

CITY OF HAGERSTOWN, MARYLAND STATUS & INFORMATION REPORT NO. 16 FOR 2020



April 24, 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 ***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:

- County Organizations Work to Help Homeless During Pandemic
- Agencies Educating Businesses About COVID-19 Compliance
- Hagerstown Council Hears Updates on Community City Center Plan
- Owners Look at Business In and After Lockdown
- Community Working Together to Prepare for COVID-19 Surge
- Hogan Announces Deal with South Korea to Provide 500,000 Virus Tests
- Hagerstown Police Officer Fired, Charged in Thefts
- Minors Prepared to Accept Cut to 120 Affiliates
- Press Release: Hagerstown is a Budget-Friendly Mortgage City

This Week's Video Projects

- Earl Stoner's Weekly COVID-19 Video Message Production
- Kathy Maher's COVID-19 Video Message Production
- Mayor & City Council Virtual Work Session

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
- Rodney Tissue's COVID-19 Video Message
- HFD/EMS COVID-19 Emergency Response Protocols Video
- Shelley McIntire's Washington County Reading Challenge Video
- "State of the City" Video
- "Hub Bub" Video Podcast
- 2020 Census: What is the Census?
- Stormwater Program Informational Video
- MTA Commuter Connection

City Website:

- www.hagerstownmd.org attracted 9,826 user visits for the week of April 13-19, 2020.
- The most popular top entrances (the first page users accessed on the website):
 - Home Page 2,131
 - Utility Billing Page 1,201
 - Civic Alerts Page 1,052
 - Police Page 247
 - Coronavirus Page 235
 - Bids Page 146
 - Firefighters Page 121
 - Fire Page 117
 - Trash & Recycling Page 96
 - Electric Division Page 71
 - Hub City 100-Miler 71
- Top Searches:
 - "Online bill payment"
 - "Permits"
 - "When should I set out trash/recycling/yard waste for collection?"
 - "True"
 - "Yard waste"

DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

Business Development Update. Staff participated in the Hospitality and Tourism Roundtable on Tuesday. Discussion topics were all COVID-19 related including: *How Are Businesses Keeping Employees Working, How Are You Preparing Long-Term and How Are Businesses Staying Connected To Their Customers.*

Events Update:

- Hagerstown Hopes Pride event is cancelled, but the organization will hold a virtual online event instead.
- Planning for Augustoberfest and Imagine Hagerstown continues, while organizers continue to monitor the COVID 19 pandemic and follow Governor's orders
- Updated status of events is on the City website (<https://www.hagerstownmd.org/158/Downtown-Events>)
- Event staff are attending virtual meetings with Maryland State Arts Council on arts happenings and artist relief packages during pandemic. This link has information relevant for those who have lost income across the creative sector due to the pandemic: <https://www.msac.org/news/msac-covid-19-state-emergency-statement-resources>
- Event staff also participated in the following Americans for the Arts webinars:
 - **10 Reasons To Support The Arts in 2020** which highlighted the economic impact arts events have and cementing the fact that rebuilding our post-pandemic economy should include arts events.
 - **Community + Culture + Equity (module 1)** provided staff with information and resources on integrating artists into community development projects.

FIRE DEPARTMENT

FIRE DEPARTMENT CALLS FOR ASSISTANCE			
Cooking Fires	1	Community Risk Reduction	5
Building Fires	2	Public Service	2
Medical Assistance	23	Personal Injury Collision	6
Assist other Fire Departments	7	Fuel/Hazard Spills	0
Automatic Fire Alarms	5	Gas Leaks	1
Downed Power Lines	1	Investigation: Smoke	1
Water/Steam Leak	3	Dumpster/Outside Fires	1

Dryer Fire, Clean and Bright Laundry #2, 1011 Maryland Avenue: On Thursday, April 16th at 6:26 p.m., Hagerstown firefighters responded to the Clean and Bright laundromat for a commercial dryer fire. Units arrived to find the building filled with smoke. Firefighters quickly extinguished the fire that began in the dryer and extended into the interior walls.

PARKS & ENGINEERING DEPARTMENT

ENGINEERING DIVISION

1. **Alley Contract.** Advertised a contract to rebuild the Jamison Door Wall and several alleys. The bid opening will be held May 20th. To-date we have sold bid documents to four prospective bidders.
2. **Heyser Parking Lot.** Construction on the Heyser Parking Lot in City Park will begin next week.

