

CITY OF HAGERSTOWN, MARYLAND STATUS & INFORMATION REPORT NO. 15 FOR 2020



April 17, 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> <u>been</u> POSTPONED	21 ***3pm Executive Session ***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:

- City to Hold Another Public Hearing on Zoning Plan
- Review & Herald, Properties Near Mall Proposed for Annexation
- Hagerstown Businesses Make Face Shields for COVID-19 Fight
- Volunteers Sought for Mask-Making Operation
- Hagerstown Prison Complex Figures Into COVID-19 Plans
- Washington County's First COVID-19 Victim a 'Loved and Spoiled' Family Member
- Hagerstown Suspends Bulk Trash Pickup
- Maryland Releases Number of COVID-19 Cases by Zip Code
- Hub City 100-Miler Challenge Extended
- Washington County Records Second COVID-19 Death
- Press Release: Virtual Inspections
- Press Release: Virtual Fitness
- Traffic Advisory: Mill Street
- Trash/Recycling/Yard Waste Advisory: Loose Items Notice

This Week's Video Projects

- HFD/EMS COVID-19 Emergency Response Protocols Video Production
- Rodney Tissue's COVID-19 Video Message Production
- Mayor & City Council Virtual Work Session
- Washington County Reading Challenge with Shelley McIntire Production

Channel 25 Hub City Now Programming:

- Mayor & City Council Virtual Work Session
- 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
- Eric Deike's COVID-19 Video Message
- HFD/EMS COVID-19 Emergency Response Protocols Video
- "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 8,257 user visits for the week of April 6-12, 2020.
- The most popular top entrances (the first page users accessed on the website):
 - Home Page 1,824
 - Utility Billing Page 824
 - Coronavirus Page 331
 - Virtual Classes Page 232
 - Police Page 222
 - Civic Alerts Page 211
 - Bids Page 154
 - Firefighters Page 131
 - Collection-Schedules-Zones Page 98
 - Trash & Recycling Page 76
- Top Searches:
 - "True"
 - "Online bill payment"
 - "Pay water bill"
 - "Residential trash"
 - Light department"

DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

Business Development Update: Staff continues to reach out and share information through social media, constant contact, and the City website to inform and assist businesses during the Coronavirus (COVID-19) pandemic.

Spring Sprout Grants: Staff are reviewing and processing the Spring Sprout Grant applications on a rolling basis to expedite payments to the approved businesses. Twenty-three 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 and has more than doubled the availability of funding, increased grant levels from \$500 to \$750. For more information or to apply visit <https://www.hagerstownmd.org/695/Spring-Sprout-Grants>. The deadline to apply is May 22, 2020.

Main Street: Staff have participated in conference calls with Main Street Maryland communities to discuss impact and programs for recovery for businesses.

Events Update

- Planning continues on the Imagine Hagerstown Fourth Friday Music Series (May 22, June 26, July 24, and August 28) and the Imagine Hagerstown Saturday Street Festival (September 26). We are hopeful that if we maintain our vigilance in social distancing now, we will be able to gather in physical community in a few months!
- An updated list of events with postponements, cancellations, or still planned to occur can be found at: <https://www.hagerstownmd.org/158/Downtown-Events>

FIRE DEPARTMENT

FIRE DEPARTMENT CALLS FOR ASSISTANCE			
House/Apartment Fires	1	Community Risk Reduction	
Building Fires	4	Public Service	3
Medical Assistance	11	Personal Injury Collision	2
Assist other Fire Departments	6	Fuel/Hazard Spills	1
Automatic Fire Alarms	5	Arcing, Shorted Electrical Lines	8
Downed Power Lines	5	Investigation: Carbon Monoxide Incident	1
Water/Steam Leak	1	Dumpster/Outside Fires	1

Apartment Fire – 401 Jefferson Street: Two brothers were injured in an apartment fire Saturday, April 11th. Firefighters arrived on scene to find smoke showing from an upstairs apartment. One of the injured men was able to self-evacuate. The second occupant was rescued by firefighters. Both men were treated for burns and smoke inhalation at Meritus Medical Center.

The building houses four apartments; fortunately the damage was contained to one apartment. The other occupants were able to return to their homes.

PARKS & ENGINEERING DEPARTMENT

ENGINEERING DIVISION

1. **Energy Efficiency Grant.** Our application for \$30,212 in MSEC FY2020 funding for exterior lighting upgrades has been approved. This will replace inefficient lights with LED lights in the following parks: Bloom Park, Dog Park, Hager Park, Memorial Park, Oswald Park and University Plaza.

2. **Board of Elections.** The Washington County Board of Elections asked for permission to install a temporary mail drop box in front of their office at 35 West Washington Street. This box will be used to collect mail-in ballots for the upcoming primary elections. Staff reviewed and feels that the temporary placement of the box will not interfere with pedestrian traffic on the sidewalk.



