

WORK SESSION – April 4, 2017

Mayor R. E. Bruchey, II called this 11<sup>th</sup> Special Session, Work Session and Executive Session of the Mayor and City Council to order at 3:05 p.m., Tuesday, April 4, 2017, in the Council Chamber at City Hall. Present with the Mayor were Councilmembers K. B. Aleshire, P. D. Corderman, L. C. Metzner, and D. F. Munson, City Administrator Valerie Means, Jason Morton, City Attorney, and City Clerk D. K. Spickler. Councilmember E. Keller was not present at the meeting.

EXECUTIVE SESSION – April 4, 2017

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 of all members present to meet in closed session to consider the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation or performance evaluation of appointees, employees, or officials over whom it has jurisdiction, #1 (Section 3-305(b)), and to consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State, #4 (Section 3-305(b)), on Tuesday, April 4, 2017 at 3:06 p.m. in the Council Chamber, 2<sup>nd</sup> floor, City Hall, Hagerstown, Maryland.

Councilmember K. B. Aleshire was not present for the vote.

The following people were in attendance: Mayor R. E. Bruchey, II, Councilmember K. B. Aleshire, Councilmember P. D. Corderman, Councilmember L. C. Metzner, Councilmember D. F. Munson, City Administrator Valerie Means, City Attorney Jason Morton, Michelle Hepburn, Director of Finance, Kathleen Maher, Director of Planning and Code Administration, Jill Frick, Director of Department of Community and Economic Development, Scott Nicewarner, Director of Technology and Support Services, Jonathan Kerns, Community Development Manager, Christina Milotte, Planning and Outreach Coordinator, and D. K. Spickler, City Clerk.

The meeting was held to discuss membership of the Board of Zoning Appeals, the Public Service Review Committee, and a business proposal. No formal action was taken at the meeting. On a motion duly made, seconded, and passed, the Executive Session was adjourned at 3:39 p.m.

WORK SESSION (continued)

The Work Session resumed at 4:01 p.m.

Request from City Chapel for Exemption from Noise Ordinance

Pastor Zachary Camp, City Chapel, was present to request an exemption from the City's Noise Ordinance for an outdoor Easter worship service on April 15, 2017.

The planned location is the grass area at the corner of E. Washington Street and Cannon Avenue. Activities include a worship service, games, crafts, and an egg hunt. The City's Zoning Ordinance allows this type of activity at this location.

During the worship service, a sound system will be used. The system produces noise in excess of the levels allowed by the Noise Ordinance.

It was the general consensus of the Mayor and City Council to approve the requested exemption. Formal approval will be scheduled for the April 11, 2017 Special Session.

Termination of Library Memorandum of Understanding and Renewal of School Resource Officers Memorandum of Understanding

Chief Victor Brito was present to discuss two memorandums of understanding (MOU).

An MOU was approved in 2015 with the Washington County Free Library. This MOU contained the provision for a Library Police Officer for law enforcement protection and services for the Library. Due to the recent addition of downtown walking duties, Chief Brito believes the intended coverage for the library is being addressed. Therefore, it is proposed that the MOU with the Library be terminated.

The Hagerstown Police Department is also requesting to renew the MOU for School Resources Officers within the City. The new MOU will contain an additional police officer which will be fully funded by the Washington County Board of Education. The new MOU is also updated to reflect current costs associated with the positions.

Ms. Means noted HPD is not adding an officer but replacing the Library Police Officer with the addition of a School Resource Officer.

Councilmember Munson stated the Library Officer position also included coverage for the Cultural Trail in order to address citizens' concerns about safety on the trail. Chief Brito noted the MOU does not contain language regarding this. He stated there will be ample coverage for the trail with the additional walking duties.

Chief Brito will discuss the police presence with Mary Baykan, Director of the Washington County Free Library.

Termination of the MOU with the Washington County Free Library and approval of a MOU for an additional School Resources Officer are scheduled for formal action at the Special Session following this Work Session.

### Trash Update – New Provisions on Public View, Storage and Set-Out

Kathleen Maher, Director of Planning and Code Enforcement (PCAD), and Paul Fulk, Inspections Manager, were present to provide an update on administration of new provisions on trash storage and containers which went into effect on April 1, 2016.