3. **Large Document/Scanner.** The new large document copier/scanner was delivered today and staff have been trained on its operation.
4. **Engineering Statistics**

TRAFFIC ISSUES		
Description	Week of 4/20/20	Calendar Year 2020 TOTALS
Traffic complaints received	1	50
Work Orders completed	0	28
Traffic counts completed	0	8
CONSTRUCTION PROJECTS		
Description	Week of 4/20/20	Calendar Year 2020 TOTALS
Projects advertised for bids	1	3
RFP's Advertised	0	4
Projects under construction	4	5
Projects completed	0	1

PARKS DIVISION

1. **Park Maintenance.** Beds along Key Street at City Park are being landscaped to replace overgrown bushes. At Fairgrounds Park along the Valley Road Trail, staff is replacing a failing footbridge.
2. **Colt League – Hellane Park.** A new roof is being installed on both Colt League dugouts.

PLANNING & CODE ADMINISTRATION

Zoning Certificates Issued:

- 146 Fairground Avenue – Elevations Beauty Bar, LLC – hair salon.

New Development Cases:

- 820-840 Florida Avenue – The ARC of Washington County – site plan for a canopy addition and parking lot reconfiguration.
- 743 Bowman Avenue – Masters Wood Shop – site plan for a building addition.
- 743 Bowman Avenue – 249 Prospect, LLC – minor subdivision plat.

Board of Zoning Appeals: The BZA heard two cases on Wednesday, April 22. The Board took the following action:

- 607 West Washington Street – Jake Baer – the Board continued its hearing on these requests for a special exception for a brewpub and a parking variance pending advice from the City Attorney. A special meeting will be set up to deliberate this case after hearing from the City Attorney.
- 418 Boward Street (behind 417 North Potomac Street) – Harold E. Walter – approved a special exception for a hair salon.

Planning Commission: The Planning Commission will be acting on these matters on Wednesday, April 29:

- Public Review Meeting: 202 West Howard Street – Local Conversion District Overlay for a commercial space and three apartment units.
- McCleary Hill – Revisions to Development Plan.
- 1739 Dual Highway – Tri-State Plaza – site plan for fast food restaurant.
- City Pak Drive – Heyser Parking Lot – site plan for parking lot improvements.
- 11935 Hopewell Road – Tractor Supply Company – site plan for warehouse expansion.
- 716 Security Road – A. W. Orndorff Plumbing & Heating – minor site plan for site improvements.
- 27 West Antietam Street – Joel Merrbaugh – minor site plan for parking lot improvements.
- Proposed 2021 Capital Improvements Program – recommendation to Mayor and City Council.

Weekly Activity Report: April 13 – April 17, 2020

PERMITS								
<u>TYPE</u>	<u>NUMBER OF NEW APPLICATIONS</u>							<u>NUMBER ISSUED</u>
Building	12	Residential -	7	Commercial -	1	Other -	4	3
Electric	12	Residential -	9	Commercial -	1	Other -	2	13
Plumbing	5	Residential -	5	Commercial -	0	Other -	0	6
Mechanical	2	Residential -	1	Commercial -	0	Other -	1	3
Engineering Dept.	2							2
TOTAL	33		22		2		7	27
Est. Value of Issued Building Permit Projects:					FY20 Fiscal Year Totals:			
Residential				\$ 390,830.00				\$ 6,301,602.00
Commercial				\$ 0.00				\$ 10,169,571.00
Apartment				\$ 0.00				\$ 1,207,900.00
Sign				\$ 0.00				\$ 438,005.00
TOTAL				\$ 390,830.00				\$ 18,117,078.00
Projects of Interest								
<ul style="list-style-type: none"> - Two new single-family homes in Greenwich Park - \$240,000 - Convert existing room into bath and laundry at 930 Summit Avenue - \$50,000 - Construct walls to close up bath and laundry room at 320 Avon Road - \$50,000 								
RENTAL LICENSING PROGRAM YEAR: JULY 1, 2019 – JUNE 30, 2020								
					<u>PROPERTIES</u>		<u>UNITS</u>	
Registrations received week of Apr.13 – Apr. 17					2		2	
New applications issued week of Apr. 13 – Apr. 17					0		0	
Total 2019-2020 registered (includes additions and subtractions since 5/2/19)					3,629		9,296	
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		\$ 150						
Weekly adjustment/credits		\$ 0						
INSPECTIONS								
<u>TYPE</u>				<u>NUMBER CONDUCTED</u>				
Building				46				
Electrical				29				
Plumbing				33				
Mechanical				22				
Safety				9				
Neighborhood Vitality				10				
Quality of Life				1				
Preventive Maintenance				3				
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:	1,148	Field Interviews:	8
Arrests/Warrants Served:	16	Moving Violations:	13
Domestic Violence Calls:	26	Safety Repair Orders:	0
DUI Arrests:	0	Warnings:	7
Reports Filed:	101		

REPORTS

04/16/20: Officer T. Kelley was working the HPD Watch Center and received a call regarding a theft. The caller was reporting a theft of a GE microware and a double sink vanity top from Kilpatrick Court. The theft occurred at a vacant house that is under construction. The value of the microwave is \$400 and the double sink vanity is valued at \$475. The construction employee concluded the door to the residence was apparently left unsecured since there were no signs of forced entry to the property. There are no suspects at this time.

