

CITY OF HAGERSTOWN, MARYLAND

STATUS & INFORMATION REPORT NO. 46 FOR 2019



November 22, 2019

To Mayor Bruchey and Members of the City Council:

UPCOMING MEETINGS

NOVEMBER 2019 <i>For additional information and a complete list of City events, please visit our Calendar of Events on the City's website at http://www.hagerstownmd.org/calendar.aspx</i>						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5 3pm Executive Session 4pm Work Session	6 7:30am Pre-Legislative Forum with Washington County Delegation @ HCC – CPB 11am Meet with Washington County Delegation @ HCC -- CPB	7	8	9
10	HOLIDAY CITY OFFICES CLOSED	12 11:30am Boards & Commissions Appreciation Luncheon 2pm Joint Meeting with Washington County Commissioners @ City Hall Council Chamber 4pm Work Session	13 7pm Hagerstown Planning Commission Meeting	14 4pm Board of Traffic & Parking Meeting 4:30pm Hagerstown Historic District Commission Meeting	15	16
17	18	19 4pm Work Session	20 7pm Board of Zoning Appeals Meeting	21	22	23
24	25	26 7pm Regular Session	27	28	29	30

COMMUNICATIONS DEPARTMENT

This Week's Headlines & Media Releases:

- Hagerstown Firefighters Make a Fitting Donation of Coats for Kids
- Christkindl Markt Events Bringing German Traditions to Williamsport, Hagerstown
- Firefighters Praise Repurposed Station in Downtown Hagerstown
- Meeting Set on Concerns of Residents in Hagerstown's West End
- Hagerstown Crews Working on Water Main Break on Jefferson Boulevard
- New Young Adult Solution Center 'is About Creating Hope'
- MiLB Confirms Hagerstown Suns on Proposed Cut List
- Press Release: N. Cannon Ave.
- Traffic Advisory: North Cannon
- Traffic Advisory: North Potomac Street
- Advisory: Water Main Break
- Advisory: Water Main Break UPDATE

This Week's Video Projects

- Mayor & Council Work Session
- "Council WRap"
- 2020 Hub City 100-Miler :30 Spot Editing
- "Celebrate the Holidays in Hagerstown" :30 Spot Editing

Channel 25 Hub City Now Programming:

- ChristKindl Markt/Holly Fest/Tree Lighting Promo :30 Spot
- Great American Smokeout 2019 Video
- City Park Lighting :30 Spot
- WGP "Act Now" :30 Spot
- Stormwater Program Informational Meeting
- Mayor & City Council Meeting—Thursday at 7pm, Saturday at 9am, and Sunday at 9am & 3pm
- MTA Commuter Connection

City Website:

- www.hagerstownmd.org attracted 8,932 user visits for the week of November 11-17, 2019.
- The most popular top entrances (the first page users accessed on the website):
 - Home Page 2,053
 - Utility Billing Page 937
 - Police Page 189
 - Jobs Page 163
 - Collections-Zones-Schedules Page 158
 - Bids Page 145
 - Firefighters Page 115
 - Trash & Recycling Page 72
 - Dine Downtown Page 66
 - Utilities Page 61
- Top Searches:
 - "True"
 - "Pay bill"
 - "Jobs"
 - "Online bill payment"
 - "Pay a ticket"

DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

Business Development: DCED staff were invited to a Frostburg State University business planning class instructed by Dr. Marty Mattare on Wednesday. The class learned the role of DCED, incentives offered by the City and our community center plan progress.

HYAC: The Hagerstown Youth Advisory Council met on Monday. The group continued their discussion of potential community outreach and projects. The next meeting is scheduled for December 5th at 6 p.m.

Main Street: The Promotions Work Group continues to prepare for Christkindl Markt. Staff attended the recent Business Relations and Clean Safe and Green Work Group meetings.

Celebrating Business: A grand opening and ribbon cutting for The Yarn Shop will be held on Wednesday, December 11th at 3 p.m. The Yarn Shop, located at 98 West Washington Street, is a specialty retail store that brings community together through the fiber arts. The Yarn Shop supports the creative journeys of all generations, genders, and ethnicities, from beginners to experts.

