

# CITY OF HAGERSTOWN, MARYLAND STATUS & INFORMATION REPORT NO. 28 FOR 2020



July 17, 2020

To Mayor Bruchey and Members of the City Council:

## UPCOMING MEETINGS

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>.

<h2 style="margin: 0;">JULY 2020</h2> <p style="margin: 0; font-size: small;">For additional information and a complete list of City events, please visit our Calendar of Events on the City's website at <a href="http://www.hagerstownmd.org/calendar.aspx">http://www.hagerstownmd.org/calendar.aspx</a></p>						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3 <b>HOLIDAY CITY OFFICES CLOSED</b>	4 9:30pm Fireworks @ Fairgrounds Park
5	6	7 3pm Executive Session  4pm Work Session	8 4pm Hagerstown Planning Commission Meeting	9 4pm Hagerstown Historic District Commission Meeting  4pm Board of Traffic & Parking Meeting	10	11
12	13	14 3pm Executive Session  4pm Work Session	15 7pm Board of Zoning Appeals Meeting	16	17	18
19	20	21 4pm Work Session	22	23 4pm Hagerstown Historic District Commission Meeting	24	25
26	27	28 7pm Regular Session	29 7pm Hagerstown Planning Commission Meeting	30	31	

## COMMUNICATIONS

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

- Prosecutors: Two Teens Indicted in Death of 17-Year Old Girl
- City to Seek Public Art Grants
- Hagerstown Business Owner Wins PPP Challenge
- Playhouse Director Steps Down Over Social Media Posts
- Summer Events Scheduled at City Park
- County Health Officer: Wear the Mask
- Distance Learning to Continue When School Starts

- Hagerstown Nonprofits Approved for \$470K in COVID-19 Relief Funds
- Hagerstown to Resume Paid Parking
- Some Virus Test Results Taking Up to 10 Days
- Press Release: Return to Paid Parking
- Press Release: City Park Museums & Historic Sites Open
- Press Release: Public Art Commission Members Sought

**This Week's Video Projects**

- Mayor & City Council Special & Work Session
- "Moller's Sustained Wind" Cultural Trail Sculpture Project Video

**Channel 25 Hub City Now Programming:**

- Mayor & City Council 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](http://www.hagerstownmd.org) attracted 10,232 user visits for the week of July 6-12, 2020.

- The most popular top entrances (the first page users accessed on the website):

• Home Page	2,070
• Utility Billing Page	1,123
• Potterfield Pool Page	559
• Police Page	213
• Bids Page	211
• Parks & Recreation Page	210
• Outdoor Movies Page	126
• Fairgrounds Park Page	119
• Jobs Page	99
• Collection-Schedules-Zones Page	99

- Top Searches:

- "True"
- "Jobs"
- "Trash"
- "Bulk trash pick-up form"
- "Payments"

**DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT**

**HYAC:** The Hagerstown Youth Advisory Council met on July 13<sup>th</sup> to discuss various community projects.

**Business Development Update:** The Economic Development team participated in the following virtual meetings/conference calls this week:

- Economic Development Webinar hosted by First Energy featuring Current Economic Trends and Site Selector Focus Analysis.
- Weekly Reopening Washington County Stakeholders

**Farmers Market:** A new vendor will be joining the Farmers Market on Saturday! Ti Boutik will be offering artisan foods, ready to eat foods, and a variety of unique arts and crafts including jewelry, handmade clothing, skin and hair products, hair accessories, and Caribbean and African pre-packaged consumable goods.

## PARKS & ENGINEERING DEPARTMENT

### ENGINEERING DIVISION

1. **Tourism Signs.** Staff accompanied State Highway and their contractor to mark locations for the new Tourist Attraction Corridor signs. The sign installation is expected in about a month. The new signs will be larger in size and will direct drivers on the interstate to various tourist destinations in Hagerstown that meet their criteria. This was a stated priority by the City Council. Such destinations include: City Park, the Washington County Museum of Fine Arts, the Maryland Theatre, historic downtown Hagerstown, Municipal Stadium, the Visitor Center (i.e. INFO). At this point all signs along the interstates are marked and the foundations are being poured. They will also remove the old faded "Historic District" signs and the signs with mileages to Visitor Center. The blue signs at each parking lot entrance will remain.
2. **Wesel Boulevard Reconstruction.** To-date, six prospective bidders have purchased bid documents. The bid opening is August 11, 2020. We continue to value engineer the subgrade improvements.
3. **Curb & Sidewalk Replacement Program.** Next week staff will advertise the multi-year contract to replace curb and sidewalk in the City. The FY21 budget provides \$125,000 in sidewalk funds and \$100,000 for curb replacement funded by the Stormwater Protection Program.
4. **Forest Conservation Funding (FCA funds).** Staff researched street tree planting contracts from 2000-2019 to develop a list of all trees planted using FCA funds. In the past 20 years, we have planted 1,929 trees at the total cost of \$520,781 (including sidewalk modifications). We are updating our list of street trees and expect to advertise a large street tree contract in the next few weeks to plant approximately 500-600 trees along streets and in parks. This contract could also be extended to plant more trees next year using fees collected by the Stormwater Protection Program.

