

CITY OF HAGERSTOWN, MARYLAND STATUS & INFORMATION REPORT NO. 22 FOR 2020



June 5, 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>.

JUNE 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	2 No M&C Meeting	3	4	5	6
7	8	9 ***3pm Executive Session ***4pm Special Session & Work Session	10 TENTATIVE "ZOOM" MEETING: 4pm Hagerstown Planning Commission Meeting	11 ***4pm Board of Traffic & Parking Meeting TENTATIVE "ZOOM" MEETING: 4:30pm Hagerstown Historic District Commission Meeting	12	13
14	15	16 ***4pm Work Session	17 TENTATIVE "ZOOM" MEETING: 7pm Board of Zoning Appeals	18	19	20
21	22	23 ***7pm Regular Session	24 TENTATIVE "ZOOM" MEETING: 7pm Hagerstown Planning Commission Meeting	25 TENTATIVE "ZOOM" MEETING: 4:30pm Hagerstown Historic District Commission Meeting	26	27
28	29	30 No Meeting				

COMMUNICATIONS

This Week's Headlines & Media Releases:

- Man Wanted in Connecticut Slayings Arrested Near Hagerstown
- Gov. Hogan OKs Outdoor Pools & Outdoor Dining to Reopen Friday in Maryland
- Washington County Approves Budgets, Hikes Sewer Rate, Keeps Water Rate Steady
- Restaurants in Washington County Look Ahead with Plans for In-Person Dining
- City Council to Meet Virtually at 2 p.m. Friday
- Cooperation, Cameras Help Nab Connecticut Slaying Suspect
- City Eases Outdoor Dining Permit Process
- Hogan Extends Moratorium on Utility Shutoffs in Maryland, Allows Breweries to Serve Patrons Outdoors
- Outdoor Diners Enjoy Renewed Opportunity in Downtown Hagerstown
- Museum of Fine Arts-Washington County Announces New Director
- Two Charged in Connection with Shooting that Wounded Teenage Girl
- Protests Reach Tri-State Area
- Meritus Expects \$20 Million Quarterly Loss to Impact Employees
- Federal Grants Available for Small Businesses
- Maryland Voters Turn Out to In-Person Polling Place for Various Reasons
- Emily Keller Leads in Hagerstown Mayoral Race
- Kristin Aleshire Reflects on 'Good and Surprising' Lead in 13-Way Council Race
- Trone, Parrott Poised to Take 6th District Nominations
- Press Release: Outdoor Dining for City Restaurants
- Press Release: Imagine Hagerstown Livestream Event

This Week's Video Projects

- PCAD Rental Interior Webinar Series Production
- HFD Smoke Alarm PSA Shooting & Editing
- Imagine Hagerstown Livestream Event Zoom Tests

Channel 25 Hub City Now Programming:

- Mayor & City Council Virtual Meeting
- Police Academy Graduation Video
- Council WRap: Outdoor Dining
- "State of the City" Video
- "Hub Bub" Video Podcast
- Symptoms of COVID-19 Informational Video
- 2020 Census: What is the Census?
- Stormwater Program Informational Video
- MTA Commuter Connection

City Website:

- www.hagerstownmd.org attracted 12,640 user visits for the week of May 25-31, 2020.
- The most popular top entrances (the first page users accessed on the website):
 - Home Page 2,888
 - Utility Billing Page 919
 - Police Page 719
 - Collection-Zones-Schedules Page 473
 - Potterfield Pool Page 399
 - Parks & Recreation Page 224
 - Bids Page 180
 - Trash & Recycling Page 178
 - Form center Page 139
 - Meet the City Council Page 113

- Top Searches:
 - “Trash pickup”
 - “When should I set out trash/recycling/yard waste for collection?”
 - “Jobs”
 - “Trash”
 - “Residential trash”

DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

Community Outreach:

- The Hagerstown Youth Advisory Council met virtually on Monday, June 1st to discuss upcoming projects and senior recognition items.
- The Neighborhoods 1st Leadership Team met virtually on Wednesday, June 3rd. Five groups attended as well as officers from the Hagerstown Police Department.

