

CITY OF HAGERSTOWN, MARYLAND STATUS & INFORMATION REPORT NO. 13 FOR 2020



April 3, 2020

To Mayor Bruchey and Members of the City Council:

UPCOMING MEETINGS

***Please note that ALL City meetings and events are subject to change due to the Coronavirus pandemic. Some meetings will be doing video conferencing/online meetings (i.e., GoTo Meeting, Zoom). To obtain City Department or City Boards and Commissions meeting information, please visit <https://www.hagerstownmd.org/27/Government>. We encourage you visit our website at <https://www.hagerstownmd.org> for all City-related updates. Other inquiries may be made by visiting the City Resident 311 page at <https://www.hagerstownmd.org/841/Services>.

APRIL 2020

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>

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 <u>TENTATIVE "ZOOM" MEETING:</u> 4pm Hagerstown Planning Commission Meeting	2 <u>Youth Advisory Council Meeting scheduled 4/2/20 has been POSTPONED</u>	3	4
5	6	7 ***3pm Special Session ***3:30pm Work Session	8	9 ***4pm Board of Traffic & Parking Meeting	HOLIDAY CITY OFFICES CLOSED	11
12	13	14 ***4pm Work Session	15	16	17	18
19	20 <u>Youth Advisory Council Meeting scheduled for 4/20/20 has been POSTPONED</u>	21 ***4pm Work Session	22 <u>TENTATIVE "ZOOM" MEETING:</u> 7pm Board of Zoning Appeals	23 <u>TENTATIVE "ZOOM" MEETING:</u> 4:30pm Hagerstown Historic District Commission Meeting	24	25
26	27	28 ***7pm Regular Session	29 <u>TENTATIVE "ZOOM" MEETING:</u> 7pm Hagerstown Planning Commission Meeting	30		

COMMUNICATIONS DEPARTMENT

This Week's Headlines & Media Releases:

- Five First Responders Exposed to COVID-19 Patient Who Died
- Meritus Changes COVID-19 Screening; \$12.5M Hospital Expansion
- WCPS Superintendent Reacts to Extended School Closure
- How COVID-19's Social Distancing Impacts Those Struggling with Mental Health, Addiction
- Reconfigured City Sprout Grants Available
- Bruns Leaving Herald-Mail; Hamilton Named Market Leader
- Local Elected Bodies Trying to Figure Out How to Hold Meetings, Hearings Amid Pandemic
- Washington County Public Schools Begins 'Distance Learning' April 6
- Hogan Issues Stay-At-Home Order
- MD State Troopers Get Instructions on Enforcing Stay-At-Home Order
- Washington County Facing 'Critical Point' in Coronavirus Fight
- Water Service Restored to Area North of Williamsport Following Repairs
- Two Local Organizations Establish Emergency Assistance Fund to Help During COVID-19 Crisis
- Press Release: Spring Sprout Grant Program Revised for COVID-19
- Press Release: Virginia Avenue Water Main Break
- Press Release: Water Main Repaired, Service Restored
- Traffic Advisory: Wayside Avenue
- Traffic Advisory: Renaissance Way & North Potomac Street

This Week's Video Projects

- Chief Kifer's COVID-19 Video Message
- Jill Thompson's COVID-19 Video Message
- Nancy Hausrath's COVID-19 Video Message

Channel 25 Hub City Now Programming:

- Mayor's COVID-19 Video Message
- Chief Lohr's COVID-19 Video Message
- Chief Kifer's COVID-19 Video Message
- Jill Thompson's COVID-19 Video Message
- "State of the City" Video
- "Hub Bub" Video Podcast
- 2020 Census: What is the Census?
- See It, Say It, Send It App Video
- Stormwater Program Informational Video
- MTA Commuter Connection

City Website:

- www.hagerstownmd.org attracted 14,755 user visits for the week of March 23-29, 2020.
- The most popular top entrances (the first page users accessed on the website):
 - Civic Alerts Page 3,347
 - Home Page 2,174
 - Calendar Page 2,125
 - Coronavirus Page 1,453
 - Utility Billing Page 892
 - Police Page 188
 - Firefighters Page 151
 - Bids Page 141
 - Parks & Recreation Page 103
 - Spring Sprout Grants Page 98
- Top Searches:
 - "Online bill payment"
 - "Yard waste"
 - "How do I go about getting electric service started?"
 - "Property taxes"
 - "Trash"

DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

Business Development Update:

