



**May 17, 2021
Council Meeting Proceedings**

The regular meeting of the Mayor and City Council was called to order on May 17, 2021, at 7:00 p.m. with Mayor Martin presiding. Council Members present CP Glenn, CM Robertson, CM Martin, CM Ringsaker, CM Boyer, and CM Zinner.

The Pledge of Allegiance was recited, and the opening prayer was given by Camay Murphy.

CP Glenn made an amendment to the agenda. Proclamations; will be moved to follow Presentations.

Approval of Minutes:

City Council Minutes – CM Zinner moved to approve the Council Meeting minutes of May 3, 2021. Second by CM Ringsaker. Motion carried 6-0.

Budget Public Work Session Minutes – CM Robertson moved to approve the Budget Work Session Minutes of April 26, 2021. Second by CM Martin. Motion carried 6-0.

Comments from Citizens on Agenda items: No comments this evening.

Presentation: - Official Election Results of May 4, 2021, were presented by Mr. Patrick Sypolt as follows: Mayor Martin 665, CM Robertson 544, CM Martin 492, CM Zinner 507, Tammy Schneegas 311, and Richard Wehner 208.

Proclamations: Mayor Martin presented a Proclamation to John Correrri, Jr and Ryan Nielson, President of the Havre de Grace Ambulance Corps. in honor of EMS Week – May 16-22.

Appointments: - Economic Advisory Board M. Scott Elliott was appointed to the Economic Development Advisory Board.

Motion to approve by CM Robertson. Second by CP Glenn. Motion carried 6-0.

Oath of Office: - Mayor Martin administered the Oath of Office to M. Scott Elliott.

Resolutions: Calendar Resolution concerning Amendment to the MOU with the Sgt. Alfred B. Hilton Memorial Fund, Inc. to Change the Location of the Monument (CM Glenn)

AN AMENDMENT TO RESOLUTION 2020-10 BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND, PURSUANT TO SECTION 34 OF THE CITY CHARTER AND THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND TO AUTHORIZE THE MAYOR TO AMEND THE MEMORANDUM OF UNDERSTANDING WITH THE SGT. ALFRED B. HILTON MEMORIAL FUND, INC., THAT WILL CHANGE THE PLACEMENT OF A MONUMENT FROM MILLARD E. TYDINGS PARK TO THE OVERLOOK AT DAVID R. CRAIG PARK.

A motion to approve by CP Glenn. Seconded by CM Ringsaker. Motion carried 6-0.

Ordinances:

Ordinance 1051 concerning a Moratorium on the Issuance of Permits and Other Administrative Action during the Pendency of Litigation: Second Reading (CM Glenn)

AN ORDINANCE OF THE MAYOR AND CITY COUNCIL 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 A MORATORIUM ON THE ISSUANCE OF PERMITS AND OTHER ADMINISTRATIVE ACTION DURING THE PENDENCY OF LITIGATION

A motion to introduce on second reading was made by CP Glenn. Second by CM Ringsaker. Motion carried 6-0.

A motion to adopt on the second reading was made by CP Glenn. Second by CM Ringsaker. After a roll call vote, the motion carried 6-0.

Ordinance 1052 concerning FY 2022 Tax Rates: Second Reading (CM Robertson)

AN ORDINANCE BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND, PURSUANT TO THE AUTHORITY PROVIDED BY THE ANNOTATED CODE OF MARYLAND TAX-PROPERTY ARTICLE TITLE 6 AND THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND, FIXING THE TAX RATE FOR THE FISCAL YEAR JULY 1, 2021, TO JUNE 30, 2022, ON EACH ONE HUNDRED DOLLARS (\$100.00) OF ASSESSABLE REAL PROPERTY, PERSONAL PROPERTY; AND PROVIDING AN ADDITIONAL SPECIAL TAX LEVIED WITHIN THE CRITICAL AREA SPECIAL TAXING DISTRICT AND SETTING THE SERVICE CHARGE FOR THE SEMI-ANNUAL PROPERTY TAX PAYMENT OPTION.

A motion to introduce on second reading was made by CM Robertson. Second by CM Martin. Motion carried 6-0.

A motion to adopt on second reading was made by CM Robertson. Second by CM Boyer. After a roll call vote, the motion carried 6-0.

Ordinance 1053 concerning FY 2022 Water Sewer Rate: Second Reading (CM Robertson)

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

A motion to introduce on second reading was made by CM Robertson. Second by CM Martin. Motion carried 6-0.

A motion to adopt on second reading was made by CM Robertson. Second by CM Boyer. After a roll call vote, the motion carried 6-0.

Motion to adjourn Sine Die: was made by CM Ringsaker. Second by CP Glenn. Motion carried 6-0.

Oath of Office: was administrated by The Honorable Paul Ishak to William T. Martin, Jason Robertson, David Martin, and Carolyn Zinner.

Call to order: Mayor Martin called to order the 2021-2022 Legislative Session of May 17, 2021.

Roll Call: was made by Mayor William T. Martin with all Council Members present.

A motion to move into Closed Session at 7:52 p.m. for the Selection of Council President: was made by CM Glenn. A second was made by CM Ringsaker. Motion carried 6-0

Council Reconvened at 8:58 p.m.

Roll Call: was made by Mayor William T. Martin with all Council Members present.

Motion for the Selection of Council President: A motion to appoint CM Glenn as Council President was made by CM Ringsaker. Second by CM Martin. Motion carried 6-0.

New Business:

Ernest Burke Statue Unveiling, June 26, 2021, 1:00 p.m. – 3:00 p.m., Tydings Memorial Park
A motion to approve was made by CM Martin. Second by CM Ringsaker. Motion carried 6-0.

Children's Art Festival, September 11, 2021, 11:00 a.m. – 2:00 p.m., Tydings Memorial Park.
A motion to approve was made by CM Martin. Second by CM Zinner. Motion carried 6-0.

Directors Report:

Mr. Patrick Sypolt, Director of Administration: Mr. Sypolt shared information on upcoming City events. Celebrate this year's annual Poker Run with Harford Streams at Frank J. Hutchins Memorial Park. The poker run is free for everyone. Citizens of all ages are sent on an exciting Poker Run to four different Harford Streams locations including Frank J. Hutchins Memorial Park, Lock House Museum, Pollinator Garden at the Moore Family Homestead property, Concord Point Park pond, and Millard E. Tydings Memorial Park. Kona Ice will be on-site and all participants will receive a coupon for a FREE shaved ice during registration and all furry friends will receive a free dog bandana. Registration is at the Community Pavilion at Hutchins Park from 12:30 until 1:30. Prizes will be awarded at 4:15 and you must be present to win.

City Hall will be closed on Monday, May 31st, in observance of Memorial Day. City Hall will reopen on Tuesday, June 1st at 8:00 a.m.

On May 31st, the Joseph L. Davis Post 47 American Legion cordially invites you to join us in honoring all the men and women veterans that have gone before us. The first ceremony will be at 9:00 a.m. at Angel Hill Cemetery; the second ceremony will be at Millard E. Tydings Memorial Park and will begin at 11:00 a.m.

On Friday, June 4th, the extra-long awaited return of FIRST FRIDAYS is back in Havre de Grace. Enjoy a family-friendly, festive celebration on closed downtown streets. There will be live bands, café seating at many restaurants, food trucks, merchandise vendors, store specials, a classic car show, and more. This epic event begins at 5:00 p.m.

Also beginning on Friday, June 4th and continuing on Saturday, June 5th is the Havre de Grace Jazz and Blues Fest. Performers will be located on Pennington Avenue during First Fridays and also at Concord Point and the State Theater. On Saturday, the Jazz Fest continues at Concord Point.

Also on Friday, June 4th, the HdG Arts Commission begins their Friday Concerts in the Park series with *Out of Time*, a wonderful group featuring music from the '60s and '70s. The concert begins at 7:30.

Every Sunday through to September the HdG Ambulance Corps is hosting Food Truck Sundays at the Ambulance Corps Pavilion right off Route 155. They will be featuring between 5 to 7 food trucks each week, rain or shine.

The Farmers' Market continues in fine fashion at Hutchins Park. They are open every Saturday, rain or shine, from now until mid-December. The market opens at 8:30 a.m. and runs until noon.

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

Shane Grimm, Director of Planning: Mr. Grimm stated that the City has received the submission of the first preliminary subdivision plan for the Green Property. The plan, known as Sion Hill Estates, is for 140 units on approximately 40 acres. The Department of Planning has tentatively scheduled the plan to be reviewed by the Planning Commission on Monday, June 14th at 7:00 p.m. Please refer to the City webpage for scheduling and location of the meeting.

Erika Quesenbery Sturgill, Director of Economic Development: Director Erika Quesenbery Sturgill provided information to the Mayor and Council on a hovercraft company that has signed and sent an LOI (Letter of Intent) for 121 St John Street, to the property owner for legal review. The company is based in Colorado known as Vonmercier. She will also meet on Wednesday, May 19, with representatives of a company from Newnan, Georgia, regarding 1900 Clark Road, a 600,000+ sf facility for a manufacturing concern that intends to bring 350 jobs to Havre de Grace within 36 months of opening its operations. She noted that this is her final report to Mayor and Council as she has resigned from her position as Director of Havre de Grace Office of Economic Development effective last day being May 28, as she and her husband will be relocating out of the area.

George DeHority, Director of Finance: The current financial condition of General Fund 1, Water/Sewer Fund 9, and Marina Fund 8 were presented. The General Fund 1 balance is \$3,964,700, which is \$1,988,700 ahead of budget. The Water/Sewer Fund 9 is deficient of \$283,000, which is a \$25,600 decrease year-to-date. The Marina Fund 8 balance is \$994,700, which is a \$169,000 increase year-to-date.

Tim Whittie, Director of Public Works: Mr. Whittie announced Dumpster Day which will take place on Saturday the 22nd and also on the same day a Poker Run will take place.

Chief Teresa Walter, Havre de Grace Police Department: Special Olympics Maryland Torch Run is Tuesday, June 8, 2021, at 8:00 a.m. at the Lock house. Everyone is welcome to come and join us either by cheering the runners on, purchasing a t-shirt, or hat, making a donation, or simply showing your support for all of our Maryland Special Olympic athletes.

The county-wide 20th Drug Take-Back Initiative on April 24th resulted in 2,850 pounds of drugs turned in by folks. Thanks to the participants for all their hard work in making the initiative a success. The individual collection site breakdown was: 220 S. Main Street, 1,235 pounds. Bel Air PD, 449 pounds. Havre de Grace PD, 425 pounds and Wegmans, 741 pounds for a total of 2,850 pounds.

Thank the Auxiliary Officers – You will see them at our special events such as the Farmer’s Market, Defender’s Day, First Fridays, assisting with traffic – recently at the COVID-19 Vaccine site at the Hose Company house on Revolution Street.

Business from Mayor Martin: Congratulations to CM Zinner, CM Robertson, and CM Martin. It’s been an honor working with you. I hold all who ran in this year’s election in the highest regard for the great campaign each of you ran. I am very proud. It is my honor to work with each Council member.

