COUNCIL MEETING AGENDA
December 21, 2020
7:00 p.m.

Public Hearing for Ordinance 1046 concerning Amendment of City Code Chapter 173 – Subdivision Requirements, Section 173-10 Streets and Roads
AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF THE CITY OF HAVRE DE GRACE ADOPTED PURSUANT TO THE AUTHORITY OF ARTICLE XI-E OF THE MARYLAND CONSTITUTION, THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND, AND SECTIONS 33 AND 34 OF THE HAVRE DE GRACE CITY CHARTER, FOR THE PURPOSE OF AMENDING CITY CODE CHAPTER 173 – SUBDIVISION REQUIREMENTS, SECTION 173-10 STREETS AND ROADS.

Public Hearing for Ordinance 1047 concerning Amendment of City Code Chapter 198 – Water and Sewers, Section 198-18 Obstructions
AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF THE CITY OF HAVRE DE GRACE ADOPTED PURSUANT TO THE AUTHORITY OF ARTICLE XI-E OF THE MARYLAND CONSTITUTION, THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND, AND SECTIONS 33 AND 34 OF THE HAVRE DE GRACE CITY CHARTER, FOR THE PURPOSE OF AMENDING CITY CODE CHAPTER 198 – WATER AND SEWERS, SECTION 198-18 OBSTRUCTIONS.

Public Hearing for Ordinance 1048 concerning Amendment of City Zoning Code, Article I, Section 205-8 "Street Frontage Required"
AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF THE CITY OF HAVRE DE GRACE ADOPTED PURSUANT TO THE AUTHORITY OF ARTICLE XI-E OF THE MARYLAND CONSTITUTION, THE LOCAL GOVERNMENT AND LAND USE ARTICLES OF THE ANNOTATED CODE OF MARYLAND, AND SECTIONS 33 AND 34 OF THE HAVRE DE GRACE CITY CHARTER, FOR THE PURPOSE OF AMENDING CITY ZONING CODE, ARTICLE I, SECTION 205-8 "STREET FRONTAGE REQUIRED".

1. Call to Order

2. Roll Call

3. Pledge of Allegiance

4. Opening Prayer: Read by CM Ringsaker (submitted by Pastor Bo VanDyke, Christ the King Church)

5. Approval of the Minutes:
   A. City Council Minutes – December 7, 2020

6. Comments from Citizens on Agenda Items
   (Email patricks@havredegracemd.com by 7:00 p.m. with comments, which will be read into the record.)

7. Appointments: None

8. Recognitions: None

9. Proclamations: None

10. Presentations: None

11. Resolutions:
    A. **Calendar Resolution concerning Amendment to the MOU with HDG Green Team to Extend Compost Program for Six Months (CM Boyer)**
    A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND, PURSUANT TO ARTICLE XI-E OF THE MARYLAND CONSTITUTION, THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND, AND SECTIONS 33 AND 34 OF THE CITY CHARTER, AUTHORIZING THE MAYOR TO EXECUTE AN AMENDMENT TO THE MEMORANDUM OF UNDERSTANDING WITH THE HAVRE DE GRACE GREEN TEAM LTD TO EXTEND THE COMPOST PROGRAM FOR SIX MONTHS.

12. Ordinances: None

13. Old Business: None

14. New Business:
    A. Special Event (Patrick Sypolt)
        i. New Year's Eve Virtual Celebration / Duck Drop, December 31, 2020
        4 p.m. - 8 p.m. at Franklin Street / 9 p.m. - 1 a.m. at Concord Street
        ii. 58th Annual Havre de Grace Art Show, October 23-24, 2021
        10 a.m.-5:00 p.m., Tydings Park & Concord Point Park

15. Directors Report:
    A. Mr. Patrick Sypolt – Director of Administration
    B. Mr. Shane Grimm – 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 Ringsaker
    B. Council Member Boyer
    C. Council Member Zinner
    D. Council Member Robertson
    E. Council Member Martin
    F. Business from Council President Glenn

18. Comments from Citizens
    (Email patricks@havredegracemd.com by 7:00 p.m. with comments, which will be read into the record.)

19. Adjournment

December 7, 2020
Council Meeting Proceedings

Call to Order: The regular meeting of the Mayor and City Council was called to order on December 7, 2020 at 7:00 p.m. with Mayor Martin presiding.

Roll Call: Present: CP Glenn, CM Zinner, CM Martin, CM Robertson, CM Ringsaker and CM Boyer.

The Pledge of Allegiance was recited and the opening prayer that was submitted by Fr. T. James Snodgrass, Pastor of St. John Episcopal Church was read by CM Ringsaker.

Approval of Minutes:
City Council Minutes – CM Zinner moved to approve the Council Meeting minutes of November 16, 2020. Seconded by CM Boyer. Motion carried 6-0.

Closed Session Minutes – CM Boyer moved to approve the Closed Session minutes of November 16, 2020. Seconded by CM Ringsaker. Motion carried 6-0.

Comments from Citizens on Agenda items:
There was one submission via email from Joe Kochenderfer, 819 Tydings Road regarding the resolution concerning a license agreement at 212 N. Washington Street. Mr. Kochenderfer recommended line 107 include "pole and supports" in addition to sign.

Appointment: None

Recognition: None

Proclamation:
Goll's Bakery 90th Anniversary –a proclamation was given to Goll's Bakery for their many years of dedicated service to the City of Havre de Grace. CP Glenn commented he sent a personal note to Goll's Bakery congratulating them on this milestone. CM Zinner commented on the nice tribute that was given via a Zoom meeting. Mayor Martin read the proclamation into the record (attached).

Presentation: None

Resolutions:

Calendar Resolution concerning Establishment of a Policy for Entering Leases and Licenses Related to City Rights of Way, Property or Structures (replaces Resolution 2007-10) (CP Glenn)
A RESOLUTION BY THE CITY COUNCIL OF HAVRE DE GRACE, MARYLAND, PURSUANT TO SECTION 4, 33, 34 AND 76 OF THE CITY CHARTER AND THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND TO ESTABLISH A POLICY FOR ENTERING LEASES AND LICENSES RELATED TO CITY RIGHTS OF WAY, PROPERTY, OR STRUCTURES.
A motion to introduce was made by CP Glenn with a second by CM Ringsaker. Motion carried 6-0. It will be Resolution 2020-21.
CP Glenn made a motion to adopt Resolution 2020-21 with a second by CM Martin. CP Glenn described the reason for the resolution.
Roll call vote: motion carried 6-0.

Calendar Resolution concerning License Agreement at 212 N. Washington Street (CM Ringsaker)
A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND, PURSUANT TO SECTIONS 33 AND 34 OF THE CITY CHARTER AND THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND TO AUTHORIZE THE MAYOR TO ENTER INTO A LICENSE FOR PLACEMENT OF A SIGN ON THE CITY RIGHT OF WAY ON 212 N. WASHINGTON STREET.
A motion to introduce was made by CM Ringsaker with a second by CM Zinner. Motion carried 6-0. It will be Resolution 2020-22.
CM Ringsaker made a motion to adopt Resolution 2020-22 with a second by CM Zinner. CM Ringsaker described the request for the sign. CM Ringsaker made a motion to amend line 107-F to add "pole and supports" so it will read, "The sign, pole and supports shall be removed upon the business ceasing operation at this location"; second by CM Boyer. Amendment passed 6-0. CM Ringsaker thanked former Council member Kochenderfer for his comment.
Roll call vote: motion carried 6-0.

Ordinances:

Ordinance 1045 concerning City Code Chapter 155 to Establish New Standards for the Review of Site Plans: Second Reading (CM Ringsaker)
AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF THE CITY OF HAVRE DE GRACE ADOPTED PURSUANT TO THE AUTHORITY OF ARTICLE XI-E OF THE MARYLAND CONSTITUTION, THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND, AND SECTIONS 33 AND 34 OF THE HAVRE DE GRACE CITY CHARTER, FOR THE PURPOSE OF REPEALING & REPLACING CITY CODE CHAPTER 155 TO ESTABLISH NEW STANDARDS FOR THE REVIEW OF SITE PLANS.
A motion to introduce on second reading was made by CM Ringsaker with a second by CM Zinner.
Motion carried 6-0.
CM Zinner made a motion to adopt Ordinance 1045 on second reading with a second by CM Ringsaker. CM Ringsaker described the purpose of the ordinance. CM Ringsaker made a motion to introduce the friendly amendments with a second by CM Martin. CM Zinner commented the Historic Preservation Commission had an opportunity to review this ordinance and are very pleased with the interjection of the Commission with the potential to work with the Planning Commission. Motion carried 6-0.
Roll call vote: motion carried 6-0 on second reading.

Ordinance concerning Amendment of City Code Chapter 173 – Subdivision Requirements, Section 173-10 Streets and Roads: First Reading (CM Ringsaker)
AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF THE CITY OF HAVRE DE GRACE ADOPTED PURSUANT TO THE AUTHORITY OF ARTICLE XI-E OF THE MARYLAND CONSTITUTION, THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND, AND SECTIONS 33 AND 34 OF THE HAVRE DE GRACE CITY CHARTER, FOR THE PURPOSE OF AMENDING CITY CODE CHAPTER 173 – SUBDIVISION REQUIREMENTS, SECTION 173-10 STREETS AND ROADS.
A motion to introduce on first reading was made by CM Ringsaker with a second by CM Martin. Motion carried 6-0. It will be Ordinance No. 1046.
CP Glenn made a motion to approve Ordinance No. 1046 on first reading with a second by CM Ringsaker. CM Ringsaker and City Attorney Ishak described the need for this ordinance and the following two ordinances.
Roll call vote: motion carried 6-0 on first reading. The Public Hearing was set for December 21, 2020; comments may be submitted via mail or email by 7:00 p.m. that evening.

Ordinance concerning Amendment of City Code Chapter 198 – Water and Sewers, Section 198-18 Obstructions: First Reading (CM Ringsaker)

AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF THE CITY OF HAVRE DE GRACE ADOPTED PURSUANT TO THE AUTHORITY OF ARTICLE XI-E OF THE MARYLAND CONSTITUTION, THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND, AND SECTIONS 33 AND 34 OF THE HAVRE DE GRACE CITY CHARTER, FOR THE PURPOSE OF AMENDING CITY CODE CHAPTER 198 – WATER AND SEWERS, SECTION 198-18 OBSTRUCTIONS.

A motion to introduce on first reading was made by CM Ringsaker with a second by CM Martin. Motion carried 6-0. It will be Ordinance No. 1047.

CM Martin made a motion to approve Ordinance No. 1047 on first reading with a second by CM Ringsaker. After discussion, the roll call vote was taken.

Roll call vote: motion carried 6-0 on first reading. The Public Hearing was set for December 21, 2020 following the public hearing for Ordinance No. 1046; comments may be submitted via mail or email by 7:00 p.m. that evening.

Ordinance concerning Amendment of City Zoning Code, Article I, Section 205-8 "Street Frontage Required": First Reading (CM Ringsaker)

AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF THE CITY OF HAVRE DE GRACE ADOPTED PURSUANT TO THE AUTHORITY OF ARTICLE XI-E OF THE MARYLAND CONSTITUTION, THE LOCAL GOVERNMENT AND LAND USE ARTICLES OF THE ANNOTATED CODE OF MARYLAND, AND SECTIONS 33 AND 34 OF THE HAVRE DE GRACE CITY CHARTER, FOR THE PURPOSE OF AMENDING CITY ZONING CODE, ARTICLE I, SECTION 205-8 "STREET FRONTAGE REQUIRED".

A motion to introduce on first reading was made by CM Ringsaker with a second by CM Martin. Motion carried 6-0. It will be Ordinance No. 1048.

CP Glenn made a motion to approve Ordinance No. 1048 on first reading with a second by CM Ringsaker. CM Ringsaker deferred to City Attorney Ishak to explain the need for this ordinance.

Roll call vote: motion carried 6-0 on first reading. The Public Hearing was set for December 21, 2020 following the public hearing for Ordinance No. 1047; comments may be submitted via mail or email by 7:00 p.m. that evening.

Old Business: None

New Business:

Proposed Budget Amendment 2021-04: Motion made by CM Robertson to introduce the proposed budget amendment 2021-04 for replacement of playground equipment. Second by CM Martin. Motion carried 6-0. CP Glenn commented the Inter-City Memorandum should say Tydings Park and not McLhinney Park. CM Boyer requested clarification on why it wasn't in the first budget amendment of the year; Director Sypolt explained the purchase order was closed prematurely and not encumbered so it was decided to put forth a budget amendment and have it stand alone for clarity and not roll it in with other line items and explained the new process to avoid this in the future. CM Boyer inquired about plans for McLhinney Park; Director Sypolt commented that Administration has a vision for the north part of town and the plan is still being formulated, which includes McLhinney Park and the plan will be shared when it is completed. CM Robertson inquired about having a presentation on the plan for the north part of town. Mayor Martin explained that Havre de Grace leases most of the land in the North Park/JoeK Trail from the Exelon Corporation; however, the City has entered into discussions with Exelon to donate the land so that the City may obtain ownership of the land. Once we have confirmation of when that will occur and what amount will be offered, we will develop a concept plan and have dialogue on what we want it to look like; it will be a multi-year process.

The Budget Amendment was approved by a roll call vote of 6-0. CM Robertson read the transfer amount into the record: from Account Number 01-0001-49-98 Unrestricted Fund Balance in the amount of $28,400.00 to Account Number 01-1091-6507 City-Wide Enhancement Projects in the amount of $28,400.00.