In response to continued citizen and Mayor and City Council concerns related to visibility of trash in the downtown and the neighborhoods, amendments were made to Chapter 117, Recycling and Refuse Collection, and Chapter 64, Property Maintenance. These amendments created better consistency between the two codes as they relate to trash and provided new standards related to visibility of trash from public right-of-ways and the manner in which trash may be stored between pick-ups and set out on pick-up dates. Specific problems addressed were:

1. Trash in View of Public Right-of-Way
2. Trash Bags and Loose Trash Stored in Yards
3. Trash Bags and Loose Trash Set Out on Sidewalk for Pick-up
4. Volume of Trash at Large Apartment Buildings and Mixed-Use Buildings

PCAD staff spent months following adoption of the new provisions educating the public in general and taking special steps in identified problem areas or with problem properties.

Starting in the summer of 2016, PCAD staff began issuing notices and fines where situations warranted in their efforts to gain compliance.

PCAD staff have seen improvements in some areas, some improvement and then back-sliding in other areas or on certain issues, and then continued problems in other areas. A very real challenge for staff is the high volume of turn-over of rental tenants in some neighborhoods, especially the downtown, which necessitates starting over in the education process. Additionally, getting folks to change habits that have become ingrained takes time.

Historic Heights (S. Prospect and Summit) has seen improvements, but some problems remain with multi-unit buildings. Oak Hill West has a few issues with trash not stored in containers or stored on front porches or walkways beside the house. Bester Community 1<sup>st</sup> has a few issues with trash set out for pick-up in bags and with damaged trash containers.

Possible Solutions to Identified Challenges/Problems are listed below:

1. Repeat Violators of Trash Provisions – zero tolerance with faster track to fines?

2. Large Volume of Trash Production at Large Apartment Buildings and Mixed-Use Buildings – rather than encourage, require use of dumpster or private collection?
3. Inadequate Zone F Trash Containers – City provide totes for trash storage in the downtown area of Zone F?
4. Public View Issue in Downtown Area – Alley pick-up by City trash hauler or Public Works? Placement of public dumpsters throughout downtown area for alley pick-up?

Trash education expenses since April 1, 2016 have exceeded \$ 2,400.00. The average tenancy in Zone F is 329 days. Inspection staff take the time to educate a new resident to the area and by the time they know the requirements, a new tenant is taking their place. Inspection staff are then left educating the new tenant on trash requirements.

Councilmember Aleshire pointed out stricter compliance efforts will result in more calls generated to elected officials. Either people comply with the trash regulations, or they don't.

Councilmember Corderman asked if code enforcement staff view violations after regular business hours.

Councilmember Metzner suggested it may be time to require dumpsters for multi-family buildings.

Councilmember Aleshire believes an incentive benefit for landlords may help the situation.

#### Refuse and Curbside Recycling Collection Services Contract with Waste Management

Rodney Tissue, City Engineer, was present to discuss the Refuse and Curbside Recycling Collection Services. In 2011, the Mayor and City Council awarded the Refuse and Curbside Recycling Collection Services contract to Waste Management. This contract is for the collection of residential trash, single-stream recycling, yard waste and also trash and recycling collection for small, downtown commercial generators of solid waste. In January of 2015, the City Council opted to renew the contract for three additional years; therefore, the contract expires December 31, 2017. In anticipation of this contract ending and with the desire to always improve the program, staff wish to review the issues related to this contract with the Mayor and Council. The goal is to have an outstanding collection program that is environmentally friendly but at minimal cost.

Staff is seeking feedback regarding the following:

1. Will the City negotiate with Waste Management to extend their contract or issue a new Request for Proposals and rebid the contract?

2. Regardless of extending or rebidding the contract, what enhancements does the Council wish to consider so staff can obtain appropriate pricing?

The contract must be finalized by September to allow time for the vendor to prepare to implement the program in January, 2018.

Currently, collations are completed in the six zones of the City. The City collects residential and some commercial solid waste collection as follows:

1. Trash: Twice per week in the downtown Zone F and once per week all other zones.
2. Recycling: Once per week in all zones.
3. Yard Waste: Once per week in all zones, March through December.

