



City of Hagerstown, Maryland Status & Information Report No. 37 for 2012

September 21, 2012

To Mayor Bruchey and Members of the City Council:

UPCOMING MEETINGS

SEPTEMBER 2012						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 HOLIDAY CITY OFFICES CLOSED	4 4pm Work Session 5:30pm Executive Session	5	6 10am-2pm Market Faire @ Central Lot	7 5:30-10pm Wind Down Fridays @ MD Theatre	8
9	10	11 4pm Executive Session 5:30 pm Work Session 7pm Remembrance in the Park	12	13 10am-2pm Market Faire @ Central Lot	14 5:30-10pm Wind Down Fridays @ MD Theatre	15
16 11am-2pm 1 st Annual Fairgrounds Auto & Bike Show	17	18 4pm Executive Session 6pm Work Session	19	20	21 5:30-10pm Wind Down Fridays @ MD Theatre	22
23	24	25 6pm Regular Session	26	27	28 5pm Thunder In The Square 5:30-10 pm Wind Down Fridays @ MD Theatre	29 9am – 2 pm Faire Off The Square 10am – 4pm 250 th Anniversary of Hagerstown Celebration @ City Center
30						

DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

BUSINESS & COMMUNITY RELATIONS DIVISION

1. **Grand Opening:** The City of Hagerstown is hosting a grand opening/ribbon cutting for 28 South on Tuesday, September 25 at 10:30 a.m. at the restaurant at 28 South Potomac Street.
2. **Faire off the Square:**
 - Faire off the Square continues on September 29 with the Community free Clinic benefiting. The Faire off the Square will be held from 9 AM to 4 PM to be held in conjunction with the 250th Anniversary Event.

- The last Faire off the Square is slated for Saturday, October 27 from 9 AM to 2 PM and it will benefit Easter Seals Adult Day Services and Otterbein United Methodist Church.
 - The Downtown Alliance is working on a special Faire off the Square to be held the night of the Tree Lighting in Public Square.
3. **Thunder in the Square:** Thunder in the Square event will be held on Friday, September 28, 2012 from 5 PM to 10 PM. This is an antique car show that benefits the Alsatia Club. Judges are Kelly Wright of Fox News, Miss Maryland Joanna Guy, Mayor Robert E. Bruchey II and Washington County Commissioner Bill McKinley; and at the Master of Ceremonies is Lou Scally.
 4. **250th Anniversary Street Fest:** Staff is gearing up to do a 250th Anniversary Street Fest. This features a today block, yesterday block and a children's tomorrow block. We also have a transportation section for the Hub City and some special performances and ceremonies. The event will occur on September 29 from 10 AM to 4 PM. The Hagerstown Choral Arts Society and Miss Maryland will perform at opening ceremonies. Visit www.hagerstown250.com for more information.
 5. **MML Fall Conference:** The City is working on plans for the Maryland Municipal League Fall Conference being held in Hagerstown from October 4 through October 6, 2012. We are having an information table, sponsoring the welcoming reception, providing a speaker for the Friday luncheon and providing entertainment for the welcoming reception and the Friday night dinner.
 6. **60th Anniversary of our Sister City:** Visitors from Wesel, Germany will be coming to Hagerstown in October to commemorate our 60 years of friendship. The visitors include the Mayor and four City Councilmembers of Wesel. Plans are being finalized.
 7. **Harvest Hoedown:** Staff is planning for the Harvest Hoedown which will occur on October 13, 2012 from 1 PM to 4 PM at Fairgrounds Park.
 8. **Spooky Sprint:** Staff met with the Alsatia Club and Washington County Recreation Department on the Spooky Sprint event which will be held on Saturday, October 27 at 5 PM before the Alsatia Parade.
 9. **Volunteers:** Volunteers are signing up for the 250th Event on September 29th and Harvest Hoedown.
 10. **Some of this Week's Headlines and Media Releases:**
 - More Residents Than Ever Are Recycling!
 - Get at Taste of 28 South at Next Week's Grand Opening!
 - Hagerstown Celebrates Our City's 250th Anniversary!
 - Tour of Municipal Stadium Open to Public
 - Traffic Advisory: Antietam Street
 11. **Multi-Use Center Initiatives:** Staff has worked with a graphic designer to have information rack cards printed for distribution. These will be handed out at Hagerstown's 250th Anniversary celebration on September 29th as well as several other upcoming City events.
 12. **Channel 25:**
 - Staff is producing several informational videos over the next two weeks to promote awareness of the Multi-Use Center project, including:
 - ▶ Why was a downtown location chosen as a site for the MUSEC?
 - ▶ Why is it not feasible to renovate Municipal Stadium?
 - ▶ How can the MUSEC investment leverage other investment in the surrounding area?
 - ▶ What do downtown business owners think about the project?

