



CITY OF HAGERSTOWN, MARYLAND STATUS & INFORMATION REPORT No. 42

October 17, 2008

To Mayor Bruchey and Members of the City Council:

UPCOMING MEETINGS

❖❖ OCTOBER 2008 ❖❖						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2 8 am Market In The Square	3	4 5 am Fall Festival @ City Market
5	6	7 4 pm Work Session	8	9	10 7 pm Haunted Hager House Tours @ City Park	11 5 am Fall Festival @ City Market 7 am Community Yard Sale @ Fairgrounds Park Stables 1 pm Harvest Hoedown @ Fairgrounds Park 7 pm Haunted Hager House Tours @ City Park
12	13	14 4 pm Work Session	15	16 8 am Harvest Market In The Square	17 7 pm Haunted Hager House Tours @ City Park	18 5 am Fall Festival @ City Market 7 pm Haunted Hager House Tours @ City Park
19	20	21 4 pm Work Session	22	23	24 7 pm Haunted Hager House Tours @ City Park 7 pm Downtown Ghost Tours	25 5 am Fall Festival @ City Market
26 7 pm Haunted Hager House Tours @ City Park	27 7 pm Haunted Hager House Tours @ City Park	28 7 pm Regular Session	29	30 7 pm Witchcraft @ City Park	31 6 pm - 8 pm City Wide Trick- Or-Treat	

COMMUNITY AFFAIRS

1. **HARVEST HOEDOWN.** The Eighth Annual Harvest Hoedown was held last Saturday and approximately 3,000 attended. The 500 free pumpkins and apples were distributed within 50 minutes. We thank all the staff, sponsors and volunteers that helped.
2. **VETERANS TRIP.** A Veterans Trip is planned for October 22, 2008 to take Veterans of WWII to the WWII Memorial in Washington D.C. This trip is free and sponsored by the City of Hagerstown, Washington County, Callas Contractors, Inc., Conservit, Inc., and McDonalds.
3. **DOWNTOWN GHOST TOURS.** Downtown Ghost Tours will take place on Friday, October 24, 2008. All tours begin and end at the Washington County Free Library. Hayride tours are available at 7 p.m., 8 p.m. and 9 p.m. for \$10 per seat. Walking Tours are available at 7 p.m., 7:30 p.m., 8 p.m., and 8:30 p.m.. The cost of the walking tours are \$3 for adults and \$1 for children ages 6-12. Reservations and fee required in advance.
4. **COMMUNICATIONS TO CITIZENS AND VISITORS**
 - Press releases written and distributed to the media: Railroad Celebration; Traffic Advisory for Downtown Live; Western Maryland Blues Fest Seeking Visual Artist Release
 - New to the Planning Department webpages
Applications Forms at http://www.hagerstownmd.org/Plan_Dev/ApplicationForms.asp
Latest Public Hearing information at http://www.hagerstownmd.org/Plan_Dev/PublicHearings.asp
Land Management Code at http://www.hagerstownmd.org/Plan_Dev/LandManagementCode.asp
 - Airing on Channel 6:
 - ~ *Doleman Black Heritage Museum Fundraiser* with Councilmember Alesia Parson-McBean, President Doleman BHM Charles "Sonny" Doleman and Vice-President Jay Kelsh.
 - ~ *Take Flight Press Conference* with Mayor Robert E. Bruchey II, Boardmembers/Chairs Pieter Bickford and Angie Youngblood, Superintendent of WCPS Dr. Elizabeth Morgan, Assistant Superintendent of Secondary Education Donna Hanlin, Principal of Barbara Ingram School for the Arts Michael Thorsen and President/CEO Hagerstown-Washington County CVB Tom Riford

COMMUNITY DEVELOPMENT

1. **Neighborhoods 1st.** Staff presented information on the Neighborhoods 1st program to residents and management at Cortland Apartments this week. There is definite interest in forming a group in this area and another organizational meeting will be scheduled in the near future.