Directors Report:

Patrick Sypolt, Director of Administration: The Susquehanna Lock House Museum will have their 48th annual Candlelight Tour on December 12 from 4 p.m.-8 p.m.; it is a musical outdoor tour and the Lock House will have its Holiday Boutique opened Saturday from 9:00 a.m.–5:00 p.m. and Sunday from 11:00 a.m.-3:00 p.m. The City is hosting a House Decorating Contest with judging on December 14 & 15; decorate your house and email address, phone number, and name to hdgtourism@havredegracemd.com to enter the contest. Houses must be within the City limits and prizes will be awarded and winners announced at an upcoming City Council meeting. City Hall is closed to the general public; citizens are encouraged to use electronic transfers or the drop box to conduct City business.

Shane Grimm, Director of Planning: The first virtual meetings of the Planning Commission and the Board of Appeals were held; the members did a fantastic job handling the first virtual meetings and Shane Grimm recognized Chairman Volney Ford and Chairman Charlie Packard for being very well prepared and doing a fantastic job. The next scheduled Planning Commission meeting is December 14 to hear the cases for two Bulle Rock parcels – Parcel F (102 single family dwellings) and Parcel N (188 units in 7 buildings); citizens can watch the meeting on YouTube, but if they want to leave a comment to be read into the record or participate in the meeting they need to contact Shane Grimm by 5 p.m. on December 14 with their name and email. The Department of Planning is continuing to work on updates to the zoning code and appreciates the Council members approving the site plan ordinance.

Erika Quesenbery Sturgill, Director of Economic Development: Ms. Quesenbery Sturgill was on vacation and not available to give a report.

George DeHority, Director of Finance: The current financial condition of General Fund 1, Water/Sewer Fund 9 and Marina Fund 8 was presented. The General Fund 1 balance is $7,602,200, which is $1,487,200 ahead of budget. The Water/Sewer Fund 9 balance is $1,317,800, which is a $1,009,200 increase year to date. The Marina Fund 8 balance is $860,600, which is a $34,900 increase year to date.

Tim Whittie, Director of Public Works: The Aberdeen waterline project is progressing; appreciation was given to the Harford County Department of Public Works for an issue that they helped resolve and save us money. The capital projects at Green & Wilson Streets, Commerce Street, Old Bay Lane, and National Guard are moving along. They have fallen behind a little at Francis Street due to issues such as collapsed pipes and root balls. The paving with BGE is moving along; they completed Warren Street and are moving on to Stokes & Franklin Streets; we also had them replace a lot of curb that deteriorated, which will make some of the costs higher than we anticipated, but it needed to be done. Girard Street is completed. They plan to have the Lewis Lane storm drain finished by the time the school opens. The Marina is getting the permits needed for the grading. The Gashey's Creek project will have a lane closure, but the road won't be closed.

Chief Teresa Walter, Havre de Grace Police Department: Captain John Krass reported for Chief Walter. Due to Covid, the lobby of the Police Department is not closed, but has limited access to protect employees - the vestibule has video and audio as you enter so someone will come out to assist you after you enter. The Police Department had 12 participants in No Shave November who collectively raised nearly $1,300, which was donated to the American Cancer Association. Crime prevention for this time of year - don't leave purses, laptops, electronics, etc. in plain sight in vehicles as people will break windows to get your items. To prevent porch pirates if you can't be home for deliveries, consider working with neighbors to see if someone can pick it up for you or choose a designated secure package location for shipping.

Business from Mayor Martin: Dumpster Day was November 21 with about 100 people participating; we will continue to have this in the future as it is a service we like to provide for our citizens; thanked DPW staff for their efforts and Chief of Staff Gamatoria for checking licenses to make sure everyone was a Havre de Grace resident.

The Holly Jolly First Friday was postponed to Saturday due to rain. The Mayor thanked the crowd for being there and wearing masks and social distancing. The event was also live streamed. Santa Claus showed up for

the children. Mayor Martin thanked everyone who participated. The new artificial tree was custom designed and can become taller so we hope to have it grow next year.

On December 19 at 2:00 p.m., Joseph L. Davis Post 47 American Legion will do Wreath Across America at Angel Hill Cemetery. Everyone is invited. Mayor Martin thanked the American Legion for their efforts.

Covid numbers are increasing; 409 Havre de Grace residents have contracted the virus since it started. On a positive note, this isn't a bad number for a City our size; residents should continue to wear their masks and social distance. Today is the 79th anniversary of Pearl Harbor – the greatest generation is slowly fading away into the history books. That time taught us that things that happen globally can impact us in America, but when we get involved we solve it just as we've created a vaccine within one year. We will move forward and hope this time next year we can think back at how we worked together to get through these times. Mayor Martin thanked everyone in Havre de Grace for being the best you can and protecting your neighbors and wearing your masks.

Business from Council:

Council Member Martin: Thanked Mayor Martin and the Administration for going forward as much as possible to keep the normalcy of this holiday season. The Ambulance Corps is looking for donations for Toys for Tots; if you have the ability, stop at the Level Road Havre de Grace Ambulance Corps and donate to Toys for Tots.

Council Member Ringsaker: No comments.

Council Member Boyer: Thanksgiving was an amazing day in the spirit of service – over 130 turkeys were cooked and 1,600 meals served that day for neighbors in need. Volunteers came out; a small group worked inside while outside volunteers stayed in their vehicle waiting to deliver meals. CM Boyer thanked everyone who volunteered and donated and highly encourages everyone to consider making this part of their Thanksgiving tradition. Kudos to Fred Wills and Don Osman for putting this on and the restaurants in town (River City and Coakley's) for their donations. Also thanked CP Glenn for doing hours of work and Patrick Sypolt and Steve Gamatoria for coming out too. CM Boyer discussed a request by Mt. Zion Baptist Church to use their property to create a short term homeless program focused on women; CM Boyer proposed an amendment to conditional uses for the RO district with the following motion: to add at H – "homeless shelter programs meeting the following conditions: short term-less than 90 days, limited bed no more than 25 beds, 501c3 faith-based community organizations" and take this opportunity to correct spelling of the word specifications found on lines b, d, and g; after discussion about the zoning code amendment process, the motion was withdrawn with the understanding that CM Boyer would prepare a draft ordinance and request CP Glenn to place it on the Council agenda. CM Boyer wished everyone a Happy Hanukkah.

Council Member Zinner: Historic Havre de Grace Foundation didn't receive the grant from the Maryland Historic Trust; the Trust had $300,000 in grant funds and requests for over $1.5 million, but we are on their radar now and it gave us an opportunity to put forth our first application for a grant and we will look for other opportunities. Commended the Independence Day Commission members who had to cancel all their fundraisers this year, but have thought of other non-profits by creating a donation opportunity for citizens to donate through a fundraiser - $20 for 2020 asking citizens to donate $20 to one of the local non-profits. CM Zinner encouraged everyone to go on the Independence Day Commission's Facebook page as they are highlighting the local non-profits and gives the link to make a donation.

Council Member Robertson: Thanked everyone who attended the Youth Commission Virtual Town Hall on civic service on November 17. CM Robertson hopes everyone is staying healthy – we are all in this together.

Business from Council President: Congratulated Officer Dan Petz and his wife Ashley who brought a little girl into the world tonight.

Congratulated and thanked Fred Wills, Don Osman and the entire Thanksgiving Day Dinner team. It was a great event. Don Osman got him involved many years ago and once you get involved you can't help but want to go back year after year. To see the number of people who showed up despite Covid challenges blows you away – they had more than enough volunteers. This serves as an inspiration to all the municipalities of

what we do year after year. To the entire committee - Rich Holly would have been proud. Once again, Havre de Grace leads by example.

Extended his thoughts and prayers to the family of Paul Sarbanes. Paul Sarbanes was a long time U.S. Senator who always championed the Chesapeake Bay.

Much closer to home, last week was a tough week for CP Glenn's family. First, Russell "Bo" Barnes passed away. Bo was a graduate of Havre de Grace High School and the custodian at Havre de Grace Elementary School. If you knew Bo, you couldn't help but love Bo and the students at Havre de Grace Elementary School will tell you that. CP Glenn is truly going to miss his smile. Second, later in the week, Tim West passed away. Tim was a close childhood friend. They grew up on Anderson Avenue playing capture the flag and every sport imaginable. Tim was very active in the Sons of American Legion at Joseph L. Davis Post 47 serving as 1st Vice Commander. No matter what the situation, Timmy always found a way to make you laugh. He will be sorely missed.

It seems that 2020 has been a very tough year for all of us. Covid and the stress it bestows on all of us has truly changed our lives. It is probably fair to say that many of us have lost family and friends during this crisis. In speaking with CM Robertson, CP Glenn believes we should end the year in reflection and take a weekend and light the town up in memory of all those people who lost their lives during the year. He also ran it past CM Boyer and she proposed that maybe the night of the Duck Drop we have a lights out for a few minutes in memory of those who lost their lives and send a strong message to the families that their lives weren't forgotten. CP Glenn made a motion to light the town up and have lights out on New Year's Eve. The motion was seconded by CM Robertson and passed unanimously. The Mayor confirmed on New Year's Eve the City will honor in memoriam the friends and family who have passed this year by use of its up-lights and a lights out moment of observance before the Duck Drop.

Comments from Citizens: None

Mayor Martin commented that former City Council member Randy Craig had a son born on December 3 James Emerson Craig – congratulated Randy, Erin and the Craig family on the new addition to their family.

CM Martin made a motion to adjourn at 9:11 p.m. with a second by CM Robertson. Motion carried 6-0.

Video recording of the City Council Meeting may be viewed online through Harford Cable Network or City of Havre de Grace YouTube channel.

Respectfully submitted,
Tamara Brinkman

City of Havre de Grace, Maryland

Proclamation

Goll's Bakery

WHEREAS, Goll's Bakery of Havre de Grace Maryland is a family owned, old fashioned, German bakery and has been a Havre de Grace Tradition since 1930; and

WHEREAS, Eugene and Elsa arrived from Stuttgart, Germany via Philadelphia at age 18 and 17 respectively, met and married in Philadelphia. Eugene and Elsa Goll arrived in Havre de Grace on their honeymoon weekend and wasted no time opening their bakery on December 1, 1930; and

WHEREAS, Both Eugene and Elsa were from German baker families and learned the bakery business from childhood. Their delicious pastries, family recipe, quality ingredients and strong work ethic, created the success that has maintained the business for 90 years.

NOW, THEREFORE, I William T. Martin, Mayor of the City of Havre de Grace, along with the members of City Council, do hereby dedicate this Proclamation to Goll's Bakery for their many years of dedicated service.

IN WITNESS WHEREOF I have hereunto set my Hand and caused the Seal of the City of Havre de Grace to be affixed this 2nd day of December in the Year of Our Lord, Two Thousand and Twenty.

Mayor

Council President

Council Member

Council Member

Council Member

Council Member

Council Member

ATTEST: _____

CITY COUNCIL

OF

HAVRE DE GRACE, MARYLAND

ORDINANCE NO. 1046

Introduced by Council Member Ringsaker

AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF THE CITY OF HAVRE DE GRACE ADOPTED PURSUANT TO THE AUTHORITY OF ARTICLE XI-E OF THE MARYLAND CONSTITUTION, THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND, AND SECTIONS 33 AND 34 OF THE HAVRE DE GRACE CITY CHARTER, FOR THE PURPOSE OF AMENDING CITY CODE CHAPTER 173 – SUBDIVISION REQUIREMENTS, SECTION 173-10 STREETS AND ROADS

On: 12/7/2020

at: 7:00 p.m.

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

PUBLIC HEARING

A Public Hearing is scheduled for 12/21/2020 at 7:00 p.m.

EXPLANATION

Underlining indicates matter added to existing law.

[Bold Brackets] indicate matter deleted from existing law.

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

Public Hearing

WHEREAS, the City of Havre de Grace ("City") seeks to ensure the public health, safety and welfare of all its citizens and residents by ensuring adequate access to public and private roads; and

WHEREAS, certain lots in the City may rely on road access via railroad crossings or tunnels; and

WHEREAS, it has come to the City's attention that railroad companies and/or private landowners have consented to the closure of railroad crossings, without prior disclosure to the City Council, which closures potentially affect the public health, safety and welfare of citizens and residents of the City;

NOW THEREFORE, the Mayor and City Council of Havre de Grace hereby amend City Code Chapter 173, Article III, section 10 titled "Streets and Roads" by adding a new subsection "C" and "D", shown by underlining, as follows:

C. No streets or roads, public or private, shall be approved over an active railroad line unless there is an existing and functional "at grade" railroad crossing permitted by the railroad, the railroad company confirms in writing that the use of the crossing will be permitted under the subdivision plan, and that such crossing will remain open at that location. Alternatively, if a railroad crossing is to be closed by the railroad company or by recommendation of the owner or developer, such closure must be shown on the subdivision plan together with alternate vehicle access demonstrating compliance with the Harford County Road Code, and the City Code, and showing adequate access for emergency vehicles. Any subdivision plan requiring closure of an at grade railroad crossing, whether public or private, will require the approval of City Council by resolution.

D. No private roads will be permitted over railroad crossings as part of a subdivision plan unless such portion of the road crossing over the railroad is compliant with the Harford County Road Code and such road portion is dedicated to the City for public use as part of a public works agreement.

NOW THEREFORE, it is *determined, decided, and ordained by the City Council* that the Havre de Grace City Code be amended by adding new subsection "C" and "D" to City Code Section 173-10.

ADOPTED by the City Council of Havre de Grace, Maryland this ___ day of _____, 2020.

SIGNED by the Mayor and attested by the Director of Administration this ___ day of _____, 2020.

[Signatures to follow on next page.]