04/17/20: Officer Decker was in the area of the 300 block of Mill Street when he heard what sounded several gun shots. Approximately a minute later a newspaper delivery driver advised she heard what she believed to be gunshots in the area of Frederick Manor. She also saw a vehicle traveling at a high rate of speed toward downtown. Other citizens called in to report they heard heard gunshots in that area. Officers Todaro and Young searched the area and found six spent shell casings on Frederick Street. The shell casings were photographed, collected and placed into evidence at HPD. Officer Easley and Lucas checked the City cameras at Frederick and Baltimore Streets to see if other information could be gathered. There is a person of interest. No further information is available at this time.

04/18/20: Officer Thompson was dispatched to Freemont Street for a report of a disturbance. When the officer arrived he saw a white female stumbling in the middle of the street. She was screaming and crying causing a public disturbance. It was discovered the female was intoxicated. Upon investigation the officer learned that the intoxicated female had assaulted a female neighbor. The officer could visible see lacerations to the victim's face, arms, and chest area. A neighbor witnessed the intoxicated female walk over to the victim's porch and physically assault her. The intoxicated female was arrested and charged with Intoxicated Public Disturbance, Assault 2nd Degree and Disorderly Conduct.

04/19/20: Officer Williamson responded to the business of WDVM on East Washington Street for the report of a female that would not leave the business. The officer made contact with the female who had been arguing with the employees and was refusing to leave. The officer asked the female to step outside the business to discuss the problem, however the female refused. The female stated she had a story to tell and it had to be heard today. The officer suspected the female may be intoxicated but the female stated she had not been drinking. It was suggested she make an appointment and come back another day. Again she refused the suggestion from the officer. The officer gave a warning that she needed to leave the business or she would be arrested. She stated she was not moving. She was then arrested and charged her with Fail to Obey Lawful Order and Trespass Private Property.

04/21/20: Officer Oates was assigned to the HPD Lobby and received a theft report from a citizen. The victim stated he had a package stolen from his front porch. The victim advised he was returning two cellphones to Sprint and placed the package on his porch waiting for the UPS driver to pick up the package. However, when the driver arrived there was no package on the porch. The victim valued the phones at approximately \$1,000 each. The victim was able to supply the serial numbers to both cellphones. There is no suspect at this time.

OTHER NEWS/INFORMATION

Congratulations to Officer Campbell and Officer Branche. Officer Coty Campbell and Officer Tyler Branche have been chosen as Officers of the Month for March 2020. Officer Campbell has been employed by the City of Hagerstown for three years and Officer Branche has been employed for two years. Both are currently assigned to the Patrol Division.

In February, officers responded to a call for a disturbance. Upon arrival, officers located a male standing in the middle of the street holding two large knives against his neck. The male was agitated and was making suicidal statements and attempting to get officers to shoot him. Officer Branche, along with other officers, attempted to negotiate with the male to get him to put down the knives. Suddenly during the tense negotiations, the male began advancing towards officers and on-lookers. Out of concern for the safety of everyone involved, Officer Campbell deployed a beanbag round towards the male. Almost simultaneously, Officer Branche deployed his Taser. The combined effect of the two momentarily incapacitated and distracted the male long enough for officers on scene to safely take him into custody without any serious, permanent injury.

Based on their quick reactions in safely resolving a potentially deadly incident, Officer Coty Campbell and Officer Tyler Branche have been selected as the Hagerstown Police Department Officers of the Month for March 2020. The Hagerstown Police Department is proud to have dedicated officers such as Officer Campbell and Officer Branche as some of its own and congratulates them for a job well done.

PUBLIC WORKS

CENTRAL MAINTENANCE GARAGE REPAIR DATA

	Current Week	Previous Week
DCED	0	0
Fire	0	1
Human Resources	0	0
Light	2	0
Parks & Engineering	1	1
Police	12	6
Public Works	4	4
Wastewater	0	1
Water	4	1
Weekly Totals	23	14
Yearly Total	363	

AFTER HOUR CALL BACKS. No call back reports for this week.

HUMAN RESOURCES REMODEL UPDATE. Work continues on the remodel of the HR office. A dividing wall has been framed in the former conference room to create the new office. The bigger news is that a hole has been cut through the existing block wall that will connect the existing offices with the new office. The new air conditioning system is in place and ready to go and carpet squares have been ordered.

PROTECTIVE BARRIERS. Staff is working on plexiglass protective barriers (sneeze guards) for the lobby teller windows in City Hall. One will be created and installed for staff approval before more are built. This may become the new normal with additional clear, protective barriers built for other office staff in preparation for the eventual reopening of City Hall.