ECONOMIC DEVELOPMENT

1. **Visit From Secretary Skinner.** On October 14th, Secretary Skinner and three of his staff members met with Councilmember Parson-McBean, Mayor Bruchey, Councilmember Brubaker, Debbie Everhart, Bruce Zimmerman, Delegate Donoghue, Senator Munson, Delegate Benson and representatives from Senators Cardin and Mikulski's office, along with City staff to take a tour of the Doleman Black Heritage Museum. A walking tour of Wheaton Park, Clarkson Avenue, Pennsylvania Avenue and the potential site for the Doleman Black History Museum was also taken. A working lunch meeting was then held at the Memorial Recreation Center where discussion was held by the attendees, along with the County Commissioners, on the future and support of the Martin Luther King Center and Memorial Recreation Center.
2. **MEDA Fall Conference.** Debbie Everhart attended the MEDA Fall Conference on October 17th held at Rocky Gap.

ENGINEERING & CODE ADMINISTRATION

1. **Code Administration**

Court cases this week:

 - The Pedro Gomez case for chipping/peeling paint and failure to install guardrail at 346 North Mulberry Street was put on the Stet docket and nolle pros, respectively.
 - In the Patricia Bishop case for grass/ weed nuisance at 12507 Jubal Court, she was found guilty and fined \$200.
 - In the case against Brian Federline for chipped / peeling paint at 1104 Oak Hill Avenue, it was placed on the Stet docket and the case for missing guardrails was NP

Abatements:

 - High grass at 1807 Winston Drive

2. **Eastern Boulevard Reconstruction** The contractor has moved to the center section and we expect them to place median curbs by next week (these are all tinted terra cotta-color). On Saturday the milling machine tipped over, but no one was hurt, except the machine suffered minor damage. In an effort to improve traffic flow during construction, we have asked Public Works to adjust the signal timing at Conrad Court.
3. **Alley 3-38 Reconstruction** Contractor started work on October 1, 2008. To-date they have poured about half of the concrete alley mat. We rented private parking nearby for residents to use during the project. The contractor uncovered and broke several old vitrified clay pipes, which the Sewer Department assisted us greatly by smoke testing. All pipes appear to be abandoned, so we plugged them, but ran a new pipe across the alley just in case we have to reconnect them in future.
4. **Hellane Park Parking Lot Reconstruction** Concrete curb and sidewalk is complete, as is the aggregate base and stormwater system. The contractor plans on placing the asphalt surface this week and next. Landscaping is expected next week.
5. **Madison Avenue Parking Lot** Held Preconstruction meeting with Huntzberry Brothers. They will start work on either October 20th or 27th. We will deliver letters to residents.

FIRE DEPARTMENT

1. **New Utility** - Our new utility vehicle was delivered late last week. The 2008 Ford F-350 pick up truck with special made utility body was made by Foutz Brothers Fire Equipment in Smyrna, Georgia. We had planned on sending four people to the factory in a city vehicle to pick up and bring back the utility which would've resulted in the cost of gas, food and lodging. One of our firefighters, Steve Mitchell, who delivers fire apparatus as a second job had just made a drop off in Georgia and offered to bring back our utility. His willingness to do that saved HFD time and money. We hope to get the new Utility 3 in service as soon as possible as the current one is ready for retirement.
2. **Exhaust Systems** - All our fire stations and headquarters now have filtration systems installed that allow us to meet or exceed federal, OSHA and NFPA standards for air quality. You'll recall we had received a Department of Homeland Security Grant in the amount of \$146,781 to purchase and install the systems. This is another step in the department's commitment to firefighter health and safety.

INFORMATION TECHNOLOGY

1. **MUNIS PHASE 1A IMPLEMENTATION:** The week of October 13 found over 35 staff begin their training on Requisitions Processing and Grant/Project Accounting using the MUNIS system. MUNIS staff were on-site to do the training, as well as continue to work on the final touches to reports, security, and system integration with our FINSYS HP3000 software. Training continues the week of October 20 with instruction on Invoice Entry, with the last round of training on Journal Entry the week of October 27. We will continue to work with MUNIS implementators through the end of the month on fine-tuning the system in preparation for our production date for General Journal, Requisitions and Purchase Order entry and Invoice Processing of Nov. 3.
2. **NOVELL TO MICROSOFT MIGRATION:** IT Staff have migrated 77% of the 200 PC's in the City to the new Microsoft environment over the past 2 weeks, including the installation of Microsoft Outlook onto City PC's. We hope to finish the PC installations the week of October 20, allowing us to move everyone from Groupwise to Microsoft Outlook the week of October 27. We have taken extra time in the workstation migrations to ensure that all staff have been able to work without error following some issues encountered when the first group of machines migrated. IT thanks staff for their patience, and feel that the new functionality in our email system will be worth the wait.