- Watch the City Newsroom at the top of every hour. This week's news stories include:
 - ▶ Thunder in the Square Preview
 - ▶ 250th Anniversary Celebration Preview
 - ▶ Honor Disabled Veterans Through Forget-Me-Not Drive
 - ▶ Tips From Patrol - Officer Hose
- In production:
 - ▶ Progress at the New Antietam Fire Co.
 - ▶ Benefits of a Downtown Stadium Location
- Also airing at select times: Senator Mikulski Announces COPS Grant to Hire Veteran Officers

13. **Websites:**

- We're now on YouTube! Subscribe to "CityofHagerstown" for the latest video updates!
<http://www.youtube.com/user/CityofHagerstown?feature=watch>
- Website analytics highlights for www.hagerstownmd.org for September 13 - September 20:
 - ▶ Over 5,544 users visited the site and viewed over 15,166 pages.
 - ▶ Top entrances (the first page of our website that users accessed):
 - Home page 4,387 users
 - Jobs page 694 users
 - Sign-in page 54 users
 - ▶ Top page views:
 - Homepage 4,635 visits
 - Jobs page 714 visits
 - Calendar 581 visits

PLANNING & CODE ADMINISTRATION DIVISION

1. **Historic District Commission:** The HDC approved the following cases on Thursday, September 13:
 - 31-33 South Potomac Street - First Hagerstown Hose Company - approved the fire company's request to repair the South Potomac Street facade, including new windows, painting, repointing, and belfry repairs. A facade grant application for the work was also approved.
 - 121 West Antietam Street - Diane De Laet - approved an application to install a black metal fence.
 - 114 North Potomac Street - Wish Kitchens and Baths - approved an application for a projecting sign and a sign grant.
 - Conducted a workshop with J. Ramsay Farah concerning plans to enclose his front porch at 1003 The Terrace.
2. **Board of Zoning Appeals:** The Board of Zoning Appeals hearing scheduled for September 19 was postponed until the October 15 hearing because the applicant failed to post the property within 10 days of the hearing.

3. **HEPMPO Meeting:** The Hagerstown Eastern Panhandle Metropolitan Planning Organization met on September 19th in Charlestown, WV. The funding for the County Commuter bus shelters project was proposed for addition into the Maryland Transportation Improvement Program. The MPO's consultant is getting the submittal ready for the EPA on gaining attainment status for PM 2.5 (air quality issue) for Berkeley County and Washington County. The I-81 Corridor Coalition Conference will occur at Hager Hall in Hagerstown on October 28-31. The Federal transportation appropriation, Map 21, was signed into law in July 2012, and funding remains stable from the prior appropriation. Map 21 is a two-year appropriation.
4. **Weekly Activity Report:** September 10–14, 2012

PERMITS								
<u>TYPE</u>	<u>NUMBER OF NEW APPLICATIONS</u>							<u>NUMBER ISSUED</u>
Building	6	Residential -	3	Commercial -	3	Other -	0	12
Electrical	14	Residential -	9	Commercial -	5	Other -	0	14
Plumbing	9	Residential -	4	Commercial -	5	Other -	0	8
Mechanical	9	Residential -	4	Commercial -	5	Other -	0	8
Engineering Dept.	4							4
TOTAL	40		22		14		0	45
Est. Value of Issued Building Permit Projects:								
				Fiscal Year Totals:				
Residential					\$ 9,223.00	\$ 1,491,887.00		
Commercial					\$ 21,699.00	\$ 2,566,319.00		
Apartment					\$ 2,700.00	\$ 480,583.00		
Sign					\$ 26,200.00	\$ 77,410.00		
TOTAL					\$ 59,822.00	\$ 4,616,199.00		
RENTAL LICENSES								
<u>NUMBER</u>	<u>FACILITIES</u>			<u>UNITS</u>				
Registrations Received	25			54				
New Applications Issued	5			6				
Total Registered Since 6/1/12	2866			8129				
% of Those Invoiced	92.1			94.6				
Notes: The 2012-2013 rental license renewals for 8561 units in 3112 facilities were mailed on June 1, 2012. This represents the percentage of those applications returned as of 9/14/12.								
PAYMENT								
Total Payments Received	\$ 2,700							
Adjustments	\$ 50							

INSPECTIONS	
TYPE	NUMBER CONDUCTED
Building	33
Electrical	50
Plumbing	16
Mechanical	15
Safety	38
Neighborhood Vitality	65
Quality of Life	9
Preventive Maintenance	0
Planning & Zoning	5
Notes: Please note that exterior inspections of properties registered in the rental licensing program are NOT included in this total.	
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.