5. **Engineering Statistics**

Traffic issues		
Description	Week of 7/12/20	Calendar Year 2020 TOTALS
Traffic complaints received	7	69
Work Orders completed	5	46
Traffic counts completed	2	13
Construction Projects		
Description	Week of 7/12/20	Calendar Year 2020 TOTALS
Projects advertised for bids	0	9
RFP's Advertised	0	4
Projects under construction	5	6
Projects completed	1	2

### PARKS DIVISION

1. **Potterfield Pool.** Staff are working with American Pool to open the Splash Pad and Aquaclimb at Potterfield Pool. The statistics for the week are as follows:

Pool	7/8/19 – 7/16/19	7/8/20 – 7/16/20
Admission total	3144	1292
Admissions Fees	\$7,309.00	\$4,054.00

2. **Golf Course.** Staff are planning for the 8<sup>th</sup> Annual City Championship on Saturday, July 25<sup>th</sup>. The statistics for the week are as follows:

Golf Course	7/8/19 – 7/16/19	7/8/20 – 7/16/20
# of Golfers	525	708
Total Revenue	\$10,263.75	\$13,963.00

3. **City Park Bandshell Events.**
  - **Outdoor Movie at City Park.** We held our first movie last Friday with about 200 socially distanced guests. Join us this Friday at dusk for a free movie featuring 'Frozen 2'.
  - **Summer Concert Series.** Begins this Saturday at 7 p.m. in the bandshell with 'The Jill Fulton Band'.
4. **Hager House & Train Hub.** Recreation is pleased to announce the opening of the Jonathan Hager House Museum and the City Park Train Hub to normal visitor hours for the 2020 season. The two sites in Hagerstown City Park will be open to visitors every Friday & Saturday from 10 a.m.–4 p.m. starting Friday, July 17<sup>th</sup>.
5. **Kiwanis Park Programs.** Photos below are of two programs taking place at Kiwanis Park on Saturday's – Historic Window Workshop and Archaeology Exploration.



## PLANNING & CODE ADMINISTRATION

### **New Development Cases:**

- 1300 Marshall Street – Western Heights Middle School – minor site plan for four portable classrooms.

### **Planning Commission:** The Planning Commission met on July 8 to consider these items:

- 743 Bowman Avenue – Master's Wood Shop – approved a site plan for a woodworking shop storage addition and approved a consolidation plat combining three parcels into one.
- 1739 Dual Highway – Tristate Plaza – approved a final plat. **NOTE: Time elapsed from initial submission to review by Planning Commission: 19 days.**
- 217-237 East Franklin Street – Dollar General – workshop for potential development of a new retail store and a parking lot for the adjacent Mulberry Lofts. Also discussed were several potential waivers to certain design standards.
- 5 Nottingham Road – Rich Brunner – approved fence landscaping waivers.
- Discussed the Department's Annual Report to the Maryland Department of Planning.

### **Historic District Commission:** The HDC met on July 9 to consider these items:

- 789 Hamilton Boulevard – Irene French for Amanda Elliott – approved replacement windows.
- 1003 The Terrace – Dr. J. Ramsey Farah – workshop for a new garage.
- Finalized list of preservation award nominees.

These cases have been filed for the July 23 meeting:

- 911 Potomac Avenue – Katie Cook/Monocacy Chimney – chimney liner.
- 33 Broadway – Rodman Birtwell – above-ground swimming pool.
- 167 South Potomac Street – Furrukh Jamil – storefront graphics.

**Board of Zoning Appeals:** The BZA heard two cases on July 15 hearing and took the following action:

- 820 Florida Avenue – The ARC of Washington County – granted variances to reduce the side setback from the west property line at 820 Florida Avenue and the east property line at 840 Florida Avenue to zero feet in order to connect two adjacent buildings under common ownership and use by a covered breezeway, subject to one condition.
- 513 Reynolds Avenue – Allen Holman – granted a variance to reduce the front setback from Summit Avenue to 18 feet for enclosure of an existing porch.

