

CITY OF HAGERSTOWN, MARYLAND STATUS & INFORMATION REPORT NO. 14 FOR 2020



April 9, 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).

Mayor & Council Meetings: In response to the Mayor's declaration of a Civil Emergency, all upcoming Mayor and City Council meetings will be held virtually through Go-To-Meeting software and made available for public viewing. Meetings will be streamed live through the City of Hagerstown's Cable Channel 25, Facebook, and YouTube accounts. All members of the public are welcome to view meetings through these platforms, but may only participate in public meetings through Go-to-Meeting with the published meeting ID.

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 TENTATIVE "ZOOM" MEETING: 4pm Hagerstown Planning Commission Mtg.	2 Youth Advisory Council Meeting <u>scheduled 4/2/20</u> has been POSTPONED	3	4
5	6	7 ***2:30pm Executive Session, Special Session & Work Session	8	9 ***4pm Board of Traffic & Parking Meeting	10 HOLIDAY CITY OFFICES CLOSED	11
12	13	14 ***4pm Work Session	15	16	17	18
19	20 Youth Advisory Council Meeting <u>scheduled for</u> <u>4/20/20 has</u> been POSTPONED	21 ***4pm Work Session	22 TENTATIVE "ZOOM" MEETING: 7pm Board of Zoning Appeals	23 TENTATIVE "ZOOM" MEETING: 4:30pm Hagerstown Historic District Commission Meeting	24	25
26	27	28 ***7pm Regular Session	29 TENTATIVE "ZOOM" MEETING: 7pm Hagerstown Planning Commission Mtg.	30		

COMMUNICATIONS

This Week's Headlines & Media Releases:

- 2020-21 Hagerstown Youth Advisory Council Applications Available
- Hagerstown Mayor, Council to Resume Meetings Online
- Hogan Issues Emergency Order to Help Protect Nursing Home Residents from COVID-19
- Hospital, Community Working to Protect Health Care Employees, Patients
- Warfordsburg Man Accused of Dropping Pants at City Park
- With Screening Hours Reduced, Meritus Encourages Telehealth, E-Visit Options
- State Will Suspend Processing Paper Tax Returns on April 15
- Curve is Flattening, Hogan Says, But It's Not Over
- Hagerstown Presents Balanced Budget with COVID-19 Impact in Mind
- Meritus Launches \$12.5M, Four-Month Expansion Project
- Press Release: 2020 Augustoberfest Dates & Logo
- Press Release: 2020-21 HYAC Applications Now Being Accepted
- Traffic Advisory: East Avenue
- Trash & Recycling Holiday Advisory: Good Friday

This Week's Video Projects

- Eric Deike's COVID-19 Video Message
- Mayor & City Council Virtual Special & Work Sessions
- "Hub Bub" Video Podcast

Channel 25 Hub City Now Programming:

- Mayor & City Council Virtual Special & Work Sessions
- 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
- Nancy Hausrath'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 10,043 user visits for the week of March 30 – April 5, 2020.

- The most popular top entrances (the first page users accessed on the website):

• Home Page	2,174
• Civic Alerts Page	1,102
• Utility Billing Page	967
• Coronavirus Page	604
• Police Page	260
• Bids Page	173
• Firefighters Page	151
• Virtual Classes Page	147
• Water Division Page	115
• Parks & Recreation Page	96

- Top Searches:

- "Small business guide to cares act"
- "Online bill payment"
- "Pay water bill"
- "Jobs"
- "Light department"

DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

HYAC: The City of Hagerstown is currently accepting applications from interested youth to fill the 2020-2021 Youth Advisory Council (HYAC). Interested applicants are encouraged to apply on the City's website at <https://www.hagerstownmd.org/HYAC>.



