

# City of Hagerstown, Maryland

## Status & Information Report No. 42 for 2016

October 21, 2016

To Mayor Gysberts and Members of the City Council:

### UPCOMING MEETINGS

<b>OCTOBER 2016</b>						
<i>* For additional information and a complete list of City events, please visit our Calendar of Events on the City's website at <a href="http://www.hagerstownmd.org/calendar.aspx">http://www.hagerstownmd.org/calendar.aspx</a></i>						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4 4pm Work Session	5 4pm Planning Commission Meeting	6	7 7am-4pm Par Fore Pink @ Greens at Hamilton Run	8 7am-2pm Community Yard Sale @ Stables at Fairgrounds Park  1-4pm Harvest Hoedown@ Fairgrounds Park
9	10	11 4pm Work Session	12	13 4:30pm Historic District Commission Meeting	14	15
16	17	18 3:30 pm Executive Session  4 pm Work Session	19 7pm Board of Zoning Appeals Meeting	20	21	22 10am-4pm Tommy 202 Rides @ City Park
23	24	25 7pm Regular Session	26 7pm Planning Commission Meeting	27 4:30pm Historic District Commission Meeting	28	29 11am-1pm Howl-O-Ween Dog Costume Parade@ Fairgrounds Park  6pm Mummies Parade
30	31 6-8pm City-Wide Trick-or-Treat					

### COMMUNITY & ECONOMIC DEVELOPMENT

**Main Street Update:**

- Main Street Hagerstown's Business Relations Work Group met this week and continues to work in their sub teams. These teams are focused on Business Retention, Business Recruitment, Property Investment and Property Marketing.

- Main Street Hagerstown continues to plan and execute Second Saturday events. The November 12 will feature a Veterans theme.
- Staff continue to work with the Downtown Movement to get ready for November's Pop-up Shop events on November 18, 19 and 26.

**Engine Room Art Space Update:**

- Murals by Renzo Velez were installed in our space in September. They will be on our walls until the end of December.
- The current exhibit "Altered Books" features artwork made from books in partnership with the Washington County Free Library. This work will be on display until October 29th.
- Furniture by Chisel and Anvil, owned by NoPo resident Clayton Layman, has been installed in the gallery.
- Announced a "Call for Artist Vendors" for the 2nd Annual Pocket Market, which will be held November 18th, 19th and 26th in conjunction with Downtown Movement's Pop-Up Shops. For more information visit this link: <http://www.engineeroomartspace.com/single-post/2016/09/22/2nd-Annual-Pocket-Market>

**Events:**

- *Wind Down Fridays:* The final Wind Down Friday will be October 21. The Freaky Friday theme will feature entertainment by Slackwater 4. Washington County Arts Council is coordinating a juried Art Market as part of this Wind Down.
- *City Center Ghost Tours:* City Center Ghost Tours will be held on October 28 beginning at 7 p.m. Reservations and admission for both walking tours and hay ride tours are required. Tours leave from the Potomac Walk outside of Bulls and Bears Restaurant. Light refreshments provided by Bulls and Bears.
  - o *Hayride Ghost Tour: 7 PM, 8 PM, and 9 PM-* \$6 per seat
  - o *Walking Tours: 7 PM and 8 PM-* Adults: \$3 | Children 6-12: \$1 | Children 5 and under: Free

To make reservations visit: <https://www.eventbrite.com/d/md--hagerstown/hagerstown-city-center-ghost-tour/?crt=regular&sort=best>.

- *91<sup>st</sup> Annual Alsatia Mummies Parade:* The Alsatia Mummies Parade will be held on October 29<sup>th</sup> at 6 p.m. in Hagerstown's City Center. This traditional autumn evening event features local floats, bands, costumed mummies and more! Contact the Alsatia Club at 301.739.2044 for more information or visit [http://www.alsatiaclubinc.com/parade\\_info.html](http://www.alsatiaclubinc.com/parade_info.html)

**FIRE DEPARTMENT**

**Building Fire – Belview Avenue/Park Lane:** HFD responded for a reported building fire in the area of Belview Avenue and Park Lane at 5:38 a.m. on October 20, 2016. Firefighters arrived within a few minutes of the call to find an outbuilding fully involved in fire. The fire destroyed the building; it also damaged overhead cable, phone and power lines. A detached garage across the alley from the fire was also damaged. An on-going investigation into the origin and cause of the fire is being conducted by the Hagerstown City Fire Marshal's office.

