

# CITY OF HAGERSTOWN, MARYLAND STATUS & INFORMATION REPORT NO. 2 FOR 2021



January 15, 2021

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>.

<h2 style="margin: 0;">JANUARY 2021</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 <b>HOLIDAY CITY OFFICES CLOSED</b>	2
3	4	5 No M&C Meeting	6	7 3pm Executive Session  4pm Work Session/Special Session	8	9
10	11	12 2:30pm Executive Session  4pm Work Session	13 4pm Hagerstown Planning Commission Meeting	14 4pm Board of Traffic & Parking Meeting  4:30pm Hagerstown Historic District Commission Meeting	15	16
17	18 <b>HOLIDAY CITY OFFICES CLOSED</b>	19 3pm Executive Session  4pm Work Session	20 7pm Board of Zoning Appeals Meeting	21	22	23
24	25	26 7pm Regular Session	27 7pm Hagerstown Planning Commission Meeting	28 4:30pm Hagerstown Historic District Commission Meeting	29	30
31						

## COMMUNICATIONS

### This Week's Headlines & Media Releases

- Hagerstown City Hall Closed to Public Through January
- Meritus Vaccine Plan Hits Apparent Phone Problems
- Garden Plot Applications Being Accepted
- Hagerstown Approves Police Salary Increase, Staffing Adjustments
- COVID-19 Vaccine Appointments for Those 65 and Up are Filled

- Section of West North Avenue to be Closed Next Week for Water Main Replacement
- Corderman, Edwards on Maryland Senate Budget and Taxation Committee
- Hogan Proposes \$1 Billion Economic Relief Bill, Stimulus Checks for Marylanders in Need
- Part of South Potomac Street to Close Thursday for Construction
- Hagerstown City Hall Continuing Services During Public Closure
- Press Release: 2021 Community Garden Applications
- Press Release: CDBG-CV CARES Act Funding Program
- Press Release: Hub City 100-Miler 2021
- Traffic Advisory: West North Avenue
- Traffic Advisory: South Potomac Street
- Trash & Recycling Advisory: MLK Day

**This Week's Video Projects**

- Mayor & Council Work Session
- "Council WRap"
- City Park Train Hub Video Post Production
- "Hub Bub" Video Podcast

**Channel 25 Hub City Now Programming:**

- Mayor & City Council Work Session
- "Council WRap"
- 2021 Hub City 100-Miler :30 Spot
- "Utility Payment Plan" Promo
- PayByPhone YouTube Video
- Symptoms of COVID-19 Informational Video
- "Hub-Bub" Video Podcast
- The Fit Room :30 Spot
- Stormwater Program Informational Video
- MTA Commuter Connection

**City Website**

- [www.hagerstownmd.org](http://www.hagerstownmd.org) attracted 11,307 user visits for the week of January 4-10, 2021.

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

• Home Page	2,308
• Civic Alerts Page	1,547
• Utility Billing Page	1,288
• Hub City 100-Miler Page	506
• Hager House Page	259
• Form Center Page	204
• Bids Page	185
• Police Page	184
• Firefighters Page	107
• Jobs Page	98

- Top Searches:

- "Pay my bill"
- "Jobs"
- "Water bill"
- "Neighborhood"
- "True"

**DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT**

1. **Community Development Update:** Project update for December includes:
  - Residential Rehabilitation Program Projects In Progress: 11
  - CDBG Program Loan Payments: \$252,803.56 (including the payoff of one rental residential loan of \$244,224.34)
  - Business Revolving Loan Fund Payments: \$7,756.72
  - Maryland Historical Trust Reviews: 2

- Staff held the first public hearing for the FY 2021-2022 Community Development Block Grant Annual Action Plan on December 3, 2020. The purpose of the hearing was to meet with the community to review the program and the public service grant/capital loan application process.
2. **Business Development Update:** Jill Thompson was one of the guest speakers at the Chamber of Commerce Learning Lunch. January's topic was "Lobbying for Local Business."
  3. Economic Development team members participated in the following this week:
    - MEDA Winter Conference – 2021 Legislative Outlook for Economic Development
    - Weekly Business Recovery Partners Team