DRAFT

ATTEST:

THE MAYOR AND CITY COUNCIL
OF HAVRE DE GRACE, MARYLAND

Patrick D. Sypolt
Director of Administration

William T. Martin
Mayor

Introduced/First Reading: 12/7/2020
Public Hearing: 12/21/2020
Second Reading/Adopted:

Effective Date:

Public Hearing

CITY COUNCIL

OF

HAVRE DE GRACE, MARYLAND

ORDINANCE NO. 1047

Introduced by Council Member Ringsaker

AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF THE CITY OF HAVRE DE GRACE ADOPTED PURSUANT TO THE AUTHORITY OF ARTICLE XI-E OF THE MARYLAND CONSTITUTION, THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND, AND SECTIONS 33 AND 34 OF THE HAVRE DE GRACE CITY CHARTER, FOR THE PURPOSE OF AMENDING CITY CODE CHAPTER 198 – WATER AND SEWERS, SECTION 198-18 OBSTRUCTIONS

On: 12/7/2020

at: 7:00 p.m.

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

PUBLIC HEARING

A Public Hearing is scheduled for 12/21/2020 at 7:00 p.m.

EXPLANATION

Underlining indicates matter added to existing law.

[Bold Brackets] indicate matter deleted from existing law.

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

Public Hearing

WHEREAS, the City of Havre de Grace ("City") seeks to ensure the public health, safety and welfare of all its citizens and residents by ensuring adequate access to public and private roads, while also protecting existing public rights-of-ways, and water and sewer systems; and

WHEREAS, it has come to the City's attention that certain private rights over existing public rights-of-way, and water and sewer systems may impact the City's ability to access such water and sewer systems.

NOW THEREFORE, the Mayor and City Council of Havre de Grace hereby amend City Code Chapter 198, Water and Sewers, section 18 titled "Obstructions" with additions noted by underlining and deletions shown in **[bold brackets].**

A. All individuals, firms or corporations having mains, pipes, conduits or other structures in, on or over any public way in the City or in the county which impede the establishment, construction or operation of any City sewer or water main, upon reasonable notice, shall remove or adjust the obstructions at their own expense to the satisfaction of the City.

B. No private road or parking pad may be constructed over a City right-of-way or water, sewer, utility or drainage easement without first obtaining City Council approval by resolution upon the recommendation of the Director of Planning and the Director of the Department of Public Works.

NOW THEREFORE, it is *determined, decided, and ordained by the City Council* that the Havre de Grace City Code be amended by adding new subsection "B" to City Code Section 198-18.

ADOPTED by the City Council of Havre de Grace, Maryland this ___ day of _____, 2020.

SIGNED by the Mayor and attested by the Director of Administration this ___ day of _____, 2020.

ATTEST:

THE MAYOR AND CITY COUNCIL
OF HAVRE DE GRACE, MARYLAND

_____
Patrick D. Sypolt
Director of Administration

_____
William T. Martin
Mayor

Introduced/First Reading: 12/7/2020
Public Hearing: 12/21/2020
Second Reading/Adopted:
Effective Date:

Public Hearing Draft

CITY COUNCIL

OF

HAVRE DE GRACE, MARYLAND

ORDINANCE NO. _____

Introduced by Council Member Ringsaker

AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF THE CITY OF HAVRE DE GRACE ADOPTED PURSUANT TO THE AUTHORITY OF ARTICLE XI-E OF THE MARYLAND CONSTITUTION, THE LOCAL GOVERNMENT AND LAND USE ARTICLES OF THE ANNOTATED CODE OF MARYLAND, AND SECTIONS 33 AND 34 OF THE HAVRE DE GRACE CITY CHARTER, FOR THE PURPOSE OF AMENDING CITY ZONING CODE, ARTICLE I, SECTION 205-8 "STREET FRONTAGE REQUIRED"

On: 12/7/2020

at: 7:00 p.m.

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

PUBLIC HEARING

A Public Hearing is scheduled for 12/21/2020 at 7:00 p.m.

Public Hearing

EXPLANATION

Underlining indicates matter added to existing law.

[Bold Brackets] indicate matter deleted from existing law.

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

WHEREAS, the City of Havre de Grace ("City") seeks to ensure the public health, safety and welfare of all its citizens and residents by ensuring adequate access to public and private roads; and

WHEREAS, certain lots in the City may rely on road access via railroad crossings or tunnels; and

WHEREAS, it has come to the City's attention that railroad companies and/or private landowners have consented to the closure of railroad crossings, without prior disclosure to the City Council, which closures potentially affect the public health, safety and welfare of citizens and residents of the City.

NOW THEREFORE, the Mayor and City Council of Havre de Grace hereby amend the City Zoning Code, Article I, Section 205-8 "Street frontage required" by adding new subsections "D" and "E", shown by underlining, as follows:

D. A public or private right-of-way, improved lane, or common drive, shall not be deemed adequate street frontage under this section if access to the lot by way of such public or private right-of-way, improved lane, or common drive, requires crossing over a railroad line which crossing has been closed by the railroad or by consent of the lot owner, unless:

(1) The lot owner first obtains written confirmation from the railroad company that such crossing has been reopened and recognized by the railroad company as an "at grade crossing"; and

(2) The lot owner obtains City Council approval that the reopened crossing otherwise meets the street frontage requirements of this section; and

(3) The portion of the lot constituting the road, improved lane, private right of way, or common drive traversing the railroad crossing will be dedicated to the City for public use.

E. An owner who applies for a permit for a lot whose compliance with the street frontage requirements of this section is required shall not thereafter consent to the closure of a private railroad crossing without the prior approval of the City Council. No new permits will be issued to any lot owner who, after January ___, 2021, agrees to the closure of a private railroad crossing without first seeking City Council approval, regardless of any prior concept plan, site plan, or subdivision plan approval by the City. In the event a lot owner consents to the closure of a private railroad crossing that is subsequently closed by a railroad company, then, upon the recommendation of the Director of Planning, the City Council may by resolution reduce the number of lots shown on a previously approved site plan or subdivision plan submitted by such owner or developer to protect the health, safety and welfare of the citizens.

Public Hearing

NOW THEREFORE, it is *determined, decided, and ordained by the City Council* that the Havre de Grace City Code be amended by adding new sections "D" and "E" to the City Zoning Code Section 205-8.

In accordance with the provisions of the Maryland Ann. Code, Land Use Article, §4-203 and the City Charter requirements, this ordinance shall become effective no earlier than ten days after the close of the public hearing on the Zoning Code amendments set forth herein.

ADOPTED by the City Council of Havre de Grace, Maryland this ___ day of _____, 2020.

SIGNED by the Mayor and attested by the Director of Administration this ___ day of _____, 2020.

ATTEST:

THE MAYOR AND CITY COUNCIL
OF HAVRE DE GRACE, MARYLAND

_____

Patrick D. Sypolt
Director of Administration

_____

William T. Martin
Mayor

Introduced/First Reading: 12/7/2020
Public Hearing: 12/21/2020
Second Reading/Adopted:

Effective Date:

Public Hearing

CITY COUNCIL

OF

HAVRE DE GRACE, MARYLAND

RESOLUTION NO. 2020-_____

Introduced by Council Member Boyer

A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND, PURSUANT TO ARTICLE XI-E OF THE MARYLAND CONSTITUTION, THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND, AND SECTIONS 33 AND 34 OF THE CITY CHARTER, AUTHORIZING THE MAYOR TO EXECUTE AN AMENDMENT TO THE MEMORANDUM OF UNDERSTANDING WITH THE HAVRE DE GRACE GREEN TEAM LTD TO EXTEND THE COMPOST PROGRAM FOR SIX MONTHS

WHEREAS, the City Council adopted Resolution No. 2020-09 on May 4, 2020, authorizing the Mayor to enter a Memorandum of Understanding ("MOU") for the purpose of starting a food composting program ("Compost Program") located at Frank J. Hutchins Memorial Park; and

WHEREAS, by its terms, the MOU terminates on January 1, 2021; and

WHEREAS, the Green Team LTD, a Maryland Corporation which is tax exempt under Section 501c3 of the Internal Revenue Code ("Green Team"), has requested a six-month extension of the Compost Program while it completes the report on the overall success and failures of the project, which report is required under the MOU; and

WHEREAS, such extension will also require additional funding from the City, which is being requested pursuant to a Budget Amendment, which will be separately voted on by the Council.

NOW THEREFORE, it is *determined, decided, and resolved by the City Council* that an extension of the MOU for six months is hereby approved, and the Mayor is authorized to execute an amendment to the MOU reflecting the extension.

ADOPTED by the City Council of Havre de Grace, Maryland this 21st day of December, 2020.

SIGNED by the Mayor and attested by the Director of Administration this ____ day of _____, 2020.

[Signatures to follow on next page.]

ATTEST:

THE MAYOR AND CITY COUNCIL
OF HAVRE DE GRACE, MARYLAND

Patrick D. Sypolt
Director of Administration

William T. Martin
Mayor

Introduced: 12/21/2020
Passed/Adopted: 12/21/2020

Effective Date:

EXHIBIT A TO RESOLUTION 2020-__

AMENDMENT TO THE

MEMORANDUM OF UNDERSTANDING WITH THE
HAVRE DE GRACE GREEN TEAM DATED MAY 4, 2020
AS IT RELATES TO RESPONSIBILITIES FOR THE
FOOD WASTE COMPOSTING PROGRAM

This Amendment is effective the ___ day of December, 2020 between The Mayor and City Council of Havre de Grace ("City"), the Havre de Grace Green Team LTD ("Green Team"), and Garrity Renewables LLC ("Garrity").

This Amendment has been approved by the City Council by Resolution 2020-__.

The City, Green Team, and Garrity agree that item 6 under "Green Team's Responsibilities" shall be amended to read as follows:

6. This Agreement shall end no later than June 30, 2021.

By affixing their signatures below, each party accepts and agrees to the Amendment.

Attest: Havre de Grace Green Team, LTD

_____ _____

Attest: Garrity Renewables LLC

_____ _____

Attest: Mayor and City Council of Havre de Grace

_____ _____

Patrick D. Sypolt, Director of Administration William T. Martin, Mayor

1011 19 0006

EVENT APPLICATION CHECKLIST:

EVENT NAME: NYE Virtual Celebration / Duck Drop
Sponsor Organization: City of HdG
Business Address: _____
On Site Contact Person: Jeff Thompson, 50
Contact Information **Phone:** _____ **Email:** JeffT@havredegrace md.com
Back-Up Site Contact Person: _____
Contact Information **Phone:** _____ **Email:** _____
Note: *The onsite contact must be at the event the entire duration to include set-up and break-down.*

Is the Sponsor Organization a Havre de Grace 501 C3? _____ Yes _____ No
Is the Sponsor Organization a 501 C3? _____ Yes _____ No
Tax ID # _____
If the Sponsor Organization is not a Havre de Grace Non-Profit, please provide additional details below:
_____
_____

Event Category:

____ Athletic/Recreation	____ Concert/Performance	____ Other (explain)
X Festival	____ Carnival	_____
____ Parade	____ 5K/10K/Walk *	_____
____ Rally	____ Fishing Tournament	_____

*** a fee may be charged**

Date/Time:
If this is a **multi-day event,** please attach a detailed summary with applicable dates and times.

Setup	Date: 12-31-2020	Begin Time: 3:00pm (Virtual Celebration)	Duck Drop 9pm-1:00 AM
Event Starts	Date: 12-31-2020	Time: 4:00 pm	
Event Ends	Date: 12-31-2020	Time: 8:00 pm	
Breakdown	Date: 12-31-2020	End Time: 9:00 pm	
Rain Date	Date: none	Is timeframe the same? ____ Yes ____ No	
		If no, include new times: _____	

Location: (see attached map)

____ Millard E. Tydings Memorial Park	____ Community Pavilion at Frank J. Hutchins Memorial Park
____ Concord Point Park	____ David Craig Park
____ McLhinney Park	____ K-9 Cody Dog Park
____ Veteran's Park	Other location, please explain: Franklin St. + Concord Point Park (3pm - 8pm -)

(No vehicles permitted on park grounds - fees will apply for damage to the grounds.)

9pm-1am-Closed Lafayette + Concord from Young to Alliance St.

Anticipated Attendance: 300 Admission Fee (if any): _____

Requested City Services:
If your event needs assistance from the City for services, **please check the appropriate boxes below**:
Note: **Only those services approved prior to the event will be provided.**

☒ **Traffic Control:** Please explain and attach a map (e.g. Google Maps) of intersections and street names affected and any road closures. Franklin St one way from Union to St. John - street closed except for one way traffic / Concord Point Park - closed Lafayette/Concord from Young to Alliance

Note: Route 7 and **Route 155** are State Roads. You must obtain a Special Event Permit from Maryland State Highway as well as City of Havre de Grace.

☒ **Parking / No Parking Signs:** Please indicate on a map the areas to be designated for Parking / No Parking (include Handicap Parking).

☒ **Public Restrooms:** Public Restrooms are available and located at or near Millard E. Tydings Memorial Park and City Yacht Basin, Frank J. Hutchins Memorial Park, Concord Point and McLhinney Parks.

☐ **Trash Containers:** (in addition to existing containers) **Please indicate if additional containers will be required and the number needed:** _____

☐ **Recycling Containers:** Required for all organizers of events serving food or drink and events expected to have 200 or more persons in attendance. (per State of Maryland Law enacted in 2015) **Please indicate the number of containers needed:** _____

☐ **Trash Collection and trash disposal is the responsibility of the Event Sponsor. (Roll off dumpster is the responsibility of the event organizer.)**

☐ **Water Supply Needed:** please explain: _____

☒ **Electricity Needed:** please attach an electrical site plan that includes the layout of extension cords, generators and anticipated amperage draw.

