITY TO ANNEX PROPERTY EXTENDING THE BOUNDARIES OF THE MUNICIPALITY UPON A PETITION FOR ANNEXATION, AND AMENDING THE CITY CHARTER, SPECIFICALLY APPENDIX A OF THE HAVRE DE GRACE CHARTER BY ADDING “SUBSECTION A.33 THE FIRST 2019 ADDITION TO THE CITY BOUNDARIES,” ALONG WITH THE LEGAL DESCRIPTION OF THE ACRES OF LAND WHICH WILL ENLARGE THE BOUNDARIES OF THE CITY OF HAVRE DE GRACE TO INCLUDE THE LAND OF 1921 PULASKI HIGHWAY CONSISTING OF A TOTAL OF 8.83 ACRES MORE OR LESS.

A motion was made by Council President Glenn (second by Council Member Martin) to introduce Annexation Resolution #285. Motion carries 6-0. A public hearing will be set no earlier than November 18, 2019 after proper notice and publication.

New Business:

Special Events - A motion was made by Council Member Ringsaker (second by Council Member Boyer) to approve the HHS Homecoming Parade on October 11, 2019. Motion carries 6-0.

Directors Report:

Patrick Sypolt- Director of Administration: Mr. Sypolt provided dates of upcoming events in Havre de Grace which are available on the tourism website at www.explorehavredegrace.com.

Mr. Shane Grimm: Deputy Director of Planning

Mr. Grimm gave an update on residential building permits.

Mrs. Erika Quesenbery Sturgill: Director of Economic Development- Was absent from Council Meeting.

Mr. George DeHority: Director of Finance gave the current financial condition of General Fund 1, Water/Sewer Fund 9 and Marina Fund 8.

Tim Whittie- Director of Public Works gave an update of paving projects at various locations. All going as scheduled with more to come soon.

Chief Teresa Walter: Police Department thanked the community and Dunkin Donuts for recent fundraising efforts and the Steppingstone Museum for support in recent police department training exercises.

Business from Mayor Martin

Mayor Martin highlighted his past event functions that he attended and welcomed ItekFed, a new veteran-owned business located on Revolution Street.

The Mayor also reminded residents and guests of the upcoming Oktoberfest on October the 12 and the Oyster Feast event that will take place November 16. Proceeds from the Oyster Feast will benefit local nonprofits.

Mayor Martin shared an update on the much needed new roof currently in progress at city hall.

Business from Council:

Council Member Martin: Spoke on the water sewer work session regarding the capital cost recovery. CM Martin announced that the Tourism Advisory Board will meet November 9th at 10:00am.

Council Member Zinner: Spoke about Upper Chesapeake Hospital and the need to address the shortcomings of healthcare in our community.

Council Member Boyer: The tree commission will meet October 24th at 7pm. Street and Traffic advisory board will meet October 28th here at City Hall. CM Boyer reminded everyone about Career Day on APG will be held on October 19, 2019.

Council Member Ringsaker: Spoke on the Wage and Benefits Commission

CM Ringsaker shared his recent visit with Scout Pack 965

Council Member Robertson:

The Havre de Grace Office of Economic Development has signed up for the 10th Annual Small Business Saturday event to be a Neighborhood Champion for Havre de Grace on Saturday, November 30.

Business from Council President Glenn: A motion to reconsider was made by CP Glenn(second by Council Member Ringsaker) to reconsider the vote on a motion by Council Member Martin concerning a water hookup for 315 S. Stokes Street which was defeated at the September 16, 2019 City Council meeting. The basis for the motion for reconsideration was presentation of new information. CP Glenn originally voted to oppose so had standing to raise the motion to reconsider as someone who voted on the prevailing side. The Motion to Reconsider carried 5-1 with CM Boyer opposed.

CP Glenn called upon the Deputy Director of Public Works Shane Grimm, and the City Attorney to explain the purpose and rationale behind Motion. After discussion and consideration by Council members Council President Glenn then moved to adopt the Motion (second by Council Member Martin) to transfer one water hookup from Grace Reformed Church to 315 S. Stokes Street on the condition that the two Grace Reformed Church lots be consolidated on the tax map and the condemned building on the Grace Reformed property be demolished within 60 days. Motion carries 5-1 with CM Boyer opposed.