**Weekly Activity Report:** June 22 – July 10, 2020

<b>PERMITS</b>								
<b>TYPE</b>	<b>NUMBER OF NEW APPLICATIONS</b>							<b>NUMBER ISSUED</b>
Building	24	Residential -	17	Commercial -	4	Other -	3	32
Electric	32	Residential -	17	Commercial -	15	Other -	0	28
Plumbing	29	Residential -	16	Commercial -	9	Other -	4	29
Mechanical	23	Residential -	17	Commercial -	6	Other -	0	22
Engineering Dept.	45							37
<b>TOTAL</b>	153		67		34		7	148
<b>Est. Value of Issued Building Permit Projects:</b>					<b>FY20 Fiscal Year Totals:</b>			
Residential				\$ 1,453,061.00				\$ 8,846,016.00
Commercial				\$ 7,686,751.00				\$ 27,035,284.00
Apartment				\$ 5,000.00				\$ 1,287,900.00
Sign				\$ 10,100.00				\$ 468,230.00
<b>TOTAL</b>				<b>\$ 9,154,912.00</b>				<b>\$ 37,637,430.00</b>
Projects of Interest:								
- Expand existing warehouse with 140,311 sq. ft. addition at 11935 Hopewell Road - \$7,100,000								
- Demolish two structures at 1535 Oak Hill Avenue - \$380,000								
- Construct single-family home at 325 Willowbrook Way - \$150,000								
- Construct single-family home at 17315 Kilpatrick Court - \$105,000								
- Construct single-family home at 12613 Rosencrans Drive - \$105,000								
- Construct single-family home at 12614 Rosencrans Drive - \$105,000								
<b>RENTAL LICENSING PROGRAM YEAR: JULY 1, 2020 – JUNE 30, 2021</b>								
					<b>PROPERTIES</b>	<b>UNITS</b>		
Registrations received week of June 22 – July 10					1,809	4,410		
New applications issued week of June 22 – July 10					0	0		
Total 2020-2021 registered (includes additions and subtractions since 6/8/20)					1,915	4,585		
Percentage of rental license renewals that have registered for the 2020-2021 license year					49.5%	47.2%		
<b>Notes:</b> The 2020-2021 rental license renewals for 9,722 units in 3,872 properties were mailed on June 9, 2020.								
<b>PAYMENT</b>								
Weekly payment received		\$ 329,200						
Weekly adjustment/credits		\$ 225						
<b>INSPECTIONS</b>								
<b>TYPE</b>	<b>NUMBER CONDUCTED</b>							
Building	141							
Electrical	116							
Plumbing	32							
Mechanical	78							
Safety	66							
Neighborhood Vitality	487							
Quality of Life	11							
Preventive Maintenance	5							
Planning & Zoning	10							

<b>INSPECTIONS KEY:</b>	
<b>Categories of Conditions</b>	
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:	1452	Field Interviews:	9
Arrests/Warrants Served:	13	Moving Violations:	19
Domestic Violence Calls:	31	Safety Repair Orders:	1
DUI Arrests:	2	Warnings:	37
Reports Filed:	108		

**REPORTS**

**07/09/20:** Officer White responded to North Locust Street for a reported burglary. The victim stated she had numerous purses and shoes stolen from her apartment. The items were stolen from the front bedroom and items were thrown about the bedroom floor. It is believed the suspect entered the apartment through a broken kitchen window. Officer Flinn dusted for fingerprints and Officer White gathered additional information from the victim. It was learned that 17 designer purses, 3 backpacks and 3 pair of Nike sneakers were stolen with a total value of \$6,400. Officer White observed a security camera over the back steps leading to the apartment and contacted the property owner and requested to view the camera footage. No further details are available at this time.

**07/10/20:** Officer Mazloun was dispatched to Church Street for a reported malicious destruction of property. The victim stated there were 15 to 20 juveniles in front of her house throwing eggs at her property. The officer observed eggs dripping from the siding, windows, front door and the AC unit. It was estimated the clean-up would cost approximately \$350. Officer Mazloun was unable to locate any security cameras in the area. No further details are available.