QUICK STORM CAUSES ROAD CLOSURES. A very fast moving rain and wind storm crossed the area the afternoon of Monday, April 13th. Multiple calls were received about large limbs or trees blocking the streets. Wayside Avenue, Radcliffe Avenue, Reynolds Avenue, and Wesel Boulevard were all blocked or partially blocked by downed trees. Staff quickly moved to have the trees removed from the travel lanes thereby opening the streets by 4:30 p.m.

UTILITIES DEPARTMENT

ELECTRIC DIVISION

Service Calls

- Sat. 4/18 - 117 Lee Street: Total outage; fuse operated. Time Out: 8.3-9.0
- 122 North Mulberry Street: Total outage; bird caused transformer fuse to operate. Time Out: 13.4-13.8
- Mon 4/20 - 339 East Antietam Street: Pole damaged; vehicle struck utility pole in accident. Lineworker secured pole temporarily until replacement was completed the following business day. Time Out: 18.3-18.9
- Tues. 4/21 - 1020 Beechwood Drive: Total outage; lineman remove large tree branch from service wires and replaced two fuses to correct problem and restore power. Time Out: 15.2-16.7

Distribution

- ARS Contractors continue tree trimming efforts in HLD service territory as part of our annual maintenance.

Engineering

- Multiple permit reviews, underground locates, and service upgrade requests have been reviewed and/or completed by engineering staff.
- The Staff Engineer released and approved bids for publishing of HLD's updated Safety and Grounding for Employee Protection Manuals. Once received, review of the manuals and training will occur with HLD employees.
- Engineering Staff reviewed multiple ongoing projects and the affect the virus pandemic is having on their timelines to determine the best practices moving forward.
- The entire HLD staff excitedly welcomed back Paul Schetrompf after an extended leave. We're very happy to have Paul back.
- Engineering staff prepared and loaded a shipment of overhead transformers to Southeastern Transformer for refurbishment. They'll be inspected, tested, repaired if needed, receive new oil, painted, re-labeled, and returned to the HLD like new. This is a much more cost effective process than scrapping old units and purchasing new.

WASTEWATER DIVISION

Wastewater Treatment Plant at Frederick Street

Date	Flow (mgd)	Rainfall (inches)
Wednesday, April 15, 2020	7.31	0.00
Thursday, April 16, 2020	6.75	0.00
Friday, April 17, 2020	6.58	0.05
Saturday, April 18, 2020	6.63	0.06
Sunday, April 19, 2020	6.40	0.00
Monday, April 20, 2020	6.18	0.00
Tuesday, April 21, 2020	6.12	0.04
Weekly - Avg. Flow / Total Rainfall	6.57	0.15
Monthly - Avg. Flow / Total Rainfall	6.07	2.08

Wastewater Collections

Collection System Maintenance Tasks

- Completed final permanent patches on Frederick Street.
- Worked on final remodeling of Collections supervisors' office.
- Cleaned, organized and painted upper mezzanine area.
- General pump shop repair work.
- Sewer Backup, 35 Wayside Avenue, main line clear, homeowner's lateral broken by neighbor's fence installation.
- Sewer Backup, 40 South Cannon Avenue, flushed main line, problem on private side.
- Sewer Backup, 402 Summit Avenue, flushed main line, problem on the private side.
- Grinder Pump call, 1678 Woodlands Run, replaced pressure switch.

Administration

Wastewater Division – Customer Call Log Summary 2020							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	0	2	0	0	0	5	7
YTD 2020	15	24	3	0	1	54	97

Engineering

- Conducted a conference call with ARC and consultant engineer regarding grant application for Phase 1B sewer lining project.
- Reviewed Site Development Plans.
- Granted approvals for City permits.
- Reviewed Utilquest invoices.

Lab

- Collected 2nd quarter metals testing for Raw, Thickener, and Effluent.
- Continued annual MDL study for complex nutrients (TKN, TP).
- 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>
04/16/20	9.51		9.51
04/17/20	9.96		9.96
04/18/20	9.22		9.22
04/19/20	9.42		9.42
04/20/20	9.64		9.64
04/21/20	10.12		10.12
04/22/20	9.90		9.90
<i>Average</i>			9.68

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 4.0 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 to a water main break on Forest Drive.

Laboratory

- Process and regulatory testing were routine for the week.

Engineering

<u>Reviews:</u>	<u>City</u>	<u>County</u>
Site Plans	2	5
Preliminary Plats	-	1
Final Plats	-	1
Replat	-	-
Grading Plan	-	-
Development Plan	-	1
Building Permits	19	4

- Attended a pre-construction meeting to discuss the waterline extension for the Professional Court Bridge Project.
- Discussed the Water Line Maintenance agreement with the Consultant for the Valley Mall.
- Met with the Fire Marshall to discuss waterline changes within a housing development 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