## INFORMATION TECHNOLOGY & SUPPORT SERVICES

### COMMUNICATIONS

#### This Week's Headlines and Media Releases:

- Know Before You Vote: Hagerstown Issue on the Ballot
- Traffic Advisory: Wind Down Hagerstown
- E-casts:
  - o Dog Parade, Ghost Tours & More!
  - o BuroBox Invitation
  - o Blues Fest Call for Artists 2016

#### Channel 25:

- Watch the City Newsroom at the top of every hour. This week's news stories include:
  - o October events promotion
  - o Maryland Theatre 100<sup>th</sup> Anniversary video
  - o Hagerstown Cultural Trail video update
  - o Dog Costume Parade commercial
  - o "If I Were Mayor..." video booth responses montage
- In Production:
  - o Binding Interest Arbitration Public Information

#### Websites:

- *City Website:*
  - o About 9,600 users visited [www.hagerstownmd.org](http://www.hagerstownmd.org) for the week of October 10 - October 16, 2016
  - o Top entrances (first page users accessed on the website):

▪ Home page	3,055 users
▪ Utility Billing page	462 users
▪ Calendar	457 users
• Jobs page	255 users
  - o Top Searches:
    - "trick or treat"
    - "trash and recycling"
    - "jobs"
    - "solicitations"
    - "police"

## PARKS & ENGINEERING

### ENGINEERING DIVISION

1. **Alley Reconstruction.** Alley reconstruction is progressing with the fourth alley currently under construction. The fifth and sixth alleys are connected and are scheduled to begin next week with three alleys after that. Design of the Phase 2 alley contract has started and we expect to advertise that contract over the winter.

2. **Engineering**

Traffic issues		
Description	Week of 10/14/16	Year to date
Traffic complaints received	4	143
Work Orders completed	3	93
Traffic counts completed	1	51
Construction Projects		
Description	Week of 10/14/16	Year to date
Projects advertised for bids	1	18
Projects under construction	11	
Projects completed	0	7

**PARKS & RECREATION DIVISION**

1. **Community Art Project.** During our City Park Fall Fest event on September 17<sup>th</sup>, we worked with local artist Judah Claxton to spearhead a community art project. Judah prepared eight wooden panels with a stencil design that children and families painted during the event and the artwork will be installed soon along the Cultural Trail in the triangular island across from Maloos's. We hope to continue this tradition with future events and designate this area as a Community Art area of the trail.



**PLANNING & CODE ADMINISTRATION**

**New Zoning Certificates Issued:**

- 201 Frederick Street – CAM Transmission & Auto Repair.
- 44 North Potomac Street, Suite 204 – Hagerstown Hypnosis Center – guided coaching practice.

**Planning Commission:** The commission will be considering these items on October 26:

- 901 Pope Avenue – Jeffrey Crampton - Public Review Meeting to add uses to previously approved Conversion District.
- Comprehensive Plan Update: Downtown Element.

**Historic District Commission:** The HDC will be reviewing the following cases on October 27:

- 418 North Potomac Street – Bradley, Thomas, & Matthew Close CPAs, LLC - Signage.
- One North Potomac Street – Diamond Homes & Interiors - Sign.
- 15 East Avenue – Sean Bartel – Fence.
- 55-57 South Potomac Street – OMR 55-57 S Potomac LLC – Replace Windows.
- 60 West Washington Street – City of Hagerstown/Amanda Whitmore – Sign.
- 1020 Oak Hill Avenue – Long Fence – Fence.
- 146-148 North Potomac Street – Bob Jones – Fence and Replacement Windows.