The city charges an annual fee of \$ 156.00 per residential unit per year to fund the cost of the program. This rate has not changed since 2011, when it was decreased from \$ 164.00 annually. This is a fraction of what out-of-city residents pay for similar “curbside” services.

The most recent data on costs and collections amounts indicates that in 2016, 10,811 tons of trash was collected, 2,523 tons of recycled material; and 1,025 tons of yard waste yielding a diversion rate of about 25%. The national average is about 34%.

Since the single stream program inception, recycling tonnage has more than doubled. By analyzing the data from the tote management software, staff can determine that around 70% of all totes are collected from each month and about 40 % to 55% every week.

The value of recycled materials has fluctuated over the life of the contract. Waste Management was forced to absorb the decreases while the City enjoyed rebates based on the quantity of materials collected.

The City also provides a recycling incentive program called RecycleBank. About 4,400 residents chose to be members of this program and together they save an estimated \$ 46,000 annually on gift cards, coupons, and subscriptions.

One other major component of the program is disposal costs. Waste Management disposes the City’s trash for \$ 42/ton at their Greencastle facility but the Washington County landfill rate that many other haulers must use is \$ 52/ton.

The existing contract with Waste Management continues through this calendar year. However, the Mayor and Council has the authority to extend the contract for an additional period if they deem that is in the City’s best interest. If the current contract is extended, staff recommends a three year extension and the contract terms would remain the same except for the following:

1. Disposal rates at the Waste Management landfill would stay at \$42/ton for the first year but increase at an inflationary index after that.
2. Due to the drop in value of recyclables and also increased sorting costs, a \$ 10/ton recycling fee would be added. This would result in approximately a \$ 25,000 increase in costs each year.
3. In addition, they request an 8% to 10% increase in collection costs or a \$ 100,000 to \$ 130,000 increase annually

The annual fee would have to increase about \$ 11 per unit per year to cover these costs.

Advantages to extending the contract include cost predictability and Waste Management knows the routes and idiosyncrasies of collection in the City. Waste Management has issued totes to some commercial establishments free of charge. The RecycleBank program could continue and Waste Management has the needed program equipment and is experienced in running the program.

The disadvantage of not bidding is there are potentially cheaper rates available if the contract is bid competitively.

Given the increased costs in Waste Management's request, staff cannot recommend that the City extend their contract and they recommend re-bidding. It is clear that the cost for the next collection contract will increase due to increased collection costs, decreased values of recycling material commodities, and increasing landfill costs. Ways to abate these increases would be to decrease the current services such as every-other-week recycling collection, every-other-week yard waste collection, or eliminating the RecycleBank incentive program, etc.

Solid waste collection is ever changing and the following is a list of options that would enhance the City's program.

1. Option 1 – Hazardous Waste Collection – This option would provide a convenient service to the community to properly dispose and recycle home generated specialty materials such as paints, stains, cleaners, compact fluorescent lamps, gasoline, etc.
2. Option 2 – Efforts to Minimize Trash Visibility in Downtown –
  - a. Collection from Alleys – It is not physically possible to access the three east/west alleys with a full size garbage truck. Some residents do not have direct access to an alley.
  - b. Dumpsters in Alleys – Residents could throw their items into the dumpsters 24/7. However, the front-loading truck that serves dumpsters cannot physically access all the alleys.
  - c. Issuing Totes for Garbage in a Pilot Area – Trash that is in containers obviously looks better than trash that is loose or in bags. Only what

fits in the totes would be collected. Costs for a pilot program would likely range between \$ 20,000 and \$ 40,000

3. Bag Limits or “Pay as you Throw”
4. Electronics Recycling
5. Public Notification System

Councilmember Munson stated he thinks the trash collection program is a bare bones program. Trash was collected twice weekly throughout the City in past years. Due to increased costs, collection was reduced to once per week. He wondered if there is really the potential for a lower cost through rebidding the contract.

Mr. Tissue pointed out collection is half the cost of the contract. The other half is disposal costs. There are other contractors interested in this contract.

Mayor Bruchey stated blowing trash downtown is a continual problem. The only solution is to have trash be better contained. He suggested possibly providing totes for people without alley access. This would reduce the amount of trash visible on the main thoroughfares.