Business Development Update: The Economic Development team has participated in several webinars/conference calls this week including:

- Workforce Development Roundtable 4/8
- Congressman Trone Business Conference Call 4/9
- COVID 19 Federal Stimulus Webinar: Role of Federal Community Development Block Grant Program in Economic Recovery

Spring Sprout Grants: Staff are reviewing and processing the Spring Sprout Grant applications on a rolling basis to expedite payments to the approved businesses. Sixteen applications have been approved to date. This program is open to businesses in the City Center Mixed Use Zoning (CC-MU) Zoning District. DCED has updated the program this season in response to the Coronavirus/COVID-19 crisis. It has more than doubled the availability of funding and increased grant levels from \$500 to \$750. For more information or to apply visit <https://www.hagerstownmd.org/695/Spring-Sprout-Grants>

Main Street: Staff are participating in weekly conference calls with Main Street Maryland communities to share information and ideas, discuss any issues/questions that businesses have, and simply "check-in" with each other.

FIRE DEPARTMENT

FIRE DEPARTMENT CALLS FOR ASSISTANCE			
House/Apartment Fires	0	Community Risk Reduction	5
Building Fires	1	Public Service	2
Medical Assistance	19	Personal Injury Collision	2
Assist other Fire Departments	7	Fuel/Hazard Spills	0
Automatic Fire Alarms	8	Gas Leaks	1
Downed Power Lines	0	Investigation: Carbon Monoxide Incident	0
Water/Steam Leak	2	Dumpster/Outside Fires	7

PARKS & ENGINEERING DEPARTMENT

ENGINEERING DIVISION

1. **Bid Openings.** We held three bid openings this week which included (1) City Park Ornamental Fence; (2) Asphalt walkway Improvements at Various Parks; and, (3) Public Works Salt Shed Roof. We had tremendous interest (16 bids for the roof!) for all three and excellent prices. These will be reviewed with City Council on April 21, 2020.
2. **Safe Routes To School -- Eastern at Frederick.** State approved the 30% drawings, so we will proceed with the various paperwork
3. **Safe Routes To School -- Haven Road.** Sidewalk construction is progressing well. We are submitting material inspection reports to SHA and expect to submit first reimbursement next week at direction of SHA.
4. **Engineering Statistics**

TRAFFICE ISSUES		
Description	Week of 4/6/20	Calendar Year 2020 TOTALS
Traffic complaints received	2	47
Work Orders completed	0	28
Traffic counts completed	0	8
CONSTRUCTION PROJECTS		
Description	Week of 4/6/20	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. **Cannon Display at Hager House.** The new display is complete and looks great. Funded in part by a Maryland Heritage Area grant, we had the Mt. Aetna cannon refurbished, a new mount constructed, and a new interpretive sign installed.



2. **Tree Removal at City Park and The Greens at Hamilton Run Golf Course.** Removal of trees affected by the Emerald Ash Borer continues at these two locations.
3. **Municipal Stadium.** Work continues on repairing the third base bleachers.

PLANNING & CODE ADMINISTRATION

Procedural Adjustments for Civil Emergency: PCAD has made procedural adjustments to allow most of our regular activities to continue and to permit development and investment work to continue during the Civil Emergency. We are accepting plans via email or online submittal, continuing regular permit inspections except for occupied residential structures, preparing to launch virtual inspections for certain occupied residential structure issues, continuing blight inspection activities and exterior rental unit inspections, postponing interior rental inspections unless the unit was vacant for a prolonged period, and holding Planning board meetings via the virtual meeting platform of Zoom.

The emergency procedures regarding electronic plan submissions for site plans and subdivisions have worked so well in the short term that we plan to explore making it a permanent improvement in customer service. Over the next 60 days we will be exploring with the design firms we deal with on a regular basis how we can adopt electronic plan review submissions as the standard process and not just an emergency procedure. Similar assessments are underway for building permits.

