

# CITY OF HAGERSTOWN, MARYLAND STATUS & INFORMATION REPORT NO. 48 FOR 2020



December 11, 2020

To Mayor Keller 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>.

DECEMBER 2020						
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>						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 4pm Work Session	2	3	4	5
6	7	8 4pm Work Session	9 7pm Hagerstown Planning Commission Meeting (Virtual)	10 4pm Board of Traffic & Parking Meeting  4:30pm Hagerstown Historic District Commission Meeting (Virtual)	11	12
13	14	15 7pm Regular Session	16	17	18	19
20	21	22	23	24 <b>HOLIDAY CITY OFFICES CLOSED</b>	25 <b>HOLIDAY CITY OFFICES CLOSED</b>	26
27	28	29	30	31		

## COMMUNICATIONS

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

- Commissioners Earmark CARES Act Money
- Tourism Bureau, Hit Hard by COVID, Looks to Recovery and a New Welcome Center
- Hagerstown Man in Viral Video Charged with Stalking, Detained by ICE
- City Man Held Without Bond in Alleged Murder Conspiracy
- Former County Attorney Named Washington County Administrator
- Postponed Medical Appointments, Unemployment Stimulus, and Spring Cleaning Help County Finances
- COVID-19 Vaccine Could Arrive in Maryland Next Week
- Press Release: Holiday Ham Drive
- Press Release: K & B Bridals Hagerstown Grand Opening
- Traffic Advisory: South Cannon Avenue

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

- Mayor & City Council Work Session
- "Council WRap" Segment

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

- Mayor & City Council Meeting
- "Council WRap"
- PayByPhone YouTube Video
- "PayByPhone" Introduction Video
- "Washington County Heroes" Face Covering Campaign Videos
- "Hub Bub" Video Podcast
- Symptoms of COVID-19 Informational Video
- Stormwater Program Informational Video
- MTA Commuter Connection

### **City Website:**

- [www.hagerstownmd.org](http://www.hagerstownmd.org) attracted 11,451 user visits for the week of November 30–December 6, 2020.
- The most popular top entrances (the first page users accessed on the website):
  - Home Page 2,726
  - Utility Billing Page 1,394
  - Civic Alerts Page 731
  - City Park Lighting Page 711
  - Police Page 251
  - Parks & Recreation Page 143
  - Bids Page 131
  - Firefighters Page 124
  - Jonathan Hager House Page 109
  - Holiday Lights Tour Page 109
- Top Searches:
  - "Pay my bill"
  - "True"
  - "Billing & customer service payment agreement"
  - "City park lighting"
  - "Jobs"

## **DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT**

**HYAC:** The Hagerstown Youth Advisory Council met on Monday, December 7<sup>th</sup> to continue to discuss upcoming community projects and goals.

**Community Development Update:** Below is a list of Community Development updates for the month of September

- Residential Rehabilitation Program Projects In Progress: 13
- Residential Rehabilitation Program Projects Completed: 1 on West Franklin Street (Comprehensive interior rehabilitation)
- Residential Rehabilitation Program Applications Received: 1
- CDBG Program Loan Payments: \$19,310.64 (including the payoff of one loan of \$13,633.12)
- Business Revolving Loan Fund Payments: \$4,954.87
- Environmental Reviews Completed: 3
- MHT Reviews Submitted: 2
- Community Development submitted to the State of Maryland a Clearinghouse Review for the FY2022-2024 Accessibility Ramps project. This submission will be reviewed by multiple State of Maryland departments to determine any impediments to completion.

**Community Development Block Grant Update:**

- Staff held the first Public Hearing for the FY2022 CDBG Annual Action Plan. Comments will be accepted on the program and prospective projects until January 8, 2021 and can be submitted at <https://www.hagerstownmd.org/FormCenter/DCED-4/CDBG-FY-2022-Annual-Action-Plan-Citizen-128>.
- Applications for CDBG Public Service Grant Funding/Capital Project Loan Program are currently being accepted until January 8th, 2021. Applications are available at <https://www.hagerstownmd.org/1513/20747/CDBG-Public-Service-Grants>