☐ **Staff:** Event Sponsor requires City Staff to be on site. Please provide details of this request:

_____

_____

☐ **Other:** Please explain: _____

_____

Food Service:

It is your responsibility to contact and comply with the Harford County Health Department Regulations. It is also the EVENT SPONSOR'S responsibility to ensure the removal of (take with you) cooking oils and greases, food, trash, and recyclables, such as cardboard boxes, generated by vendors when the event is over.

Alcohol:

X Yes ____ No Will there be alcohol sold at your event?

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

Alcoholic beverages are not permitted at City Parks, unless you have permission from the Mayor and City Council and you apply for and receive a Liquor License from the Harford County Liquor Board.

The Harford County Liquor Board requires a License if alcohol is to be served – please note rules and regulations: http://www.hclcb.org/alcoholic-beverage-license-applications.

The Harford County Liquor Board Permit Application must be signed by the City. A copy of the approved License must be provided to the Administrative Assistant prior to the scheduled event. Again, **it is the EVENT SPONSOR's responsibility to contact the Liquor Board for the appropriate permit.**

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

Alcohol will be part of the pick-up and go dinner distribution

Security:

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

Gambling:

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

A copy of the approved License must be provided to the Administrative Assistant prior to the scheduled event. **It is your responsibility to contact the Harford County Sheriff's Office for the appropriate permit:** https://harfordsheriff.org/services/gambling/.

First Aid Services/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. Please include your communication plan and types of resources that will be at your event for medical emergencies. _____

It is the responsibility of the EVENT SPONSOR to contact Emergency Medical Services (EMS) if onsite services are needed.

Event Site Plan:

Your event application must include a detailed site plan (attach a map such as Google Maps) to include the following:

- ☐ The location of fencing and/or barricades. (Fencing plans must indicate areas within the plan that are removable for Emergency Access.
- ☐ The location of First Aid station and/or ambulances.
- ☐ The location of all stages, tents, canopies, portable toilets, trash containers, recycling containers, beer gardens, vendors, controlled admissions areas and any other temporary structures and activities.
- ☐ General locations and/or source of electricity.
- ☐ Placement of vehicles or trailers. **(No vehicles permitted in Tydings Park)**.
- ☐ Exit locations for outdoor events that are fenced.
- ☐ If you are erecting tents or fencing on City property, you are required to notify **Miss Utility** 7 days prior to the event due to underground electric lines and other utilities: **Phone: 800-257-7777.**
- ☐ Other related components of your event not listed above.

Advertising/Signage:

Approved special events may place "**APPROVED" signs in "APPROVED" locations** within the City's right-of-way 21 days prior to event and must be removed within 48 hours following the event.

Who may post a sign?

- Only Non-Profit Organizations may post event signs.

When should signs be posted?

- Signs may be posted 21 days prior to the event, and must be removed 48 hours after the event.

What is an Approved Sign?

- Professionally manufactured yard signs, not larger than 18" x 24".

What is not an approved sign?

- Hand written, hand-painted or hand-drawn signs are not permitted.

Approved Locations:

- City Right of Way and City Parks
  - May not be placed in a city flower bed/garden.
  - May not be placed on a City right of way that is in front of a private residence.
- Special permission from the Maryland State Highway Administration must be obtained for signs located on:
  - Otsego Street
  - Revolution Street
  - Superior Street
  - Union Avenue
  - US Route 40
  - Ohio Street (https://www.roads.maryland.gov/mdotsha/pages/index.aspx?PageId=807)
- Special permission must be obtained for any signs placed inside the gates of Bulle Rock.

City of Havre de Grace
711 PENNINGTON AVENUE, HAVRE DE GRACE, MARYLAND 21078
WWW.HAVREDEGRACEMD.COM
410- 939-1800

New Year's Eve Virtual Celebration

Several of the restaurants are collaborating to offer a New Year's Eve dinner-to-go in a box. As the description suggests, this initiative is a carry-out only endeavor. The dinner will include a bottle of champagne for an additional charge.

How the process works:

Patrons place their order on line. A "pick-up" time and receipt is provided to the patron. Pick up times will be scheduled between 4:00 p.m. and 8:00 p.m.

Patrons will enter Franklin Street from N. Union Avenue where upon entering Franklin, they will be presented their meal in a box. After receiving their meal, patrons will then exit Franklin Street onto St. Johns Street and proceed to their final destination. Patrons will not leave their vehicles. Their purchases will be delivered to them while they wait in their vehicles.

To facilitate a safe and efficient pick-up process Franklin Street will be posted as no parking from 3:00 p.m. until 9:00 p.m. and will be barricaded so as to permit one-way traffic for the duration of the pick-up service offering.

Patrick Sypolt

The City of Havre de Grace

Tamara Brinkman <tamarab@havredegracemd.com>

NYE roads

1 message

Lauri Orzewicz <laurio@havredegracemd.com> Thu, Dec 10, 2020 at 11:09 AM
To: Tamara Brinkman <tamarab@havredegracemd.com>

December 31

Franklin Street
No parking from 3-9pm
One way traffic in the direction of Union Ave to St. John St from 4-8pm

Concord Point Street Closure and no parking
9pm- 1am
Young St and Lafayette
to
Alliance and Concord st.

--

Havre de Grace Strong | Havre de Grace Magazine

Lauri Orzewicz
City of Havre de Grace
Tourism and Visitor Center Manager
Events Coordinator
explorehavredegrace.com
cell 443-831-9633
410-939-2100 or 1-800-851-7756 x4101

Discover Your Maryland in Havre de Grace

Walking and Running Events:

- Per Ordinance 986, walking and running events will be subject to an application fee. (Please see below)

Walk/Run Event Fees:

- For Profit Organization $3,000
- Non-Profit Organization $1,500
- HDG Non Profit or HDG Organization Sponsorship and Sole Beneficiary $0.00

- Race events will not be permitted on Federal Holidays. Race events will only be permitted on Saturdays (with no rain date).
- Sponsor will provide insurance documents with limits of liability of at least $1,000,000 naming the City of Havre de Grace as an additional insured and including a waiver of subrogation.
- Sponsor will provide for participant safety (Sponsor to contact local EMS).
- Sponsors will receive an invoice from the City of Havre de Grace upon City Council approval. Payment in full is required within 30 days.
- Non-compliance with submission of fee will result in a cancelled event.

Affidavit:

Each sponsor shall provide a waiver holding the City and its employees harmless from liability.

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. Any cancellation must be made 48 hours prior to the scheduled event.

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 Event Permit is not transferable to any other Sponsor, Individual or Group. I also understand the event cannot be advertised until the application has been submitted and approved by the Mayor and City Council.

Print Name of Event Organizer Lauri Orzewicz

Title Tourism Manager

Phone 443-831-9633 Email LauriO@havredegrace md.com

Signature Lauri Orzewicz

Date 12-10-2020

Event Title: NYE Virtual Celebration / Dock Drop

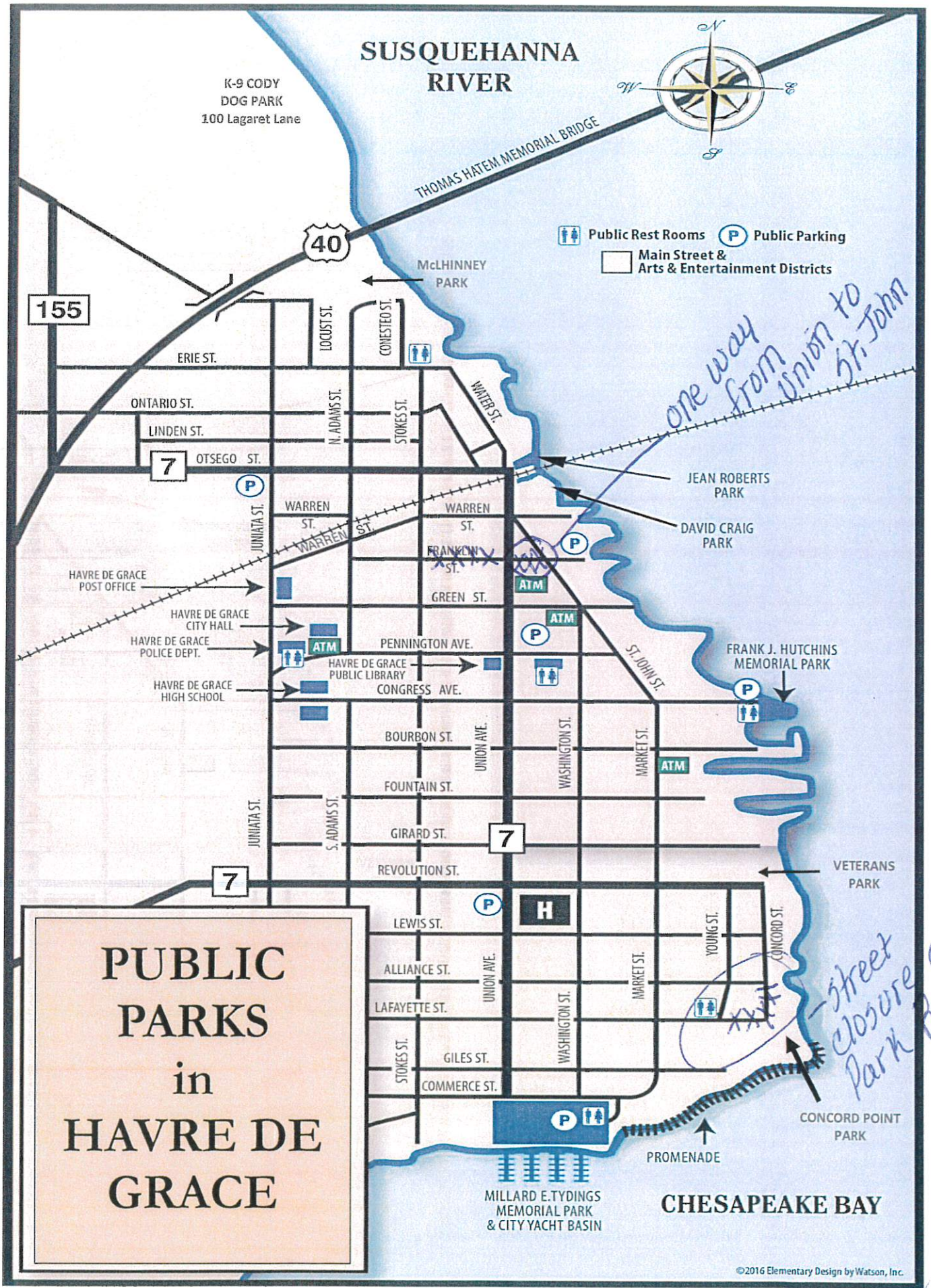
Received by Tamara Brinkman 12-10-2020
City Official Date

Notification: Internal Use Only:
- ☐ DPW _____
- ☐ PD _____
- ☐ Ambulance Corps _____
- ☐ SHCO _____
- ☐ Impacted Museums

IMPORTANT CONTACT INFORMATION FOR YOUR PLANNING NEEDS

Please keep a copy of this sheet for your files as you plan and execute your event.

The City of Havre de Grace	410-939-1800 x-1131	Patrick Sypolt, Director of Administration patricks@havredegracemd.com
Havre de Grace Department of Public Works (DPW)	410-939-1800 x1107	Tim Whittie, Director of Public Works timw@havredegracemd.com
Havre de Grace Office of Tourism	410-939-2100	Lauri Orzewicz, Manager of Tourism & Marketing; laurio@havredegracemd.com *Please contact if you need help with advertising your event.*
Havre de Grace Police Department	410-939-2121	Capt. John Krass, Capt. Joe Alton
Havre de Grace Ambulance Corps	443-413-9486	Chief Pete Quackenbush
Concord Point Lighthouse	410-939-3213	
The Decoy Museum	410-939-3739	
The Maritime Museum	410-939-4800	
The Lock House Museum	410-939-5780	
Liquor Control Board	410-638-3028	http://www.hclcb.org/alcoholic-beverage-license-applications
Harford County Health Department	410-638-3344	https://harfordcountyhealth.com/
Harford County Sheriff's Office	410-838-6600	https://harfordsheriff.org/services/gambling/
Miss Utility	800-257-7777	You must call if erecting a tent or driving stakes into the ground. Miss Utility will ensure that you do not hit buried electrical lines. State Law requires that Miss Utility be called 48 hours prior to work commencing.
State Highway Administration		https://www.roads.maryland.gov/mdotsha/pages/index.aspx?PageId=807
Party Rentals		
Port-a-Pots		
Fencing (temporary)		
Sound System/D.J.		
Food/Beverage Vendor(s)		


SUSQUEHANNA RIVER
K-9 CODY DOG PARK
100 Lagaret Lane
THOMAS HATEM MEMORIAL BRIDGE
Public Rest Rooms
Public Parking
Main Street & Arts & Entertainment Districts
McLHINNEY PARK
155
40
7
ERIE ST.
LOCUST ST.
COMESTEO ST.
ONTARIO ST.
LINDEN ST.
OTSEGO ST.
N. ADAMS ST.
STOKES ST.
WATER ST.
JUNIATA ST.
WARREN ST.
FRANKLIN ST.
GREEN ST.
PENNINGTON AVE.
CONGRESS AVE.
BOURBON ST.
FOUNTAIN ST.
GIRARD ST.
REVOLUTION ST.
LEWIS ST.
ALLIANCE ST.
LAFAYETTE ST.
GILES ST.
COMMERCE ST.
UNION AVE.
WASHINGTON ST.
MARKET ST.
YOUNG ST.
CONCORD ST.
ST. JOHN ST.
HAVRE DE GRACE POST OFFICE
HAVRE DE GRACE CITY HALL
HAVRE DE GRACE POLICE DEPT.
HAVRE DE GRACE PUBLIC LIBRARY
HAVRE DE GRACE HIGH SCHOOL
ATM
JEAN ROBERTS PARK
DAVID CRAIG PARK
FRANK J. HUTCHINS MEMORIAL PARK
VETERANS PARK
CONCORD POINT PARK
PROMENADE
MILLARD E.TYDINGS MEMORIAL PARK & CITY YACHT BASIN
CHESAPEAKE BAY
PUBLIC PARKS in HAVRE DE GRACE
one way from Union to St. John
street closure and Park being used
©2016 Elementary Design by Watson, Inc.