PARKS & ENGINEERING

1. **Crosswalk at City Hall** State Highway officials indicated they hope to replace the failing brick crosswalks by City Hall by October 11th. They plan to pour stamped brick concrete crosswalks, similar to Jonathan Street.
2. **University Plaza** We poured the concrete foundations and have set the steel support poles for installation of the new shade canopy (funded by POS). We are refining the design of the permanent stage and plan to construct it in the spring of 2013.
3. **Fairgrounds Park** To assist the Hagerstown Fairgrounds Softball Association, we backfilled, graded, and seeded all the areas that were disturbed to install the new light bases and electrical conduits around Field #1.
4. **Recreation Programs** Youth Flag Football started this week with four teams. This brings our total sports for the fall session to five (4v4 Flag Football, Adult Outdoor Basketball, Sand Volleyball, Kickball and Youth Flag Football).

5. **Convoy of Hope** We are assisting with the setup of the Convoy of Hope, scheduled for September 22nd.
6. **Upcoming Events in City Parks**
 - September 22nd – City Park Band Shell – Concert, 2–9 p.m.
 - September 22nd – Fairgrounds Park – Convoy of Hope, 10 a.m. – 3 p.m.
 - September 29th – City Park Band shell – Gospel Outreach, 12–6 p.m.
 - October 1st – University Plaza – Domestic Violence Vigil, 4–5 p.m.
 - October 13th – Fairgrounds Park Stable Area – Community Yard Sale, 7 a.m. – 2 p.m.
 - October 13th – Fairgrounds Park South – Harvest Hoedown, 1–4 p.m.
 - October 14th – Fairgrounds Park South – CROP Walk, 1:30–5 p.m.

POLICE DEPARTMENT

1. **STATS**

Calls for Service:	1,817	CDS Arrest:	1
Criminal Arrest/Warrants:	28	DUI Arrests:	0
Moving Violations:	14	Search Warrants Executed:	2
Safety Repair Orders:	8	Field Interviews:	9
Warnings:	27	Parking Tickets:	13

2. **REPORTS**

- For the past two weeks parking meters in the downtown area have been damaged and the coins have been stolen. The Hagerstown Police Department took aggressive action and stepped up vehicle patrol as well as additional foot patrol in the downtown metered areas. Officer Cox was instrumental in helping to solve the crime by identifying one of three individuals captured on a downtown surveillance camera as they damaged the meters. HPD moved quickly with this information. Sgt. Lehman led the investigation and was able to apprehend and charge two of the three suspects. The third suspect has been identified and a pursuit is still active for him. Congrats to HPD on a job well done..

3. **OTHER NEWS/INFORMATION:**

- Detective A. Fleegal and Detective J. Duffey have been selected as the Officers of the Month for the Hagerstown Police Department for August 2012. Detective Fleegal has been employed with the Hagerstown Police Department for 11 years. Detective Duffey has been employed with the Hagerstown Police Department for nine years. Both Detective Fleegal and Detective Duffey are currently assigned to the Criminal Investigation Division. Detectives Fleegal and Duffey were nominated for their tenacity and teamwork in investigating and solving an armed robbery. The incident occurred on July 27, 2012, when a juvenile reported that he had been robbed at gun point. Detectives Fleegal and Duffey followed up on the case immediately. Through persistent interviews, the Detectives learned that the victim was not being entirely truthful and was engaging in behavior which put him in dangerous situations. Detectives Fleegal and Duffey continued to aggressively investigate the incident and were able to identify the two subjects responsible for the robbery and a third subject who facilitated the crime. All three individuals were charged for their involvement in the crime. The Hagerstown Police Department is proud to have dedicated officers such as Detective Fleegal and Detective Duffey on the force and congratulate them for a job well done.