Events: Staff continues to prepare for upcoming events:

- Christkindl Markt: Saturday, November 30th from 10 a.m. to 4 p.m. | Sunday, December 1st from 12-4 p.m. at University Plaza
- Hollyfest: Saturday, November 30th at 1:30 p.m. at The Maryland Theatre
- City Center Tree Lighting: Saturday, November 30th | 4-6 p.m. at Public Square – Hub City Wind & Brass Ensemble, Ryan Smetzer emcee, hot chocolate, popcorn and Santa!

INFORMATION TECHNOLOGY

1. IT continues to upgrade workstations, laptops, and PCs from Windows 7 to Windows 10. As a reminder, **Windows 7 discontinues all support on 1/14/20**, and IT is on track to have all equipment upgraded before the deadline.
2. The City is now archiving its email systems in the cloud! This enhancement not only provides us with unlimited space and retention of old emails, but also stores these important historical and archived emails offsite.
3. Our new VX-Rail infrastructure system is up and running! IT will be migrating most of its current server-based applications and systems onto a virtual system, where we can dynamically adjust processing needs for each application. It will also give us the ability to quickly ramp up any new servers and give us enhanced capabilities for easier and simplified system administration.
4. The City is working with vendor Tolemi to install a new software called **BuildingBlocks** for the Planning and Code Administration team. This software is an all-in-one property, location, and spatial information system that gathers city data from multiple sources (such as MUNIS and GIS) and presents reports in a map-based application. Planners and Code Enforcement employees will be able to quickly pinpoint problem areas or be able to monitor for trends and patterns within the city, based upon the combined data. We are in the process of installing this software now and hope to have it in user testing by the end of December.

PARKS & ENGINEERING DEPARTMENT

ENGINEERING DIVISION

1. **North Cannon Avenue.** North Cannon Avenue was converted to one-way northbound on November 14th. We had Public Works add "One Way" and "Do Not Enter" signs, change the signal green arrows at Jefferson Street and install a VMS board, flags and barricades. We also had our pavement marking contractor add pavement marking arrows on the intersecting streets and asked Police to watch this area for a while as time allows.
2. **Board of Traffic & Parking.** Made two recommendations:
 - Agreed with concept of the Handicap Parking Policy and suggested we proceed to submit to the Mayor & Council. We have asked the City Attorney and Washington County Traffic Advisory Committee to review this again before bringing before the Mayor & Council.

- North Prospect Street at North Avenue: The Board recommended installing a stop sign for southbound traffic Prospect Street at North Avenue to allow adding parking on Prospect Street (even though we informed them this will not meet Federal Highway Administration which warrants for a multi-way stop). Staff are looking into other options.
3. **Safe Routes to School Designs.** We held two field visits with design consultants to complete grant-funded designs for:
 - Flashing radar board and beacons on Maryland, Summit and Northern Avenues.
 - Signal upgrade at Eastern Boulevard and Frederick Street.
 4. **Street Trees.** Street trees have been selected by staff and ordered at the nursery. We have sent contractor a list of locations where sidewalk work will be required before Winter. Staff are finalizing the tree list locations this week by meeting with several residents.
 5. **Engineering Statistics**

Traffic issues		
Description	Week of 11/17//19	Calendar Year 2019 TOTALS
Traffic complaints received	4	148
Work Orders completed	0	118
Traffic counts completed	0	54
Construction Projects		
Description	Week of 11/17/19	Calendar Year 2019 TOTALS
Projects advertised for bids	0	8
RFP's Advertised	0	10
Projects under construction	6	13
Projects completed	0	7