**Heritage Tourism:** The Second Edition of the Hagerstown Civil War Walking Tour map has been completed and debuted at the Rose Hill Cemetery 150<sup>th</sup> observance on Thursday, October 13. The original map was completed in 2012 – and the production and printing cost were entirely donated by Rose Hill Cemetery. The second edition includes historical information discovered since the original 2012 printing. For the second edition, the City covered the cost of the graphic designer's revisions, while Rose Hill Cemetery and the Heart of the Civil War Heritage Area combined to provide the printing of 5,000 copies of the new map. The Cemetery Board presented a copy to Governor Hogan at their 150<sup>th</sup> anniversary observance on the 13<sup>th</sup>. Steve Bockmiller was asked to speak about the history of the Cemetery during the event, and he presented a copy of *Washington County in the Civil War* to the Governor. We thank Rose Hill Cemetery for their ongoing support of this project and the Heart of the Civil War Heritage Area for the grant assistance they provided Rose Hill to help make this happen.

**Weekly Activity Report: October 10 – October 14, 2016:**

PERMITS								
TYPE	NUMBER OF NEW APPLICATIONS							NUMBER ISSUED
Building	12	Residential -	5	Commercial -	3	Other -	4	19
Electric	13	Residential -	7	Commercial -	5	Other -	1	13
Plumbing	13	Residential -	11	Commercial -	1	Other -	1	12
Mechanical	13	Residential -	10	Commercial -	3	Other -	0	13
Engineering Dept.	11							9
<b>TOTAL</b>	62		33		12		6	66
<b>Est. Value of Issued Building Permit Projects:</b>				<b>Fiscal Year Totals:</b>				
Residential				\$ 151,320.00				\$ 2,818,698.00
Commercial				\$ 433,275.00				\$ 5,143,381.00
Apartment				\$ 2,500.00				\$ 592,875.00
Sign				\$ 63,450.00				\$ 133,519.00
<b>TOTAL</b>				<b>\$ 650,545.00</b>				<b>\$ 8,688,473.00</b>
<b>Projects of Interest</b>								
- 30 feet by 24 feet addition on rear of property at 52 Wayside Avenue - \$50,000								
- Replace and reface "My Bank" sign at 130 South Edgewood Drive - \$39,000								
- Demolish existing drive-thru and interior vault at Capital One Bank, 12806 Shank Farm Way - \$75,000								
- Install new roof and interior alterations at 125 East Baltimore Street - \$160,000								
- Remove roof and replace with new roof at 761 East Wilson Boulevard - \$105,900								
<b>RENTAL LICENSING PROGRAM YEAR: JULY 1, 2016 – JUNE 30, 2017</b>								
				<b>PROPERTIES</b>		<b>UNITS</b>		
Registrations received week of Sept 26 – Sept 30				3		7		
New applications issued week of Sept 26 – Sept 30				3		3		
Total 2016-2017 registered (includes changes since 5/1/16)				3,318		8,766		
Total still outstanding from May 1 renewal mailing				53		82		
<b>Notes:</b> The 2016-2017 rental license renewals for 9102 units in 3468 properties were mailed on May 2, 2016. A 3 <sup>rd</sup> past due notice with a \$100 late fee was mailed on Sept 6, 2016 to the owners of the 117 properties that remain non-registered.								
<b>PAYMENT</b>								
Weekly payment received		\$ 525						
Weekly adjustment/credits		\$ 0						

INSPECTIONS	
<u>TYPE</u>	<u>NUMBER CONDUCTED</u>
Building	43
Electrical	42
Plumbing	34
Mechanical	12
Safety	55
Neighborhood Vitality	114
Quality of Life	5
Preventive Maintenance	25
Planning & Zoning	18
<b>INSPECTIONS KEY:</b>	
<b><u>Categories of Conditions</u></b>	
Safety	Conditions which are or reasonably present a hazard to occupant or public. <u>Example:</u> No smoke alarms, improper wiring, handrails
Neighborhood Vitality	Conditions which cause or tend to cause diminution to property <u>Example:</u> Weeds, trash, debris, junk vehicles, deterioration of a structure.
Quality of Life	Conditions which negatively impact occupants. <u>Example:</u> Damaged surfaces, damages elements, missing screens
Preventive Maintenance	Conditions which are technical violations and need addressed to prevent deterioration. <u>Example:</u> Mortar deterioration, clogged gutters, minor rotting wood
Planning & Zoning	Conditions which violate Land Management Code requirements (zoning, forest conservation, floodplain, historic district and other requirements) and progress inspections of development projects for site plan compliance. <u>Examples:</u> Uses not permitted in property's zone, construction of new facilities, follow up inspections on open violations.

