

# CITY OF HAGERSTOWN, MARYLAND STATUS & INFORMATION REPORT NO. 23 FOR 2020



June 12, 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 Work Session	10 <u>TENTATIVE</u> <u>"ZOOM" MEETING:</u> 4pm Hagerstown Planning Commission Meeting	11 ***4pm Board of Traffic & Parking Meeting  <u>TENTATIVE</u> <u>"ZOOM" MEETING:</u> 4:30pm Hagerstown Historic District Commission Meeting	12	13
14	15	16 ***4pm Work Session	17 <u>TENTATIVE</u> <u>"ZOOM" MEETING:</u> 7pm Board of Zoning Appeals	18	19	20
21	22	23 ***7pm Regular Session	24 <u>TENTATIVE</u> <u>"ZOOM" MEETING:</u> 7pm Hagerstown Planning Commission Meeting	25 <u>TENTATIVE</u> <u>"ZOOM" MEETING:</u> 4:30pm Hagerstown Historic District Commission Meeting	26	27
28	29	30 No Meeting				

## COMMUNICATIONS

### **This Week's Headlines & Media Releases:**

- Maryland to Begin Second Stage of Coronavirus Reopening Plan
- Man Faces More Charges in Shooting of 15-Year Old Girl
- Businesses Reopening as State Eases COVID-19 Restrictions
- City, County Get Emergency Coronavirus Funds
- Small Businesses Encouraged to Apply for Grants
- Potterfield Pool, City Hall to Reopen in Hagerstown
- How Much Can Local Officials Do to Reopen? It's a Little Murky
- Meritus Opens COVID-19 Antibody Testing to Public
- Press Release: Hager House Virtual Events
- Traffic Advisory: South Potomac Street

### **This Week's Video Projects**

- Mayor & City Council Special & Work Sessions
- PCAD Rental Interior Webinar Series Production
- HFD Smoke Alarm PSA Shooting & Editing
- "Hub Bub" Video Podcast Production
- Imagine Hagerstown Livestream Event Zoom Tests

### **Channel 25 Hub City Now Programming:**

- Mayor & City Council Virtual Meeting
- Council WRap: Outdoor Dining
- "Imagine Hagerstown Livestream" Event :30 Promo
- "Hub Bub" Video Podcast
- PCAD Rental Interior Webinar Series Program
- Symptoms of COVID-19 Informational Video
- 2020 Census: What is the Census?
- Stormwater Program Informational Video
- MTA Commuter Connection

### **City Website:**

- [www.hagerstownmd.org](http://www.hagerstownmd.org) attracted 11,569 user visits for the week of June 1-7, 2020.
- The most popular top entrances (the first page users accessed on the website):
  - Home Page 2,587
  - Utility Billing Page 1,066
  - Potterfield Pool Page 401
  - Election Page 359
  - Civic Alerts Page 314
  - Police Page 271
  - Parks & Recreation Page 186
  - Bids Page 181
  - Meet the City Council Page 156
  - Jobs Page 149
- Top Searches:
  - "Jobs"
  - "True"
  - "Online bill payment"
  - "Pay water bill"
  - "Bids"

## DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

### Business Development Update:

- Staff are working on the Financial Review of the CARES Act Business Stabilization applications. The DCED team, including a member of the Finance Department, continues to make this a priority and have reviewed 217 applications.
- DCED staff presented Soldierfit with a \$25,000 Invest Hagerstown Grant this week. Soldier Fit had clients already working out in the parking lot and the energy was radiating. The facility looks great and they are above and beyond excited to welcome the community into their fitness boot camp. Soldierfit is located at 255 Eastern Boulevard.
- DCED staff presented a \$25,000 Invest Hagerstown Grant to Free Range Cafe. Located at 520 Northern Avenue, Free Range Cafe offers delicious, fast and healthy food to the community.