3. **Medal of Honor Triangle.** Work at the Medal of Honor Triangle is substantially complete.



4. **Jamison Wall and Alley Reconstruction.** We expect to advertise this contract this week.
5. **Safe Routes to School: Haven Road.** We have submitted the first reimbursement request in the amount of \$59,741.51 to SHA. We also delivered letters to the remaining residents to advise them of construction at their homes.
6. **Engineering Statistics**

TRAFFIC ISSUES		
Description	Week of 4/13/20	Calendar Year 2020 TOTALS
Traffic complaints received	2	49
Work Orders completed	0	28
Traffic counts completed	0	8
CONSTRUCTION PROJECTS		
Description	Week of 4/13/20	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. **National Little League.** We installed a new waterline to National Little League's press box and concession stand at Staley Park.
2. **Tree Maintenance.** Due to this week's wind storm, a tree had to be removed at Hager Park, requiring street closure. At City Park, we continue to clean up tree debris left from the removal of trees affected by the Emerald Ash Borer.
3. **Hub City 100 Miler & 50 Miles More Extended Challenge.** The 100 mile journey ends this Saturday, April 18th. Fourteen hundred (1,400) people participated in the 2020 Hub City 100 Miler! The Challenge continues with '50 Miles More' beginning this Saturday through June 6th. To register for '50 Miles More' visit: https://apm.activecommunities.com/hagerstownparksandrec/Activity_Search/4025

PLANNING & CODE ADMINISTRATION

Historic District Commission: The HDC will conduct its first virtual meeting on Thursday, April 23. The following cases are on the docket:

- 919 Hamilton Boulevard, Case No. HDC 2020-07 – action to formally approve a fence that was handled via email due to Civil Emergency
- 152 West Washington Street – Darren Sweeney – signage
- 27 West Antietam Street – Joel Merrbaugh – Parking Lot
- 7 East Washington Street – MJ Wojewodzki, AIA – alterations, including replacement windows

Promotion of PCAD's Virtual Meeting Strategy: The Planning Director participated on the Maryland Department of Planning's Planning Directors' Roundtable webinar on April 16 as a speaker on "Planning in a Pandemic." We shared what PCAD is doing to allow Planning board meetings to continue in a virtual format. Participants were very interested to hear what we've learned about enabling and disabling features on Zoom to ensure control of public participation in a hearing. We were asked to send our list of do's and don'ts to MDP for distribution.

Weekly Activity Report: April 6–9, 2020

PERMITS								
<u>TYPE</u>	<u>NUMBER OF NEW APPLICATIONS</u>							<u>NUMBER ISSUED</u>
Building	0	Residential -	0	Commercial -	0	Other -	0	3
Electric	7	Residential -	4	Commercial -	2	Other -	1	5
Plumbing	7	Residential -	6	Commercial -	0	Other -	1	6
Mechanical	2	Residential -	2	Commercial -	0	Other -	0	1
Engineering Dept.	3							3
TOTAL	19		12		2		2	18

<u>Est. Value of Issued Building Permit Projects:</u>	<u>FY20 Fiscal Year Totals:</u>
Residential	\$ 20,500.00
Commercial	\$ 206,599.00
Apartment	\$ 0.00
Sign	\$ 0.00
TOTAL	\$ 227,099.00

Projects of Interest
 - Remove damaged roof and replace with new barrel & flat roof at 367 East Franklin Street - \$206,599

RENTAL LICENSING PROGRAM YEAR: JULY 1, 2019 – JUNE 30, 2020

	<u>PROPERTIES</u>	<u>UNITS</u>
Registrations received week of April 6 –10	0	0
New applications issued week of April 6 –10	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	33
Electrical	21
Plumbing	15
Mechanical	9
Safety	10
Neighborhood Vitality	5
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. Example: No smoke alarms, improper wiring, handrails
Neighborhood Vitality	Conditions which cause or tend to cause diminution to property Example: Weeds, trash, debris, junk vehicles, deterioration of a structure.
Quality of Life	Conditions which negatively impact occupants. Example: Damaged surfaces, damages elements, missing screens
Preventive Maintenance	Conditions which are technical violations and need addressed to prevent deterioration. Example: 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:	1,145	Field Interviews:	1
Arrests/Warrants Served:	14	Moving Violations:	12
Domestic Violence Calls:	31	Safety Repair Orders:	0
DUI Arrests:	1	Warnings:	3
Reports Filed:	85		

REPORTS

04/09/20: Officer Branche received a call from Dispatch regarding a theft that occurred on North Potomac Street. Officer Branche spoke on the phone with the victim and he explained that his 2017 red Jazzy Elite power wheelchair had been stolen. The victim explained he parked his wheelchair outside a store and then went inside to do his shopping. When he came out of the store his wheelchair was gone. A bystander offered the victim his phone to call the police. The bystander did advise he saw two white males lifting something into the back of their Chevy pickup but he was not sure if it was a wheelchair. Sergeant Plummer was able to pull up a City camera and observed two white males lifting the wheelchair in the back of their truck. A Departmental e-mail was sent out to assist with the identification of the two males. No further details are currently available.