During the last session of the Maryland General Assembly, the legislature proposed several bills regarding the topic of police reform. Four of these bills passed HB 670, SB 71, SB 178, SB 600. The bills that passed are problematic for many reasons. However, the issue of the repeal of the law enforcement officers’ bill of rights, in particular, is of great concern and is predicted to lead to an exodus of police officers, locally and throughout the State of Maryland. Under HB 670, the General Assembly repealed the Law Enforcement Officer’s Bill of Rights and replaced it with a new section of law known as Police Accountability and Discipline. It’s important to understand that the law enforcement officer’s bill of rights is used by law enforcement leadership as a management tool. A tool that standardized disciplinary procedures across the state. It is also important to note the law enforcement officer’s bill of rights does not provide qualified immunities to police officers. We feel the repeal of this law is a problem because it prevents police leadership from being able to discipline law enforcement officers and prevents leadership from maintaining order among the ranks. Under the new law, the discipline of police officers will be subjected to a confusing, unclear bureaucratic maze. In addition, it removes the Chief of Police from having a say in how officers receive discipline. The City is not opposed to making improvements to law enforcement; however, the unclear manner the law was written and the way our lawmakers achieved a final product through last-minute amendments which gave lawmakers and the public little to no time to review amendments should be a great matter of concern for all Marylanders. It is very difficult and frustrating when the General Assembly passes a law that is so ambiguous we don’t know what to tell our law enforcement officers nor do we know what the future of law enforcement looks like. This creates a lot of confusion and anxiety for the men and women who work every day to protect you and me.

Mayor Martin said he looks forward to serving the citizens for the next three years. Thank you for your support.

Business from Council:

Council Member Ringsaker: It is an honor and privilege to serve. The Wage and Benefits Commission will meet Wednesday the 26th. May is Motorcycle Awareness Month, look twice and save a life.

Council Member Boyer: Congratulation to Mayor and Council. I look forward to working with you. The Green Team will meet via Zoom on the 26th. CM Boyer went on to say, she is very proud to support our Police Officers. We need to get educated on what was passed.

Council Member Zinner: The low turnout for this year’s Election was best taken as a compliment as we are doing what is needed. Thank you, and I am very honored to be elected as your Councilwoman.

Council Member Robertson: No Budget and Finance meeting tomorrow. EDAB will meet in person on Wednesday. CM Robertson announced the joyous news that the American Legion has made its final mortgage payment. Thank you to Delegate Steve Johnson and Mary Ann Lisanti. Thank you to the citizens of Havre de Grace, I will work hard for you.

Council Member Martin: My condolences to Curtis Beulah on the passing of his mother. Thank you to Mayor and Council for your comments. Thank you also to Chief Walter for educating us all on what is going on. June 4th and 5th is the Jazz & Blues Festival. If you would like to volunteer to help, please contact my wife, Debbie Martin

Council Member Glenn: Mayor Martin met with the Superintendent for about 4 hours to discuss the balancing enrollment proposal. It was reassuring to find out that it is not a done deal and that they “have been listening” to the comments and concerns from elected officials, parents, and concerned citizens. That is evident by the fact that they have made changes to the original proposal. We recognize that the major concerns by HCPS have to do with capacity issues at the elementary schools. However, we made a strong pitch that “if” they have to make

changes realigning students to Roye-Williams (and that is a big if) that those students to come back to the “new” Middle/High School. They have waited patiently for that school to be built. Given that, they need to be the benefactors of the educational enhancements that the new school can bring. With that being said, the students that this community went to bat for deserve the opportunity to attend that new school. We will continue to stay engaged in this process and as they begin discussions regarding the balancing enrollment for secondary schools, this must be a key point we continually make.

We met with the Harford County Council on a myriad of issues. Key points discussed included: We want to be more engaged in discussions with TARC funding, We need to improve our gateways to the City (Stancil Field), Election Redistricting (hot topic), Harford Memorial Hospital repurposing, School Capacity Issues – our kids deserve the right to attend the new Middle/High School, Intersection Route 40/Otsego, A & A tax (cannot nor should not be repealed) and Emergency Crossing for CSX Railroad/Blenheim Farm Lane. It was a great opportunity to address key issues however we were only held to one hour. Looking forward to the next round table discussion with all municipalities present. CP Glenn went on to share that when it comes to dedicated nurses in their respective career fields, two of our very own were recently recognized. Tyler Coakley was recognized as Harford Memorial Hospitals ER Nurse of the year and Kellie Glenn, a trauma nurse at Christiana Hospital was recognized as one of the State of Delaware’s top nurses for 2021. Both Tyler and Kellie are graduates from Havre de Grace High School. Grace on Top.

Our thoughts and prayers go out to Curtis Beulah whose mom recently passed away. Curtis....cherish the memories.

Congratulations to Jason, Carolyn, and Dave on your recent reelection. I look forward to the opportunity to continue to work with you on behalf of the great citizens of Havre de Grace. To both Tammy and Rich, thanks for your interest in serving on this great team and for running a positive campaign. This election cycle served as a model for all other municipalities.

This year at Annapolis there was unfortunately a lot of anti-law enforcement sentiment associated with police reform legislation and efforts to do away with School Resource Officers. I feel they tend to take isolated instances to drive the so-called path moving forward. Our legislators need to pay more attention to how things truly work and the challenges that police officers face on a daily basis. I personally want to take this opportunity to thank our police officers for all they do. Despite what was being said in Annapolis, they are without a doubt the true unsung heroes.

Warrior Proud Updates: Baseball – Beat CMW 6-2, Softball – Beat Aberdeen 20-3, Beat Fallston 3-2, and although they have a very young team currently boast a winning record, Tennis - Ended up with a tie with Rising Sun 4-4. Lacrosse (Boys) – Beat Aberdeen 18-11. Lacrosse (Girls) – Beat Aberdeen 22-1. Beat Rising Sun 14-5. The great news is they are having a great undefeated season to date.

I received a text message from Tommy Lloyd who informed me his son Gavin won both the MD Freestyle State Championship and the Greco Championship in Myersville MD... Given Gavin will be attending Roanoke College next year, it was the last time Coach Tom was in his son’s corner. Without a doubt, he sent his dad out a winner. Gavin, best of luck next year wrestling for the Roanoke Maroons. WARRIOR PROUD.

Last but certainly not least, my granddaughter Harper was born this weekend. Everyone is doing fine and Jordan is officially a BIG BROTHER.

Comments from Citizens: No comments this evening.

CP Glenn made a motion to adjourn at 10:06 p.m. Second by CM Ringsaker. 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,

Resa Laird

PUBLIC VERSION – SUMMARY OF CLOSED SESSION
(attach to public meeting minutes)
MINUTES OF HAVRE DE GRACE CITY COUNCIL MEETING

Monday, May 7, 2021

**City Hall
711 Pennington Avenue
Havre de Grace, MD 21078**

Time of Closed Session: 7:59 PM

Place: City Hall, Mayor's office.

Purpose: To elect Council President.

Persons Attending: CM Glenn; CM Boyer; CM Robertson; CM Ringsaker; CM Zinner; CM Martin; Absent: None.

Vote to go into Close Session: CM Ringsaker, 2nd by CM Martin, with all CM voting in favor 6-0.

Authority under Section 3-305 for the closed session: General Provision Article 3-305(b)(1) to discuss re-appointment of a Director and selection of Council President.

Topics actually discussed:

The Council members considered the nominations for the Council President position.

Action taken: Consensus was reached but no formal votes were taken. Vote would be taken in Open Session.

CM Martin made a motion to adjourn the closed session, 2nd by CM Robertson, and to resume open session. Motion carried 6-0.

Time of Adjournment of Closed Session: 8:40 PM

PRESIDING OFFICER'S ORAL STATEMENT

FOR CLOSING A MEETING

UNDER THE OPEN MEETINGS ACT (General Provision Article 3-305)

I move that we immediately recess to go into a closed session on **Monday, May 17, 2021** to consider the following matters:

1. Election of City Council President pursuant to City Charter Section 24

The Council, the Council will reconvene in open session to record the vote and deliberations of Council on the above matters.

This meeting will be closed under General Provisions Article Section 3-305(b)(1)(7) and (8)

(b)(1) x "To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals";

The reasons for closing the meeting are:

The discussions surrounding the selection and appointment of the Council President and the appointment competencies of personnel are sensitive and potentially embarrassing and are entitled to confidentiality.

THE CITY COUNCIL WILL RESUME OPEN SESSION AFTER THE CLOSED SESSION AND VOTES WILL BE RECORDED IN PUBLIC.

**PRESIDING OFFICER'S WRITTEN STATEMENT FOR CLOSING A MEETING ("CLOSING STATEMENT")
UNDER THE OPEN MEETINGS ACT (General Provisions Article § 3-305)**

This form has two sides. Complete items 1 – 4:

- 1. Recorded vote to close the meeting:** Date: May 17, 2021; Time: _____pm;
Location: City Hall Council Chambers, 711 Pennington Avenue, Havre de Grace, MD 21078;
Motion to close meeting made by: _CP Glenn_; Seconded by: _____;
Members in favor: Carolyn Zinner, Jason Robertson, Dave Martin, Dave Glenn; Jim Ringsaker;
Casi Boyer. Vote: Opposed: _____; Abstaining: _____; Absent: _____.

2. Statutory authority to close session (check all provisions that apply):

This meeting will be closed under General Provisions Art. § 3-305(b) only:

- (1)** "To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals"; **(2) _____** "To protect the privacy or reputation of individuals concerning a matter not related to public business"; **(3) _____** "To consider the acquisition of real property for a public purpose and matters directly related thereto"; **(4) _____** "To consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State"; **(5) _____** "To consider the investment of public funds"; **(6) _____** "To consider the marketing of public securities"; **(7) _____** "To consult with counsel to obtain legal advice"; **(8) _____** "To consult with staff, consultants, or other individuals about pending or potential litigation"; **(9) _____** "To conduct collective bargaining negotiations or consider matters that relate to the negotiations"; **(10) _____** "To discuss public security, if the public body determines that public discussion would constitute a risk to the public or to public security, including: (i) the deployment of fire and police services and staff; and (ii) the development and implementation of emergency plans"; **(11) _____** "To prepare, administer, or grade a scholastic, licensing, or qualifying examination"; **(12) _____** "To conduct or discuss an investigative proceeding on actual or possible criminal conduct"; **(13) _____** "To comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter"; **(14) _____** "Before a contract is awarded or bids are opened, to discuss a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process."

Continued 7

3. For each provision checked above, disclosure of the topic to be discussed and the public body's reason for discussing that topic in closed session.

Citation (insert # from above)	Topic	Reason for closed-session
§3-305(b) (1)	Election of council president and approval of Mayor's re-appointment of director	Consideration of personnel matters involving specific individuals are sensitive and potentially embarrassing and are entitled to confidentiality
§3-305(b) ()		
§3-305(b) ()		

4. This statement is made by CP Glenn, Presiding Officer.

WORKSHEET FOR OPTIONAL USE IN CLOSED SESSION: INFORMATION THAT MUST BE DISCLOSED IN THE MINUTES OF THE NEXT OPEN MEETING

Time of closed session: _____

Place: Havre de Grace City Hall, Council Chambers 711 Pennington Avenue, Havre de Grace, MD

Purpose(s): to discuss election of council president

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

Persons attending closed session: Glenn, Ringsaker, Boyer, Zinner, Robertson, Martin, _____

Authority under § 3-305 for the closed session: (1) to discuss appointment of official.

