

CITY COUNCIL
OF
HAVRE DE GRACE, MARYLAND

ORDINANCE NO. 1049

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 ZONING CODE §205-9 TO ESTABLISH MAXIMUM SETBACKS IN THE NATIONAL REGISTER HISTORIC DISTRICT AND PROHIBIT FRONT LOAD GARAGES ON CERTAIN STREETS.

On: 2/16/2021
at: 7:00PM

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

PUBLIC HEARING

A Public Hearing is scheduled for 3/1/2021 at 7:00PM.

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.

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34 §205-9 Height, lot, yard townhouse and cottage dwelling requirements.

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A. Height, lot and yard requirements for each district and use shall be as specified in Table I[.], except for the following:

(1) Single-family and attached dwellings shall have a maximum front yard setback of 5-feet from the right-of-way line when located within the National Register Historic District in order to preserve historic streetscapes and context.

(a) The Director of Planning may require and approve a greater setback if the Director of Public Works identifies conflicts with existing or proposed utilities, or other City assets.

(b) The setback may be increased if the Director of Planning finds that the setback for the majority of existing structures along the block of a street is greater than 5-feet, or a generally consistent structure setback is not observed along the block of a street. If a generally consistent setback is not observed along the same block of a street, then the setback may be increased to a maximum of 10-feet.

(2) Front load garages shall be prohibited from being constructed on or adjacent to existing or proposed dwellings along Union Avenue, Washington Street or Congress Avenue when a lot or parcel also has access to an alley, lane or other side street, unless the proposed garage is setback a minimum of 15-feet from the front façade of the dwelling.

NOW THEREFORE, it is *determined, decided, and ordained by the City Council* that the amendments to City Code Chapter 205 Zoning as set forth above are hereby approved.

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 ____, 2021.

SIGNED by the Mayor and attested by the Director of Administration this ___ day of _____, 2021.

ATTEST.

THE MAYOR AND CITY COUNCIL
OF HAVRE DE GRACE, MARYLAND

Patrick D. Sypolt
Director of Administration

William T. Martin
Mayor

Introduced/First Reading: 2/16/2021
Public Hearing: 3/1/2021
Second Reading/Adopted: 3/15/2021
Effective Date: [mm/dd/yyyy]



**February 16, 2021
Council Meeting Proceedings**

Call to Order: The regular meeting of the Mayor and City Council was called to order on February 16, 2021 at 7:00 p.m. with Mayor Martin presiding.

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

The Pledge of Allegiance was recited and the opening prayer by Pastor Norman Obenshain, of the Havre de Grace United Methodist Church was read by CP Glenn.

CP Glenn made a friendly amendment to remove under item number 7 Yisreal Austin and Zephaniah Matteson, from reappointment to the Youth Commission on this evening's agenda.

Approval of Minutes:

City Council Minutes – CM Zinner moved to approve the Council Meeting minutes of February 1, 2021. Second by CM Robertson. Motion carried 6-0.

Comments from Citizens on Agenda items:

Kathy Keen of 205 A Seneca Way- In support of zoning code 205-9.

Jean Johnson of 666 Chesapeake Drive - In support of zoning code 205-9.

Jim Nemeth of 610 Lafayette Street - In support of zoning code 205-9.

Taryn Martin of 302 Squaw Court - Wished to encourage voting in favor of all the Independence Day events submitted at this evening's meeting.

Appointments:

Youth Commission – Motion by CM Robertson to reappoint Sarah Goad. Second by CM Boyer. Motion carried 6-0.

Presentations:

CM Robertson, on behalf of the American Legion, and Kevin King, on behalf of the VFW, presented the Northern Central District Law Officer of the Year, Runner up Award to PFC Todd Persuhn, of the City of Havre de Grace Police Department.

CM Martin presented the Water and Sewer Commission's Annual Report for FY 2020. The report will be available on the City website.

Ordinance:

An Ordinance concerning the establishment of Maximum Setbacks in the National Register Historic District and Prohibiting Front Load Garages on certain Streets: (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 ESTABLISHING MAXIMUM SETBACKS IN THE NATIONAL REGISTER HISTORIC DISTRICT AND PROHIBITING FRONT LOAD GARAGES ON CERTAIN STREETS.

A motion to introduce on first reading Ordinance 1049 by CM Ringsaker. Second by CM Zinner. Motion carried 6-0. A motion to adopt on first reading was made by CM Zinner. Second by CM Boyer. Motion carried 6-0. (Director of Planning, Shane Grimm, presented slides to further explain the Ordinance.) A public hearing was set for March 1, 2021 at 7p.m.

New Business:

Annual Easter Egg Hunt, April 3, 2021 – Motion to approve by CM Boyer. Second by CM Ringsaker. Motion carried 6-0.

Carnival on the Chesapeake, June 15-19, 2021 – Motion to approve by CM Ringsaker. Second by CM Zinner. Motion carried 6-0.

Havre de Grace Independence Day Parade, July 4, 2021 – Motion to approve by CP Glenn. Second by CM Ringsaker. Motion carried 6-0.

Independence Day Concert at Hutchins Park, July 4, 2021 – Motion to approve by CM Zinner. Second by CM Boyer. Motion carried 6-0.

Independence Day Concert & Fireworks at Concord Point Park, July 4, 2021 – Motion to approve by CP Glenn. Second by CM Boyer. Motion Carried 6-0.

Directors Report:

Steve Gamatoria, Chief of Staff: No comments this evening, but wished the Director of Administration a warm vacation.

Shane Grimm, Director of Planning: Thanked Council for considering the ordinance that establishes maximum setbacks and prohibits front load garages on specified streets in HDG unless they meet certain requirements. The Planning Commission will convene on February 22 at 6:30 p.m. to hear the continuation of the review of the preliminary subdivision plan for Bulle Rock Parcel F. The meeting will be virtual and citizens can contact Mr. Grimm if they would like to speak or provide comments.

Erika Quesenbery Sturgill, Director of Economic Development: Havre de Grace Economic Development Advisory Board will hold a virtual meeting tomorrow from 4 to 5 p.m. We will also be participating in a virtual tour with TEDCO – or Maryland Technology Development Corporation dealing specifically with investment funds, programs and resources provided to Maryland-based technology companies. We will then be sharing this information with some of our technology and/or defense contractor companies in Havre de Grace including: AD-Hoc Research Group; Baugh Business Solutions; BH Miller Group; Computer Systems & Networking Corp.; CYINTS, LLC; Gemini2 Enterprises, Inc.; Health Equity Associates; Highbridge Consulting Software & Support; Hythe Research Information Technology & Services; Kuzma Technical Enterprises; L7 Enterprise Group; Luffburrow Associates; MC Fuhrman & Associates; MMW Concepts; Scitech Services; Strategic Alliances Group; and TerraSense, Inc.

We have distributed Harford County Restaurant COVID relief funding information to restaurants in Havre de Grace City limits and have attained close to 100 percent participation.

Tidewater Grill is planning to reopen on March 1, 2021 and has announced they will be interviewing and hiring for all positions in coming weeks.

The Susquehanna Workforce Network will be holding a Virtual Hiring Event on Thursday, February 25, in partnership with the Maryland Department of Labor from 10 to 11:30 a.m. – an invitation is available on Eventbrite to register for this free event. A Zoom link will be sent 24 hours prior to the event or you can find a link at www.swnetwork.org or call 410-575-7248.

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 balance is \$6,234,500 which is \$1,604,100 ahead of budget. The Water/Sewer Fund 9 is \$494,400, which is an \$185,800 increase year-to-date. The Marina Fund 8 balance is \$1,089,800, which is a \$264,000 increase year-to-date.

Tim Whittie, Director of Public Works: Shared an update on all City projects. Met with BG&E to go over remaining paving projects to be done in the spring. As soon as the weather warms, we will start with paving projects and upgrades. The pre-bid meeting for the water line in Aberdeen involved six contractors. Bids will be due March 5th.

Chief Teresa Walter, Havre de Grace Police Department: A reminder to citizens of scam IRS phone calls. Other phone scams take place as well, so you need to be diligent with the phone calls involving the request of money.

Business from Mayor Martin: COVID numbers were shared by Mayor Martin with the City of Havre de Grace at 809 to date. Keep the hope for the older ones with health conditions. By March 1st we hope to be open to the public and at the Council meeting on March 1st we will allow a limited number to attend if the numbers continue to trend down.

Beginning March 8, 2021, the City of Havre de Grace will be participating in the Veterans Local Government Management Fellowship through the International City/County Management Associations. This program provides local government work experience to military service members who are transitioning from active duty to civilian. Kevin Gabat will be joining the Havre de Grace Team through this program.

We are closely monitoring bills submitted by the General Assembly that are unfunded mandates or may have negative impact on funding revenue to the City.

Business from Council:

Council Member Martin: The Opera House Mardi Gras Festival is online this year.