CP Glenn made a Motion to enter into closed session at adjournment to discuss legal issues and to consult with staff concerning potential litigation involving a City contract. Closed meeting is permitted under Section 3-305(b)(7) and (b)(8). The reason for the closed meeting is that attorney client communications about potential litigation are entitled to confidentiality under the attorney-client privilege. Motion carries 6-0.

Comments from Citizens:

- Allen Fair – 3 Concord Place.
- Kirk Smith – 120 S. Washington St.
- Mary Manguse – 840 Otsego St.
- Bob Robinson – Union Ave.

Joe Kochenderfer – Tydings RD
Jim Miller – 320 Lewis St.

Adjournment:

A motion was made by CP Glenn to adjourn at 9:59 pm. Motion carries 6-0

Video recording of the City Council Meeting may be viewed online through Harford Cable Network.

Summary of Closed Session Meeting Minutes attached.



MINUTES OF HAVRE DE GRACE CITY COUNCIL MEETING

CLOSED SESSION

Monday, October 7, 2019

City Hall

711 Pennington Avenue

Havre de Grace, MD 21078

Time of Closed Session: 10:10 PM

Place: City Hall, Mayor's office.

Purpose: To consult with staff and the City Attorney about potential litigation and the history of a certain lease agreement, the joint use of the City property, and to obtain legal advice.

Persons Attending: Council President Glenn; CM Boyer; CM Martin; CM Ringsaker; CM Zinner; Chief of Staff Gamatoria; Director of Administration Sypolt; City Attorney Ishak; Mayor Martin. Absent: CM Robertson.

Motion to go into close session made by CP Glenn, second by CM Martin.

Members who voted to meet in closed session: CP Glenn, CM Martin, CM Boyer, CM Ringsaker, CM Zinner. Members who voted against closed session: CM Robertson.

Persons attending closed session: Council President Glenn; CM Boyer; CM Martin; CM Ringsaker; CM Zinner; Chief of Staff Gamatoria; Director of Administration Sypolt; City Attorney Ishak. Not Present: CM Robertson.

Authority under Section 3-305 for the closed session: General Provision Article 3-305(b)(7) to consult with counsel to obtain legal advice; and 3-305(b)(8) to consult with staff about potential litigation concerning a City lease and MS4 permit requirements.

Topics actually discussed:

The council members considered the risk of potential litigation over the use of leased City property and whether litigation was imminent, and whether the risk of litigation could affect the City's obligation to meet the State mandated MS4 permit requirements.

Action taken: None.

Motion to Adjourn: made by CP Boyer, second by CM Zinner. Vote 5-0 in favor.

Meeting adjourned at 10:27 PM.



OK
M

APPLICATION FOR APPOINTMENT TO
CITY SPONSORED ORGANIZATIONS
410-939-1800

Commission/Committee/Board Appointment Sought: Cultural
Exchange Commission

Name: Deborah Stathes Date: Oct. 9, 2019

Address: 615 Commerce Street.

Home Phone: _____ Work Phone: _____

Cell Phone: _____ E-Mail: ddstathes@gmail.com

Occupation: Retired English Teacher

Place of Employment: _____

Residency History: Moved to Hdg 2007

Education Background: MA+ in Literature

Special Interests: Twining Association, education

Personal Observations/Comments: People getting to know
people builds bridges from one
community to another. We need this!