- Staff continues to share information to reassure and assist businesses during the Coronavirus (COVID-19) pandemic including resources from Maryland Department of Commerce and Small Business Administration. Specifically this week it was important to share the Interpretive Guidance that restaurants are permitted to do curbside pickup for takeout orders.
- Staff are reviewing and processing the Spring Sprout Grant applications on a rolling basis to expedite payments to the approved businesses. This program is open to businesses in the City Center Mixed Use Zoning (CC-MU) Zoning District providing grants up to \$750. DCED has updated the program this season in response to the Coronavirus/COVID-19 crisis and has more than doubled the availability of funding, increased grant levels from \$500 to \$750.
- The Economic Development team has participated in several webinars/conference calls this week including:
 - Senator Cardin COVID-19 Business Resource Webinar
 - Congressman Trone COVID-19 Business Resource Webinar

Local Businesses in Action:

- Sean Connolly, Conagra CEO, was on Mad Money this week and their Gardain line was highlighted during the segment. We are proud of their local team here in Hagerstown as they work to keep putting food on the shelves for our customers. The interview is at this link: https://www.cnbc.com/video/2020/03/31/conagra-ceo-times-like-these-call-for-extraordinary-resiliency.html?_source=sharebar|email&par=sharebar
- MSB Architects purchased a 3D printer to produce medical masks for Meritus.

Main Street: Staff are participating in weekly conference calls with Main Street Maryland communities to discuss impact and programs for recovery for businesses.

Engine Room Art Space: Barbara Ingram School for the Arts visual arts senior students created a fantastic show featured in the Engine Room Art Space in the beginning of March. Sadly, due to COVID-19 the gallery was closed shortly after the exhibit opening. We don't want anyone to regret not being able to see this talent filled exhibit so DCED staff recorded it for you! Take a break and enjoy the virtual tour of "Our Realitea" on the DCED Facebook page or at this link <https://www.facebook.com/HagerstownDCED/videos/1078333685886456/>

PARKS & ENGINEERING DEPARTMENT

ENGINEERING DIVISION

1. **Medal of Honor.** Work continues on the upgrades at the Medal of Honor. The plaza was poured this week. Remaining work includes landscaping, interpretive signs, and main demarcation sign (a backlit laser cut metal sign of the wall shown below).



2. **Safe Routes To School: Haven Road and Pennsylvania Avenue Sidewalk and Signal Project.** The intersection at Fairview Road is complete except for pavement markings. The entrances to PNC bank and First Choice Pediatrics are expected to be completed this week. Haven Road sidewalks along the church property are being started. We are also submitting approval forms to State.
3. **Engineering Statistics**

TRAFFIC ISSUES		
Description	Week of 3/29/20	Calendar Year 2020 TOTALS
Traffic complaints received	1	45
Work Orders completed	1	28
Traffic counts completed	0	8
Construction Projects		
Description	Week of 3/29/20	Calendar Year 2020 TOTALS
Projects advertised for bids	0	2
RFP's Advertised	0	4
Projects under construction	4	5
Projects completed	0	1

PARKS DIVISION

1. **Parks Work This Week.**
 - Staff continues to remove trees at City Park due to the emerald ash borer.
 - An information plaque with cannon information was installed by the Hager House.
 - The roof was repaired at the West End Little League press box in Hellane Park.
 - Work continues on repairing third base bleachers at Municipal Stadium.
 - Sod was placed around the pavilion (dog park side).
 - Maintenance continues at the golf course. The size of the practice green by the Clubhouse has also been increased.
 - Due to vandalism, staff made repairs to fences in the upper grandstand and at the in-line hockey rink.
2. **Virtual Recreation Programs.** Stay active and healthy in the month of April online with us! For information on our virtual recreation programs, visit: <https://www.hagerstownmd.org/1486/Virtual-Classes>

PLANNING & CODE ADMINISTRATION

New Development Cases

- 202 West Howard Street – Daniel Wolfe on behalf of Antietam Building LLC – Local Conversion District Overlay rezoning (three residential units and one commercial space).

Planning Commission. The Planning Commission conducted its first remote meeting via Zoom on April 1st. Members considered the following matters:

- Approved an amendment to its By-laws to address holding virtual meetings during the State of Emergency.
- 560 Western Maryland Parkway – MCP LLC – approved the site plan and waiver request for a greenhouse.
- Hager’s Crossing, Phase II, Block B5 – approved the final plat.