**PARKS & ENGINEERING**

**ENGINEERING DIVISION**

1. **Advertised projects for bids:**
  - Design/Build Request for Proposals for Fairgrounds Park Skate Park
  - Emerald Ash Bore spraying in City Park
2. **GIS.** Advertised position for GIS Coordinator. This fills a position that was vacant for about 10 months.
3. **Safe Routes to School Projects:**
  - Northern Avenue, Maryland Avenue, Summit Avenue Radar Display and Beacons: We submitted the 95% complete design to State Highway for final approval. Our hope is to advertise this project in 2-3 months but depends on State review.
  - Safe Routes To School (SRTS) Potomac Street at Howard Street: Held Pre-construction meeting with contractor and eight State offices. Contractor has to submit materials to State for approval so actual work won't start until February/March maybe later depending on weather.
4. **Engineering Statistics**

Description	Week of 1/11/21	Calendar Year 2021 TOTALS
Traffic complaints received	2	2
Work Orders completed	2	2
Traffic counts completed	0	0
Construction Projects		
Description	Week of 1/11/21	Calendar Year 2021 TOTALS
Projects advertised for bids	0	13
RFP's Advertised	2	2
Projects under construction	9	10
Projects completed	0	0

**PARKS DIVISION**

1. **City Park Improvements.** Removed hedges and railings along Virginia Avenue for a new fence. Began preparation to install new electrical conduit for uplighting of trees and Christmas display along Key Street Museum Drive and Highland Way. Assisted in removal of several dead trees
2. **Hager House Issues.** The building needs some work to address deterioration:
  - Replace window on west side
  - Replace shutters on west side
  - Repoint entire west side gable
  - Replace wooden porch floor and two support posts
  - Plaster repair in basement
  - Install ventilation fan in basement

3. **2021 Hub City 100 Miler.** The Hub City 100 Miler begins Friday, January 15<sup>th</sup>. Nearly 900 people are enrolled. We are hoping to get over 1,000 enrollments for 2021.
4. **Golf Course.** The golf course remains busy on these cold but clear Winter days. Staff met to discuss memberships, ranger program, course rules and merchandise.

Golf Course	1/7/20–1/7/20	1/7/21 -1/13/21
# of Golfers	80	89
Total Revenue (golf, merch, concessions, rentals)	\$2,634	\$4,274

5. **Virtual Programs**
  - Dance Fitness: Mondays at 6 p.m.
  - Yoga for Weight Loss: Mondays and Wednesdays at 5:30 p.m.
  - Yoga to Relax and Renew: Tuesdays at 6 p.m.
  - Strength Training: Thursdays at 6 p.m.

**PLANNING & CODE ADMINISTRATION**

**Zoning Certificates Issued:**

- 431 Dual Highway – Vibe Studio – hair salon.
- 1131 Woodland Way – Meghan Engel – family day-care for up to eight children.

**Planning Commission:** The Planning Commission reviewed these items during its virtual meeting on January 13:

- Hagerstown Business Park – Lot 6 – approved the ESD sketch plan.
- Hagerstown Commerce Center – 89 All Star Court – approved waiver requests to eliminate street trees.
- Kilpatrick Woods – North Side Salem Avenue – approved the development plan and forest conservation plan for 241 single-family units.
- Land Management Code 2020 Package of Amendments – made a favorable recommendation to Mayor and City Council.
- EV Charging Stations in Required Parking Lot Landscaping. After discussion with the vendor, the commission requested that staff and the vendor work something out and bring it back to the commission.

**Weekly Activity Report:** January 4-8, 2021

<b>PERMITS</b>								
<b><u>TYPE</u></b>	<b><u>NUMBER OF NEW APPLICATIONS</u></b>							<b><u>NUMBER ISSUED</u></b>
Building	5	Residential -	3	Commercial -	1	Other -	1	4
Electric	10	Residential -	7	Commercial -	3	Other -	0	11
Plumbing	8	Residential -	3	Commercial -	2	Other -	3	10
Mechanical	12	Residential -	9	Commercial -	3	Other -	0	12
Engineering Dept.	6							5
<b>TOTAL</b>	41		22		9		4	42
<b><u>Est. Value of Issued Building Permit Projects:</u></b>					<b><u>FY21 Fiscal Year Totals:</u></b>			
Residential				\$ 551,000.00				\$ 8,319,482.00
Commercial				\$ 377,000.00				\$ 62,060,171.00
Apartment				\$ 0.00				\$ 439,250.00
Sign				\$ 0.00				\$ 67,901.00
<b>TOTAL</b>				<b>\$ 928,000.00</b>				<b>\$ 70,886,804.00</b>