Committee/Commission/Board Sponsor: Casi Boyer, Carolyn
Zinner

Please complete form and return to:
Office of the Mayor
(Attention: Mr. Patrick Sypolt)
Havre de Grace City Hall
711 Pennington Avenue
Havre de Grace, MD 21078
patrick@s@havredegracemd.com



OK
[Signature]

APPLICATION FOR APPOINTMENT TO
CITY SPONSORED ORGANIZATIONS
410-939-1800

Commission/Committee/Board Appointment Sought: CULTURAL EXCHANGE
COMMISSION

Name: CHRISTOPHER STATHES Date: OCT 8, 2019
Address: 615 COMMERCE ST, HdG, 21078
Home Phone: _____ Work Phone: N/A
Cell Phone: ! E-Mail: ctstathes@comcast.net
Occupation: Retired
Place of Employment: N/A
Residency History: HdG SINCE AUG, 2007
Education Background: CORNELL UNIV, BS INDUSTRIAL ENGINEERING
UNIV OF PENNSYLVANIA, WHARTON SCHOOL, MBA PROGRAM
GEORGE WASHINGTON UNIV, EXEC MBA
Special Interests: MEMBER ECONOMIC DEVELOPMENT ADVISORY COMM,
HdG BUSINESS ALLIANCE BOARD OF DIRECTORS,
VOLUNTEER AT HdG VISITORS' CENTER
Personal Observations/Comments: _____

Committee/Commission/Board Sponsor: CASI BOYAR,
CAROLYN ZINNER

Please complete form and return to:
Office of the Mayor
(Attention: Mr. Patrick Sypolt)
Havre de Grace City Hall
711 Pennington Avenue
Havre de Grace, MD 21078
patrick@s@havredegracemd.com



OK
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APPLICATION FOR APPOINTMENT TO
CITY SPONSORED ORGANIZATIONS
410-939-1800

Commission/Committee/Board Appointment Sought: Cultural Exchange Commission

Name: Kapri Walling Date: 10.8.19

Address: 1124 Chesapeake Dr, Apt 12F Havre de Grace

Home Phone: _____ Work Phone: _____

Cell Phone: _____ E-Mail: kapri.walling@gmail.com

Occupation: Health Coach

Place of Employment: Remade Coaching

Residency History: 3 yrs

Education Background: Tufts Univ. 2013 BA Intl Rel.

Special Interests: Travel, Health & Wellness

Personal Observations/Comments: _____

Committee/Commission/Board Sponsor: Casey Boyar, Carolyn Zinner

Please complete form and return to:
Office of the Mayor
(Attention: Mr. Patrick Sypolt)
Havre de Grace City Hall
711 Pennington Avenue
Havre de Grace, MD 21078
patrick@havredegracemd.com



OK
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APPLICATION FOR APPOINTMENT TO
CITY SPONSORED ORGANIZATIONS
410-939-1800

Commission/Committee/Board Appointment Sought: Cultural
Exchange Commission

Name: Morgan B. Jones Date: 10/10/2019

Address: 950 Chesapeake Drive, Havre de Grace MD 21078

Home Phone: Work Phone:

Cell Phone: E-Mail: jonemor13@gmail.com

Occupation: Environmental Center Manager

Place of Employment: Havre de Grace Maritime Museum

Residency History: Born and raised in HDG

Education Background: BS. Geology minors Anthro, Sustainability, Russian Hearstria Uni
MA Sustainability. Geology concentration Geohazards Hofstra
MS Geospatial Intelligence University Maryland College Park
Pending PhD in Geospatial Intelligence

Special Interests: Community Outreach, Citizens Science, Remote Sensing,
bridging gaps between community + Science, cultural exchange, geograp

Personal Observations/Comments: Twinning is an opportunity that can
be inclusive of a broad range of backgrounds/demographics. Expanding
through cultural exchange gives the chance for HDG to become more diverse.

Committee/Commission/Board Sponsor: Casi Boyer / Carolyn
Zinner

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Office of the Mayor
(Attention: Mr. Patrick Sypolt)
Havre de Grace City Hall
711 Pennington Avenue
Havre de Grace, MD 21078
patrick@s@havredegracemd.com



OK
[Signature]