Topics actually discussed:

Actions taken: _____

Each recorded vote: _____

For a meeting recessed to perform an administrative function (§ 3-104): Time: _____

Place: _____ Persons present _____

Subject matter discussed: _____

CITY COUNCIL
OF
HAVRE DE GRACE, MARYLAND

RESOLUTION NO. 2021-_____

Introduced by _____ Council Member Boyer

A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND, PURSUANT TO SECTION 33 AND 34 OF THE CITY CHARTER AND THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND TO AUTHORIZE THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND TO ENTER INTO A MEMORANDUM OF UNDERSTANDING (MOU) WITH THE HAVRE DE GRACE GREEN TEAM LTD, AS IT RELATES TO COMPOSTING COLLECTION WITH GARRITY RENEWABLES, LLC. ON CITY PROPERTY

WHEREAS, the Havre de Grace Green Team Ltd., an Internal Revenue Code 501c3 tax-exempt Maryland corporation, (“Green Team”) was established in April 2013 by a group of volunteers to review, evaluate, and implement sustainable green initiatives; and

WHEREAS, the Green Team’s goal is to create a “Greener” more sustainable community within the City of Havre de Grace; and

WHEREAS, the Green Team and the City entered into a MOU in May 2020 to explore food waste composting at a collection site on City-owned property at Hutchins Park, and extended the MOU in January 2021; and

WHEREAS, the Green Team wishes to renew the MOU and continue food waste composting at a collection site on City-owned property at Hutchins Park; and

WHEREAS, the Green Team is entering into a contractual agreement with Garrity Renewables, LLC., a veteran owned business focused on organic waste collection and composting in Maryland;

NOW THEREFORE, it is this ___day of June, 2021 determined, decided and resolved by the Mayor and City Council that the Mayor is authorized to enter into a Memorandum of Understanding with the Havre de Grace Green Team LTD and Garrity Renewables LLC., in a form substantially similar to that which is attached as **EXHIBIT A** to this Resolution, for a period of one year, at which time the MOU may be renewed at the discretion of the Mayor and City Council of Havre de Grace.

[Signatures to follow on the next page.]

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ATTEST:

THE MAYOR AND CITY COUNCIL
OF HAVRE DE GRACE, MARYLAND

Stephen J. Gamatoria
Director of Administration

William T. Martin
Mayor

Introduced: 6/7/2021
Passed/Adopted:
Effective Date:

EXHIBIT A to RESOLUTION 2021-__

MEMORANDUM OF UNDERSTANDING

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

This Memorandum of Understanding is effective the __ day of __, 2021 between THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE (City) and THE HAVRE DE GRACE GREEN TEAM, LTD., (“Green Team”) and GARRITY RENEWABLES LLC. (“Garrity”) as it relates to food waste collection and composting.

CITY’S RESPONSIBILITIES

1. The City shall continue to allow composting on a mutually agreed location on City-owned property adjacent to Hutchins Park (see map attachment 1)
2. The City shall continue to maintain an 8ft. by 12ft., roughly 6 feet tall fenced enclosure with a gate at least 3 feet wide to accommodate up to six composting bins.
3. The enclosure can be locked at night for security purposes provided the city handles the locking and unlocking. The hours of operation shall be 7 am – 7 pm daily. A key will be provided to Garrity and the Green Team.
4. Any additional or replacement signage for the enclosure, which the City shall install will be provided by the Havre de Grace Green Team, Ltd.
5. The City shall not be responsible for any non-compostable matter, contaminated materials, or any other materials left at the site, which is not associated with the intent of this program.
6. The City shall not be responsible for damaged or stolen compost bins.

Any payments for service shall be the responsibility of the Havre de Grace Team Ltd. and Garrity Renewables, LLC.

GREEN TEAM’S RESPONSIBILITIES:

1. The Green Team shall ensure that the bins are maintained, and shall keep the area remaining free of debris and clutter that does not belong.
2. The Green Team shall ensure that bins are replaced at least one time per week by the contractor.
3. The Green Team shall maintain and provide the City with a General Liability Policy for the location

93 4. A contractual agreement shall remain in force with Garrity for the duration of the operation
94 OR the operation may be terminated by any party upon 30 days prior written notice and
95 served upon the other parties.

96 5. The Green Team is responsible for maintaining the signage that depicts the type of waste that
97 may not be disposed; including, without limitation, that no hazardous non-organic items in
98 the bins (glass, bathroom trash, batteries, oils, crab shells, fish or electronics waste) shall be
99 permitted.

100 6. This Agreement shall end no later than June 30, 2022

101 7. On or about March 20, 2022, the Green Team shall present to the Mayor and City Council an
102 overview of the successes and failures of the Food Composting Program.

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104 ATTEST:

HAVRE DE GRACE GREEN TEAM, LTD

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GARRITY RENEWABLES LLC

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117 ATTEST:

MAYOR AND CITY COUNCIL
OF HAVRE DE GRACE

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123 By: Stephen J. Gamatoria
124 Director of Administration

By: William T. Martin, Mayor

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127 Approved for legal sufficiency:

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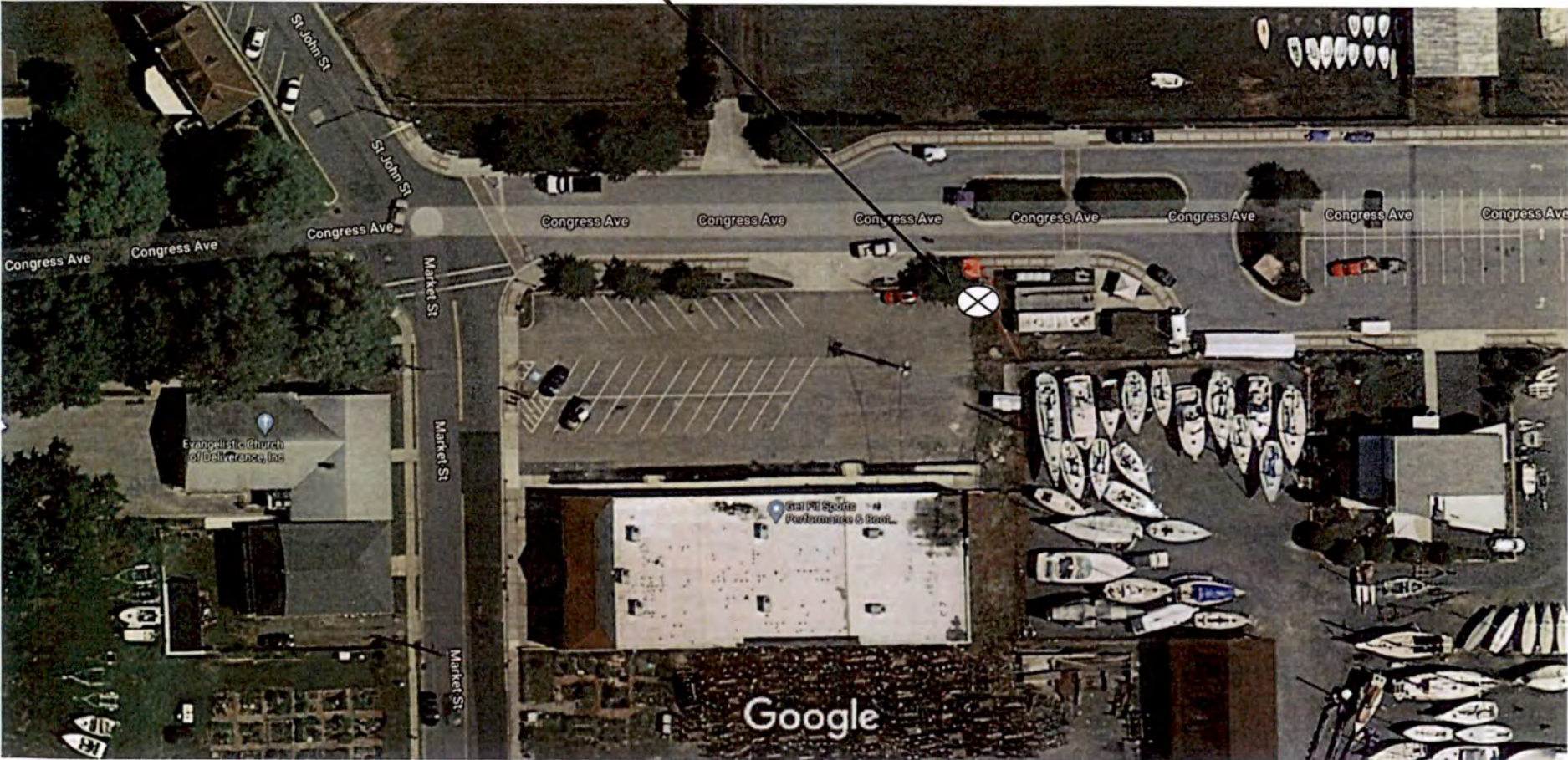
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April C. Ishak, City Attorney

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Location of Food Waste Composting



CITY COUNCIL
OF
HAVRE DE GRACE, MARYLAND

ORDINANCE NO. _____

Introduced by _____ Council Member Robertson

AN ORDINANCE BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE BY THE AUTHORITY OF ARTICLE XI-E OF THE MARYLAND CONSTITUTION, THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND AND SECTION 37 OF THE HAVRE DE GRACE CITY CHARTER FOR THE PURPOSE OF ESTABLISHING THE CITY BUDGET FOR FISCAL YEAR 2022, BY DESIGNATING THE ANNUAL PROJECTION OF ANTICIPATED REVENUES AND PROPOSED AUTHORIZED EXPENSES FOR THE CITY OF HAVRE DE GRACE FOR FISCAL YEAR 2022

On: June 7, 2021

at: 7:00 p.m.

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

PUBLIC HEARING

A Public Hearing is scheduled for June 14, 2021 at 6:00 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.

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ATTEST:

THE MAYOR AND CITY COUNCIL
OF HAVRE DE GRACE, MARYLAND

Stephen J. Gamatoria
Director of Administration

William T. Martin
Mayor

Introduced/First Reading: 6/7/2021
Public Hearing: 6/14/2021
Second Reading/Adopted: 6/21/2021
Effective Date: 7/1/2021

First Reading

CITY COUNCIL
OF
HAVRE DE GRACE, MARYLAND

ORDINANCE NO. _____

Introduced by _____ Council Member Zinner

AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF THE CITY OF HAVRE DE GRACE PURSUANT TO THE AUTHORITY PROVIDED BY THE MARYLAND CONSTITUTION ARTICLE XI-E, THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND, AND CITY CHARTER SECTIONS 33 AND 34 AMENDING THE CITY CODE CHAPTER 25 TO ADD A NEW ARTICLE IX, SECTION 25-50 THROUGH SECTION 25-54, "INDEPENDENCE DAY COMMISSION"

On: June 7, 2021

at: 7:00 p.m.

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

PUBLIC HEARING

A Public Hearing is scheduled for June 21, 2021 at 7 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.