PARKS DEPARTMENT

1. **End of Park Season** - Since the end of the park season is nearing, our seasonal grounds maintenance employees and Park Attendants will be laid off effective October 19. Although our park season is "officially" over, people visit our parks year-round.
2. **Fairgrounds Park Entrance Building/Gatehouse** - The siding on the exterior of the building is now complete; we are now painting the trim.
3. **Hagerstown Greens at Hamilton Run** - We continue to remove deadwood and elevate trees throughout the course.

4. **Landscaping** - Landscaping continues with planting of numerous trees and shrubs at City Park, Municipal Stadium and Staley Park.

PLANNING DEPARTMENT

1. **Zoning Certificates Issued For New Businesses:**
 - 100 Charles Street - Habitat for Humanity of Washington County - office and warehouse use with accessory retail sales of building supplies.
 - 1732 Dual Highway - Brothers Pizza Express - take-out and delivery pizza shop.
2. **New Development Cases:**
 - 200 North Mulberry Street and 206-208 East Avenue - Ricker - simplified plat.
3. **Board of Zoning Appeals:** The BZA heard the following cases on October 15:
 - 1221 Lindsay Lane - Raul Gallego, t/a Gallego Strasma Wines - granted a special exception for a home office for a wine importing business.
 - 1302 Woodland Way - Bridgett Jones Smith, t/a Abrakadoodle, 1302 Woodland Way - granted a special exception for a home office for an arts education business.
 - 1069 Virginia Avenue - Loyal Order of Moose Lodge #2435, t/a Antietam Moose - denied a special exception for a social organization.
 - 542 Salem Avenue - Luis A. Vega Peres - granted a special exception for a home office for a residential and commercial cleaning business, with the conditions that no employees or customers visit the residence and that no additional commercial vehicles are acquired for the business.
4. **Planning Commission:** The Planning Commission will review the following cases on October 22:
 - Public Review Meeting: Text Amendments for Downtown Mixed-Use District; Neighborhood Mixed-Use District; and Industrial Mixed-Use District.
 - Public Review Meeting: Comprehensive Rezoning - Phase I.
 - Public Review Meeting: Almshouse Landmark Designation.
 - Kirkpatrick Rezoning - recommendation to Mayor and Council.
 - House Bill 1141 - discussion about joint meeting with Washington County Planning Commission.
 - Quitclaim Request for a portion of Alley #1-6.
5. **Historic District Commission:** The HDC will review the following cases on October 23:
 - Twelve applications for Civil War Trails Markers at various locations in the downtown.
 - 131 South Prospect Street - Jennifer Fettig - fences and gates.
 - 715 Potomac Avenue - Victor Campbell - replace front window.
 - 125 West Washington Street - Juanita Gray - lighting.
6. **Comprehensive Rezoning:** In addition to complying with the usual advertisement requirement, staff sent out 146 letters to affected properties owners in the Phase I comprehensive rezoning effort. Phase I covers the downtown and the area south to Wilson Boulevard. We have fielded approximately 20 phone calls in response to that mailing. We have posted the public hearing materials on the City web page under Planning. We sent an email to developers and engineers. We will make a brief presentation at the Neighborhoods 1st network meeting on October 20th. The Planning Commission's public hearing is October 22, 2008 at 7:00 p.m. in the Council Chamber.
7. **Tour for Prospective Investors:** On October 15th, staff provided a tour for two consultants of possible sites for mixed-use redevelopment projects downtown. The area around the hospital was of interest as was the old MVA yard area at Franklin and Cannon. The consultants represent a number of investors looking to do a fairly large scale mixed-use project in Hagerstown, either adaptive reuse or new construction. The consultants were impressed that City staff would go with the developers to a County Commissioners meeting to advocate for APFO approval of an important revitalization project.
8. **Library Expansion Meeting:** Staff met with members of the Library board and staff on October 15th to discuss alternative parking solutions for the expansion. The library appreciates our assistance with this issue and hopes that, regardless of the acquisition and demolition costs, the City will invest \$1.5 million in the library expansion project - as included in the City's CIP.
9. **Community Legacy Grant:** Stuart Bass, Comprehensive Planner, attended the required Community Legacy Grant workshop in Baltimore on October 8th. Grant submissions are due on October 29th.