Councilmember Aleshire stated it would be logical to find space for some dumpsters within Zone F. Totes may be more beneficial than yard waste pickup for residents downtown. He wondered if an incentive program for owners to secure a dumpster would be beneficial.

Mayor Bruchey believes alley pick up in downtown would make a significant improvement in the appearance of downtown.

Councilmember Aleshire expects it would take a long time to pick up the trash from alleys, given the volume of trash generated from multi-family dwellings.

Eric Deike, Director of Public Works, indicated there are 160+ cans that are emptied five days per week, which takes considerable time.

Councilmember Metzner thinks an additional pickup would be cost prohibitive. Funding may be a determining factor in how much the City can enhance the refuse collection contract. He supports bidding out the contract, which will provide update cost information.

Councilmember Corderman stated some cities require residents to bring totes to a central location if the alley is not accessible.

Ms. Maher asked if the Mayor and City Council want staff to increase enforcement for repeat offenders. Councilmember Corderman supports increased enforcement. Tenant accountability has to be a focus, whether it is for trash or crime free housing compliance. Councilmember Metzner stated the accountability has to be with the landlord.

Councilmember Aleshire stated a uniform program has to be established before the trash issue can adequately be addressed. It is a fee driven service that is provided to the property owner.

### FY 2017/18 Budget Review

Valerie Means, City Administrator, and Michelle Hepburn, Director of Finance, provided an overview of the proposed FY 2017/2018 budget. Ms. Means commended and thanked the senior leadership team for their unified efforts on the budget since December. She thanked Ms. Hepburn and the Finance staff for their diligence in completing the proposed budget. Staff's main concern about the budget is the sustainability of the City of Hagerstown.

On February 7, 2017, staff held a FY18 budget status review with the Mayor and City Council and at that time reported a deficiency of approximately \$ 2.3 million. The constant yield notice received after that work session meant there is an additional deficit of \$ 1.064 million. A balanced budget is being presented to the Mayor and City Council. The key changes that allow for a balanced budget are: reductions in General Fund transfers to Capital Improvement Projects (CIP), re-appropriating General Fund reserves to fund capital projects; tax increase of 5.5 cents (generating \$ 1.368 million); recognition of a health insurance surplus, and decreases in various additional operation items.

Ms. Means stated these budget deliberations are an opportunity for the Mayor and City Council to discuss their vision for the types and service levels rro FY18 and beyond starting with the General Fund as the main operating fund. This strategic planning will reveal their roadmap and with it they may determine there are other avenues of budget balancing besides those in this proposed budget they wish to explore. They may consider reductions in operations which would reduce service levels in particular areas, programs or facilities; or they may consider shifts to other service providers. The City offers a wealth of community amenities; changes in these operations may also be considered. Any of these decisions could then impact the level of capital expenditures required.

The Proposed General Fund revenue of \$ 44.433 million for FY18 represents a 4.9% increase over the FY17 budget. Overall property tax revenue is estimated to increase from FY17 budget to FY18 budget by \$ 1.2 million or 4.3% as a result of a proposed 5.5 cent real estate tax rate increase. This 5.5 cent real estate tax rate increase is a combination of the constant yield amount of 2.79 cent increase to maintain existing revenue amounts and an additional 2.71 cent increase. The total property tax revenue increase is needed to cover rising costs for potential salary enhancements, employer benefits, annual debt service requirements, and offset declines in other revenues like Safe Speed for Students program. Total Property Tax revenue is the primary source of revenue for the General Fund at 69.4%, excluding Transfers from Other Funds and Appropriated Use of Fund Balance and 66.4% when including these other funding sources.

Approved Use of Fund Balance reflects a total amount of \$ 1.3 million to be utilized from prior years' General Fund balance. This request is to fund the Economic Redevelopment Fund for the remaining First Third Grant commitment and to fund the Capital Improvement Fund.

The Police Department proposed FY18 budget reflects an overall increase of 3.8% or \$ 512,000. This growth reflects costs related to potential salary and employer paid benefit increases; additional overtime costs, and other operating increases for annual licensing and storage fees for body worn cameras, first aid supply costs for AED batteries and increased need for naloxone (Narcan), and a new K9 dog with associated training costs.

