

CITY OF HAGERSTOWN, MARYLAND STATUS & INFORMATION REPORT NO. 25 FOR 2020



June 26, 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 ***3pm Executive Session ***4pm Work Session	17 <u>TENTATIVE</u> <u>"ZOOM" MEETING:</u> 7pm Board of Zoning Appeals	18	19	20
21	22	23 ***6pm Work Session ***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:

- Hagerstown Nonprofits to Receive \$470K in COVID-19 Federal Relief Funds
- Hagerstown Government Prepares for Gradual Reopening
- EMS Companies to Get More Financial Help from Washington County
- Hub City Vinyl Turns Auto Shop Into Something Groovy
- State Cuts Highway User Revenues to Local Governments
- Hagerstown Sees Uptick in Illegal Firework Use
- Potterfield Pool to Open Tuesday
- The Show Will Go On – Hagerstown to Host July 4 Celebration
- Washington County Saves \$2.7M Through Bond Deals
- Press Release: Fireworks at Fairgrounds Park

This Week's Video Projects

- Mayor & City Council Virtual Work & Regular Sessions
- PCAD Rental Interior Webinar Series Production
- City Park Train Hub Informational Video Discussion & Scripting

Channel 25 Hub City Now Programming:

- Mayor & City Council Virtual Meeting
- HFD: "Smoke Alarms Save Lives" Video
- "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 attracted 10,687 user visits for the week of June 15-21, 2020.
- The most popular top entrances (the first page users accessed on the website):
 - Home Page 2,294
 - Utility Billing Page 861
 - Police Officer Page 346
 - Calendar Page 287
 - Potterfield Pool Page 276
 - Police Page 271
 - Fairgrounds Park Page 260
 - Parks & Recreation Page 228
 - Bids Page 165
 - Jobs Page 135
- Top Searches:
 - "True"
 - "Jobs"
 - "Fireworks"
 - "Pay bill"
 - "Online bill payment"

DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

Burobox: The BuroBox is scheduled to reopen to members on July 1st at 8 a.m. In order to help members bounce back we will be waiving rent for the month of July and will resume billing on August 1st.

Business Development Update: DCED staff, along with a member of the Finance Department, continues to make the financial reviews of the applications a priority. The deadline to submit to submit an application for the Rise Up Business Stabilization Grant was extended to June 30, 2020 at 11:59 p.m. Applications will be accepted electronically and can be downloaded at www.washcorises.net. The website also provides guidelines, application instructions, and answers to frequently asked questions.

Main Street: Main Street Hagerstown is still accepting video submissions. Main Street will be showcasing downtown businesses on Main Street social media with 60-90 second videos captioned by a short paragraph about the business, new hours, locations, and safety instructions. For more information contact kbell@hagerstownmd.org.

Farmers Market: The Farmers Market is open and all vendors are back inside with sit down dining available at 50% capacity following Governor Hogan’s orders. 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. **Wesel Boulevard Reconstruction.** The developer’s consultant is finalizing the roadway drawings. We are preparing the contract for bids and expect to advertise next week with a bid opening date of August 11th. There are several related items to be accomplished and we will be submitting those to M&C for approval along with the bid results
2. **Stormwater Facility Tri-Annual Inspections.** MDE mandated inspections are nearly complete. Of the more than 300 sites, we will be sending approximately 30 notices to owners for maintenance repairs
3. **Heyser Parking Lot at City Park.** Construction is complete and we are trying to get the pavement marking contractor here before opening to public.
4. **Out to Bid.** The contract for handicap sidewalk ramps on public streets is out to bid. The bid opening will be held August 12th.
5. **Tim Williams.** This week we said, “goodbye” to Tim Williams. Tim worked in our department 31 years and created our G-I-S (GIS) system framework. We will miss him and wish him the best in his retirement.
6. **Engineering Statistics**

TRAFFIC ISSUES		
Description	Week of 6/21/20	Calendar Year 2020 TOTALS
Traffic complaints received	0	56
Work Orders completed	0	34
Traffic counts completed	2	10
CONSTRUCTION PROJECTS		
Description	Week of 6/21/20	Calendar Year 2020 TOTALS
Projects advertised for bids	1	8
RFP’s Advertised	0	4
Projects under construction	5	6
Projects completed	1	2

PARKS DIVISION

- Golf Course.** Below is golf data through the end of May, 2020. We have included 2018 and 2019 May figures for a comparison.

GOLF COURSE	May 2018	May 2019	May 2020
# of Golfers	1629	1884	2199
Total Revenue	\$23,932.98	\$29,940.75	\$35,591.00

- Hager House.** Staff is attending a Schematic Design Workshop on Thursday, June 25th with consultant David Guiney from Interpretive Direction LLC. The goal will be to take the first steps in planning and designing new exhibits for the program areas of the museum building, as well as several wayside exhibits on the Hager House grounds.
- Potterfield Pool.** The pool officially opened for the season on Tuesday, June 23rd.

