

CITY OF HAGERSTOWN, MARYLAND STATUS & INFORMATION REPORT NO. 3 FOR 2022



January 21, 2022

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 2022</h2> <p style="margin: 0;"><i>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</i></p> | | | | | | |
|---|--|---|---|---|--------|----------|
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| | | | | | | 1 |
| 2 | 3 | 4 No M&C Meeting | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 2:30 Executive Session 4pm Work Session | 12 4pm Planning Commission Meeting | 13 4pm Board of Traffic & Parking Meeting 4:30pm Historic District Commission Meeting | 14 | 15 |
| 16 | 17 HOLIDAY CITY OFFICES CLOSED *Free Parking in City Parking Decks on 1/17/22 | 18 2:30 p.m. Executive Session 4pm Work Session | 19 7pm Board of Zoning Appeals Meeting | 20 | 21 | 22 |
| 23 | 24 | 25 7pm Regular Session | 26 7pm Planning Commission Meeting | 27 4:30pm Historic District Commission Meeting | 28 | 29 |
| 30 | 31 | | | | | |

COMMUNICATIONS

This Week's Headlines & Media Releases:

- Labor Shortage Could Linger Into First Months of 2022
- Maryland Confirms Ransomware Attack at Health Agency
- Gov. Hogan Announces Expanded Nursing Home Rules, Mask Distribution
- 1,745 in Washington County in Line for Internet Thanks to Grant

- Get Going with 100 Miler on Friday as Community Aims to Lose 1M Pounds
- 'Community & Coffee' MLK Event Focuses on Jonathan Street Neighborhood
- Plan to Demolish Wheaton Park House Raises Historical Concern
- 'At a Different Place': MLK Day Event Reflects on Cabin, Future
- Hagerstown a 'limited participant' in COVID Study That Examines Sewage
- Omicron Pushes Meritus Health Into 'Crisis Standard of Care'
- Washington County Delegate Appointed to New Position
- Guitar Center Coming to Hagerstown; Bowman Makes Downtown Investment
- Congressman David Trone Tests Positive for COVID-19
- Press Release: A&E District Redesignation
- Traffic Advisory: Jonathan Street January 18
- Trash & Recycling Advisory: MLK Day
- Trash & Recycling Advisory: Collection Delayed by Winter Storm

This Week's Video Projects

- Mayor & Council Work Session
- "Council WRap"
- Fit Room :30 Spot Post Production

Channel 25 Hub City Now Programming:

- Mayor & Council Meeting
- "Council WRap"
- "Hub City 100 Miler" :30 spot
- First Hose Company of Hagerstown Museum Video Series
- "State of the City" Presentation
- "Council WRap" Promo
- Fit Room :30 Promo
- Hagerstown Greens at Hamilton Run :30 spot
- "Hub-Bub" Video Podcast
- Stormwater Program Informational Video
- MTA Commuter Connection

City Website:

- www.hagerstownmd.org attracted 15,051 user visits for the week of January 13-18

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

| | |
|-----------------------------------|-------|
| • Home Page | 2,997 |
| • Utility Billing Page | 1,659 |
| • Collection-Schedules-Zones Page | 722 |
| • Hub City 100-Miler Page | 481 |
| • Trash & Recycling Page | 288 |
| • Police Page | 247 |
| • Electric Division Page | 199 |
| • Services Page | 195 |
| • Parks & Recreation Page | 160 |
| • Jobs Page | 144 |

- Top Searches:

- "Trash"
- "Jobs"
- "What bills can I pay online?"
- "Bids"
- "Bulk trash collection"

DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

Economic Development: Staff attended the Fort Detrick Alliance Board Meeting on Wednesday, January 19th on which staff serve in an ex-officio role.