32
33

34 **WHEREAS**, the Independence Day 2017 Commission was created by Resolution No. 2016- 16
35 approved by the Mayor and City Council of Havre de Grace, Maryland, on September 6, 2016;
36 and

37
38 **WHEREAS**, the Independence Day 2017 Commission was reestablished in 2017, by Resolution
39 2017- 08 and approved by the Mayor and City Council of Havre de Grace, Maryland, on September
40 5, 2017, as the Independence Day 2018 Commission having the same purpose and duties as the
41 Independence Day 2017 Commission; and

42
43 **WHEREAS**, the Independence Day 2018 Commission continued its best efforts to become self-
44 funded, and that the Commission's 8 members whose terms were to expire on September 6, 2018,
45 were reappointed by the Mayor and City Council of Havre de Grace, Maryland for three additional
46 years to include calendar years 2019, 2020 and 2021 which was passed on August 20, 2018 by
47 Resolution 2018 -16; and

48
49 **WHEREAS**, Resolution 2018-16 stated that six months prior to the expiration of their terms, the
50 Independence Day 2018 Commission shall advise the City of Commissions status, and whether
51 the Commission shall be extended, converted to a permanent City Commission, or replaced with
52 a new tax-exempt 501(c)(3) corporation; and

53
54 **WHEREAS**, the Independence Day 2018 Commission have determined and requested to maintain
55 continuity and continue to promote the Independence Day Celebration as a signature event in the
56 City of Havre de Grace that the Mayor and City Council of Havre de Grace create a permanent
57 Independence Day Commission.

58
59 **NOW THEREFORE**, it is determined, decided, and ordained by the City Council that it is in the
60 best interest of the citizens of Havre de Grace, that the Mayor and City Council of Havre de Grace
61 create a permanent Independence Day Commission, and will establish and include the same in
62 Section 25 of the City Code, New Article IX as follows:

63
64 **SECTION 25 – New ARTICLE IX**
65 **Independence Day Commission**

66 **The Independence Day Commission (hereafter referred to as the "Commission") is hereby**
67 **established.**

68
69 *§ 25-50 Purpose.*

70 The purpose of the Commission is to coordinate the planning, preparation, organization and
71 execution of an annual Fourth of July Celebration in the City of Havre de Grace.

72
73 **§ 25-51 Organization and members.**

- 74 A. The Commission shall consist of not less than seven (7) volunteer members, each shall serve
75 for a period of three (3) years from appointment.
76
77 B. Non- volunteer support members of the Commission shall include: the Council President or
78 the Council President's designee, the Chief of Police or the Chief's designee, the Manager of

79 Tourism, the Director of Administration or the Director of Administration's designee, and the
80 Director of DPW or the Director of DPW's designee.
81

82 **§ 25-52 Officers; proceedings; quorum.**

- 83 A. The Commission shall be chaired by a volunteer member, who shall be responsible for the
84 convening of each meeting.
85
- 86 B. The Commission shall adopt its own rules as necessary and keep an accurate record of the
87 proceedings as consistent with the City of Havre de Grace's Charter and Code, as well as the
88 Maryland Open Meetings Act. The rules of procedure shall be kept by the Chairperson, and
89 be made available at any time for public view.
90
- 91 C. A quorum at any meeting shall be a minimum of any four of the volunteer members, including
92 the Chair or the Chair's designee and one representative of the City's Staff.
93

94 **§ 25-53 Appointment of members, terms and replacement.**

- 95 A. Citizen Members. The Mayor, with the advice and consent of the City Council, shall appoint
96 all citizen members. The initial appointment for these members shall include those currently
97 serving as volunteer members of the Temporary Commission established by Resolution 2018-
98 16 and are still serving as of May 1, 2021. Volunteer members shall serve three-year terms,
99 with the capacity for reappointment. When a citizen member cannot complete his term or is
100 removed from membership by the Mayor with approval of the City Council whenever, in
101 their judgment, the best interests of the Commission will be served thereby, the Mayor shall,
102 with the advice and consent of the City Council, appoint a replacement to serve the remainder
103 of that member's term.
104
- 105 B. Staff members. These members shall be appointed as described in § 25-51B
106
- 107 C. Council members. These members shall be appointed as described in § 25-51B and shall serve
108 in accordance with their terms as members of the City Council.
109

110 **§ 25-54 Scheduling of meetings; recommendations and reports.**

- 111 A. The Commission shall meet as needed to accomplish the purpose set forth in § 25-50 of
112 this article and provide a detailed report with recommendations to the Mayor and City
113 Council. These recommendations shall be delivered in the form of a formal presentation
114 of the event application to the Mayor and City Council.
115
- 116 B. The Commission shall provide to the Mayor and City Council, prior or at the second
117 regularly scheduled City Council meeting in August of each year, a post event assessment.
118

119 ADOPTED by the City Council of Havre de Grace, Maryland this ___ day of June, 2021.
120

121 SIGNED by the Mayor and attested by the Director of Administration this ____ day of June,
122 2021.
123

124 [Signatures to follow on the next page.]

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ATTEST:

THE MAYOR AND CITY COUNCIL
OF HAVRE DE GRACE, MARYLAND

Stephen J. Gamatoria
Director of Administration

William T. Martin
Mayor

Introduced/First Reading: 6/7/2021
Public Hearing: 6/21/2021
Second Reading/Adopted: 7/6/2021

Effective Date:

First Reading

CITY COUNCIL
OF
HAVRE DE GRACE, MARYLAND

ORDINANCE NO. _____

Introduced by _____ Council Member Boyer

AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF THE CITY OF HAVRE DE GRACE PURSUANT TO THE AUTHORITY PROVIDED BY THE MARYLAND CONSTITUTION ARTICLE XI-E, THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND, AND CITY CHARTER SECTIONS 33 AND 34 AMENDING THE CITY CODE CHAPTER 25: ADDING A NEW ARTICLE XV SECTION 25-90 THROUGH SECTION 25-94, "CULTURAL EXCHANGE COMMISSION"

On: June 7, 2021

at: 7:00 p.m.

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

PUBLIC HEARING

A Public Hearing is scheduled for June 21, 2021 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.

34 **WHEREAS**, on March 18, 2019, the Mayor and City Council of Havre de Grace, Maryland,
35 adopted Resolution 2019-02 supporting a Social Agreement “Twinning with Mumbles, Wales”
36 which established and developed international community links that foster friendship, commerce,
37 education, tourism, awareness and understanding between the City of Havre de Grace and
38 Mumbles, Wales; and

39
40 **WHEREAS**, on October 7, 2019 the Mayor and City Council of Havre de Grace, Maryland,
41 adopted Resolution 2019-10 creating the Cultural Exchange Commission (“The Commission”) to
42 further support the social agreement between the City of Havre de Grace and Mumbles, Wales and
43 review and recommend any future requests; and

44
45 **WHEREAS**, the City of Havre de Grace made its inaugural visit to Mumbles and signed the
46 Official Twinning Charter on September 7th 2019, when a contingent of Havre de Grace Citizens,
47 including Mayor William T. Martin travelled to Wales to participate in the " Twinning" ceremony,
48 and

49
50 **WHEREAS**, as part of the " Twinning" agreement, the City of Havre de Grace was scheduled to
51 host a contingent of citizens in Havre de Grace from Mumbles in October 2020, however due to
52 the COVID-19 pandemic, the Commission hosted a virtual based visit, which included a week
53 long period in which citizens of Havre de Grace participated in live discussions as well as video
54 produced presentations; and

55
56 **WHEREAS**, Resolution 2019-10 stated that six months prior to the expiration of their terms, the
57 Commission shall advise the City of the Commissions status, and whether the Commission shall
58 be extended, converted to a permanent City Commission, or replaced with a new tax-exempt
59 501(c)(3) corporation, and

60
61 **WHEREAS**, on April 28, 2021 the Commission determined and requested that the Mayor and
62 City Council of Havre de Grace create a permanent Havre de Grace Cultural Exchange
63 Commission to continue to move the concept of Twinning forward.

64
65 **NOW THEREFORE**, be it determined, decided, and ordained by the City Council that it is in the
66 best interest of the citizens of Havre de Grace, that a permanent Havre de Grace Cultural Exchange
67 Commission be established and included in Section 25, as new ARTICLE XV of the Havre de
68 Grace City Code as follows:

69
70 **Article XV, NEW SECTION**
71 **Cultural Exchange Commission**

72 **The Cultural Exchange Commission (hereafter referred to as the "Commission") is hereby**
73 **established.**

74
75 **§ 25-90 Purpose.**

76 The purpose of the Commission is to establish, coordinate and develop international community
77 links that foster friendship, commerce, education, tourism, awareness and understanding with the
78 City of Havre de Grace.

79

80 **§ 25-91 Organization and members.**

- 81 A. The Commission shall be not less than five (5), and not more than eleven (11) members,
82 which members shall determine a Chair and Secretary
83
84 B. The Commission members shall serve for a period of two (2) years from appointment, and
85 may be reappointed at the discretion of the Mayor.
86
87 C. One member of the City Council to be part of the Commission.
88

89 **§ 25-92 Officers; proceedings; quorum.**

- 90 A. The Commission Chair shall be responsible for the convening of each meeting.
91
92 B. The Commission shall adopt its own rules as necessary and keep an accurate record of the
93 proceedings as consistent with the City of Havre de Grace's Charter and Code, as well as the
94 Maryland Open Meetings Act. The rules of procedure shall be kept by the Chairperson, and
95 be made available at any time for public view.
96
97 C. A quorum at any meeting shall be a minimum 75% of the appointed Commission Members
98

99 **§ 25-93 Appointment of members, terms and replacement.**

- 100 A. Citizen Members. The Mayor, with the advice and consent of the City Council, shall appoint
101 all citizen members. The initial appointment for these members shall include those currently
102 serving as members of the temporary Commission established by Resolution 2019-10 and are
103 still serving as of May 1, 2021. Volunteer members shall serve two-year terms, with the
104 capacity for reappointment. When a citizen member cannot complete his/her term or is
105 removed from membership by the Mayor with approval of the City Council whenever, in
106 their judgment, the best interests of the Commission will be served thereby, the Mayor shall,
107 with the advice and consent of the City Council, appoint a replacement to serve the remainder
108 of that member's term.
109
110 B. The Council member shall be appointed by the Council President and shall serve in
111 accordance with their terms as members of the City Council.
112

113 **§ 25-94 Scheduling of meetings; recommendations and reports.**

- 114 A. The Commission shall meet as needed to accomplish the purpose set forth in § 25-90 of
115 this article and provide a detailed report with recommendations to the Mayor and City
116 Council. Any recommendations shall be delivered in the form of a formal communication
117 to the Mayor and City Council.
118
119 B. The Commission reporting requirements to the Mayor and City Council are included in
120 ARTICLE I of the City Code.
121

122 [Signatures to follow on the next page.]
123
124
125

126 ATTEST:

127

128

129

130 _____
131 Stephen J. Gamatoria
132 Director of Administration

THE MAYOR AND CITY COUNCIL
OF HAVRE DE GRACE, MARYLAND

William T. Martin
Mayor

132

133

134 Introduced/First Reading: 6/7/2021

135 Public Hearing: 6/21/2021

136 Second Reading/Adopted: 7/6/2021

137

138 Effective Date:

139

140

First Reading

Description of Program for Council Consideration

Amendment to City Code, Article VIII "Youth Commission"

Sections 25-42 and 25-43

The Havre de Grace Youth Scholarship Program

The Havre de Grace Youth Scholarship Program, hereafter referred to as the "Youth Scholarship", is a funding source with the intent to aid Havre de Grace youth who might not otherwise have the financial means to attend extra-curricular activities offered within Havre de Grace City limits, such as summer camps, after school programs, sports programs, art activities, and career exploration programs or internships. The goal is to reduce the financial barrier that may exist for some Havre de Grace families. The scholarship shall only be available to Havre de Grace residents. Participation in extra-curricular activity has been shown to have a positive impact on the health and well-being of youth in the community.

