



City of Hagerstown, Maryland Status & Information Report No. 13 for 2009

April 3, 2009

To Mayor Bruchey and Members of the City Council:

UPCOMING MEETINGS

◆◆ APRIL 2009 ◆◆						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7 4 pm Work Session	8	9	10 Holiday Good Friday City Offices Closed	11 7 am Spring Yard Sale @ Fairgrounds Park
12	13	14 4 pm Work Session	15	16	17	18
19	20	21 4 pm Work Session	22	23	24 10 am Arbor Day Celebration @ Fairgrounds Park	25
26	27	28 7 pm Regular Session	29	30		

COMMUNITY AFFAIRS

- HERALD-MAIL EDITORIAL STAFF MEETING.** The Mayor of Hagerstown, the Economic Development Director, the Community Affairs Director and the group of contractors working on the Hagerstown Advance Project met with the Herald-Mail's editorial staff recently regarding the project.
- BLUES FEST.** Acceptance and denial calls and letters for the Western Maryland Blues Fest were sent out this week. Blues Fest 2009 will take place May 28-31. Raffle tickets for the Blues Fest original artwork are now available for sale at the Washington County Arts Council.
- UNIVERSITY PLAZA.** Several applications for the use of University Plaza were processed this week.
- MAYMART.** Preparations continue with a little over a month until the beginning of Market in the Square Season. The first Market in the Square/ Maymart will take place Thursday, May 7th from 8am to 2 pm.
- MARKET.** Lou Scally, the Easter Bunny and an egg hunt will be at the Market.
- WEB**
 - Tickets for the 2009 Western Maryland Blues Fest are available online at www.blues-fest.org. Western Maryland Blues Fest volunteers and sign-up online at www.blues-fest.org/volunteers.asp
 - Press Releases distributed this week: Yard Waste Collection; Spring Dumpster; *Be at the Center of it All*; Children Go Behind the Scenes at the Hager House
- HAGERSTOWN GOVERNMENT TELEVISION**
 - State of the City at the Maryland Theatre Mon., Wed., Fri., Sat. and Sun. at 7:00 p.m.

ECONOMIC DEVELOPMENT

1. **Maryland Downtown Development Association:** Staff attended the MDDA meeting in Bel Air this week. The topic of the meeting was Surviving and Thriving in downtown during a construction project.
2. **Entrepreneurs Group:** Hagerstown is now participating in the newly organized networking group for entrepreneurs. This is a network of local entrepreneurs to share tips and problem solving techniques, get advice on business models, emerging technologies, marketing strategies, profitability or any other business issue.
3. **Rocky's Pizza:** Work continues on the new location with a May opening date.

ENGINEERING & CODE ADMINISTRATION

1. **Transit Development Plan** Staff attended the Washington County Transit Development Plan kickoff meeting where the discussion was improving public transit services in the county. Staff conveyed our desire to have more dispersed bus stops and bus shelters in the downtown.
2. **Stormwater Management Act Regulations – SB 672** Staff is closely monitoring this bill that requires each county and municipality to establish a stormwater user charge, the purpose of which is to generate sufficient revenues to fund specified local stormwater management activities. The charge must be a flat fee for all residential property owners and based on impervious surface area for commercial properties.
3. **Washington County Fine Arts Museum** Staff attended the Building Committee meeting at the Art Museum with representatives from Murphy and Dittenhafer Architects. Details were discussed involving the sky light contractor, structural system, HVAC, lighting, and security. A discussion of the courtyard floor resulted in ADA questions and the need for a plan of existing grades. City Engineering personnel after the meeting obtained existing grades for the Architect's use.
4. **Land Use Council** Staff attended the Homebuilder's of Washington County monthly meeting on Land Use. Staff continues to meet with this group to get their feedback.
5. **Surveying, GIS Monthly Report**
 - **Annexations:** Worked on Norfolk Southern; Valley Car Wash and Hump Road (Summit Ridge) annexations; Worked on corporate boundary updating; Valley Car Wash and Summit Ridge are complete; Norfolk Southern is pending.
6. **Construction**
 - **Maryland Avenue Sidewalk:** Worked on stakeout plan, resolution of datum conflict. Staked out all stormdrain components
 - **Salem Ave:** Staked out the limit of disturbance and the curblines
 - **Cramer Alley:** Gathered additional topographic information
 - **Alleys 2-32, 2-29, 2-134, 4-22:** Gathered topographic and deed research
7. **GIS.** Continued with Addressing; ROW polylines. Looking at Alley maintenance database.
8. **GIS RFP.** Evaluated the proposals for the GIS "strategic plan" contract, attended the preliminary meeting and the first vendor interviews.
9. **File System.** Working on file structure, working on a new structure for survey points and annexation/corporate boundary changes.