Council Member Ringsaker: Thanked Director of Planning Shane Grimm for all of his hard work. CM Ringsaker, spoke on current House Bill 911. On January 19th at 1:30 p.m. the hearing will take place. This bill will hurt the local hunters and tourism in the City. CM Ringsaker does not support this bill, and asked that citizens write to Delegate Lisanti, and not support this bill the way it is written. The General Assembly website will allow you access to further view this bill in its entirety.

Council Member Boyer: Thanked PFC Persuhn for his dedication to his profession. CM Boyer asked that we please check in on our elderly neighbors. If they need help scheduling a vaccine please assist them.

Council Member Zinner: Happy that the Independence Day Commission events were approved this evening. Thanked Shane Grimm for bringing in the ordinance this evening and all of the Historic Preservation members that wrote in favor of this ordinance. Congratulated Officer Persuhn.

Council Member Robertson: Havre de Grace Arts Collective will be holding the Masquerade Ball virtually this year. You can purchase your meals in advance for this event at hdgartscollective.org. The cutoff date is February 20th and the event takes place on Saturday the 27th. Silent auction items are available at this fund raising event. Food sales will go to help support the American Legion. EDAB will meet virtually at 4:00 p.m. on February 17, 2021. CM Robertson reminded all to be kind to one another.

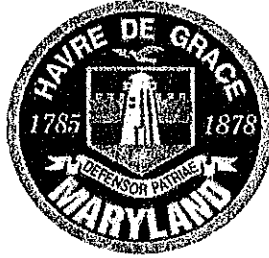
Business from Council President Glenn: Congratulated PFC Todd Persuhn, for his award this evening and thanked him for his service. Warrior Proud moments have been few and far between given COVID, virtual learning and the cancellation of Fall and Winter sports, but in the past two weeks he has received some good news. Gavin Lloyd, who compiled a 105-15 record for the Warrior Wrestling Program recently committed to continue his wrestling at Roanoke College next year. In addition, Mike Sweigart, also a senior at Havre de Grace High School recently committed to attend Belmont Abbey College to play Division II Lacrosse. He wished them nothing but the best in all future endeavors.

Comments from Citizens: Kirk D. Smith, Sr. of 120 S. Washington Street - Hoped all had a blessed Valentine's Day and festive Lupercalia.

CP Glenn made a motion to adjourn at 9:01 p.m. with a second by CM Martin. Motion carried 6-0.

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

**Respectfully submitted by,
Resa Laird**



INTER-CITY MEMORANDUM

To: City Council President David W. Glenn
From: Mayor William T. Martin
Date: February 22, 2021
RE: Proposed Budget Amendment 2021-09

The City's budget includes \$331,600 in mandated support to the Susquehanna Hose Company (SHCo) and \$105,500 in additional support.

The SHCo is seeking the City's assistance to acquire underwater tools to have on its water rescue vessel. In particular the SHCo has requested the City fund the acquisition of an underwater cutter, an underwater spreader, and a ram tool, along with base mount kits, batteries and chargers, for a total of \$30,100, see the attached quote and product descriptions.

I am therefore requesting that the Council authorize increasing the additional support spending, account #01-1131-6501, by \$30,100 to increase the available balance to the requested amount.

The maintenance of water rescue capability at the mouth of the Chesapeake Bay is important to the whole local boating community. Consequently, I am also asking Council to increase the budgeted transfers into the General Fund from the Slip Users Fund 7, account #01-0001-49-00, by \$30,100. The fund has a current fund balance of almost \$144,000.

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



MUNICIPAL EMERGENCY SERVICES

315 Howard Avenue
Bays D & E
Rockville, MD 20850

Quote

Date 01/04/2021
Quote # QT1431843
Expires 04/02/2021
Sales Rep Stillwell, Edward G
PO #
Shipping Method FedEx Ground

Bill To
SUSQUEHANNA HOSE CO INC
PO BOX 58
HAVRE DE GRACE MD 21078-0058
United States

Ship To
SUSQUEHANNA HOSE CO. INC.
511 LIGHTHOUSE COURT
Havre de Grace MD 21078
United States

Item #	Part #	Unit	Description	Qty	Unit Price	Amount
272299000-1			S 799EWXT Cutter - TOOL ONLY	1	9,035.00	9,035.00
271277000-1			SP 777EWXT Spreader - TOOL ONLY	1	9,603.00	9,603.00
274285000-1			R 521EWXT Ram - TOOL ONLY	1	6,085.00	6,085.00
90-53-15			EWXT 9 Ah battery	6	587.00	3,522.00
90-53-21			EWXT Charger (110V)	3	399.00	1,197.00
K5035FL-Black			HEAVY RESCUE BASE MOUNT KIT FASTLOK	2	211.00	422.00
PAC TOOLS	K1022FL-B		K1022FL-B Custom PERFORMANCE ADVANTAGE CORP RAM BASE MOUNT WITH FASTLOK KIT- Black	1	170.00	170.00

Subtotal 30,034.00
Shipping Cost (FedEx Ground) 100.00
Total \$30,134.00

"THANKS FOR CHOOSING MES"

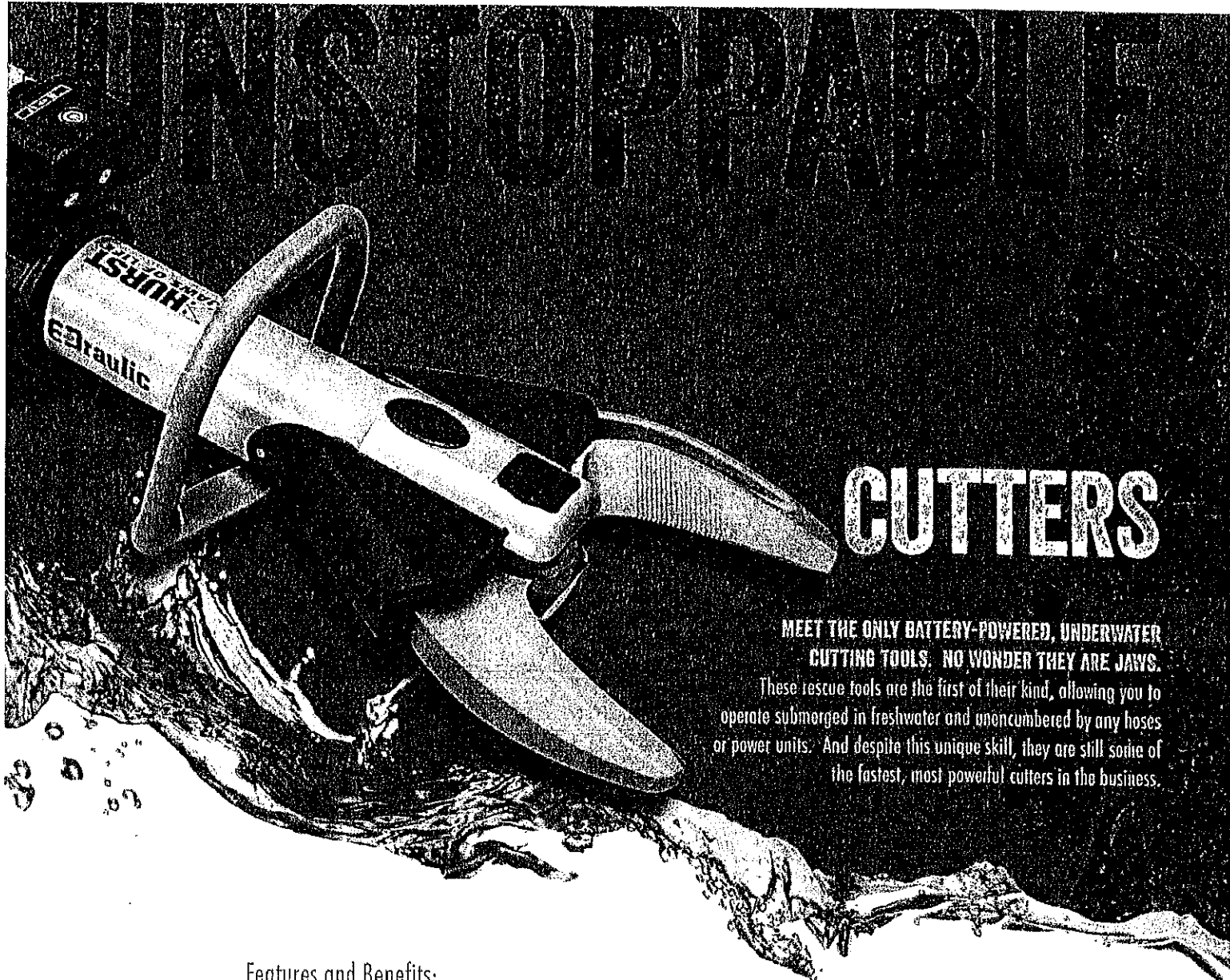
This Quotation is subject to any applicable sales tax and shipping & handling charges that may apply. Tax and shipping charges are considered estimated and will be recalculated at the time of shipment to ensure they take into account the most current local tax information.