<b>Projects of Interest</b>		
<ul style="list-style-type: none"> <li>- Renovation to existing pharmacy, retail health center, and accessibility upgrades at 1503 Potomac Avenue - \$153,500</li> <li>- Construct two new single-family homes in Hager's Crossing - \$210,000</li> <li>- Renovate 1800s log cabin at 417 Jonathan Street - \$250,000</li> <li>- Replacement of dormer rafter structure and decking at 1036 The Terrace - \$55,000</li> </ul>		
<b>RENTAL LICENSING PROGRAM YEAR: JULY 1, 2020 – JUNE 30, 2021</b>		
	<b>PROPERTIES</b>	<b>UNITS</b>
Registrations received week of Jan 4 – Jan 8	1	1
New applications issued week of Jan 4 – Jan 8	3	3
Total 2020-2021 registered (includes additions and subtractions since 6/8/20)	3,755	9,518
Percentage of rental license renewals that have registered for the 2020-2021 license year	99.0%	99.0%
<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	\$ 75	
Weekly adjustment/credits	\$ 450	
<b>INSPECTIONS</b>		
<b>TYPE</b>	<b>NUMBER CONDUCTED</b>	
Building	71	
Electrical	26	
Plumbing	38	
Mechanical	13	
Safety	6	
Neighborhood Vitality	15	
Quality of Life	2	
Preventive Maintenance	2	
Planning & Zoning	3	
<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:	1,209	Field Interviews:	5
Arrests/Warrants Served:	12	Moving Violations:	27
Domestic Violence Calls:	21	Safety Repair Orders:	0
DUI Arrests:	0	Warnings:	22
Reports Filed:	96		

### REPORTS

**01/07/21:** Officer Molineaux was dispatched to Summit Avenue for a reported domestic assault. The victim stated she was assaulted by her fiancé and father of her children. The fiancé had already left the residence by the time the officer arrived. The fiancé was accusing the victim of being unfaithful to him. During the argument the fiancé struck the victim several times in the face and dragged her by her hair throughout the home. The victim stated her fiancé also threw items around the room which damaged the television. The victim complained of pain in her elbow and the right side of her head. Emergency Medical Services were called and transported the victim to Meritus Medical Center for treatment. The victim was advised on how to obtain a protective order and to contact CASA for help. The officer filed charges against the fiancé.

**01/08/21:** Officer Romero responded to Wakefield Road for a theft from a motor vehicle. The victim stated that her purse was stolen from her Volkswagen Jetta. The victim advised she parked the vehicle at her residence at approximately 9 p.m. on January 7, 2021. She received a notification from her Ring Door Bell camera that an individual was walking away from her vehicle on her property. The victim further stated she was in a hurry the previous night and left her purse on the seat and apparently forgot to secure the vehicle for the night. She discovered the missing purse on the morning of January 8, 2021. Her purse and contents are valued at approximately \$420.

**01/09/21:** Officer Cramer was dispatched to Clarendon Avenue for a malicious destruction of property report. The caller explained she heard a loud banging noise from the backyard. The caller had reason to believe the banging may have been done by the tenant that was just evicted. The neighbors gave the name of the landlord of the property. The officer made contact with the landlord and he stated that there was a broken window at the property which he believed was done by the tenant he had just evicted. He further stated he would be filing charges against his former tenant. The Fire Department arrived and secured the broken back window of the vacant residence. No further details are available.

