



# City of Hagerstown, Maryland Status & Information Report No. 6 for 2012

February 10, 2012

To Mayor Bruchey and Members of the City Council:

## UPCOMING MEETINGS

FEBRUARY 2012						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7 4pm Work Session	8	9	10	11
12	13	14 No Meeting	15	16	17	18
19	20 <b>HOLIDAY CITY OFFICES CLOSED</b>	21 4pm Work Session	22	23	24	25
26	27	28 7pm Regular Session	29			

## DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

### BUSINESS & COMMUNITY RELATIONS DIVISION

**EVENTS**

- **Grand Openings.** The next Grand Opening is set for Tuesday, Feb 14 at 10:30 a.m. at Toni Sandridge State Farm. This business is located at 917 Pennsylvania Avenue, and another on Friday, Feb. 17 at 9 a.m. for the Bergman Eye Center.
- **State of the City Address.** The State of the City Address will be held on Tuesday, March 6 at 7:15 a.m. at the Academy Theater.
- **First Call/150<sup>th</sup> Civil War.** The First Call/150<sup>th</sup> Civil War Facebook has been created and information regarding the event and the involvement of re-enactors is the focus for the page at this time.
- **BluesFest.** Planning for the 2012 festival continues. The Main, Logistics, Fundraising and Marketing committees all met this week.

**FUNDRAISING** The event fundraising campaign is underway. Fundraising packets were distributed this week to potential donors.

**CITY MARKET** February 11<sup>th</sup> – Sweetheart’s Baking Contest and Customer Appreciation Day.

## **HAGERSTOWN CITY NEWS**

- Watch the last newsroom stories on air at the top of every hour on Hub City on 6 and online at [www.hagerstownmd.org/citynewsroom.asp](http://www.hagerstownmd.org/citynewsroom.asp)
- Latest Advisories and Releases are available online at [www.hagerstownmd.org/Shared/cityNews.asp](http://www.hagerstownmd.org/Shared/cityNews.asp)
- A listing of the latest events is available online at [www.hagerstownmd.org/shared/calendarOfevents.asp](http://www.hagerstownmd.org/shared/calendarOfevents.asp)
- City of Hagerstown job opportunities are posted online at [www.hagerstownmd.org/Shared/JobOpenings.asp](http://www.hagerstownmd.org/Shared/JobOpenings.asp)
- **WE'RE NEARING 800 "LIKES" ON FACEBOOK!!!**
- Subscribe to **City e-Newsletter** on city homepage.

### **Some of this Week's Headlines and Media Releases:**

- Public Information Meeting: Parking Management Plan
- Trash and Recycling Collection on Presidents Day
- Businesses Can Sponsor Blues Fest
- New State Farm Agency Grand Opening
- More Residents Recycling in 2012!
- Cabin Fever Blues Bash Performer Announced
- Traffic Advisory - Mill Street
- Behind the Badge: Citizen's Police Academy
- Neighbors Helping Neighbors: Snow Angels Program

### **Hub City on 6 (Channel 6)**

- *Valor in the Streets: The Battle of Hagerstown* is scheduled to air Sundays and Wednesdays at 7:00 p.m.
- Watch in the City Newsroom at the top of every hour. This week's news stories include:
  - New State Farm Agency Offers Services Beyond Insurance
  - Coming This Spring: New and Improved Clubhouse
  - Suns Fan Club Rooting for Team to Stay in Hagerstown
  - New Motorcycle Shop Offers "Full Circle" Range of Work
  - Hagerstown Parking Survey
  - Home Heating Safety Tips
  - Hagerstown's Reasons to Recycle
  - Neighbors Helping Neighbors: Snow Angels Program
  - Washington County Library: From Before to After
  - Recycling & Trash Collection Changes

- Recycling & Trash Collection PSA
- Recycling & Trash Collection Zones

**PLANNING & CODE ADMINISTRATION DIVISION**

**Zoning Certificates Issued For New Businesses:**

- 700 Frederick Street - Plush Hair Studio
- 1845 Dual Highway - Western Maryland Outdoor Power - retail sales and service of outdoor power equipment
- 12507 Lava Court - home work station for an internet sales business
- 783 Monet Drive - Pool Boys, LLC - home work station for a pool installation contractor

**New Development Cases:**

- 415 East Wilson Boulevard - Minnich Funeral Home - site plan for a 1,080 square foot addition to crematory

