



# City of Hagerstown, Maryland Status & Information Report No. 5 for 2009

February 6, 2009

To Mayor Bruchey and Members of the City Council:

## UPCOMING MEETINGS

◆◆ FEBRUARY 2009 ◆◆						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 4 pm Work Session	4	5	6	7
8	9	10 4 pm Work Session	11	12	13	14
15	16	17 4 pm Work Session	18	19	20	21
22	23	24 7 pm Regular Session	25	26	27	28

## COMMUNITY AFFAIRS

- CITY FARMER'S MARKET** This week the Market features a "Retro Cookbook Giveaway". Customers must bring in Friday's back page ad to receive a free Market Cookbook. Next week will be the "Sweetheart Cooking Contest" where vendors compete to make sweet treats with chocolate. Samples available after 10:30.
- EVENTS:** July 4th food vendor applications, and Augustoberfest sponsorship packages went out this week.
- STATE OF THE CITY:** The department is beginning to work on the State of the City presentation which will be held on Tuesday, March 3, 2009 at the Maryland Theatre. The event is free to public and is sponsored by the Hagerstown/Washington County Chamber of Commerce and Wright Gardner Insurance.
- SILENT AUCTION/SPONSORSHIP RECEPTION:** A Silent Auction/Sponsorship Reception will be held on Thursday, March 19, 2009 at the Hagerstown Hotel and Conference Center from 7 p.m. to 9 p.m. The event will benefit the Utility Relief Fund. Staff is working with the committee chaired by Donna Spickler on all the details.
- COMMUNICATIONS TO CITIZENS & VISITORS**
  - Airing on Hagerstown Government Television: The 2008 Black History Month Celebration showcasing James Weldon Johnson featuring Councilmember Alesia Parson-McBean and Johnson's poem of The Creation read by William Clarence Marshall III. The 2009 Black History Month Celebration will be created next week.
  - Commercials: Lou Scally Live at the City Farmers Market, Neighborhoods 1st College.
  - City of Hagerstown website: Planning Department - forms and applications can be found at [http://www.hagerstownmd.org/Plan\\_Dev/ApplicationForms.asp](http://www.hagerstownmd.org/Plan_Dev/ApplicationForms.asp)

## COMMUNITY DEVELOPMENT

- Neighborhoods 1<sup>st</sup>.** The Medal of Honor Neighborhoods 1st Group formed this month as the program celebrates its 12th year of existence. This group's neighborhood is located between North Prospect Street to the west, North Potomac Street to the east, Pennsylvania Avenue to the north and Church Street to the south. The group will be meeting the first Thursday of each month, 7:00 PM, at the Memorial Recreation Center.

## ENGINEERING & CODE ADMINISTRATION

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1. **Snow and Ice on Sidewalks** Inspection staff posted 90 properties for not clearing their sidewalks. This past Monday the abatement contractor began clearing those still in violation.
2. **Cramer's Alley** Expect demolition of the Adult Book Store building to start as early as next week and our contract for widening the alley will be advertised Friday.
3. **Downtown Redevelopment Incentives** Staff is working on a plan of new and creative ideas (fee free zone, tax abatements, Code relaxation, etc.) to encourage redevelopment in a defined area in the City center. We plan to research the ideas in detail, meet with developers to get their feedback, and present the plan to Council in April.
4. **Court cases this week:** Doug Britt, owner of 600 North Mulberry Street was found guilty for the following:
  - > Loose and missing concrete, \$200 plus court costs
  - > Maintaining porch, \$350 plus court costs
  - > Chipping and peeling paint, \$350 plus court costs
  - > Fix roof and spouting, \$200 plus court costs
5. **Vacant Structure** 445 Jefferson Street had busted water pipes; the Water Department turned the water off at the meter. Public works spread sand on the sidewalks. The owner was contacted.

## PARKS DEPARTMENT

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1. **Tree Maintenance** – At Fairgrounds Park, we are removing dead walnut trees along the BMX bank.
2. **Municipal Stadium** – Replacing the carpet in the Suns' offices with ceramic tile continues; this project is now 65% complete.
3. **Pangborn Park Restrooms** - Work continues on refurbishing the restrooms at Pangborn Park. We will finish laying the block this week; the next step is to install the exterior doors.
4. **Program Open Space** – Junior Mason is scheduled to give the City's presentation to the Washington County Recreation and Parks Advisory Board meeting on February 5 to request POS funding for the projects listed below, as approved by Mayor & Council on November 25, 2008. Notice of award will be received in June 2009.
  - Funkhouser Park – Barrier Free Play Equipment - \$35,000
  - Hager Park – Barrier Free Play Equipment - \$35,000
  - Pangborn Park – Fountains for Lake - \$15,000
  - City Park – Park Benches and Picnic Tables - \$30,000
  - Golf Course – Netting along #2 Fairway - \$15,000

On August 15, 2008, we requested funding for the first four projects from Community Parks and Playgrounds, however, notice of award will not be received until April 2009. We have been informed that State grant money is going to be tight this year so, since CP&P and POS are both State funded, we suspect that awards will be very minimal.