The Fire Department proposed FY18 budget reflects an increase of 4.8% or \$ 352,000. Primarily, this increase reflects potential salary and employer paid benefit increases and pay-outs for possible retirements. The Fire Department currently has eight employees that are eligible to retire.

Overall Retiree Benefits are projected to increase by 24.2% or \$ 360,000 in the proposed FY18 budget compared to the current FY17 budget. The FY17 budget included a one-time \$ 300,000 reimbursement or decrease in OPEB Trust funding. The City pays 100% of all retiree claims plus makes annual contributions to the OPEB Trust and will continue to do this in FY18 with an annual amount of \$ 650,000.

CIP Appropriations are projected to decrease by \$ 657,000 or 69.0 % and reflects the City's use of General Fund Balance reserves to support capital purchases rather than the use of current General Fund operating money.

Fund Balance Transfers reflects an increase of \$ 889,000. The total Fund Balance reserve being utilized in the proposed FY18 budget is \$ 1.3 million. Of this total, \$ 257,000 would be utilized for Economic Redevelopment Fund and reflect the final First Third grant obligation which will not be completed in FY17. The remaining \$ 1.05 million would be used for capital improvement project items.

A 3.7% increase in total wages and benefits reflects potential salary enhancements for all employee groups, increased overtime in the Police Department, growing employer paid benefit costs for health insurance, pensions, and other direct payroll related benefits like FICA. There are no new full-time positions included in the FY18 proposed budget. At a combined total of \$ 29.5 million, General Fund Wages and Benefits represent 66.4% of the total annual operating expenditures for the FY18 proposed budget.

Contracted Services is projected to increase 2.7% as a result of the increased legal fees, trash and recycling services costs, and ground services costs in the City Parks and for weed and landscaping contract work in City traffic islands for Public Works.

Capital Transfers to the CIP fund are expected to decrease by 69% and reflects the City's use of General Fund Balance Reserve to support capital purchases rather than use General Fund operating money. The proposed transfer leaves 18.7 % of reserve funds, and equates to 2.5 months of operating funds.

The 11.5% increase in Debt service reflects rising annual debt service requirements with the addition of a pending 2017 bond issue plus the impact of reallocating a portion of the 2015A bond issue from the Electric Fund for General Fund projects.

Maintenance and Repairs is projected to increase 16%. This increase reflects multiple changes: more maintenance and building repairs needed across the City Parks, rising costs of computer software programs, and new costs for annual licensing and storage fees related to Police body worn cameras.

The \$ 1.1 million increase in Fund Balance Transfer to CIP Fund reflects the utilization of fund balance reserves for proposed FY18 capital projects.

The City has included \$ 1.44 million in the FY18 budget for a Downtown Redevelopment project(s) to help spur economic redevelopment. This project total was \$ 1.5 million. In FY17, the City committed \$ 500,000 to the Maryland Theatre toward design fees for its expansion project. Discussions around the Urban Improvement Project have indicated that further analysis should be completed to determine the need of an additional parking deck in the core. For a new deck to be financially viable to the City, it is critical to have new and additional paying parking system customers in the downtown area beyond current levels. The operating revenues from a new deck, combined with other Parking Fund revenue would need to meet total parking operating expense plus related debt service expenses to avoid General Fund subsidies. CIP 56-C0173 includes FY20 planning Design and Land Acquisition of \$ 1,367,000 and FY21 construction of \$ 6,633,774.

Relying on State Highway User Revenue (HUR), the City included \$ 1.2 million in the FY18 for its pavement preservation program for City streets. While the FY18 budget includes a total of \$ 1.2 million, the City will only spend what is provided by the State for funding.

The FY18 Water and Wastewater proposed budgets represent the fourth year of the five year rate adjustments approved by the Mayor and Council on February 25, 2014. A new contract for wholesale energy was negotiated in FY17 and the rates are \$ 52.70 per megawatt hour.

The FY18 proposed budget includes \$3,027,000 for Wastewater Fund capital projects and equipment and is summarized in the budget book.

For Water Fund capital projects and equipment, \$ 5,337,000 is included in the FY18 proposed budget.