All returns must be processed w/lin 30 days of receipt and require a return authorization number and are subject to a restocking fee.

Custom orders are not returnable. Effective tax rate will be applicable at the time of invoice.



QT1431843



CUTTERS

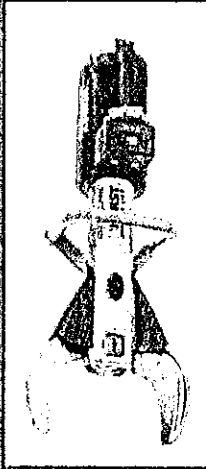
MEET THE ONLY BATTERY-POWERED, UNDERWATER CUTTING TOOLS. NO WONDER THEY ARE JAWS.
These rescue tools are the first of their kind, allowing you to operate submerged in freshwater and unencumbered by any hoses or power units. And despite this unique skill, they are still some of the fastest, most powerful cutters in the business.

Features and Benefits:

- Watertight, allows you to operate the tool submerged in fresh water
- Brushless DC electrical motor runs more efficiently with higher performance for a longer battery life
- Two LED lights illuminate the front of the tool
- Large waterproof 9Ah battery with IP68 protection class
- Ergonomically designed star-grip permits tool actuation from almost any gripping position
- 4-stage heat treated shock resistant blades
- Advanced blade design
- UHSS capable
- One piece body construction
- Cutting edge of blade can be resurfaced

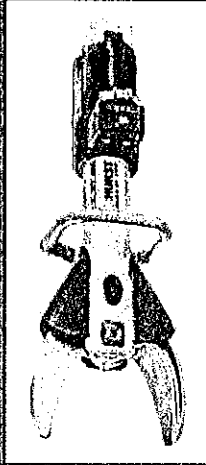


CUTTERS



\$378 EWXT

272278000-5 (Tool Only)
272278000-5 (includes tool, (2) 5Ah batteries and (1) charger)
272278000-9 (includes tool, (2) 9Ah batteries and (1) charger)



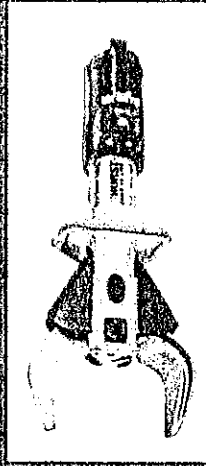
\$788 EWXT

272288000-3 (Tool Only)
272288000-5 (includes tool, (2) 5Ah batteries and (1) charger)
272288000-9 (includes tool, (2) 9Ah batteries and (1) charger)



\$789 EWXT

272289000-3 (Tool Only)
272289000-5 (includes tool, (2) 5Ah batteries and (1) charger)
272289000-9 (includes tool, (2) 9Ah batteries and (1) charger)



\$799 EWXT

272299000-1 (Tool Only)
272299000-5 (includes tool, (2) 5Ah batteries and (1) charger)
272299000-9 (includes tool, (2) 9Ah batteries and (1) charger)

TECHNICAL SPECIFICATIONS

- Length (w/o battery): 33.3 in / 846 mm
- Width: 9.25 in / 235 mm
- Height (w/o battery): 9.96 in / 253 mm
- Weight (w/o battery): 40.8 lbs / 18.5 kg
- Cutter Opening: 7.99 in / 202 mm
- NFPA Cutter Rating: A7/B8/C7/D7/E8
- NFPA 1936 2020 Compliant: Pending
- Tool IP Rating: IP58
- Battery IP Rating: IP68

TECHNICAL SPECIFICATIONS

- Length (w/o battery): 35.6 in / 904 mm
- Width: 10.5 in / 266 mm
- Height (w/o battery): 9.96 in / 253 mm
- Weight (w/o battery): 48.9 lbs / 22.2 kg
- Cutter Opening: 7.87 in / 200 mm
- NFPA Cutter Rating: A8/B9/C8/D9/E9/F4
- NFPA 1936 2020 Compliant: Yes
- Tool IP Rating: IP58
- Battery IP Rating: IP68

TECHNICAL SPECIFICATIONS

- Length (w/o battery): 35.9 in / 912 mm
- Width: 10.5 in / 266 mm
- Height (w/o battery): 9.96 in / 253 mm
- Weight (w/o battery): 49.4 lbs / 22.4 kg
- Cutter Opening: 8.06 in / 205 mm
- NFPA Cutter Rating: A8/B9/C8/D9/E9/F5
- NFPA 1936 2020 Compliant: Yes
- Tool IP Rating: IP58
- Battery IP Rating: IP68

TECHNICAL SPECIFICATIONS

- Length (w/o battery): 36.6 in / 930 mm
- Width: 10.4 in / 265 mm
- Height (w/o battery): 9.96 in / 253 mm
- Weight (w/o battery): 54.9 lbs / 24.9 kg
- Cutter Opening: 8.03 in / 204 mm
- NFPA Cutter Rating: A9/B9/C9/D9/E9/F5
- NFPA 1936 2020 Compliant: Yes
- Tool IP Rating: IP58
- Battery IP Rating: IP68



SPREADERS

GREAT FOR MAKING UNDERWATER EXITS.
HURST Jaws of Life EWXT spreaders are game-changers. They are the first of their kind and allow you to operate submerged in fresh water and unencumbered by any hoses or power units. And despite all that, they are still some of the lightest, most powerful spreaders in the business. The water is a lot safer now.

Features and Benefits:

- Watertight, allows you to operate the tool submerged in fresh water
- Squeezing plates built into the arms
- "Shark Tooth" removable tips offer multifunctional design, with four rows of shark-like teeth designed to grab and maintain position on UHSS structures and panels for both spreading and crushing applications
- Brushless DC electrical motor runs more efficiently with higher performance for a longer battery life
- Quieter
- Two LED lights illuminate the front of the tool
- Ergonomically designed star-grip permits tool actuation from almost any gripping position
- Large waterproof 9Ah battery with IP68 protection class
- Lightweight design
- One piece body construction
- Accessories such as pulling chains and stability plate attach through tip pin hole for quick deployment



SPREADERS



SP 333 EWXT

271233000-1 (Tool Only)
271233000-5 (includes tool, (2) 5Ah batteries and (1) charger)
271233000-9 (includes tool, (2) 9Ah batteries and (1) charger)

SP 555 EWXT

271255000-1 (Tool Only)
271255000-5 (includes tool, (2) 5Ah batteries and (1) charger)
271255000-9 (includes tool, (2) 9Ah batteries and (1) charger)

SP 777 EWXT

271277000-1 (Tool Only)
271277000-5 (includes tool, (2) 5Ah batteries and (1) charger)
271277000-9 (includes tool, (2) 9Ah batteries and (1) charger)