**Business Development Update:**

- **Holiday Cheer.** Staff coordinated a Holiday Cheer tour and contest featuring City Center businesses. All featured businesses are recipients of our Holiday Cheer Grant who submitted a photo. Place your votes (1 like=1 vote) on Main Street Hagerstown’s Facebook Page for the storefront picture/pictures you like most. Winners will receive handmade wreathes from Ben Buchman of Maryland Regional Landscaping. Voting ends Friday, December 18 at 4 p.m. Winners will receive handmade wreathes from Ben Buchman of Maryland Regional Landscaping.
- **Upcoming Grand Openings.** Upcoming grand openings include the following:
  - Monday, December 14 at 1 p.m. J’s Barber Lounge located at 48 East Franklin Street
  - Wednesday, December 16 at 12 p.m. K&B Bridals Hagerstown located at 710 Dual Highway
  - Friday, December 18 at 11:30 a.m. The Dog House located 57 South Potomac Street

**Farmers Market:** Staff have planned four Saturdays of Christmas at the City’s Farmers Market. As always, the Market is open every Saturday from 6 a.m. - 12 p.m.

- December 12 | SANTA – 10 a.m. – 12 p.m.  
Children ages 12 & under receive a goody bag (while supplies last)
- December 19 | Last Chance Saturday – 8 a.m. – 12 p.m.  
Enter to win a door prize. Drawings will be held at 9 a.m., 10 a.m., and 11 a.m. Must be present to win.

**PARKS & ENGINEERING**

**ENGINEERING DIVISION**

1. **Pangborn Park Lake.** Masons began the installation of the limestone perimeter walls and the stream restoration is also underway.



2. **Wesel Boulevard Update.** Base asphalt is complete from Burhans Boulevard to Noland. Currently miscellaneous concrete work. No significant progress will occur until March as the project shuts down for the Winter due to the asphalt plants closing.
3. **Board of Traffic & Parking.** The Board met this week to discuss removal of the traffic signal at Locust and Fairground Avenue and a request to make North Avenue a one-way street.
4. **2020-2021 Tree Planting Project.** We will be planting approximately 500 trees this year in parks and on various streets. To-date, the contractor has completed Hager Park and Pangborn Park. Planting at Fairground Park will begin this week.

5. **Engineering Statistics**

Description	Week of 12/6/20	Calendar Year 2020 TOTALS
Traffic complaints received	0	113
Work Orders completed	1	71
Traffic counts completed	2	32
Construction Projects		
Description	Week of 12/6/20	Calendar Year 2020 TOTALS
Projects advertised for bids	0	13
RFP's Advertised	1	7
Projects under construction	9	10
Projects completed	2	4

**PARKS DIVISION**

1. **City Park Lighting.** Drive through City Park throughout the month of December, lights will be on between 5–11 p.m.
2. **Holiday Ham Drive.** Ham donations are being collected to support the Wheaton Park/Jonathan Street community. With a generous business donation, we have reached and surpassed our ham collection goal of 150 hams. Because of additional individual donations, we will be able to purchase additional items like bags of potatoes and pies, to serve over 150 homes in our community this holiday season.

3. **Golf Stats**

Golf Course	12/3/19–12/9/19	12/3/20 -12/9/20
# of Golfers	29	76
	\$844*	\$1,072
Total Revenue (golf, merch, concessions, rentals)	*sold one \$499 season pass	

4. **German Christmas Tours.** German Christmas Tours continue this weekend. Pre-registration, minimized tour sizes, social distancing, and masks required. Tours on the hour Dec 11<sup>th</sup>, 12<sup>th</sup> & 13<sup>th</sup>.

**PLANNING & CODE ADMINISTRATION**

**Zoning Certificates Issued:**

- 152 West Washington Street, Suite A – Hinkle Law, PLLC – lawyer’s office.
- 25 Broadway, Apartment 4 – Natilie Creighton - home workstation for an internet-based advertising business.

**New Development Cases:**

- Hillside Manor, Lots 18 and 19 – Hillside Manor, LLC – final plat for resubdivision of two existing lots.

**Planning Commission:** The Planning Commission considered these matters on December 9:

- Public Review Meeting for the 2020 Land Management Code Package of Amendments – heard testimony from one person on the proposed amendments.

- Linwood Hollow Resubdivision – approved the final plat for vacating previously approved lot lines and the right-of-way for the extension of Sweeney Drive; and a revised forest conservation plan.
- Burhans Village Development Plan (former “Deerfield Knolls” site) – Burhans Village, LLC – approved waiver requests, a revision to the existing forest conservation plan, and approved the development plan.
- NorthPoint Building 1 and NorthPoint Building 2 – approved minor revisions to the previously approved forest conservation plans for these properties.
- Approved the 2021 Meeting Schedule.