## PLANNING DEPARTMENT

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1. **Zoning Certificates Issued For New Businesses:**
  - 825 South Potomac Street - Marshall Automotive, Inc. - retails sales of lawn tractors.
2. **Planning Commission:** The Planning Commission will discuss the following on February 11:
  - Summerland Manor Emergency Gate.
  - Commercial District Amendments.
  - Phase Two of Comprehensive Rezoning
  - Wind Generators - Maryland Model Wind Turbine Ordinance.
  - Annexation Update (2008).
3. **Historic District Commission:** The HDC will discuss the following on February 12:
  - 138 North Potomac Street - Dean Martin/Sign Here - sign and grant application.
  - 113 South Potomac Street - Dean Martin/Sign Here - signage.
  - 229 North Potomac Street - Zion Evangelical & Reformed Church/Linda Frakes - demolition.

- 65-67 West Franklin Street - Nader Daneshzadeh - bay windows.
  - Exemption to Certificate of Appropriateness Review Process for Real Estate Signs.
  - HDC Draft Marketing Plan.
  - HDC Information Sheet for Utility Billing Insert.
4. **Bond Bill for Doleman Black Heritage Museum:** Staff assisted Board member Janice Kelsh with the paperwork needed by Senator Munson's office for his bond bill request of \$100,000 for this project.
  5. **Phase Two of Comprehensive Rezoning:** The Planning Commission is wrapping up its review of the phase two of the comprehensive rezoning which encompasses the east side of the city. In conjunction with this phase, staff are working on amendments to the commercial zoning districts. Following Commission review of these recommendations, we hope to schedule the Planning Commission's public hearing on these two items in April.
  6. **Urban Growth Area Rezoning:** Planning Commission member Dennis Miller sits on the County's UGA Rezoning Committee. On Monday, Dennis provided an update on this Committee's work to Planning staff. There are only a handful of discrepancies between the Committee's recommendations and the City Comprehensive Plan's recommendations for areas within the Medium Range Growth Area. Dennis said the Committee hopes to complete its work on the rezoning by the end of February. The next step would be a briefing to the County Commissioners.

## PUBLIC WORKS

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1. **Ice Storm:** A winter storm dumped freezing rain, sleet and rain on the area over a 2 day period starting early on the morning of January 27<sup>th</sup>. The mixture left a layer of ice on streets, sidewalks and alleys. Over 500 tons of salt were used during and after the storm to clear these areas throughout the city. Warmer temperatures have helped remove the ice since the storm.
2. **Grant for Electronic Recycling:** The Maryland Department of the Environment recently informed counties and municipalities of the availability of electronic recycling grants. The City of Hagerstown could be eligible for up to \$25,000 in grant money. Staff has been working with the Washington County Landfill to include some manner of electronics recycling during the spring dumpster program. The money could help pay for the rental of the dumpsters, labor and the landfill fees with regard to the recycling. Staff will be pursuing the grant for the spring dumpster program.
3. **Habitat for Humanity and the Dumpster Program:** Habitat for Humanity will be opening a Habitat ReStore in the area. The store will collect donations of building materials, cabinets, furniture, etc. and resell them with the proceeds going to the local Habitat program to help fund the construction of homes. Habitat has requested to work with our spring dumpster program to find those items they feel could be resold in their store. Their own workforce would load the found items on their trucks. No city staff or equipment would be used. This program would help reduce the city's landfill fees for the dumpster program and reduce the amount of debris going into the landfill. It appears to be a win-win for the city, the environment and for Habitat for Humanity.

## RECREATION DEPARTMENT

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1. **HAGER HOUSE PROGRAMS AND EVENTS**
  - **House Structure:** Staff consulted with structural engineers this week to determine locations of crack monitors to be installed in the Hager House to better monitor structural movement. These monitors should be in place by the end of the week.
  - **Hager House Programs and Events:** Staff worked on creating and mailing an invitation to potential French and Indian Era living history demonstrators in an effort to increase their presence at our special events. Staff prepared a presentation we have been invited to present at Wilson college next Thursday evening. Staff also worked on the CIP and budget for next fiscal year.

## UTILITIES DEPARTMENT

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### ELECTRIC DIVISION

1. **Problem Areas.** Recent call outs included:  
Sun. 2/1 - 46 East Irvin Avenue. Miss Utility locate; locate and marked underground for Water Department personnel. Time Out: 8.7-10.0

- 500 East Franklin Street. Check orange wire on ground; found wire to be orange marker for helicopter. Repair work will continue in this area during regular working hours, Monday, February 2, 2009. Time Out: 11.4-11.7
- Tue. 2/3 - Street Light Patrol (various locations). Time Out: 17.8-20.5
- Wed. 2/4- 300 block West Washington Street (accident). Check damage to light pole; damaged pole removed and returned to shop. Light will be replaced during regular work day, Wednesday, February 4, 2009 (HPD report to follow). Time Out: 2.3-3.1

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

- Jones Substation regulators have been repaired and are in operation.
- Jones Substation maintenance and feeder inspection continues.
- Metering Department received three high bill complaints this week. Upon testing, found all meters to meet Public Service Commission requirements.
- Line maintenance work continues in various locations.
- Tree trimming continues in various residential areas.