Main Street Hagerstown Advisory Council. The Main Street Hagerstown Advisory Council met this week to review plans and ideas for 2022. Members of the Main Street Hagerstown Advisory Council are: Brittany Arizmendi, Carlos Davis, Sarah Elwood, Chas Redman and Chris Reese

Hagerstown Arts & Entertainment District. The Hagerstown Arts & Entertainment District Advisory Council is seeking community input and stakeholder feedback as it prepares for the application to the State of Maryland for the redesignation of the A&E District. Two community Input and Listening Sessions are scheduled for:

- Tuesday, January 25th 10-11:30 a.m. at the BuroBox at 60 West Washington
- Thursday, January 27th 5-6:30 p.m. – **location changed** to Zoom to provide a virtual option due to COVID. (E-mail DCED@hagerstownmd.org to RSVP and receive the Zoom link.)

For anyone unable to attend, there is an online survey available at www.hagerstownmd.org/survey. Members of the A&E District Advisory Council are: Kristin Holt, Kalim Johnson, Melissa Noel, Scott Powell, Evan Smedley.

ENGINEERING

1. **Alley Improvements.** The wall replacement at the rear of 118 East Magnolia Avenue is about complete. The paving repairs will be completed in the Spring.



2. **Museum of Fine Arts.** To correct a long-standing drainage issue caused by water running off Highland Avenue and flooding the rear courtyard, we are bidding a small storm drain improvement project to address the situation.

3. **Engineering Statistics**

| Description | Week of 1/17/22 | Calendar Year 2022 TOTALS |
|---|-----------------|---------------------------|
| Traffic complaints received | 2 | 14 |
| Work Orders completed | 2 | 13 |
| Traffic counts completed | 0 | 0 |
| Construction Projects | | |
| Description | Week of 1/17/22 | Calendar Year 2022 TOTALS |
| Construction Projects advertised for bids | 0 | 0 |
| RFP's Advertised | 3 | 3 |
| Projects under construction | 0 | 0 |
| Projects completed | 0 | 0 |

PLANNING & CODE ADMINISTRATION

Historic District Commission: The next HDC meeting will be held on January 27, 2022 at 4:30 p.m. The agenda includes the following cases for design review:

- HDC Case No# 2022-01: 603 Oak Hill Avenue – Vincent Groh & Barbara Ingram Groh Charitable Trust – Installation of Wrought Iron Fence
- HDC Case No# 2022-02: 60 West Washington Street – City of Hagerstown – Removal of Terra Cotta Coping for installation of new roof.
- HDC Case No# 2022-03: 831 Oak Hill Avenue – Andrea Aragon – Front Porch Repair
- HDC Case No# 2022-04: 49 South Potomac Street –Vibez Lounge – Jaymea Dickson-Vinyl Store Front Logo/Lettering
- HDC Case No# 2022-05: 115-117 South Potomac Street - Prasad Reddy – Façade Grant Application

Board of Zoning Appeals: No current cases.

Zoning Verification Letters:

- Chicago Title Insurance Company – 1640 Dual Highway
- Chicago Title Insurance Company – 920 Eldridge Drive

Zoning Certificates:

- Home Based Workstation - Dimetris Supersteam Carpet Service – 530 Dunn Irvin Drive – Alan Hall

Planning Commission:

Planning Commission Meeting Wednesday January 26, 2022 – 7:00 p.m.

Development Review:

- SA 2021-07 R&M 786, Inc. 0 Minor Site Plan – 890 Pennsylvania Avenue

Code & Compliance: Weekly Activity Report: January 10–14, 2022

| PERMITS | | | | | | | | |
|---|-----------------------------------|---------------|-----------|--------------|-----------|---------|-------------------------|----------------------|
| TYPE | NUMBER OF NEW APPLICATIONS | | | | | | | NUMBER ISSUED |
| Building | 8 | Residential - | 3 | Commercial - | 5 | Other - | 0 | 14 |
| Electric | 14 | Residential - | 9 | Commercial - | 5 | Other - | 0 | 12 |
| Plumbing | 3 | Residential - | 2 | Commercial - | 1 | Other - | 0 | 4 |
| Mechanical | 4 | Residential - | 4 | Commercial - | 0 | Other - | 0 | 4 |
| Engineering Dept. | 9 | | | | | | | 7 |
| TOTAL | 38 | | 18 | | 11 | | 0 | 41 |
| Est. Value of Issued Building Permit Projects: | | | | | | | | |
| Residential | \$ 259,680.00 | | | | | | \$ 9,282,400.00 | |
| Commercial | \$ 2,830,800.00 | | | | | | \$ 31,331,798.00 | |
| Apartment | \$ 25,550.00 | | | | | | \$ 13,250,964.00 | |
| Sign | \$ 5,336.00 | | | | | | \$ 530,034.00 | |
| TOTAL | \$ 3,121,366.00 | | | | | | \$ 56,395,196.00 | |
| Projects of Interest | | | | | | | | |
| - Convert existing building to eight residential units with two retail spaces at 49 Jonathan Street - \$736,800 | | | | | | | | |
| - Construction of new automatic car wash at 1620 Wesel Boulevard - \$1,200,000 | | | | | | | | |
| - Convert existing space into Guitar Center at 17730 Garland Groh Boulevard - \$850,000 | | | | | | | | |
| - Construct modular single-family dwelling at 17505 West Washington Street - \$150,000 | | | | | | | | |
| - Interior alterations to existing single family dwelling at 405 Ridge Avenue - \$50,000 | | | | | | | | |

| RENTAL LICENSING PROGRAM YEAR: JULY 1, 2020 – JUNE 30, 2021 | | |
|--|--|--------------|
| | PROPERTIES | UNITS |
| Registrations received week of Jan 10 – Jan 14 | 5 | 5 |
| New applications issued week of Jan 10 – Jan 14 | 2 | 2 |
| Total 2021-2022 registered | 3,464 | 9,368 |
| Percentage of rental license renewals that have registered for the 2021-2022 license year | 99.0% | 99.0% |
| Notes: The 2021-2022 rental license renewals for 9,709 units in 3,819 properties were mailed on April 30, 2021. | | |
| PAYMENT | | |
| Weekly payment received | \$ 425 | |
| Weekly adjustment/credits | \$ 0 | |
| INSPECTIONS | | |
| TYPE | NUMBER CONDUCTED | |
| Building | 60 | |
| Electrical | 59 | |
| Plumbing | 19 | |
| Mechanical | 15 | |
| Safety | 20 | |
| Neighborhood Vitality | 34 | |
| Quality of Life | 2 | |
| Preventive Maintenance | 0 | |
| Planning & Zoning | 2 | |
| 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: | 1455 | Field Interviews: | 1 |
| Arrests/Warrants Served: | 18 | Moving Violations: | 16 |
| Domestic Violence Calls: | 16 | Safety Repair Orders: | 6 |
| DUI Arrests: | 1 | Warnings: | 56 |
| Reports Filed: | 104 | | |

OTHER NEWS/INFORMATION. We would like to welcome Andrew Kelbaugh to the Hagerstown Police Department. Andrew is a new Department Cadet. Welcome Cadet Kelbaugh!

PUBLIC WORKS

PUBLIC WORKS

CHART NO. 1 – GENERAL PARKING SYSTEM DATA

| | | Current Week | Previous Week |
|---|---------------------------------|------------------|------------------------|
| Number of Permit Holders | A & E Deck | 195 | 193 |
| | University District Deck | 280 | 283 |
| Number of Student Permits | Central, Market, Rochester Lots | 94 | 97 |
| Number of Patrons Using Decks | A & E Deck | 1,684 | 1,459 |
| | University District Deck | 1,052 | 987 |
| Number of Citations Issued (Includes Warnings) | | 92 | 288 |
| Late Payment Notifications | | 21 | 22 |
| Peak Occupancy (%) | A & E Deck | 100% Sat @ 6 PM* | 98% Thurs @ Noon & 2PM |
| Peak Occupancy (%) | University District Deck | 38% Wed @ 2 PM | 42% Wed @ Noon |

