

WORK SESSION
2017

MAYOR AND CITY COUNCIL
WORK SESSION – FEBRUARY 14, 2017

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HAGERSTOWN, MARYLAND

Mayor R. E. Bruchey, II called this Work Session of the Mayor and City Council to order at 4:00 p.m., Tuesday, February 14, 2017, 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.

Proclamation – Neighborhoods 1st Month

Mayor Bruchey read a proclamation naming February, 2017 as Neighborhoods 1st Month. The following Neighborhoods 1st members accepted the proclamation: Evelyn and Mark Meany (North End N1st Group), John and Pam Geist (North End N1st Group), Andy Smith (Medal of Honor N1st Group), Helen Bowers (Medal of Honor N1st Group), Deloris Bitner (Security 1st N1st Group), and Barb Lease (Oak Hill West N1st Group).

Pavement Preservation Program

Rodney Tissue, City Engineer, was present to provide a briefing of the City's Pavement Preservation Program, which includes both streets and alleys.

In 2012, the City completed the first ever "pavement condition" survey. In 2015, that survey was updated and it showed that the overall condition of the street system dropped, primarily due to the lack of investment in the program due to reduced State Highway User (HUR) revenue. In the last year, the condition has bounced back up slightly to a PCI of 70.4 and last season a significant amount of preservation work was completed.

Based on the data and staff's analysis of the street network, the Mayor and City Council should endeavor to budget at least \$ 1,200,000 annually for pavement preservation including all paving, milling, slurry seal, patching, crack filling, and pavement markings. If those funds are not available, the work is simply postponed to stay within the budget, but the overall condition of the street network drops.

The list of streets to be paved/treated in both 2017 and 2018 were previously approved by the past Mayor and Council based on the results of the pavement conditions survey. Staff plans to mill/overlay, slurry seal, crack fill, and complete random patching. A contract for the Council to approve will be presented in April or May.

A big factor in selecting streets is the condition of underground utilities and if the respective utility will upgrade prior to paving. Engineering staff coordinate with the City utilities and Columbia Gas to assure that their systems are in reasonable condition prior to paving. Starting in 2015, utilities are required to completely mill and pave streets if their mainline upgrades degrade the street to the amount as shown on Standard T-086.

A condition survey of alleys was also completed in 2015. The study looked at 144 different alleys, and the network PCI was 46.9 which is considered poor. Based on this, and the fact that few alleys have been rebuilt for several decades, \$ 769,000 was budgeted in 2016 and another \$ 291,000 programmed in the proposed FY18 budget.

The Engineering Division is responsible for implementing the 1990 Federal law called the American Disabilities Act (ADA) in the rights-of-way of City streets. Most of the problems in the rights-of-way concern physical barriers, which can only be made accessible via a realistic and fundable strategy for curb ramp installation and sidewalk modifications. To achieve this, the Public Rights of Way Accessibility Guidelines (PROWAG, latest draft July 2011) is used as a guide.

Since 1989, the City has administered a curb ramp retrofit program, with the assistance of public input to prioritize ramp locations. These ramp installations were primarily funded by Community Development Block Grant program through the Division of Community Development.

The City endeavors to upgrade curb ramps when a street is altered. Consistent with the Department of Justice guidance memo, this will include mill and pave, new construction, and street reconstruction. Alterations do not include routine maintenance such as patching, slurry seals, or crack filling. With this in mind, the City will focus resources and efforts to making streets designated for paving compliant with ADA requirements.

In 2015, the City adopted a Livable (or Complete) Streets policy that requires that streets are designed and operated to enable safe access for all users including pedestrians, bicyclists, motorists, and transit riders of all ages and abilities. "Incomplete" streets provide only for vehicles. Complete streets make it easier to cross the street, walk to shops and bicycle to work.

The upshot of this policy is prior to paving a street segment; staff attempts to do the following:

1. Ensure the street segment is walkable and handicap accessible
2. Implement the applicable section of the 2016 Bicycle Master Plan for that street segment
3. Consider any transit needs, bust stops, etc.

In 2010 a Task Force studied the maintenance of curbs and sidewalks in detail. The Task Force recommended that the City of Hagerstown not take responsibility for the repair or maintenance of sidewalks in the City. The Task Force felt that sidewalk repair and maintenance should remain the responsibility of the adjoining property owner, as required in Chapter 216 of the Code of the City of Hagerstown.

Staff sends 75 to 100 Curb and Sidewalk notices each year, based on an enforcement policy approved by the Mayor and Council in 2003. Staff endeavor to work with property owners given the current economic climate. Unless directed by the Mayor and Council to do otherwise, staff will follow the previously established City Code and Council-approved policies to issue notices to the 2018 streets in the next few weeks. Notices were sent last year to property owners with deficient curb and sidewalk adjacent streets to be paved this year.

Highway User Revenue is used for paving. However, increased HUR funding would allow the City to fund additional alley repairs from the General Fund.

Cross Creek Water Service Request/Policy Exemption Request

Michael Spiker, Director of Utilities, was present to discuss a request for an exemption from the Water and Wastewater Policy.