PARKS DIVISION

1. **#HagerstownGivesThanks Community Campaign.** Staff are conducting a social media campaign to celebrate community. We are visiting our program partners, sponsors and City departments with a whiteboard and marker asking "What are you thankful for?" These photos will be posted on Facebook to engage our followers and help strengthen a positive image for our community.
2. **Recreation Programs.**
 - *Cookies & Cocoa with Santa at the Greens at Hamilton Run Golf Course Clubhouse | Sunday, December 1st | 2-4 p.m.*
 - *City Park Lighting | Friday, December 6th | 6-9 p.m.*
 - *The Holiday Ham Drive (flyer attached) will be held Saturday, December 14th. We are looking for ham donations. If you are willing and able to donate a ham, please contact Emily Conrad at 301.739.8577, Extension 170.*
 - *The 2020 Hub City 100 Miler will begin Friday, January 10, 2020.*
3. **City Park Tree Lighting.** To prepare for the new decorations, we are installing anchors in the lake for the Christmas tree.
4. **Hager House.** Staff are preparing for our new Deck the Halls Ornament Making Program (November 23rd) and decorating for German Christmas Tours (December 7th, 8th, 13th, 14th & 15th).

PLANNING & CODE ADMINISTRATION

Historic District Commission: The HDC considered these cases on November 14:

- 72 West Washington Street – UGO, LLC – approved façade repairs as a result of damage to the storefront due to demolition of the Delta Building.
- 1019 Oak Hill Avenue – Robert and Edith Miller – approved replacing the rubber roof on the bay with copper.
- 141 South Potomac Street – St. John’s Lutheran Church – tabled discussion on a proposed LED digital sign.
- 43 South Prospect Street – Ronald G. Ginste – approved a proposal to add a dryer vent on the west façade.
- 63 West Franklin Street – Lloyd Steven Swaine – continued the application for wall lights because the applicant was not present.

Planning Commission: The Planning Commission held a special meeting on Tuesday, November 19, to consider the following items:

- Conducted a public review meeting on the 2019 Land Management Code Text Amendments. Five people were present to provide testimony on the suggested amendments to the Land Management Code and one other person provided comments via email. The record was left open for 10 days for additional written comments.
- Reviewed the Annexation Plan for the proposed I-81/CSX/Halfway Boulevard right-of-way annexation. Commission members voted to recommend the proposed annexation to the Mayor and Council.

Board of Zoning Appeals: The BZA considered one case on November 20. The Board moved to grant an application filed by Franklin R. Turner for a variance to reduce the side setback to allow construction of a fire escape to zero feet at 216 North Cannon Avenue.

246 Eastern Boulevard. Our department received a concern about a foul odor in offices and hallways at 246 Eastern Boulevard. Upon entry into the structure on November 8, Inspector Jason Babb distinctly smelled the evidence of a gas leak. A gas leak detection tool was used and the source of the gas leak was found. Columbia Gas was able to isolate the damaged equipment and HFD ventilated the space for the structure to be safely occupied. The source of the gas leak was a missing cap in a roof top unit and according to the occupants of the structure the smell had been occurring for two years. The work by Inspector Babb not only ensured the safety of the building occupants but also prevented a catastrophic event.

Weekly Activity Report: November 12–15, 2019

PERMITS								
TYPE	NUMBER OF NEW APPLICATIONS							NUMBER ISSUED
Building	10	Residential -	3	Commercial -	6	Other -	1	16
Electric	24	Residential -	11	Commercial -	12	Other -	1	24
Plumbing	10	Residential -	4	Commercial -	6	Other -	0	11
Mechanical	6	Residential -	3	Commercial -	3	Other -	0	7
Engineering Dept.	32							31
TOTAL	82		21		27		2	89
Est. Value of Issued Building Permit Projects:				FY20 Fiscal Year Totals:				
Residential				\$ 289,750.00				\$ 3,468,322.00
Commercial				\$ 193,450.00				\$ 5,047,508.00
Apartment				\$ 4,000.00				\$ 1,124,200.00
Sign				\$ 38,000.00				\$ 219,999.00
TOTAL				\$ 525,200.00				\$ 9,860,329.00

Projects of Interest

- Rebuild and construct new canopies at 324 East Antietam Street - \$50,000
- Construction of columns supporting frame and fabric shade at 535 East Franklin Street - \$50,000
- Construction of single family home at 12507 Chambliss Drive - \$105,000
- Interior alterations on first floor for new tenant at 30 West Washington Street - \$35,000
- Tenant fit-out for Soldierfit at 255 Eastern Boulevard - \$55,000
- Construction of single family home at 17309 Kilpatrick Court - \$105,000

RENTAL LICENSING PROGRAM YEAR: JULY 1, 2018 – JUNE 30, 2019

	PROPERTIES	UNITS
Registrations received week of Nov. 12 – Nov. 15	0	0
New applications issued week of Nov. 12 – Nov. 15	0	0
Total 2019-2020 registered (includes additions and subtractions since 5/2/19)	3,565	9,199
Percentage of rental license renewals that have registered for the 2019-2020 license year	93.4%	95.8%

Notes: The 2019-2020 rental license renewals for 9,609 units in 3,807 properties were mailed on May 3, 2019.