*Wedding reception at Maryland Theatre

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

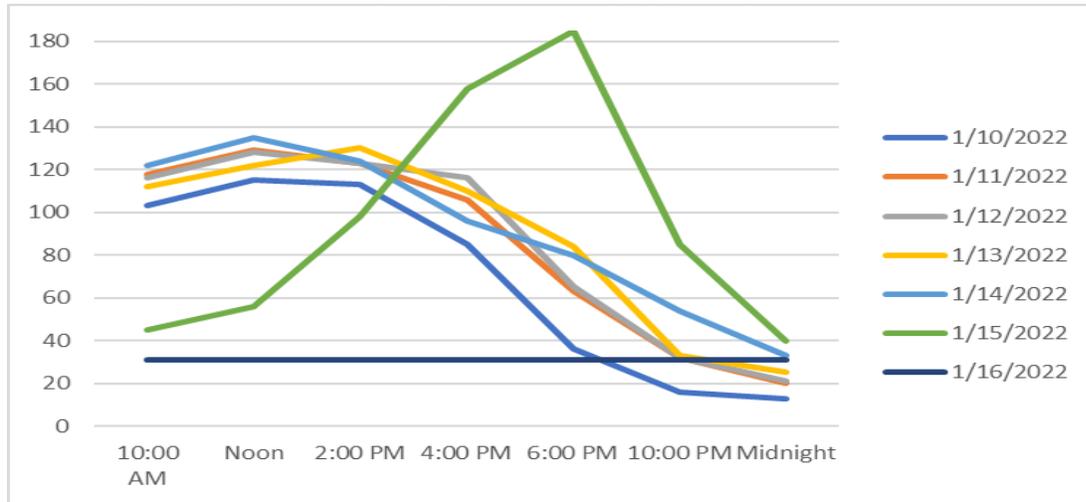
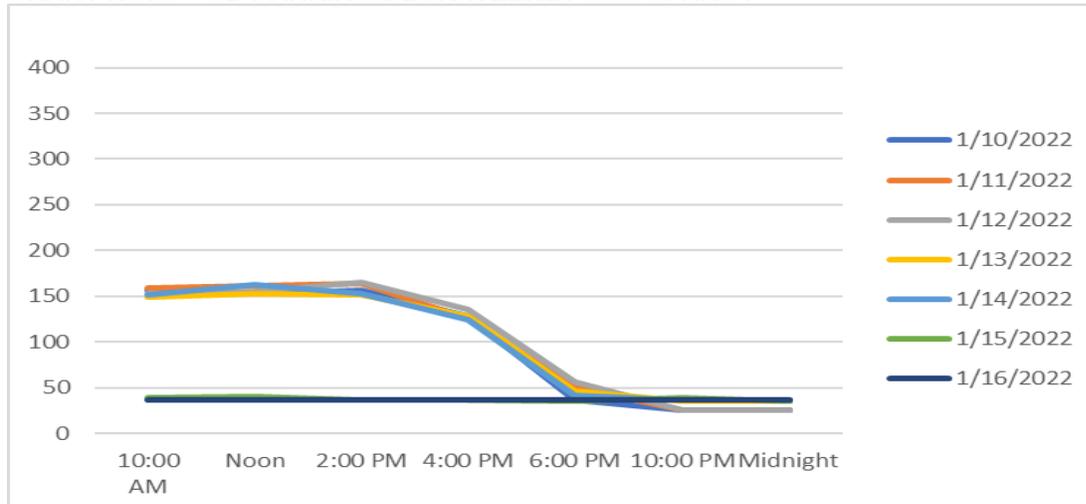


CHART NO. 3 – UD PARKING DECK WEEKLY OCCUPANCY



CENTRAL MAINTENANCE GARAGE REPAIR DATA

| | Current Week | Previous Week |
|--------------------|--------------|---------------|
| DCED | 0 | 0 |
| Engineering | 0 | 0 |
| Fire | 0 | 0 |
| Light | 0 | 0 |
| Parks & Recreation | 2 | 2 |
| Planning & Code | 0 | 0 |
| Police | 4 | 2 |
| Public Works | 1 | 3 |
| Wastewater | 1 | 1 |
| Water | 4 | 1 |
| Human Resources | 0 | 0 |
| Weekly Totals | 12 | 9 |
| Yearly Total | 21 | 9 |

AFTER HOURS CALL BACKS

Saturday, January 15, 2022 @ 7 p.m.: Dispatch called and reported icy conditions at 100 blk. of South Locust Street due to HFD firefighting operations in this block. A small salt truck was sent out.