### Community Development Updates:

- Residential Rehabilitation Program Projects In Progress: 16
- Completed Residential Rehabilitations: 2 (Chimney/roof leak repairs on Howard Street and electrical safety repairs on Devonshire Road)
- New Residential Rehabilitation Program Applicants: 0
- CDBG Program Loan Payments: \$10,055.51
- Business Revolving Loan Fund Payments: \$3,995.25
- Projects Submitted for Maryland Historic Trust Review: 1
- Environmental Reviews Completed: 3
- CDBG Properties Sold: 117 South Locust Street transferred to 339 ANTIETAM LLC on 5/11/20

**Imagine Hagerstown: Livestream!** Staff is producing a virtual Imagine Hagerstown event on Friday, June 12 at 6–7:30 p.m. Artists will include Josh Morningstar, Kerensa Gray, and Lana Spence and Men of Leisure. Ryan Smetzer will host the event. View on Facebook (@imaginehagerstown), YouTube (City 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 **and all vendors are back inside!** 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.

## FIRE DEPARTMENT

FIRE DEPARTMENT CALLS FOR ASSISTANCE			
House/Apartment Fires	0	Community Risk Reduction	7
Building Fires	2	Public Service	4
Medical Assistance	27	Personal Injury Collision	11
Assist other Fire Departments	8	Fuel/Hazard Spills	1
Automatic Fire Alarms	9	Gas Leaks	1
Unauthorized Burning	5	Investigation: Carbon Monoxide Incident	0
Fireworks Explosion	0	Dumpster/Outside Fires	5

## PARKS & ENGINEERING DEPARTMENT

### ENGINEERING DIVISION

1. **Wesel Boulevard Reconstruction.** We reviewed the plans submitted by the developer and they are making revisions. We are working toward the construction beginning in September. Two-way traffic will be maintained but this will be a major construction area for four months.
2. **Traffic Signal Projects.**
  - Potomac at Howard: Advertised for bids this week. The bid opening will be July 21<sup>st</sup>. We anticipate starting construction this fall.
  - Frederick at Eastern: Mailed to State Highway for the 90% review. That review process will take months so we hope to advertise this over the winter months for construction next year.
  - Mitchell Avenue RR Overpass: With input from HLD, we are sending marked up plans with review comments to the consultant today and hope to bid the project in July.
3. **Heyser Parking Lot.** Concrete work is complete and the parking lot is paved. We expect the landscaping to be done next week to complete the project. We are scheduling our stripping contractor to place thermoplastic parking lines next week.
4. **Reforestation Program.** Staff met with Becky Wilson of DNR to review the FCA and how to best spend the several hundred thousand dollars we will collect this year to plant trees.
5. **Engineering Statistics**

TRAFFIC ISSUES		
Description	Week of 6/7/20	Calendar Year 2020 TOTALS
Traffic complaints received	0	56
Work Orders completed	0	34
Traffic counts completed	0	8
CONSTRUCTION PROJECTS		
Description	Week of 6/7/20	Calendar Year 2020 TOTALS
Projects advertised for bids	1	8
RFP's Advertised	0	4
Projects under construction	5	6
Projects completed	0	1

### PARKS DIVISION

1. **Outdoor Events.** Based on the Governor's latest Order, staff is moving forward with plans for July Outdoor Movies in City Park (July 10<sup>th</sup> & 17<sup>th</sup>) and the 2020 Summer Concert Series that begins on Saturday, July 11<sup>th</sup>.
2. **Potterfield Pool.** Staff continues to make final preparations to open the pool the middle of next week. Aqua Yoga and Zumba Classes are re-scheduled to begin in July.
3. **New Park Benches.** To eliminate the need for mowing, we blacktopped underneath the newly installed park benches around the new play equipment in the south end of City Park.
4. **ADA Bleachers.** We finished paving the pads and paths around the new ADA bleachers in various parks.
5. **Golf Course.** Golf clinics (lessons) for youth and adults began today (June 9<sup>th</sup>) and continue weekly on Thursdays through July 2<sup>nd</sup>.

**PLANNING & CODE ADMINISTRATION**

**Planning Commission:** The Planning Commission approved a minor site plan for three portable classroom buildings at Pangborn Elementary School.