**Planning Commission:** The Planning Commission reviewed the following matters at a workshop on February 8:

- 2004 Florida Avenue, LLC - 1050 Florida Avenue - approved a site plan for a building addition
- 1710 Dual Highway - Sonic - approved a site plan for a new fast food restaurant
- 30 East Memorial Boulevard - Proposed Bester Elementary School - approved the sketch plan for storm water management plan
- Recommended approval to Mayor and Council on LMC text amendment for Multi-Family Development Design Standards. **(M&CC hearing scheduled for February 28<sup>th</sup>.)**
- LMC Amendments - concluded review of first draft of comprehensive package of amendments; a special meeting is scheduled for March 21<sup>st</sup> to review the second draft which will incorporate changes from the review of the first draft.

**Historic District Commission:** The Sub-Committee of staff and HDC members will meet for a second time on February 9<sup>th</sup> to further explore possible zoning text amendments to modify the way significant economic development projects would be handled in the Certificate of Hardship process.

**Enterprise Zone Expansion Study:** Planning staff are investigating the justification for areas to possibly expand the Enterprise Zone boundaries. Of interest are areas affected by the recent comprehensive rezoning and hospital relocation, as well as possible oversights in the original EZ boundary designation. Over the next week, contact will be made with tenants and building owners as we determine the current state of affairs for these properties. Economic Development staff will take the lead on presentation of our findings to the Mayor and City Council in lead up to the public hearing/application process this spring.

**Bailbonds Offices:** Following a meeting with the City Attorney last week, staff will explore possible new zoning strategies to ameliorate the impact of the recent proliferation of bailbonds offices in the Downtown Mixed-use district. Once consensus is reached by staff, we will begin the zoning text amendment process with the Planning Commission.

**Heritage Projects:**

- Heritage Markers Phase 4 - The last markers planned as part of the Civil War Heritage Marker program have been installed. The City received a matching grant for 4 additional markers, and we secured donations from the private sector for the City's share, so these additions to the program came at zero cost to the city other than the time it took Erik Cline's crew to install them. A fifth marker for Bloom Park was added to the order by the City Engineer's office, bringing the total number of markers to 49. The four we receive matching grants for were installed at the Women's Club, the

County Government headquarters, at St. Mary's School, and at the Columbia Bank office just east of the Circuit Courthouse.

Civil War Walking Tour Map - work has begun on the new Civil War map. Patterned on the "Take a Bike Ride" bicycle tour map recently completed by the City, Fleetwood Design has been contracted to prepare a design using information, maps and illustrations provided by staff. All funding for the contract with Fleetwood Design and the initial run of brochures is being funded through a donation from the Rose Hill Cemetery. Other than some staff time coordinating with the designer, will come at no cost to the City.

**Code Administration Weekly Activity Report:** January 30 – February 3, 2012

<b>PERMITS</b>								
<b>TYPE</b>	<b>NUMBER OF NEW APPLICATIONS</b>							<b>NUMBER ISSUED</b>
Building	5	Residential -	1	Commercial -	2	Other -	2	11
Electrical	13	Residential -	1	Commercial -	11	Other -	1	13
Plumbing	5	Residential -	5	Commercial -	0	Other -	0	5
Mechanical	6	Residential -	5	Commercial -	1	Other -	0	6
Engineering Dept.	4							8
<b>TOTAL</b>	33		12		14		3	43
<b>Estimated Value of Weekly Issued Building Permit Projects:</b>						<b>Fiscal Year-To-Date Totals:</b>		
Residential	\$ 52,900.00					\$ 4,539,270.00		
Commercial	\$ 1,079,000.00					\$ 14,219,072.00		
Apartment	\$ 0.00					\$ 171,321.00		
Sign	\$ 12,800.00					\$ 320,765.00		
<b>TOTAL</b>	<b>\$ 1,144,700.00</b>					<b>\$ 19,170,428.00</b>		
Tenant Fit-out for future tenant at 1800 Dual Highway - \$75,000 Construct new gymnasium for Salvation Army at 525 George Street - \$1,000,000								
<b>RENTAL LICENSES</b>								
<b>NUMBER</b>	<b>FACILITIES</b>			<b>UNITS</b>				
Registrations Received	3			3				
New Applications Issued	3			3				
Total Registered Since 7/1/11	3090			8426				
% of Those Invoiced	99.4			99.8				
<b>Notes:</b> The 2011-2012 rental license renewals for 8355 units in 3053 facilities were mailed at the end of June. This represents the percentage of those all applications returned as of 2/3/12.								

