

CITY OF HAGERSTOWN, MARYLAND STATUS & INFORMATION REPORT NO. 17 FOR 2020



May 1, 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:

- City of Hagerstown to Consider Pushing Back Stormwater Fee Start
- Meritus Health Expands COVID-19 Testing
- Last Day of School for WCPS Students and Staff is June 10
- Man Tells Hagerstown Police He Shot at Goose After Attack
- Hagerstown Suns Request Rent, Utility Relief
- United Way, Community Foundation Raise \$200,000 for COVID-19 Response
- Hogan Announces Plan to Reopen Maryland When Safe
- Hagerstown to Consider Professional Boulevard Agreement
- Court Orders More Clarity in Washington County Primary Ballot
- WCPS Cancels Proms, Graduations Likely Online
- COVID-19 Claims Third Washington County Resident
- Pedestrian Dies After Being Struck Near Frederick Street in Hagerstown
- Part of North Potomac Street Closed for Water Main Repair
- Press Release: Building Safety Month
- Press Release: North Potomac Street Water Main Break
- Press Release: North Potomac Street Water Main Break Repaired
- Traffic Advisory: North Potomac Street

This Week's Video Projects

- Earl Stoner's Weekly COVID-19 Video Message Production
- Mayor & City Council Virtual Regular Session
- HFD Station Tour & Apparatus Video Shoot

Channel 25 Hub City Now Programming:

- Mayor & City Council Virtual Regular 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
- Kathy Maher'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 9,169 user visits for the week of April 20-26, 2020.
- The most popular top entrances (the first page users accessed on the website):
 - Home Page 1,937
 - Utility Billing Page 906
 - Civic Alerts Page 733
 - Coronavirus Page 333
 - Police Page 265
 - Bids Page 139
 - Virtual Page 121
 - Firefighters Page 111
 - Hager House Page 90
 - Electric Division Page 86

- Top Searches:
 - “Online bill payment”
 - “Quit claim”
 - “Power outage”
 - “True”
 - “Light bill”

DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

HYAC Applications. The application deadline for the Hagerstown Youth Advisory Council was extended until May 15, 2020. Eligibility requirements and the application form can be found at <http://www.hagerstownmd.org/hyac>

Business Development Updates

- DCED Director Jill Thompson participated in the MEDA (Maryland Economic Development Association) Spring Quarterly Director’s (virtual) meeting. Featured speakers included Secretary of Commerce Kelly Schulz and also Rhonda Ray of the Commerce Department and Heather Gramm from MEDA. Topics included a legislative update and a demonstration of the Maryland Business Relief Wizard which helps streamline the process and helps businesses connect with resources for which they are eligible. For information please visit: <https://reliefwizard.net/>
- Jill Thompson also participates in a daily Community Partners Business Response Team virtual meeting. Members of County Business Development, Regional State Commerce Department, Greater Hagerstown, Chamber of Commerce, Goodwill and CVB touch base daily to share information or resources that relate to the local business community.
- The Economic Development team has participated in the following webinars/conference calls this week:
 - CARES Act Plan
 - Nonprofit & Small Business Resource Webinar with Congressman David Trone: The webinar featured special guest Senator Ben Cardin and a panel discussion of leading experts in the field, such as the U.S. Small Business Administration, Maryland Department of Labor, Maryland Department of Commerce, and Maryland Nonprofit.
 - Main Street Maryland Weekly Catch Up

Community Events Update:

- Staff is working on a plan to reopen the Farmers Market outdoors in the Market lot from 6 a.m. – 12 p.m. The reopen date is scheduled for May 9th.
- Imagine Hagerstown Fourth Friday Music scheduled for May 22nd has been postponed until September 11th.
- Planning for Augustoberfest and Imagine Hagerstown continues while organizers continue to monitor the COVID 19 pandemic and follow Governor's orders.
- An updated status of events can be found on the City’s website <https://www.hagerstownmd.org/158/Downtown-Events>