Lamps Replaced	New Fixtures Added	Changeouts	Fixtures Removed
14	0	4	0

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

- The contractor for the Barbara Ingram School For The Arts started preparation for the transformer vault installation in the rear of the building. Representatives from the Light Department met with them on Monday to answer questions before installation. The Light Department will be involved with all inspections as installation progresses.
- The Electrical Engineer completed the technical specifications for the fiber optic cable that will be purchased to install SCADA communication between our substations.
- Several new electric service designs, existing electric service relocations, and existing electric service upgrades have been completed.

**WATER DIVISION**

**Plant Flows - System Demand (MGD)**

Date	<u>Willson</u>	<u>Breichner</u>	<u>Total</u>
01/29/09	10.72		10.72
01/30/09	11.01		11.01
01/31/09	11.38		11.38
02/01/09	11.53		11.53
02/02/09	11.90		11.90
02/03/09	11.32		11.32
02/04/09	11.24		11.24
Average			11.30

The flows for this week are estimated due to a faulty flow meter on the west transmission main.

**Water Production at RC Willson**

- Willson continues to operate well; water temperature is currently 36 degrees. Operators continue breaking ice on the basins and keeping the intake clear of ice.
- The maintenance and instrumentation crews have been working on improvements to the Breichner Plant. Maintenance, instrumentation and SCADA issues are being addressed.
- The instrumentation crew has been working on the PLC relocation at Pump Station #4. They have also started the installation of a new chlorine analyzer on the point of entry at Willson.

**Water Production at Breichner**

- The Edgemont Reservoir is currently at -7.5', the bypass and hydrant are closed. The Breichner Plant was run two days this week in an effort to make the repairs stated above.

**Water Distribution**

- This past week crews worked throughout the system performing a variety of customer service duties. The large meter repair program continues to go well and we are installing new radio read meters and checking fire line accounts. With the weather conditions, the Tammany Manor Drive main replacement job has been a little slow but we installed about 100' of pipe this past week and are planning on working there next week. We repaired several leaks during the week including one on Larch Avenue and one on East Irvin Avenue. We have also responded to several more service calls for either frozen lines or busted pipes.

**Laboratory**

- Quarterly UCMR2 (Unregulated Contaminant Monitoring Regulation 2) samples were collected. This is the last quarter of testing.
- Annual nitrate samples were collected for analysis.
- Sampling materials were ordered from Analytical Laboratory Services for quarterly USEPA THM-HAA testing on our potable water.

**Engineering**

- Staff met with the County project engineer on reconfiguration of the water service in conjunction with the County Detention Center expansion.
- Staff attended the Jonathan Street Streetscape pre-bid meeting.
- Staff collaborated with Engineering, Planning and Information Technology departments on the GIS RFP.
- Staff observed a private hydrant flow test for a sprinkler company on a commercial development under construction.

**WASTEWATER DIVISION**

**Wastewater Treatment Plant at Frederick Street**

Date	Flow (mgd)	Rainfall (inches)
Wednesday, January 28, 2009	6.31	0.41
Thursday, January 29, 2009	6.38	0.00
Friday, January 30, 2009	6.14	0.00
Saturday, January 31, 2009	6.07	0.00
Sunday, February 1, 2009	6.22	0.00
Monday, February 2, 2009	6.32	0.02
Tuesday, February 3, 2009	6.29	0.00
Weekly Average/Total	6.25	0.43
Monthly Average/Total	6.28	0.02
Yearly Average/Total	6.60	1.70

- The Wastewater Treatment Plant continues to operate efficiently; all parameters are within MDE compliance specifications.

Activity	Districts	Linear Feet of Main	Feet of Lateral	# of Lateral Inspections
Closed Circuit TV Inspections	4,11	414	14	1

**Customer Service Calls**

1. 11138 Eastwood Drive – replaced grinder pump pigtails
2. Posted Summit Avenue for upcoming repairs

**Laboratory**

- A loaner replacement was received to replace our ailing Lachat autosampler. Our sampler was shipped to the manufacturer for repairs.
- The lab's muffle furnace, for testing volatile solids, overheated dangerously. The unit was old and not worth repairing so a new replacement unit was ordered.

**Administration**

- Operating & Maintenance Budgets forwarded to Finance
- Staff attended State of the County Address
- Staff met with a County project engineer on Wastewater Division requirements for the County Detention Center Expansion.
- Staff attended the Jonathan Street Streetscape project Pre-bid Meeting.
- Staff met with the Engineering, Planning and Information Technology Departments on the GIS RFP.
- Staff attended the 90% design meeting with the City consultant on the Salem Avenue and City-Wide Sewer Rehabilitation projects.

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

Respectfully submitted,

Bruce J. Zimmerman  
City Administrator