**POLICE DEPARTMENT**

**STATS:**

Calls for Service:	1,473	Field Interviews:	34
Arrests/Warrants Served:	11	Moving Violations:	58
Domestic Violence Calls:	22	Parking Violations:	176
DUI Arrests:	3	Safety Repair Orders:	1
Reports Filed:	165	Warnings:	59

**REPORTS:**

**10/13/16:** Officer Spigler responded to the parking lot of Home Depot on Garland Groh Boulevard in reference to a female convulsing inside a vehicle. Deputy Marsh also arrived on the scene and found two females in the vehicle and both were unresponsive. Deputy Marsh broke a window out and the females were removed from the vehicle and treated by Community Rescue Service. Three large cans of Electronic Duster were located inside the vehicle and confiscated. Officer Spigler assisted Deputy Marsh with this call. There are no further details.

**10/14/16:** Officers Bartles and Decker were dispatched to Pennsylvania Avenue for a burglary in progress. Upon arrival Officer Bartles saw a male banging on the side door. He was ordered to lie on the ground and he complied. The male further stated he wanted in the residence to sleep for the night. He was highly intoxicated and thought he was at his grandmother's house, which he was not. The side storm door was damaged and was valued at approximately \$100. The male was arrested and transported to Central Booking.

**10/15/16:** Officer Bobetich responded to Washington Avenue for a burglary report. The victim advised that someone had broken into her residence and stole her jewelry box and a 32' Magnavox flat screen television. The stolen property was valued at over \$1,000. There were no witnesses and there are no suspects at this time.

**10/16/16:** Officer Routhier was dispatched to Church of the Brethren located on South Mulberry Street for a reported malicious destruction to vehicles. The victim stated that his vehicle, his wife's vehicle and a neighbor's vehicle had tires stabbed overnight. It should be noted that the victims had permission to park in the church's parking lot due to the alley behind their houses being repaved. No other damage was found to the three vehicles. The victims stated they had no idea who may have done this since they had no problems with the neighbors or the church. No further information is available at this time.

**10/17/16:** Officer M. Anderson responded to the Hagerstown Police Department building for a report of an armed robbery that occurred in the early morning hours. The victim stated that he was in the area of Broadway when two unknown black males pulled up on bicycles. The unknown males approached him and one male placed a black gun to his temple and the other male began to assault him. The males began to search his pockets and the victim resisted and began to fight back. At this time other males arrived on scene to assist the suspects; the victim stopped resisting and the suspects took his wallet and cell phone. No additional details are available.

#### **OTHER NEWS/INFORMATION**

**Congratulations:** Officer Kylee Bricker has been selected as Officer of the Month for September, 2016. Officer Bricker has been employed by the City of Hagerstown for one year and is currently assigned to the Patrol Division.

On September 2, 2016, information was received from the Kittery Police Department in Maine concerning a suicidal female who was believed to be in the Hagerstown area. Detectives from the Kittery Police Department had determined a general area where the female was possibly located. Officer Bricker contacted one of the detectives by telephone and for approximately two hours relayed critical information to the detective in an effort to pinpoint the female's exact location in Hagerstown. Through collaborative efforts with the detective, Officer Bricker was eventually able to locate the distraught female who appeared to be intoxicated and in an altered mental state. The female was subsequently transported to the hospital for treatment. Chief Soucy of the Kittery Police Department wrote a letter commending Officer Bricker for the outstanding work that she performed stating, "Officer Bricker not only took ownership of this call but followed it through to a successful conclusion. On behalf of the men and women of my Department (Kittery Police Department) and this community (Kittery, ME), we would like to extend a heartfelt thank you to one of Hagerstown's Finest."

Because of her actions, Officer Kylee Bricker has been selected as the Hagerstown Police Department Officer of the Month for September 2016. The Hagerstown Police Department is proud to be represented by dedicated officers such as Officer Bricker and congratulates her for a job well done.