FIRE DEPARTMENT

FIRE DEPARTMENT CALLS FOR ASSISTANCE

House/Apartment Fires	1	Community Risk Reduction	6
Cooking Fires	2	Public Service	1
Medical Assistance	31	Personal Injury Collision	3
Assist other Fire Departments	5	Fuel/Hazard Spills	0
Automatic Fire Alarms	11	Gas Leaks	0
Downed Power Lines	1	Investigation: Carbon Monoxide Incident	1
Water/Steam Leak	1	Dumpster/Outside Fires	0

INFORMATION TECHNOLOGY

1. Our IT group recently worked with HPD personnel to create a second offsite “Watch Center” at the Elizabeth Hager Center. This second location gives officers a centralized “hub” from where they can respond to calls and coordinate police response, as needed. Future plans are to also incorporate remote camera monitoring at this second location, which will also allow officers to “see” activities at downtown events and festivals while being in closer proximity to respond, as needed.
2. Our HPD IT group recently completed the installation and configuration of new “Gangscope” software. Gangscope is software that allows local law enforcement to manage and track local gang activity from a single platform, consolidating all intelligence and information in a single system.

PARKS & ENGINEERING DEPARTMENT

ENGINEERING DIVISION

1. **Construction Starts.** Both the Heyser Parking Lot in City Park and the demolition of 319 Summit Avenue (Park Circle Service Station) will start next week.
2. **Street Tree Database.** Right now, we have roughly 3,800 street trees located in the street tree database. Of those, we have good attribute data on maybe half. Public Works is providing us updates on their tree maintenance. We plan to focus on areas that have a lot of digitized locations but no attributes. This database will be crucial for our stormwater and forest conservation programs going forward.
3. **Engineering Statistics**

TRAFFIC ISSUES		
Description	Week of 4/27/20	Calendar Year 2020 TOTALS
Traffic complaints received	1	51
Work Orders completed	3	31
Traffic counts completed	0	8
CONSTRUCTION PROJECTS		
Description	Week of 4/27/20	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. **Parks & Facility Reopening Plan.** Recreation staff has developed a draft plan to reopen parks and facilities once it is confirmed that we are able to begin.
2. **Fairgrounds Park.** Due to deterioration, we are replacing a foot bridge on the Valley Road Trail.
3. **City Park.** We are bracing the front of the in-ground root cellar by the Mansion House.
4. **Grounds Maintenance.** At City Park, we continue to clean up debris from removing Ash trees that were affected by the Emerald Ash Borer. We continue to mulch at all our parks.
5. **Hager House.** Staff virtually met with a company called Timelooper to learn about the possibilities of creating a virtual reality tour and experience of the Hager House. The company is offering free production during the COVID pandemic. More information can be found on their website here: <https://www.timelooper.com/museum-virtual-tours>
6. **May Mindfulness Challenge.** The 31-day challenge begins May 1st. Registration for City of Hagerstown employees is free. To register visit: https://apm.activecommunities.com/hagerstownparksandrec/Activity_Search/4045

PLANNING & CODE ADMINISTRATION

Historic District Commission: The HDC considered four cases on Thursday, April 23. All four cases were approved as submitted:

- 919 Hamilton Boulevard – Edmund Dunn – fence
- 27 West Antietam Street – Adam Hager for Joel Merrbaugh – construction of an 11-space parking lot
- 152 West Washington Street – James Sheats/Sign Here – projecting sign and a resurfaced wall-mounted sign
- 7 East Washington Street – MJ Wojewodzki, AIA – window replacement and façade alterations

Planning Commission: The Planning Commission took the following action 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. Besides the applicant, no one spoke in favor of or in opposition to the proposed rezoning.
- McCleary Hill – approved revisions to development plan.
- McCleary Hill (Phase II, Lots 7-16, 18, 20) – approved revisions to the final plat
- 1739 Dual Highway – Tristate Plaza – approved a site plan for a fast food restaurant.
- City Pak Drive – Heyser Parking Lot – approved a site plan for parking lot improvements.
- 11935 Hopewell Road – Tractor Supply Company – approved a site plan for a warehouse expansion.
- 27 West Antietam Street – Joel Merrbaugh – approved a minor site plan for parking lot improvements.
- Proposed 2021 Capital Improvements Program – recommendation approval to the Mayor and City Council, including adding a pressure tank to improve water pressure on the southeast side of Hagerstown.