In early 2011, Christopher Smith and his engineering group met with Utilities staff, City Administrator, Legal Counsel, and the Economic Development Director to discuss an extension of water service to commercial lots at Cross Creek Development. The location of the requested service is external to the City of Hagerstown's Medium Range Growth Area (MRGA) and in order to supply water service, will require an approved exemption by the Mayor and Council under "Exemption 2. System Improvement" of the City of Hagerstown Water and Wastewater Policy. Exemption 2 states "Upon the recommendation of the Director of Utilities to, and approval by, the Mayor and Council, a system extension would provide a vital improvement or enhancement to the operation or efficiency of the water and/or wastewater system."

As Director of Utilities, Mr. Spiker indicated he is recommending approval of the exemption to the planned enhancement it will provide to the City's water system. Cross Creek is located within the rapidly expanding Sharpsburg Pike area and a proposed tie between water mains will allow operations of the water system with greater efficiency and assist in meeting the current regulatory requirements related to disinfectant byproducts. If approved, the developer will move through the Pre-Annexation Policy request (which has begun) and through the design process as approved by the Utilities Department Engineering Division.

The project on Lot 4 will entail the construction of a two story, ten thousand square foot office building on 2.5 acres requesting 3 Equivalent Dwelling Units (EDU) of allocation. Water Division Allocation Fees of \$ 7,500.00 will be assessed and the projected usage will have a negligible effect on the production and distribution system of the Water Division. The future project on approximately 11.98 acres at Lot 3 will contain the system enhancements.

Councilmember Munson inquired if the City is close to being contiguous to the Cross Creek development. Mr. Spiker indicated there are several large properties between the City property and Cross Creek. Councilmember Munson asked if there are other exemptions in the area. Mr. Spiker stated there may be an exemption requested when the large properties need water/wastewater service.

Councilmember Aleshire asked about a specific main and it's importance to the system. Mr. Spiker stated it would provide a tie to allow maintenance on the 12" main. Councilmember Aleshire asked if a prior Mayor and Council had voted on this request. Mr. Spiker indicated they had not.

Councilmember Aleshire expressed his concern that providing services beyond the MRGA boundary stresses the system by reducing the available allocation within the designated boundary. He is concerned other property owners in the Cross Creek area will request an exemption.

Mr. Spiker stated he understands a change in the MRGA increasing allocation to the southern portions of the County where development is occurring may be considered. The Water Department's usage has decreased. Leaks have been repaired, reducing the usage.

Councilmember Aleshire would prefer to not have an open-ended time frame for exemption requests.

It was noted any changes to the MRGA would have to be approved by the Mayor and City Council.

New Office Lease for BuroBox at 60 W. Washington Street

Amanda Whitmore, Downtown Coordinator, was present to review a proposed lease agreement for a new BuroBox office tenant, Synergy Coaching, LLC, at 60 West Washington Street. With the support of the Mayor and City Council, staff will seek approval of the lease agreement during the Regular Session on February 28, 2017. Key terms and conditions of the proposed lease are listed below.

Office 1:

1. Recommended Business Owner – Shawna Ploscaru
2. One year term
3. Lease is for \$ 1,200.00 annually (\$ 100 monthly) for approximately 100 square feet.

Business Description:

1. Business Name: Synergy Coaching, LLC
2. Business Type: Startup Business
3. Business Description: To create whole people by helping them succeed in their health and fitness goals through a combined approach of proper nutrition

education, unique fitness programming, and by building a support community focused on mindfulness and positivity.

The prospective tenant's application, business description, and credit score was reviewed by Staff. Staff has worked with the prospective tenant and City Attorney Jason Morton to review all aspects of the proposed lease.

Councilmember Aleshire wondered if there will be treatment services offered at the location. Ms. Whitmore indicated there will not be any classes or services offered at 60 W. Washington Street.

Ms. Whitmore stated there are several other prospects looking at the spaces available at the Burobox.

Councilmember Corderman asked how much has been spent on the creation of the Burobox. This information will be provided.

It was the general consensus to include approval of the resolution on the February 28, 2017 Regular Session agenda.

CITY ADMINISTRATOR'S COMMENTS

Valerie Means, City Administrator, reminded residents that the yard waste collection will resume on February 26, 2017.

MAYOR AND COUNCIL COMMENTS

Councilmember D. F. Munson had no additional comments.

Councilmember L. C. Metzner had no additional comments.

Councilmember P. D. Corderman had no additional comments.

Councilmember K. B. Aleshire asked that the street sweeper go through the Woodpoint neighborhood.

Councilmember E. Keller thanked the Hagerstown Police Department for allowing her to ride with an officer recently.

Mayor R. E. Bruchey, II thanked the Hagerstown Police Department for conducting a seat belt check recently on E. Franklin Street. He mentioned there is a more visible police presence in the downtown area recently.

There being no further business to come before the Mayor and City Council, on a motion duly made, seconded, and passed, the meeting was adjourned at 4:54 p.m.

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Respectfully submitted,

Original signed by D. K. Spickler

Donna K. Spickler
City Clerk

Approved: March 28, 2017