## PUBLIC WORKS

### PARKING SYSTEM DATA

		Current Week	Previous Week
Number of Permit Holders	A & E Deck	189	181
	University District Deck	460	460
Number of Patrons Using Decks	A & E Deck	1860	2098
	University District Deck	2044	2134
Sales of Discount Coupons		24	0
Number of Citations Issued	(Includes Warnings)	168	174
Number of Late Payment Notifications		NA	36
Peak Occupancy (%)	A & E Deck	*86% Thu @ Noon	*84% Thur @ 10 PM
	University District Deck	*81% Thu @ Noon	65% Tue @ Noon

\*Governor Hogan Visit to Downtown

### CENTRAL MAINTENANCE GARAGE REPAIR DATA

	Current Week	Previous Week
DCED	0	0
Fire	3	2
Human Resources	0	0
Light	1	2
Parks & Engineering	2	0
Police	10	7
Public Works	8	2
Wastewater	1	0
Water	0	9
Weekly Totals	25	22

## UTILITIES DEPARTMENT

### ELECTRIC DIVISION

#### Problem Areas

- Mon. 10/17 - 212 Rockwillow Avenue- Miss Utility locate- emergency locate for Columbia Gas Company to make emergency repairs. Time Out: 20.2-20.8
- Fri. 10/14 - Franklin Street and Jonathan Street- total outage; contractor hit underground wires while doing construction. Time Out: 2.3-6.0
- Sat. 10/15 - 516 East Wilson Boulevard- lines down; tree contractor pulled service wires from house while doing trimming. Time Out: 10.8-13.0
- Thur. 10/20 - Park Lane and Belview Avenue- fire; response to fire inside gazebo, all HLD facilities were found to be undamaged. Time Out: 5.7-6.4

#### Distribution

- Metering Staff received no high bill complaint this week.

Lamps Replaced	New Fixtures Added	Changeouts	Fixtures Removed
11	0	3	0

## Engineering

- Multiple permit reviews, underground locates, and service upgrade requests have been reviewed and/or completed by engineering staff.
- Engineering and Administrative staff met with the Water Division to discuss SCADA communication solutions.
- The Staff Engineer and Distribution staff met with All Reliable Services Vegetation Management to discuss HLD right of way trimming along, over, and through CSX rail facilities.
- The Staff Engineer hosted a "Student Shadow" from South Hagerstown High School for a portion of the day. This program has been created so students can discover real world working conditions and responsibilities based on their desire to work in a similar field in the future.

## Administration

- The State required Potomac Edison interconnection agreement forms for the energy storage project have been reviewed, edited, and completed. The first installation is in the engineering stages.

### WATER DIVISION

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

<u>Date</u>	<u>Willson</u>	<u>Breichner</u>	<u>Total</u>
10/13/16	11.62		11.62
10/14/16	11.37		11.37
10/15/16	11.16		11.16
10/16/16	11.34		11.34
10/17/16	11.88		11.88
10/18/16	12.01		12.01
10/19/16	12.08		12.08
<i>Average</i>			<i>11.63</i>

#### **Water Production at R. C. Willson**

- Staff continues to work with Hazen and Sawyer on the Tank Mixing and Traveling Screen Replacement Project. The Orchard Hills Tank is off-line for cleaning and inspection. Staff is working with Corrosion Control Corporation to schedule interior and exterior tank painting. The Henson Tank is off-line and is being drained and flushed.
- Operations:
  - Operations were routine this week – staff worked on facility maintenance and routine preventative maintenance.
- Maintenance
  - Staff worked on routine plant maintenance and preventative maintenance on equipment.
  - Work continues on the installation of the ice removal system on the sedimentation basins.
  - Repairs are in progress on the Sulfuric Acid pump.
- Instrumentation
  - RC Willson – Work has been completed on the storm water gate valve stem.
  - Pump Stations – Work continues to winterize the pump stations.
  - Pump Stations – Repairs are being made on the transducer suction and discharge taps.

**Water Production at Breichner/Edgemont Reservoir.** The Reservoir is currently at 0.4 feet (dry level) and the floor is fully vegetated to reduce erosion and sediment transport potential. The final evaluation for improvements is underway and a report will be submitted to Mayor and Council in May 2017.

**Water Distribution.** Distribution crews performed routine customer service work throughout the water service area. Crews also worked on residential meter replacements, restores and routine meter testing. Meter tiles and roadway boxes are being adjusted and replaced throughout the system. Repairs were made to water mains on Marshall Street, Breezewood Drive and Railroad Lane. Crews also repaired water services on Spruce Street and Pope Avenue. Work continues on the Frederick Street water main replacement project.