PAYMENT

Weekly payment received	\$ 0
Weekly adjustment/credits	\$ 0

INSPECTIONS

TYPE	NUMBER CONDUCTED
Building	37
Electrical	39
Plumbing	13
Mechanical	8
Safety	19
Neighborhood Vitality	35
Quality of Life	4
Preventive Maintenance	0
Planning & Zoning	1

INSPECTIONS KEY:

Categories of Conditions

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:	1,140	Field Interviews:	8
Arrests/Warrants Served:	16	Moving Violations:	34
Domestic Violence Calls:	25	Safety Repair Orders:	1
DUI Arrests:	3	Warnings:	54
Reports Filed:	126		

REPORTS

11/14/19: Officer Campbell was dispatched to East Washington Street for the report of a disturbance. A caller to the 911 Center stated a male and female were involved in an altercation and the male was in possession of a gun. When the officers arrived on scene, the male ran inside his apartment building and the female attempted to block the door to prevent the officers from gaining entry. The officer observed a knife in the female's waistband which she then threw into the street. The female became aggressive and demanded the officers put their weapons away. Sergeant Plummer was able to successfully handcuff the struggling female. She refused to place her feet inside the cruiser and began kicking the door which resulted in hitting Officer Huff and Sergeant Plummer in the hand. The officers were able to gain entry into the apartment complex and attempted to detain the male for questioning however, he resisted arrest which subsequently resulted in him being tased. The female was charged with Disorderly Conduct, two counts of Assault 2nd Degree. The male was charged with Assault 2nd Degree, Disorderly Conduct, Obstructing and Hindering, and Fail to Obey Lawful Order.

11/15/19: Officer Batistig responded to North Mulberry Street in reference to a theft from the caller's rear garage. The officer made contact with the victim and he stated that someone had broken the heavy duty metal hinge on his garage door and stole several items. He stated he was missing his snow blower and power edger. The victim advised he would search for his serial numbers for the missing items. There were no witnesses and there are no suspects at this time.

11/16/19: Officer St. Clair was in the area of Jonathan Street when he was approached by a female. She advised she was on Church Street carrying her book bag down by her side when a black male came running up next to her and grabbed the bag. The male is described as being approximately 6 feet tall with a thin build. She stated he was wearing a dark blue jacket with a white stripe on it. The book bag was valued at \$20 and contained important cards. The officer advised her to contact her bank and cancel her bank cards. No further details are available at this time.

11/18/19: Officer Vogel was dispatched to Little Elliot Drive for a report of a disturbance. The caller reported that a group of juveniles were threatening her niece. Upon arriving, one of the juvenile females was constantly interrupting the niece when she was trying to explain the situation to the officer. The officer found it necessary to separate the victim from the female juvenile. It was learned that the niece and the juvenile female had issues with one another at school earlier in the day. The juvenile female came to the caller's address in an attempt to fight the niece. When the officer attempted to speak to the juvenile female she refused to provide her name, address, or any information regarding her parents. The officer placed the female under arrest and placed her in the police cruiser, at which time she provided the information the officer asked earlier. The female was transported to her home and released to her mother. No further information is available at this time.

11/19/19: Officer L. Dean responded to Byers Stop and Go for a report of a stolen cell phone. The victim stated he was in the business and placed his phone on the counter as he attempted to get a drink from the soda fountain machine. He paid for his drink and got to his vehicle when he realized he forgot to pick up his phone from the counter. He immediately re-entered the business and went to the counter but his phone was not there. He approached an employee inquiring if a customer had found a cell phone. No phone turned in the phone. The phone is an iPhone 64 GB valued at \$1,000. The phone was placed into NCIC as stolen. The victim was advised to report this theft to his cell phone provider. There are no suspects at this time.