APPLICATION FOR APPOINTMENT TO
CITY SPONSORED ORGANIZATIONS
410-939-1800

Commission/Committee/Board Appointment Sought: Cultural Exchange
Commission

Name: DONA BUSHONG Date: 8 Oct 2019

Address: 700 Chesapeake Dr Hdq

Home Phone: 1 Work Phone: _____

Cell Phone: _____ E-Mail: bdonamarie@gmail.com

Occupation: Retired

Place of Employment: _____

Residency History: Moved to Hdq 2013

Education Background: 2 yrs ~~com~~ community college

Special Interests: Twining Assoc

Personal Observations/Comments: _____

Committee/Commission/Board Sponsor: Casi Boyer
Carolyn Zinner

Please complete form and return to:
Office of the Mayor
(Attention: Mr. Patrick Sypolt)
Havre de Grace City Hall
711 Pennington Avenue
Havre de Grace, MD 21078
patrick@havredegracemd.com



OK
AW

APPLICATION FOR APPOINTMENT TO
CITY SPONSORED ORGANIZATIONS
410-939-1800

Commission/Committee/Board Appointment Sought: CULTURAL
EXCHANGE COMMISSION

Name: MAURA BURTON Date: 10/8/2019

Address: 120 S. UNION AVE; HdG, MD 21078

Home Phone: Work Phone:

Cell Phone: E-Mail: CARDIOTECH.BURTON@GMAIL.COM

Occupation: SARC - HOSPITAL BASED CRISIS COORDINATOR

Place of Employment: SARC

Residency History: 1 1/2 YEAR

Education Background: BSW - UMBC

Special Interests: TRAVEL, COMMUNITY VOLUNTEERING;
AGENCY; WATER ACTIVITIES.

Personal Observations/Comments: N/A

Committee/Commission/Board Sponsor: CASI BOYER; CAROLYN
ZINNER

Please complete form and return to:
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(Attention: Mr. Patrick Sypolt)
Havre de Grace City Hall
711 Pennington Avenue
Havre de Grace, MD 21078
patrick@havredegracemd.com



OK
(Signature)

APPLICATION FOR APPOINTMENT TO
CITY SPONSORED ORGANIZATIONS
410-939-1800

Commission/Committee/Board Appointment Sought: Cultural Exchange
Commission

Name: Gail Petrosoff Date: 9 Oct 2019

Address: 247 Lewis's St. Hd & 21078

Home Phone: " Work Phone: NA

Cell Phone: " E-Mail: gpetrosoff@gmail.com

Occupation: retired

Place of Employment: _____

Residency History: 5 years in HdG

Education Background: Bachelor's in Bus Admin

Special Interests: social justice, cultural enrichment

Personal Observations/Comments: _____

Committee/Commission/Board Sponsor: Casi Boyer / Carolyn Zinner

Please complete form and return to:
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711 Pennington Avenue
Havre de Grace, MD 21078
patrick@s@havredegracemd.com

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 73: FIREARMS.

BE IT ORDAINED, that the Mayor and City Council of Havre de Grace make the following amendments and additions to the City Code Section 73-1, with additions shown by underscore and deletions shown by ~~[strikeout]~~:

Chapter 73. Firearms

§73-1. Discharge of firearms prohibited; exceptions.

It shall be unlawful for any person to fire or cause to be fired any firearm, rifle, shotgun, pistol, pellet gun or gun of any kind within the corporate limits of the City of Havre de Grace, except:

_____ (a) _____ on approved firing ranges; or

_____ (b) _____ while waterfowl hunting as may be permitted by state or federal regulatory agencies in those water-bourne areas on the southern side of Tydings Park Island depicted in Exhibit A to this Code section, which areas of the Susquehanna River and Chesapeake Bay were annexed by the City of Havre de Grace as part of the Tydings Park Island annexation; or

_____ (c) _____ on property annexed into the City if such property at the time of annexation was an operating farm or agricultural business and continues to be used for farming operations or agricultural business after the annexation; and

_____ (i) _____ such firearm is limited to a twenty gauge shotgun (using birdshot ammunition; slugs are not permitted) which shall not be discharged within one hundred and fifty (150) yards of any residential dwelling or building designed for human occupancy or school regardless of whether such building or school is on abutting or adjacent property; and

_____ (ii) _____ the person intending to use a shotgun for farming or other agricultural business purpose first notifies the City Police Department prior to the discharge of any shotgun.

