

# City of Hagerstown, Maryland

## Status & Information Report No. 42 for 2012

October 26, 2012

To Mayor Bruchey and Members of the City Council:

### UPCOMING MEETINGS

<b>OCTOBER 2012</b>						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2 4pm Work Session	3	4	5	6
7	8	9 4pm Joint Meeting w/County Commissioners  6-9pm Public Meeting @ Clarion Hotel	10	11	12	13 7am-2pm Community Yard Sale @ Fairgrounds Park  1-4pm Harvest Hoedown @ Fairgrounds Park
14	15	16 4pm Work Session	17	18	19	20
21	22	23 7pm Regular Session	24	25	26	27
28	29	30	31 6-8pm City wide Trick-Or-Treat			

### DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

#### BUSINESS & COMMUNITY RELATIONS DIVISION

1. **Spooky Sprint:** Washington County Recreation, City of Hagerstown and the Alsatia Club are teaming up to put on the 1st Spooky Sprint on Saturday, October 27 at 5:00 p.m. It will start at the Fairgrounds and run the Alsatia Parade Route backwards. 60 people have already pre-registered.
2. **Alsatia Mummers Parade:** Approximately 200 units have registered for the 87th Alsatia Mummers Parade. The traditional autumn evening event features floats, bands, costumed mummers and more. It is slated for Saturday, October 27 at 6:00 PM. Of course, it is in City Center Hagerstown.
3. **Faire off the Square:**
  - 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 from 4 PM to 8 PM.
4. **City Center Ghost Tours:** City Center Ghost tours are now filled and being held on Friday, October 26 starting at Potomac Walk outside of Bulls and Bears Restaurant. Individuals will take a hayride tour at 7:00 PM, 8:00 PM and 9:00 PM and a walking tour at 7:00 PM and 8:00 PM

5. **City Wide Trick-Or-Treat:** The Community Affairs office distributed 10,000 school fliers with all the autumn events for the City including the Trick or Treat Night on Friday, October 31, 2012. Also, back page ads have run with this date.
6. **Hagerstown Gridiron Championship Classic:** The Hagerstown Gridiron Championship Classic is being held on November 2, 2012 at 7:00 PM at School Stadium. This is the 56th time the teams meet, and Mayor Robert E. Bruchey will present the trophy to the winning team for the 11th year. The series is 29-25-1 with North winning. The City has sponsored back page ads, television ads and helped to secure the sponsors for the MVP scholarships. These scholarships are being sponsored by Bulldog Federal Credit Union and the Kiwanis Club.
7. **Holiday Time . . . in the City:** The Community Affairs Office is securing holiday rope lighting and decorations for the Public Square tree. Also, a new display item for City Park is being created. We are also finalizing plans for the holiday events.
8. **Western Maryland Blues Fest:** A search is now on for the 2013 Western Maryland Blues Fest artist. The deadline for submissions is November 16, 2012.
9. **Fundraising:**
  - Volvo and the Columbia Bank - Hagerstown Trust Division have agreed to help sponsor the Hollyfest and Tree Lighting Event which is being held on November 19.
  - The City of Hagerstown received a \$3,000 grant from the Washington County Arts Council for the 2013 Western Maryland Blues Fest. They also gave the Augustoberfest Charitable Foundation \$2,000 for the 2013 Augustoberfest Event.
10. **Channel 25:**  
Watch the City Newsroom at the top of every hour. This week's news stories include:
  - North vs. South: Gridiron Championship Classic
  - Progress at the New Antietam Fire Co.
  - Fresh, Local Ingredients Create Unique Dining at 28 South
  - Why Downtown? The Role of a Multi-Use Center in Downtown Revitalization

Also airing at select times:

  - Public Information Meeting from 10/9: Monday, Tuesday, Wednesday at 7:00 p.m. and Saturday at noon and 7:00 p.m.
  - Public Comments from 9/25 Regular Session: Sunday, Monday at 6:00 p.m.
  - "Valor in the Streets": Friday, Saturday, Sunday at 5:00 p.m.
11. **Websites:**
  - We have 1,076 "Likes" on Facebook!  
<http://www.facebook.com/CityofHagerstown>
  - 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](http://www.hagerstownmd.org) for October 18 - October 24:
    - 5,493 users visited the site and viewed 17,027 pages, viewing approximately three different pages per visit.
  - Top entrances (the first page of our website that users accessed):
    - Home page 4,926 users
    - Jobs page 158 users
    - Log-in page 94 users