**Weekly Activity Report:** November 30 – December 4, 2020

<b>PERMITS</b>								
<b>TYPE</b>	<b>NUMBER OF NEW APPLICATIONS</b>							<b>NUMBER ISSUED</b>
Building	4	Residential -	1	Commercial -	1	Other -	2	1
Electric	14	Residential -	6	Commercial -	8	Other -	0	13
Plumbing	13	Residential -	5	Commercial -	7	Other -	1	15
Mechanical	11	Residential -	5	Commercial -	6	Other -	0	6
Engineering Dept.	9							8
<b>TOTAL</b>	51		17		22		3	43
<b>Est. Value of Issued Building Permit Projects:</b>					<b>FY21 Fiscal Year Totals:</b>			
Residential				\$ 105,000.00				\$ 7,229,970.00
Commercial				\$ 0.00				\$ 55,656,971.00
Apartment				\$ 0.00				\$ 431,750.00
Sign				\$ 0.00				\$ 58,301.00
<b>TOTAL</b>				<b>\$ 105,000.00</b>				<b>\$ 63,376,992.00</b>
<b>Projects of Interest</b>								
- Construct single-family home at 17450 Fitzhugh Court - \$105,000								
<b>RENTAL LICENSING PROGRAM YEAR: JULY 1, 2020 – JUNE 30, 2021</b>								
						<b>PROPERTIES</b>		<b>UNITS</b>
Registrations received week of Nov 16 – Nov 25						14		41
New applications issued week of Nov 16 – Nov 25						4		4
Total 2020-2021 registered (includes additions and subtractions since 6/8/20)						3,732		9,433
Percentage of rental license renewals that have registered for the 2020-2021 license year						96.1%		96.8%
<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				\$ 2,375				
Weekly adjustment/credits				\$ 225				
<b>INSPECTIONS</b>								
<b>TYPE</b>	<b>NUMBER CONDUCTED</b>							
Building	52							
Electrical	24							
Plumbing	27							
Mechanical	6							
Safety	17							
Neighborhood Vitality	10							
Quality of Life	0							
Preventive Maintenance	2							
Planning & Zoning	5							

<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:	1,227	Field Interviews:	7
Arrests/Warrants Served:	15	Moving Violations:	23
Domestic Violence Calls:	20	Safety Repair Orders:	0
DUI Arrests:	1	Warnings:	18
Reports Filed:	116		

**REPORTS**

**12/03/20:** Officer Nichols was dispatched to Byers Stop N Go on Burhans Boulevard for a reported disturbance. The female in question was heavily intoxicated and was causing a disturbance with the customers in the store. The officer gave the suspect several orders to leave the front door of the business but she ignored the commands. She was uncooperative and became verbally combative and rambled incoherent statements. The officer issued a No Trespass Letter to the suspect but she refused to take the letter. She refused to leave the property so she was subsequently placed under arrest. While at Central Booking it was determined she should be transported to Meritus Medical Center due to her level of intoxication. She was charged with Disorderly Conduct and other related charges.

**12/04/20:** Officer Daveler responded to South Potomac Street for a report of an overdose. Dispatch advised there were several Washington County Deputies on the scene and although the individual was awake, they appeared to be under the influence of a stimulant and was not aware of their surroundings. Officer Daveler was able to identify the suspect from prior encounters with her as a PCP user. The suspect was showing signs of heavy breathing, sweating, and paranoia. EMS arrived and transported the suspect to Meritus Medical Center for treatment. No further details are available.

**12/05/20:** Officer K. Hill made contact with a citizen who advised her vehicle had been damaged while it was parked at the Market Lot on Church Street. The victim stated her passenger side window had been broken but did not believe anything had been stolen from inside. The officer reviewed the surveillance camera in the area and observed a male dressed all in black clothing break the victim's window. The male reached inside but it was not clear if he took anything. The male then rode off on a bicycle. The estimated damage to the vehicle is approximately \$150. A photo of the male was sent to HPD officers in an effort to identify the suspect. There is no additional information at this time.

**12/06/20:** Officer Nichols was dispatched to Sheetz on East Washington Street for a trespassing complaint. Sheetz Security advised there was a male on the property that had been served with a No Trespass Letter earlier in the evening and was now back on property. The male was identified and was now heavily intoxicated. The officer confirmed the No Trespass letter was valid. Due to the male's level of intoxication, he was transported to Meritus Medical Center for treatment. The male was charged with Trespassing Private Property. No further details are available.