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ATTEST:

THE MAYOR AND CITY COUNCIL
OF HAVRE DE GRACE

PATRICK D. SYPOLT
DIRECTOR OF ADMINISTRATION

WILLIAM T. MARTIN, MAYOR

First Reading: October 21, 2019
Public Hearing: November 4, 2019
Second Reading/Adoption: November 18, 2019

Ordinance No. _____

1
2
3 AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF
4 THE CITY OF HAVRE DE GRACE PURSUANT TO THE
5 AUTHORITY PROVIDED BY THE MARYLAND
6 CONSTITUTION ARTICLE XI-E, THE LOCAL
7 GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF
8 MARYLAND, AND CITY CHARTER SECTIONS 33 AND 34
9 AMENDING THE CITY CODE CHAPTER 205: ZONING,
10 ARTICLE I, GENERAL PROVISIONS, SECTION 205-3, BY
11 REVISING THE REQUIREMENTS FOR PARKING FOR
12 SINGLE-FAMILY DWELLINGS ON EXISTING LOTS OF
13 RECORD PRIOR TO MARCH 15, 1982.

14
15 WHEREAS, the Mayor and City Council desire to encourage opportunities for infill
16 development on existing lots of record by exempting single-family dwellings from the parking
17 requirements contained in Chapter 122.

18
19 NOW THEREFORE, BE IT ORDAINED, AS FOLLOWS:

20
21 1. Article, I Section 205-3.E shall be amended as follows, with words shown **bold underlined**
22 to be added and those shown [~~bracketed with strikeout~~] to be deleted;

23
24 § 205-3.E. Single-family detached dwellings, which have been or may be constructed on lots
25 created by virtue of deeds or of subdivision plats recorded in the Land Records of Harford County
26 prior to March 15, 1982, shall be exempt from the single-family, residential lot specifications
27 contained in Table I of this chapter. **Parcels or lots of record, except those located on a lane**
28 **or alley, shall also be exempt from the off-street parking requirements contained in Chapter**
29 **122.**

30
31 In accordance with the provisions of the Maryland Ann. Code, Land Use Article, §4-203 and the
32 City Charter, amendments shall become effective on the date of the approval by City Council
33 after the second reading, except that if the date of the City Council approval is less than ten days
34 after the close of the City Council's public hearing on these Zoning Code amendments, the
35 effective date of the amendment shall be ten days after the close of the public hearing on the
36 Zoning Code amendments.

37
38 ATTEST:

THE MAYOR AND CITY COUNCIL
OF HAVRE DE GRACE

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43 _____
44 PATRICK D. SYPOLT
45 DIRECTOR OF ADMINISTRATION

WILLIAM T. MARTIN, MAYOR

- 46 First Reading:
- 47 Public Hearing:
- 48 Second Reading/Adoption:
- 49



INTER-CITY MEMORANDUM

To: City Council President David W. Glenn
From: Mayor William T. Martin
Date: October 4, 2019
RE: Proposed Budget Amendment 2020-03

The Lower Susquehanna Heritage Greenway (LSHG) is one of Maryland's 13 regions designated as Certified Heritage Areas. As such, the LSHG assists individuals, organizations and government entities protect, preserve and promote the Lower Susquehanna's unique historic, cultural and natural resources. LSHG also supports heritage tourism through advocacy, interpretation and preservation that enhances assets and people's awareness, understanding and appreciation of those assets.

The LSHG currently receives \$1,000 annually from the City to help fund its operations. The LSHG has reorganized recently and is looking to be more effective in its mission. To that end, I am requesting a one-time additional contribution of \$9,000 to help them achieve their revitalization goal. This will make the City's total contribution for the year to \$10,000.

I am therefore requesting that the City Council approve \$9,000 be added to expenditure account 01-2332-6084 [LSHGA]. I am requesting that the funding will be accomplished through an increase in estimated expense reimbursements, account 01-0001-46-40. The City has received an unanticipated refund on its 2018 health insurance contract.