TECHNICAL SPECIFICATIONS

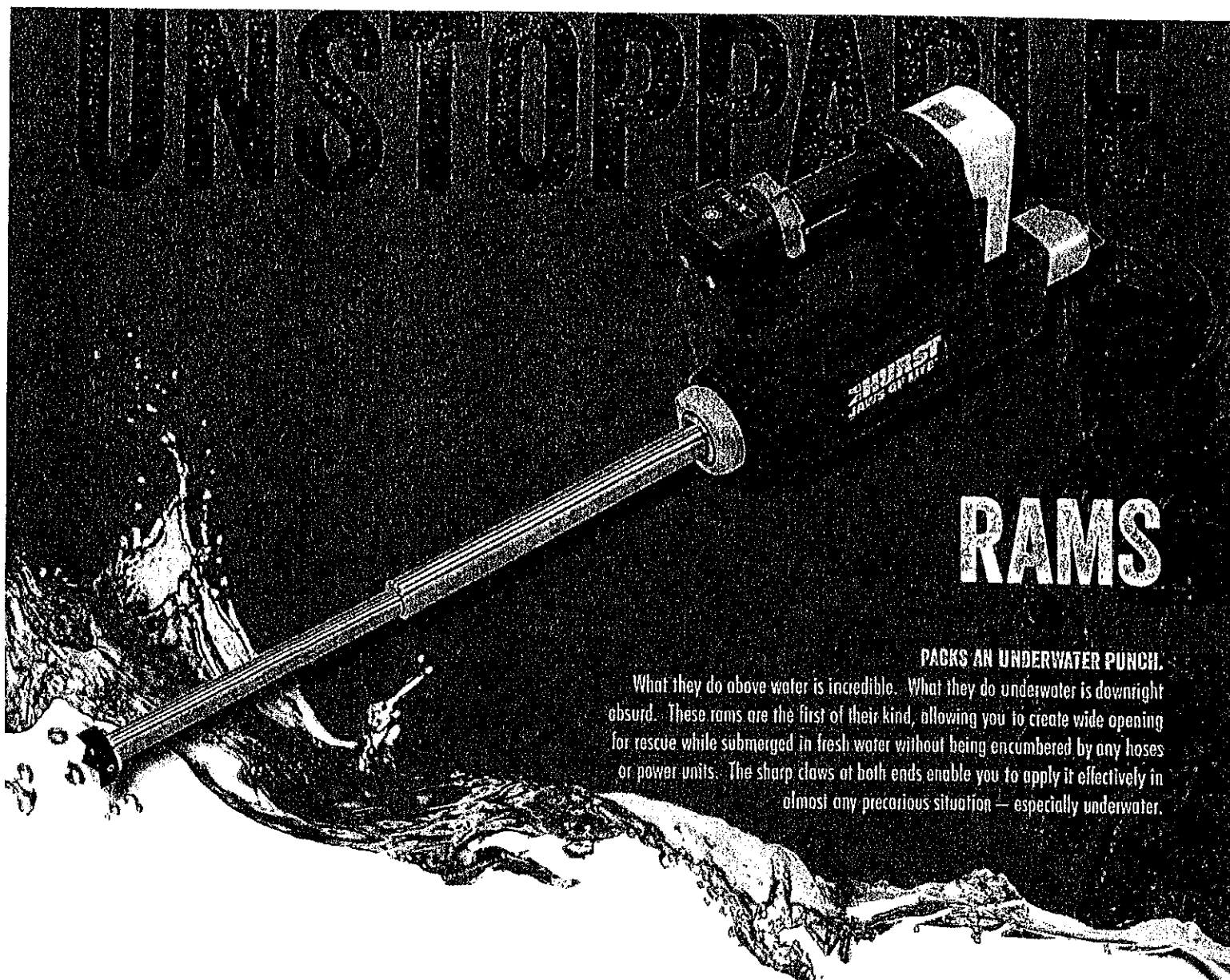
- Length (w/o battery): 32.4 in / 823 mm
- Width: 10.1 in / 256 mm
- Height (w/o battery): 9.96 in / 253 mm
- Weight (w/o battery): 37.7 lbs / 17.1 kg
- Spreading Distance: 23.6 in / 600 mm
- Maximum Spreading Force: 187,940 Lbf / 836 kN
- Maximum Pulling Force: 12,589 Lbf / 56 kN
- NFPA HSF: 14,162 Lbf / 63 kN
- NFPA LSF: 8,768 Lbf / 39 kN
- NFPA HPF: 9,667 Lbf / 43 kN
- NFPA LPF: 5,171 Lbf / 23 kN
- NFPA 1936 2020 Compliant: Yes
- Tool IP Rating: IP58
- Battery IP Rating: IP68

TECHNICAL SPECIFICATIONS

- Length (w/o battery): 36.3 in / 923 mm
- Width: 10.4 in / 265 mm
- Height (w/o battery): 9.96 in / 253 mm
- Weight (w/o battery): 43.9 lbs / 19.9 kg
- Spreading Distance: 28.7 in / 730 mm
- Maximum Spreading Force: 147,924 Lbf / 658 kN
- Maximum Pulling Force: 13,039 Lbf / 58 kN
- NFPA HSF: 16,186 Lbf / 72 kN
- NFPA LSF: 11,016 Lbf / 49 kN
- NFPA HPF: 10,341 Lbf / 46 kN
- NFPA LPF: 6,295 Lbf / 28 kN
- NFPA 1936 2020 Compliant: Yes
- Tool IP Rating: IP58
- Battery IP Rating: IP68

TECHNICAL SPECIFICATIONS

- Length (w/o battery): 39.3 in / 997 mm
- Width: 12.2 in / 309 mm
- Height (w/o battery): 9.96 in / 253 mm
- Weight (w/o battery): 51.6 lbs / 23.4 kg
- Spreading Distance: 32 in / 813 mm
- Maximum Spreading Force: 134,900 Lbf / 600 kN
- Maximum Pulling Force: 13,490 Lbf / 60 kN
- NFPA HSF: 19,110 Lbf / 85 kN
- NFPA LSF: 13,260 Lbf / 59 kN
- NFPA HPF: 11,016 Lbf / 49 kN
- NFPA LPF: 6,774 Lbf / 30 kN
- NFPA 1936 2020 Compliant: Yes
- Tool IP Rating: IP58
- Battery IP Rating: IP68



RAMS

PACKS AN UNDERWATER PUNCH.

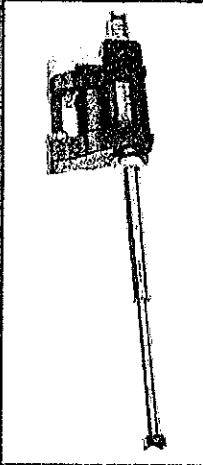
What they do above water is incredible. What they do underwater is downright absurd. These rams are the first of their kind, allowing you to create wide opening for rescue while submerged in fresh water without being encumbered by any hoses or power units. The sharp claws at both ends enable you to apply it effectively in almost any precarious situation — especially underwater.

Features and Benefits:

- Watertight, allows you to operate the tool submerged in fresh water
- Brushless DC electrical motor runs more efficiently with higher performance for a longer battery life
- Four LED lights illuminate the front and back of the tool
- Large waterproof 9Ah battery with IP68 protection class
- Ergonomically designed star-grip permits tool actuation from almost any gripping position
- Rotating claw heads allow for better patient access
- Telescoping design allows for minimal insertion and maximum spread
- Great for forcible entry as well



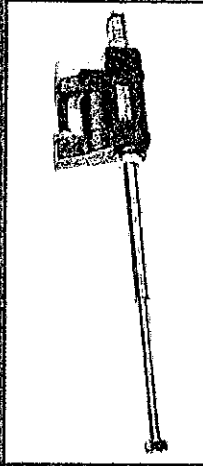
RAMS



R 521 EWXT

274285000-1 (Tool Only)

274285000-5 (includes tool, (2) 5Ah batteries and (1) charger)
274285000-9 (includes tool, (2) 9Ah batteries and (1) charger)



R 522 EWXT

274286000-1 (Tool Only)

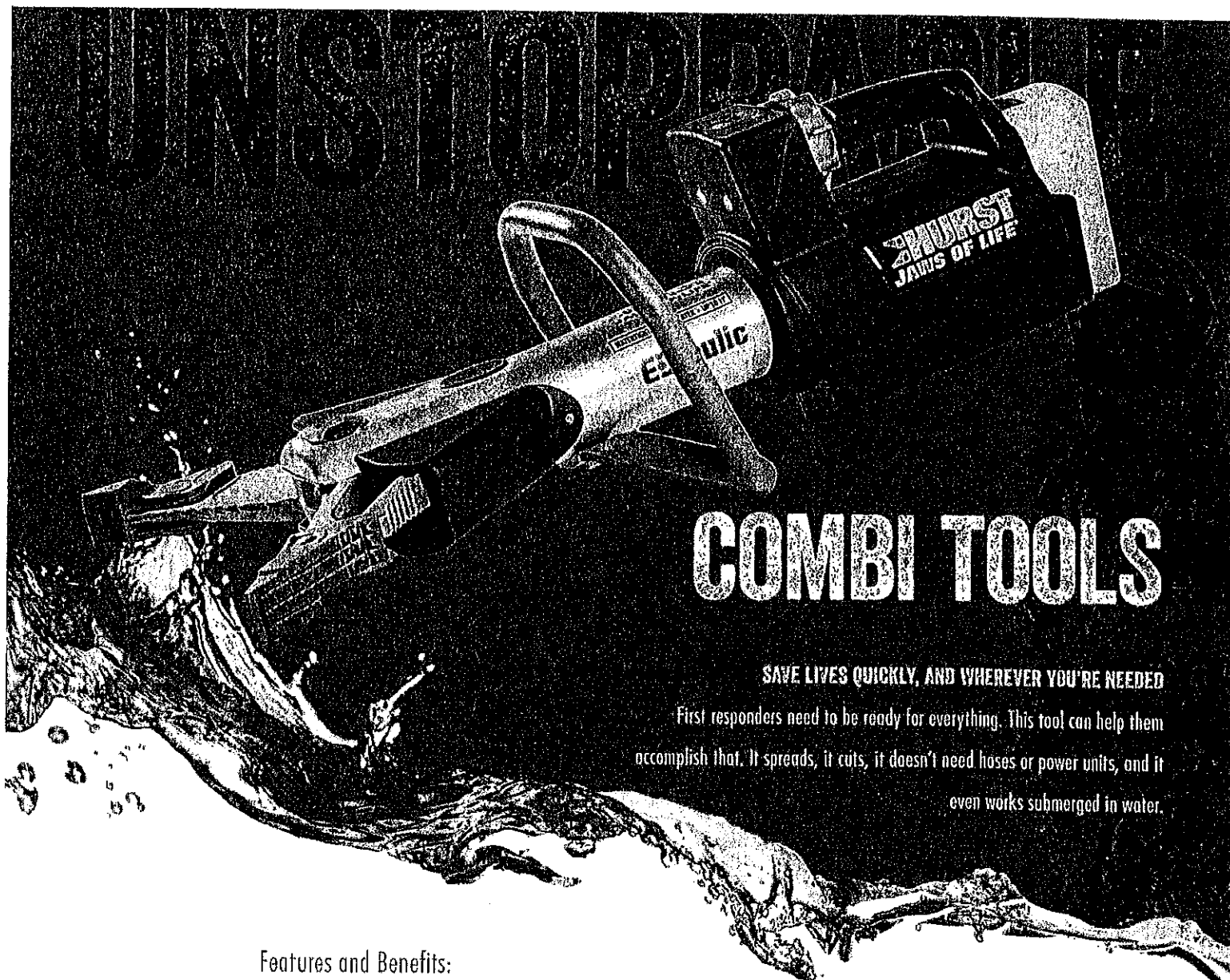
274286000-5 (includes tool, (2) 5Ah batteries and (1) charger)
274286000-9 (includes tool, (2) 9Ah batteries and (1) charger)