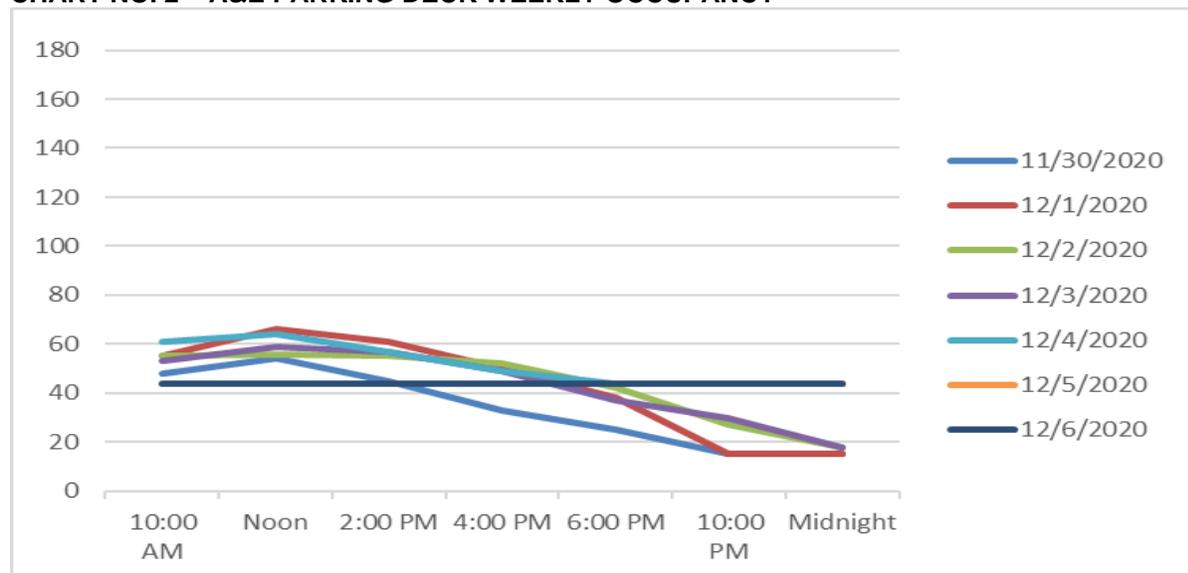
**12/07/20:** Officer Romero responded to West Washington Street for a parking complaint. The officer observed a white 2016 Nissan Sentra with a flat tire on the front driver side. The vehicle was also taking up two parking spaces. Officer Romero attempted to call the registered owner but received no answer. Later in the day another unit attempted to make contact with the owner of the vehicle but was also unsuccessful. It was also learned that the vehicle had an insurance lapse. The vehicle was towed by Reliable Towing and placed into their impound lot. No further details are available.

**PUBLIC WORKS**

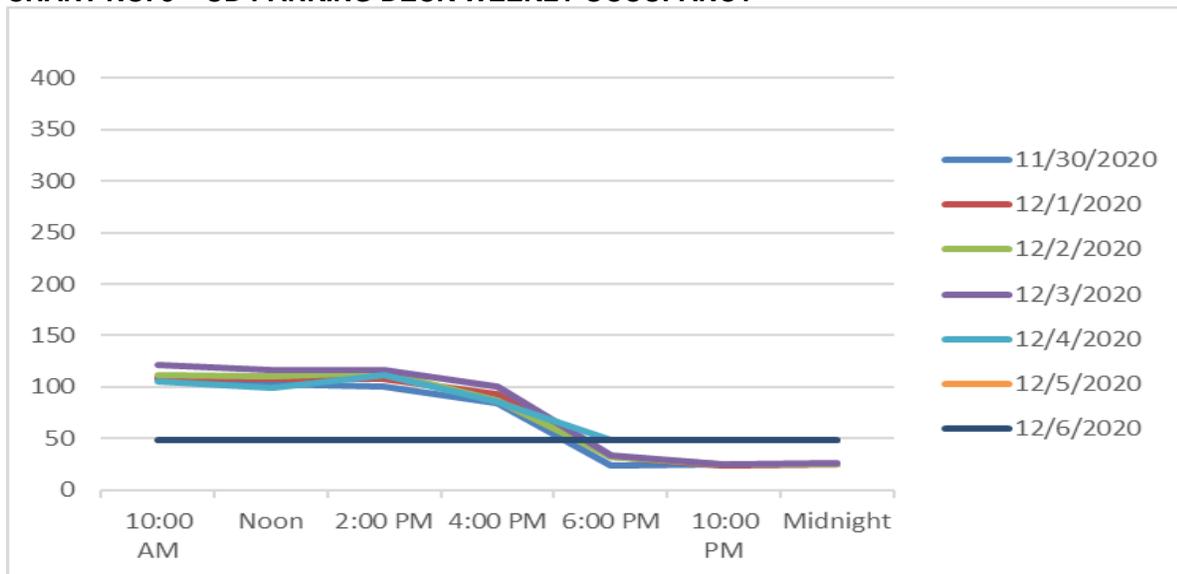
**CHART NO. 1 – GENERAL PARKING SYSTEM DATA**