City of Havre de Grace

711 PENNINGTON AVENUE, HAVRE DE GRACE, MARYLAND 21078 410-939-1800
WWW.HAVREDEGRACEMD.COM

Dear Event Sponsor,

Thank you for your interest in holding an event within the City of Havre de Grace. The City is a lovely setting to hold events and activities. With our beautiful tree-lined streets, stunning views of the Chesapeake Bay and Susquehanna River; and friendly, hometown atmosphere, we are proud to showcase all we have to offer.

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. Your event **cannot be advertised** until the application has been submitted and approved by the Mayor and City Council.

Events and activities within the City have proven to be successful because we have put in place the EVENT APPLICATION AND CHECKLIST to ensure a fun and safe event for you and your guests. Please keep a copy of the Event Application, Guidelines, Checklist and Contact Information sheet for your files as you plan and execute your event.

- ☐ Yes — Completed and signed application
- ☐ Yes — Certificate of insurance
  City must be listed as an additional insured and include a waiver of subrogation, minimum liability limits of $1 million dollars
- ☐ Yes — Complete and detailed site plan to include maps
- ☐ Yes — Documentation of non-profit status
- ☐ Yes — Traffic control plan (if applicable)
- ☐ Yes — State Highway Permit (if applicable)

Again, thank you for your interest in holding your event here in Havre de Grace. If I can be of further assistance, please do not hesitate to contact me.

Applications must be submitted 45 days prior to the event.

Sincerely,

Patrick Sypolt

Director of Administration
711 Pennington Avenue
Havre de Grace, MD 21078
Questions: 410-939-1800 x1131
Email: patricks@havredegracemd.com

Administrative Assistant

Tammy Brinkman
410-939-1800 x1122
tamarab@havredegracemd.com

EVENT APPLICATION & CHECKLIST:

ALL required information for initial submittal of the special event application must be complete. Applications *will not* be accepted without this minimal information.

EVENT APPLICATION - GUIDELINES

Events and activities within the City have proven to be successful because we have put in place the following guidelines to insure a fun, safe event for you and your guests. ***The City of Havre de Grace has the right to deny any application.***

To ensure a safe and successful event, the following conditions apply:

- If you are planning to mark spaces on City property, or roadways **you must use washable paint.** No other paint is allowed.
- Nails, screws, ropes or wires attached to any tree are not permitted.
- No cooking devices closer than 10 feet from the base of a tree, 25 feet from any building and NEVER under any building, pavilion or awning.
- No audio equipment used before 7 am or after 10 pm.
- Vehicles are not permitted on park grounds: Hutchins Park paved area is the exception, however vehicles are not permitted under the Pavilion. This includes loading and unloading. **No exceptions. Additional fees will apply for damage to the grounds caused by your event.**
- Alcoholic beverages are not permitted at City Parks, unless you have permission from the Mayor and City Council, and you apply for and receive a Liquor License from the Harford County Liquor Board. The Liquor Board requires a permit if alcohol is to be served – please note rules and regulations: http://www.hclcb.org/alcoholic-beverage-license-applications

  The Harford County Liquor Board Permit Application must be signed by the City. A copy of the approved application must be provided to the Administrative Assistant 3 working days prior to the scheduled event.
- Food Service – If you are providing food at your event you may need a Temporary Food Service License. Contact the Harford County Health Department at: https://harfordcountyhealth.com/.
- A copy of your non-profit tax exempt certification must be provided along with your application.
- Please note: **The City does not provide nor install fencing or portable bathrooms.**
- Please note: **The City is not responsible for the collection and disposal of trash generated by your event, unless prior approval was granted by the Mayor and City Council.**
- ONLY Non Profit Groups that obtain an **"APPROVED"** special event application may place **"APPROVED" signs in "APPROVED" locations** within the City's right-of-way 21 days prior to the event and signs must be removed within 48 hours following the event.
- It is the responsibility of the sponsor to contact Emergency Medical Services (EMS) if onsite services are needed.
- The City of Havre de Grace has the right to deny any application, the right to add, delete or modify any of the conditions for the permitting of an event at any time it is deemed necessary by the Director of Administration.

SPECIAL EVENTS WORK SHEET

Event:	New Year Eve Celebration & Duck Drop	**Tracking ID: 1011190006**
Dates:	12/31/2020	
Time of set up:	New Year Eve Celebration - 3:00 p.m. / Duck Drop - 9:00 p.m.	
Take down time:	New Year Eve Celebration - 8:00 p.m. / Duck Drop - 12:00 a.m. - 1:00 a.m.	
Time of actual event:	New Year Eve Celebration - 4 p.m. - 8 p.m. / Duck Drop - 9 p.m. - 12 a.m.	
Location:	New Year Eve Celebration - Franklin Street / Duck Drop - Concord Point Park	

	Number of personnel	Regular Pay (Hours)	Overtime Pay Hours*	FULLY Loaded Wage**	Estimated Hours	Total Estimated Cost
PD					0	$0.00
Notes	Patrol units will handle this event.					

	Number of personnel	Regular Pay (Hours)	Overtime Pay Hours*	FULLY Loaded Wage**	Estimated Hours	Total Estimated Cost
DPW	5	8	4	$41.75	12	$584.50
Notes	Install port-o-pot on barge, prepare and set-up no parking signs and barricades, set-up extra trash containers, set up stage? Clean-up following event - remove all cones, barricades, signs, empty trash cans. Remove port-o-pot from barge, dismantle stage and haul away. Clean and re-stock bathrooms at Lafayette Pump Station .					

Grand Total	**5**	**8**	**4**	**$41.75**	**12**	**$584.50**

REVISION 1/10/2020

***Note: OT salary is 1.5 times average salary: ** Note 2 - FULLY Loaded Wage provided by the Finance Department includes Wages, Fringe Benefits & Materials based on the U.S. Department of Health and Human Services Division of Cost Allocation (DCAA)**

EVENT APPLICATION CHECKLIST:

EVENT NAME: 58th Annual Havre de Grace Art Show

Sponsor Organization: Soroptimist International of Havre de Grace

Business Address: P.O. Box 848, Havre de Grace, MD 21078

On Site Contact Person: Cindy Height, Chairman

Contact Information **Phone:** ____ **Email:** hdgartshow@gmail.com

Back-Up Site Contact Person: Jonna Wurster, Club President or theartunion@hotmail.com

Contact Information **Phone:** ____ **Email:** ____

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

Is the Sponsor Organization a Havre de Grace 501 C3? XX Yes ____ No

Is the Sponsor Organization a 501 C3? XX Yes ____ No

Tax ID # 52-6056993

If the Sponsor Organization is not a Havre de Grace Non-Profit, please provide additional details below:
Soroptimist International of Havre de Grace is part of the South Atlantic Region of Soroptimist Int of the Americas

Event Category:

____ Athletic/Recreation	____ Concert/Performance	XX Other (explain) Art Show
____ Festival	____ Carnival	
____ Parade	____ 5K/10K/Walk *	
____ Rally	____ Fishing Tournament	

*** a fee may be charged**

Date/Time:

If this is a **multi-day event,** please attach a detailed summary with applicable dates and times. Oct 23 & 24, 2021 10 am-5 pm

Setup	Date: 10-22-21	Begin Time: 6 am-5 pm & 10-23 6 am-9:30 am
Event Starts	Date: 10-23-21	Time: 10 am- 5 pm
Event Ends	Date: 10-24-21	Time: 10 am- 5 pm
Breakdown	Date: 10-24-21	End Time: 5-8 pm
Rain Date	Date: None	Is timeframe the same? ____ Yes ____ No
		If no, include new times: ____

Location: (see attached map)

XX Millard E. Tydings Memorial Park	____ Community Pavilion at Frank J. Hutchins Memorial Park
XX Concord Point Park	____ David Craig Park
____ McLhinney Park	____ K-9 Cody Dog Park
____ Veteran's Park	Other location, please explain: Partial use of swail in park for children's entertainment. The area should be dsignated no parking with yellow tape- no parking beyond this point.

(No vehicles permitted on park grounds - fees will apply for damage to the grounds.)

Anticipated Attendance: 15k over two days **Admission Fee** (if any): none

Requested City Services:
If your event needs assistance from the City for services, **please check the appropriate boxes below**:
Note: Only those services approved prior to the event will be provided.

☑ **Traffic Control:** Please explain and attach a map (e.g. Google Maps) of intersections and street names affected and any road closures. Written plan and maps attached., Streets affected are Union, Commerce, Washington, Lafayette at Young, Alliance at Young, Concord Street. Commerce between Washington and Yacht Basin Dr closed during set up and the entire weekend for food vendors. Commerce to Washington closed for set up and breakdown with no thru traffic until event starts. Handicapped parking on bayside of Commerce during show. Concord St from Lewis to Lafayette with Layfayette closed at Young Street for set up and breakdown hours only.

Note: Route 7 and **Route 155** are State Roads. You must obtain a Special Event Permit from Maryland State Highway as well as City of Havre de Grace.

☑ **Parking / No Parking Signs:** Please indicate on a map the areas to be designated for Parking / No Parking (include Handicap Parking). All roads would have parking except Commerce from Washington to yacht Basi Drive.Handicapped parking Bay Side on Commerce and Concord from Lafayette to Young.

☑ **Public Restrooms:** Public Restrooms are available and located at or near Millard E. Tydings Memorial Park and City Yacht Basin, Frank J. Hutchins Memorial Park, Concord Point and McLhinney Parks.

☑ **Trash Containers:** (in addition to existing containers) **Please indicate if additional containers will be required and the number needed:** 12 trash ontainers per Tydings Park and 12 per Concord Park

☑ **Recycling Containers:** Required for all organizers of events serving food or drink and events expected to have 200 or more persons in attendance. (per State of Maryland Law enacted in 2015) **Please indicate the number of containers needed:** 4 per Tydings Park and 4 per Concord

☑ **Trash Collection and trash disposal is the responsibility of the Event Sponsor. (Roll off dumpster is the responsibility of the event organizer.)** Dumpsters will be provided per each park

☐ **Water Supply Needed:** please explain:

☑ **Electricity Needed:** please attach an electrical site plan that includes the layout of extension cords, generators and anticipated amperage draw. Use of park electrical outlets for entertainment, food vendors required be self conained and generator if electric needed.

☑ **Staff:** Event Sponsor requires City Staff to be on site. Please provide details of this request:
On Thursday, October 21, 2021 Need removal of grills and approximately 4 picnic tables from Tydings Park. Need 15 blockades dropped at Concord Point Park and 20 blockades dropped at Tydings Park.

☑ **Other:** Please explain: Borrow PA System and speakers as usual for use at Gazebo in Tydings Park, borrow garden carts to use to help exhibitors unload, use of town trolley if available and golf cart if city owns one.

Food Service:

It is your responsibility to contact and comply with the Harford County Health Department Regulations. It is also the EVENT SPONSOR'S responsibility to ensure the removal of (take with you) cooking oils and greases, food, trash, and recyclables, such as cardboard boxes, generated by vendors when the event is over.

Alcohol:

XX Yes ____ No Will there be alcohol sold at your event?

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

Alcoholic beverages are not permitted at City Parks, unless you have permission from the Mayor and City Council and you apply for and receive a Liquor License from the Harford County Liquor Board.

The Harford County Liquor Board requires a License if alcohol is to be served – please note rules and regulations: http://www.hclcb.org/alcoholic-beverage-license-applications.

The Harford County Liquor Board Permit Application must be signed by the City. A copy of the approved License must be provided to the Administrative Assistant prior to the scheduled event. Again, **it is the EVENT SPONSOR's responsibility to contact the Liquor Board for the appropriate permit.**

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

Fenced , monitored area and wristbands for those being carded and served.

Security:

XX Yes ____ No I acknowledge that I have contacted the Havre de Grace Police Department's Police Services Commander to discuss concerns regarding safety and security during the event. Night hired security.

Gambling:

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

A copy of the approved License must be provided to the Administrative Assistant prior to the scheduled event. **It is your responsibility to contact the Harford County Sheriff's Office for the appropriate permit:** https://harfordsheriff.org/services/gambling/.

First Aid Services/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. Please include your communication plan and types of resources that will be at your event for medical emergencies. First Aid kit and trained staff at children's area. Member available at the show is an RN and first aid kits with trained staff at gazebo in Tydings Park and Main tent at Concord Park. Will contact EMS/Ambulance Corp prior to the event.

Type text here

It is the responsibility of the EVENT SPONSOR to contact Emergency Medical Services (EMS) if onsite services are needed.

Event Site Plan:

Your event application must include a detailed site plan (attach a map such as Google Maps) to include the following:

- ☐ The location of fencing and/or barricades. (Fencing plans must indicate areas within the plan that are removable for Emergency Access.
- ☐ The location of First Aid station and/or ambulances.
- ☐ The location of all stages, tents, canopies, portable toilets, trash containers, recycling containers, beer gardens, vendors, controlled admissions areas and any other temporary structures and activities.
- ☐ General locations and/or source of electricity.
- ☐ Placement of vehicles or trailers. **(No vehicles permitted in Tydings Park)**.
- ☐ Exit locations for outdoor events that are fenced.
- ☐ If you are erecting tents or fencing on City property, you are required to notify **Miss Utility** 7 days prior to the event due to underground electric lines and other utilities: **Phone: 800-257-7777.**
- ☐ Other related components of your event not listed above.

