

Washington County Legislative Day

Members of the Mayor and City Council met with members of the Washington County Delegation at 3:25 p.m. at Hager Hall Conference and Event Center, 901 Dual Highway, Hagerstown, Maryland.

The following people were in attendance: Mayor R. E. Bruchey, II, Councilmembers K. B. Aleshire, P. D. Corderman, E. Keller, and L. C. Metzner, City Administrator Valerie Means, City Clerk D. K. Spickler, Senator Andrew Serafini, Delegate Brett Wilson, Senator George Edwards, Delegate William Wivell, Delegate Mike McKay, and Delegate Neil Parrott. Councilmember D. F. Munson was not present.

The following are topics discussed with the Delegation:

1. Support for (-81 widening project
2. Support of Urban Improvement Project – this project will be the foundation for economic development
3. Legislation to assist with the maintenance and upkeep of properties that have been foreclosed by requiring banks to take ownership of the foreclosed property
4. Income Tax retrieval of approximately \$ 800,000.00 from the City.

Councilmember Aleshire stated it would be nice if the amount being collected from each municipality for income tax retrieval would be returned to the municipality through a different fund, such as the Highway User Revenue. Senator Serafini pointed out the amounts to be repaid represent funding municipalities were not entitled to receive.

Delegate Parrot stated there has been some encouraging news regarding the Highway User Revenue and the possibility of a different formula.

Councilmember Metzner noted this is the first time he has seen mutual support of a downtown project. The Urban Improvement Project is supported by the Board of Education, the Board of County Commissioners, private investors, and the Delegation. If this project does not receive funding it won't be because the delegation doesn't support it. Delegate Parrot stated there is a lot of synergy with the project.

Senator Serafini stated the delegation will be requesting \$ 14 million for the project, with \$ 2 million of that being for the plaza. He believes \$ 5 million is a solid amount. He stressed the need to make sure all the funding comes together at the same time. He stated anything City can do for a parking deck would be appreciated.

Delegate Wilson stated a form of the Community Revitalization Improvement Zone (CRIZ) will have to be developed that is palatable to the majority of the jurisdictions in the State.

Councilmember Metzner stated this administration is going to have to do something with the Edgemont Reservoir. He hopes there is support from the Delegation at the appropriate time. Delegate Wivell asked the Mayor and City Council to keep the delegation informed of the progress of the study for Edgemont.

Mayor Bruchey stressed the importance of a detox center in Washington County. There is now a day reporting center and the next step in the cycle would be a detox center. He stated a detox center should not be in the core of the City.

Senator Serafini noted the State funding for the police department has to be restored so that retention issues can be resolved.

This portion of the Work Session was adjourned at 3:55 p.m.

WORK SESSION - December 6, 2016

Mayor R. E. Bruchey, II called this Work Session and Executive Session of the Mayor and City Council to order at 4:20 p.m., Tuesday, December 6, 2016, in the Council Chamber at City Hall. Present with the Mayor were Councilmembers K. B. Aleshire, P. D. Corderman, E. Keller, L. C. Metzner, and D. F. Munson, City Administrator Valerie Means, and City Clerk D. K. Spickler.

Additional Roof Work for Elizabeth Hager Center

Eric Deike, Director of Public Works, was present to discuss additional roof installation at the Elizabeth Hager Center (EHC). Roof work is currently being completed at this facility on a smaller section of roof.

The structure consists of several roof elevations. The roof system is not one large roof but three separate, distinct roofs. There are two larger roof sections and one smaller roof section. The smaller and highest roof had the most obvious leaks in the main field of the roof. Problems have been ongoing for several years. This was the focus of the current replacement and should be completed in the near future.

During this project, staff requested a quote from the contractor to install a new roof on the two main sections of roofing. The quote was to be for future budget purposes. Closer inspection found a number of flashing issues that appear to be more recent in nature. Staff believes extensive damage occurred to the flashing during the record snow storm of January 2016.

The new roof system would be an overlay of the existing roof. The main field of these roofs is in generally fair shape and it is the flashing along the edges that appear to be in the worst condition allowing for water infiltration. Even so, the roofs are easily over 20 years old and at the end of their useful life.

The new roof system would come with a twenty year warranty. Discussions with the roofing contractor, USA Construction Services, Inc., indicate work could begin almost

immediately hoping to install most, if not all, of the new roof before winter weather arrives. Portions of the new roofing system are temperature sensitive so time is of the essence.

The cost is expected to be \$ 119,533.00 for the 12,900 square feet of roof area. Funding for this project would initially come from the Property Management Fund. However, the fund would be reimbursed with funding from a future bond issue to be discussed with the Mayor and City Council in the near future. The bond would then be paid off over the life of the bond. Staff is asking for contingency funding of \$ 12,000.00 for this project to allow for any unknowns, change orders, or extras. The total cost of the project is estimated to be \$ 131,533.00.

The roof work being requested is for the two separate, larger areas of the facility. Approval would allow the existing contractor, by way of change order, to move forward immediately with the work.