**Weekly Activity Report:** June 1–5, 2020

<b>PERMITS</b>								
<u>TYPE</u>	<u>NUMBER OF NEW APPLICATIONS</u>							<u>NUMBER ISSUED</u>
Building	3	Residential -	2	Commercial -	1	Other -	0	3
Electric	12	Residential -	7	Commercial -	2	Other -	3	14
Plumbing	14	Residential -	11	Commercial -	2	Other -	1	13
Mechanical	8	Residential -	5	Commercial -	2	Other -	1	8
Engineering Dept.	1							3
<b>TOTAL</b>	38		25		7		5	41

<u>Est. Value of Issued Building Permit Projects:</u>	<u>FY20 Fiscal Year Totals:</u>
Residential	\$ 154,000.00
Commercial	\$ 0.00
Apartment	\$ 0.00
Sign	\$ 0.00
<b>TOTAL</b>	<b>\$ 154,000.00</b>
	<b>\$ 7,122,053.00</b>
	<b>\$ 11,616,408.00</b>
	<b>\$ 1,277,900.00</b>
	<b>\$ 456,630.00</b>
	<b>\$ 20,472,991.00</b>

Projects of Interest

- Construct a single-family dwelling at 356 Hollymead Terrace - \$150,000

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

	<u>PROPERTIES</u>	<u>UNITS</u>
Registrations received week of June 1 – June 5	0	0
New applications issued week of June 1 – June 5	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	\$ 375

**INSPECTIONS**

<u>TYPE</u>	<u>NUMBER CONDUCTED</u>
Building	41
Electrical	41
Plumbing	32
Mechanical	14
Safety	26
Neighborhood Vitality	107
Quality of Life	0
Preventive Maintenance	7
Planning & Zoning	4

**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:	1,444	Field Interviews:	14
Arrests/Warrants Served:	21	Moving Violations:	9
Domestic Violence Calls:	22	Safety Repair Orders:	0
DUI Arrests:	1	Warnings:	21
Reports Filed:	119		

**REPORTS:**

**06/04/20:** Officer McNew responded to Elizabeth Street in reference to a burglary. The victim stated that when she returned to her residence on June 4<sup>th</sup>, she observed forced entry to her back door. She did not enter the residence and called the police immediately. Officers cleared the residence and did not locate anyone inside. The residence appeared to be rummaged through as numerous items were scattered around the room and on the floor. The victim advised that her laptop and her daughter's new Nike sneakers were missing. There is a person of interest. No further details are currently available.

**06/05/20:** Officer Flinn was dispatched to the intersection of Pennsylvania Avenue and West Hillcrest Road for the report of a disabled motor vehicle in the middle of the roadway. The vehicle was an unoccupied Honda Accord. The VIN was returned through West Virginia and the registration was expired. The owner was unable to be located. Since the vehicle was blocking the roadway it was towed and a hold was placed on the vehicle for proof of ownership. No further details are available.

**06/06/20:** Officer Z. Rowe responded to Concord Street for a report of a disturbance. The officer made contact with the caller. The officer observed two females screaming at one another. The verbal altercation turned physical when one female struck the other female with a closed fist. The suspect was placed under arrest. A male bystander, who is a friend of the suspect, attempted to gain control of the situation by pulling the officer from the suspect. The officer found it necessary to deploy his Conductive Electrical Weapon to the interfering male to gain control of the situation. The male was transported to Meritus Medical Center and was cleared. Both the suspect and the male were later transported to Central Booking. No further details are available.

**06/07/20:** Officer Flinn received a call at the Watch Center for a reported theft. The caller stated that three males entered her backyard when she wasn't home and stole her dog. The dog is described as a Pit Brindle approximately 3-4 months old. The said her dog had on a purple collar with the owner's information. The victim advised that she received information from a friend regarding the persons that stole her dog. She later learned that the males were attempting to sell her dog. There is no other information at this time.

**06/08/20:** Officer Brown was flagged down on Buena Vista by two males in a truck. One male stated that there have been kids damaging his property and standing on top of his shed. He reported that a window in his shed had been broken out and a lock was broken off the door. The victim also advised a window screen to his kitchen had been damaged. The officer observed the damage to be consistent with someone attempting to cut a section of the screen out to reach the glass window. No further details are available.