WEATHER. Winter Storm Izzy blew into town Sunday afternoon of January 16th. The storm started as light snow but turned to freezing rain late that evening and then rain. Crews continued to salt streets throughout the day on Monday, January 17th. Some streets still needed salt as late as Tuesday due to the ice. Approximately 500 tons of salt were used to clear the street which equates to about \$38,000 just in salt. The length of the storm required two shifts of drivers. Additional drivers were provided by staff from the Water Department, Wastewater Department and Parks.

PARKS AND RECREATION

Fit Room. The Fit Room Report attached with upcoming classes and rentals in January. A private rental is scheduled for this Saturday.

Hub City 100 Miler. Over 1,000 people have registered for the 1 mile a day for 100-day challenge. Registration remains open through January 31.

Parks & Recreation Seasonal Guides. Staff is receiving graphic design bids to produce our annual seasonal guides. Plans are being developed for Spring/Summer programming and events.

Virtual Programs

| | | |
|-----------------------|-----------|----------|
| Dance Fitness | Mondays | 6-7 p.m. |
| Yoga to Relax & Renew | Tuesdays | 6-7 p.m. |
| Strength Training | Thursdays | 6-7 p.m. |

Golf Course. The golf course is still closed due to snow on the greens.

UTILITIES DEPARTMENT

ELECTRIC DIVISION

Service Calls

- Sat. 1/15 - 10 Richmond Street – total outage; the customer’s main breaker had tripped. Time Out: 17.2-17.9
- Sat. 1/15 - 146-148 South Locust Street – house fire; line crew removed both meters and disconnected service temporarily at request of the Hagerstown Fire Department. Time Out: 18.6-19.0

- Mon. 1/17 - 700 Block of Potomac Avenue – partial outage; a broken cutout was in need of replacement. Time Out: 1.5-5.5
- Rear of 826 Forest Drive – tree on line; tree branches were removed from secondary conductors. Time Out: 15.8-17.5

| Lamps Replaced | New Fixtures Added | Changeouts | Fixtures Removed |
|----------------|--------------------|------------|------------------|
| 10 | 0 | 3 | 1 |

Engineering

- Multiple permit reviews and service upgrade requests have been reviewed and/or completed by engineering staff. Staff performed underground locate requests across the system.
- Engineering staff continued to seek information from various contractors and consultants regarding multiple projects that affect our electric system.
- Engineering and Administration staff continued working through procurement challenges for all types of materials used in the construction, operation, and maintenance of the electric utility system.
- Staff continued design of multiple residential and commercial development projects.
- The Staff Engineer began planning for HLD electric substation testing and maintenance program for the spring of 2022.
- Engineering and Administrative staff continued development and familiarization with the Milsoft/Daffron WMS and Inventory systems to prepare for a “go-live” date in March 2022.

WASTEWATER DIVISION

Wastewater Treatment Plant at Frederick Street

| Date | Flow (mgd) | Rainfall (inches) |
|-----------------------------------|------------|-------------------|
| Wednesday, January 12, 2022 | 5.43 | 0.00 |
| Thursday, January 13, 2022 | 4.87 | 0.00 |
| Friday, January 14, 2022 | 5.06 | 0.00 |
| Saturday, January 15, 2022 | 5.13 | 0.00 |
| Sunday, January 16, 2022 | 4.91 | 0.14 |
| Monday, January 17, 2022 | 5.80 | 0.37 |
| Tuesday, January 18, 2022 | 5.66 | 0.00 |
| Weekly – Avg. Flow/Total Rainfall | 5.27 | 0.51 |
| Jan. - Avg. Flow/Total Rainfall | 5.36 | 1.34 |

Miscellaneous

- Located and repaired faulty wiring and controls to OAB deck mixers.
- Repaired bar screen screw gear reducer.
- Snow removal around plant.
- Replaced solenoid on pressurization 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 | #13, 16, 21 | 738' | 115' | 14 |
| Flushing | #18 | 3,111' | | |