- Top page views:
  - Homepage 5,057 visits
  - Jobs page 1,043 visits
  - Calendar 937 visits

**PLANNING & CODE ADMINISTRATION DIVISION**

1. **Zoning Certificates Issued For New Businesses:**
  - 1150 Professional Court - Reconstructive Foot & Ankle Institute, LLC - "foot facials" and pedicures
  - 1013 Maryland Avenue - Frugals Thrift and Consign - consignment store
  - 51 Randolph Avenue - Andrew C. Evans - home work station for a welding contractor's office
  - 1001 Brill Way - Sour Sentiments - home work station for mail order gifts and greeting cards
2. **Historic District Commission:** The HDC will consider the following cases on October 25:
  - 1018 Hamilton Boulevard - Courtney Ross, et al - replacement windows
  - 37 South Potomac Street - John and Shelly McKee - replacement windows
3. **Planning Commission:** The Planning Commission will conduct a public review meeting on October 31 for a text amendment proposal to change the definition of "minor subdivision" from five lots to seven lots.
4. **Board of Zoning Appeals:** The BZA has three cases on its docket for November 14:
  - 58 East Antietam Street - Jacqueline L. Marquiss and Kimberly Mackey - administrative appeal of a notice of zoning violation regarding signs and residential occupancy of a business.
  - 625 North Prospect Street - Hub Scrap Metals - administrative appeal of Zoning Administrator's Letter of Instruction for bringing the property into compliance with the Zoning Ordinance.
  - 460 North Potomac Street - Sharon Sheeley - special exception for a dog grooming business and a variance to reduce the lot area requirements from 15,000 square feet to 10,640 square feet.
5. **MD/DE APA Conference:** Planning staff attended the MD/DE American Planning Association conference in Columbia on October 18<sup>th</sup> and 19<sup>th</sup>. The national president for APA and the executive director of APA both gave very interesting presentations on how to better communicate what we do so that we may more easily gain public support for our activities. One presentation was on the varying values of the generations (Silent/Chosen Generation, Baby Boomer, Generation X, etc.) and how to package our efforts to appeal to certain age groups. The other presentation was on the results of a national poll this year on how people view the planning field and what topics are of highest priority to average citizens--the message being that to be more effective we need to repackage our efforts to show how they support those priorities. We are seeking copies of both presentations to share with other staff.
6. **Neighborhood Identification Mapping:** Planning and HPD staff have coordinated efforts to create a neighborhood identification map for the various residential areas of the city. This map will be used to help with planning and community development activities, promotion of neighborhoods to potential new residents, and police patrol and community outreach activities.
8. **Implementing the Sustainable Community Plan:** City staff are wrapping up a draft plan for implementation of Hagerstown's Sustainable Community Plan. Once the project leaders and project time frames have been finalized, staff will present our recommendations for review by the Mayor and City Council later this fall.

9. **PCAD Update:** Join us in congratulating Blaine Mowen and Paul Fulk, who have taken on new responsibilities in PCAD. Blaine Mowen's responsibilities have been adjusted, and he will function as chief building plan reviewer and supervisor of the Inspection Manager as the City's Chief Code Official. Blaine has worked for the City in Code Administration for 10 years in various inspections and Inspection Supervisor positions, and in the last 1.5 years as the Chief Building Plan Reviewer. Paul has been appointed to the Inspection Manager position (recently vacated by Ron Bowers). Paul has worked for the City in Code Administration for 10 years - 8 years as a property maintenance inspector and the last two years as the Programs and Technology Specialist. Blaine and Paul bring good experience and leadership skills to their positions, and we are confident that the building plan review and inspections team will continue to provide excellent service to the City and our community.
10. **Code Administration Weekly Activity Report:** October 15–19, 2012