**Laboratory**

- Collected weekly TOC on Potomac River.
- Collected weekly THM/TOC samples on the Willson Plant.
- Process and regulatory testing was routine for the week.
- Collected distribution system samples for monitoring for nitrification.

**Engineering**

Reviews:	City	County
Site Plans	1	1
Preliminary Plats	-	-
Final Plats	-	1
Building Permits	21	-

- Staff met with consultants and the City Fire Marshall to discuss site plan details for an industrial expansion project.
- Staff met with a consultant to discuss comments regarding a commercial expansion site plan.

**WASTEWATER DIVISION**

**Wastewater Treatment Plant at Frederick Street**

Date	Flow (mgd)	Rainfall (inches)
Wednesday, October 12, 2016	5.52	0.00
Thursday, October 13, 2016	5.58	0.01
Friday, October 14, 2016	5.26	0.00
Saturday, October 15, 2016	5.04	0.01
Sunday, October 16, 2016	5.21	0.00
Monday, October 17, 2016	5.30	0.00
Tuesday, October 18, 2016	5.42	0.00
Weekly – Avg. Flow / Total Rainfall	5.33	0.02
Oct - Avg. Flow/Total Rainfall	5.53	0.46

**Miscellaneous**

- Cleaned UV Bulbs and rotated channels.
- Replaced driveshaft assembly on #2 Grit Classifier.
- Worked with Xylem to fabricate temporary effluent bypass piping.
- Routine maintenance (MP2 Program) and Corrective Work orders.

**Onsite Vendors**

- Atlas Copco: Repaired dew point sensor on #1 BD 150 Dryer.
- Xylem: Fabricate effluent bypass piping.

## Wastewater Collection

### SSES Weekly Progress

Activity	Districts	L. F. main	Feet of lateral	# inspected
CCTV Inspections	15,17	1,486'	702'	34
Flushing	11,14,17	11,160'		

### Collection System Maintenance Task

- Sewer Backup at 1201 West Washington Street, private grinder over flowing.
- Sewer Backup at 1026 East Main Street, problem on the private side.
- Sewer Backup at 1097 Marshall Street, problem on the private side.
- Sewer Backup at 526 East Franklin Street, problem was on the private side and we had previously told owner to repair broken plumbing fixtures in basement. Repairs were not made and the resident called 911 erroneously stating effluent was running in the street. Owner has now repaired plumbing.
- Odor complaint at 23 South Cannon Avenue, no issue found, flushed cleanout at owner's request.
- Cleanout issue at 1016 Valley Brook Drive, found to be a non-issue, called out to confirm cap and stand pipe were not broken.
- Grinder Pump call at 1529 Kensington Drive, replaced grinder.
- Grinder Pump call at 2034 Parkwood Court, reset smart switch.
- Replaced Manhole cover at 11170.
- Installed lateral at 1021 East Main Street.
- Grinder Pump bench work at shop.
- Unit 594; repaired and replaced hydraulic line.
- Exercised emergency generators; discovered issues at Pump Station 3 & Pump Station 5, block heaters ordered.
- Collected Newgate flow data.
- Downloaded flow meter data at Pump Station 28.
- Began set up of new piping system for bypass pumping of WWTP effluent flow to allow cleaning of utility water supply line next week.
- Pulled, cleaned and replaced ARV for Pump Station 23.
- Cleaned out ARV manhole located off Rt. 144, valve scheduled for replacement next week.

**Administration**

Wastewater Division – Customer Call Log Summary 2015/2016							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	1	2	0	1	0	2	6
YTD 2016	41	68	15	1	2	97	224

*\* Other - consist of calls that may be directed to other City Departments or the County Department of Water Quality*

**Engineering**

- Staff met with Wastewater Division staff to discuss scope of work, design details and funding for the Pump Station 6 replacement project.
- Staff met with consultants and the City Fire Marshall to discuss site plan details for an industrial expansion project.

**Wastewater Laboratory**

- Continued Biochemical Oxygen Demand trial using various concentrations of seed and standard.
- Prepared reagents for Lachat operation.
- Process and regulatory testing was routine for the week.



Respectfully submitted,

A handwritten signature in blue ink that reads "Valerie A. Means".

Valerie A. Means  
City Administrator