PARKS DEPARTMENT

1. **Park Benches and Picnic Tables** – This week, we installed park benches and/or picnic tables in Staley Park, Oswald Park and Mills Park, completing this project. We will now compile all costs and request reimbursement from POS.
2. **Pangborn Park Restrooms** – This week, the area in front of the restrooms was blacktopped; the restrooms are now complete and ready for use. This project was also approved for POS funding.

3. **Park Circle Fountain** – We installed the fountain that was donated by the Hagerstown Garden Club as well as the plumbing and the pump. Antietam Tree installed the irrigation system and we are now doing the final grading.
4. **New Trees** – Paid for by Forest Conservation Funds, 120 trees are being planted at several parks and playgrounds. Planting trees in the smaller parks makes a significant impact on landscaping.
5. **Dogs in the Parks** – Dogs (on a leash) are permitted around the outside perimeters of City Park and Fairgrounds Park. We continue to see an increase of people walking with their dogs in both parks. Costs to purchase mutt mitts (to clean up after your dog) are averaging \$2,800/yr.
6. **Seasonal Employment** – Our grounds maintenance employees returned to work on March 30 and the Park Attendants are returning on April 3, therefore, the restrooms will be open evenings and weekends.

PLANNING DEPARTMENT

1. **Zoning Certificates Issued For New Businesses:**
 - 526 East Franklin Street - Joy's Drycleaners.
 - 37 North Jonathan Street - Donald King - auto repair garage.
2. **New Development Cases:**
 - 613-615 North Prospect Street - SLP Investment, LLC - simplified plat.
3. **Board of Zoning Appeals:** The Board of Zoning Appeals will be hearing the following cases on April 15:
 - 216 East Irvin Avenue - James Fleming, t/a Antietam Land Surveying, LLC - special exception for a home occupation for a land surveying/consulting business.
 - 1337 Pennsylvania Avenue - Chris Dickerson - variance to reduce the rear yard from 30 feet to 16.5 feet to construct a deck.
 - 11 North Potomac Street - Cornerstone Church of Christ - special exception for a church.
 - 952 Frederick Street - HBP Realty, LLC - variance to reduce the side yard from 25 feet to 5 feet to construct an addition to an existing building.
 - 15 Avalon Avenue - William Dewey Timmons, Jr. - special exception for a home occupation for a construction business.
4. **Residential Development Activity:** The builders at Hager's Crossing, Collegiate Acres, Hillside Manor, and Potomac Manor are continuing at a very slow pace to build new single-family homes. Dynamark has been building townhouses at Collegiate Acres at a fairly strong pace. Cortpark apartments and Kensington Villas are nearing completion. Dynamark is ready for site plan approval for 105 apartments at Collegiate Acres, however they need to gain approval of a school remediation plan by the City and the County before final sign off can occur. Activity appears to have stalled at Cortland Villas, Cortland Manor, Fairchild Heights, Greenwich Park, Scarlet Hills, and Deerfield Knolls. We have heard from the engineers for the Poplar Square development (plan approved for 204 townhouses) at the end of Linwood Road and it would appear construction activity may resume at that project. Late last year, we heard from Ken Jordan's people that they would be submitting a development plan for New Haven (376 unit project at the end of Haven Road) in the very near future, but we have not seen anything yet.
5. **Civil War Plaques:** Public Works crews installed the first 12 plaques in our interpretive plaque program this week. Plaques can be seen at City Hall, the old Junior Fire Company firehouse, N. Potomac Parking Garage, Public Square, Duffy's, St. John's Lutheran Church, USM (on the side in the park), the County building across from USM, Susquehanna Bank, Circuit Courthouse, the Rochester Parking Lot, and Zion Reformed Church. Steve Bockmiller is working on the text and graphics for the 15 plaques in phase two of our plaques program, and we hope to have them installed in the June time frame.
6. **Elizabeth Hager Center Mural Replacement:** Staff is still waiting on some final estimates on the billboard alternative raised by City Council. Sign Here has been following the City project in the newspaper and they approached us this week with suggested design alternatives for the historic photograph idea. We'll be back to discuss with the Mayor and City Council, when our research is finished on the alternatives raised by City Council. As was mentioned last week, we received a \$1,000 grant from the *Heart of the Civil War Heritage Area* to assist with the photograph idea, if the Mayor and City Council decide to move forward with that alternative.