- 55 Sycamore Street – Columbia Gas of Maryland – approved the sketch plan for stormwater management.
- 55 West Oak Ridge Drive (Review and Herald Publishing Association) Annexation – recommended Industrial Mixed-Use (I-MU) zoning and the proposed annexation plan to the Mayor and City Council for these properties.
- 18300, 18306, 18345 Col. Henry K. Douglas Drive (State of Maryland properties, including MDOT, MVA, and State Police Barracks) Annexation – recommended either Institutional (INST) or CR (Commercial Regional) zoning and the proposed annexation plan to the Mayor and City Council for these properties.
- 17111, 17145, and 17225-17239 Cole Road (Bob's Discount Furniture, Kohl's, Christmas Tree Shop and other stores at Crosspoint Shopping Center) Annexation – recommended Commercial Regional (CR) zoning and the proposed annexation plan to the Mayor and City Council for these properties.
- 17280, 17270, 17276 Valley Mall Road (Courtyard by Marriott, Springhill Suites by Marriott, Valley Mall Family Diner) Annexation – recommended Commercial Regional (CR) zoning and the proposed annexation plan to the Mayor and City Council for these properties.



Weekly Activity Report: March 23–27, 2020

PERMITS								
<u>TYPE</u>	<u>NUMBER OF NEW APPLICATIONS</u>							<u>NUMBER ISSUED</u>
Building	3	Residential -	2	Commercial -	0	Other -	1	4
Electric	9	Residential -	4	Commercial -	4	Other -	1	9
Plumbing	6	Residential -	5	Commercial -	1	Other -	0	6
Mechanical	3	Residential -	1	Commercial -	1	Other -	1	3
Engineering Dept.	16							15
TOTAL	37		12		6		3	37
Est. Value of Issued Building Permit Projects:					FY20 Fiscal Year Totals:			
Residential				\$ 400,000.00				\$ 5,862,672.00
Commercial				\$ 1,000,000.00				\$ 9,962,972.00
Apartment				\$ 0.00				\$ 1,207,900.00
Sign				\$ 0.00				\$ 434,505.00
TOTAL				\$ 1,400,000.00				\$ 17,468,049.00
Projects of Interest:								
Construct new single-family home at 344 Hollymead Terrace - \$190,000								
Renovations to existing technology spaces at 50 West Oak Ridge Drive - \$1,000,000								
Construct new single-family home at 17305 Kilpatrick Court - \$105,000								
Construct new single-family home at 17323 Kilpatrick Court - \$105,000								

RENTAL LICENSING PROGRAM YEAR: JULY 1, 2019 – JUNE 30, 2020		
	PROPERTIES	UNITS
Registrations received week of March 23 – March 27	2	3
New applications issued week of March 23 – March 27	0	0
Total 2019-2020 registered (includes additions and subtractions since 5/2/19)	3,627	9,294
Percentage of rental license renewals that have registered for the 2019-2020 license year	99.0%	99.0%
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	\$ 275	
Weekly adjustment/credits	\$ 0	
INSPECTIONS		
TYPE	NUMBER CONDUCTED	
Building	24	
Electrical	14	
Plumbing	11	
Mechanical	4	
Safety	9	
Neighborhood Vitality	3	
Quality of Life	0	
Preventive Maintenance	0	
Planning & Zoning	0	
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:	1,208	Field Interviews:	10
Arrests/Warrants Served:	15	Moving Violations:	18
Domestic Violence Calls:	28	Safety Repair Orders:	0
DUI Arrests:	1	Warnings:	4
Reports Filed:	94		

REPORTS

03/27/20: Officer K. Hill responded to Chestnut Street for a reported weapon discharge. Upon arrival the officer made contact with the caller. He stated he was walking north bound when he heard what sounded like two gun shots. When he turned around to see where they came from, he saw a black male on his porch who then quickly ran into the residence. Officer Aleshire spoke to a neighbor and she stated she also heard what appeared to be gun shots come from the same area as already reported. Officers sent up a perimeter around the residence. A black male exited the residence and agreed to have everyone exit the residence so the officers could do a search. The officers found no discharged weapon and no injured person(s). No further details are available at this time.

03/28/20: Officer Thompson was dispatched to Jonathan and Bethel Streets for a reported robbery in progress involving a gun. The officer met with the victim and he advised he was walking down the street when a black male approached him and demanded his money or he would shoot him. The victim also stated that the suspect took money from the wallet and then threw the wallet in the street. The victim later retrieved the wallet from the street. When the officers reviewed a surveillance camera in the area they did not see the suspect throw the wallet in the street nor did the victim retrieve any object. The investigation is on-going.