**07/11/20:** Officer Miscannon responded to Phoenix Health Center on East Antietam Street for a reported disturbance. The officer spoke with the Director of the center and was able to gather information regarding the incident. The Director stated that a male patient became irate when he was unable to enter through the back door. He later entered through the front door when an employee opened the door to let another patient exit. Once the irate patient was in the building, he became upset because other patients were receiving help and he felt he was not. He assaulted one female patient in the face at which time another male patient tried to intervene and help, but it became a physical altercation among them. It should be noted the irate male was late for his appointment and was told he needed to reschedule. The irate patient was transported to Central Booking and charged with Assault 2<sup>nd</sup> Degree, Disorderly Conduct and Disturbing the Peace.

**07/12/20:** Officer Daveler was dispatched to West Washington Street for a report of a burglary. The officer made contact with the victim who stated he had returned home from his vacation to find his kitchen “trashed” with dishes in the sink and trash bags around the kitchen along with the entire house appearing to be ransacked. The officer found no signs of forced entry and the victim advised the only people with keys were his sister and his child’s mother. It was discovered that US currency was taken from the property, a radio had been removed from his vehicle, and the vehicle’s dash had been torn apart. There is a person of interest in this incident. No further details are available at this time.

**07/13/20:** Officer Repp responded to Walgreen’s on East Antietam Street for a theft from a motor vehicle. The victim stated that someone had smashed out his rear passenger window of his mini-van. The victim heard his alarm from his vehicle and ran to see two white males leaving the area. Descriptions of the males were given to the officer. The victim stated that nothing was missing from the vehicle however he did find a green hat on the floor that did not belong to him. The officer drove through the area looking for anyone that matched the descriptions given by the victim. A male was field interviewed since he matched the suspect description however he stated he knew nothing of the incident. The property manager of Walgreen’s reviewed the camera footage and emailed to the officer. The film revealed a man wearing a green hat which turned out to be the same hat found on the floor of the min-van. It should be noted this was the same male that the officer field interviewed. Charges will be filed against the male suspect for malicious destruction of property.

**OTHER NEWS/INFORMATION**

**HPD Police Testing Dates.** Just a reminder that the next entry level written test dates for the Department have been scheduled for Saturday July 11, 2020 at 9 a.m. and 1 p.m. and Sunday July 12, 2020 at 9 a.m. and 1 p.m.

**PUBLIC WORKS**

**CENTRAL MAINTENANCE GARAGE REPAIR DATA**

	<b>Current Week</b>	<b>Previous Week</b>
<b>DCED</b>	2	2
<b>Fire</b>	0	0
<b>Human Resources</b>	0	0
<b>Light</b>	4	4
<b>Parks &amp; Engineering</b>	2	0
<b>Police</b>	7	5
<b>Public Works</b>	4	8
<b>Wastewater</b>	3	2
<b>Water</b>	6	5
<b>Weekly Totals</b>	28	26
<b>Yearly Total</b>	631	

**AFTER HOUR CALL BACKS**

- Monday, July 6, 2020 @ 5:15 p.m.: The traffic signal at the intersection of Salem Avenue and Nottingham/Indiana was reported as being on flash. A check by staff found one of the pedestrian signals had been damaged via a hit and run incident. The traffic system detected an issue and placed the signals in flash. The system was reset and the pole has been removed. A new pole will need to be ordered as there are none in stock at the Public Works shop.
- Tuesday, July 7, 2020 @ 6 a.m.: A large storefront window was broken at the Visitor’s Center at 14 North Potomac Street. An entire pane of glass was shattered leaving glass in the storefront and on the street. Staff cleaned up the debris and temporarily closed the window. The staff of the Visitor’s Center was informed immediately. It did not appear to be a break-in of the premises. HPD is investigating.

**HUMAN RESOURCES REMODEL COMPLETE.** The remodel of the Human Resources Department has been completed. The work consisted of the dividing of the HR conference room. One space became an office for the HR Director which freed up the old office to allow Kevin DeHaven to eventually relocate back to HR. The other space became a smaller conference room. New suspended ceilings were installed in both spaces, new carpet was placed, and an entirely new central air conditioning system installed was throughout the HR offices.