Funding will be apportioned by the Youth Commission with this specific purpose on an annual basis from resources allocated to the Youth Commission under the City of Havre de Grace budget. Additionally, the Youth Commission shall raise funds for the specific purpose of providing additional resources for the Youth Scholarships.

The Youth Commission will adopt procedures for setting the deadline for applications on an annual or bi-annual basis, reviewing the applications, and deciding on criteria for approving; or denying Applications. Funding amounts for each scholarship application will be handled via pro rata distribution according to the number of applications received and approved during open solicitation and the total dollar value of those applications versus available program funding. Thus, full program tuition for any activity cannot

be guaranteed and applicants should consider looking at all funding sources available to them.

The Commission shall ensure the application process, timelines, procedures, operations, administration, and awards are conducted in a lawful and equitable fashion. Only the adult members of the Commission will be reviewing the applications and any supporting documentation required. A majority of adult members voting in the affirmative for an award is required for application approval. The Director of Finance will ensure payments are issued directly to the entity or institution for which the applicant has identified, with the exception of some costs associated with career exploration programs or internships. If an applicant chooses not to attend such program after an application is approved, the funds will be returned to the Youth Commission for distribution at the next round of application submissions.

CITY COUNCIL
OF
HAVRE DE GRACE, MARYLAND

ORDINANCE NO. _____

Introduced by _____ Council Member Robertson

AN ORDINANCE OF THE MAYOR AND CITY COUNCIL 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 CITY CHARTER, FOR THE PURPOSE OF AMENDING CITY CODE CHAPTER 25 ARTICLE VII TITLED "YOUTH COMMISSION"

On: June 7, 2021

at: 7:00 p.m.

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

PUBLIC HEARING

A Public Hearing is scheduled for June 21, 2021 at 7:00 p.m.

32 **WHEREAS**, a number of scientific studies and social data measurements have reported on the
33 overall health and well-being of young people, and the potential for improved social and
34 educational outcomes, for youth who engage in extra-curricular recreational and educational
35 activities; and

36
37 **WHEREAS**, the Mayor and City Council desire to enable underserved City youth with greater
38 access to extra-curricular recreational and educational youth programs taking place within the
39 City limits; and;

40
41 **WHEREAS**, the Youth Commission is uniquely positioned to provide and oversee creative
42 programming, scholarship and grant opportunities to enable the City’s underserved youth to
43 participate in such programs; and

44
45 **NOW THEREFORE, BE IT ORDAINED, AS FOLLOWS:**

46
47 Have de Grace City Code Chapter 25, Article VIII shall be amended as follows, with words
48 shown in **bold underlined** to be added and those shown [~~bracketed with strikeout~~] to be deleted;

49
50 § 25-42. Purpose; duties and powers.

51
52 B. Duties and powers. The Commission shall have the following duties and powers:

53
54 **(9) The Youth Commission may establish a pilot program called the “Havre de Grace**
55 **Youth Scholarship Program” open to Havre de residents age 18 and under (“Youth**
56 **Scholarship”). The purpose of the Youth Scholarship will be to help defray the costs of**
57 **attending extracurricular youth programs for underserved youth who might not have**
58 **access to such programs due to financial constraints. The Youth Scholarship shall be a pilot**
59 **program for two years, after which the Havre de Grace Youth Commission shall report its**
60 **findings to the City Council. Prior to implementation of the Youth Scholarship, the**
61 **Commission shall establish application procedures, parameters, and timelines, and ensure**
62 **that all applications and any awards are processed in a lawful manner. Only the adult**
63 **members of the Commission will review and vote on the applications and any supporting**
64 **documentation required. A majority of adult members voting in the affirmative for any**
65 **Youth Scholarship is required for Youth Scholarship application approval. Funding for**
66 **the Youth Scholarships may come from the general grant of City funds provided to the**
67 **Commission under the annual City budget or from additional funds that the Commission**
68 **may raise on its own as a result of its fundraising activities.**

69 § 25-43. Organization and members.

70 C. The Commission shall consist of the following members:

71
72 (2) **Six** [~~Four~~] members over the age of 18 (who serve as mentors) (“Mentor Member”).

73
74 **NOW THEREFORE**, it is *determined, decided, and ordained by the City Council* that
75 amendments to City Code Chapter 25, Article VIII noted above are hereby approved.
76

77 ADOPTED by the City Council of Havre de Grace, Maryland this __ day of _____, 2021.

78

79 SIGNED by the Mayor and attested by the Director of Administration this ____ day of
80 _____, 2021.

81

82

83 ATTEST:

THE MAYOR AND CITY COUNCIL
OF HAVRE DE GRACE, MARYLAND

84

85

86

87 _____
88 Stephen J. Gamatoria
89 Director of Administration

87 _____
88 William T. Martin
89 Mayor

90

91

91 Introduced/First Reading: 6/7/2021

92 Public Hearing: 6/21/2021

93 Second Reading/Adopted: 7/6/2021

94

95 Effective Date:

Rec'd
4/30/21

EVENT APPLICATION CHECKLIST:

EVENT NAME: 2nd Sunday Hymn Sing 1011 21 0013

Sponsor Organization: First Baptist Church

Business Address: 108 S. Stokes Street, Havre de Grace, MD 21078

On Site Contact Person: Jeanne Weaver

Contact Information Phone: _____ Email: _____

Back-Up Site Contact Person: Wilbur Jones

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 # 29040145

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>Public gathering</u> |
| <input 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>6/13,7/11,8/8,9/12</u>	Begin Time: <u>4:00pm</u>
Event Starts	Date: <u>Same as above</u>	Time: <u>5:00pm</u>
Event Ends	Date: <u>Same as above</u>	Time: <u>6:00pm</u>
Breakdown	Date: <u>Same as above</u>	End Time: <u>6:30pm</u>
Rain Date	Date: <u>N/A</u>	Is timeframe the same? _____ Yes _____ No
		If no, include new times: _____

Location: (see attached map)

- | | |
|---|---|
| <input type="checkbox"/> Millard E. Tydings Memorial Park | <input checked="" 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.)

2nd SUNDAY HYMN SING

PURPOSE: I believe the Lord has laid it on my heart to organize a monthly community gathering to sing hymns. With most churches now doing mostly contemporary Christian music there are several generations of folks who grew up on hymns and dearly miss singing them. I believe this hymn sing will provide much-needed joy in our so-much disrupted lives over the past year.

MUSIC: Strictly hymns. I will play recorded piano accompaniment from Worship Service Resources CD's. If children are in attendance I plan to throw in some of the old children's favorites (acapella) like Deep and Wide, Jesus Loves Me, etc.

I am planning to project the words of the hymns onto a screen if I am able to borrow the needed equipment. If unable to borrow the equipment I will provide a handout to participants containing the words to the hymns.

GETTING THE WORD OUT: I will send a letter to all of the area churches and ask them to make their congregants aware of the event. I will create a flyer and ask local vendors to display them. I will create a Facebook page in order to get information out, post details, provide changes (e.g., a cancellation due to weather) and give folks a medium for song requests, feedback, etc. I will also ask the local papers and radio stations to provide any free advertising they may have.

Anticipated Attendance: 25-100

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:** _____
- 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: _____

ELECTRICAL SITE PLAN

Anticipated Average Draw
Less than 100 amps

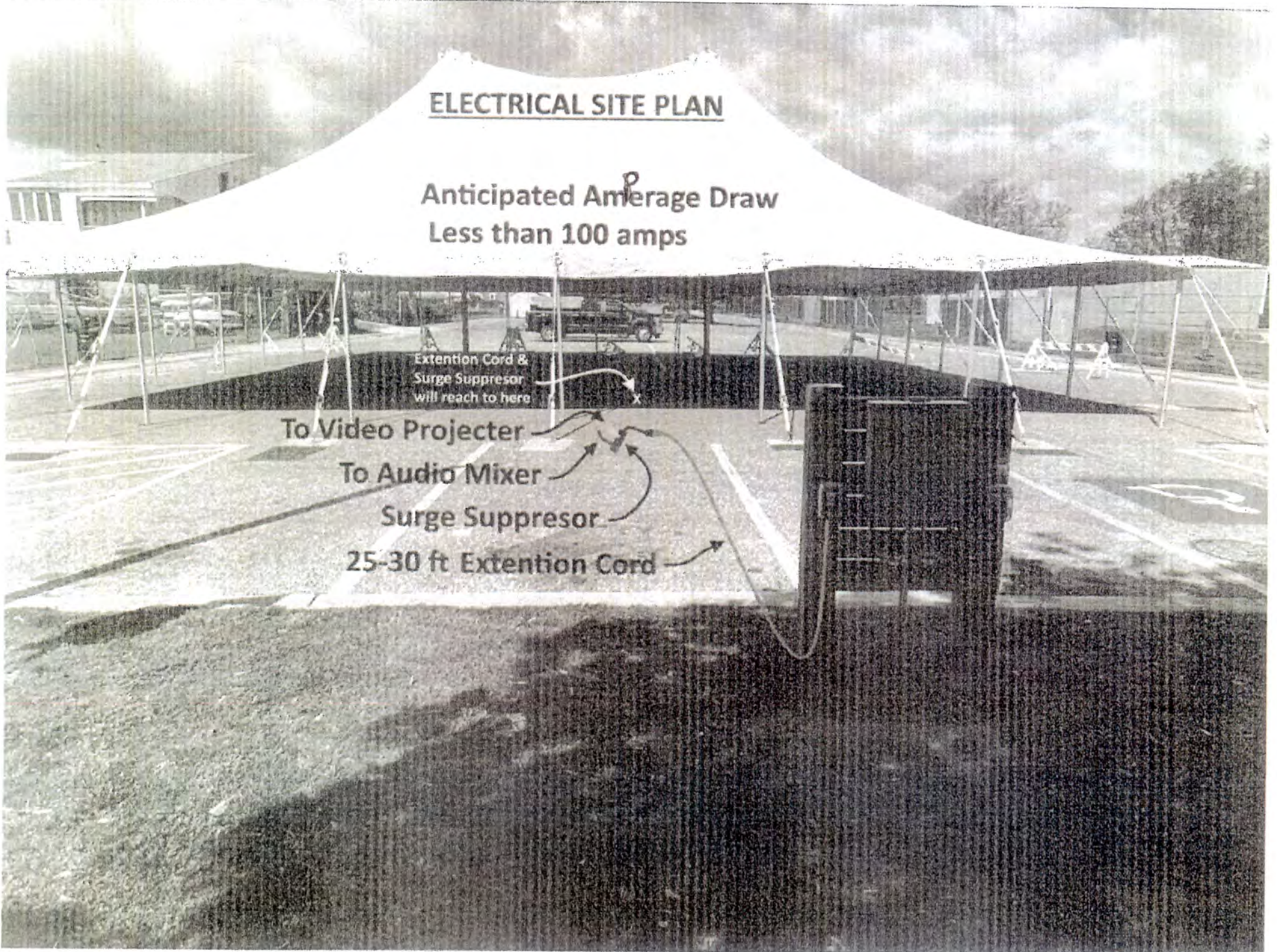
Extention Cord &
Surge Suppressor
will reach to here

To Video Projector

To Audio Mixer

Surge Suppressor

25-30 ft Extention Cord



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.