<b>PAYMENT</b>	
Total Payments Received	\$ 150
Adjustments	\$ 150
<b>INSPECTIONS</b>	
<u>TYPE</u>	<u>NUMBER CONDUCTED</u>
Building	47
Electrical	47
Plumbing	13
Mechanical	13
Safety	30
Neighborhood Vitality	85
Quality of Life	11
Preventive Maintenance	0
<b>Notes:</b> Please note that exterior inspections of properties registered in the rental licensing program are NOT included in this total. 75% of the exterior rental licensing inspections for this program year are completed.	
<b>INSPECTIONS KEY:</b>	
<b>Categories of Conditions</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

**PARKS & ENGINEERING**

- The Historic City Park Neighborhoods 1<sup>st</sup>:** This group has purchased five ornamental street name sign posts to install on Summit Avenue at intersections with Howard Street, Brown Avenue, Brown Avenue Terrace, Dunn Irvin Drive and West Street. These will be in addition to the three they supplied last year. We marked the locations and contacted the adjacent property owners. Public Works arranged to have City Light dig the holes. Public Works will pour concrete bases and then install the ornamental posts and brackets with street name signs. These posts improve the appearance of the streetscape.

2. **Assisting with Speed Camera Installation:** At the request of Hagerstown Police Department we are preparing drawings of each of the 13 school zones that were recently approved by Mayor & Council. We are coordinating the sign installation on nine City streets with Public Works, and will send the other four drawings to State Highway for the consultant to submit to the State Highway for approval of speed cameras on their roads.
3. **CDBG Projects:** We have prepared HUD paperwork for six CDBG-funded projects and submitted to the State Clearinghouse. If approved by Council and HUD, we expect to advertise these over the next few months. We are in the process of surveying and preparing contract documents for these six projects as well as other projects approved in the CIP budget.
4. **Train "Quiet Zones":** We received notice from the Federal Railroad Administration (FRA) regarding the "Quiet Zone" at the at-grade railroad crossings in the City. The "Quiet Zone" designation means that trains are not supposed to sound their horns/whistles at these crossings unless they encounter a situation that warrants it (i.e. a car stopped on the railroad tracks in front of the approaching train). Every year, FRA reviews the safety records to determine if there have been any accidents at these crossings, and whether or not the City should be allowed to keep its "Quiet Zone" rules; this letter confirms that our crossings still meet the safety requirements, so the Quiet Zone will remain in effect without any further action from the City. Staff is inspecting all the crossings to update the markings and signs in the next few months.

**POLICE DEPARTMENT**

1. **STATS**

Calls for Service:	1,995	CDS Arrest:	7
Criminal Arrest/Warrants:	19	DUI Arrests:	2
Moving Violations:	54	Search Warrants Executed:	0
Safety Repair Orders:	19	Field Interviews:	41
Warnings:	62		

2.

**REPORTS**

- 02/04/12: Officer Decker responded to Frederick Street for a reported burglary. The victim advised when he returned home from work he noticed items missing from his shelf. There were no signs of forced entry into the residence. The victim stated no one else had keys and no one else was in the home at that time. No further information is available.
- 02/05/12: Officer Filges responded to North Mulberry Street for a report of damage to a motor vehicle. The victim advised that both their vehicles had tires flattened over night. It should be noted that approximately 17 separate vehicles in the area of Wayside Avenue, North Mulberry Street and Randolph Avenue had the tires cut. The officer spoke with the victims and neighbors and no one was able to give any information pertaining to a suspect. No further information is available at this time.

3. **OTHER NEWS/INFORMATION**

- Officer of the Month for December. **Officer Scott Leeney** was named the Hagerstown Police Department Officer of the Month for December 2011. Leeney has been with the department for 5 1/2 years and is assigned to the Uniformed Patrol Division. In the early hours of Dec. 30, Officer Leeney responded to a house fire at 471 Mitchell Avenue. He was the first officer on the scene and determined that a person was still inside. Officer Leeney entered the residence, removed the person from the home, and made sure they immediately received first aid.

**PUBLIC WORKS**

1. **Additional Public Trash Cans:** Public Works recently set out 23 new public trash cans thanks to the donation of Sheetz, Inc. The Sheetz Corporation provided \$3,000 to the City to purchase 21 new cans. Neighborhoods 1<sup>st</sup> also provided funding for two additional cans. The new trash receptacles were placed along walk routes around the Sheetz stores on Potomac and Cannon Avenues.