PLANNING & CODE ADMINISTRATION

New Development Cases:

- 1739 Dual Highway – Washco Tristate Plaza LLC – final plat.
- 1481 Wesel Boulevard – El Ranchero – minor site plan for an outdoor seating area.

Planning Commission: The Planning Commission met on June 24 to consider these items:

- 41-41 ½ South Potomac Street – Synergy Management – approved a waiver request for a dumpster enclosure.
- Saylor House landmark designation discussion.

Board of Zoning Appeals: The BZA received one case for the July 15 hearing. An application was received from The ARC of Washington County for variances to permit a canopy to be built between two of the ARC's buildings which are located on separate properties at 820 and 840 Florida Avenue.

All Planning board meetings (Planning Commission, Historic District Commission, and Board of Zoning Appeals) will resume in person in July but will be held in the Council Chamber to enable social distancing.

Weekly Activity Report: June 15–19, 2020

PERMITS								
<u>TYPE</u>	<u>NUMBER OF NEW APPLICATIONS</u>							<u>NUMBER ISSUED</u>
Building	12	Residential -	10	Commercial -	1	Other -	1	13
Electric	14	Residential -	11	Commercial -	3	Other -	0	14
Plumbing	7	Residential -	7	Commercial -	0	Other -	0	8
Mechanical	4	Residential -	3	Commercial -	1	Other -	0	4
Engineering Dept.	4							4
TOTAL	41		31		5		1	43
<u>Est. Value of Issued Building Permit Projects:</u>					<u>FY20 Fiscal Year Totals:</u>			
Residential				\$ 220,153.00				\$ 7,392,955.00
Commercial				\$ 180,000.00				\$ 19,348,533.00
Apartment				\$ 5,000.00				\$ 1,282,900.00
Sign				\$ 0.00				\$ 458,130.00
TOTAL				\$ 405,153.00				\$ 28,482,518.00
Projects of Interest								
- New demising wall and relocate toilet rooms, office and mechanical room at 545 Dual Highway - \$100,000								
- Replace existing guardhouse at 11935 Hopewell Road - \$80,000								
- Construct single-family home at 12507 Chambliss Drive - \$105,000								

RENTAL LICENSING PROGRAM YEAR: JULY 1, 2020 – JUNE 30, 2021		
	PROPERTIES	UNITS
Registrations received week of June 15 – June 19	82	134
New applications issued week of June 15 – June 19	0	0
Total 2020-2021 registered (includes additions and subtractions since 6/8/20)	106	175
Percentage of rental license renewals that have registered for the 2020-2021 license year	2.7%	1.8%
Notes: The 2020-2021 rental license renewals for 9,722 units in 3,872 properties were mailed on June 9, 2020.		
PAYMENT		
Weekly payment received	\$ 10,050	
Weekly adjustment/credits	\$ 1,050	
INSPECTIONS		
TYPE	NUMBER CONDUCTED	
Building	47	
Electrical	31	
Plumbing	34	
Mechanical	14	
Safety	88	
Neighborhood Vitality	78	
Quality of Life	4	
Preventive Maintenance	3	
Planning & Zoning	0	
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:	1,557	Field Interviews:	14
Arrests/Warrants Served:	11	Moving Violations:	19
Domestic Violence Calls:	24	Safety Repair Orders:	0
DUI Arrests:	2	Warnings:	35
Reports Filed:	129		

REPORTS

06/18/20: Officer Ballesteros was dispatched to West Washington Street for a reported malicious destruction of property. The victim discovered a spider-web crack on the front window of the residence. In the middle of the crack was a primary point of impact with blood stains on it. The victim stated she rents from a property management company and has already advised them of the damage. The officer contacted the property management company and was informed the window will cost approximately \$500 to replace. At this time there is no known suspect.

06/19/20: Officer Mazloun responded to Concord Street for a bad check report. The victim stated that someone had stolen her Visa Card. She contacted her bank and was told that someone had already tried to use her card and that the account had been locked for security reasons. The bank further advised that someone had tried to deposit a bad check into her account as well. The victim stated she was confused because, to her knowledge, no one knew her pin number which would have been needed for the transactions. This case has been forwarded to the Criminal Investigation Unit.

06/22/20: Officer Routzahn responded to Locust Point Market for a report of a theft. The owner of the business stated that someone had stolen the wallet of one of her customers. The victim is a regular shopper at the market and the owner is very familiar with her. The customer laid her wallet on the ice cream cooler while she shopped. The customer is a 74 years old female and has Alzheimer's. Upon reviewing the market's video camera it revealed a heavy set, white male, picked up the wallet and removed the cash. He then returned the wallet to the lady as if he found the wallet. The owner of the market stated she has seen the suspect in the market before but did not know his name. A photo of the male suspect was sent out to HPD officers in an attempt to identify him. No further details are currently available.