PUBLIC WORKS

1. **Safety Training by HFD:** The Hagerstown Fire Department was kind enough to provide fire extinguisher training to the staff of Public Works. A majority of our employees (25+) were able to meet at the fire training center on Bowman Avenue to learn the basics of fire extinguishers and then actually use one. Some employees had never used an extinguisher before. The training was well worth it and we thank the HFD for their help.

2. **Expanded Street Sweeping:** Staff is looking to expand the permanently posted streets for street sweeping. Several blocks north and south along Potomac Street may be posted with permanent signs that will allow street sweeping to occur weekly. Summit Avenue and possibly Locust Street may also be permanently posted. Notifications will be given to the residents. Warnings in lieu of parking citations would be given for the first few weeks while residents adjust to the new schedule. The new postings would be in place by mid to late October.
3. **Credit Cards now accepted:** Many signing up for Bulk Trash collections have requested to pay by credit card here at Public Works. We now have the ability to accept credit cards (Visa, MasterCard, Discover, and American Express) at the Public Works office. This provides another level of service to our residents. Staff is also looking into the convenience of paying online with a credit card for Bulk Trash. There are several possibilities of making this work and staff is investigating the best way of proceeding.
4. **Crime Solved:** A big "thank you" to HPD for solving the crime of the parking meter thefts. Up to \$1,000 in coins were stolen from the meters by breaking the lock mechanisms. HPD used video, surveillance and other means to capture two of the three culprits.

UTILITIES DEPARTMENT

<u>ELECTRIC DIVISION</u>

1. **Problem Areas.** Recent call-outs included:
 - Fri. 9/14 - 431 Dual Hwy- disconnected secondary conductors for demolition of building. Time Out: 15.5-17.6
 - Sat. 9/15 - 20 Winter Street- total outage; bird caused transformer fuse to operate, (1) 10T transformer fuse replaced to correct problem and restore power. Time Out: 9.3-10.3
 - Mon. 9/17 - Various locations- (reconnections for non-payment). Time Out: 16.0-16.5
 - Tues. 9/18 - Various locations- (reconnections for non-payment). Time Out: 16.0-16.5
2. **Distribution** Recent activity included:
 - Metering Department received no high bill complaints this week.
 - Line crews continue annual feeder inspections for Wesel Substation.
 - Line crews continue trimming trees in various residential locations.
 - Line crews performed various service upgrades and meter installations.
 - Continued with pole inspections and re-tagging throughout the City.

Lamps Replaced	New Fixtures Added	Changeouts	Fixtures Removed
11	0	1	1

3. **Engineering** Staff worked on the following projects:
 - Engineering reviewed multiple requests for service upgrades and new installations.
 - Staff reviewed organizational systems for better storage of stock items.
 - Staff developed a design to install automatic sump-pumps in HLD vaults to drain water from the units. Moisture buildup in our high voltage switchgear on top of the vaults creates corrosion, reducing the life expectancy and reliability of the equipment.
 - Tagging of underground street lighting circuits and hand-holes continued for entry into HLD's GIS electric model.

4. **Administration:**

- Staff completed and submitted the Public Service Commission required Meter accuracy statistical sampling information and meter type population information to the Maryland host utility for 2012.

WASTEWATER DIVISION

Wastewater Treatment Plant at Frederick Street

Date	Flow (mgd)	Rainfall (inches)
Wednesday, September 12, 2012	5.59	0.00
Thursday, September 13, 2012	5.51	0.00
Friday, September 14, 2012	5.43	0.00
Saturday, September 15, 2012	5.20	0.00
Sunday, September 16, 2012	5.37	0.00
Monday, September 17, 2012	5.47	0.00
Tuesday, September 18, 2012	9.15	2.24
Weekly Average/Total	5.96	2.24
Monthly Average/Total	5.89	3.30

Projects

- No major projects this week.

Miscellaneous

- Atlas Copco was on sight Monday morning and here rest of week to perform yearly contract maintenance on compressors and dryers.
- Apparatus Repair & Engineering (AR&E) on site Monday morning to pull RAS pump #2 @ ASPS building for rebuild. AR&E should be back on Thursday to reinstall and put back in service.
- Maintenance repaired an issue with Muffin Monster # 1 Control Panel. Unit would not run, unit back in service.
- Maintenance cleaned and prepared the west side Trench Drain in the Polymer Room for sealing with Epoxy paint.
- Maintenance found the temperature RTD on the Driox water bath is faulty. New unit is on order.
- On 09/18/2012 the area received 2.24 inches of rain in a 24 hour period, Plant flows peaked at around 20.3 MGD but there were no other impact on the plant operations.