Service Excellence: The City has been working with Tractor Supply regarding an urgently needed addition to their distribution center on Hopewell Road. It was determined that if they could not get a site plan approved quickly, they may have to look at constructing an entirely new facility elsewhere. There were also complications in that the site plan and forest conservation plan were approved by Washington County before the property was annexed; and discussion between City and County staff was necessary to determine how to proceed under those circumstances. The site plan and forest conservation plan and plat were submitted on March 6 and were approved by the Planning Commission on April 29 (start to finish: 54 days).

Board of Zoning Appeals: The BZA received one case for the May 20 hearing. Margaret Myers filed a variance request to reduce the required rear setback for a roof over a deck to 26 feet at 1700 Abbey Lane.

Weekly Activity Report: April 20–24, 2020

PERMITS								
<u>TYPE</u>	<u>NUMBER OF NEW APPLICATIONS</u>							<u>NUMBER ISSUED</u>
Building	4	Residential -	3	Commercial -	0	Other -	1	7
Electric	15	Residential -	10	Commercial -	4	Other -	1	15
Plumbing	2	Residential -	2	Commercial -	0	Other -	0	2
Mechanical	8	Residential -	3	Commercial -	3	Other -	2	7
Engineering Dept.	3							5
TOTAL	32		18		7		4	36
Est. Value of Issued Building Permit Projects:					FY20 Fiscal Year Totals:			
Residential				\$ 350,127.00				\$ 6,651,729.00
Commercial				\$ 0.00				\$ 10,169,571.00
Apartment				\$ 0.00				\$ 1,207,900.00
Sign				\$ 8,462.00				\$ 446,467.00
TOTAL				\$ 358,589.00				\$ 18,475,667.00
Projects of Interest								
- Construct three single-family homes in Hager's Crossing - \$315,000								
RENTAL LICENSING PROGRAM YEAR: JULY 1, 2019 – JUNE 30, 2020								
					PROPERTIES			UNITS
Registrations received week of Apr.20 – Apr. 24					0			0
New applications issued week of Apr. 20 – Apr. 24					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								\$ 0
Weekly adjustment/credits								\$ 0
INSPECTIONS								
TYPE					NUMBER CONDUCTED			
Building					35			
Electrical					21			
Plumbing					17			
Mechanical					7			
Safety					4			
Neighborhood Vitality					51			
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:	1,151	Field Interviews:	8
Arrests/Warrants Served:	13	Moving Violations:	10
Domestic Violence Calls:	22	Safety Repair Orders:	1
DUI Arrests:	1	Warnings:	5
Reports Filed:	96		

REPORTS

04/23/20: Officer Alderton was working the Police Watch Center when he was contacted by the manager of Fitzgerald Auto Mall. The manger advised that a Dodge Ram was parked on their parking lot for service. Sometime during the night someone did extensive damage to the underside of the truck. The suspect attempted to cut off the catalytic converter, however was unsuccessful. The suspect did approximately \$5,000 damage to the vehicle in the attempt to steal the converter. There is no suspect at this time.

04/24/20: Officer Wolfe was dispatched to Eastern Boulevard for the report of a possible intoxicated driver. When the officer arrived, the vehicle was sitting on the concrete median divider in front of a traffic sign that was lying in the roadway. The driver of the vehicle stated she swerved to miss a vehicle coming at her. The officer asked the driver to exit the vehicle. The driver complied but was unsteady on her feet. The officer asked the driver if she would consent to a series of Standardized Field Sobriety Tests and she stated she would. Based on the results of the tests, the driver was placed under arrest for the suspicion of driving under the influence of alcohol. Once at Police Headquarters, the driver consented to a breath test to determine her blood alcohol level. Due to the results, the driver was issued citations for the following: Driving While Under the Influence of Alcohol, Driving While Under the Influence of Alcohol Per Se and Driving While Impaired by Alcohol. She was released to a sober driver.

04/26/20: Officer Main responded to Little Elliott Drive for a reported shooting. Dispatch advised that a male was shot and was possibly unconscious. Upon arrival Officer Main was allowed into the residence and was led to the male victim who was a juvenile. Community Rescue Service arrived and began treating the male. The victim did state that he was unsure why he was shot. The victim was transported to Meritus Medical Center for treatment. No details can be released since the victim is a juvenile. Detective Weaver has been assigned to the case and will continue the investigation. No further information is available at this time.