Advertising/Signage:

Approved special events may place "**APPROVED" signs in "APPROVED" locations** within the City's right-of-way 21 days prior to event and must be removed within 48 hours following the event.

Who may post a sign?

- Only Non-Profit Organizations may post event signs.

When should signs be posted?

- Signs may be posted 21 days prior to the event, and must be removed 48 hours after the event.

What is an Approved Sign?

- Professionally manufactured yard signs, not larger than 18" x 24".

What is not an approved sign?

- Hand written, hand-painted or hand-drawn signs are not permitted.

Approved Locations:

- City Right of Way and City Parks
  - May not be placed in a city flower bed/garden.
  - May not be placed on a City right of way that is in front of a private residence.
- Special permission from the Maryland State Highway Administration must be obtained for signs located on:
  - Otsego Street
  - Revolution Street
  - Superior Street
  - Union Avenue
  - US Route 40
  - Ohio Street (https://www.roads.maryland.gov/mdotsha/pages/index.aspx?PageId=807)
- Special permission must be obtained for any signs placed inside the gates of Bulle Rock.

The City of Havre de Grace

Tamara Brinkman <tamarab@havredegracemd.com>

Havre de Grace Art Show Event Application PDF

1 message

ArtUnion Promotes <theArtUnion@hotmail.com> Tue, Dec 8, 2020 at 9:51 AM
To: Tamara Brinkman <tamarab@havredegracemd.com>

Tammy,

Mayor Martin and City Council,

Soroptimist International of Havre de Grace Art Show Committee respectfully submits our event application for 2021.
We have asked for the following changes due to COV-19.

- Date Change to: Saturday, October 23, 2021 and October 24, 2021. Event hours: 10 am-5 pm both days
- Usual use of Tydings Park
- Additional use of Concord Point Park

We would like the additional space to spread out our exhibitors and activities to make it safer for all.
Visitors will then be able to walk the promenade from one area to the next. We are excited to plan an exceptional event to draw tourists into Havre de Grace, encourage and inspire the arts in Havre de Grace while giving back all proceeds go back to the local community via Soroptimist scholarships, awards and programs to empower girls and women.

We thank you for your consideration of our request to expand and improve one of the oldest outdoor art shows on the east coast!

Sincerely,
Cindy Height, Charman
Havre de Grace Art Show Committee
Soroptimist International of Havre de Grace

Additional attachments will be sent separately.

HdGArtShowEvent Application2021rev.pdf
1380K

Havre de Grace Art Show COV-ID Plan for Our Outdoor Event
Planned for October 23 and 24, 2021

If COV-ID is still a danger we could follow these procedures and plans

1. Hold the show at a later date in the year 2021, moving from August to October (complete if approved)
2. Expand the show's real estate in two different areas- adding the Concord Point Park
3. With an added area we can and will increase the space between the rows
4. Exhibitors are in 10' x 10' space usually with tents, we can space them apart more and require they have sides up on canopy
5. If masks are still the norm, we will require all staff, show workers, and attendees to wear a mask
6. Food and drink servers can wear gloves in addition to being masked
7. All staff and show workers will be temp tested prior to working
8. Hand washing and hand sanitizing stations available intermittently throughout the show
9. If needed, we can issue tickets online prior to the event with indicated time to attend the event with the intent of controlling the number of attendees at any given time. Possibly Morning, mid -day, afternoon
10. Encourage social distancing during the event with signage and possibly markers for spacing in line situations like in front of food vendors
11. Encouage and announce our social distancing and mask rules in our advertising on social media prior to the show
12. Require exhibitors to disinfect their areas periodically throughout the day and hand sanitizer required at each booth.
13. Upon request of the City, will provide a contact list for the Health Department should there be an outbreak.

Walking and Running Events:

- Per Ordinance 986, walking and running events will be subject to an application fee. (Please see below)

Walk/Run Event Fees:

- For Profit Organization $3,000
- Non-Profit Organization $1,500
- HDG Non Profit or HDG Organization Sponsorship and Sole Beneficiary $0.00

- Race events will not be permitted on Federal Holidays. Race events will only be permitted on Saturdays (with no rain date).
- Sponsor will provide insurance documents with limits of liability of at least $1,000,000 naming the City of Havre de Grace as an additional insured and including a waiver of subrogation.
- Sponsor will provide for participant safety (Sponsor to contact local EMS).
- Sponsors will receive an invoice from the City of Havre de Grace upon City Council approval. Payment in full is required within 30 days.
- Non-compliance with submission of fee will result in a cancelled event.

Affidavit:

Each sponsor shall provide a waiver holding the City and its employees harmless from liability.

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. Any cancellation must be made 48 hours prior to the scheduled event.

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 Event Permit is not transferable to any other Sponsor, Individual or Group. I also understand the event cannot be advertised until the application has been submitted and approved by the Mayor and City Council.

Print Name of Event Organizer Cindy Height

Title Art Show Chairman, Soroptimist International of Havre de Grace

Phone _____ Email hdgartshow@gmail.com

Signature Cindy Height

Date December 8, 2020 revised from 11/28

Event Title: 58th Annual Havre de Grace Art Show

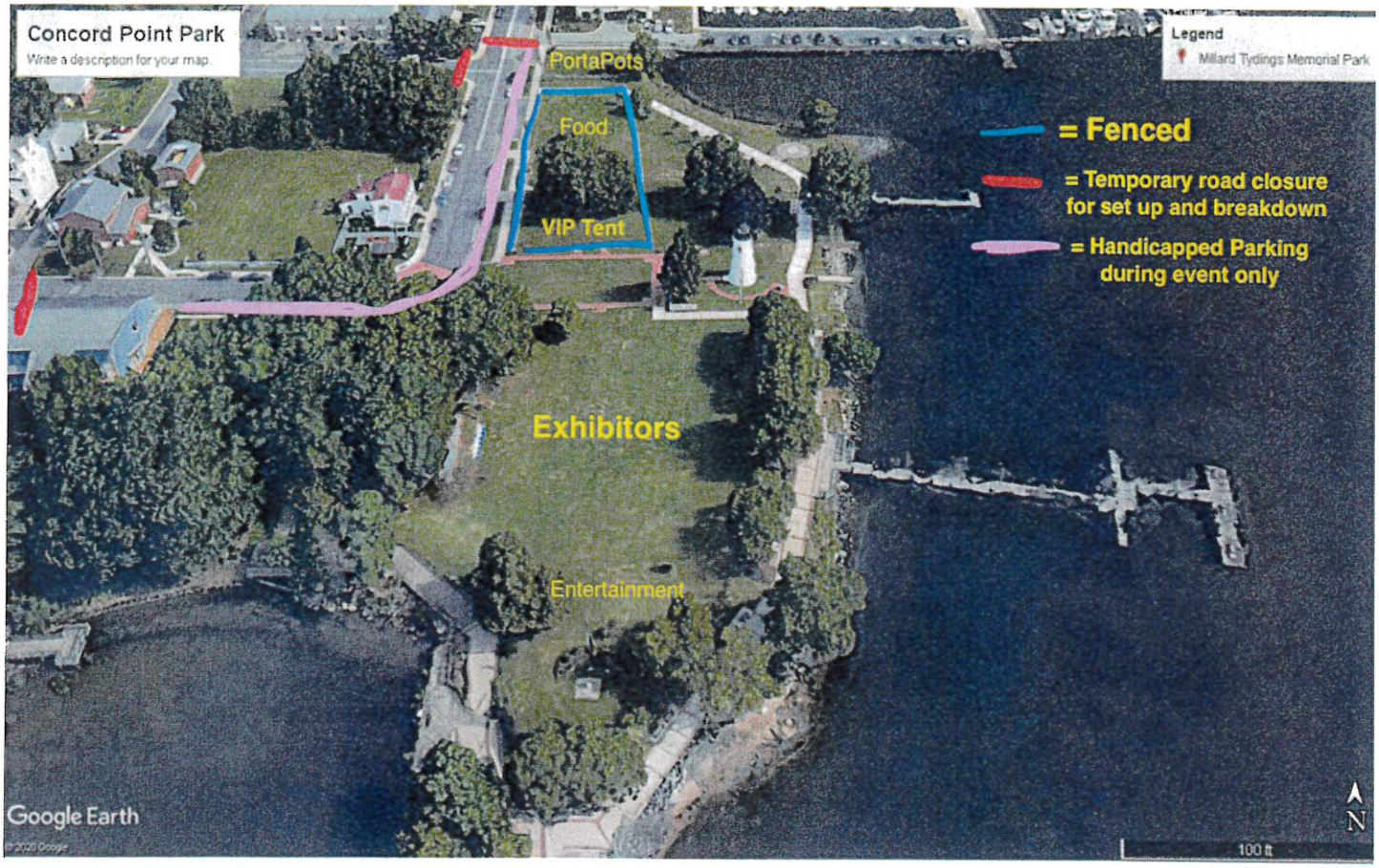
Received by Tamara Brinkman 12-8-2020
City Official Date

Notification: Internal Use Only:
- ☐ DPW _____
- ☐ PD _____
- ☐ Ambulance Corps _____
- ☐ SHCO _____
- ☐ Impacted Museums

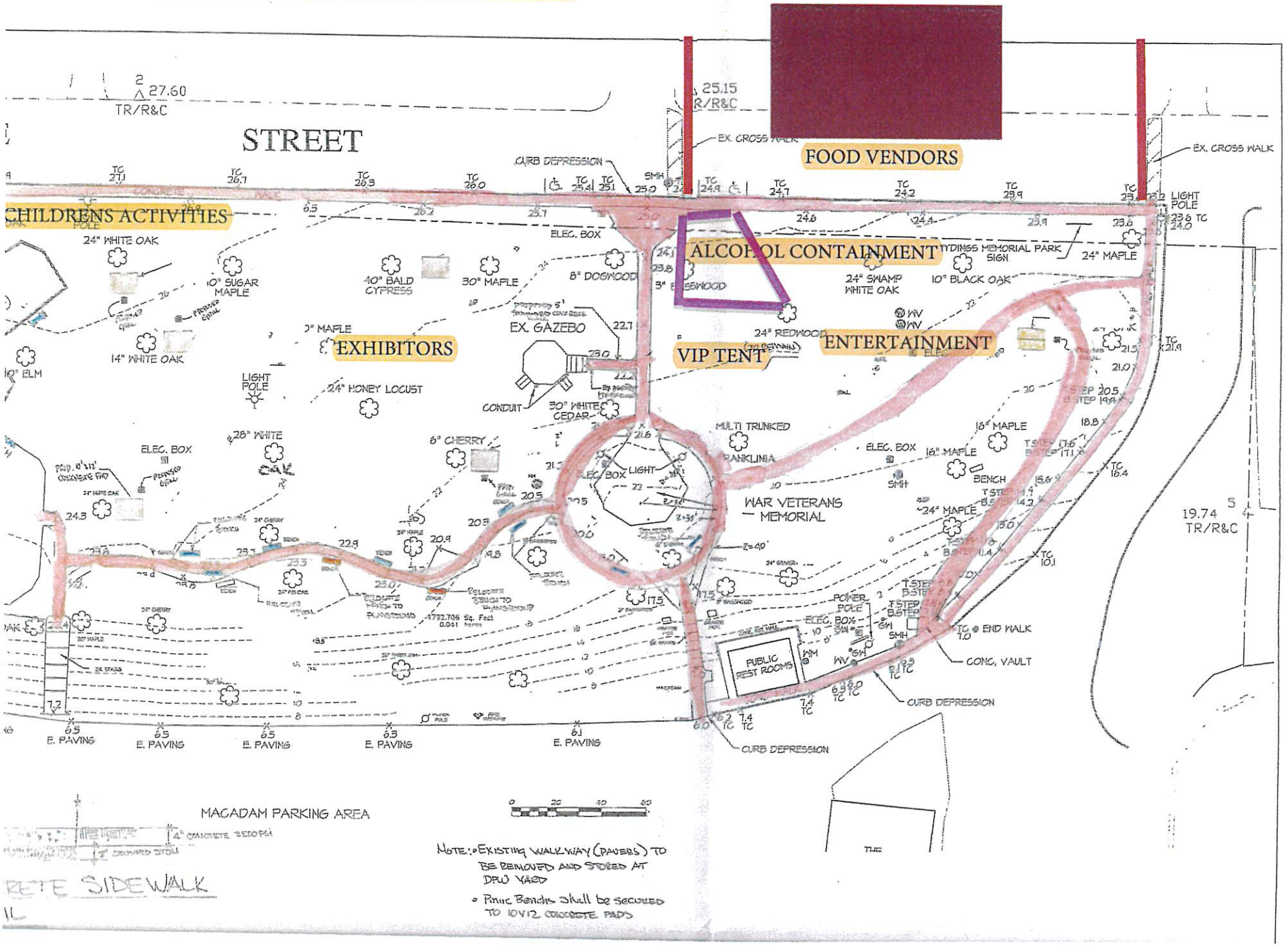
IMPORTANT CONTACT INFORMATION FOR YOUR PLANNING NEEDS

Please keep a copy of this sheet for your files as you plan and execute your event.