06/23/20: Officers responded to Berner Avenue for a report of shots fired. Officers located a black Dodge Charger, a blue Dodge Caravan and two residences on Berner Avenue which had been struck by gunfire. The owner of the Charger stated he heard multiple gunshots and realized his residence and Charger had been shot. The victim stated he had no insight as to who would have done this. The owner of the Dodge Caravan had a broken rear window which was consistent with gunshot damage. There was a witness (who wished to remain anonymous) who observed the incident and gave details to the officer. Detective Dustin Vogel from the Criminal Investigation Unit was called to the scene and took over the investigation. No further details are available at this time.

PRESS RELEASES

On 06/24/20 at 9:54 pm officers responded to the 800 block of South Potomac Street for a report of a stabbing. Upon arrival officers located an adult male suffering from multiple stabs wounds. The male was transported to Meritus Medical Center with non-life threatening injuries. Officers were able to locate the suspect, 34 year old Tony Wayne Lowery Jr., in the area of First Street. Lowery was taken into custody without incident. The incident was isolated and the individuals involved were familiar with one another.

Lowery was also transported to Meritus Medical Center with injuries but was released. He was then transported to The Washington County Detention Center where he was charged with the following; Attempted 2nd Degree Murder, 1st and 2nd Degree assault, reckless Endangerment and Dangerous Weapon with Intent to Injure. He is currently being held without bond.

OTHER NEWS/INFORMATION

Congratulations to Detective Nicholas Varner – Officer of the Month. Detective Nicholas Varner has been selected as Officer of the Month for May 2020. Detective Varner has been employed by the City of Hagerstown for 14 years and is currently assigned to the Criminal Investigation Unit.

Detective Varner was nominated by several supervisors for all of the work that he does, both on and off duty, to help support the mission of the Hagerstown Police Department in serving the citizens of the local community. As the HPD Crime Camera System Administrator, Detective Varner oversees the Department's crime camera system. Detective Varner is responsible for overseeing the upkeep of the camera system as well as supervising a current, on-going expansion of the



system which is comprised of well over 100 high quality cameras used to solve (or disprove) reported crimes in Hagerstown. Officers utilize the camera system on a daily basis in furtherance of their investigations. Besides managing the current camera system expansion, Detective Varner was also instrumental in getting the Department's Watch Center up and running. The Watch Center was a novel concept designed to handle as many non-urgent calls for police services by telephone as is possible. The Watch Center has proven to be a vital tool in attempting to mitigate officers' potential for exposure during the Covid-19 pandemic. Detective Varner was instrumental in setting up an expanded work space for the Watch Center to be able to handle a higher call volume due to the pandemic and local states of emergencies.

In addition to these duties, Detective Varner volunteers as president of the Hagerstown Area Police Athletic League (PAL), a non-profit organization which "utilizes recreational and athletic programs to help guide area youths with the hope that they will one day be productive leaders of our community." When not volunteering at the PAL, Detective Varner is also active in his church and other community activities.

Based on his abundance of work at the Hagerstown Police Department and his work with the community in trying to make Hagerstown a "great place to live, work, and visit," Detective Varner has been selected as the Hagerstown Police Department Officer of the Month for May 2020. The Hagerstown Police Department is proud to have dedicated officers such as Detective Nicholas Varner as one of its own and congratulates him for a job well done.

UTILITIES DEPARTMENT

ELECTRIC DIVISION

Service Calls

- Thur. 6/18 - 228 Hager Street: Lines down; lines were found to belong to Verizon. Time Out: 17.5-17.9

- Sat. 6/20 - Wayside Avenue and Broadway: Total outage; a transformer fuse operated without known cause. Time Out: 6.7-7.5

- 474 Potomac Avenue: Wires down; temporary repairs were made until conductor replacement was completed the following business day. Time Out: 9.9-10.3

- 474 Potomac Avenue: Total outage; a bird caused a transformer fuse to operate. Time Out: 10.3-10.6

- Mon. 6/22 - 247 West Side Avenue: Lines down; tree branch tore service down. The branches were trimmed and service reconnected. Time Out: 15.7-17.2

- Tues. 6/23 - 47 Wakefield Road: Arcing wires; the branches were trimmed away from the conductor. Time Out: 21.2-22.2

- Wed. 6/24 - 56 East Antietam Street: Pole damaged; 10 foot street light damaged by a delivery truck. Time Out: 19.7-20.6

- 1027 Corbett Street: Partial outage; the neutral broken by a large tree branch. Time Out: 21.0-22.5

Engineering

- Multiple permit reviews, underground locates, and service upgrade requests have been reviewed and/or completed by engineering staff.