04/11/20: Officer Williamson was dispatched to Liberty Street for an assault and home invasion. Dispatch advised that two males forced their way into the residence and punched the male victim in the face and then ran out. The two males fled the area in a gray minivan. The victim stated that he was eating when a knock came to the front door. He answered the door and an unknown black male was there and the male mumbled something about being at the wrong house. At the same time a black male entered the residence from the back door and was moving toward the victim. The male lifted his shirt and displayed a handgun. This male punched the victim in the face. The officer checked a City camera in the area and observed a gray minivan with two occupants matching the description given by the victim. The minivan was located on Papa Court. This case has been forwarded to the Criminal Investigation Division for further investigation.

04/13/20: Officers responded to Ridge Avenue for a reported assault. The victim, and owner of the vehicle, stated he and his girlfriend were looking out the window and saw someone seated in his truck. They went outside to confront the suspect. An argument ensued and it turned physical. The suspect struck both the owner of the vehicle and his girlfriend. No one required medical attention. The suspect, who stated he has mental issues, was charged with two counts of Assault and Rogue and Vagabond. No further details are available.

04/14/20: Officer Miscannon responded to Wakefield for a report of an assault. Dispatch further advised that a shot had been fired. The caller stated that he was at his girlfriend's house when she began to yell at her child. The caller advised he tried to calm down his girlfriend but she decided to call the father of her child. The father arrived in a white mustang, exited the vehicle, and began punching the caller. The father of the child then got back into his Mustang and fired a gun at the caller. The girlfriend then got into her red Kia Sonata and left the residence. The officer has been trying to reach the girlfriend but has been unsuccessful. No further information is available at this time.

04/15/20: Officer Batistig and other officers were dispatched to the area of Church and Winter Streets in reference to a large fight. Officer Batistig was traveling northbound on Alexander Street and observed approximately 10 females arguing with each other. He turned down an alley and saw one black female run from the area. As the officer got closer to the group, one female stepped in front of his cruiser as if to stop the cruiser. The officer blew his horn to warn the group he was coming through. The female that was in front of the cruiser did move away slowly, however when the cruiser passed, she punched the

passenger side mirror. Officer Batistig stopped the cruiser and arrested the female that punched the mirror on the cruiser. Other officers arrived to deal with the other females involved in the disturbance. No further details are available.

OTHER NEWS/INFORMATION

Congratulations to HPD. Chief Kifer sent the following memo to all employees at the Hagerstown Police Department. This email was positive and encouraging news in the mist of the pandemic we all are experiencing.

“I wanted to provide some great news against all the virus news you have been getting of late. Thanks to the hard work and dedication of Jeff Morgan, Captain Langston and all of you that have been assigned CALEA standards I want to extend my heartfelt gratitude for completing and passing our 2020 annual web-based review. I have been informed that we had no issues or corrections this year which is simply a testament to all of your hard work, countless hours, and dedication to the process. In all my years dealing with accreditation I can honestly say that I do not remember a year where that has happened.

I know that many of you do not understand the value of being accredited but I want to say that, in doing so we are in a very small but very elite club of police agencies with this distinction. It proves to our community and to the larger national community that we are the professional agency that we all know that we are and when challenged we can rely on our policies and practices as being nationally accepted within our profession. This not only protects you, but it also provides protection to our citizens, providing them with more confidence in our practices.

So again I want to say how proud I am of everyone that played a part in this process, how proud I am of being a part of this agency and working with all of you. This is an accomplishment that we all need to be very proud of.”

Thank you, Chief Kifer, for these encouraging words.

PUBLIC WORKS

CENTRAL MAINTENANCE GARAGE REPAIR DATA

	Current Week	Previous Week
DCED	0	0
Fire	1	0
Human Resources	0	0
Light	0	2
Parks & Engineering	1	2
Police	6	2
Public Works	4	7
Wastewater	1	1
Water	1	2
Weekly Totals	14	16
Yearly Total	340	

AFTER HOUR CALL BACKS

- Friday, April 10, 2020 @ 10:30 p.m.: Received a call on Good Friday for tree limbs in the street at the dead end of Marion Street. The limbs were not impeding traffic or causing any other issues. It was decided to leave the debris for Monday cleanup.

SALT SHED ROOF REPLACEMENT

- The Engineering Department recently bid out work for the replacement of the shingled roof of the salt shed at the Public Works Department. The shingles are long past due for replacement having been installed in 1989. Work will include replacement of the shingles, some select portions of plywood and some other miscellaneous work. Sixteen bids were received ranging in price from \$14,372 to \$66,670. The low bidder, Badger Contracting, will meet staff on site next week to review the project and select a shingle color. The budget for the project was \$25,000.