2. **New Office Space:** Work will soon begin on the construction of one new office on the 3<sup>rd</sup> floor of City Hall in the Permits area. Other minor remodeling will occur to provide separated work space for the administrative staff. Work should be completed by early March.
3. **Parking Study Public Meeting:** A public meeting will be held (weather permitting) on Thursday, February 23, 2012 at 7 p.m. in the Council Chamber to discuss the parking study. Preliminary findings will be presented first followed by public input to add to the data. A final report is still on track to be presented to the City in May, 2012.
4. **Army Reserve Update:** Staff will be discussing with the Mayor and Council the next steps in regard to the U.S. Reserve Center on Franklin and Willard Streets. No official word has been received from the U.S. Army as to them relinquishing control of the property as they have implied. The 1956 lease agreement allows the City to terminate the contract in that the U.S. Army has not actively used the site in over one year. The discussion will focus on whether to continue to pursue an answer from the U.S. Army or exercise our right to terminate the lease agreement.

<b>UTILITIES DEPARTMENT</b>
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<b>ELECTRIC DIVISION</b>
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1. **Problem Areas.** Recent call-outs included:
  - Tues. 1/31 - Various locations- (reconnections for non-payment). Time Out: 16.7-17.3
  - Sun. 2/5 - 232 Jefferson Street- partial outage; connectors were replaced at customer's service to correct problem. Time Out: 11.5-12.7
  - Mon. 2/6 - Various locations- (reconnections for non-payment). Time Out: 18.2-19.0
  
2. **Distribution** Recent activity included:
  - Metering Department received no high bill complaints this week.
  - Line crews have started annual feeder inspections for Wesel Substation.
  - Line crews continue trimming trees in various residential locations.
  - Line crews have been assisting the Engineering Staff with re-vamping and other maintenance related to the Carroll Heights Project.
  - Line crews performed various service upgrades and meter installations.
  - Continued with pole inspections and re-tagging throughout the City of Hagerstown.

Lamps Replaced	New Fixtures Added	Changeouts	Fixtures Removed
21	0	4	0

3. **Engineering** Staff worked on the following projects:
  - Staff repaired the SCADA notification via text message process to working condition and investigated its cause.
  - Staff met with a representative involving substation metering that HLD employs on its system to monitor electrical distribution values.
  - Engineering staff attended training related to enhancing and maintaining the Utilities portion of the City's revamped website.

- Engineering reviewed multiple jobs and proposals from firms doing electrical work within the City.
- Staff performed additions and corrections in HLD's electric GIS model.

4. **Administration:**

- HLD is advertising a bid for Substation Transformer Oil Reclamation. This project is planned to take place this spring. Filtering the insulating oil in the substation transformer units, as specified, will renew the quality of the oil and extend the endurance of the transformer.

**WASTEWATER DIVISION**

**Wastewater Treatment Plant at Frederick Street**

Date	Flow (mgd)	Rainfall (inches)
Wednesday, February 01, 2011	8.52	0.00
Thursday, February 02, 2011	8.40	0.00
Friday, February 03, 2011	7.95	0.00
Saturday, February 04, 2011	7.93	0.18
Sunday, February 05, 2012	8.03	0.00
Monday, February 06, 2012	7.86	0.00
Tuesday, February 07, 2012	7.56	0.00
Weekly Average/Total	8.04	0.18
Monthly Average/Total	8.04	0.18
Yearly Average/Total	8.21	2.59

**Wastewater Treatment Plant**

- The WWTP continues to operate within its permitted parameters. January's Monthly Discharge Permit has been submitted to MDE and EPA using the online NetDMR System. There were no permit violations during the month. This is our 46 consecutive month without a permit violation.

**Miscellaneous**

- Reichard Electrical and AR&E pulled the # 2 Nitrified Recycle Pump for inspection, analysis and rebuild.
- Parkson representatives Marianna Novellino and Charlie Springer were at the plant to give a tour to a possible Korean client.
- Charlie Springer from Parkson was contacted regarding removing the Ammonia Cycle from the Chem Scan and reloading the program. We have had a couple of higher than normal readings during the last week.
- Maintenance found a hole in the ENR filter air lift tube and contacted Parkson regarding the warranty. We will be costing out replacement of the air lift piping if needed.
- Maintenance reinstalled primary # 1 pump after AR&E rebuilt the unit.