N/A

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.

Spoke to LT Humphrey on 4/30/21.

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. N/A

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:

- 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 JEANNE M. WEAVER

Title N/A

Phone _____ Email jeanne@gracecity.com

Signature Jeanne M. Weaver

Date 04/30/2021

Event Title: 2nd Sunday Harmon Sing

Received by Tamara Burkman
City Official

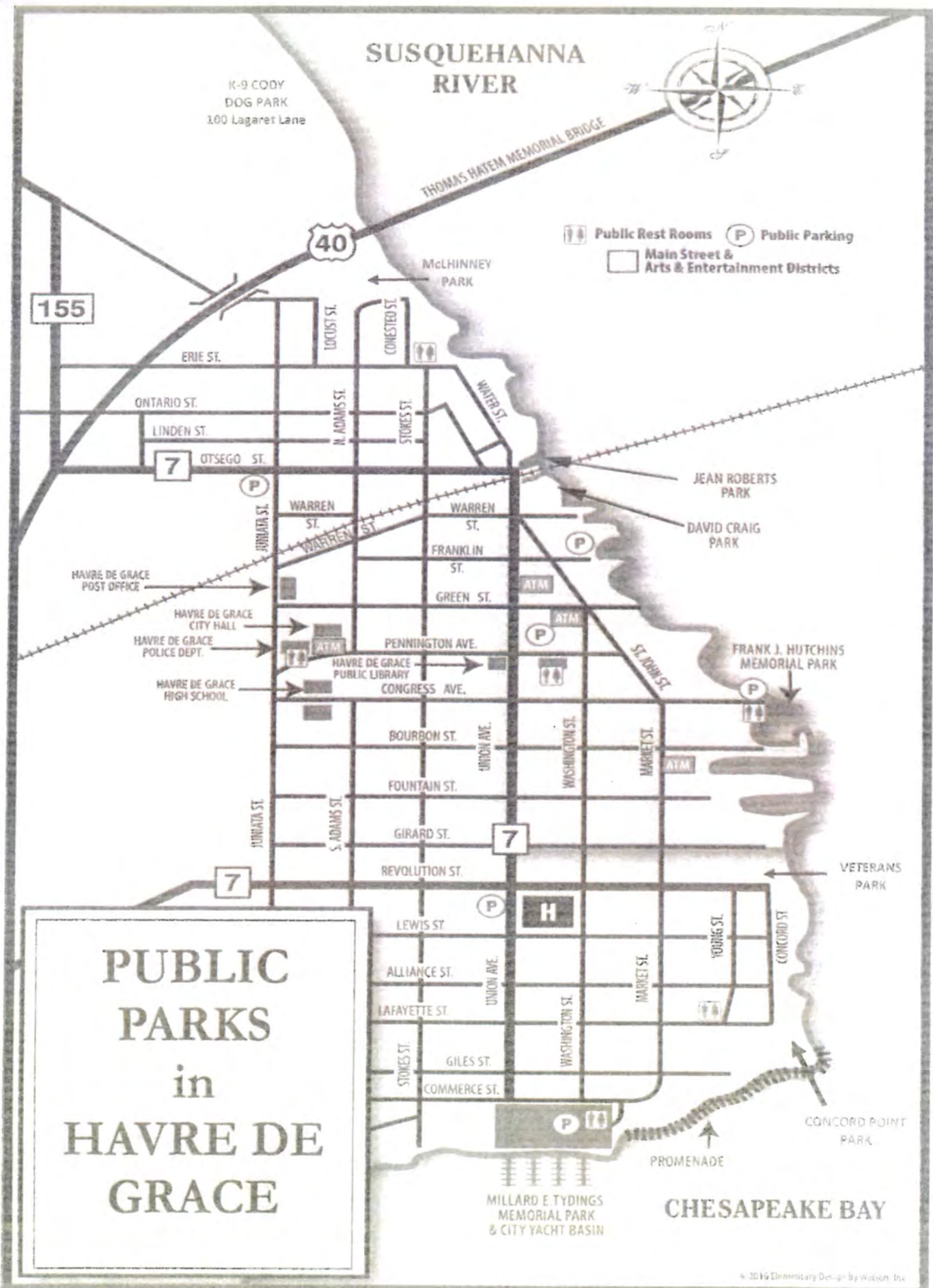
4-30-2021
Date

Notification: Internal Use Only:	
<input type="checkbox"/>	DPW _____
<input type="checkbox"/>	PD _____
<input type="checkbox"/>	Ambulance Corps _____
<input type="checkbox"/>	SHCO _____
<input type="checkbox"/>	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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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 *Not required for this event per Patrick Sypolt, 4/9/21.*
N/A City must be listed as an additional insured and include a waiver of subrogation, minimum liability limits of \$1 million dollars
- Yes *N/A* Complete and detailed site plan to include maps
- Yes Documentation of non-profit status
- Yes *N/A* Traffic control plan (if applicable)
- Yes *N/A* 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@s@havredegracemd.com

Administrative Assistant
Tammy Brinkman
410-939-1800 x1122
tammy@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:	2nd Sunday Hymn Sing	Tracking ID: 1011 21 0013
Dates:	6/13/21, 7/11/21, 8/8/21, 9/12/21	
Time of set up:	4:30 PM	
Take down time:	6 pm - 6:30 pm	
Time of actual event:	5 pm - 6 pm	
Location:	Hutchins Memorial Park Pavilion	

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

Notes

This event will be handled by units on duty.

	Number of personnel	Regular Pay (Hours)	Overtime Pay Hours*	FULLY Loaded Wage**	Estimated Hours	Total Estimated Cost
DPW	1	4		\$25.75		\$103.00

Notes

Clean and stock bathrooms. Any trash generated will be emptied Monday morning - regular time.

Grand Total	1	4	0	\$25.75	0	\$103.00
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Grand Total

REVISION 1/10/2020	<p>*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)</p>					
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Rec'd
5/25/2021

EVENT APPLICATION CHECKLIST:

EVENT NAME: 2021 Arts, Wine and Jazz Festival 1211 15 0043

Sponsor Organization: The Havre de Grace Colored School Museum & Cultural Center, Inc.

Business Address: 555 Alliance Street, Havre de Grace, Md 21078

On Site Contact Person: Patricia Cole

Contact Information Phone: _____ Email: _____

Back-Up Site Contact Person: Turshandah Cole

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 # 84-2019323

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 type="checkbox"/> Other (explain) |
| <input checked="" type="checkbox"/> Festival | <input type="checkbox"/> Carnival | _____ |
| <input 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>8/7/2021</u>	Begin Time: <u>9am</u>
Event Starts	Date: <u>8/7/2021</u>	Time: <u>12pm</u>
Event Ends	Date: <u>8/7/2021</u>	Time: <u>6pm</u>
Breakdown	Date: <u>8/7/2021</u>	End Time: <u>7pm</u>
Rain Date	Date: <u>Rain or Shine</u>	Is timeframe the same? <input type="checkbox"/> Yes <input type="checkbox"/> No
		If no, include new times: _____

Location: (see attached map)

- | | |
|---|--|
| <input 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: <u>Lock House Museum</u> |

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

Anticipated Attendance: 400

Admission Fee (if any): \$25 to \$35

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:** 10 est.

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:** 5

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.

All attendees will be screened at the entry point. Individuals will receive armbands to indicate those who are

authorized to enter and participate in the wine/spirits sampling. Those who are non-drinkers will be

provided designated driver armbands. Paid security and volunteers will be provided.

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. A first aid station and a medical professional will be designated inside
perimeter.

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: *mla*

- 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
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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 Patricia D. Cole

Title President

Phone _____ Email hdgcoloredschool@gmail.com

Signature  _____

Date 5/25/2021

Event Title: Arts, Wine and Jazz Fest

Received by Tamara Brikma
City Official

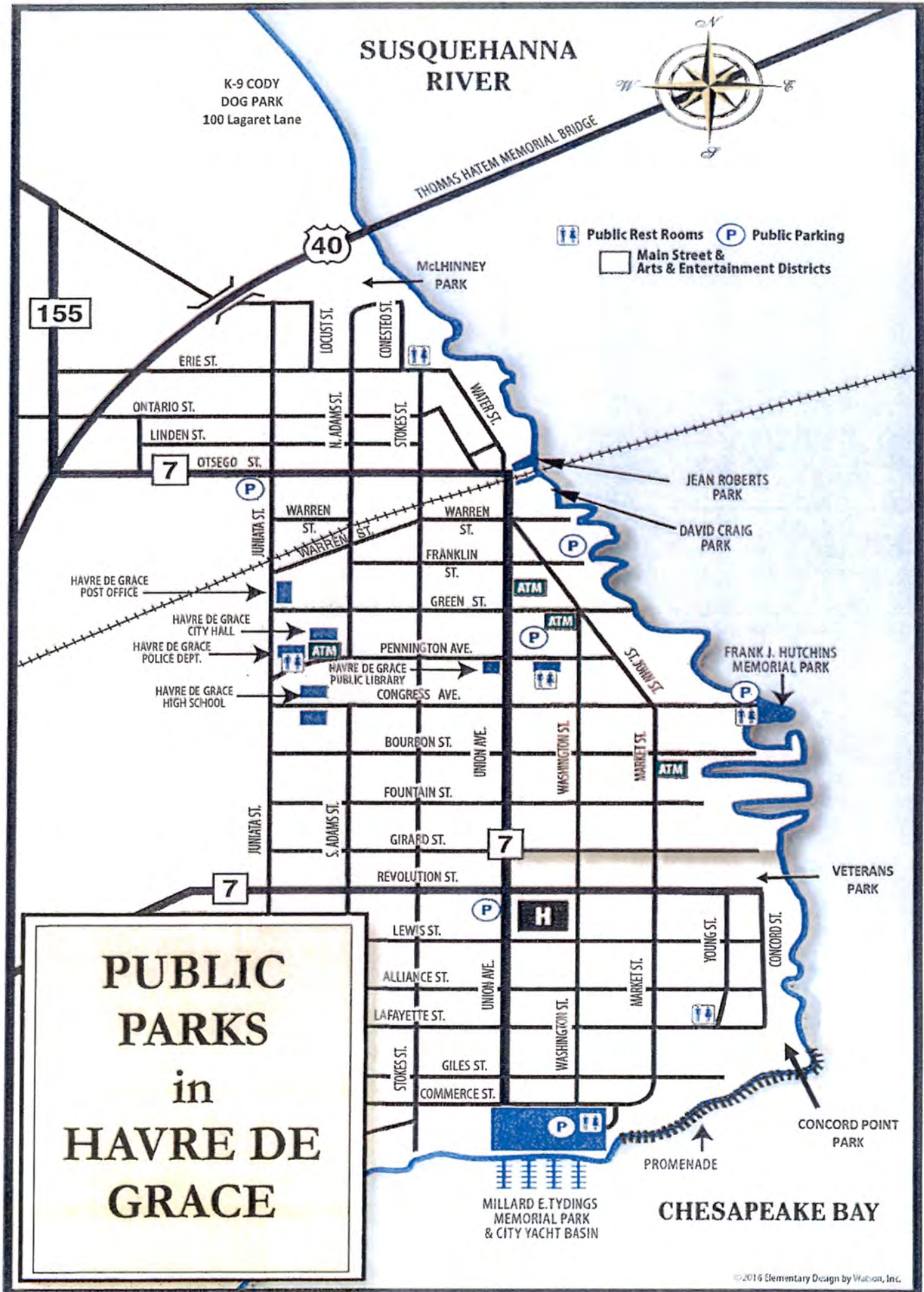
5-25-2021
Date

Notification: Internal Use Only:	
<input type="checkbox"/>	DPW _____
<input type="checkbox"/>	PD _____
<input type="checkbox"/>	Ambulance Corps _____
<input type="checkbox"/>	SHCO _____
<input type="checkbox"/>	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.