RECREATION DEPARTMENT

1. **Fairgrounds Park**
 - Community yard sale Saturday April 11th from 7 a.m. to 2 p.m.
 - March of Dimes, March for Babies walk Saturday April 25th from 9 a.m. to noon.
2. **Market**
 - Our new vendors have moved in comfortably and feel right at home in the Market. Fresh vegetables and fresh cut flowers are returning; plenty of Spring aromas in the air. Looking forward to this weekend Cookie Contest, hopefully there will be lots of participation from the vendors and customers.
 - Two new vendor applications mailed out this week
3. **Hager House**
 - Tours: A group of 70 students from North High booked tours for the first day of German Easter. Hager House will also provide an abbreviated tour the same day to a group of visiting students from our sister city Wesel, Germany. Staff also provided a brief tour to a travel writer visiting from Washington DC.
 - Hager House Programs & Events: Staff put the finishing touches on the German Easter program to begin next week. Also much effort was put forth this week to complete the Winter season cosmetic upgrade projects.
 - Railroad Museum at City Park: With the return of warmer weather staff and a group of volunteers began the caboose cosmetic restoration project this week. Additionally staff started preparations for next months opening of visitation and continued planning for possible new exhibits to be presented this season.
 - Maintenance: Aside from the cosmetic touchups staff began the tilling of the gardens in preparation for the Spring plantings as well as clearing debris from the stream flowing from the Hager House.

UTILITIES DEPARTMENT

ELECTRIC DIVISION

1. **Problem Areas.** Recent call outs included:
 - Sun. 3/29 - Dual Highway & Eastern Boulevard. Lines sparking; found A.P. pole and wires on fire. Allegheny Power informed of problem. Time Out: 19.5-20.7
 - Mon. 3/30 - 225 Wakefield Road. Total outage; found tripped breaker inside apartment. (Charge). Time Out: 21.3-21.6.
 - Tue. 3/31 - 4 North Mulberry Street. Total outage; found main breaker tripped. (Charge). Time Out: 16.0-16.5
 - Street Light Patrol (various locations). Time Out: 20.0-22.5
2. **Distribution.** Recent activity included:
 - Metering Department received two high bill complaints this week. Upon testing, found meters met Public Service Commission requirements.
 - The eighth week of Spanish classes have been completed.
 - Old communication cable is still being removed.
 - Line crews continue trimming trees in various residential locations.
 - Line maintenance work continues in various areas.
 - Jones Substation maintenance and feeder inspection also continues.

Lamps Replaced	New Fixtures Added	Changeouts	Fixtures Removed
3	0	0	0

3. **Engineering** (Staff worked on the following projects):
 - The Staff Engineer and the Electrical Engineer met with the Assistant City Engineer to review and discuss plans for the addition of a sidewalk on the south end of Eastern Boulevard from Conrad Court to the intersection with Dual Highway. It was determined a few of HLD's streetlight poles will need to be relocated to accommodate the sidewalk installation.

- The Electrical Engineer and Staff Engineer attended a series of GIS Strategy meetings with the rest of the City GIS team to interview selected consultants that respond to the City's bid request for the preparation of a City wide GIS Strategic Plan.

4. Administration

- Staff have been participating in MD PSC Case No. 9175 that deals with customer arrearages, collection and termination practices in relation to the unusual number of high bill complaints as a result of the colder winter weather. A working group was convened between the utilities, the MD Public Service Commission (PSC), Office of People's Council, interested third parties and the City of Baltimore. A report was produced on April 1 and a hearing will be held on April 7th.
- Staff continues to refine the work order process in the new MUNIS software system.

WATER DIVISION

Plant Flows - System Demand (MGD)

<u>Date</u>	<u>Willson</u>	<u>Breichner</u>	<u>Total</u>
03/26/09	10.48		10.48
03/27/09	10.68		10.68
03/28/09	10.41		10.41
03/29/09	10.14		10.14
03/30/09	10.91		10.91
03/31/09	10.80		10.80
04/01/09	10.44		10.44
Average			10.55

- The flows for this week are estimated due to a faulty flow meter on the west transmission main (scheduled for replacement within the next two weeks).