The alternative to this is not issue a change order for the work. Staff would create a bid for the roof work and the work would be competitively bid sometime in the spring of 2017. Work would then be scheduled for the summer of 2017.

It was the general consensus of the Mayor and City Council to include formal approval of the change order on the December 20, 2016. The work is being informally approved at this meeting so that work can begin almost immediately. This is important since the condition of the flashing was found to be in much worse condition than originally thought.

2016 Tractor Drawn Aerial Move to Eastern Boulevard

Fire Chief Steve Lohr and members of the Pioneer Hook and Ladder Company, in collaboration with the Independent Junior Fire Company, were present to recommend that the 2016, 100 ft. Tractor Drawn Aerial truck known as T-1 be permanently moved from the City owned facility at 21-23 West Franklin Street to the City owned facility on Eastern Boulevard. This move returns the facility on East Franklin St. to vacant inventory and will require future action(s) to dispose of.

The temporary transfer of new T-1 has been in effect since the delivery of that unit in the second quarter of 2016, while a joint study group evaluated options for modifications and repairs to the existing facility were conducted. Regrettably, work necessary to prevent water leakage and other high priority repairs are in excess of \$ 125,000.00. A more extensive renovation design to deal fully with structural issues are in excess of \$ 350,000.00. Even if those repairs were made, many other factors prevent this location from being the better site for fire-rescue deployment.

The existing facility is inappropriately located for efficient and effective response coverage. The permanent move improves response coverage and response times to a larger area of the City and the surrounding areas adjacent to the City where Hagerstown Fire Department units are due via automatic aid agreements and frequently arrive first. Finally, by moving the truck to Eastern Boulevard, the ability to assemble four

firefighters arriving at once is improved which increases the ability to comply with the Federal 2-in and 2-out law. The previous administration has been fully briefed on the 2015 Insurance Services Office Public Protection Rating that best demonstrates the improved coverage.

The Pioneer Volunteers may be interested in acquiring the structure. Should that not occur, the Pioneer's support of this move is conditional upon acquiring a small amount of dedicated office and storage space in the Eastern Boulevard facility within the existing footprint. Staff believes this to be easily accomplished with only minor facility changes. They have demonstrated willingness to utilize private funding to accomplish these modifications. Talks are ongoing between the parties and are largely based upon a final determination of this move.

It is anticipated that a future CIP project would be recommended to review, design and upgrade the Eastern Boulevard facility to house multiple companies and personnel rather than the single drive only company that has been housed there since the original building was erected.

The building has served the citizens of Hagerstown since 1915. The location was established based on the ability of horse drawn fire engines to respond to calls. The closing of the building is an emotional issue.

Captain McCoy stated there is a significant amount of family history for him at this location, making the closing personal for him. However, he recognizes relocating the T-1 vehicle would be better for the citizens of Hagerstown.

Mayor Bruchey stated this move will also provide better coverage for Professional Court when the bridge over the Antietam Creek is constructed.

Councilmember Munson thanked Captain McCoy and his family for their service to the City. He noted this issue has been thoroughly reviewed and he supports the recommendation.

It was the general consensus of the Mayor and City Council to accept the recommendation to relocate T-1 to Eastern Boulevard.

Truck 11 Emergency Maintenance Repairs

Fire Chief Steve Lohr was present to discuss an emergency repair to T-11, a 1994 100 ft. tractor-drawn reserve aerial.

This ladder was purchased a few years ago from East Rutherford, New Jersey to retain a reserve aerial unit to the fleet of available aerials. This is a 1994 unit with low mileage and little wear and tear other than age. However, several items including the tiller-axle/suspension, tiller steering and electronic controls for the aerial ladder have proven unreliable while others have failed the annual third-party service test.

The sole source quote from Red Storm Fire Apparatus to make the necessary repairs is \$ 21,999.03. Chief Lohr stated it is the Hagerstown Fire Department's goal to defer replacement of this aerial as a cost avoidance measure for three to five years, assuming no catastrophic failures of any major component. The funds are budgeted in the FY17 approved HFD CIP budget.

It was the general consensus to approve the emergency maintenance repairs. Formal approval of the quote will be included on the December 20, 2016 agenda.

2015A and 2015B Bond Proceeds

Michelle Hepburn, Director of Finance, and Rana Rose, Accounting Manager, were present to discuss the need to reprogram unspent bond proceeds from the City's 2015A tax exempt bond and 2015B taxable bond issue. Reprogramming the unspent bond proceeds will allow the City to move forward with several important capital projects without issuing new bonds or transferring additional funds from the General Fund into the Capital Improvement Program during FY17.