TECHNICAL SPECIFICATIONS

- Length (w/o battery): 22.6 in / 579 mm
- Length Extended (w/o battery): 53.5 in / 1359 mm
- Width: 5.51 in / 140 mm
- Height (w/o battery): 12.9 in / 327 mm
- Weight (w/o battery): 41.9 lbs / 19 kg
- Stroke Piston 1: 15.6 in / 403 mm
- HSF Piston 1: 28,600 Lbf / 127 kN
- Stroke Piston 2: 14.8 in / 377 mm
- HSF Piston 2: 13,500 Lbf / 60 kN
- Stroke Overall: 30.7 in / 780 mm
- NFPA 1936 2020 Compliant: Yes
- Tool IP Rating: IP58
- Battery IP Rating: IP68

TECHNICAL SPECIFICATIONS

- Length (w/o battery): 24.7 in / 627 mm
- Length Extended (w/o battery): 59.2 in / 1503 mm
- Width: 5.51 in / 140 mm
- Height (w/o battery): 12.9 in / 327 mm
- Weight (w/o battery): 44.8 lbs / 20.3 kg
- Stroke Piston 1: 17.8 in / 451 mm
- HSF Piston 1: 28,600 Lbf / 127 kN
- Stroke Piston 2: 16.7 in / 425 mm
- HSF Piston 2: 13,500 Lbf / 60 kN
- Stroke Overall: 34.5 in / 876 mm
- NFPA 1936 2020 Compliant: Yes
- Tool IP Rating: IP58
- Battery IP Rating: IP68



COMBI TOOLS

SAVE LIVES QUICKLY, AND WHEREVER YOU'RE NEEDED

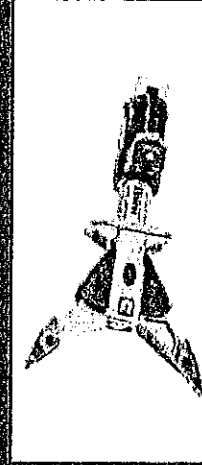
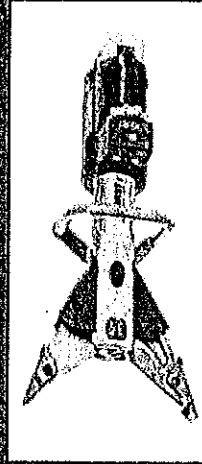
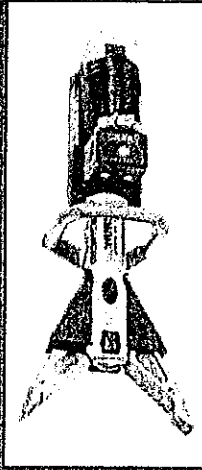
First responders need to be ready for everything. This tool can help them accomplish that. It spreads, it cuts, it doesn't need hoses or power units, and it even works submerged in water.

Features and Benefits:

- Watertight, allows you to operate the tool submerged in fresh water
- Brushless DC electrical motor runs more efficiently with higher performance for a longer battery life
- Two LED lights illuminate the front of the tool
- Large waterproof 9Ah battery with IP68 protection class
- Ergonomically designed star-grip permits tool actuation from almost any gripping position
- 4-stage heat treated shock resistance blades
- Removable Shark tooth tips with self-retaining pin (SC 358/758 EWXT only)
- Removable tips to allow for deeper cuts when needed (SC 358/758 EWXT only)
- One piece body construction
- Accessories such as pulling chains and stability plate attach through tip pin hole for quick deployment
- Great for forcible entry and RIT as well as standard extrication needs



GOMBI TOOLS



SC 250 EWXT

273228000-5 (Tool Only)
273228000-5 (includes tool, (2) 5Ah batteries and (1) charger)
273228000-9 (includes tool, (2) 9Ah batteries and (1) charger)

SC 358 EWXT

273223000-5 (Tool Only)
273223000-5 (includes tool, (2) 5Ah batteries and (1) charger)
273223000-9 (includes tool, (2) 9Ah batteries and (1) charger)

SC 758 EWXT

273249000-1 (Tool Only)
273249000-5 (includes tool, (2) 5Ah batteries and (1) charger)
273249000-9 (includes tool, (2) 9Ah batteries and (1) charger)

TECHNICAL SPECIFICATIONS

- Length (w/o battery): 31.2 in / 792 mm
- Width: 8.27 in / 210 mm
- Height (w/o battery): 9.86 in / 253 mm
- Weight (w/o battery): 31.7 lbs / 14.4 kg
- Spreading Distance: 12.6 in / 321 mm
- Maximum Spreading Force: 157,000 Lbf / 700 kN
- Maximum Pulling Force: 7,640 Lbf / 34 kN
- Cutter Opening: 9.2 in / 233 mm
- NFPA Cutter Rating: A6/B6/C6/D7/E7/F4
- NFPA HSF: 6,500 Lbf / 29 kN
- NFPA LSF: 5,400 Lbf / 24 kN
- NFPA HPF: 8,320 Lbf / 37 kN
- NFPA LPF: 6,300 Lbf / 28 kN
- NFPA 1936 2020 Compliant: Yes
- Tool IP Rating: IP58
- Battery IP Rating: IP68

TECHNICAL SPECIFICATIONS

- Length (w/o battery): 34.5 in / 876 mm
- Width: 9.25 in / 235 mm
- Height (w/o battery): 9.96 in / 253 mm
- Weight (w/o battery): 40.6 lbs / 18.4 kg
- Spreading Distance: 14.5 in / 368 mm
- Maximum Spreading Force: 337,230 Lbf / 1500 kN
- Maximum Pulling Force: 13,714 Lbf / 61 kN
- Cutter Opening: 12.2 in / 309 mm
- NFPA Cutter Rating: A7/B8/C7/D8/E7/F4
- NFPA HSF: 6,667 Lbf / 43 kN
- NFPA LSF: 7,419 Lbf / 33 kN
- NFPA HPF: 13,940 Lbf / 62 kN
- NFPA LPF: 9,667 Lbf / 43 kN
- NFPA 1936 2020 Compliant: Yes
- Tool IP Rating: IP58
- Battery IP Rating: IP68

TECHNICAL SPECIFICATIONS

- Length (w/o battery): 38.6 in / 950 mm
- Width: 10.5 in / 266 mm
- Height (w/o battery): 9.96 in / 253 mm
- Weight (w/o battery): 52.9 lbs / 24 kg
- Spreading Distance: 18.7 in / 475 mm
- Maximum Spreading Force: 337,213 Lbf / 1500 kN
- Maximum Pulling Force: 21,132 Lbf / 94 kN
- Cutter Opening: 15.7 in / 400 mm
- NFPA Cutter Rating: A8/B9/C9/D9/E9/F5
- NFPA HSF: 11,016 Lbf / 49 kN
- NFPA LSF: 8,543 Lbf / 38 kN
- NFPA HPF: 15,512 Lbf / 69 kN
- NFPA LPF: 11,690 Lbf / 52 kN
- NFPA 1936 2020 Compliant: Yes
- Tool IP Rating: IP58
- Battery IP Rating: IP68

BUDGET AMENDMENT

February 22, 2021

Amendment # 2021-09

SOURCE OF FUNDS

Account Number	Account Title	Amount
	General Fund 1	
01-0001-49-00	Fund Transfers (Slip Users Fund 7)	\$30,100.00
	Total Sources	\$30,100.00

USE OF FUNDS

Account Number	Account Title	Amount
	General Fund 1	
01-1131-6501	Additional SHCo Contributions	\$30,100.00
	Total Uses	\$30,100.00

REASON FOR ADJUSTMENT

To increase SHCo contribution above Resolution mandatory minimum for underwater rescue equipment

AUTHORITY

City Council on 3/1/21.