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

BUDGET AMENDMENT

October 4, 2019

Amendment # 2020-03

SOURCE OF FUNDS

Account Number	Account Title	Amount
	General Fund 1	
01-0001-46-40	Expense Reimbursement	\$9,000.00
Total Sources		\$9,000.00

USE OF FUNDS

Account Number	Account Title	Amount
	General Fund 1	
01-2332-6084	Lower Susq Heritage Greenway	\$9,000.00
Total Uses		\$9,000.00

REASON FOR ADJUSTMENT

To make a one-time additional contribution to LSHGA's revitalization efforts.

AUTHORITY

City Council on 10/21/19.

APPROVAL

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



CITY OF HAVRE DE GRACE SPECIAL EVENT APPLICATION

Applications must be submitted 45 days prior to the event.

Introduction:

Any organized activity involving the use of, or having impact upon, City property or City facilities including parks, sidewalks, street areas or the temporary use of City property in a manner that varies from its current land use, requires a special event permit.

Contact Information:

Shyla Scott: Executive Assistant
City Hall
711 Pennington Ave.
Havre de Grace, MD 21078
Questions: 410-939-1800 x 1138
Email: Shylas@havredegracemd.com

Checklist: Required information for initial submittal of the special event application. Applications *will not* be accepted without this minimal information.

- Yes Completed and signed application
- Yes Certificate of insurance
- Yes Complete and detailed site plan to include maps
- Yes Documentation of non-profit status
- Yes Traffic control plan
- Yes State Highway Permit (if applicable)

Applicant Initial: BS

1 of 5

City Representative Initial: SS

Event Title: THE HAVRE DE GRACE ICE FESTIVAL

Organization Information:

Host Organization: HAVRE DE GRACE ALLIANCE

Business Address: 3516 CONGRESS AVE, SUITE 203, HDG 21078

On Site Contact: DAMON JOHNSON

Contact Information: Phone 443-485-7020 Email EXECUTIVEDIRECTOR@HAVREDEGRACEALLIANCE.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 # 47-5585317

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.

SEE ATTACHED

Admission Amount (if any): NONE

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

Anticipated Attendance: 5,000

Date/Time:

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

Setup	Date: <u>1/18/20</u>	Time: <u>9:00 AM</u>	} SAT 1/18/20 2:00-8:00PM	} SUN 1/19/20 NOON-4:00PM
Event Starts	Date: _____	Time: _____		
Event Ends	Date: _____	Time: _____		
Rain Date	Date: <u>1/20/20</u>	Time: <u>12-4 PM</u>		

Applicant Initial: [Signature]

2 of 6

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: DOWNTOWN HAVRE DE GRACE

Yes No Does your event require road closures?

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

- WASHINGTON ST FROM CONGRESS TO GREEN } GREEN ST SHOULD
- ST JOHN FROM GREEN TO FRANKLIN } REMAIN OPEN AS A THRU
- PENNINGTON FROM LODGE LANE TO ST. JOHN } STREET
- FRANKLIN FROM UNION TO ST. JOHN

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

"NO PARKING" SIGNS ON CLOSED STREETS

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: BJ

3 of 5

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:



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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.

NOTIFY AMBULANCE CORP/HOSE COMPANY
FOR AWARENESS.

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

BAMBI JOHNSON

Title

EXECUTIVE DIRECTOR

Signature

Bambi Johnson

Date

9/23/19

Received by

[Signature]

City Official

Date:

10/2/19

Notification: Internal Use Only:

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

Ap

[Signature]

5045

Initial:

BJ

The *Havre de Grace* Ice Festival

The Havre de Grace Ice Festival, which takes place over Martin Luther King weekend, transforms our city into a winter wonderland with ice sculptures around town and music drifting through the air. Collaborations with the downtown merchants, city non-profits and other groups will create an overall experience that promotes and benefits everyone. There are live ice carvings, bands, artisans, a chili cook-off, kid stations, contests, in-store specials, food trucks, street performers, live radio broadcasts, costumed characters, fire pits, s'mores and more. You can even try your hand at ice sculpting by carving your name into our graffiti wall or join the kids' parade and be crowned Ice Prince and Ice Princess! Grab your hat, mittens & scarf and join us in downtown Havre de Grace to make memories you won't soon forget.