11/20/19: Officers from HPD were conducting a traffic enforcement detail in the area of Dual Highway. Officer Campbell observed a vehicle traveling at a speed greater than reasonable. The officer activated his emergency lights and conducted a traffic stop. Officer Delicati came to assist with the traffic stop. Both officers detected a strong odor of an alcoholic beverage coming from the driver. The driver's eyes were also glassy and his speech was slurred. The driver did consent to the sobriety tests and was subsequently arrested and transported to the HPD Headquarters. The driver was charged with Driving in excess of Reasonable Speed, Driving While Under the Influence of Alcohol, Driving While Impaired and other related charges.

PUBLIC WORKS

CHART NO. 1 – GENERAL PARKING SYSTEM DATA

		Current Week	Previous Week
Number of Permit Holders	A & E Deck	178	178
	University District Deck	398	398
Number of Student Permits	Central, Market, Rochester Lots	28	28
Number of Patrons Using Decks	A & E Deck	1709	1694
	University District Deck	1767	2025
Number of Citations Issued	(Includes Warnings)	233	236
Late Payment Notifications		80	61
Peak Occupancy (%)	A & E Deck	86% Sat @ 6 PM	86% Thu @ 6 PM
Peak Occupancy (%)	University District Deck	65% Tue @ Noon	65% Wed @ 2 PM

CHART NO. 2 – A&E PARKING DECK WEEKLY OCCUPANCY

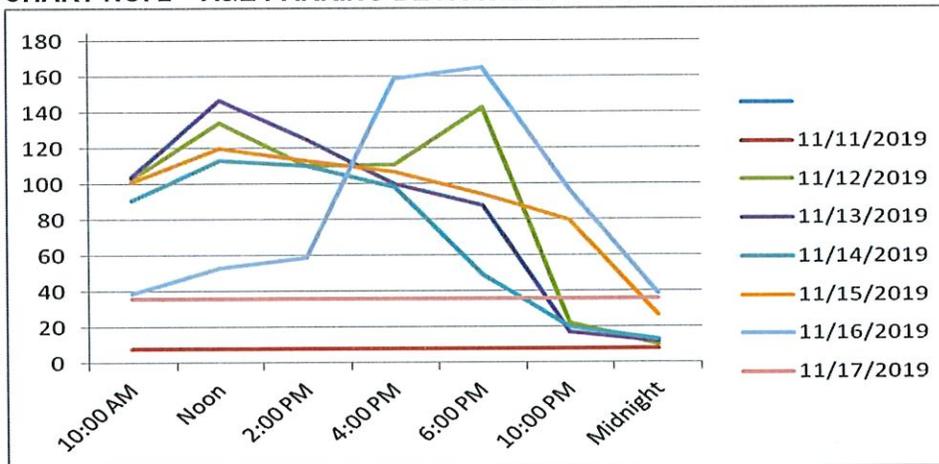
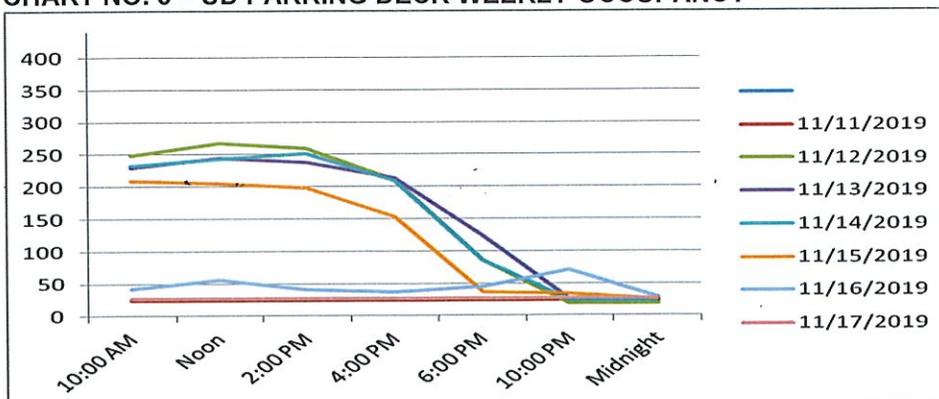