**06/09/20:** Officer Fuqua was dispatched to Jefferson Street for a weapons violation. The victim stated that he discovered the passenger side window of his vehicle shattered along with two bullet impact holes on the left side of the door handle. A neighbor stated she heard two gunshots around 11 p.m. on June 8<sup>th</sup>. A bullet was collected from the driver's side seat and was placed into evidence. The second bullet was not recovered. No calls for service pertaining to a weapons discharge were received by Washington County Emergency Communications Center around the time of the incident.

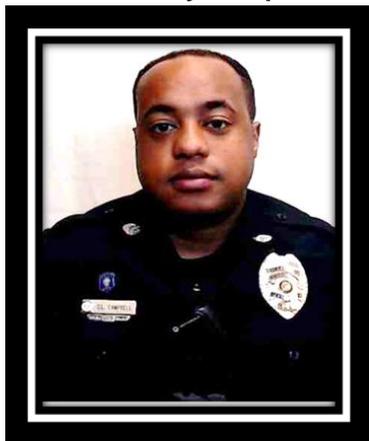
**OTHER NEWS/INFORMATION**

**Congratulations to Officer Coty Campbell and Officer Tyler 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 and 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. Upon his arrival, Officer Branche tried to negotiate with the male to get him to put down the knives. Other officers also attempted to persuade the male 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 beanbag round and Taser momentarily incapacitated and distracted the male long enough for officers 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.

**Officer Coty Campbell**



**Officer Tyler Branche**



**PUBLIC WORKS**

**CENTRAL MAINTENANCE GARAGE REPAIR DATA**

	<b>Current Week</b>	<b>Previous Week</b>
<b>DCED</b>	1	1
<b>Fire</b>	1	2
<b>Human Resources</b>	0	0
<b>Light</b>	2	3
<b>Parks &amp; Engineering</b>	0	0
<b>Police</b>	8	5
<b>Public Works</b>	6	2
<b>Wastewater</b>	0	2
<b>Water</b>	5	1
<b>Weekly Totals</b>	23	16
<b>Yearly Total</b>	517	

## AFTER HOUR CALL BACKS

There were no after hour call backs during this time period.

## FUEL SALE CONTRACT WITH CRS

The City purchases bulk gasoline and diesel fuel through a contract that is bid by the Washington County Purchasing Department. These products are then re-sold to the Community Rescue Service (CRS) via the City's fuel island located at 51 West Memorial Boulevard. This provides them with 24/7 access to fuel for their fleet and they receive the same discounted pricing. The City is also not subject to the Federal Excise Tax on either product which is currently 18.4 cents per gallon on gasoline and 24.3 cents on diesel fuel.

The contract with CRS expires in October of 2020. The City's legal counsel is working on a new contract that will be brought to the Mayor and Council for approval at a future Mayor & Council meeting.

## UTILITIES DEPARTMENT

### ELECTRIC DIVISION

#### Service Calls

- Thur. 6/4 - 28 North Locust Street: House fire; the meter was removed and the service disconnected at the request of HFD. Time Out: 18.1-18.5
  
- Sat. 6/6 - 139 South Mulberry Street: Total outage; squirrel caused transformer fuse to operate. Time Out: 5.9-6.4
- 436 Jefferson Street: Total outage; bird caused a line fuse to operate. Time Out: 7.2-7.5
- 1107 Lindsay Lane: House fire; service disconnected and meter removed at request of HFD. Time Out: 22.0-22.4
  
- Sun. 6/7 - 500 Ridge Avenue: Total outage; bird caused a transformer fuse to operate. Time Out: 5.8-6.4
- 733 Maryland Avenue: Total outage; bird caused a transformer fuse to operate. Time Out: 8.4-8.6
- Corner of Prospect Street and Pennsylvania Avenue: Pole damaged in vehicle accident; no damages were found to HLD facilities. Time Out: 10.4-10.6
  
- Mon. 6/8 - 218 Summit Avenue: Total outage; bird caused transformer fuse to operate. Time Out: 21.4-22.2
- 63 Avalon Avenue: Lines down; lines were found to belong to Verizon. Time Out: 20.8-21.2
  
- Wed. 6/10 - 353 West Side Avenue: Total outage; squirrel caused transformer fuse to operate. Time Out: 5.9-6.4
- Area of Jonathan Street: Tree on line; no issues were found with HLD facilities. Time Out: 19.5-20.4

#### Distribution

- Staff continues inspection of the distribution circuits to recognize issues and correct, where needed to maintain a reliable system. The Bulldog and Plant substation feeders are scheduled to be completed this 2020 calendar year.