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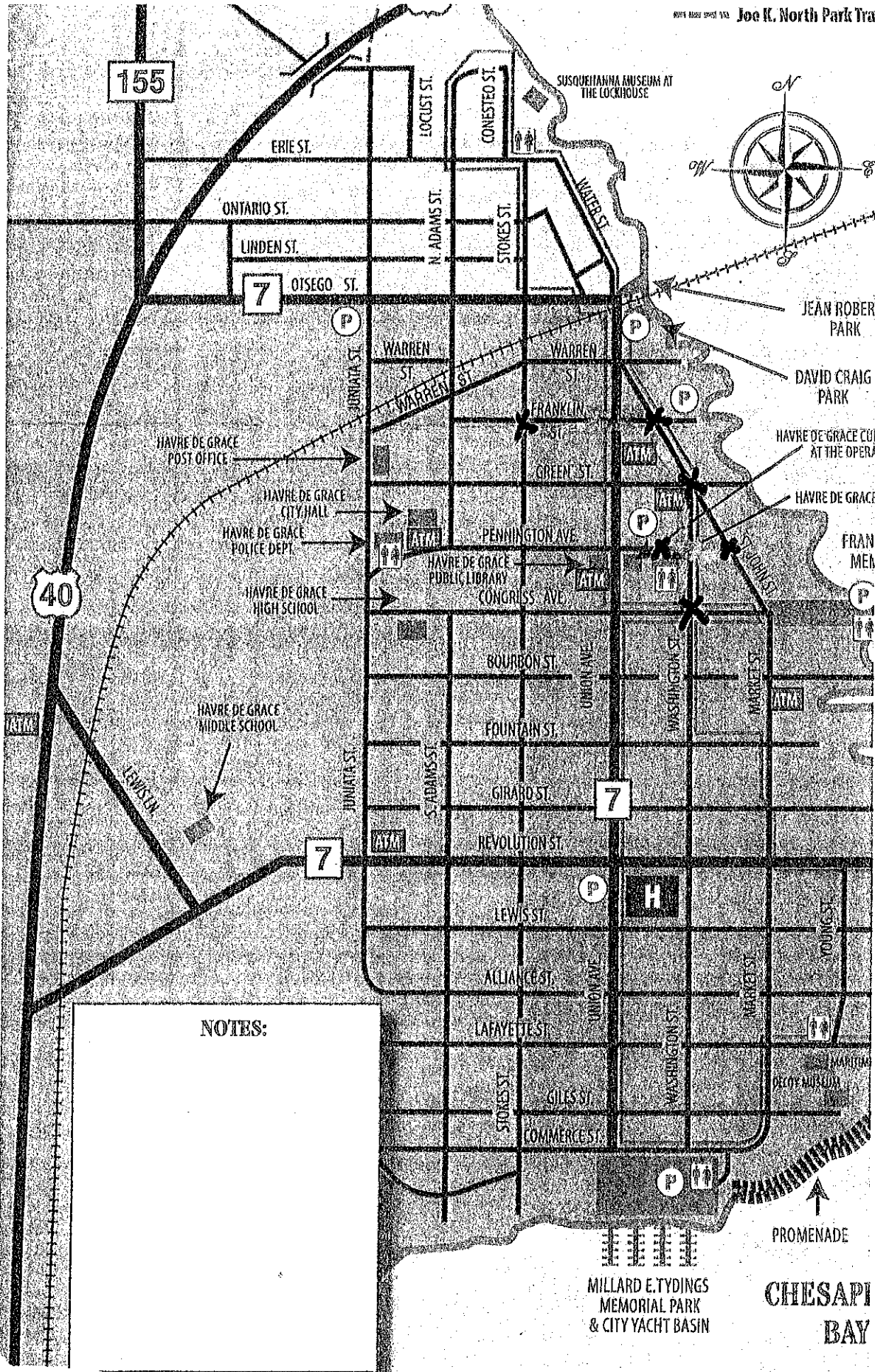
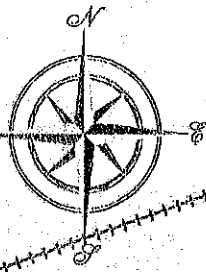
7