CHART NO. 3 – UD PARKING DECK WEEKLY OCCUPANCY



CENTRAL MAINTENANCE GARAGE REPAIR DATA

	Current Week	Previous Week
DCED	0	0
Fire	0	1
Human Resources	0	0
Light	1	3
Parks & Engineering	7	6
Police	8	4
Public Works	4	3
Wastewater	3	0
Water	4	3
Weekly Totals	27	20
Yearly Total	1092	

NOTE: Staff began setting and preparing trucks for winter snow. This work is not recorded in the repair data as a "completed work order."

AFTER HOUR CALL BACKS

- Saturday, November 11, 2019 @ 11 a.m.: The Pay On Foot (POF) machine at the A&E Parking Deck failed when the billed collector jammed. Staff was called in to clear the damaged bill and placed the machine back into operation.

UTILITIES DEPARTMENT

ELECTRIC DIVISION

Service Calls

- Wed. 11/13 - Corner of, North Cleveland Avenue and East Washington Street: Pole damaged, vehicle struck utility pole #3471 in accident. Line crews replaced broken pole and facilities. Time Out: 1.4-7.0
- Sat. 11/16 - 440 West Washington Street: Blinking lights, the customer's main breaker was in need of replacement and were advised to contact electrician for repairs. Time Out: 13.3-13.9
- 123 North Mulberry Street: Total outage; lineman advised customer to contact an electrician for repairs. Time Out: 13.9-14.3
- 25 Renaissance Way: Vehicle struck pole in accident. Pole was secured until follow up repairs were completed the following business day. Time Out: 18.8-19.3

Engineering

- Multiple permit reviews, underground locates, and service upgrade requests have been reviewed and/or completed by engineering staff.
- The Staff Engineer along with HLD's substation contractor complete the installation of two new distribution circuit reclosers at the Mitchell Substation.
- Engineering staff responded to multiple requests for electric service changes.
- Engineering staff began design of multiple lighting projects for the City's Parks & Engineering Dept.
- Engineering staff performed substation inspections across HLD's system.

WASTEWATER DIVISION

Wastewater Treatment Plant at Frederick Street

Date	Flow (mgd)	Rainfall (inches)
Wednesday, November 13, 2019	5.24	0.00
Thursday, November 14, 2019	5.19	0.00
Friday, November 15, 2019	4.97	0.00
Saturday, November 16, 2019	4.92	0.00
Sunday, November 17, 2019	4.88	0.00
Monday, November 18, 2019	4.92	0.00
Tuesday, November 19, 2019	4.88	0.00
Weekly – Avg. Flow / Total Rainfall	5.00	0.00
Nov – Avg. Flow/Total Rainfall	5.40	0.26

Miscellaneous

- Started installing repaired gear reducer and bearing assembly on Final Clarifier #5.
- Assisted JCC with installing Dezurik valves and bypass piping on 6M & 7M pumps.
- Cleaned and calibrated ChemScan Unit.
- Disassembled mixer #13 on OAB, aligned shaft and replaced defective Falk coupling.
- Calibrated Hydrocarbon analyzers #1 & #4 on OAB.
- Routine maintenance (MP2 Program) and Corrective Work Orders.

Wastewater Collection

SSES Weekly Progress

Activity	Districts	L. F. main	Feet of lateral	# inspected
CCTV Inspections	#4,	533'	263'	10
Flushing	N/A			

Collection System Maintenance Tasks

- Odor complaint, 1701 Howell Road, scheduled smoke test for 11-19-19.
- Odor complaint, 206 East Hillcrest Drive, flushed mainline and lateral.
- Odor complaint, 11804 Clearview Road, problem on the private side.
- Grinder pump call, 20109 Teakwood Drive, pulled and replaced pump.
- Worked on heaters in Collections bathroom.
- Welded hose guard on Skid Steer Unit #529.
- Demo of potential new CCTV truck replacement.
- Installed SCADA at Pump Station #21.
- Began working on SCADA program for Unit #19.
- Pump Station #8; installed intrinsically safe relay.