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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>
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Port-a-Pots		
Fencing (temporary)		
Sound System/D.J.		
Food/Beverage Vendor(s)		



**PUBLIC
PARKS
in
HAVRE DE
GRACE**

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

DEPARTMENT OF THE TREASURY

Date: 12 17 2018

THE HAVRE DE GRACE COLORED SCHOOL
MUSEUM AND CULTURAL CENTER INC
C/O ELIZABETH F MATORY
224 NORTH WASHINGTON ST
HAVRE DE GRACE, MD 21078

Employer Identification Number:
84-2019323
DLN:
29053253321019
Contact Person:
FAITH E CUMMINS ID# 31534
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
June 30
Public Charity Status:
509(a)(2)
Form 990/990-EZ/990-N Required:
Yes
Effective Date of Exemption:
May 30, 2018
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

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

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

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

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

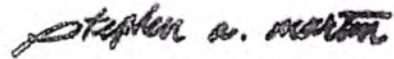
For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Letter 947

THE HAVRE DE GRACE COLORED SCHOOL

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

Sincerely,

A handwritten signature in cursive script that reads "Stephen A. Martin".

Director, Exempt Organizations
Rulings and Agreements



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/25/2021

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 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).

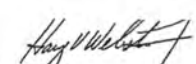
PRODUCER Lassen, Marine & Webster, Inc. PO Box 70 Churchville MD 21028	CONTACT NAME: Mary Caponic
	PHONE (A/C, No, Ext): (410) 838-2277 FAX (A/C, No): (410) 836-2754
	E-MAIL ADDRESS: mcaponic@lmwins.com
	INSURER(S) AFFORDING COVERAGE
	INSURER A: Brethren Mutual Ins. Co. NAIC # 13501
	INSURER B:
	INSURER C:
	INSURER D:
	INSURER E:
	INSURER F:

COVERAGES CERTIFICATE NUMBER: 2020-2021 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	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X	Y	CPP0025980	9/2/2020	9/2/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			CPP0025980	9/2/2020	9/2/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000	X	Y	CUL0074781	9/2/2020	9/2/2021	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 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)
 City of Havre de Grace is included as an Additional Insured with respects to General Liability as their interest may appear per written contract and policy specifications. Waiver of Subrogation applies.

CERTIFICATE HOLDER City of Havre de Grace 711 Pennington Avenue 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 Harry Webster Jr. / PAM 

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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.

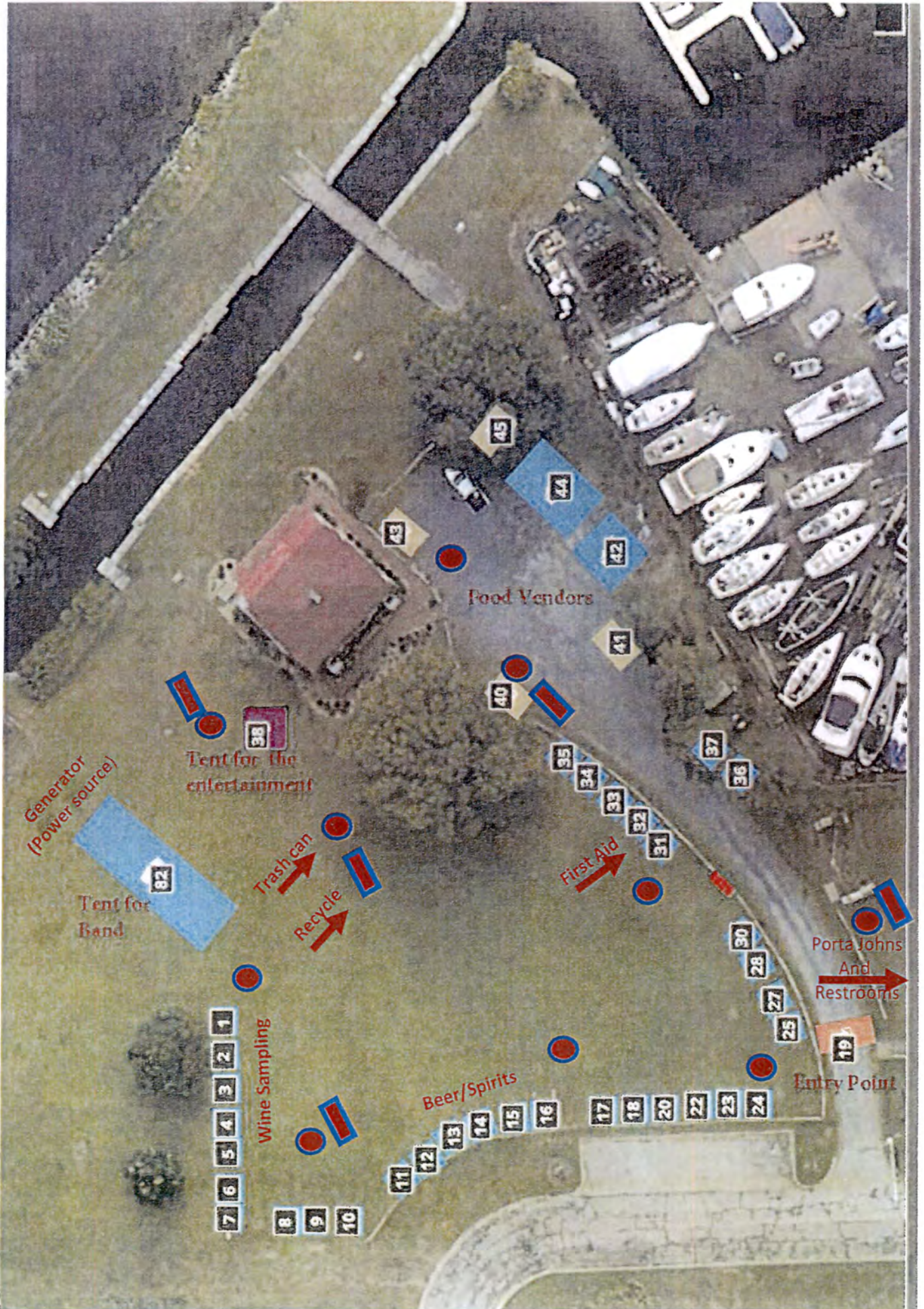
EVENT APPLICATION - GUIDELINES

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.

Havre de Grace Colored School Museum and Cultural Center, Inc.
Lock House Museum Site Map
2021 Arts, Wine and Jazz Fest



SPECIAL EVENTS WORK SHEET

Event:	Arts, Wine, & Jazz Festival - HDG Colored School Museum	Tracking ID: 1011 19 0043
Dates:	8/7/2021	
Time of set up:	9:00 AM	
Take down time:	6 pm - 7 pm	
Time of actual event:	12 pm - 6 pm	
Location:	Lock House Grounds	

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

This event will be handled by patrol units on duty.

	Number of personnel	Regular Pay (Hours)	Overtime Pay Hours*	FULLY Loaded Wage**	Estimated Hours	Total Estimated Cost
DPW	1	3		\$25.75	3	\$77.25
Notes	1 custodian to clean and stock bathrooms. Extra trash barrels and recycling cans dropped off per sponsor request. Event sponsor to arrange for delivery and pick-up of dumpster.					

Grand Total	1	3	0	\$25.75	3	\$77.25
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REVISION 1/10/2020	<p>*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)</p>					
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Rec'd
5/24/2020

EVENT APPLICATION CHECKLIST:

EVENT NAME: Pirate Festival : Subset of Waterfront Fest 1011 19 0039

Sponsor Organization: Lock House Museum

Business Address: 817 Conestee St, HdG

On Site Contact Person: Joanne Healey

Contact Information Phone: 410 939 5780 Email: director@thelockhousemuseum.c

Back-Up Site Contact Person: Julie Ruhnke

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 # 52-1325983

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 type="checkbox"/> Other (explain) |
| <input checked="" type="checkbox"/> Festival | <input type="checkbox"/> Carnival | _____ |
| <input 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>Friday Aug 20</u>	Begin Time: <u>6 PM</u>	
Event Starts	Date: <u>Sat Aug 21</u>	Time: <u>12:00</u>	<u>Aug 21 - 2-7 pm</u>
Event Ends	Date: <u>Sunday Aug 22</u>	Time: <u>5PM</u>	<u>Aug 22 - 12-5 pm</u>
Breakdown	Date: <u>Sunday Aug 22</u>	End Time: <u>7PM</u>	
Rain Date	Date: <u>N/A</u>	Is timeframe the same? _____ Yes _____ No	
		If no, include new times: _____	

Location: (see attached map)

- | | |
|---|--|
| <input 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: <u>Lock House Grounds</u> |

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

Anticipated Attendance: 1000

Admission Fee (if any): Lunch Fee

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:** 6

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

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.

Alcohol sales will be managed by caterer. ID and wrist bands will be provided at the door. Area will be fenced.

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. Ambulance corp./Fire station will be notified. First Aid kit is available within muse

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 Susquehanna Museum of HDG
Title Pirate Festival subset of Water Festival
Phone 410-939-5780 Email director@thelockhousemuseum.org