PUBLIC WORKS

1. **Sidewalk Reconstruction:** Staff continues to work on sidewalk reconstruction throughout the city. Work is currently being completed on Baltimore Street and Guilford Avenue.
2. **Road Reconstruction:** HPD requested assistance with the reconstruction of the gravel access road to their shooting range. Summer rains had eroded the road making it difficult to get cars in and out of the facility. Work was completed over a three day period.
3. **Bridge Painting:** The handrails, metal arch and decorative railings on the dry bridge over Antietam Street (the bridge is on South Prospect Street) were given a new coat of paint recently. The existing paint was faded and minor rust spots had formed. The areas were cleaned and new paint applied.
4. **New Handrail:** A section of handrail at the bottom of the Prospect Street bridge steps had rusted at its base and needed repaired. Staff at CMG was asked to make the repair weld. Instead, staff built a new section of railing since the existing handrail was in such bad shape. The rail was installed in time for the new paint job on all the railings.
5. **Electric Service Upgrade:** Staff installed new electrical service to the Information Technology Department. Over the years more equipment was installed, but the power sources had not kept pace. More and more extension cords and power strips were simply added. A new transformer was installed as well as receptacles for use on computer and main frame equipment only. Other receptacles were configured for general office use such as lamps, calculators, and air conditioners. The power source to the computer equipment is now separate and protected from accidental cutoff within the building. The upgrade should serve the department for many years into the future.

RECREATION DEPARTMENT

1. **MARKET**
 - Two new vendor applications mailed out this week.
 - Lou Scally will be broadcasting live from the market from 8:30 a.m. to 10 a.m., Saturday October 18th.
 - October 18th - Haunted Happenings at the Market from 10 a.m. to 12 noon.
 - October 25th - Trick-or-Treat at Market from 10 a.m. to 1 p.m.
2. **FAIRGROUNDS PARK**
 - October 18th, The Leukemia & Lymphoma Society "Light the Night Walk" from 5 p.m. to 9 p.m.
3. **HAGER HOUSE AND STEAM ENGINE 202 UPDATE**
 - Tours: This week the Hager House welcomes a booked tour from a group called the "Newcomers" - visitors born in other countries.
 - Hager House Programs and Events: Staff spent much time this week putting the finishing touches on the upcoming "Witchcraft" lecture to be held on the 30th at 7:00 pm. Staff is also pleased with the result of the first week of the Haunted Tours with 100 visitors attending. The second weekend is filling up. Work continues on future programs and events.
 - Railroad Museum at City Park: The staff is preparing for the upcoming end of season event. We are pleased by the amount of donations we have received for the prize raffle. Staff is also happy with this year 's attendance showing an increase over last year 's total with a few weeks still to go in the season.

UTILITIES DEPARTMENT

ELECTRIC DIVISION

1. **Problem Areas.** Recent call-outs included:
 - Thu. 10/9 - Various (reconnect for non-payment). Time Out: 17.3-18.3
 - Fri. 10/10 - 210 North Potomac Street. Reconnected service at pole. Time Out: 20.0-20.9
 - Sat. 10/11 - 220 South Potomac Street. Check possible leak in transformer; found transformer to be stable until regular work day, Monday, October 13, 2008, when further inspection will be done on equipment. Time Out: 9.3-9.8

- Sun. 10/12 - 223 Mill Street. Total outage; found squirrel in transformer, replaced (1) 20T fuse and restored service to area. Time Out: 19.3-19.9
- Mon. 10/13 - 633 Summit Avenue. Total outage; replaced (1) 6T fuse. Time Out: 18.2-18.8
- Various (reconnect for non-payment). Time Out: 18.2-19.0
- Tue. 10/14 - Various (reconnect for non-payment). Time Out: 17.4-18.3
- Various (reconnect for non-payment). Time Out: 20.1-20.5
- Wed. 10/15 - Various (reconnect for non-payment). Time Out: 18.1-18.9

2. **Distribution.** Recent activity included:

- HLD Linemen installed lighting for the Alsatia Mummer's Parade. The scheduled date this year is November 1, 2008 beginning at 6 p.m.
- Distribution personnel assisted commercial staff with service disconnects and reconnections.
- Several poles were removed from the East First Street area. Verizon attachments were also removed.
- Tree trimming continues in various residential areas.
- Line maintenance work continues.
- The Metering Department received no high bill complaints this week.