Business Development Update: Staff is working on the financial review of the CARES Act Business Stabilization applications. The DCED team along with a member of the Finance Department made this a priority and reviewed 75 applications within three days.

Imagine Hagerstown: Livestream! Staff is producing a virtual Imagine Hagerstown event on Friday, June 12 from 6-7:30 p.m. Artists will include Josh Morningstar, Kerensa Gray, and Lana Spence and Men of Leisure. Ryan Smetzer will host this event. View on Facebook (@imaginehagerstown), YouTube (City of Hagerstown page), or on Antietam Cable Channel 25. Get take out from your favorite downtown restaurant to enjoy from the comfort of your own home. Contests with prizes of downtown restaurant gift cards!

Farmers Market: The Farmers Market is open! Be sure to wear your mask and enjoy some local food! Visit the Historic City Farmers Market on Facebook for details. Hours are 6 a.m.–12 p.m.

PARKS & ENGINEERING DEPARTMENT

ENGINEERING DIVISION

1. **Architectural Work.** Staff met with our new architects on retainer and reviewed six projects.
2. **Mt. Aetna Road Watercraft Access.** Greg Deike is working on the design of a new access point to Antietam Creek that will be funded by Program Open Space.
3. **UIP Update.** Paving behind the Theatre will begin June 5th. The Theatre is installing their stage lift.
4. **Stormwater Inspections.** Zach Rawe is inspecting the stormwater management facilities throughout the city, and has completed about half of the 300 plus locations. As the inspections are completed, he sends notice to the owner of any deficiencies they need to address within a specified time period. We are required to do this every three years.
5. **Engineering Statistics**

TRAFFIC ISSUES		
Description	Week of 5/31/20	Calendar Year 2020 TOTALS
Traffic complaints received	1	56
Work Orders completed	1	34
Traffic counts completed	0	8

CONSTRUCTION PROJECTS		
Description	Week of 5/31/20	Calendar Year 2020 TOTALS
Projects advertised for bids	1	7
RFP's Advertised	0	4
Projects under construction	5	6
Projects completed	0	1

PARKS DIVISION

1. **Potterfield Pool.** Work continues on preparing the pool for reopening.
2. **COVID.** Staff is reviewing COVID-management plans from several user groups in anticipation of starting back up soon.
3. **City Park.** Planting along the upper lake for erosion control is now complete. We continue to assist in the construction of the Heyser parking lot beside the Mansion House.
4. **City Park Train Hub.** Staff is building a new merchandise display at the Train Hub (see photo below). Merchandise for sale will include books, train toys, photos, whistles, hats, and other items. Starting June 6, private tours by appointment will be given on Fridays and Saturdays.



5. **Hager House.** Staff is preparing for Virtual American Doll House tours on June 13th & 14th. Starting June 6th, private tours by appointment will be given on Fridays and Saturdays.
6. **Outdoor Recreation Programs**
 - Archaeology Exploration – Kiwanis Park, Saturdays, June 6–July 18, 9 a.m. – 1 p.m.
 - Geocaching in the Parks – City Park Train Hub, Sunday, June 7, 2-3 p.m.
 - Tai Chi Fundamentals – Stables Area at Fairgrounds Park, Thursdays, June 18–July 23, 6-7 p.m.
 - The 4th Annual Parks Fitness Challenge continues from June 1st through August 31st!

PLANNING & CODE ADMINISTRATION

Planning Commission: The Planning Commission will be reviewing a minor site plan for three portable classroom buildings at Pangborn Elementary School.

Historic District Commission: The HDC reviewed three cases on May 28:

- 201 North Potomac Street – Zion Reformed United Church of Christ – approved an application for security cameras.
- 318 North Potomac Street – Spectrum BRP LLC – approved a roof replacement.
- 15 East Avenue – Sean Bartel – remove chimney (case was tabled since applicant did not join the meeting; since the meeting the case was withdrawn).
- 21 West Franklin Street – MSB Architects – approved a seven-foot gate.
- 17 West Antietam Street – Adam Hager for Joel Merrbaugh – workshop for a new light pole in the proposed parking lot.