		Current Week	Previous Week
<b>Number of Permit Holders</b>	A & E Deck	104	103
	University District Deck	200	198
<b>Number of Student Permits</b>	Central, Market, Rochester Lots	25	27
<b>Number of Patrons Using Decks</b>	A & E Deck	575	338
	University District Deck	700	699
<b>Number of Citations Issued</b>	(Includes Warnings)	233	138
<b>Late Payment Notifications</b>		NA	16
<b>Peak Occupancy (%)</b>	A & E Deck	36%	32%
		Tue @ Noon	Tue @ Noon
<b>Peak Occupancy (%)</b>	University District Deck	25%	25%
		Thur @ 10 AM	Tue @ 10 AM

**CHART NO. 2 – A&E PARKING DECK WEEKLY OCCUPANCY**



**CHART NO. 3 – UD PARKING DECK WEEKLY OCCUPANCY**



**CENTRAL MAINTENANCE GARAGE REPAIR DATA**

	Current Week	Previous Week
<b>DCED</b>	1	0
<b>Fire</b>	2	0
<b>Human Resources</b>	0	0
<b>Light</b>	2	2
<b>Parks &amp; Engineering</b>	1	0
<b>Police</b>	11	0
<b>Public Works</b>	2	1
<b>Wastewater</b>	1	0
<b>Water</b>	3	3
<b>Weekly Totals</b>	23	6
<b>Yearly Total</b>	1121	

**AFTER HOUR CALL BACKS**

- Sunday, December 6, 2020 @ 5:13 p.m.: Emergency services called about a dead traffic signal at Pennsylvania Avenue and Burhans Boulevard. Staff proceeded to the site to investigate. Within 10 minutes, Emergency Services called to say the signal was operating once more. Staff visited the site to confirm the signal was working properly. Follow-up by staff on Monday confirmed a very brief power outage to the signal on Sunday. Cause is unknown.

**PAY-BY-PHONE UPDATE.** As approved by the Mayor and Council, the parking meters have been removed from the Antietam Street Parking Lot, the Rochester Parking Lot and the Market House Parking Lot. Payment for parking can only be completed via the new PayByPhone app or using a parking permit hang tag (except for the Antietam Lot that does not allow permit parking). The only remaining lot to remove parking meters is the Bryan Center Parking Lot which only contains six parking spaces. That lot will be converted in the near future.

**ELDRIDGE DRIVE STORAGE YARD SITE UPGRADES**

City staff have constructed a wash pad at the City’s storage yard on Eldridge Drive. The site is used to store street sweeping debris, junk collected off the street and storage of other miscellaneous items. The wash pad is for the wash out of the hoppers of the street sweepers. Recently, the Wastewater Department installed a new manhole, sewer line and oil separator so the wash water could be collected and treated properly. The wash out water previously drained into a stormwater pond which the Maryland Department of the Environment (MDE) frowned upon. We want to say a big THANK YOU to the staff of Wastewater for the excellent installation of the sewer line system.

Craig Paving recently completed the street repairs and the paving of the wash pad and street.



## UTILITIES DEPARTMENT

### ELECTRIC DIVISION

**Service Calls:**

- Thur. 12/3 - Area of Willow Circle and Frederick Street: Miss Utility locate; emergency locate for a water main break. Time Out: 6.4-6.9
- Sat. 12/5 - 446 North Mulberry Street: Partial outage; secondary conductors down. Time Out: 8.0-10.0
- Sun. 12/6 - 632 George Street: Total outage; line crews removed mylar balloons entangled in conductors. Time Out: 6.2-7.6
- 1420 Outer Drive: Partial outage; a broken neutral conductor was found and repaired. Time Out: 12.7-14.3

Mon. 12/7 - Rear of 621 George Street: Total outage; line crews made repairs to service that was damaged by contractor. Time Out: 16.0-17.2

**Distribution** - Crews continue make ready work for Point Broadband fiber optic installation.  
 - The primary service conductors and terminal pole was replaced to Potomac Towers.