03/29/20: Officers were dispatched to the D&P Laundromat on Summit Avenue for a loud disturbance involving a pole of some kind. The caller stated that a male was lying on the ground and needed an ambulance. The person with the pole was found walking south in the direction of Hood Street. The pole was discovered to be a wooden cane. The officers were able to speak with the suspect's mother. She advised she and her son had an argument and he left the residence. The suspect approached a male bystander on the corner, began arguing with him and then punched him in the face. The suspect took the cane from the bystander and struck him in the head with it, then left the scene with the cane. The bystander refused medical treatment and the suspect was arrested and transported to Central Booking for processing.

03/30/20: Officer Bartles responded to the office of the Atlantic Foot and Ankle Specialist on Mill Street for the report of a burglary. The office manager of the business stated that a rear window had been broken out. No employees had been in the building for the past week. It appeared that two rocks from the rear of the building were used to break out the window. Upon further investigation it was found that the surveillance camera was stolen and money removed from a safe. The total loss to the business is approximately \$2,000. There are no suspects at this time.

03/31/20: Officer Mikash was dispatched to Potomac Avenue for a theft report. The victim stated that some unknown person(s) entered her fenced backyard and stole her three four wheelers. Two of them were 2006 models and black in color. They are valued at \$600 each. The other four wheeler was red in color and valued at \$800. The incident was not captured on any surveillance camera in the area. There are no suspects at this time.

OTHER NEWS/INFORMATION

Happy Retirement to Agent Tammy Miller. Agent Miller first started her law enforcement career at the Hagerstown Police Department as an officer in December of 1988. She remained active in the Patrol Division until December 2001 when she was transferred to the Criminal Investigation Division where she has served as a dedicated detective. In 2015 she was transferred to the Narcotics Task Force and remained there until her retirement in March of 2020.

Agent Miller was proactive and gave 100 percent of her energy to her assignments at hand. She received numerous Certificates of Appreciation for her 32 years of service to the Hagerstown Police Department. She was known as an advocate for victims and their rights.

Due to the Coronavirus and Governor Hogan's mandate that employees not gather, HPD did not celebrate with a retirement luncheon or cake for Agent Miller. Nevertheless, all of HPD sends wishes of many happy retirement years ahead and good health as well. Agent Miller, you will be missed.

PUBLIC WORKS

CENTRAL MAINTENANCE GARAGE REPAIR DATA

	Current Week	Previous Week
DCED	1	0
Fire	2	1
Human Resources	0	0
Light	4	3
Parks & Engineering	3	1
Police	3	9
Public Works	7	6
Wastewater	3	1
Water	2	6
Weekly Totals	25	27
Yearly Total	310	

AFTER HOUR CALL BACKS

There were no call backs for this week.

¹AFTER HOURS CALL BACK DATA

	Issues for 2020	March	February
Street Issue	Debris in the street	1	1
Parking System	Gate equipment failure	1	3
Traffic Signal	On flash	1	2
Traffic Signs			1
Building Maintenance	Business flood issue	1	
Fleet Maintenance			
Weather Related			1
Misc.			2
Total		4	10
Total Call Backs 2020			17

¹After-hours call out data includes contact with Public Works typically by Washington County Emergency Management. The issues can vary from debris in the street (tree or tree limbs, glass, etc.), traffic signal operations (signal goes into flash operation), traffic signs (call outs are usually only for STOP or YIELD signs), parking system issues (gates at either deck malfunction, equipment malfunctions, etc) to fleet maintenance issues. Field personnel may or may not be contacted depending upon the issue.

STREET SWEEPING DATA

Month 2020	Number of Miles of Streets Swept
January	630
February	1024
March	1274
Total Miles Swept for 2020	2928

BULK TRASH COLLECTIONS

Month 2020	Number of Collections
January	21
February	26
March	25
Total Bulk Trash Collections for 2020	72

PROPERTY ABATEMENTS COMPLETED

Month for 2020	Number of Property Abatements
January	13
February	4
March	4
Total Abatements by PW for 2020	21

UTILITIES DEPARTMENT

ELECTRIC DIVISION

Service Calls

- Mon. 3/30 - 600 block, Pennsylvania Avenue: Pole #1824 broken in vehicle accident. Lineman made temporary repairs until pole replacement was completed the following business day. Time Out: 3.9-4.7

Distribution

- HLD continues with streetlight refurbishment in the downtown area.
- All HLD Lineman completed their annual forklift re-certification training successfully.
- Crews began underground improvements in the area of Lindsay Lane.