The following application and discussion items will be reviewed on June 11:

- 27 West Antietam Street – Adam Hager for Joel Merrbaugh – Parking Lot Lighting.
- Landmark Nomination – Saylor House at Kiwanis Park.
- 216 South Prospect Street – Fire-Damaged Property.

Board of Zoning Appeals:

- 217-237 East Franklin Street/0 Block North Cannon Avenue – PTV 1111, LLC – parking variances and a setback variance for a proposed Dollar General store.

Weekly Activity Report: May 18–29, 2020

PERMITS								
TYPE	NUMBER OF NEW APPLICATIONS							NUMBER ISSUED
Building	14	Residential -	8	Commercial -	3	Other -	3	7
Electric	15	Residential -	11	Commercial -	4	Other -	0	13
Plumbing	11	Residential -	7	Commercial -	2	Other -	2	11
Mechanical	6	Residential -	5	Commercial -	1	Other -	0	5
Engineering Dept.	8							6
TOTAL	54		31		10		5	42
Est. Value of Issued Building Permit Projects:				FY20 Fiscal Year Totals:				
Residential	\$ 191,224.00			\$ 6,968,053.00				
Commercial	\$ 1,412,837.00			\$ 11,616,408.00				
Apartment	\$ 0.00			\$ 1,277,900.00				
Sign	\$ 620.00			\$ 456,630.00				
TOTAL	\$ 1,604,681.00			\$ 20,318,991.00				
Projects of Interest								
- Convert reading room into four apartment units at 235 North Potomac Street - \$100,000								
- Equipment & structural changes to private wastewater treatment facility - \$1,293,337								
- Construct single family dwelling at 12502 Rosencrans Drive - \$105,000								
- Demo existing porch & deck and replace with smaller at 636 Highland Way - \$60,000								
RENTAL LICENSING PROGRAM YEAR: JULY 1, 2019 – JUNE 30, 2020								
							PROPERTIES	UNITS
Registrations received week of May 18 – May 29							0	0
New applications issued week of May 18 – May 29							0	0
Total 2019-2020 registered (includes additions and subtractions since 5/2/19)							3,632	9,299
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	80
Electrical	61
Plumbing	27
Mechanical	25
Safety	134
Neighborhood Vitality	106
Quality of Life	13
Preventive Maintenance	4
Planning & Zoning	2
INSPECTIONS KEY:	
<u>Categories of Conditions</u>	
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:	1,515	Field Interviews:	15
Arrests/Warrants Served:	19	Moving Violations:	31
Domestic Violence Calls:	31	Safety Repair Orders:	0
DUI Arrests:	0	Warnings:	13
Reports Filed:	124		

REPORTS

05/28/20: Officer Routhier responded to Family Dollar on the Dual Highway for a reported theft. The store manager stated there was a shoplifter in the store earlier who stole make-up items. When the manager confronted the suspect, the suspect became irate and left the store. An employee followed the suspect west toward Cannon Avenue and then lost sight of her. The suspect dropped a wallet while fleeing and the employee picked it up and returned it to Family Dollar. Officer Routhier placed the wallet into evidence for safe keeping. The officer searched the area but the suspect was not found. A photo was sent to the Department personnel in an attempt to identify the suspect. No further details are available at this time.

05/29/20: Officer Filges was patrolling downtown on a police issued bicycle when he noticed a white male on Sheetz property whom he knew had been issued a No Trespass Letter. The male was arrested and transported to Central Booking and charged with Trespassing Private Property.

05/30/20: Officer Williamson was dispatched to Aldi on the Dual Highway for a reported theft. The caller stated to Dispatch that a male had stolen his wallet from his back pocket. The suspect then fled the store and traveled toward East Antietam Street. The victim was a retired Deputy Sheriff from Prince George's County. The victim stated he had his badge, Maryland driver's license, \$200 and various other cards in the wallet. The incident was viewed on the surveillance camera. Officer Moczydlowsky advised the suspect was located in the alley behind the store. The suspect confessed to the theft and advised the officers where the wallet could be found. The wallet was located but the \$200 was missing from the wallet. No further details are available at this time.