APPROVAL

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

EVENT APPLICATION CHECKLIST:

EVENT NAME: Havre de Grace Farmers Market

Sponsor Organization: Community Projects of HdG

Business Address: 224 N. Washington Street, Havre de Grace 21078

On Site Contact Person: Sarah Rider

Contact Information **Phone:** _____ **Email:** hdgfarmersmarket@gmail.com

Back-Up Site Contact Person: Donna Mandl

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
- Festival
- Parade
- Rally
- Concert/Performance
- Carnival
- 5K/10K/Walk *
- Fishing Tournament
- Other (explain)
Farmers Market

*** 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: <u>May 1 – Dec 18</u>	Begin Time: <u>7:30 am</u>
Event Starts	Date: <u>Every Saturday</u>	Time: <u>8:30 a.m.</u>
Event Ends	Date: _____	Time: <u>12:00 p.m.</u>
Breakdown	Date: _____	End Time: <u>12-1 pm</u>
Rain Date	Date: _____	Is timeframe the same? <input type="checkbox"/> Yes <input type="checkbox"/> No
		If no, include new times: _____

9/25 – Susquehanna River Running Festival (will locate to top of Hutchins Park)
10/16 – Oktoberfest (will locate to St. John Street)

Location: (see attached map)

- Millard E. Tydings Memorial Park
- Community Pavillion 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: _____

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

Anticipated Attendance: 500-600/c

Admission Fee (if any): n/a

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. _____

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: 3**

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: 1**

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:

Yes No Will there be alcohol sold at your event?

Yes 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.

Individual wine, beer, spirits vendors are required to abide by guidelines established by county and state liquor law

Security:

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 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.
- Due to the irrigation system, **no tents or canopies can be erected in Tydings Park using stakes;** only weights can be used to secure the tent or canopy.
- 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.

Walking and Running Events:

N/A

- 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.

RB

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 Sarah Rider

Title Farmers Market Committee Chairperson

Phone _____ Email hdgfarmersmarket@gmail.com

Signature 

Date 2/16/2021

Event Title: HDG Farmers Market

Received by Tamara Binkman
City Official

2-16-2021
Date

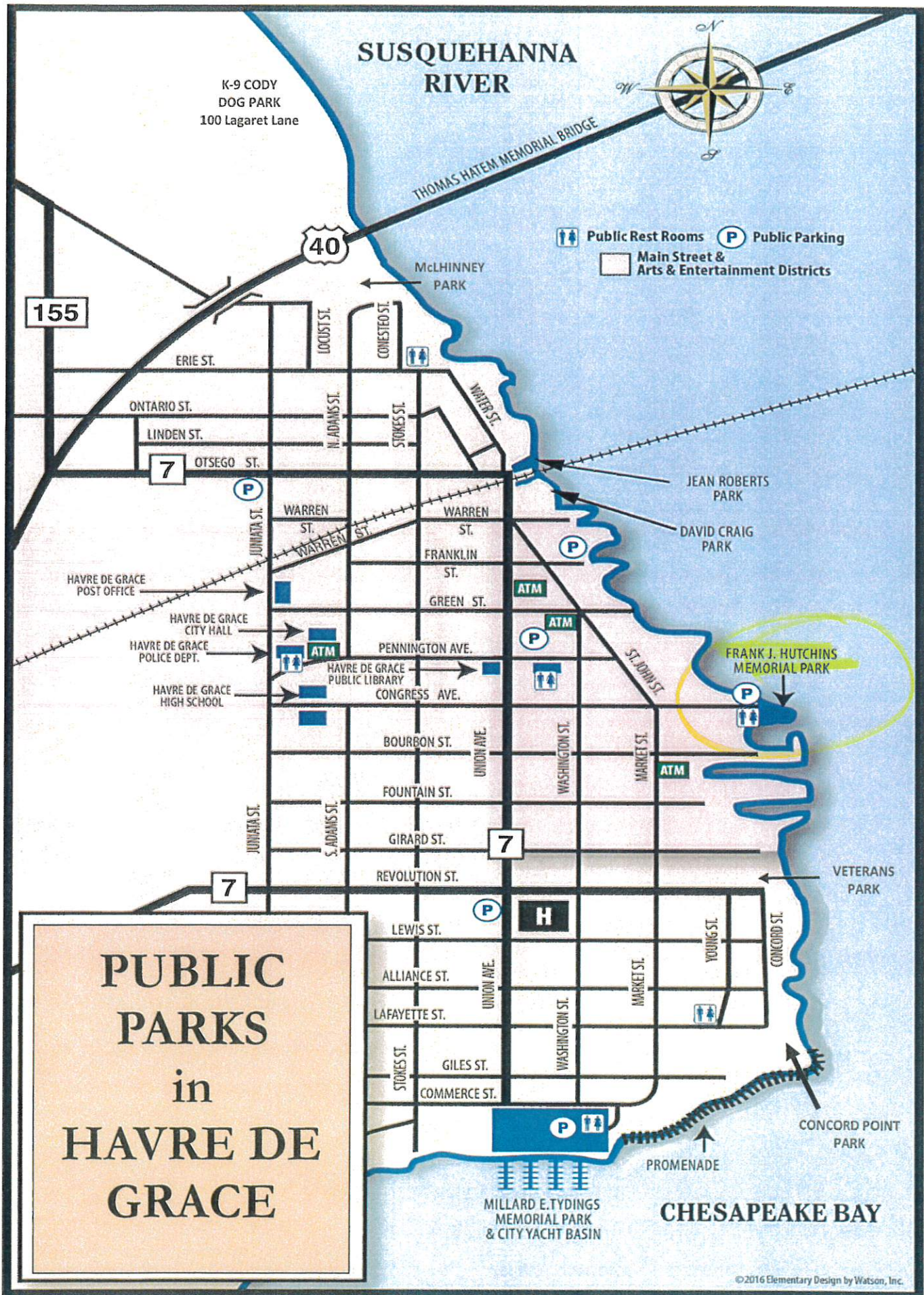
Notification: Internal Use Only:

- 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 patrick@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 <i>Please contact if you need help with advertising your event.</i>
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)		



**PUBLIC
PARKS
in
HAVRE DE
GRACE**

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Vendor Safety Guidelines until further notice

The Havre de Grace Farmers Market, as a whole, is considered an essential service by the State of Maryland, because we are a source for our community to procure food and other essential supplies. Individual vendors should consider the necessity of their business selling at market at this time according to the [MDA recommendations](#).

The following guidelines must be followed by all vendors:

- Please plan on being set up by 8:30 am. The half hour prior to market opening (8:30 – 9 am) is reserved for senior citizens & immunocompromised to do their shopping.
- Protective face covering **must** be worn by all vendors.
- Prepackage items strongly encouraged
- No sampling
- Prepared foods must be served take-out style; no tables may be put out for customers
- Come prepared with hand sanitizer and/or hand washing station
- No tablecloths. Sanitize tables as needed throughout market
- Chalk will be provided to mark lines and spacing around your tables
- Do not use a tent, except in the case of inclement weather, or if cover is required to maintain the quality of your product
- Consider accepting cards, venmo, and/or PayPal as well as/in lieu of cash
- If possible, divide tasks at your stand- have one money handler and one food handler. If single operation, then practice proper handling procedures (ie change gloves or sanitize between money handling and food service).
- Set up your stand in a manner that encourages customers to flow easily without getting crowded together.

- Refrain from prolonged transactions to help move customers through the market quickly
- Encourage pre-order/pre-pay. Consider a contact-free set-up for customers to pick up their pre-orders.
- Do not attend market if not feeling well

For up-to-date information to **share with your customers**, visit
<https://www.facebook.com/HavreDeGraceFarmersMarket/>

For vendor discussions and info join the Facebook group (if you haven't already)
<https://www.facebook.com/groups/HdGMarketVendors/>

Customer Guidelines until further notice

The Havre de Grace Farmers Market is considered an essential service by the State of Maryland.

The market asks that all customers follow these guidelines:

- The half hour prior to the opening of the market 8:30 – 9 am is reserved for senior citizens & immunocompromised to do their shopping.
- Place pre-orders with vendors if possible. Find your favorite vendor on [this map](#). Click on their map space **or** their name on the list. Contact them directly about how to reserve/pre-pay their products.
- Be prepared for a variety of payment handling procedures from individual vendors. Each vendor may have different procedures for payment handling, such as:
 - Credit card only (signature may or may not be needed)
 - Exact change policy and/or cash drop box
 - Pre-order, pre-pay only (no on-the-spot sales)
- No pets permitted at the market
- Maintain 6-foot distancing rule when shopping
- Shop with your eyes. Allow vendors to select and bag your purchases for you
- Limit socialization. Make your purchases quickly and move on.
- Prepared foods must be taken off market premise to be consumed
- Some vendors may have their own safety procedures in place, so please be respectful of their requests.