Signature Joanne Healey, Executive Director
Date May 24, 2021

Event Title: Pirate Festival

Received by Tamara Brickman 5-24-2021
City Official Date

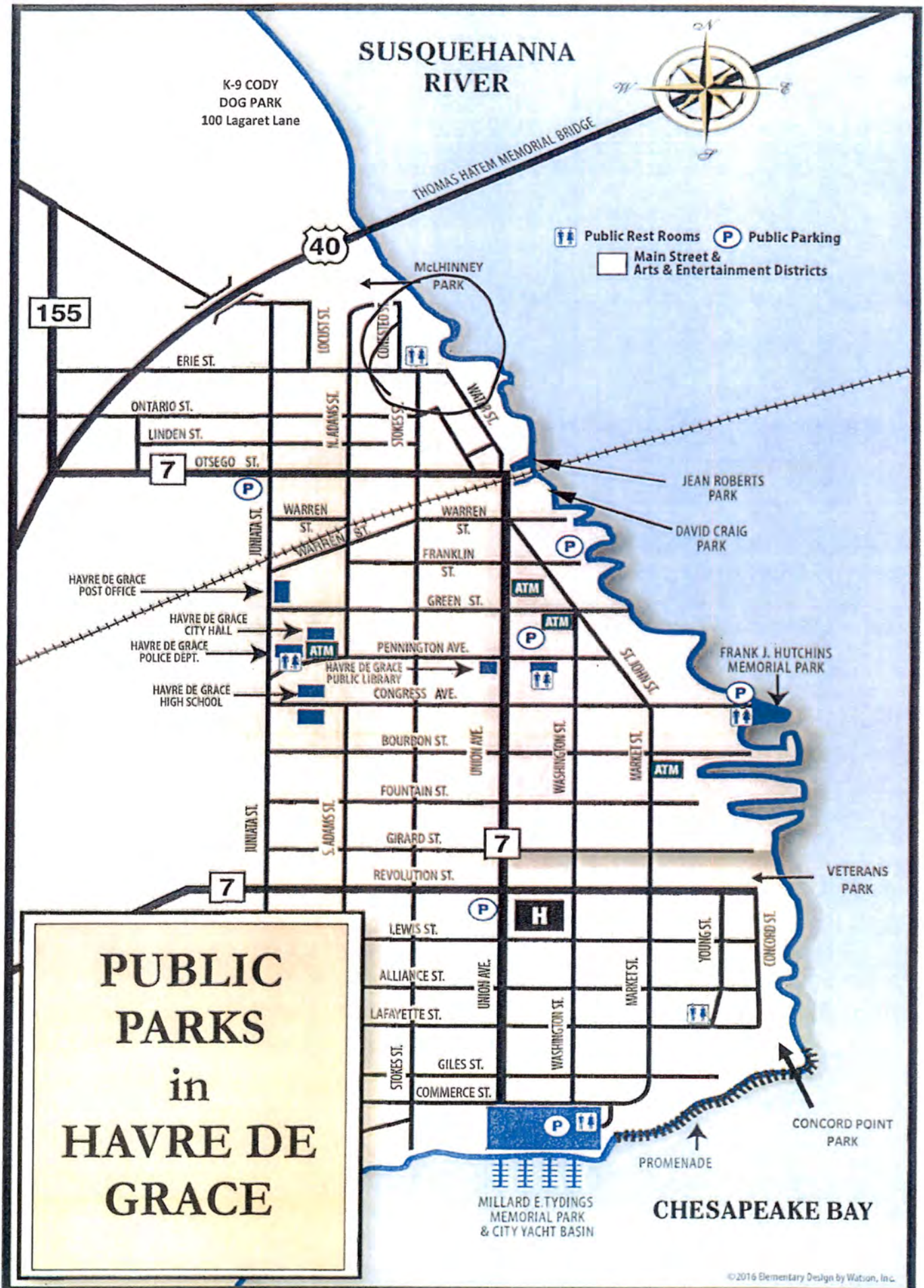
Notification: Internal Use Only:

- 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 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**

©2016 Elementary Design by Watson, Inc.



City of Havre de Grace

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

410-939-1800

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City must be listed as an additional insured and include a waiver of subrogation, minimum liability limits of \$1 million dollars
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- 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 Bypolt

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

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

EVENT APPLICATION & CHECKLIST:

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EVENT APPLICATION - GUIDELINES

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CERTIFICATE OF LIABILITY INSURANCE

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 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 The CIMA Companies, Inc. 2750 Killarney Dr, Suite 202 Woodbridge, VA 22192-4124 703 739-9300		CONTACT NAME: Nayab Alam PHONE (A/C, No, Ext): 703-778-7304 E-MAIL ADDRESS: nalam@cimaworld.com PRODUCER CUSTOMER ID #:		FAX (A/C, No): 703-778-7354
INSURED Susquehanna Museum of Havre de Grace, Inc. PO Box 253 Havre De Grace, MD 21078		INSURER(S) AFFORDING COVERAGE		NAIC #
		INSURER A: Hartford Casualty Insurance Com		29424
		INSURER B: Hartford Insurance Co of the Mi		37478
		INSURER C:		
		INSURER D:		
		INSURER E:		
		INSURER F:		

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 SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input type="checkbox"/> OCCUR <input checked="" type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC		42SBATY1888	04/27/2021	04/27/2022	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$300,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		42SBATY1888	04/27/2021	04/27/2022	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DEDUCTIBLE RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N <input checked="" type="checkbox"/> N/A		42WECTJ4471	04/27/2021	04/27/2022	WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$100,000 E.L. DISEASE - EA EMPLOYEE \$100,000 E.L. DISEASE - POLICY LIMIT \$500,000

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

CERTIFICATE HOLDER **CANCELLATION**

Evidence of Coverage	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 <i>Laurie S. Celanovi</i>

CINCINNATI OH 45999-0038

In reply refer to: 0248188034
May 07, 2019 LTR 4168C 0
52-1325983 000000 00

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BODC: TE

SUSQUEHANNA MUSEUM OF HAVRE DE
GRACE INC
PO BOX 253
HVRE DE GRACE MD 21078

129601

Employer ID number: 52-1325983
Form 990 required: Yes

Dear Taxpayer:

We're responding to your request dated Apr. 26, 2019, about your tax-exempt status.

We issued you a determination letter in February 1992, recognizing you as tax-exempt under Internal Revenue Code (IRC) Section 501(c)(3).

We also show you're not a private foundation as defined under IRC Section 509(a) because you're described in IRC Section 509(a)(2).

Donors can deduct contributions they make to you as provided in IRC Section 170. You're also qualified to receive tax deductible bequests, legacies, devises, transfers, or gifts under IRC Sections 2055, 2106, and 2522.

In the heading of this letter, we indicated whether you must file an annual information return. If you're required to file a return, you must file one of the following by the 15th day of the 5th month after the end of your annual accounting period:

- Form 990, Return of Organization Exempt From Income Tax
- Form 990EZ, Short Form Return of Organization Exempt From Income Tax
- Form 990-N, Electronic Notice (e-Postcard) for Tax-Exempt Organizations Not Required to File Form 990 or Form 990-EZ
- Form 990-PF, Return of Private Foundation or Section 4947(a)(1) Trust Treated as Private Foundation

According to IRC Section 6033(j), if you don't file a required annual information return or notice for 3 consecutive years, we'll revoke your tax-exempt status on the due date of the 3rd required return or notice.

You can get IRS forms or publications you need from our website at www.irs.gov/forms-pubs or by calling 800-TAX-FORM (800-829-3676).

If you have questions, call 877-829-5500 between 8 a.m. and 5 p.m., local time, Monday through Friday (Alaska and Hawaii follow Pacific

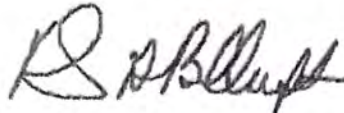
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SUSQUEHANNA MUSEUM OF HAYRE DE
GRACE INC
PO BOX 253
HVRE DE GRACE MD 21078

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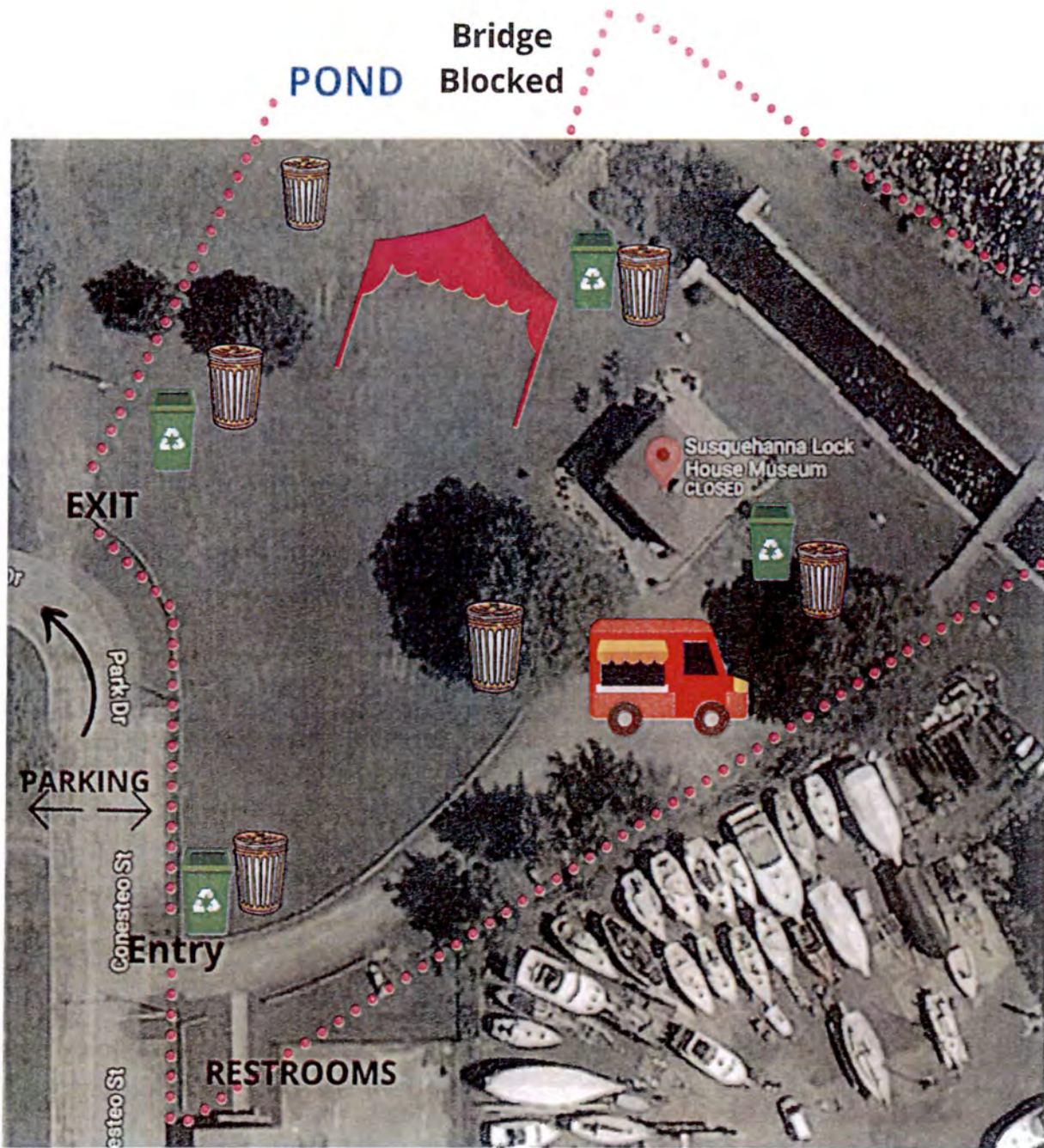
Thank you for your cooperation.

Sincerely yours,



Kim A. Billups, Operations Manager
Accounts Management Operations 1

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Event Site Plan
Pirate Festival
at the Lock House
August 21, 2021 2-7 pm
August 22, 2021 noon - 5

SPECIAL EVENTS WORK SHEET

Event:	Pirate Festival (subset of Waterfront Fest)	Tracking ID: 1011190039
Dates:	8/20-22/2021	
Time of set up:	6 pm on 8/20	
Take down time:	5 pm - 7 pm on 8/22	
Time of actual event:	2 pm - 7 pm on 8/21 12 pm - 5 pm on 8/22	
Location:	Lock House grounds	

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

This event will be handled by Units on duty.

	Number of personnel	Regular Pay (Hours)	Overtime Pay Hours*	FULLY Loaded Wage**	Estimated Hours	Total Estimated Cost
DPW	1	4		\$25.75	4	\$103.00
Notes	1 custodian to clean and stock City bathrooms on both days. Extra trash barrels and recycling cans will be dropped off per sponsor request. No other City services requested. Note: Event sponsor to arrange for delivery and pick-up of dumpster.					

Grand Total	1	4	0	\$25.75	4	\$103.00
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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)					
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