40

7

7

NOTES:



SUSQUEHANNA ANUSEUM AT THE LOCKHOUSE

JEAN ROBER PARK

DAVID CRAIG PARK

HAVRE DE GRACE CUI AT THE OPERA

HAVRE DE GRACE

FRAN MEA

HAVRE DE GRACE POST OFFICE

HAVRE DE GRACE CITY HALL

HAVRE DE GRACE POLICE DEPT

HAVRE DE GRACE HIGH SCHOOL

HAVRE DE GRACE MIDDLE SCHOOL

HAVRE DE GRACE PUBLIC LIBRARY

CONGRESS AVE

H

PROMENADE

MILLARD E. TYDINGS MEMORIAL PARK & CITY YACHT BASIN

CHESAPE BAY



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
11/13/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Crothers Insurance Agencies, Inc. Main St. & Valley View Dr. P.O. Box 470 Rising Sun, MD 21911	CONTACT NAME: Joyce Ragan	PHONE (A/C No. Ext.): (410) 658-5200	FAX (A/C No.): (410) 658-9570
	E-MAIL ADDRESS: joycer@zoominternet.net		
INSURED Havre de Grace Alliance Inc. 201 St. John St. Havre de Grace, MD 21078	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A:	SELECTIVE INS CO OF AMERICA	12572
	INSURER B:	SELECTIVE WAY INS CO	26301
	INSURER C:		
	INSURER D:		
	INSURER E:		

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADOL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			S 2044991	09/01/2018	09/01/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPROP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$ 0			S 2044991	09/01/2018	09/01/2019	<input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/EMBER EXCLUDED? (Mandatory in NJ) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WC 9028527	09/01/2018	09/01/2018	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER EL: EACH ACCIDENT \$ 500,000 EL: DISEASE - EA EMPLOYEE \$ 500,000 EL: DISEASE - POLICY LIMIT \$ 500,000

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

CERTIFICATE HOLDER**CANCELLATION**
 CITY OF HAVRE DE GRACE
 711 Pennington Ave
 Havre De Grace, MD 21078

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

AUTHORIZED REPRESENTATIVE

Joyce E. Ragan

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ACORD 25 (2016/03)

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INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **MAY 20 2016**

HAVRE DE GRACE ALLIANCE, INC.
C/O MARYLAND NONPROFITS
PADRAIC MCSHERRY MORTON, ESQUIRE
1500 UNION AVENUE, SUITE 2500
BALTIMORE, MD 21211

Employer Identification Number:
47-5585317

DLN:
17053110353046

Contact Person: MIKE M KERR ID# 31611

Contact Telephone Number:
(877) 829-5500

Accounting Period Ending:
December 31

Public Charity Status:
170(b)(1)(A)(vi)

Form 990/990-EZ/990-N Required:
Yes

Effective Date of Exemption:
November 13, 2015

Contribution Deductibility:
Yes

Addendum Applies:
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Letter 947

Special Events Cost Sheet

Event:	Havre de Grace Ice Festival	Tracking ID 101190008
Dates:	Saturday 1/18/20 and 1/19/20	
Time of set up:	1/18/20	
Take down time:	1/19/20	
Time of actual event:	Sat. 1/18/20 2:00 - 8:00pm Sun 1/19/20 Noon - 4:00pm	
Location:	Downtown Havre de Grace	

	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
PD	2	20		\$113.00	20	\$2,260.00	\$0.00		\$2,260.00
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
DPW	6	8	29	\$47.25	37	\$2,433.38	\$0.00		\$2,433.38
Notes									

Grand Total	8	28	29	\$65.64	57	\$4,693.38	\$0.00	See above	\$4,693.38
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*Note: Normal salary includes fringe benefits; OT salary is 1.5 times average salary