Lamps Replaced	New Fixtures Added	Changeouts	Fixtures Removed
28	2	3	1

3. **Engineering** Staff worked on the following projects:

- The Staff Engineer and the Substation Technician attended a seminar in Baltimore on Monday. This was a free seminar sponsored by TJ/H2B. The Light Department uses TJ/H2B's services to analyze the oil in our equipment. The seminar provided a better understanding of what types of problems could exist in equipment by taking an oil sample and analyzing the contents of dissolved gasses and small particles.
- Brian Shank has been a big help to the Engineers. He has been rummaging through all of the old engineering files and organizing them so that they can be found easily. The previous engineering staff had their own philosophy of organization that has yet to be determined.

WATER DIVISION

Plant Flows - System Demand (MGD)

Date	Willson	Breichner	Total
10/09/08	10.88		10.29
10/10/08	10.72		10.30
10/11/08	10.72		10.11
10/12/08	10.61		10.34
10/13/08	11.07		10.70
10/14/08	10.59		10.35
10/15/08	10.76		10.43
Average			10.76

Water Production at RC Willson

- The Willson Plant continues to operate efficiently.
- The instrumentation crew completed the installation of a "soft-start" on pump #2 at Pump Station #2. They completed the installation of additional data inputs at Pump Station #3. They have also been installing a new flow meter and graphic recorder at Station #2.

Engineering

Reviews:	City	County
Site Plan	1	
Simplified Plat	1	
Building Permits	8	1

WASTEWATER DIVISION

Wastewater Treatment Plant at Frederick Street

Date	Flow (mgd)	Rainfall (inches)
Wednesday, October 8, 2008	5.09	0.00
Thursday, October 9, 2008	5.22	0.00
Friday, October 10, 2008	4.92	0.00
Saturday, October 11, 2008	4.93	0.00
Sunday, October 12, 2008	4.99	0.00
Monday, October 13, 2008	5.15	0.00
Tuesday, October 14, 2008	4.98	0.00
Weekly Average/Total	5.04	0.00
Monthly Average/Total	5.11	0.00
Yearly Average/Total	7.44	35.04

- The Wastewater Treatment Plant continues to operate efficiently; all parameters are within MDE compliance specifications. Plant flows are running at their lowest level of year during the most recent two week period.
- Plant staff continues to look for alternative chemicals for Caustic Soda; Caustic Soda has become very volatile in price over the last several months. We will continue running a trail with Magnesium Hydroxide as an alternative chemical.

Activity	Districts	Linear Feet of Main	Feet of Lateral	# of Later Inspections
Closed Circuit TV Inspections	1, 5	1,271	289	22
Flushing	8, 11	10,680		
Point Repairs		# of Repairs	Reason	Linear Feet of Repair
Main & Lateral	21	1	Roots	9.5
Main & Lateral	8	Jonathan Street	I & I	90
Manholes	8	2 - Jonathan Street	I & I	26.49 VF

- Collection System crews continue working on the sewer pipe replacement of the Jonathan Street Project.

Customer Attention Request

- 1644, 1664, 1666, 1650 Woodlands - replaced grinder pumps
- 1524 & 1532 Kensington – replaced grinder pumps
- 1502 Kensington – pulled grinder pump and cleaned wet well, will install new core once power is restored
- 846 Summit Avenue – replaced wye and lateral
- 11028 Plumwood – top soil, seeded and strawed after repair
- Baltimore Street – smoke tested four location at the request of City Engineering Department

Administration

- Staff will be meeting with Black & Veatch two discuss engineering for two future projects associated with MDE loan and grant funding. These projects are replacement of approximately 1500 feet of wastewater main on Salem Avenue (Winter Street – Burhans Boulevard), the second project is broader based collection system rehabilitation which will include pipe lining, pipe replacement and storm water cross collection disconnect from the wastewater system to reduce I/I. The loan and grant funding require us to be able to proceed to construction on these projects by June 2009.

Reviews:	City	County
<u>Water</u>		
Site Plan	1	
Simplified Plat	1	
Building Permits	7	

Sewer: Inspections for construction sites included Collegiate Acres, Tammany Heights, Rosewood Village and Jonathan Street.

<p align="center">City of Hagerstown Strategic Plan - Focus on the Quality of Life in Hagerstown</p>

Respectfully submitted,

Bruce J. Zimmerman
City Administrator