06/01/20: Officer Alderton was assigned to the Hagerstown Police Department's Watch Center. He was contacted by Scott Smoot of the City's Parks and Recreation Department. Mr. Smoot advised he observed graffiti damage to the "Welcome Center" sign on Route 40 eastbound just west of Nottingham Road. The sign had been spray painted. Smoot estimated it will cost approximately \$500 to clean the sign and sidewalk. There are no suspects at this time.

OTHER NEWS/INFORMATION

New HPD Officers Receive their Platoon Assignments. Just days after their graduation from the Police Academy the new officers received their platoon assignments and their field training officer (FTO). The new assignments are as follows:

- Officer Eduardo Ballesteros, Officer Quentin Brown and Officer Timothy Cramer who have been assigned to Alpha Platoon. Their FTO's are Officer Will Decker, Officer Randy Keefer and Officer Steve Lucas, respectively.
- Officer Cameron Flinn, Officer Dru Hartle and Officer Albert Kittoe have been assigned to Baker Platoon. Their FTO's are Officer Scott StClair, Officer Cory Biden and Officer Duane White, respectively.
- Officer Tyler Nichols has been assigned to Charlie Platoon and his FTO is Officer Jason Batistig.

We wish all the new officers and the FTO's much success with their Field Training Program.

PUBLIC WORKS

CENTRAL MAINTENANCE GARAGE REPAIR DATA

	Current Week	Previous Week
DCED	0	1
Fire	0	2
Human Resources	0	0
Light	1	3
Parks & Engineering	3	0
Police	4	5
Public Works	9	2
Wastewater	0	2
Water	1	1
Weekly Totals	18	16
Yearly Total	494	

AFTER HOUR CALL BACKS

- Sunday, May 31, 2020 @ 2:45 p.m.: With protestors in Public Square on Sunday afternoon, Public Works staff met with HPD to allow them access to the building to obtain traffic barricades in the event they were needed.

¹AFTER HOURS CALL BACK DATA

	Issues for 2020	May	April
Street Issue	Tree in street	1	4
Parking System			
Traffic Signal	Various signals on flash	3	
Traffic Signs	Provide barricades	1	
Building Maintenance			
Fleet Maintenance	Reset fuel island	1	
Weather Related			
Misc.	Temp fencing around burned bldg	1	
Total		7	
Total Call Backs 2020			28

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

STREET SWEEPING DATA

Month 2020	Number of Miles of Streets Swept
January	630
February	1024
March	1274
April	927
May	1066
Total Miles Swept for 2020	4921

BULK TRASH COLLECTIONS

Month 2020	Number of Collections
January	21
February	26
March	25
April	10
May	32
Total Bulk Trash Collections for 2020	114

PROPERTY ABATEMENTS COMPLETED

Month for 2020	Number of Property Abatements
January	13
February	4
March	4
April	11
May	50
Total Abatements by PW for 2020	82

UTILITIES DEPARTMENT

ELECTRIC DIVISION

Service Calls

- Thur. 5/28 - 124 East Irvin Avenue: Lines down; a branch was removed from the wires and the service was reattached to the residence. Time Out: 18.8-19.8
- Sat. 5/30 - 10 & 16 Moller Parkway: Total outage; tree branch fell on service wires causing a transformer fuse to operate.
- Rear of, Maryland Theater: Scheduled overtime for line crews to complete the last phase of Urban Development upgrade project. Time Out: 21.5-23.3

- Mon. 6/1 - 336 Vale Street: Total outage; bird caused a transformer fuse to operate. Time Out: 19.9-20.4
- Thur. 6/4 - 613 Maryland Avenue: Total outage; bird caused transformer fuse to operate. Time Out: 6.0-6.5
- Thur. 6/4 - 630 North Mulberry Street: Total outage; squirrel caused transformer fuse to operate. Time Out: 6.8-7.0

Engineering

- Multiple permit reviews, underground locates, and service upgrade requests have been reviewed and/or completed by engineering staff.
- The Engineering Designer continued work on multiple customer designs and HLD maintenance projects.
- The Staff Engineer continued work on major electric distribution circuit upgrades and various commercial/industrial projects.
- Staff responded to multiple street lighting requests and reviews.