Collection System Maintenance Tasks

- Sewer backup, 607 Dual Highway, problem on private side, assisted plumber opening lateral.
- Sewer backup, 240 Summit Avenue, no cleanout, problem on private side, will schedule to CCTV.
- Sewer backup, 724 Interval Drive, problem on the private side.
- Sewage odor, 1089 Marshall Street, contacted County to step up chemical feed rate at Pump Station.
- Grinder pump call, 20304 Parkwood Drive, replaced pressure tube.
- Grinder pump call, 606 Fair Meadows Boulevard, breaker off in residence.
- 111 West Church Street, hydro-excavated, made repair and restored area affected.
- Verified upcoming lining locations: South Potomac Street, Western Maryland Parkway and McComas Street.
- Installed plows on #525 & #591 and prepped Unit #592 (loader).
- Pump Station #6, pulled #3 pump, and took to AR&E.
- Pump Station #11, repaired and reprogrammed generator transfer switch.
- Pump Station #15, investigated leaking check valve.
- Pump Station #25, pulled #1 & #2 pumps, reset contactors.
- Collected Newgate flow data.
- General pump shop repair work.

| Wastewater Division – Customer Call Log Summary 2021 | | | | | | | |
|---|------------------|----------------------|------------------------|-----------------|------------------------|--------------|---------------|
| Type | Blockages | Grinder Pumps | Odor Complaints | Flushing | WW Pump Station | Other | Totals |
| Weekly | 3 | 2 | 1 | 0 | 0 | 0 | 6 |
| YTD 2021 | 150 | 92 | 13 | 0 | 0 | 149 | 404 |

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

Lab

- Process and regulatory testing were routine for the week.
- New technician hiring/on-boarding in process.
- Collected monthly DI water samples for HPC.
- QA/QC data entry for Data Quality Management, January.

WATER DIVISION

Plant Flows - System Demand (MGD)

| <u>Date</u> | <u>Willson</u> | <u>Breichner</u> | <u>Total</u> |
|--------------------|-----------------------|-------------------------|---------------------|
| 01/13/22 | 10.63 | | 10.63 |
| 01/14/22 | 10.66 | | 10.66 |
| 01/15/22 | 10.20 | | 10.20 |
| 01/16/22 | 10.09 | | 10.09 |
| 01/17/22 | 10.65 | | 10.65 |
| 01/18/22 | 10.60 | | 10.60 |
| 01/19/22 | 10.58 | | 10.58 |
| Average | | | 10.49 |

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

- Staff worked on facility maintenance and routine preventative maintenance.
- Staff replaced level controller on sulfuric acid tank at R.C. Willson Plant.
- Staff performed snow removal at R.C. Willson Plant and at pump stations.

Water Production at Breichner / Edgemont Reservoir. The Edgemont Reservoir pool elevation is currently at 3.61 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.

Water Distribution

- Crews performed customer service work and new meter installations as needed.
- Crews continued replacement of residential meters throughout the water service area.
- Crews repaired a main break on East Franklin Street.
- Crews repaired a main break on Roxbury Road.
- Crews repaired a service leak on Cavetown Church Road.

Laboratory

- Process and regulatory testing were routine for the week.
- Bacteriological monitoring for January is in progress.
- Collected composite sample from lagoon discharge.
- Ordered proficiency testing supplies for WS 306.
- Drafted Heterotrophic Plate Count SOP document.
- Drafted Quality System document.

Engineering

| | <u>City</u> | <u>County</u> |
|-------------------|-------------|---------------|
| Site Plans | - | - |
| Preliminary Plats | - | - |
| Grading Plan | - | - |
| Final Plat | 1 | - |
| Building Permits | 15 | - |
| Development Plan | - | - |

- Construction inspection of ongoing projects
- Review of City permit and site plan drawings
- Review of County building permits
- Updating GIS mapping
- Concept design of upcoming capital improvement projects



Respectfully submitted,

A handwritten signature in blue ink that reads "Scott A. Nicewarner".

Scott A. Nicewarner
City Administrator