Wastewater Collection System

Activity	Districts	L. F. main	Feet of lateral	# Inspected
CCTV Inspections	5	2,279	738	31
Flushing	5,6,11,14	15,388		
Point Repairs		# of Repairs	Reason	L.F. of Repairs
Lateral Only:	5	2	Roots	30

Collection System Maintenance Task

- Two coats of paint on louvers and doorjamb at station # 6.
- Painted soffit and door at station # 3.
- Exercised emergency Generators, down loaded Newgate flow meter at station 13.

- Sawed and broke out concrete over meter box at station # 5.
- Installed new battery on emergency generator at station 12, control work on new board for station 15, started reassembly at station 13 on generator engine.
- Inspecting in district 5, finished cleaning in district 5, and started in 6.
- Distributed chlorine to stations and bio bags throughout infrastructure to control FOG.
- Replaced laterals to 1201 & 1172 North Potomac Avenue (root intrusion).
- Laid out future repairs on View Street and Pangborn Boulevard.
- Epoxy coated bench and flow channels on manhole # 12019. 12010 and 12011.
- Inventory of pipe and fittings on back shelf.
- Installed eight manhole risers on Hamilton Boulevard for street overlay and two on Marshall Street.
- Lowered valve box on LPFM in front of 20116 Mount Aetna Road.
- 1501 Kensington discharge pipe inside canister appears to be slow leak, will schedule replacement.
- Removed radiator and transmission cooler from unit 527 for repairs.

Administration

Wastewater Division – Customer Call Log Summary 2012							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	0	2	0	0	0	0	2
YTD	41	44	17	7	8	50	167

* Other - consist of calls that maybe directed to other City Departments or the County Department of Water Quality

Engineering

- Staff attended a GIS Committee meeting at the Engineering Department.
- Staff attended a development review meeting at the County planning office.
- Staff attended a Plan Review Committee meeting at the City Planning Division.

Wastewater Laboratory

- The service contract for our Lachat equipment was due to expire the end of September. We expect to have the replacement new Lachat equipment by the end of October. HACH Company was gracious enough to extend our existing service contract until the end of October.
- Process and regulatory testing was routine for the week.

WATER DIVISION

Plant Flows - System Demand (MGD)

<u>Date</u>	<u>Willson</u>	<u>Breichner</u>	<u>Total</u>
9/13/12	11.57		11.57
9/14/12	11.42		11.42
9/15/12	11.31		11.31
9/16/12	11.33		11.33
9/17/12	11.50		11.50
9/18/12	11.05		11.05
9/19/12	11.21		11.21
Average			11.34

Water Production at RC Willson

- *Operations*

- Completing routine PMs
- Performing tests at the stations
- Lawn care

- *Maintenance*

- R C Willson – Completing routine work orders
- Tanks – Draining Showalter and Henson Hortonspheres

- *Instrumentation*

- Tanks – Draining Showalter and Henson Hortonspheres
- Tanks – Continue the upgrade to the communications between Orchard Hills and P.S. #3
- Breichner – Completed the installation of the new phone system

Water Production at Breichner

- The Edgemont Reservoir is currently at -4.0'; the bypass is open and the hydrant is open.

Water Distribution

- Distribution crews are working throughout the system performing customer service as needed and are working on the testing and repair of large meters. Work is ongoing on South Prospect Street and we are working on meter exchanges throughout the system. We also repaired a leak on Jefferson Boulevard near Pangborn Boulevard.

Laboratory

- New transmission line on Kelburn tested ok for service.
- Lab personnel watched an EPA "Webinar" on UCMR 3. All aspects of the regulation have been arranged and are being prepared for.
- Process and regulatory testing on the Potomac supply was routine.

Engineering

<u>Reviews:</u>	<u>City</u>	<u>County</u>
Site Plan	1	4
Preliminary Plat		1
Concept Plan	1	
Construction Drawings		1
Building Permit	10	3

- Staff attended a GIS committee meeting at City Engineering Department.
- Staff attended a development review meeting at the County Planning Office.
- Staff attended a Plan Review Committee meeting at the City Planning Division.

Respectfully submitted,

Bruce Zimmerman
City Administrator