#### 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.

- The Staff Engineer and Electric Operations Manager made significant progress toward the addition of electric customer usage data to the HLD electric GIS model. This data will allow us to pinpoint areas of needed improvements and prepare our model for use during electrical outages and for further customer service related enhancements.

**WASTEWATER DIVISION**

**Wastewater Treatment Plant at Frederick Street**

Date	Flow (mgd)	Rainfall (inches)
Wednesday, June 3, 2020	5.97	0.00
Thursday, June 4, 2020	5.71	0.07
Friday, June 5, 2020	5.31	0.03
Saturday, June 6, 2020	5.14	0.00
Sunday, June 7, 2020	5.09	0.00
Monday, June 8, 2020	5.20	0.00
Tuesday, June 9, 2020	5.19	0.00
Weekly – Avg. Flow / Total Rainfall	5.37	0.10
June – Avg. Flow /Total Rainfall	5.50	0.10

**Miscellaneous**

- Cleaned ChemScan flow cell and calibrated.
- Removed and disassembled #2 pressurization pump. Removed debris from stages and reinstalled.
- Installed 6" Dezurik valve on the pressurization tank to use for temporary balancing.
- Started organizing mezzanine and cleanup for inventory.
- Routine MP2 Work orders & Corrective Work orders.

**Wastewater Collection**

SSES Weekly Progress

Activity	Districts	L. F. main	Feet of lateral	# inspected
CCTV Inspections	#6	1,055'	21	354'

**Collection System Maintenance Tasks**

- Cleaned wet wells at Pump Stations #2, 5, 10, 19, 21, 22, 27 and 28.
- Flushed trouble spots throughout the system.
- Pump Station #3, replaced section of fence and adjusted gate, general cleanup of the station.
- Pump Station #8, worked on new SCADA System and Generator.
- Grinder pump call, 1616 & 1622 Woodlands Run, reset smart switch.
- Grinder pump call, 1660 Woodlands Run, changed pressure tube.
- Grinder pump call, 1110 Eastwood Drive, no issues found.
- 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	0	5	1	0	0	5	
<b>YTD 2020</b>	<b>20</b>	<b>37</b>	<b>4</b>	<b>0</b>	<b>1</b>	<b>69</b>	<b>131</b>

**Engineering**

- Site development plan reviews
- Research for existing CSX agreements related to the Phase 1B project.

**Lab**

- Collected industrial wastewater sample for the pretreatment program from a non-significant industrial user.
- Prepared reagents for Lachat operation.
- Process and regulatory testing was routine for the week.

<b>WATER DIVISION</b>
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**Plant Flows - System Demand (MGD)**

<u>Date</u>	<u>Willson</u>	<u>Breichner</u>	<u>Total</u>
06/04/20	11.27		11.27
06/05/20	10.09		10.09
06/06/20	10.60		10.60
06/07/20	10.49		10.49
06/08/20	11.28		11.28
06/09/20	11.51		11.51
06/10/20	11.40		11.40
Average			10.94

**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, 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.
- Repairs were made to a water main break on Liberty Street.

**Laboratory**

- Collected distribution samples to monitor for nitrification.
- Process and regulatory testing were routine for the week.

**Engineering**

<u>Reviews:</u>	<u>City</u>	<u>County</u>
Site Plans	2	-
Preliminary Plats	-	-
Final Plats	1	1
Replat	-	-
Grading Plan	-	-
Development Plan	-	-
Building Permits	23	2

- Prepared the scope of work for the partial survey of City property at the Edgemont Reservoir.
- Reviewed site development plans.



Respectfully submitted,

Scott A. Nicewarner  
City Administrator