The City of Havre de Grace	410-939-1800 x-1131	Patrick Sypolt, Director of Administration patricks@havredegracemd.com
Havre de Grace Department of Public Works (DPW)	410-939-1800 x1107	Tim Whittie, Director of Public Works timw@havredegracemd.com
Havre de Grace Office of Tourism	410-939-2100	Lauri Orzewicz, Manager of Tourism & Marketing; laurio@havredegracemd.com *Please contact if you need help with advertising your event.*
Havre de Grace Police Department	410-939-2121	Capt. John Krass, Capt. Joe Alton
Havre de Grace Ambulance Corps	443-413-9486	Chief Pete Quackenbush
Concord Point Lighthouse	410-939-3213	
The Decoy Museum	410-939-3739	
The Maritime Museum	410-939-4800	
The Lock House Museum	410-939-5780	
Liquor Control Board	410-638-3028	http://www.hclcb.org/alcoholic-beverage-license-applications
Harford County Health Department	410-638-3344	https://harfordcountyhealth.com/
Harford County Sheriff's Office	410-838-6600	https://harfordsheriff.org/services/gambling/
Miss Utility	800-257-7777	You must call if erecting a tent or driving stakes into the ground. Miss Utility will ensure that you do not hit buried electrical lines. State Law requires that Miss Utility be called 48 hours prior to work commencing.
State Highway Administration		https://www.roads.maryland.gov/mdotsha/pages/index.aspx?PageId=807
Party Rentals		
Port-a-Pots		
Fencing (temporary)		
Sound System/D.J.		
Food/Beverage Vendor(s)		

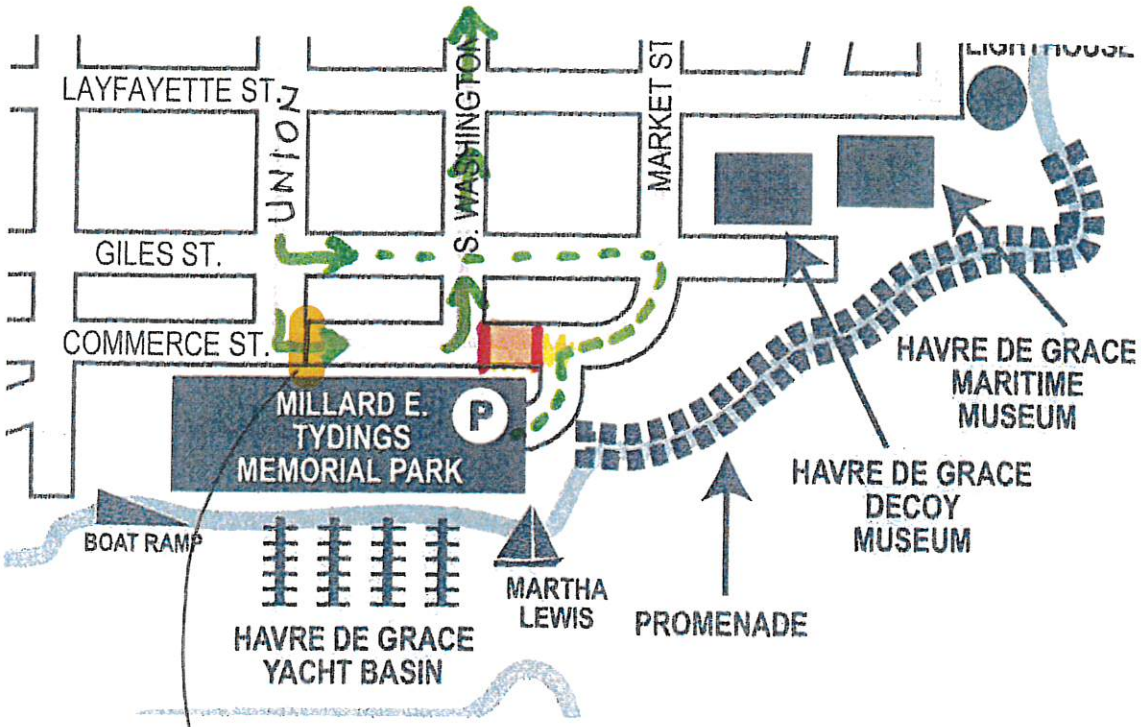

Concord Point Park
Write a description for your map
PortaPots
Food
VIP Tent
Exhibitors
Entertainment
Legend
Millard Tydings Memorial Park
= Fenced
= Temporary road closure for set up and breakdown
= Handicapped Parking during event only
Google Earth
N
100 ft

TYDINGS PARK AREA- HDG ARTSHOW 2021



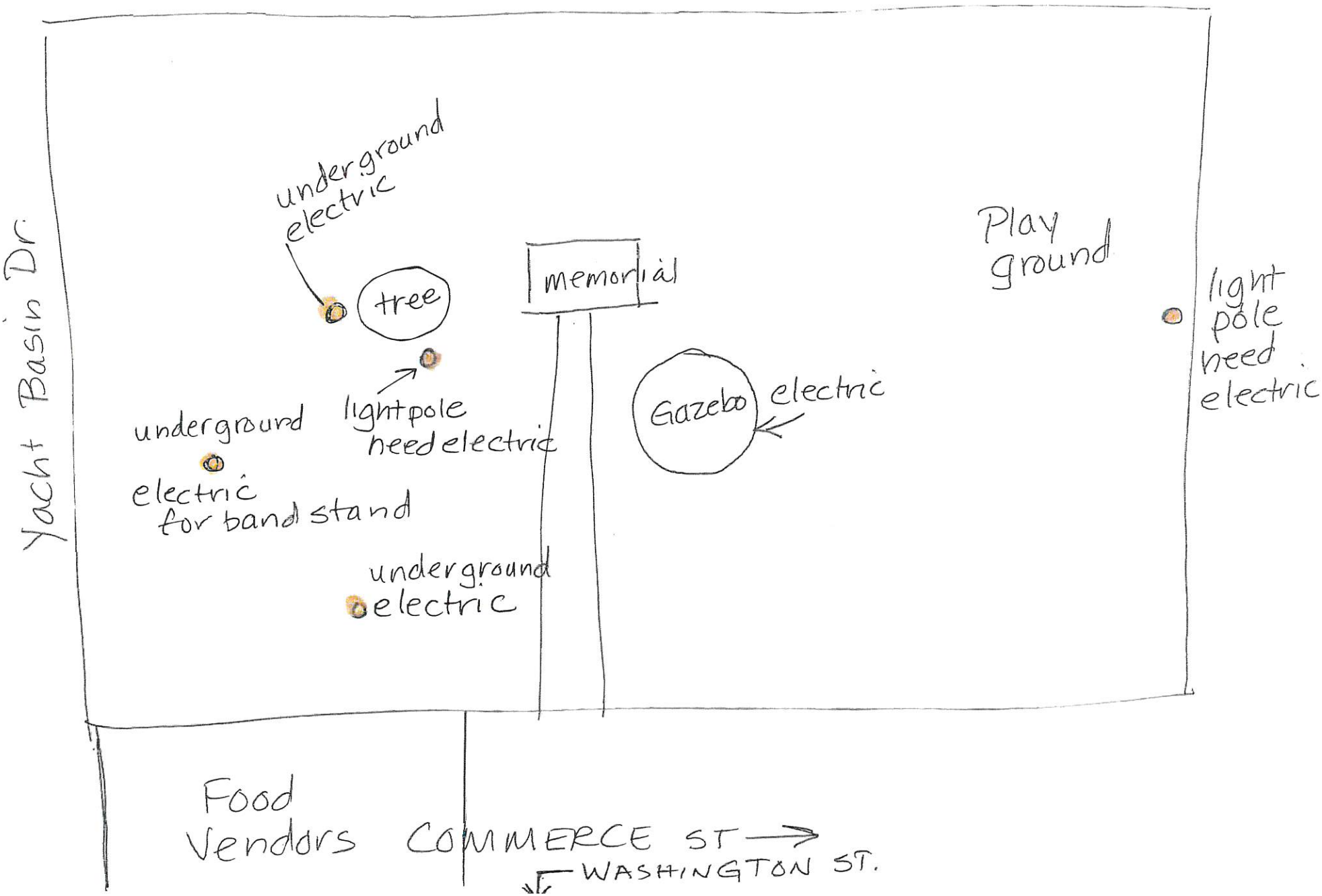
Havre de Grace Art Show Traffic

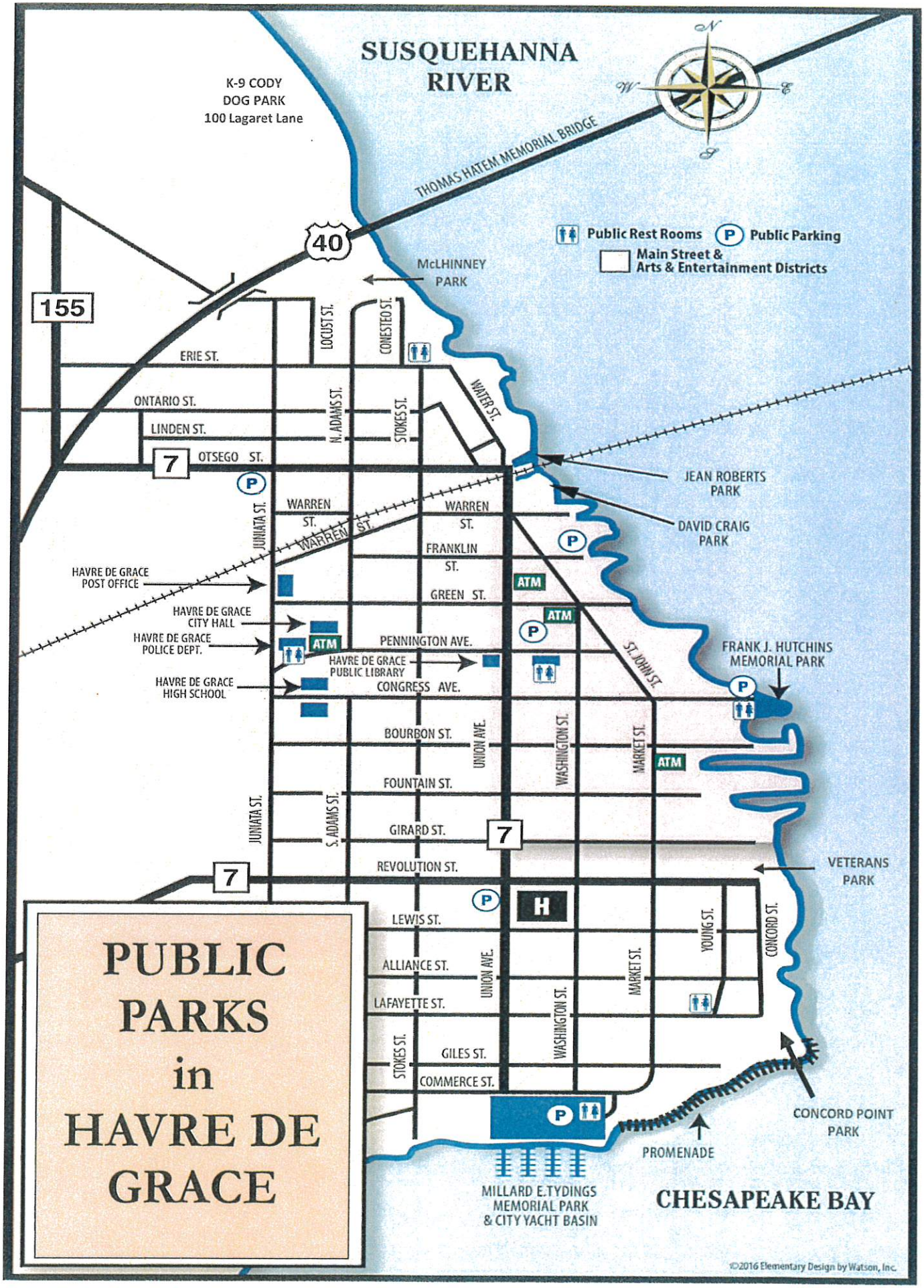
- Street Closure for FOOD
- Stationary Blockades
- Reroute traffic during setup
- Exibitor Set up and Show traffic
- Temporary Blockade for setup / break down



temporary blockade

Havre de Grace Art Show 2019 & 2021




SUSQUEHANNA RIVER
K-9 CODY DOG PARK
100 Lagaret Lane
THOMAS HATEM MEMORIAL BRIDGE
Public Rest Rooms
Public Parking
Main Street & Arts & Entertainment Districts
McLHINNEY PARK
40
155
7
LOCUST ST.
CONESTEO ST.
ERIE ST.
ONTARIO ST.
LINDEN ST.
OTSEGO ST.
N. ADAMS ST.
STOKES ST.
WATER ST.
JEAN ROBERTS PARK
DAVID CRAIG PARK
JUNIATA ST.
WARREN ST.
FRANKLIN ST.
GREEN ST.
PENNINGTON AVE.
CONGRESS AVE.
HAVRE DE GRACE POST OFFICE
HAVRE DE GRACE CITY HALL
HAVRE DE GRACE POLICE DEPT.
HAVRE DE GRACE PUBLIC LIBRARY
HAVRE DE GRACE HIGH SCHOOL
ATM
ST. JOHN ST.
FRANK J. HUTCHINS MEMORIAL PARK
BOURBON ST.
UNION AVE.
WASHINGTON ST.
MARKET ST.
FOUNTAIN ST.
S. ADAMS ST.
GIRARD ST.
REVOLUTION ST.
VETERANS PARK
H
LEWIS ST.
ALLIANCE ST.
LAFAYETTE ST.
YOUNG ST.
CONCORD ST.
GILES ST.
COMMERCE ST.
CONCORD POINT PARK
PROMENADE
MILLARD E.TYDINGS MEMORIAL PARK & CITY YACHT BASIN
CHESAPEAKE BAY
PUBLIC PARKS in HAVRE DE GRACE
©2016 Elementary Design by Watson, Inc.