Water Production at RC Willson

- Willson continues to operate well; water temperature is currently 54 degrees.
- The instrumentation crew has been working on renovation of the enunciation panel at Willson; this is a large project that will be ongoing for the next few weeks. They have also completed the installation of a new stainless steel shaft on the 30" influent valve at Willson.
- The maintenance crew has been performing routine PMs. They have also been assisting the instrumentation crew in their projects.

Water Production at Breichner

- The Edgemont Reservoir is currently at -4.0', the bypass is open 7 turns, and the hydrant is closed. The Breichner Plant was not operated last week.

Water Distribution

- This past week crews worked on Stuart Dr. installing the new 6" water lines. The project is approximately 75% complete. Crews continue to perform customer service related duties throughout the system and work on meter settings, meter reading and meter exchanges. We also have installed the temporary pipe on Jonathan St. and are preparing to start installing water lines next week.

Laboratory

- Quotes from printers to print this year's Consumer Confidence Report are being acquired.
- A temporary line put in place while work is being done on Jonathan Street was tested and found ok for use.
- New forms for reporting routine monthly bacteriological potable water testing, based on MDE revisions, were developed and put into use.

Engineering

Reviews:

Site Plan	1
Final Plat	1
Simplified Plat	1
Building Permits	3

- Staff attended interviews of GIS consultant candidates.
- Staff met with the City chief code official on the proposed one day building permit process.
- Staff met with a representative of Lowe's regarding a water/wastewater allocation fee increase resulting from forest stand maintenance.

WASTEWATER DIVISION

Wastewater Treatment Plant at Frederick Street

Date	Flow (mgd)	Rainfall (inches)
Wednesday, March 25, 2009	5.11	0.00
Thursday, March 26, 2009	5.35	0.26
Friday, March 27, 2009	5.26	0.12
Saturday, March 28, 2009	5.91	0.33
Sunday, March 29, 2009	5.83	0.16
Monday, March 30, 2009	5.84	0.00
Tuesday, March 31, 2009	5.57	0.00
Weekly Average/Total	5.55	0.87
Monthly Average/Total	5.23	0.24
Yearly Average/Total	5.92	2.32

- Maintenance traced out wiring in the MCC panel on the east wall of the BNR Building for the up coming shut down to replace the MCC.
- Joe O'Conner from OCC was in to map out the fiber optic network for the SCADA System in preparation of switching from Modbus + to Ethernet.
- Atlas Copco was in and performed scheduled maintenance on the Instrument Air Compressor and dryer in the O2/O3 building. They also repaired O2 Compressor # 1. Unit in service 3/31/09. (See report of March 10, 2009).
- Miller Anderson working on the lab drain in the effluent pump room all week.

Activity	Districts	Linear Feet of Main	Feet of Lateral	# of Lateral Inspections
Closed Circuit TV Inspections	1	1377	466	27
Flushing	1, 17	6374		
Point Repairs		# of Repairs	Reason	LF of Repairs
Main Line Only	5	1	roots	16

Collection System Maintenance Task

Pump Stations:

Station #6 mechanical seal failed, pulled pump and ordered parts

Grinder Pumps:

1648 & 1650 Kensington replaced pump core.

Other:

Crew members are cleaning the vehicles and the building.

WASTEWATER

- New protocol put into question the procedures for sampling for phenolics as part of our permit required Chemical Toxicity Testing. It was questioned whether it would affect the acceptance of our already established study plan and already collected and tested samples. The MDE was contacted and they said the study plan was reviewed and signed off by MDE and they would accept results acquired from the protocol of the study plan.

Administration

- Staff met with City consultant on funding and possible scope adjustments for the City-wide Wastewater Infrastructure Rehabilitation Project.
- Staff attended interviews for GIS consultant candidates.
- Staff met with the City Chief Code Official on the proposed one day building permit process.

Reviews:	City	County
<u>Sewer</u>		
Preliminary Plat	1	
Final Plat	1	
Building Permits	4	
Sewer Permits	1	

**City of Hagerstown Strategic Plan -
Focus on the Quality of Life in Hagerstown**

Respectfully submitted,

Bruce J. Zimmerman
City Administrator