To address regulatory requirements for the Edgemont Reservoir, \$ 19,000,000 has been included in the FY18 proposed budget to continue to monitor reservoir seepage, make the required MDE improvements and also to complete the study and begin design in accordance with the direction by the Mayor and Council as approved by MDE Dam Safety Division.

Electric Fund Projects and Equipment total \$ 552,500.

The Property Management Fund provides stewardship over downtown property owned by the City and leased to area businesses. Based on the assumptions outlined for revenues and expenditures, the net decrease in retained earnings is projected to be a loss of \$ 244,092 for FY18. This reduction in retained earnings projected for FY18 represents the third consecutive year with reductions. Decisions about the continued viability of this fund and the properties held there will be needed as a negative cash situation is projected for FY18 and beyond.

A new Schedule of Amenities is included in this year's proposed budget. This chart shows the direct revenue and expenses associated with individual amenities. It may be helpful to refer to this chart as deliberations continue for reducing overall costs for the City. A full listing of events can be found in Section 3, Page 57 of the Proposed Budget book.

Councilmember Metzner would like to address the use of subsidies. Some Councilmembers may want to use less general fund reserves and raise the tax rate more. Ms. Means and Ms. Hepburn both indicated they are not comfortable with using reserve funds on a regular basis. Councilmember Metzner agreed and stated that once that practice starts, it may be difficult to stop it.

Councilmember Aleshire noted there are deficiencies in the budget and the Mayor and Council's review should be devoted to the two most significant pieces – decreasing tax revenues and increasing wage and benefits costs.

Ms. Means stated it is a difficult discussion to have. The ultimate decision will be what size of government does Hagerstown have? The City cannot sustain the current status. She asked if the Mayor and Council want to prioritize services to provide to citizens.

Councilmember Corderman stated the Mayor and Council need to determine the direction they want to follow.

Ms. Means pointed out the budget schedule can't be changed. An ordinance to approve the tax rate and the budget has to be approved by May 30, 2017 in order to be effective prior to July 1, 2017.

It was the general consensus to schedule additional budget review Work Sessions, most likely on some Fridays.

Request to Form Partnership with Valley Co-op at the City Farmers market (25 W. Church Street)

Randy Gray, DCED Business Development Specialist, Lauren Metz, Community Events Coordinator, Julius Goepf, President – Valley Co-op, and Cori Rohrer, Operations Manager, Valley Co-op, were present to discuss a request for a partnership from the Valley Co-op.

Valley Co-op submitted a request to use approximately 2,500 square feet of space at the market, for nine months, rent free including utilities. They would use the space Thursday through Saturday as a “Buyer’s Club”. This area of the market is currently vacant with the exception of a children’s area. If a partnership is approved, the children’s area will not be eliminated.

This space could accommodate up to five vendors, equating to \$ 350.00 per month collectively. DCED staff feels \$ 400/month is a fair and reasonable rent for Valley Co-Op. A draft lease was provided, which includes a monthly rent beginning at \$ 275.00 and increasing to \$ 400.00/month by the end of the lease.

One of the eight catalyst projects in the City of Hagerstown’s revitalization effort is to make better use of the Historic Farmers Market, which currently is only open for seven hours per week. The Valley-Co-Op would help solve the food desert issue facing the City, especially since its long-range mission would be to utilize the Farmers market six days per week with the possibility of consideration buying the building. The co-op is active, but must find new space.

The Buyer’s Club is open to the public and costs \$ 35.00 per family per year. Customers order online and pick up their items in person. The organization would work with current farmer’s market vendors, community groups and stakeholders to ensure long term success of the entire market. The Co-op accepts SNAP (Supplemental Nutrition Assistance Program).

Valley Co-op is committed to preserving a reliable supply of locally sourced produce, meat and dairy products and providing these commodities to help improve the financial well being of farmers and improve the health of Hagerstown citizens. Once the Buyer’s Club is up and running successfully for an unspecified time period, the organization would look to add to the Farmers Market such entities as: a dairy bar, butcher shop, bakery, and demonstration, conference and media space, etc.