The cost of several of the projects that staff had planned to spend the 2015A and 2015B bond proceeds on was less than expected, not undertaken, or additional funding sources were identified. This resulted in unspent bond proceeds that need to be reprogrammed for other eligible uses. The 2015A tax exempt bond proceeds have time spending requirements that are federally mandated. The sources of unspent bond proceeds by project (include applicable interest earnings to date) are:

1. General Fund – Major Signal Intersection Upgrades	\$ 2,033.11
2. General Fund – Stormdrain System Upgrades	\$ 10,888.67
3. General Fund – MELP (former Municipal Electric Light Plant)	\$ 651,840.62
4. Electric: HLD Admin Office Building	\$ 234,990.70
5. Wastewater – Eliminate Pump Station	\$ 25,074.23
6. Property Management – Roslyn Building Windows	\$ <u>100,296.98</u>
Total Unspent Bond Proceeds	\$ <u>1,025,124.31</u>

City staff has developed a proposed plan for the use of unspent bond proceeds based on previously approved Mayor and Council projects. Work has already started on many of the proposed projects. The proposed plan is as follows:

1. General Fund – City Park lake design	\$ 74,000.00
2. General Fund – Prospect Street Wall	\$ 99,459.46
3. General Fund – Fairgrounds Grandstand Improvements	\$ 154,000.00
4. Wastewater – Wastewater Plant Equipment	\$ 25,074.23
5. Wastewater – Synagro Plant Improvements	\$ 651,840.62
6. Property Management – Elizabeth Hager Center Building Roof	\$ <u>20,750.00</u>
Total Reprogrammed Prior Bond Proceeds	\$ <u>1,025,124.31</u>

Additionally, staff is requesting permission to move forward with the bond reprogramming process with the City's bond counsel, Lindsey Rader from Funk & Bolton, to draft a Supplemental Bond Ordinance and a Supplemental Bond Resolution.

Staff proposes to move the Roslyn Building window funding to the Elizabeth Hager Center roof replacement. The Mayor and City Council agreed to complete \$ 1 million in wastewater plant improvements each year. The next project was approved in March, 2016. The MELP project is not yet complete. Staff recommends moving any remaining funds from the completion of that project to the Synagro Plant Improvements.

Councilmember Aleshire asked if property acquisition is an eligible use for these bond proceeds. Ms. Hepburn indicated the taxable bonds most likely would be. The tax exempt bond funds may have additional restrictions for property acquisition.

Councilmember Aleshire is looking for funding for possible acquisition of a property that has not been discussed in open session yet.

Ms. Hepburn mentioned a 2017 Future Bond issue will be discussed in January, 2017. The acquisition project Councilmember Aleshire mentioned could be included in the bond issue.

Councilmember Aleshire wondered if moving \$ 651,000.00 from a General Fund project to a Wastewater project would cause concerns. Ms. Means indicated the MELP building is not classified as a utility.

Councilmember Aleshire asked if the City could pay back the unused bond proceeds. Ms. Hepburn stated the money cannot be held and then paid back if it is not used.

It was the general consensus of the Mayor and City Council to hold a Special Session on December 13, 2016 to introduce an ordinance to reprogram bond proceeds. Approval of the ordinance will be scheduled for December 20, 2016. It is anticipated the Supplemental Resolution to reprogram bond proceeds will be presented for approval on January 24, 2017.

CITY ADMINISTRATOR'S COMMENTS

Valerie Means, City Administrator, had no additional comments.

MAYOR AND COUNCIL COMMENTS

Councilmember K. B. Aleshire stated he and Councilmember Corderman discussed rehabilitated housing with a citizen at the Washington County Delegation meeting today.

Councilmember P. D. Corderman asked that someone notify the library that the parking system machine is not accepting credit cards.

Councilmember E. Keller had no additional comments.

Councilmember L. C. Metzner stated it is good to be back on the Council. The comments from the meeting on November 29, 2016 indicated Councilmembers are supporting public safety. He believes this administration's legacy should be to guarantee a dual water resource for citizens.

Councilmember D. F. Munson agreed that the Edgemont Reservoir will be a major project. He thanked Councilmember Nigh for her support of citizens while she served as Councilmember.

Mayor R. E. Bruchey, II mentioned the City Park tree lighting was very nice and well attended. At the Convention and Visitors Bureau (CVB) annual meeting earlier today, it was noted that tourism is leading economic development in Washington County. He hopes the CVB will be involved with promoting the Hagerstown Cultural Trail. They can help get "feet on the path".

EXECUTIVE SESSION – December 6, 2016

On a motion duly made by Councilmember D. F. Munson and seconded by Councilmember L. C. Metzner, the Mayor and City Council unanimously agreed by voice vote to consult with counsel to obtain legal advice, #7, (Section 3-305(b)), on Tuesday, December 6, 2016 at 5:08 p.m. in Room 407, 4th floor, City Hall, Hagerstown, Maryland.

The following people were in attendance: Mayor D. S. Gysberts, Councilmember K. B. Aleshire, Councilmember P. D. Corderman, Councilmember E. Keller, Councilmember L. C. Metzner, Councilmember D. F. Munson, City Administrator Valerie Means, Michelle Hepburn, Director of Finance, Scott Nicewarner, Director of Technology and Support Services, and D. K. Spickler, City Clerk.

The meeting was held to seek approval to engage additional attorneys. No formal action was taken at the meeting. On a motion duly made, seconded, and passed, the Executive Session was adjourned at 5:30 p.m.

Respectfully submitted,

Original signed by D. K. Spickler

Donna K. Spickler
City Clerk

Approved: January 31, 2017