Weekly Activity Report: March 30 – April 3, 2020

PERMITS								
<u>TYPE</u>	<u>NUMBER OF NEW APPLICATIONS</u>							<u>NUMBER ISSUED</u>
Building	4	Residential -	2	Commercial -	2	Other -	0	1
Electric	13	Residential -	7	Commercial -	2	Other -	4	13
Plumbing	6	Residential -	5	Commercial -	1	Other -	0	6
Mechanical	8	Residential -	7	Commercial -	1	Other -	0	8
Engineering Dept.	4							3
TOTAL	35		21		6		4	31
Est. Value of Issued Building Permit Projects:					FY20 Fiscal Year Totals:			
Residential	\$ 27,600.00				\$ 5,890,272.00			
Commercial	\$ 0.00				\$ 9,962,972.00			
Apartment	\$ 0.00				\$ 1,207,900.00			
Sign	\$ 3,500.00				\$ 438,005.00			
TOTAL	\$ 31,100.00				\$ 17,499,149.00			
RENTAL LICENSING PROGRAM YEAR: JULY 1, 2019 – JUNE 30, 2020								
					<u>PROPERTIES</u>	<u>UNITS</u>		
Registrations received week of March 30 – April 3					0	0		
New applications issued week of March 30 – April 3					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	\$ 0							
Weekly adjustment/credits	\$ 0							
INSPECTIONS								
<u>TYPE</u>	<u>NUMBER CONDUCTED</u>							
Building	42							
Electrical	19							
Plumbing	10							
Mechanical	6							
Safety	5							
Neighborhood Vitality	8							
Quality of Life	0							
Preventive Maintenance	0							
Planning & Zoning	2							

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:	1,279	Field Interviews:	10
Arrests/Warrants Served:	12	Moving Violations:	12
Domestic Violence Calls:	22	Safety Repair Orders:	0
DUI Arrests:	1	Warnings:	8
Reports Filed:	80		

REPORTS

04/03/20: Officer K. Hill made contact with a victim over the telephone about damage to her motor vehicle. She stated her vehicle was parked in front of her residence on Washington Street. The 2015 Toyota Corolla displayed a West Virginia temporary registration. The vehicle appeared to have been keyed, the paint was chipped off in various places on the vehicle, the passenger side mirror had been broken off and the front windshield had been completely shattered. The total estimated damage to the vehicle is \$880. The victim stated that she believes she knows who may have done the damage but has no proof. At this time there is no additional information.

04/04/20: Officer Wertz was manning the Watch Center and handling calls by telephone. He was speaking with a property owner in regards to a burglary to his rental property on Alexander Street. The property owner observed the glass window to the back door to be broken out. The door was open and unsecured. He stated he left some tools in the kitchen yesterday and when he returned on 04/04/20 the tools were missing. The total value of the tools is \$820 and the broken window will cost \$250 to replace the glass. There are currently no suspects at this time.

04/05/20: Officer Huff was dispatched to the Weis Market located on Shank Farm Way in reference to a theft. The store manager stated that a white female with red hair left the store with numerous items without paying for them. The female left the store with five bottles of Dove lotion, nine NY strip steaks, make-up pallets, and a bag of frozen seafood. The manager estimated the total loss to be \$312. The female left the store and got into a silver Toyota Camry with Florida tags which was being drive by a black male. The manager further advised he recognized the female from previous incidents at the store. HPD was able to identify the female and located her on Bethel Street. She did admit to have taken the items without paying for them. She is being charged with Theft Under \$15,000.

04/06/20: Officer Kimmel was flagged down at HPD by two females carrying a two year old girl. They stated that they found this girl crying in her stroller. There was an intoxicated male passed out next to the stroller. The two females wanted to take the child to safety. The officer found the intoxicated male who seemed to be disoriented. The officer asked the male if he knew where his child was and the male responded, "in the stroller." The officer tried to explain to the male that his child was safe at the police department. The male did not comprehend and walked away believing the child was in the stroller. The officer was able to reach the mother of the child at her place of employment. She was transported to HPD to take custody of her daughter. No further details are available.