Councilmember Aleshire stated people don’t realize Washington County is the second largest agriculture producing county in Maryland. He hopes Valley Co-op can identify a niche on location of being able to visit one location for all the things people need.

Ms. Rohrer stated they have 30 active local suppliers members can order from. Their largest struggle has been finding ways to market the idea of a co-op.

Councilmember Aleshire sated he hopes the produce would be Washington County grown.

It was the general consensus to approve a commercial lease with Valley Co-op during the Special Session following this Work Session.

11<sup>th</sup> Special Session – April 4, 2017

On a motion duly made by Councilmember D. F. Munson and seconded by Councilmember K. B. Aleshire, the Mayor and City Council unanimously agreed by voice vote to meet in Special Session at 6:34 p.m.

**Approval of a Resolution: Support for Maryland Department of Housing and Community Development’s Neighborhood Business Works Program Financing for Ares Investment, LLC**

**Action:** 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 of all members present to approve a resolution indicating support of the Maryland Department of Housing and Community Development’s Neighborhood Business Works program to finance a loan in the amount of \$ 2,757,000 to Ares Investment, LLC. This loan will allow Ares Investment, LLC to finance a portion of the Hamilton Hotel renovation project.

**Approval of a Resolution: Execution of a Commercial Lease Agreement with Valley Co-op for a Portion of Property known as 25 West Church Street**

**Action:** On a motion duly made by Councilmember K. B. Aleshire and seconded by Councilmember D. F. Munson, the Mayor and City Council unanimously agreed by voice vote of all members present to approve a resolution authorizing the execution of a Commercial Lease Agreement with Valley Co-op for a portion of the property known as 25 West Church Street, Hagerstown, Maryland. The lease will be between the City of Hagerstown and Valley Co-op and shall be in effect from April 5, 2017 to March 31, 2019.

**Approval of a Resolution: Renewal of the Memorandum of Understanding with the Washington County Board of Education for School Resource Officer**

**Action:** On a motion duly made by Councilmember K. B. Aleshire and seconded by Councilmember D. F. Munson, the Mayor and City Council

MAYOR AND CITY COUNCIL

HAGERSTOWN, MARYLAND

unanimously agreed by voice vote of all members present to approve a resolution renewing the Memorandum of Understanding between the Hagerstown Police Department and the Washington County Board of Education to provide School Resource Officers for Washington County schools within the Hagerstown city limits.

This MOU increases the number of SRO's by one police officer to a total of six and is updated to reflect current costs associated with the positions.

The additional SRO will be fully funded by the Washington County Board of Education.

**Approval of a Resolution: Termination of Memorandum of Understanding between the Hagerstown Police Department and the Washington County Free Library**

**Action:** On a motion duly made by Councilmember P. D. Corderman and seconded by Councilmember D. F. Munson, the Mayor and City Council unanimously agreed by voice vote of all members present to approve a resolution authorizing the termination of the Memorandum of Understanding dated April 1, 2015 with the Washington County Free Library.

This MOU established the provision for a Police Officer to provide law enforcement protection services for the Library.

The Special Session was closed at 6:38 p.m.

**CITY ADMINISTRATOR'S COMMENTS**

*Valerie Means, City Administrator*, is looking forward to working with the Mayor and Council to finalize the budget.

**MAYOR AND COUNCIL COMMENTS**

*Councilmember K. B. Aleshire* had no additional comments.

*Councilmember P. D. Corderman* asked that the trash and crime free ordinances be more readily accessible to citizens.

*Councilmember L. C. Metzner* commended the work of the Permit, Inspection and Code Compliance Review Committee (PICCR). He attended a recent meeting.

*Councilmember D. F. Munson* had no additional comments.

11<sup>TH</sup> SPECIAL SESSION, WORK SESSION AND EXECUTIVE SESSION  
2017

APRIL 4,

MAYOR AND CITY COUNCIL

HAGERSTOWN, MARYLAND

*Mayor R. E. Bruchey, II* stated the PICCR meeting last week was productive. Some issues have been resolved at the staff level. He visited Rockland Woods Elementary School today.

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 6:42 p.m.

Respectfully submitted,

*Original signed by D. K. Spickler*

Donna K. Spickler  
City Clerk

Approved: May 23, 2017