Engineering

- Multiple permit reviews, underground locates, and service upgrade requests have been reviewed and/or completed by engineering staff.
- The Staff Engineer completed the final versions of HLD's updated Safety and Grounding Manuals.
- The Engineering Designer completed multiple electric service upgrade plans and continued work on larger projects.
- The Staff Engineer evaluated a new pole loading and guying modeling software for HLD's overhead electric distribution system design process.
- Congratulations to the HLD's Brian Shank for receiving a Locator Achievement Award from Miss Utility of Maryland and Washington, D.C. Brian will be recognized at an awards ceremony this August. We're proud to have Brian on our team!

Administration

- Staff would like to welcome Ericka Miller to our team. Ericka starting with us on March 16th as our new Administrative Assistant.

WASTEWATER DIVISION

Wastewater Treatment Plant at Frederick Street

Date	Flow (mgd)	Rainfall (inches)
Wednesday, March 25, 2020	5.78	0.31
Thursday, March 26, 2020	5.49	0.00
Friday, March 27, 2020	5.19	0.00
Saturday, March 28, 2020	6.19	0.41
Sunday, March 29, 2020	5.81	0.02
Monday, March 30, 2020	5.78	0.00
Tuesday, March 31, 2020	5.75	0.21
Weekly - Avg. Flow / Total Rainfall	5.71	0.95
Monthly – Avg. Flow /Total Rainfall	5.45	1.92

Miscellaneous

- Continued wiring and communication upgrades in training room.
- Replaced faulty DO probes on OAB flow path.
- Installed stage 2/3 pump motor on fermenter scrubber.
- Calibrated LEL's on OAB deck.
- Routine maintenance (MP2 Program) and Corrective Work Orders.

Wastewater Collection

Collection System Maintenance Tasks

- General pump shop repair work.
- General cleanup inventory and painting of Collection's bays.
- Completed final patch repairs, poured concrete and laid asphalt at 204, 212 and 216 East Irvin Avenue.
- Pump Station #4, installed temporary SCADA box.
- Unit #580, installed new battery and sharpened blades.
- Hauled four loads of CR 6 to stockpile.
- 700 Frederick Street, backup on the private side.
- 60 Devonshire Road, problem on us, opened with vacuum truck.
- 313 Ridge Avenue, problem on the private side, as a courtesy flushed the main and CCTV'd lateral.
- 221 Nottingham Road, problem on the private side.

Administration

Wastewater Division – Customer Call Log Summary 2020							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	0	1	1	0	0	3	5
YTD 2020	14	22	3	0	1	44	84

Engineering

- Working with engineering firms with new project.
- Held conference regarding a new project.
- Working with newly hired City Water & Wastewater Engineer.
- Met via conference call with a developer.
- Participated in COVID-19 conference calls.
- Staff continues with inspections and safe practices.

WATER DIVISION

Plant Flows - System Demand (MGD)

Date	Willson	Breichner	Total
03/26/20	9.64		9.64
03/27/20	9.45		9.45
03/28/20	9.03		9.03
03/29/20	9.24		9.24
03/30/20	9.59		9.59
03/31/20	9.23		9.23
04/01/20	9.56		9.56
Average			9.39

Water Production at R. C. Willson

- R.C. Willson and Pump Stations–Staff worked on facility maintenance and routine preventative maintenance.
- R.C. Willson–Lighting was replaced on the intake.
- PS3–Repairs were made to the generator.

Water Production at Breichner/Edgemont Reservoir. The Edgemont Reservoir pool elevation is currently at 5.0 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 on a service line leak on East First Street.

Laboratory

- Process and regulatory testing were routine for the week.

Engineering

<u>Reviews:</u>	<u>City</u>	<u>County</u>
Site Plans	1	2
Preliminary Plats	-	-
Final Plats	-	1
Replat	-	-
Grading Plan	-	-
Building Permits	6	4

- Staff is working with Engineering firms concerning a new project.



Respectfully submitted,

A handwritten signature in blue ink that reads "Scott A. Nicewarner". The signature is fluid and cursive, with a large loop at the end.

Scott A. Nicewarner
City Administrator