04/28/20: Officer Mikash was dispatched to Berkson Avenue for a burglary report. Upon arrival, Officer Mikash learned that a property manager had arrived to the residence to show the house to prospective tenants. Two subjects had been inside the unoccupied residence but had since fled. The officer observed that the smoke detectors in the residence had been removed and it appeared that someone had attempted to light a fire in the rear bedroom. Officer Mikash requested a Fire Marshal to the scene. It was determined the point of entry to the property was via an open rear window. Both the officer and the Fire Marshal will continue the investigation. No further details are available at this time.

PRESS RELEASES

On 04/28/20, officers assisted the U.S. Marshal Service in locating and apprehending a wanted subject out of Pennsylvania on a felony warrant related to narcotics and firearm charges. Eric Steven Crockett was apprehended in the first block of East North Ave after a short foot pursuit. Crockett was also charged by HPD for one count of Possession Not Marijuana for narcotics found during the arrest. Additionally, Crockett was under investigation by HPD for an armed robbery that occurred on January 30, 2020 at Cut Off The Top Barber Shop located at 107 West Washington Street. Crockett has also been charged for that crime and the following charges: Armed Robbery, Robbery, First Degree Assault, Firearm Use by Felon in Violent Crime, Reckless Endangerment, Handgun on Person, False Imprisonment, and numerous other conspiracy charges related to the incident.

OTHER NEWS/INFORMATION

K9 Hera (Badge #3369) ~ End of Watch: 04/26/20. We are extremely saddened to announce the passing of K9 Hera. She was a valued member of our K9 Unit and began her tour of duty in June 2015 along-side her handler Officer Langley Dean. Hera was a Hanoverian Hound born in Slovakia and was used for tracking and trailing. She assisted in locating numerous missing persons, criminal and evidence of crimes. Hera was certified with the North American Police Work Dog Association. Hera passed away after a brief illness and medical procedure. Please keep Officer L. Dean, his family and K9 Unit co-workers in your thoughts and prayers. Thank you for your service K9 Hera...you will be deeply missed.



PUBLIC WORKS

CENTRAL MAINTENANCE GARAGE REPAIR DATA

	Current Week	Previous Week
DCED	3	0
Fire	0	0
Human Resources	0	0
Light	3	2
Parks & Engineering	0	1
Police	10	12
Public Works	3	4
Wastewater	2	0
Water	4	4
Weekly Totals	25	23
Yearly Total	388	

AFTER HOUR CALL BACKS

- Tuesday, April 21, 2020 @ 6:30 p.m.: Tree fell across the street at 301 East Magnolia Avenue blocking both lanes of traffic. Crew was brought in to clear the road. Final clean up and removal of the tree and debris occurred the following day.

SEASONAL STAFFING. The hiring of seasonal staff was delayed due the current pandemic. Typically, these employees would be hired towards the end of March or early April to assist with mowing, trash collection, etc. The green light has been given to allow hiring these employees and starting to work on Monday, May 4, 2020. This will be a big help for us as the department is currently shorthanded by four vacancies plus one off with child care due to school closings.

CITY MARKET TO REOPEN. The City Market is set to reopen on Saturday, May 9, 2020. Sales will be outside in the parking lot and restricted to food items, dietary supplements and soap/sanitizer/masks. Custodial staff will be on site to assist with traffic control and clean up. Entry to inside of the City Market will be prohibited, however vendors will be permitted to cook their food inside of the building and then provide carry out service to their customers.