For up-to-date information visit <https://www.facebook.com/HavreDeGraceFarmersMarket/>



City of Havre de Grace

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

410-939-1800

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: patrick@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. Stakes are not permitted in Tydings Park.
- 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:	HDG Farmers Market		Tracking ID: 1011190027
Dates:	Every Saturday - 5/1/21 - 12/18/21		
Time of set up:	7:30 AM		
Take down time:	1:00 PM		
Time of actual event:	8:30 am - 12 pm		
Location:	Community Pavilion at Frank J. Hutchins Memorial Park (see application for changes for Running Fest and Oktoberfest)		

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

PD
Notes

This event will be handled by patrol units on duty and officers assigned to the October Fest.

Number of personnel	Regular Pay (Hours)	Overtime Pay Hours*	FULLY Loaded Wage**	Estimated Hours	Total Estimated Cost
4	119	34	\$41.75	153	\$7,097.50

DPW
Notes

34 events held May - December. $\$208.75 \times 34 = \text{\$7,097.50}$

4	119	34	\$41.75	153	\$7,097.50

Grand Total

*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)

REVISION 1/10/2020

EVENT APPLICATION CHECKLIST:

EVENT NAME: WOMEN'S SUFFRAGIST EVENT

Sponsor Organization: City of Havre de Grace

Business Address: 711 Pennington Avenue

On Site Contact Person: Patrick Sypolt

Contact Information **Phone:** _____ (cell) **Email:** patrick@havredegracemd.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:

- | | | |
|--|--|---|
| <input type="checkbox"/> Athletic/Recreation | <input type="checkbox"/> Concert/Performance | <input checked="" type="checkbox"/> Other (explain) |
| <input type="checkbox"/> Festival | <input type="checkbox"/> Carnival | <u>Dedication Ceremony</u> |
| <input checked="" type="checkbox"/> Parade | <input type="checkbox"/> 5K/10K/Walk * | _____ |
| <input type="checkbox"/> Rally | <input type="checkbox"/> 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: <u>March 27, 2021</u>	Begin Time: <u>10:00 A.M</u>
Event Starts	Date: <u>March 27, 2021</u>	Time: <u>1:00 P.M</u>
Event Ends	Date: <u>March 27, 2021</u>	Time: <u>2:30 P.M</u>
Breakdown	Date: <u>March 27, 2021</u>	End Time: <u>4:00 P.M</u>
Rain Date	Date: <u>N/A</u>	Is timeframe the same? _____ Yes _____ No
		If no, include new times: _____

Location: (see attached map)

- | | |
|--|--|
| <input checked="" type="checkbox"/> Millard E. Tydings Memorial Park | <input type="checkbox"/> Community Pavilion at Frank J. Hutchins Memorial Park |
| <input type="checkbox"/> Concord Point Park | <input type="checkbox"/> David Craig Park |
| <input type="checkbox"/> McLhinney Park | <input type="checkbox"/> K-9 Cody Dog Park |
| <input type="checkbox"/> Veteran's Park | Other location, please explain: _____ |

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

Anticipated Attendance: 200

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. See Attached.

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: DPW - Set Up, PD - Traffic control, I.T- Audio services.

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:

Yes No Will there be alcohol sold at your event?

Yes 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.

Security:

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 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.
- Due to the irrigation system, **no tents or canopies can be erected in Tydings Park using stakes;** only weights can be used to secure the tent or canopy.
- 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.

Walking and Running Events: N/A

- 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 City of Havre de Grace

Title Marketing Strategist

Phone (410) 939-1800

Email adamr@havredegracemd.com

Signature Adam Rybczynski

Date 2/24/2021

Event Title: Women's Suffragist Event

Received by Tamara Brinkman
City Official

2-24-2021
Date

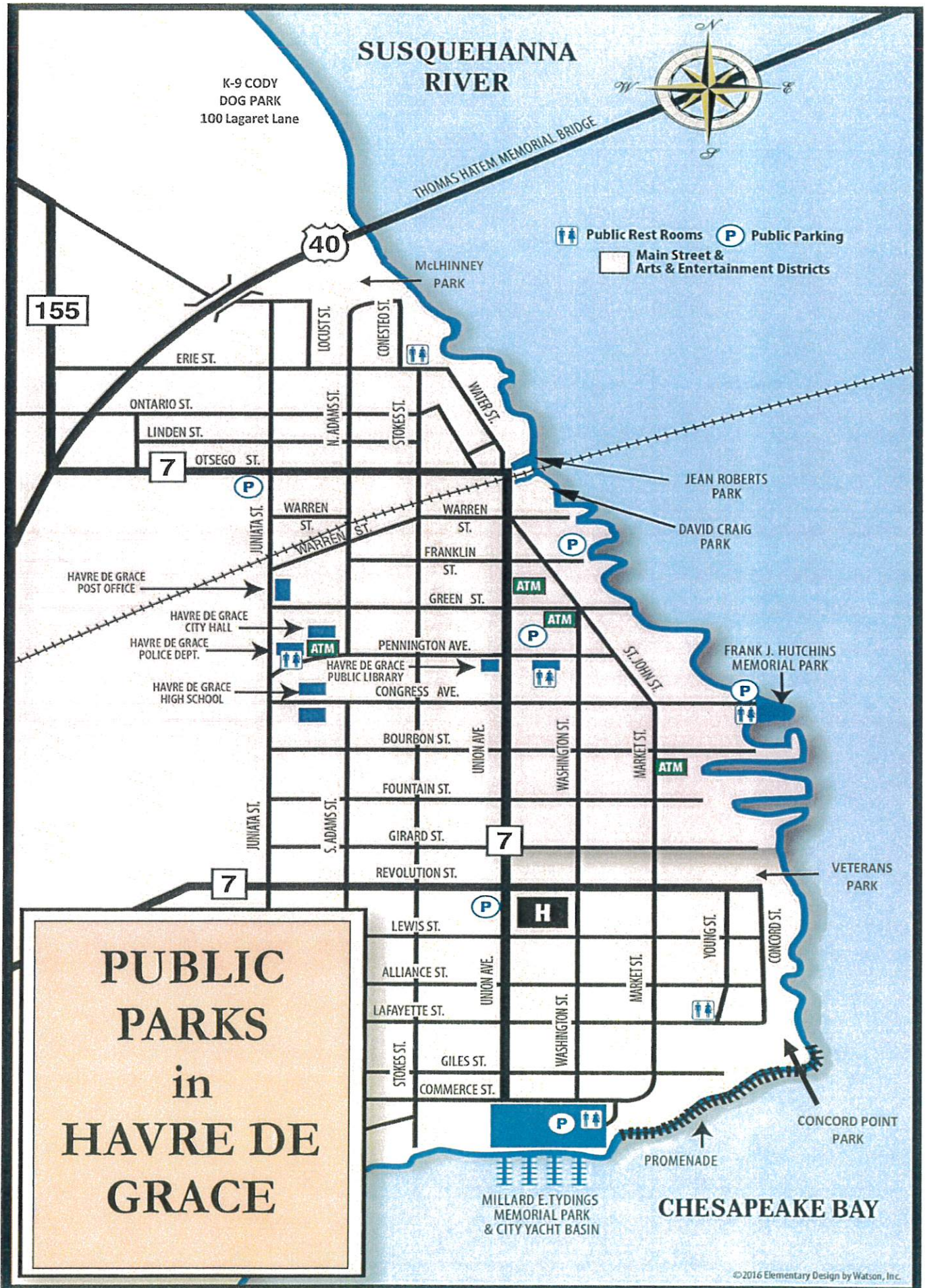
Notification: Internal Use Only:

- 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 patrick@sypolt.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 <i>Please contact if you need help with advertising your event.</i>
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)		



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COVID-19 Control Plan:

The Women's Suffragists event is scheduled for March 27, 2021; pending approval, the Havre de Grace City Council will comply with all federal, state, and local orders and guidelines pertaining to the control and prevention of the spread of COVID-19.