04/07/20: Officers from the Hagerstown Police Department responded to South Locust Street for a reported burglary in progress. The caller wanted to remain anonymous but reported he saw two people break into the South Locust Street house. The two suspects arrived in a white sedan. When the officers arrived on scene they observed a white Mazda turn the corner. The officers made a traffic stop and the two suspects were identified. The passenger stated that the driver is the one that broke the window to gain access into the residence to get some pills. However, no pills were found on the suspects or in the vehicle, but other items were found. A kitchen knife and a magazine to a glock were found on the passenger. Both suspects were read their rights and transported to Central Booking and charged with Burglary 1st, 3rd and 4th Degree Burglary.

04/08/20: Officer Wertz was sitting in his parked police cruiser when he observed a male in the middle of the road. The male began yelling derogatory comments about police. It was a warm night and there were numerous people walking on the sidewalks. The officer made contact with the male and warned him to lower his voice. The male commented he had the right of free speech. Once again the officer warned him to lower his voice and leave the area. The male complied at first but then minutes later the male continued his yelling. It should be noted the officer was a block and a half away from the male and could clearly hear the male yelling. The officer told the male he would be charged with Disorderly Conduct and Fail to Obey Lawful Order. Due to the pandemic, the male was not physically arrested nor transported to Central Booking. The officer will apply for charges through District Court.

OTHER NEWS/INFORMATION

Thank you City of Hagerstown and Chief Kifer. Thank you to the City of Hagerstown for creating alternative ways for employees to continue working at their jobs. Some employees are permitted to work from home offices while other employees are navigating new and safe ways to conduct their daily job responsibilities on site.

A special thank you to Chief Kifer for his efforts to keep both sworn officers and civilians safe and healthy during this pandemic. His proactive attitude is instrumental in finding uncomplicated solutions for the daily dilemmas that are facing first responders. The Hagerstown Police Department has had several officers, one cadet, and an auxiliary officer that had either been ill or been exposed to the Coronavirus. All have been tested and required to stay home until the results of the test have been returned. To date, the results for three of them have returned negative.

We are in this together and will get through it together.

PUBLIC WORKS

CENTRAL MAINTENANCE GARAGE REPAIR DATA

	Current Week	Previous Week
DCED	0	1
Fire	0	2
Human Resources	0	0
Light	2	4
Parks & Engineering	2	3
Police	2	3
Public Works	7	7
Wastewater	1	3
Water	2	2
Weekly Totals	16	25
Yearly Total	326	

AFTER HOUR CALL BACKS

- Thursday, April 2, 2020 @ 5 p.m.: Received a call for glass in the street at the intersection of Ridge Avenue and Center Street. The street sweeper was brought in to clear the debris.
- Sunday, April 5, 2020 @ 11:30 a.m.: Public Works was contacted multiple times about a dead deer on the sidewalk in the 500 block of Wilson Boulevard. The deer was found at Lifehouse Church and a local resident was there waiting on a response. Staff was brought in to remove the deer from the property.

SALT SHED ROOF REPLACEMENT. Bids were received on Tuesday, April 7, 2020 for the replacement of the shingle roof over the salt shed. The shed provides storage for about 1,000 tons of road salt, road signs and other general storage. The 16 bids are being reviewed. There were multiple bids below \$25,000 so it appears that this will not need council approval to move forward.

PARKING DECK CAMERAS. Parking staff and Engineering is working on a specification and bid to replace the camera system in the parking decks. The project will be a complete replacement of the cameras, wiring, recording devices and wiring. The current system is slowly failing and the software that operates the cameras can no longer be updated. The work will not begin until after July 1st when the new fiscal year begins.

UTILITIES DEPARTMENT

ELECTRIC DIVISION

Service Calls

- Thur. 4/2 - 118 West Howard Street: Lines down; line crew replaced broken triplex.
Time Out: 15.7-17.0
- Sat. 4/4 - 235 South Potomac Street: Total outage; two fuses were replaced to restore power.
Time Out: 12.2-13.2
- Sun. 4/5 - 30 South Mulberry Street: Total outage; line crews replaced a broken cutout.
Time Out: 11.7-12.5
- Wed. 4/8 - Area of 417 West Wilson Boulevard: Total outage; lineworkers reattached the service, which was pulled loose by a falling tree limb during a storm. Time Out: 4.3-6.5

Distribution

- HLD continues with the street light project where decorative poles and fixtures are being removed temporarily to have them professionally refinished.
- Crews continue work in the area of Lindsey Lane, identifying and replacing conductor area as part of our system improvement and upgrades to improve service reliability.