UTILITIES DEPARTMENT

ELECTRIC DIVISION

Service Calls:

- Fri. 4/24 - 327 Mitchell Avenue: Lines down; lines were found to belong to Verizon. Time Out: 22.1-22.9
- Sun. 4/26 - 605 Virginia Avenue: Pole damaged; the pole was found to belong to Verizon. Time Out: 7.8-8.5
- Potomac Avenue and Country Club Road: Pole fire; a brief outage was required to make temporary repairs. Time Out: 12.9-14.7
- 1205 Potomac Avenue: Total outage; upon arrival, no outages in the area were found. Time Out: 16.7-17.0
- Mon. 4/27 - 216 West Franklin Street: Pole damaged; streetlight pole was damaged by an unknown vehicle. The pole was removed temporarily until replacement was scheduled for the following business day. Time Out: 18.9-19.3

Engineering

- Multiple permit reviews, underground locates, and service upgrade requests have been reviewed and/or completed by engineering staff.
- Engineering staff continued work on various projects within our service territory.
- Staff took delivery of a new HLD bucket truck that will replace an aging unit. This truck will primarily be used for street light and service work.

WASTEWATER DIVISION

Wastewater Treatment Plant at Frederick Street

Date	Flow (mgd)	Rainfall (inches)
Wednesday, April 22, 2020	6.13	0.00
Thursday, April 23, 2020	5.92	0.05
Friday, April 24, 2020	6.42	0.27
Saturday, April 25, 2020	5.93	0.02
Sunday, April 26 2020	6.88	0.49
Monday, April 28, 2020	6.91	0.01
Tuesday, April 29, 2020	6.58	0.03
Weekly - Avg. Flow / Total Rainfall	6.40	0.87
Monthly – Avg. Flow /Total Rainfall	6.15	2.95

Miscellaneous

- Fabricated fiberglass openings in fermenter scrubber to accommodate new chemicals
- Troubleshooting for loss of signal on effluent flow meter
- Disassembled front gate actuator and fabricated temporary parts till OEM parts arrive
- Removed and replaced defective mixer #3 on BNR deck
- Routine maintenance (MP2 Program) and Corrective Work Orders.

Wastewater Collection

Collection System Maintenance Tasks

- Grinder Pump call, 1621 Woodlands Run, replaced one pump and pressure switch.
- Grinder Pump call, 11314 Eastwood Drive, replaced pigtail.
- Sewer Backup, 700 Frederick Street, problem on private side.
- Sewer Backup, 239 East Irvin Avenue, problem on the private side.
- Re-graded and added stone on the hill and spillway beside Collections building.
- Completed remodeling of Collections office as well as cleanup and painting of mezzanine area.
- General pump shop repair work.
- General maintenance/cleanup on heavy equipment.

Administration

Wastewater Division – Customer Call Log Summary 2020							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	0	1	0	0	0	3	4
YTD 2020	15	25	3	0	1	57	101

Engineering

- Reviewed/gathered documentation for Cost Estimate Certification by Sub consultant.
- Discussed scope of Phase 1B sewer lining project with internal staff.
- Reviewed specifications for Phase 1B sewer project.
- Reviewed Utiliquest invoices.
- Reviewed Site Development plans.

Lab

- Collected 2nd quarter metals Toxic Chemical Testing samples.
- Continued annual MDL study for simple and complex nutrients (NO3/NO2, OP, NH3, TKN, TP).
- Discussed SIU 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	Willson	Breichner	Total
04/23/20	9.43		9.43
04/24/20	9.42		9.42
04/25/20	9.26		9.26
04/26/20	8.85		8.85
04/27/20	9.54		9.54
04/28/20	9.50		9.50
04/29/20	10.20		10.20
Average			9.46

Water Production at R. C. Willson

- R.C. Willson and Pump Stations–Staff worked on facility maintenance and routine preventative maintenance.
- R.C. Willson–Replaced the lighting on the west side of the plant.
- PS6–Installed LED lighting.
- Edgemont Reservoir–Replaced the batteries in the solar installation.

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 N. Potomac Street.

Laboratory

- Collected composite sample from lagoon discharge.
- Process and regulatory testing were routine for the week.

Engineering

<u>Reviews:</u>	<u>City</u>	<u>County</u>
Site Plans	1	-
Preliminary Plats	-	-
Final Plats	1	-
Replat	-	-
Grading Plan	-	-
Development Plan	-	-
Building Permits	8	7

- Reviewed site plans.
- Performed fire flow tests in the area.
- Reviewed the EAP or Edgemont Reservoir and Smithsburg Dam.



Respectfully submitted,

Scott A. Nicewarner
City Administrator