**UTILITIES DEPARTMENT**

**ELECTRIC DIVISION**

**Service Calls**

- Fri. 7/10 - 345 Radcliffe Avenue – total outage; bird caused transformer fuse to operate. Time Out: 18.5-19.5
- 55 East Franklin Street – total outage; the customer’s main breaker had tripped. Time Out: 21.0-22.0
- Sat. 7/11 - 364 South Cleveland Avenue – total outage; bird caused transformer fuse to operate. Time Out: 18.0-19.0
- Sun. 7/12 - 119 Elm Street – total outage; bird caused a line fuse to operate. Time Out: 6.5-7.2
- 1207 Virginia Avenue – total outage; unknown animal caused both a transformer and a line fuse to operate. Time Out: 7.2-8.5
- 927 Mulberry Avenue – lines down; the service was reattached to the house and branches were trimmed back to avoid any further issues. Time Out: 10.0-11.0

**Engineering**

- Multiple permit reviews, underground locates, and service upgrade requests have been reviewed and/or completed by engineering staff.
- The Staff Engineer reviewed bids for stock materials and made awards and recommendations for purchase.
- Engineering staff responded to voltage complaints and requests for electric utility facility modifications.
- The Staff Engineer reviewed dissolve gas analysis reports to determine the operating health of substation class transformer units.
- The Engineering Designer followed up with various major projects involving HLD facilities to get a handle on timeline changes due to the disruption of construction activities during the pandemic. The HLD will adjust its expenditures accordingly, deferring costly upgrades until they’re needed to accommodate the additional electric load.

**WASTEWATER DIVISION**

**Wastewater Treatment Plant at Frederick Street**

<b>Date</b>	<b>Flow (mgd)</b>	<b>Rainfall (inches)</b>
Wednesday, July 8, 2020	4.51	0.00
Thursday, July 9, 2020	4.48	0.00
Friday, July 10, 2020	4.66	0.33
Saturday, July 11, 2020	4.79	0.00
Sunday, July 12, 2020	4.53	0.28
Monday, July 13, 2020	4.70	0.16
Tuesday, July 14, 2020	4.62	0.00
Weekly – Avg. Flow / Total Rainfall	4.61	0.77
July – Avg. Flow /Total Rainfall	4.60	0.83

**Miscellaneous**

- Located underground potable water leak, excavated and made necessary repairs.
- Replaced solenoid valve and wiring on #1 Bar Screen.
- Troubleshooting of erratic readings on ChemScan Unit, cleaned and calibrated.
- Continued work on new MagOx Tank.
- Routine MVP Plant Work orders & Corrective Work orders.

**Wastewater Collection**

SSES Weekly Progress

shad	Districts	L. F. main	Feet of lateral	# inspected
CCTV Inspections	#15	130'	19'	1
Flushing	#4	4,346'		

**Collection System Maintenance Tasks**

- Pump Station #11, completed all retro fitting of new PLC control system as well as new SCADA.
- Pump Station #25, cleaned wet well and also rebuilt solenoid valve.
- Flushed old Mohler tap at intersection of Bethel and Prospect.
- Took camera to Rausch, lateral camera issues.
- Crews worked with Avista to repair communication issues found with Sierra Wireless, will install new cards and switch to new carrier.
- Grinder pump call, 11003 Eastwood Drive, reset smart switch.
- Grinder pump call, 1627 Woodlands Run, reset smart switch.
- Sewer Backup, 142 East North Avenue, problem on owner.
- Excavated and assisted with repair of 2" waterline next to WWTP Admin Building, backfilled, seeded and mulched.
- Installed gate on City side of ROW at dead end of Pangborn Boulevard. Gate is to access manhole #09086. Access from Dual Highway was taken away when State Highway installed new curb.
- Completed final repair of patches on Westwood Street, 10' X 5' and 10' X 8'.
- 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	0	0	0	2	2
YTD 2020	23	46	5	0	1	81	156

**Engineering**

- Review of various site plan drawings.
- Research into the railroad ROW for the Phase 1B sewer lining project.
- Review of City Permit Applications.

**Lab**

- Continued training on Lachat analyzer.
- Process and regulatory testing were routine for the week.

**WATER DIVISION**

**Plant Flows - System Demand (MGD)**

Date	Willson	Breichner	Total
07/09/20	11.84		11.84
07/10/20	11.45		11.45
07/11/20	10.34		10.34
07/12/20	10.24		10.24
07/13/20	10.71		10.71
07/14/20	10.83		10.83
07/15/20	11.43		11.43

**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 2.1 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 still in progress to install a new water main on Iroquois Ave.
- Crews made repairs to a service line leak on Dual Highway.

**Laboratory**

- Collected and analyzed all required process and compliance samples.
- Nutrient analysis training continues with samples being split with contract laboratory.
- Distribution samples are being collected to allow for focused water quality flushing.

**Engineering**

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

- Review of various site plans.
- Gathering information related to water service inquiries.
- Review of the consultant proposals received for Boundary Surveying Services at the Edgemont Reservoir.



Respectfully submitted,

Scott A. Nicewarner  
City Administrator