<b>PERMITS</b>								
<u>TYPE</u>	<u>NUMBER OF NEW APPLICATIONS</u>							<u>NUMBER ISSUED</u>
Building	7	Residential -	2	Commercial -	3	Other -	2	10
Electrical	25	Residential -	7	Commercial -	6	Other -	12	25
Plumbing	25	Residential -	9	Commercial -	3	Other -	13	25
Mechanical	6	Residential -	3	Commercial -	2	Other -	1	6
Engineering Dept.	15							18
<b>TOTAL</b>	78		21		14		28	84
<b>Est. Value of Issued Building Permit Projects:</b>					<b>Fiscal Year Totals:</b>			
Residential					\$ 81,035.00	\$ 2,585,060.00		
Commercial					\$ 8,100.00	\$ 21,059,495.00		
Apartment					\$ 15,500.00	\$ 521,083.00		
Sign					\$ 17,000.00	\$ 102,110.00		
<b>TOTAL</b>					<b>\$ 121,635.00</b>	<b>\$ 24,267,748.00</b>		
<b>RENTAL LICENSES</b>								
<u>NUMBER</u>	<u>FACILITIES</u>			<u>UNITS</u>				
Registrations Received	2			2				
New Applications Issued	0			0				
Total Registered Since 6/1/12	2923			8154				
% of Those Invoiced	93.0			94.8				
<b>Notes:</b> 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 10/19/12.								
<b>PAYMENT</b>								
Total Payments Received	\$ 100							
Adjustments	\$ 0							
<b>INSPECTIONS</b>								
<u>TYPE</u>	<u>NUMBER CONDUCTED</u>							
Building	33							
Electrical	36							
Plumbing	19							
Mechanical	16							
Safety	23							

Neighborhood Vitality	34
Quality of Life	14
Preventive Maintenance	0
Planning & Zoning	5
<b>Notes:</b> Please note that exterior inspections of properties registered in the rental licensing program are NOT included in this total.	
<b>INSPECTIONS KEY:</b>	
<b>Categories of Conditions</b>	
Safety	Conditions which are or reasonably present a hazard to occupant or public. Example: No smoke alarms, improper wiring, handrails
Neighborhood Vitality	Conditions which cause or tend to cause diminution to property Example: Weeds, trash, debris, junk vehicles, deterioration of a structure.
Quality of Life	Conditions which negatively impact occupants. Example: Damaged surfaces, damages elements, missing screens
Preventive Maintenance	Conditions which are technical violations and need addressed to prevent deterioration. Example: 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. Examples: Uses not permitted in property's zone, construction of new facilities, follow up inspections on open violations.

## PARKS & ENGINEERING

1. **Summit Avenue Traffic Calming** We opened bids on Thursday and we received the following three bids: Henson & Son - \$19,776.00; Milton Stamper Builders - \$29,981.00; and Huntzberry Brothers, Inc. - \$36,200.00.  
  
Our budget was \$20,000, so we will review the bids and issue a contract to Henson & Son, Inc. based on direction from the Mayor & Council in September. Since Henson also is doing the reconstruction of three alleys, we will tell them we want Summit Avenue completed first, in this order of work: 1) Summit Avenue Traffic Calming; 2) Alley 2-117 west of Pennsylvania Avenue; 3) Alley 2-134; and 4) Alley 2-135. Henson can begin Summit Avenue in 2 – 3 weeks.
2. **Handicapped Parking Signs** We continue to get a large amount of requests for individual handicapped parking signs from the Maryland Motor Vehicle Administration. It prompted us to research the following: between 1980 and 1991 there were 171 handicap signs installed for residents in Hagerstown. Since 1991 we have installed 832 and removed 479 for a net of 353 more. We now have about 524 designated private handicap spaces on public streets for residents.
3. **MAP 21** Jim Bender watched a webinar on the new Federal Transportation bill called "MAP-21". They spent most of the time talking about how money will be distributed from the federal government to the states. Maryland is one of only four states where their Recreational Trail Programs administered at the state level, so we would still be going through MDOT/SHA for funding. There is no longer a Safe Routes to Schools program, but there will still be SRTS projects.
4. **Greenawalt Park** Installation of the interior and exterior sidewalks is complete. We are now installing concrete light bases, park benches and trash cans. Pavers and picnic tables have been ordered.
5. **Memorial Park** We purchased topsoil and are grading. Bester school is also donating fill material. We are also cutting in and putting in stone to prepare for the walkways to be blacktopped, dug and installed conduit for the Hagerstown City Light, and are installing safety fence to close off the entire park since the Mummers Parade is this Saturday.

**POLICE DEPARTMENT**

1. **STATS**

Calls for Service:	1,668	CDS Arrest:	5
Criminal Arrest/Warrants:	32	DUI Arrests:	2
Moving Violations:	27	Search Warrants Executed:	1
Safety Repair Orders:	6	Field Interviews:	20
Warnings:	27	Parking Tickets:	12

2. **REPORTS**

- **10/23/12:** Officers were dispatched to West Franklin Street in reference to a male down on the sidewalk surrounded by blood. The male was bleeding profusely from what appeared to be a stab wound. Officers dispatched for an ambulance. The Criminal Investigation Division arrived on scene and began to transport individuals that were at the scene to HPD for an interview. It was determined who was responsible for the stabbing and the person was transported to Central Booking and charged with the offense.