This plan includes:

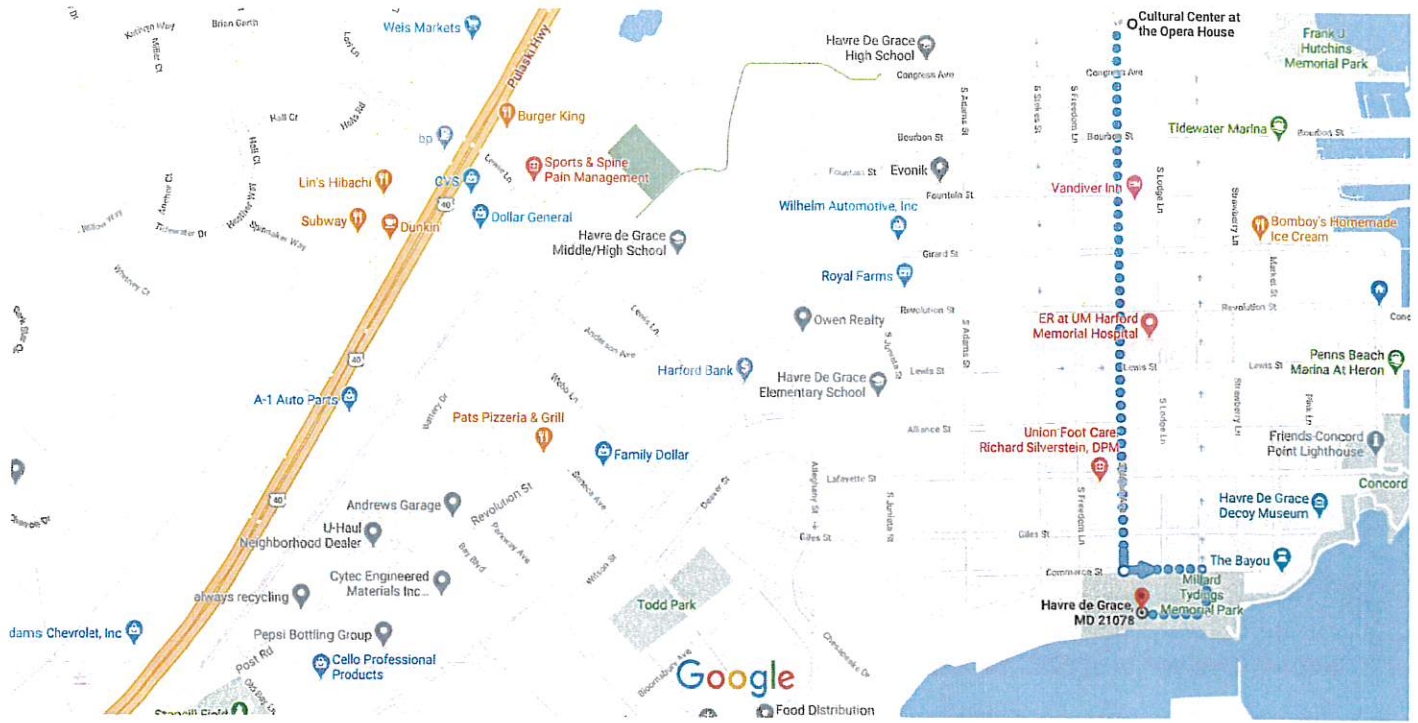
- The event organizer will require all event attendees to wear masks that meet the requirements found in the Governor's Order number 21-01-28-01.
- The placement of hand sanitizing stations at the event.
- All chairs will be situated at least 6 feet apart.
- Signage and other announcements will be featured, reminding guests to wear masks, to socially distance, and to use hand sanitizer.

Traffic Control:

The event includes a small procession of about 20-100 participants. The procession will begin at the Havre de Grace Opera House location at 121 N Union Ave, Havre de Grace, MD 21078, and will proceed south to Tydings Memorial Park.

The procession is expected to begin at approximately 12:15 P.M and is expected to arrive at Tydings Memorial Park at approximately 12:45 P.M.

The event organizer respectfully requests that the Havre de Grace Police Department provide the procession with an escort and provide temporary rolling traffic closures at each intersection.



Map data ©2021 500 ft

⚠ Use caution—walking directions may not always reflect real-world conditions

Cultural Center at the Opera House

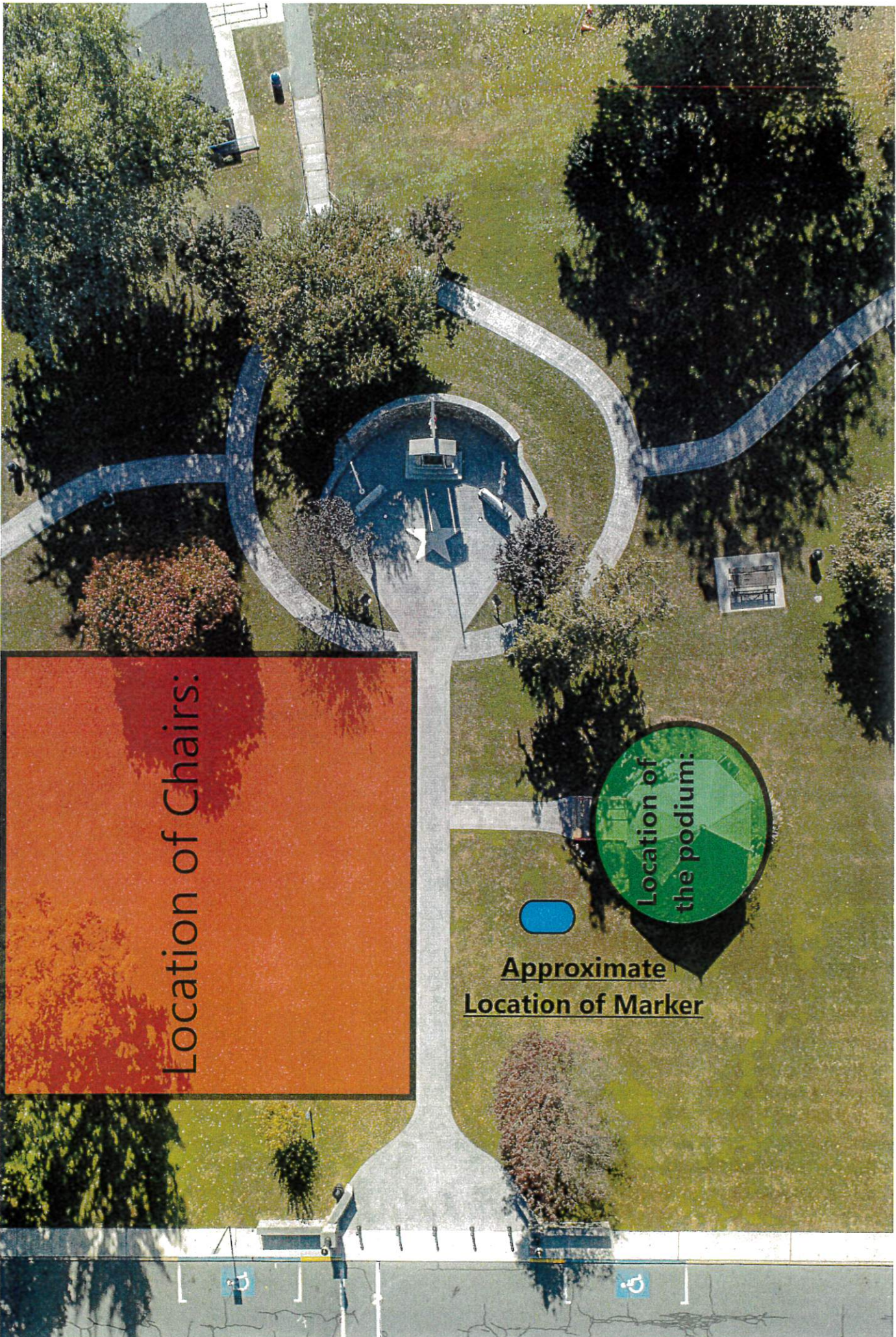
121 N Union Ave, Havre De Grace, MD 21078

- ↑ 1. Head south on N Union Ave toward Congress Ave
0.7 mi
- ↶ 2. Turn left onto Commerce St
0.1 mi
- ↷ 3. Turn right at S Washington St
312 ft
- ↷ 4. Turn right
i Destination will be on the right
440 ft

Havre De Grace

Maryland 21078

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.



Location of Chairs:

Location of the podium:

Approximate Location of Marker



City of Havre de Grace

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

410-939-1800

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 Spolt

Director of Administration
711 Pennington Avenue
Havre de Grace, MD 21078
Questions: 410-939-1800 x1131
Email: patrick@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. Stakes are not permitted in Tydings Park.
- 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:	Women's Suffragist Event		Tracking ID:	1011 21 0004
Dates:	March 27, 2021			
Time of set up:	10 a.m.			
Take down time:	2:30 pm - 4 pm			
Time of actual event:	1 pm - 2:30 pm			
Location:	Opera House to Tydings Park			

Number of personnel	Regular Pay (Hours)	Overtime Pay Hours*	FULLY Loaded Wage**	Estimated Hours	Total Estimated Cost
2		2	\$113.00	2	\$339.00

PD
Notes

Number of personnel	Regular Pay (Hours)	Overtime Pay Hours*	FULLY Loaded Wage**	Estimated Hours	Total Estimated Cost
2	0	4	\$53.75	4	\$322.50

DPW
Notes

Saturday, Set-up chairs and hand sanitizing stations. Remove when event is over. Clean and stock bathrooms at Tydings Park.

4	0	6	\$166.75	6	\$661.50
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Grand Total

*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)

REVISION 1/10/2020