WASTEWATER DIVISION

Wastewater Treatment Plant at Frederick Street

Date	Flow (mgd)	Rainfall (inches)
Wednesday, May 27, 2020	5.98	0.00
Thursday, May 28, 2020	6.07	0.03
Friday, May 29, 2020	5.65	0.49
Saturday, May 30, 2020	6.08	0.00
Sunday, May 31, 2020	5.95	0.00
Monday, June 01, 2020	5.98	0.00
Tuesday, June 02, 2020	5.95	0.00
Weekly – Avg. Flow / Total Rainfall	5.95	0.52
May – Avg. Flow /Total Rainfall	6.99	1.83
Jun – Avg. Flow/Total Rainfall	5.97	0.00

Miscellaneous

- Setup temporary pumps, piping and equipment needed to bypass the UV effluent chamber at the ENR for cleaning.
- Pump/bypass the UV effluent chamber and flushed the 12” utility water line, sidewalls and sluice gate actuators.
- Repaired/replaced faulty wiring and fiber converter on the security system.
- Replaced pump motor on ChemScan unit.
- Disassembled 6” check valves on pressurization pumps and check for blockage.
- Routine MP2 Work orders & Corrective Work orders.

Wastewater Collection

SSES Weekly Progress

Activity	Districts	L. F. main	Feet of lateral	# inspected
CCTV Inspections	#6, #9, #19	709'	264'	6

Collection System Maintenance Tasks

- Grinder pump call, 1616 Woodlands Run, HOA still needs to repair broken wire we reported.
- Sewer backup, 91 Manor Drive, problem in the private lateral from apartment building, flushed lateral and cleared blockage.
- Mowed grass at the shop, and pump stations.

- Spent two days completely gutting control box, excavating grinder pump tank and repairing check valve, as well as retrofitting the City's Crystal Falls Road property with a new, much more efficient and reliable Homa grinder pump system.
- Pump Station #8, worked with Allegheny Power to bypass blown meter socket at station, to be repaired by contractor.
- General pump shop repair work.

Administration

Wastewater Division – Customer Call Log Summary 2020							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	3	2	0	0	0	2	7
YTD 2020	20	32	3	0	1	64	120

Engineering

- Reviewed site development drawings.
- Prepared bid documents for the Phase 1B Sewer Lining Project.
- Started environmental assessment process for the lining project.
- Gathered information for the railroad crossing permits for the lining project.

Lab

- Collected Industrial wastewater sample for the Pretreatment Program from a Significant Industrial User.
- Notified MDE DMR-QA coordinator of receipt of DMR-QA 40 packet.
- Investigated issue with block digester boil-over. Increased boiling chips to allow a steady boil.
- 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>
05/28/20	10.33		10.33
05/29/20	11.07		11.07
05/30/20	10.83		10.83
05/31/20	10.44		10.44
06/01/20	10.98		10.98
06/02/20	11.01		11.01
06/03/20	11.57		11.57
Average			10.89

Water Production at R. C. Willson

- R.C. Willson and Pump Stations–Staff worked on facility maintenance and routine preventative maintenance.
- R.C. Willson–Repaired and calibrated Chlorinator #1.
- R.C. Willson–Performed annual backflow preventer maintenance.
- Williamsport–Completed PRV adjustment.

Water Production at Breichner/Edgemont Reservoir. The Edgemont Reservoir pool elevation is currently at 2.6 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, design criteria and project schedule. Emergency Action Plans have been completed.

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.
- Submitted annual Synthetic Organic Contaminants Report to Water Division Manager.
- Prepared 2nd Quarter DBPs report.
- Submitted TOC removal efficiency for the Month of May to Water Production Superintendent.
- Collected TOC removal samples for the month of June.
- 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	-	-
Development Plan	-	-
Building Permits	10	12

- Reviewed Site Plan Drawings.
- Reviewed contractor shop drawings for projects under construction.



Respectfully submitted,

A handwritten signature in blue ink that reads "Scott A. Nicewarner". The signature is fluid and cursive.

Scott A. Nicewarner
City Administrator