3. **OTHER NEWS/INFORMATION:**

- The Hagerstown Police Department was awarded \$15,049 through the U.S. Department of Justice (DOJ) to municipalities across Maryland through the Byrne Justice Assistance Grants (BJAG) program. The police department will use these federal funds to develop and enact proactive and strategic policing strategies based on evidence-based policing. These policing strategies will be utilized in coordination with task forces, State Police, Sheriff's Office, and special response teams, etc. These funds were supported by Senator Mikulski and Cardin's offices and administered through Maryland's Governor's Office of Crime Control and Prevention (GOCCP).
- Officer Lippy has been chosen as the Officer of the Month for September for his work in helping the Washington County Sheriff's Department apprehend the subject who robbed Rosewood Liquors. Officer Lippy observed the suspect vehicle, initiated a traffic stop leading to the apprehension of the suspect, and also recovered a weapon which was discarded from the vehicle.

**UTILITIES DEPARTMENT**

**ELECTRIC DIVISION**

1. **Problem Areas.** Recent call-outs included:
- Thur. 10/18 - 122 West Franklin Street - Disconnected meter due to house fire. Time Out: 00.2 – 00.7
  - 125 N Locust Street - Reconnected service for non-payment. Time Out: 19.2 – 20.0
  - Various locations - (reconnections for non-payment) Time Out: 17.0 – 18.2
  - Fri. 10/19 - Various locations - (reconnections for non-payment) Time Out: 16.0 -16.4
  - Corner of Salem Avenue & Wakefield Road – Citizen inquiry concerning a hazardous condition around a pole. Time Out: 17.5 – 18.3
  - Sun. 10/20 - 1194 Virginia Avenue - Total outage; transformer fuse replaced. Time Out: 9.7 – 10.8

Tues. 10/23 - 429 Indiana Avenue - Reconnected service for non-payment. Time Out: 19.0 – 20.4

Wed. 10/24 - On-call Lineworker met with a representative of the Alsatia Club to aim the parade lights in front of Bester School. Time Out: 18.7 – 20.9

2. **Distribution** Recent activity included:

- Metering Staff received one request to test meter; upon testing, meter found to be within Public Service Commission limits.
- Line crews continue with feeder inspections for Wesel Substation. As of this date, three feeders have been completed.
- Line crews continue trimming trees in various residential locations.
- Line crews installed and connected the temporary construction service for Bester School.
- Line crews have begun relocating the line in front of Bester School. This is necessary due to the expected widening of that portion of South Potomac Street.
- Line crews performed various service upgrades and meter installations.
- Continued with pole inspections and re-tagging throughout the City of Hagerstown.

Lamps Replaced	New Fixtures Added	Changeouts	Fixtures Removed
26	0	2	0

3. **Engineering** Staff worked on the following projects:

- Engineering reviewed multiple requests for service upgrades and new installations.
- The Staff Engineer reviewed results from field voltage recorders. These results showed lower than desired voltage readings for the residential customers in that area due to increased electrical load over the years. HLD's overhead facilities in that particular area were redesigned and will be constructed to provide proper voltage support to the residential units.
- Staff continued entry of HLD street light and secondary facilities into the GIS model.

4. **Administration:**

- The annual power factor and general operational testing of substation class power transformers was performed this week on three units at Wesel and Bulldog Substations.

**WASTEWATER DIVISION**

**Wastewater Treatment Plant at Frederick Street**

Date	Flow (mgd)	Rainfall (inches)
Wednesday, October 17, 2012	5.52	0.00
Thursday, October 18, 2012	7.57	0.81
Friday, October 19, 2012	6.80	0.28
Saturday, October 20, 2012	5.72	0.00
Sunday, October 21, 2012	5.77	0.00
Monday, October 22, 2012	5.74	0.00
Tuesday, October 23, 2012	5.68	0.11
Weekly Average/Total	6.11	1.20
Monthly Average/Total	6.05	2.29

**Projects:**

- No major projects this week.

**Miscellaneous:**

- Atlas Copco was in the plant to replace the air dryer material on one of the filter compressors.