**01/11/21:** Officer Zupan was patrolling in downtown Hagerstown in his marked HPD cruiser. He was driving towards South Walnut Street when he observed a 2007 Toyota Camry stopped at the intersection. It should be noted the vehicle had the front tires approximately four feet beyond the traffic signal. There were no vehicles behind the Toyota. When the light turned green the vehicle did not move. The officer parked behind the Toyota and activated his emergency lights. When he approached the vehicle, the driver was leaned over the steering wheel and was actively drooling. There was an alcoholic beverage in the cup holder. The officer knocked on the window in an attempt to wake up the driver. The driver did awaken and the officer instructed the driver to place the vehicle in park and exit the vehicle. When the driver exited the vehicle, the officer could smell a strong odor of alcohol. Officer Zupan instructed the driver to place his hands behind his back. As the officer attempted to place the handcuffs on the driver, the driver jumped back into his vehicle which pinned the officer's arm behind the driver back. The driver proceeded to drive the vehicle forward while dragging the officer with him. The driver went through the intersection, hit a curb and struck a crossing signal post. The driver exited the vehicle and began choking the officer with both hands. The officer was able to gain control of the situation and other officers arrived on scene to assist him. The Community Rescue Service arrived to give aid to the driver. The driver was placed under arrest. Photos were taken of the injuries Officer Zupan sustained during the incident. No further details are available.

**01/12/21:** Officer White observed a silver 2009 Buick Lucerne parked on the roadway with its four-way flashers on. Office White approached the vehicle and observed the driver was slumped over and unresponsive in the driver's seat. The officer called for an ambulance and then attempted to wake up the female by using a sternum rub and checking for a pulse. The female did eventually wake up but was disoriented and confused. The female was able to give her name and replied she was very tired since had not slept in three days. While in the ambulance the female did admit to taking pills to help her sleep. The female then stated she did not need any further medical attention and walked away from the scene. Her car was towed since she was not the registered owner of the vehicle and it was parked in the middle of an intersection. No further details are available.

**OTHER NEWS/INFORMATION**

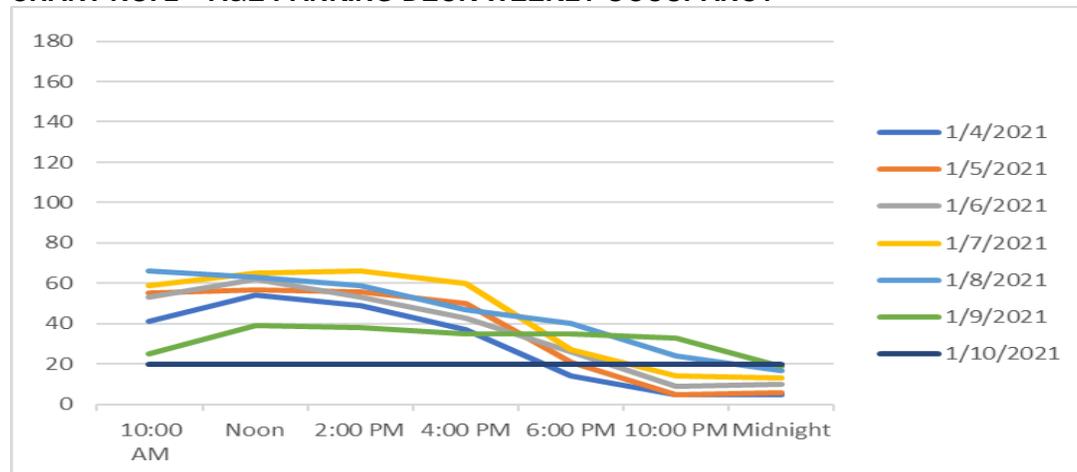
Effective Monday, January 11, 2021, commanders and officers in the Patrol Unit began their new platoon assignments. The officers will be under the command of different sergeants and lieutenants. This will afford the officers the opportunity to work along-side different commanders and officers and could prove to be a valuable learning experience. We wish the Patrol Unit much success with their new platoon assignments.