**Engineering**

- Multiple permit reviews, underground locates, and service upgrade requests have been reviewed and/or completed by engineering staff.
- Engineering and Administrative staff continued discussions with owners of an industrial project for electric utility service to the facility.
- The Staff Engineer performed recloser control and communication work at the Bulldog Substation.
- The Engineering Designer continued work to accommodate services to Point Broadband Fiber optic communication facilities.

**WASTEWATER DIVISION**

**Wastewater Treatment Plant at Frederick Street**

Date	Flow (mgd)	Rainfall (inches)
Wednesday, December 2, 2020	5.59	0.00
Thursday, December 3, 2020	5.34	0.00
Friday, December 4, 2020	5.64	0.44
Saturday, December 5, 2020	5.98	0.03
Sunday, December 6, 2020	5.60	0.00
Monday, December 7, 2020	5.53	0.00
Tuesday, December 8, 2010	5.52	0.00
Weekly – Avg. Flow / Total Rainfall	5.60	0.47
Dec - Avg. Flow/Total Rainfall	5.57	0.48

**Miscellaneous**

- Calibrated LEL sensors on OAB deck.
- Rebuilt A-Drive on #2 UV influent gate actuator.
- Setup temporary equipment to bypass DAFT underflow pump.
- Replaced heating element on ENR generator fuel tank.
- Routine MVP Plant Work orders & Corrective Work orders.

**Wastewater Collection**

SSES Weekly Progress

Activity	Districts	L. F. main	Feet of lateral	# inspected
CCTV Inspections	N/A			
Flushing	9	8679'		

**Collection System Maintenance Tasks**

- Sewer backup, 12507 Atlanta Court, problem on the private side.
- Sewer backup, 1047 Salem Avenue, cleared blockage from mainline.
- Sewer backup, 241 Bryan Place, problem on the private side.
- Grinder pump call, 11009 Plumwood Circle, set overloads to Auto.
- Excavated and replaced lateral at 740 Westwood Drive.
- Excavated and replaced lateral at 21 Harvard Drive.
- SCADA work, installed new patches to fix power transfer issue.
- 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	5	1	0	0	0	1	14
<b>YTD 2020</b>	<b>62</b>	<b>88</b>	<b>19</b>	<b>1</b>	<b>1</b>	<b>120</b>	<b>291</b>

**Engineering**

- Review of Site Development and City Permit Drawings.
- Gathering information for service inquiries.
- Updating GIS databases completed with water projects.
- Ongoing Construction Inspection of ongoing water projects.

<b>WATER DIVISION</b>
-----------------------

**Plant Flows – System Demand (MGD)**

<u>Date</u>	<u>Willson</u>	<u>Breichner</u>	<u>Total</u>
12/04/20	10.24		10.24
12/05/20	9.77		9.77
12/06/20	9.39		9.39
12/07/20	9.42		9.42
12/08/20	9.87		9.87
12/09/20	9.93		9.93
12/10/20	9.81		9.81
Average			9.78

**Water Production at R. C. Willson & Pump Station Distribution**

- Staff worked on facility maintenance and routine preventative maintenance.
- Staff replaced sump pump and GFI at pump station 2.

**Water Production at Breichner / Edgemont Reservoir.** The Edgemont Reservoir pool elevation is currently at 2.34 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**

- Crews performed customer service work and new meter installations as needed.
- Crews continue to replace residential meters throughout the water service area.
- Crews repaired main in traffic circle at East Irvin Avenue and View Street.
- Crews installed new services on Claggets Mill Road.

**Laboratory**

- Process and regulatory testing were routine for the week.

**Engineering**

<u>Reviews:</u>	<u>City</u>	<u>County</u>
Site Plans	1	-
Preliminary Plats	-	-
Final Plats	-	-
Replat	-	-
Grading Plan	-	-
Development Plan	-	-
Building Permits	10	5

- Review of Site Development and City Permit Drawings
- Construction Inspection of ongoing construction projects
- Gathering info and review of inquiries about water service and future development projects
- Updating GIS mapping



Respectfully submitted,

Scott A. Nicewarner  
City Administrator