#LIGHTITBLUE CAMPAIGN

- Per Scott Nicewarner's suggestion, staff have lit up the City Hall clock tower with blue lights as part of the #lightitblue campaign that recognizes and honors medical staff on the front lines of the Coronavirus battle. This includes health care workers, first responders and those essential personnel caring for people during the COVID-19 pandemic. The tower will be lit until further notice.

UTILITIES DEPARTMENT

ELECTRIC DIVISION

Service Calls

- Thur. 4/9 - 205-224 Summer Street: Total outage; line crew made repairs to pole #1231 to correct problem and restore power. Time Out: 17.6-18.9
- Fri. 4/10 - Henry Avenue and West North Avenue: Wires down; wires were found to belong to Antietam Cable and Verizon Phone. Time Out: 11.8-12.6
- Mon. 4/13 - Area of Highland Way: Lines down; lineman trimmed tree from secondary conductors to correct problem. Time Out: 18.0-19.0
- Wed. 4/15 - 128 Devonshire Road: Lines down; lineman found wire to belong to Antietam Cable Television. Time Out: 21.2-21.5

Engineering

- Multiple permit reviews, underground locates, and service upgrade requests have been reviewed and/or completed.
- The Staff Engineer reviewed bids for stock materials used for the construction and maintenance of the HLD electric utility system.
- The Engineering Designer continued work on electric utility and street lighting design for various projects and developments within the HLD territory.
- Engineering staff completed multiple updates to the HLD Electric System GIS model.
- The Staff Engineer and Engineering Designer assisted Shentel with troubleshooting automatic switching of one of their generators at a cellular site. The HLD installed one of its line recording devices and reviewed the data after two events. There were no issues found with HLD's service and/or power quality.

Administration

- Staff attended the annual case hearing with the Maryland Public Service Commission regarding the just and reasonableness of the Annual Cost Adjustment for the year 2020. Since PSC offices are closed, the meeting was held over Google Hangouts.

WASTEWATER DIVISION

Wastewater Treatment Plant at Frederick Street

Date	Flow (mgd)	Rainfall (inches)
Wednesday, April 08, 2020	5.67	0.21
Thursday, April 09, 2020	5.88	0.26
Friday, April 10, 2020	5.32	0.00
Saturday, April 11, 2020	5.27	0.00
Sunday, April 12, 2020	5.24	0.29
Monday, April 13, 2020	7.92	0.92
Tuesday, April 14, 2020	7.29	0.16
Weekly - Avg. Flow / Total Rainfall	6.08	1.84
Monthly - Avg. Flow / Total Rainfall	5.83	1.93

Miscellaneous

- Located faulty underground wiring from BNR building to headworks. Pulled new wire and replaced as needed.
- Troubleshoot UV channel #3 communication discordance.
- Replaced auxiliary contact on refrigerated air dryer.
- Replaced defective communication board in ASPS Final-4 flow meter.
- Routine maintenance (MP2 Program) and Corrective Work Orders.

Collections

Maintenance Tasks

- Cleaned and disinfected the shop/garage.
- Painted interior walls of garage.
- Began remodeling of Collections office.
- General pump shop repair work.
- Hauled in four loads of crusher run for stock
- Sewer Backup, 1108 Carroll Heights Boulevard; problem on the private side.
- Completed final blacktop patch on Wayne Avenue.
- Pump Station No. 3: Installed new wet well lighting and switch.
- Pump Station No. 26: Installed new SCADA systems.

Administration

Wastewater Division – Customer Call Log Summary 2020							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	0	0	0	0	0	4	4
YTD 2020	15	22	3	0	1	49	90

Engineering

- Coordinated with staff and customers regarding permit process.
- Processed permits and water allocation fee notices.
- Worked with staff on finalizing developer plans.

Lab

- Requested statement from ALS regarding detection and reporting limits for Toxic Chemical Testing.
- Discussed quarterly POTW sampling with County Pretreatment Manager.
- Prepared reagents for Lachat operation.
- Process and regulatory testing was routine for the week.

WATER DIVISION

Plant Flows - System Demand (MGD)

Date	<u>Willson</u>	<u>Breichner</u>	<u>Total</u>
04/09/20	9.42		9.42
04/10/20	9.23		9.23
04/11/20	9.20		9.20
04/12/20	8.95		8.95
04/13/20	9.39		9.39
04/14/20	9.19		9.19
04/15/20	9.55		9.55
Average			9.28

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 3.3 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.

Laboratory

- Process and regulatory testing were routine for the week.

Engineering

- Staff finalized some development plans.
- Staff attended a pre-construction meeting.



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