- The Staff Engineer reviewed plans and designed accommodations to HLD's facilities for road improvements along Wesel Boulevard. Installation of underground electric utility facilities to serve industrial development in the area will also occur.

- The Staff Engineer began work plans for HLD's Plant Substation 34.5kV breaker replacement and other substation work for the fall of 2020.
- Bids were released for new materials to be used by HLD line crews.
- The Staff Engineer and Distribution Forman met with WASHCO on the Professional Court street extension to solve project challenges regarding the proposed streetlight circuit.
- The Staff Engineer and Operations Manager met with WESCO and MidChes Marketing via Zoom to discuss and review substation security options and products.
- The Staff Engineer added enhancements to HLD's mobile GIS electric model to allow searching by multiple element names. This will allow line crews to search for HLD equipment within the maps to respond to an area in a quicker fashion.
- The Staff Engineer programmed HLD's line recording device and had it placed on a commercial electrical service after receiving a complaint of over voltages. The data was reviewed and presented to the customer to assist them with identifying the issue. No issues were found with the HLD service

WASTEWATER DIVISION

Wastewater Treatment Plant at Frederick Street

Date	Flow (mgd)	Rainfall (inches)
Wednesday, June 17, 2020	4.94	0.12
Thursday, June 18, 2020	5.06	0.03
Friday, June 19, 2020	4.88	0.12
Saturday, June 20, 2020	4.65	0.00
Sunday, June 21, 2020	4.58	0.00
Monday, June 22, 2020	4.91	0.16
Tuesday, June 23, 2020	5.49	0.73
Weekly – Avg. Flow / Total Rainfall	4.93	1.16
June – Avg. Flow /Total Rainfall	5.16	1.32

Miscellaneous

- Cleaned, calibrated and replaced tubing on ChemScan unit.
- Replaced faulty airlifts on cell/module 4-4 and 6-3 of ENR filters.
- Replaced sample pump and motor on UV Transmittance Analyzer.
- Conducted inventory.
- Troubleshooting loss of power in BNR building. Replaced UPS and bypassed defective VFD on in-plant pump #1.
- Routine Work Orders and Corrective Work Orders.

Wastewater Collection

SSES Weekly Progress

Activity	Districts	L. F. main	Feet of lateral	# inspected
CCTV Inspections	#6	731'	287'	10
Flushing	#2/3	18,125'		

Collection System Maintenance Tasks

- Grinder pump call, 11247 Eastwood Drive, reset smart switch.
- Grinder pump call, 1533 Woodlands Run, reset smart switch.
- Sewer backup, 55 South Potomac Street, problem on the private side.
- Sewer backup, 20 Manor Drive, problem on the private.
- Sewer backup, 21 North Cleveland Avenue, problem on the private side.

- Sewer backup, 228 Summit Avenue, problem on the private side.
- Pump Station #2, ran new wires to the generator and for "Real High" level alarm.
- Pump Station #3, reset pump #2, cleared and evaluated.
- Pump Station #8, installed new Muffin Monster.
- Pump Station #11, began gutting old control portion of the Station to install new PLC and SCADA system.
- Completed final wiring repairs at Charlie Henson home @ WTP on Crystal Falls Road.
- Completed repair patches at WWTP, 27 tons of asphalt.
- Mowed all lift stations.
- 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	1	0	0	0	0	4
YTD 2020	23	40	4	0	1	74	142

Engineering

- Review of Site Development Plan Drawings
- Review of the Consolidated General Service Agreement areas provided by the County for consistency with City documentation
- Review of Pay Application #7 for the Phase 1A sewer lining project
- Review of City permit applications
- Utiliquest invoice review

Lab

- 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>
06/18/20	10.31		10.31
06/19/20	10.49		10.49
06/20/20	10.21		10.21
06/21/20	10.00		10.00
06/22/20	10.69		10.69
06/23/20	10.28		10.28
06/24/20	10.14		10.14
Average			10.30

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 2.7 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.
- Work is in progress to replace the water main on Iroquois Avenue.

Laboratory

- Staff completed routine sample collection and analysis for potable water compliance samples.
- Staff will begin cross-training for nutrient analysis, field sample collection, etc.

Engineering

<u>Reviews:</u>	<u>City</u>	<u>County</u>
Site Plans	1	1
Preliminary Plats	-	-
Final Plats	2	-
Replat	-	-
Grading Plan	-	-
Development Plan	-	-
Building Permits	21	2

- Reviewed site development plans.
- Discussed the boundary surveying services at the Edgemont Reservoir.



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