**Wastewater Collection System**

Activity	Districts	L. F. main	Feet of lateral	# Inspected
CCTV Inspections	1,6,22,24	1,580	N/A	N/A
Flushing	22, 23	12,299	N/A	N/A
<b>Point Repairs</b>		<b># of Repairs</b>	<b>Reason</b>	<b>L.F. of Repairs</b>
Lateral Only	5	1	Roots	14
Main & Lateral	5	1	Deteriorating pipe Roots	70
				<b>V.F. of Repairs</b>
Manholes	1	#01013	Deteriorating Manhole	5

**Collection System Maintenance Task**

- **Pump Station**
  - Chlorinated pump station # 26.
  - Installed new block heater at pump station # 22, along with engine mounting bracket.
  - Cleaned wet wells at stations: 2, 9, 21 and 22.
  
- **CCTV:**
  - Televised lateral at 223/225 West Side Avenue (Public sewer okay).
  - Completed CCTV for Hagerstown Housing Authority on Susan Alley (collapsed pipe).
  - Drilled and tapped CCTV transporter for inserts.
  
- **Miscellaneous:**
  - Complaint on Yorkshire Drive regarding a broken valve box. Water Department contacted.
  - Reported Clean-Out violation at 100 and 110 Cleveland Avenue.
  - Dye tested 300 and 305 Woodpoint Avenue. To determine if the residence is connected to the wastewater system, for Utility Billing. It was determined the residence's were not connected to public wastewater service.
  - Unit 500, 528, 515 and 512 taken to CMG for B maintenance.
  - Exercised all emergency Generators.
  - Downloaded flow data a Newgate and Meritus.

**Administration**

Wastewater Division – Customer Call Log Summary 2012							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	0	0	1	0	0	3	4
YTD	7	3	3	0	1	6	20

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

- Staff attended the regular monthly meeting for the Washington County Watershed Implementation Plan (WIP). A general public meeting is scheduled for February 29, 2012 at 1:00 PM in Hagerstown Community College's Career Programs Building, Classrooms 210 and 212.

**Engineering**

- Staff attended a development review meeting at the County Planning Office.

**Wastewater Laboratory**

- The lab received sampling materials for the biomonitoring and chemical toxicity tests of our wastewater effluent. Blanks have been run through our equipment to test for extraneous contamination and the actual sampling will begin next week.
- Comparative testing has shown a minor adjustment needed in the ChemScan unit's nitrate analysis.
- Regulatory and process sampling and testing have been routine for the week.

**WATER DIVISION**

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

<u>Date</u>	<u>Willson</u>	<u>Breichner</u>	<u>Total</u>
2/1/12	11.68		11.68
2/2/12	11.69		11.69
2/3/12	11.43		11.43
2/4/12	11.35		11.35
2/5/12	11.38		11.38
2/6/12	11.64		11.64
2/7/12	11.66		11.66
2/8/12	11.51		11.51
Average			11.54

**Water Production at RC Willson**

- Operations
  - Performing tests at the stations.
  - Performing routine maintenance.
- Maintenance
  - Performing routine maintenance.
- Instrumentation
  - R. C. Willson - Installing the new network cabinets in the filter room (this is a large job and will take several weeks to complete).

**Water Production at Breichner**

- The Edgemont Reservoir is -6.0'; the hydrant is closed and the bypass is open.

**Water Distribution**

- Distribution crews are working throughout the system performing customer service duties along with meter exchanges. We are continuing to do general service work, replacing meter tiles and installing dual check valves and we completed the main replacement on Marvin Drive. We are now in the process of flow testing and making repairs on the City and County streets scheduled for overlay.

**Laboratory**

- Performance testing samples were analyzed. The results will be sent back to the provider as soon as all of the incubation periods of the analyses are completed.
- The lab collected quarterly THM/HAA samples at our USEPA regulated disinfection byproducts site 1 & 2 locations.

**Engineering**

<u>Reviews:</u>	<u>City</u>	<u>County</u>
Site Plan	1	1
Building Permit	8	

- Staff attended a development review meeting at the County Planning Office.
- Staff met with a contractor regarding a new water service for an industrial redevelopment site.

Respectfully submitted,  
  
 Bruce Zimmerman  
 City Administrator