**PUBLIC WORKS**

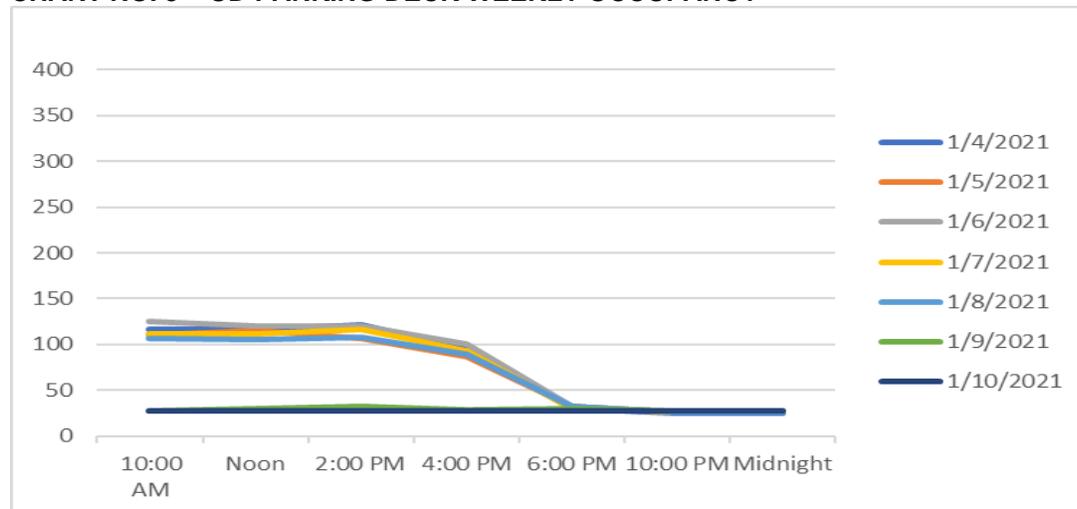
**CHART NO. 1 – GENERAL PARKING SYSTEM DATA**

		<b>Current Week</b>	<b>Previous Week</b>
<b>Number of Permit Holders</b>	A & E Deck	114	106
	University District Deck	235	235
<b>Number of Student Permits</b>	Central, Market, Rochester Lots	21	20
<b>Number of Patrons Using Decks</b>	A & E Deck	765	NA
	University District Deck	742	NA
<b>Number of Citations Issued</b>	(Includes Warnings)	348	40
<b>Late Payment Notifications</b>		NA	29
<b>Peak Occupancy (%)</b>	A & E Deck	36% Thu @ 2 PM 36% Fri @ 10 AM	NA
<b>Peak Occupancy (%)</b>	University District Deck	29% Wed @ 10 AM	NA

**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
DCED	3	2
Fire	0	0
Human Resources	0	0
Light	2	2
Parks & Engineering	0	1
Police	10	5
Public Works	7	7
Wastewater	0	0
Water	9	2
Weekly Totals	31	19
Yearly Total	(2021) 31	(2020) 1180

### AFTER HOUR CALL BACKS

Monday, January 4, 2021 @ 3 AM: Clear skies dropped the temperature below freezing. Rain and fog on the streets formed into ice in a few, select locations throughout the city including the bridges. Staff was brought in to salt the streets including portions of Northern Avenue, Pennsylvania Avenue and Burhans Boulevard. Most streets were not icy.

Friday, January 8, 2021 @ 6:15 AM: Antietam Call Center contacted staff about a vehicle that could not exit the A&E Parking Deck. Antietam was unable to remotely raise the gates and allow the car to exit. By the time staff arrived, the car was existing from the entry lane. Review the incident via the security cameras showed the driver pull into an exit lane, never attempt to pay, the passenger exited to use the HELP button in the entry lane and thus the gate could not be raised remotely. The driver then pulled into the entry lane while the passenger raised the gate arm to allow them to exit.

### CHRISTMAS TREE COLLECTION

The scheduled Christmas tree collection is now officially over. Staff collected hundreds of trees chipping them on site as the trees were picked up. A few, scattered calls and emails continue to come in for missed trees or trees that were set out late. This is not an issue. Residents can continue to contact the Public Works Department and their tree will be collected. In previous years, calls have been received as late as March! A big THANK YOU to City Light for the use of their dump truck and chipper for this program.

## UTILITIES DEPARTMENT

### ELECTRIC DIVISION

#### Service Calls:

- Sat/ 1/9/21 - 60 Belview Avenue – blinking lights no immediate issues with HLD facilities were found. A voltage recording device was installed to verify power quality. Time Out: 10.4-12.2
- 651 North Prospect Street – building fire; service was disconnected & meter removed until repairs and inspections are completed. Time Out: 14.0-15.9

#### Distribution

- HLD line crews completed the site lighting replacement at the wastewater treatment plant.
- Make ready work to provide sufficient pole space for Point Broadband continues at various locations throughout.