Engineering

- Multiple permit reviews, underground locates, and service upgrade requests have been reviewed and/or completed by engineering staff.
- The Staff Engineer began use of new software used to model utility pole design, loading, and guying. This will assist with proper engineering decisions to ensure new HLD installations can withstand severe weather events throughout their lifespan.
- The Engineering Designer submitted multiple jobs to the Distribution Dept. for construction. These jobs will provide improved service to existing customers and replace outdated overhead installations.
- Engineering staff completed multiple updates to the HLD Electric System GIS model.

- The Staff Engineer restored SCADA communications to the Plant SS protective relays and coordinated updates to the system with HLD's SCADA implementation team.

WASTEWATER DIVISION

Wastewater Treatment Plant at Frederick Street

Date	Flow (mgd)	Rainfall (inches)
Wednesday, April 01, 2020	5.99	0.06
Thursday, April 02, 2020	5.61	0.00
Friday, April 03, 2020	5.68	0.00
Saturday, April 04, 2020	5.44	0.00
Sunday, April 05, 2020	5.51	0.00
Monday, April 06, 2020	5.39	0.00
Tuesday, April 07, 2020	5.35	0.03
Weekly - Avg. Flow / Total Rainfall	5.57	0.09
Monthly – Avg. Flow /Total Rainfall	5.57	0.09

Miscellaneous

- Continued wiring and communication upgrades in training room.
- Troubleshooting done on communication loss from UV PLC to SCADA.
- Made alterations to fiberglass sump to accommodate new chemistry.
- Located loss of power/communications from ASPS Final-4 flow meter.
- Routine maintenance (MP2 Program) and Corrective Work Orders.

Wastewater Collection

Collection System Maintenance Tasks

- Cleaned, disinfected and organized the shop/garage.
- Painted interior walls of garage.
- General pump shop repair work.
- Sewer Backup, 118-120 West Howard Street, problem on the private side.
- Odor complaint, 11109 Jade Court, chlorinated c/o and upstream manhole, flushed line as a courtesy.
- 212 East Irvin Avenue, replaced driveway apron.
- 15 East Hillcrest, replaced 14' of curb, and completed final asphalt repair patch.
- Pump Station #3, poured concrete base for light pole.

Administration

Wastewater Division – Customer Call Log Summary 2020							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	1	0	0	0	0	1	2
YTD 2020	15	22	3	0	1	45	86

Engineering

- Working with developers on projects.
- Met with Collection on lining project.

Lab

- Ordered supplies for lab operation.
- Contacted ALS to request revisions to TCT Study Plan.
- Completed monthly pure water system check.
- Received DMR-QA update from MDE coordinator.
- 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>
04/02/20	9.39		9.39
04/03/20	9.50		9.50
04/04/20	9.36		9.36
04/05/20	9.44		9.44
04/06/20	9.85		9.85
04/07/20	9.41		9.41
04/08/20	9.62		9.62
Average			9.51

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 3.8 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.

Laboratory

- Collected composite sample from lagoon discharge.
- Collected monthly TOC removal efficiency samples for the month of April.
- Collected annual Nitrate and Fluoride samples.
- Reported lagoon discharge data to Water Production Superintendent.
- Process and regulatory testing were routine for the week.

Engineering

<u>Reviews:</u>	<u>City</u>	<u>County</u>
Site Plans	1	1
Preliminary Plats	-	-
Final Plats	-	1
Replat	-	-
Grading Plan	-	-
Building Permits	5	1

- Staff reviewing plans for upcoming developments.



Respectfully submitted,

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

Scott A. Nicewarner
City Administrator