**Wastewater Collection System**

Activity	Districts	L. F. main	Feet of lateral	# Inspected
CCTV Inspections	7,16, 22		60	3
Flushing	7,16	5,231		
Point Repairs		# of Repairs	Reason	V.F. of Repairs
Manholes	9	2	Access to siphon and Repair MH 09004 I&I	6

**Collection System Maintenance Task**

- Dropped Bio-Bags to control FOG and chlorinated wet wells at station 2,8,18 and 23.
- Exercised emergency generators at stations.
- Downloaded flow meter at Newgate interceptor.
- Control work at station 25 and added temporary receptacle at station 9 for sampler.
- Changed oil & filter in generator at station 5, and concreted water meter box.
- Took unit 515 to CMG for B maintenance.
- Inspected 411 Guilford again with owner present, building sewer packed full of roots under basement wall.

**Collection System Maintenance Task continued:**

- CCTV service connections at 307 Radcliffe and 309 Daycotah Avenue; connections ok.
- Clean-out at house broken for 59/63 Broadway, building sewer overflowing, tenant advised to call property owner and code enforcement.
- Cleaned Rock Willow Circle main line; this is a trouble area.
- Replaced gooseneck on City Parks' E-1 Low-pressure pump, needs pressure switch.
- Made multiple trips to 1511 Kensington; nothing wrong with low pressure pump.
- Cleaned wet well at Potomac Ridge for ARE.
- Cleaned manhole run 09003-09002 (siphon) on Memorial Boulevard. Bolted down steel plate covering overflow pipe in upstream siphon vault then sealed and epoxy coated it. Broke down and stored bypass piping and pump.
- Went to Rausch Electronics for parts and drop of one transporter for repair.
- Repaired storm drain pipe at Admin building; pipe originally installed around rock which needed removed in order to install couplings.
- Excavated lateral at 915 Dewey Avenue for roots.

**Administration**

Wastewater Division – Customer Call Log Summary 2012							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	1	0	0	1	1	2	5
YTD	53	50	19	8	10	58	198

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

**Engineering:**

- Staff attended FMLA training presented by Human Resources staff at the Wastewater Division conference room.
- Staff met with the Collections Superintendent and Wastewater Operations Manager to discuss rehabilitation of Northern Avenue laterals.
- Staff attended a progress meeting for the Citywide Sanitary Sewer Rehabilitation project with representatives of Miller Pipelines.
- Staff continued the process of streamlining of service application approvals with Permits staff.

**Wastewater Laboratory:**

- Lab personnel are performing massive sampling throughout the treatment train for the local limits study. The sampling will continue through Saturday.
- Process and regulatory testing was routine for the week.

<b><u>WATER DIVISION</u></b>
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**Plant Flows - System Demand (MGD)**

<u>Date</u>	<u>Willson</u>	<u>Breichner</u>	<u>Total</u>
10/18/12	11.10		11.10
10/19/12	11.20		11.20
10/20/12	10.78		10.78
10/21/12	10.95		10.95
10/22/12	11.36		11.36
10/23/12	11.38		11.38
10/24/12	11.23		11.23
Average			11.14

**Water Production at RC Willson**

- *Operations*
  - Completed routine work orders.
  - Performed tests at the stations.
  - Lawn care
- *Maintenance*
  - R C Willson – Completed routine work orders.
  - Pump Stations – Assisted the instrumentation crew with a major cleanup at Park Avenue.
- *Instrumentation*
  - Tanks – Continuing upgrades to the communications between Orchard Hills and P.S. #2.
  - Pump Stations – Assisted the maintenance crew with a major cleanup at Park Avenue.
  - Pump Stations – Installing new uninterrupted power supplies at the Breichner Plant and the pump stations.

**Water Production at Breichner**

- The Edgemont Reservoir is currently at -9.5'; the bypass is closed and the hydrant is closed.

**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. Crews will be installing 4" fire & domestic meter on Prospect Street and also performing fire flow tests near the airport.

**Laboratory**

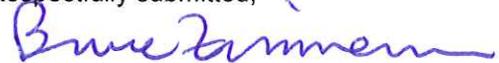
- An odor test was performed on the Potomac and the finished water. An earthy-musty odor is strongly present in the Potomac due to leaves. The odor, though greatly reduced in the finished water, is still present.
- Process and regulatory testing on the Potomac supply was routine.

**Engineering**

<u>Reviews:</u>	<u>City</u>	<u>County</u>
Site Plan		2
Building Permit	12	

- Staff attended FMLA training presented by Human Resources staff at the Barn conference room.
- Staff met with a consultant and the City Attorney regarding a water main easement.
- Staff continued the process of streamlining service application approvals with Permits staff.

Respectfully submitted,



Bruce Zimmerman  
City Administrator