- Pump Station #26; routine PM on generator.
- General pump shop repair work.

Administration

Wastewater Division – Customer Call Log Summary 2018/2019							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	1	0	0	0	0	2	3
YTD 2019	35	42	19	2	4	64	166

Engineering

- Sewer rehabilitation in the Londontowne area by Mr. Rehab is 95% complete, with the contractor's return for minor repairs anticipated in the coming weeks

Laboratory

- Discussed sampling SIUs with County Pretreatment Manager.
- Submitted ConAgra and HBP report to County Pretreatment Manager.
- Submitted 4th Quarter POTW sample results to County Pretreatment Manager.
- Continued training new personnel on Lachat operation.
- Prepared reagents for Lachat operation.
- Process and regulatory testing was routine for the week.

WATER DIVISION

Plant Flows - System Demand (MGD)

<u>Date</u>	<u>Willson</u>	<u>Breichner</u>	<u>Total</u>
11/14/19	9.99		9.99
11/15/19	10.17		10.17
11/16/19	9.76		9.76
11/17/19	9.84		9.84
11/18/19	10.16		10.16
11/19/19	10.79		10.79
11/20/19	10.19		10.19
Average			10.12

Water Production at R. C. Willson

- R.C. Willson and Pump Stations—Staff worked on facility maintenance and routine preventative maintenance.

Water Production at Breichner/Edgemont Reservoir. The Edgemont Reservoir pool elevation is currently at 2.3 feet. Site evaluation continues per the contract with Hazen and Triad. City staff and Hazen and Sawyer continue to work with MDE Dam Safety on the final Dam Evaluation Report, Emergency Action Plans, and the design criteria and project schedule.

Water Distribution

- Distribution crews are working throughout the system performing customer service work and new meter installations as needed.
- Crews continue to replace residential meters throughout the water service area.
- Repairs were made water main breaks on Pennsylvania Avenue, Greenhill Drive and the intersection of Rt. 64 and Little Antietam Road.

- A hydrant was repaired on Halfway Boulevard.

Laboratory

- Trained technicians on ammonia manifold for Lachat operation.
- Process and regulatory testing were routine for the week.

Engineering

<u>Reviews:</u>	<u>City</u>	<u>County</u>
Site Plans	1	-
Preliminary Plats	-	-
Final Plats	-	-
Replat	-	-
Grading Plan	-	-
Building Permits	24	10

- Staff met with a consultant and owner on details of service alternatives for a proposed residential subdivision.
- Staff met with the Director of Planning and Code Administration to discuss the limits of the distribution system as related to the MRGA and target areas.
- Staff met with the Utilities Director, Water Operations Manager and the Distribution Superintendent to discuss proposed projects and unresolved issues.



Respectfully submitted,

A handwritten signature in blue ink that reads "Scott A. Nicewarner".

Scott A. Nicewarner
City Administrator



2019

HOLIDAY HAM DRIVE

Help provide a family with a ham this holiday season. By donating you give those with limited resources in Wheaton Park/Jonathan Street neighborhood a hot meal to enjoy with their family.

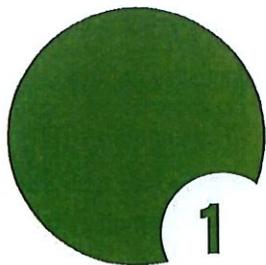
Hams will be distributed on December 14th.

Volunteer opportunities available.

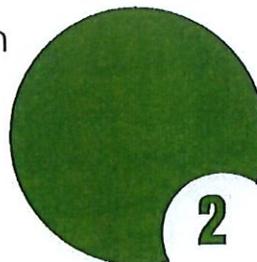
**PLEDGE A HAM BEFORE DECEMBER 13TH,
REGISTER ONLINE (ACTIVITY #6629)**

OR CALL 301-739-8577 X170

DROP OFF LOCATIONS:



The Greens at Hamilton Run
Golf Course
2 South Cleveland Avenue
Hagerstown, MD 21740
HOURS: 10 am - 4 pm



Bethel Gardens
Community Center
356 Henry Avenue
Hagerstown, MD 21740
HOURS: 10 am - 4 pm