SOROP-4

OP ID: JA

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
May 6, 2019

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
Pacific Ag Insurance-Corcoran
1320 Whitley Avenue
Corcoran, CA 93212
JP Holeman

559-584-3391

will provide updated when policy renews

CONTACT NAME: Joanna Acosta
PHONE (A/C, No, Ext): 559-584-3391 FAX (A/C, No): 559-584-6262
E-MAIL ADDRESS: Joannaa@pacificaginsurance.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : NOVA Casualty Company	
INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED Soroptimist {CLUBS} International of the Americas
1709 Spruce St Suite 101
Philadelphia, PA 19103

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	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY			CF1-ML-10002582-00	04/01/2019	04/01/2020	EACH OCCURRENCE	$ 1,000,000
	CLAIMS-MADE X OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 1,000,000
	X Prof Liability						MED EXP (Any one person)	$ 5,000
	X Sexual Abuse						PERSONAL & ADV INJURY	$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 2,000,000
	X POLICY PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$ 2,000,000
	OTHER:						LiqurLiab	$ 1,000,000
A	AUTOMOBILE LIABILITY			CF1-ML-10002582-00	04/01/2019	04/01/2020	COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
	ANY AUTO						BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	X HIRED AUTOS ONLY / X NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
A	X UMBRELLA LIAB X OCCUR			CF1-UM-10000628-00	04/01/2019	04/01/2020	EACH OCCURRENCE	$ 1,000,000
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	$ 1,000,000
	DED X RETENTION $ 10,000							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N						PER STATUTE / OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	N / A					E.L. EACH ACCIDENT	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$

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

Social Services General Liability extra endorsement applies as per form AGL09340717

Event Name & Date:

SI of Havre de Grace Art Show Aug 16-19, 2019; Event Location: Tydings Park, Havre de Grace, MD 21078

CERTIFICATE HOLDER

City of Havre de Grace,
750 Commerce Street
Havre de Grace, MD 21078

CANCELLATION

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
Joanna Acosta

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The Social Services General Liability Endorsement Applies as follows:
The rating for this endorsement includes the following special events:
(1) All indoor special events with less than 2,500 attendees that are less than 24 hours in duration;
and
(2) All outdoor special events with less than 2,500 attendees that are less than 24 hours in duration.
b. The following special events shall be separately rated for additional premium:
(1) Any special event that exceeds the number or attendees or duration as shown in 3.a.(1) or 3.a.(2)
above;
(2) Any parade, fair or carnival; or
(3) Any athletic, sporting or motor vehicle event including walks, runs, tournaments, demonstrations,
rallies or competitive activities.

INTERNAL REVENUE SERVICE
P. 0. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **NOV 26, 2002**

DLN: 17053200049002
Contact Person: LYNN A BRINKLEY - ID# 31435
Contact Phone #: 877-829-5500
Addendum Applies: No
GROUP EXEMPTION #: 3899

SOROPTIMIST INTERNATIONAL OF THE AMERICAS INC
23-2154856
2 PENN CENTER 1000
PHILADELPHIA, PA 19102-1721

Dear Applicant:

We have considered your application for a group exemption letter recognizing your subordinates as exempt from federal income tax under section 501(a) of the Internal Revenue Code as organizations of the type described in section 501(c)(3).

Our records show that you were recognized as exempt from federal income tax under section 501(c) (3) of the Code. Your exemption letter remains in effect.

Based on information you supplied, we recognize your subordinates whose names appear on the list you submitted as exempt from federal income tax under section 501(c) (3) of the Code.

Additionally, we have classified the organizations that you operate, supervise, or control, and that are covered by your notification to us, as organizations that are not private foundations because they are organizations of the type described in section 509(a) (2) of the Code.

Donors may deduct contributions to your subordinates as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to your subordinates or for their use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of section 2055, 2106, and 2522 of the Code.

Your subordinates whose gross receipts each year are normally more than $25,000 are each required to file Form 990, Return of Organization Exempt From Income Tax, by the 15th day of the fifth month after the end of their annual accounting period. If you prefer, you may file a group return for those subordinates that authorize you in writing to include them in that return. If you are required to file Form 990 for your own activities, you must file a separate return arid may not be included on any group return that you file for your subordinates. The law imposes a penalty of $20 a day when a return is filed late, unless there is reasonable cause for the delay. However, the maximum penalty imposed cannot exceed $10,000 or 5 percent of your gross receipts for the year, whichever is less. For organizations with gross receipts exceeding $1,000,000 in any year, the penalty is $100 per day per return, unless there is reasonable cause for the delay. The maximum penalty for an organization with gross receipts exceeding $1,000,000 shall not exceed $50,000. This penalty may also be charged if a return is not complete, so your subordinates should make sure their returns are complete before filing them. Please advise your subordinates that, if they receive a Form 990 package in the mail, they should file the return even if their gross receipts do not exceed the $25,000 minimum. If not required to file, a subordinate should simply attach the label provided, check the box in the heading to indicate that its annual gross receipts are normally $25,000 or less and sign the return. This will allow us to update our records to show that the subordinate is not required to file and to delete that subordinate from the list of organizations that will receive Form 990 packages in future years.

Your subordinates are required to make their annual information return, Form 990 or Form 990-EZ, available for public inspection for three years after the later of the due date of the return or the date the return is filed. You and your subordinates are also required to make available for public inspection your group exemption application, any supporting documents and this exemption letter. Copies of these documents are also required to be provided to any individual upon written or in person request without charge other than reason able fees for copying and postage. You may fulfill this requirement by placing these documents on the Internet. Penalties may be imposed for failure to comply with these requirements. Additional information is available in Publication 557, Tax-Exempt Status for Your Organization, or you may call our toll free number shown above.

Your subordinates are not required to file federal income tax returns unless subject to the tax on unrelated business income under section 511 of the Code. Each organization subject to this tax must file Form 990-T, Exempt Organization Business Income Tax Return. In this letter we are not determining whether any of your subordinates' present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

As of January 1, 1984, each of your subordinates is liable for social security taxes under the Federal Insurance Contributions Act on remuneration of $100 or more they pay to each of their employees during a calendar year. Your subordinates are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Each year, at least 90 days before the end of your annual accounting period, please send the items listed below to the Internal Revenue Service Center at the address shown below.

1. A statement describing any changes during the year in the purposes, character, or method of operation of your subordinates;
2. A list showing the names, mailing addresses (including Postal ZIP codes), actual addresses if different, and employer identification numbers of subordinates that, since your previous report:
    a. Changed names or address;
    b. Were deleted from your roster; or
    c. Were added to your roster
3. For subordinates to be added, attach:
    a. A statement that the information on which your present group exemption letter is based applies to the new subordinates;
    b. A statement that each has given you written authorization to add its name to the roster;
    c. A list of those to which the Service previously issued exemption rulings or determination letters;
    d. A statement that none of the subordinates is a private foundation as defined in section 509(a) of the Code if the group exemption letter covers organizations described in section 501(c) (3);
    e. The street address of each subordinate whose mailing address is a P.O. Box; and
    f. The information required by Revenue Procedure 75-50, 1975-2 C.B. 587, for each subordinate that is a school claiming exemption under section 501(c) (3). Also include any other information necessary to establish that the school is complying with the requirements of Revenue Ruling 71-447, 1971-2 C.B. 230. This is the same information required by Schedule B, Form 1023, Application for Recognition of Exemption Under Section 501(c) (3) of the Internal Revenue Code.
4. If applicable, a statement that your group exemption roster did not change since your previous report.

Please mail the information requested in this letter to the following address:

Internal Revenue Service
Ogden UT 84201

Your Group Exemption Number is 3899. Your subordinates are required to include this number on each Form 990, Return of Organization Exempt From Income Tax, and Form 990-T, Exempt Organization Business Income Tax Return, that they file. Please advise your subordinates of this requirement and provide them with the Group Exemption Number.

If the heading of this letter indicates that an addendum applies, the enclosed addendum is an integral part of this letter. Because this letter could help resolve any questions about the exempt status and foundation status of your subordinates, you should keep it for your records.

We have sent a copy of this letter to your representative as indicated in your power of attorney.

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,

Lois G. Lerner
Director, Exempt Organizations

City of Havre de Grace

711 PENNINGTON AVENUE, HAVRE DE GRACE, MARYLAND 21078 410-939-1800
WWW.HAVREDEGRACEMD.COM

Dear Event Sponsor,

Thank you for your interest in holding an event within the City of Havre de Grace. The City is a lovely setting to hold events and activities. With our beautiful tree-lined streets, stunning views of the Chesapeake Bay and Susquehanna River; and friendly, hometown atmosphere, we are proud to showcase all we have to offer.

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. Your event **cannot be advertised** until the application has been submitted and approved by the Mayor and City Council.

Events and activities within the City have proven to be successful because we have put in place the EVENT APPLICATION AND CHECKLIST to ensure a fun and safe event for you and your guests. Please keep a copy of the Event Application, Guidelines, Checklist and Contact Information sheet for your files as you plan and execute your event.

- ☐ Yes Completed and signed application
- ☐ Yes Certificate of insurance
  City must be listed as an additional insured and include a waiver of subrogation, minimum liability limits of $1 million dollars Certificate is hand carried to City hall about 2 months prior to the event.
- ☐ Yes Complete and detailed site plan to include maps
- ☐ Yes Documentation of non-profit status
- ☐ Yes Traffic control plan (if applicable)
- ☐ Yes State Highway Permit (if applicable)

Again, thank you for your interest in holding your event here in Havre de Grace. If I can be of further assistance, please do not hesitate to contact me.

Applications must be submitted 45 days prior to the event.

Sincerely,

Patrick Lypolt

Director of Administration
711 Pennington Avenue
Havre de Grace, MD 21078
Questions: 410-939-1800 x1131
Email: patricks@havredegracemd.com

Administrative Assistant
Tammy Brinkman
410-939-1800 x1122
tamarab@havredegracemd.com

EVENT APPLICATION & CHECKLIST:

ALL required information for initial submittal of the special event application must be complete. Applications *will not* be accepted without this minimal information.

EVENT APPLICATION - GUIDELINES

Events and activities within the City have proven to be successful because we have put in place the following guidelines to insure a fun, safe event for you and your guests. ***The City of Havre de Grace has the right to deny any application.***

To ensure a safe and successful event, the following conditions apply:

- If you are planning to mark spaces on City property, or roadways **you must use washable paint.** No other paint is allowed.
- Nails, screws, ropes or wires attached to any tree are not permitted.
- No cooking devices closer than 10 feet from the base of a tree, 25 feet from any building and NEVER under any building, pavilion or awning.
- No audio equipment used before 7 am or after 10 pm.
- Vehicles are not permitted on park grounds: Hutchins Park paved area is the exception, however vehicles are not permitted under the Pavilion. This includes loading and unloading. **No exceptions. Additional fees will apply for damage to the grounds caused by your event.**
- Alcoholic beverages are not permitted at City Parks, unless you have permission from the Mayor and City Council, and you apply for and receive a Liquor License from the Harford County Liquor Board. The Liquor Board requires a permit if alcohol is to be served – please note rules and regulations: http://www.hclcb.org/alcoholic-beverage-license-applications

  The Harford County Liquor Board Permit Application must be signed by the City. A copy of the approved application must be provided to the Administrative Assistant 3 working days prior to the scheduled event.
- Food Service – If you are providing food at your event you may need a Temporary Food Service License. Contact the Harford County Health Department at: https://harfordcountyhealth.com/.
- A copy of your non-profit tax exempt certification must be provided along with your application.
- Please note: **The City does not provide nor install fencing or portable bathrooms.**
- Please note: **The City is not responsible for the collection and disposal of trash generated by your event, unless prior approval was granted by the Mayor and City Council.**
- ONLY Non Profit Groups that obtain an **"APPROVED"** special event application may place **"APPROVED" signs in "APPROVED" locations** within the City's right-of-way 21 days prior to the event and signs must be removed within 48 hours following the event.
- It is the responsibility of the sponsor to contact Emergency Medical Services (EMS) if onsite services are needed.
- The City of Havre de Grace has the right to deny any application, the right to add, delete or modify any of the conditions for the permitting of an event at any time it is deemed necessary by the Director of Administration.

SPECIAL EVENTS WORK SHEET

Event:	58th Annual HDG Art Show
Dates:	10-22-2021 to 10-24-2021
Time of set up:	10/22/2021 - 6 a.m. - 5 p.m. and 10/23/2020 6 a.m. - 9:30 a.m.
Take down time:	10/24/2021 - 5 p.m. - 8 p.m.
Time of actual event:	10/23 & 24/2021 - 10 a.m. - 5 p.m.
Location:	Tydings Park & Concord Point Park

Tracking ID: 1011190020

	Number of personnel	Regular Pay (Hours)	Overtime Pay Hours*	FULLY Loaded Wage**	Estimated Hours	Total Estimated Cost
PD					0	$0.00
Notes						

Patrol units will handle this event.

	Number of personnel	Regular Pay (Hours)	Overtime Pay Hours*	FULLY Loaded Wage**	Estimated Hours	Total Estimated Cost
DPW	15	21	16	$41.75	37	$1,878.75
Notes	Grounds maintenance prior to event. Remove picnic tables, grills. Prep and post Parking Signs. Install barricades. Deliver carts, extra trash cans, help vendors unload and set-up. Bathroom cleaning and re-stocking throughout 3-day event. Help vendors pack-up, empty trash from all locations at Tydings and Concord Point Parks. Re-install picnic tables and grills.Remove signs and barricades.					

	15	**21**	**16**	**$41.75**	**37**	**$1,878.75**
Grand Total						

REVISION 1/10/2020

***Note: OT salary is 1.5 times average salary: ** Note 2 - FULLY Loaded Wage provided by the Finance Department includes Wages, Fringe Benefits & Materials based on the U.S. Department of Health and Human Services Division of Cost Allocation (DCAA)**