#### Engineering

- Multiple permit reviews, underground locates, and service upgrade requests have been reviewed and/or completed by engineering staff.
- A Load Study request has been submitted to The Potomac Edison Company for a large commercial customer proposed for the HLD system following a virtual meeting to discuss their electrical capacity requirements.

- Several ride-outs were performed with Point Broadband and other communication companies to survey HLD utility poles for attachment plans.
- The Staff Engineer released and reviewed bids for the purchase of HLD stock materials and entered requisitions for the materials.
- The Engineering Designer performed inspections of new street lights along Wesel Blvd.
- Engineer staff performed inspections of other street light facilities to determine repairs and improvements that are required prior to the HLD taking ownership of the facilities.

**WASTEWATER DIVISION**

**Wastewater Treatment Plant at Frederick Street**

Date	Flow (mgd)	Rainfall (inches)
Wednesday, January 6, 2021	7.81	0.00
Thursday, January 7, 2021	7.96	0.00
Friday, January 8, 2021	7.63	0.00
Saturday, January 9, 2021	7.12	0.00
Sunday, January 10, 2021	7.02	0.00
Monday, January 11, 2021	6.65	0.00
Tuesday, January 12, 2021	6.63	0.00
Weekly – Avg. Flow / Total Rainfall	7.26	0.00
Jan - Avg. Flow/Total Rainfall	7.78	0.00

- Cleaned sludge storage tank and aeration piping.
- Troubleshoot Methanol metering pumps.
- Replaced main circuit board on ChemScan and reprogrammed.
- Routine MVP Plant Work orders & Corrective Work orders.

**Wastewater Collection**

SSES Weekly Progress

Activity	Districts	L. F. main	Feet of lateral	# inspected
CCTV Inspections	#14/#19	402'	321'	10

Collection System Maintenance Tasks

- Sewer backup, 36 Elizabeth Street, blockage in lateral, flushed out with Vacuum truck.
- Grinder Pump call, 20016 Teakwood Drive, replaced both pumps
- Cleaned wet wells at pump stations #4 and #7.
- Flushed some trouble spots throughout collection system.
- Topped off all generators with fuel.
- Excavated and replaced discharge assembly on grinder pump at 11002 Eastwood Drive.
- Excavated and replaced discharge assembly on grinder pump at 20024 Mt Aetna Road.
- Unit #512 was taken to Chambersburg for repair of switch for dump body.
- Picked up load of top soil for inventory.
- Began process of switching generators from pump stations #7 and #8, to include, pouring permanent concrete pads, running new conduit and termination of electrical wiring.
- General pump shop repair work.

**Administration**

Wastewater Division – Customer Call Log Summary 2021							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	6	3	0	0	0	5	14
<b>YTD 2021</b>	<b>7</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7</b>	<b>17</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.

**WATER DIVISION**

**Plant Flows – System Demand (MGD)**

<u>Date</u>	<u>Willson</u>	<u>Breichner</u>	<u>Total</u>
01/07/21	10.85		10.85
01/08/21	10.57		10.57
01/09/21	10.49		10.49
01/10/21	10.41		10.41
01/11/21	10.64		10.64
01/12/21	10.50		10.50
01/13/21	10.67		10.67
<i>Average</i>			<i>10.59</i>

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

- Staff worked on facility maintenance and routine preventative maintenance

**Water Production at Breichner / Edgemont Reservoir.** The Edgemont Reservoir pool elevation is currently at 2.55 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 a leak on Daycotah Avenue.
- Crews made large tap on Garland Groh Boulevard for fire protection.
- Crews made large tap on East First Street for fire protection.

**Laboratory**

- Process and regulatory testing were routine for the week.

**Engineering**

<u>Reviews:</u>	<u>City</u>	<u>County</u>
Site Plans	-	-
Preliminary Plats	-	-
Final Plats	-	-
Replat	-	-
Grading Plan	-	-
Development Plan	-	-
Building Permits	7	0

- Construction inspection of on-going projects including inspection and testing of large water services.
- Updating GIS mapping.
- Review and markup of site plans for proposed projects
- Performing a fire flow test
- Sending quote letters for future services and processing water service permits



Respectfully submitted,

Scott A. Nicewarner, City Administrator