

EXECUTIVE SESSION – October 12, 2021

On a motion duly made by Councilmember S. McIntire and seconded by Councilmember T. Martinez, the Mayor and City Council unanimously agreed by voice vote of all members present at the time of the vote to meet in closed session to consult with counsel to obtain legal advice (#7) (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, October 12, 2021 at 2:38 p.m. in Room 407, 4th floor, City Hall, Hagerstown, Maryland. Councilmember K. B. Aleshire was not present for the vote.

The following people were in attendance: Mayor E. Keller, Councilmember K. B. Aleshire, Councilmember R. E. Bruchey, II, Councilmember T. Burnett, Councilmember T. Martinez, Councilmember S. McIntire, City Administrator Scott Nicewarner, City Attorney Jason Morton, Michelle Hepburn, Chief Financial Officer, Wes Decker, Communications Manager, William Schildt, Attorney, Ann Rotz, Attorney, Rodney Tissue, City Engineer, Nancy Hausrath, Director of Utilities, Doug Reaser, Business Development Specialist, Kellen Douglas, Water and Wastewater Engineer, and Donna K. Spickler, City Clerk.

The meeting was held to obtain legal advice and to discuss four separate business proposals. No formal action was taken at the meeting. On a motion duly made, seconded, and passed, the meeting was adjourned at 4:01 p.m.

WORK SESSION – October 12, 2021

Mayor E. Keller called this Work Session of the Mayor and City Council to order at 4:02 p.m., Tuesday, October 12, 2021 in the Council Chamber at City Hall. Participating with the Mayor were Councilmembers K. B. Aleshire, R. E. Bruchey, II, T. Burnett, T. Martinez, S. McIntire, City Administrator Scott A. Nicewarner, and City Clerk D. K. Spickler.

Proclamation: Character Counts! Week

Mayor Keller read a proclamation naming October 17-21, 2021 as Character Counts! Week in Hagerstown, Maryland. Carolyn Brooks, Director of Character Counts!, accepted the proclamation.

Gold Leaf Award Presentation

Don Blair, Mid-Atlantic Chapter of the International Society of Arboriculture (MAC-ISA) presented the organization's Gold Leaf Award to the City of Hagerstown. Mr. Blair indicated the City was nominated for the award as the 2021 Arbor Day celebration really highlighted the synergy between the community, nonprofits, city departments and the energy of the new Mayor Emily Keller. The City partnered with Antietam-

Conococheague Watershed Alliance, Hagerstown Youth Advisory Group, and the Mayor and Forest Service to celebrate the day with the City's 35th Tree City USA presentation, tree planting along a new arboretum trail in the historic City Park and a park cleanup. The long standing commitment of the City for its tree resources and the current, increasing momentum to include it in all aspects of city planning and community engagement is infectious. Mayor Keller and Rodney Tissue, City Engineer, accepted the award.

Benefit Buckets – Voluntary Trash Collection Project

Eric Deike, Director of Public Works, and Eden Teodorovici, Member of the Hagerstown Youth Council, to provide information about Ms. Teodorovici's idea for a trash collection program.

Ms. Teodorovici is a senior at North Hagerstown High School in the IB Diploma Program and National Honors Society. She is captain of the varsity girls soccer team and participates in track and field. She is an active member of the Hagerstown Youth Council. She is President of Empower, a youth-led community outreach and improvement organization. She is also Co-Founder of MaskForMe.

She has a passion for involvement in the community and helping preserve the environment. As she was driving around Hagerstown, she was appalled at the amount of litter on the streets and in the parks. Seeing the excessive litter inspired her to pick up trash around town each week. This led her to the idea of Benefit Buckets.

The Benefit Buckets Project would install cleanup stations in the parks that would offer park-goers a chance to take care of their favorite park while also turning a new leaf on litter control. As a way to help the local environment, on a park-goer's next walk they can grab a bucket at a clean up station. Each station would consist of four buckets and a trash can for citizens to dispose of the litter collected. The stations would be placed at the entrances of parks and/or beginning of trails in order to help create visual awareness of the stations.

This type of project is already in place in Jupiter, Florida. Ms. Teodorovici spent time in Jupiter over the summer. During her trip, she noticed the stations at beach entrances and thought it was a great idea. This was a surprisingly foreign idea that can be applied to the Hagerstown community as well. The Beach Bucket Foundation (in Jupiter, Florida) charged businesses \$ 250 to promote their businesses on the buckets. She would like to do the same thing for the Hagerstown project. After speaking to several local businesses, many were ready to be involved while some wanted more time and information.

Ms. Teodorovici constructed the first station in early August, 2021 with the help of Habitat for Humanity Restore and Lowe's. Habitat For Humanity provided lumber, buckets, and stickers. Lowe's provided stain, screws, sanders, and paintbrushes. The lumber was repurposed from wood used in the past instead of buying new lumber.

Parks Staff met with Ms. Teodorovici to flesh out the idea. Most parks are policed by parks staff (full time, part time, and seasonal) and litter is kept to a minimum. Staff felt the best location to try this project was along the Cultural Trail. Given the location surrounded by an urban environment, the need for litter control seemed more plausible. Parks staff would secure a station at the beginning of the Cultural Trail on Antietam Street and construct a second station for placement on either Baltimore Street or Lee Street.

Councilmember McIntire asked if equipment such as gloves, grabbers, etc. would be provided. Ms. Teodorovici stated hand sanitizer would be provided.

Councilmember McIntire asked how this will be promoted. Ms. Teodorovici plans to provide flyers at the Empower Events and will create a hashtag that people can post pictures to.

Councilmember Burnett stated the Mayor and City Councilmembers also have social media followers and they could repost the information.

Mr. Nicewarner indicated the project will also be promoted on the City's website and social media platforms.

Councilmember McIntire received a call about students being part of a littering problem at a school. She suggested Ms. Teodorovici educate her peers as well about not littering.

It was the general consensus to support this project and to have the stations located on the Cultural Trail.

FY23 Agency Contributions

Michelle Hepburn, Chief Financial Officer, was present to review the General Fund Agency Contribution policy, as required by the policy. This discussion provides the opportunity for the Mayor and City Council to discuss any adjustments to be included in the FY2022/23 budget for General Fund agency contributions.

As outlined in the policy, any changes to total funding levels or any changes to the agencies guaranteed to receive funding from the City will be considered by the Mayor and City Council by the end of October.

At this time, the policy includes the following 8 core agencies:

1. Community Rescue Services
2. Hagerstown Municipal Band
3. Hagerstown Neighborhood Development Partnership (HNDP)
4. Maryland Symphony Orchestra
5. The Maryland Theatre
6. Washington County Historical Society

7. Washington County Museum of Fine Arts
8. Washington County Free Library

The total funding for Agency Contributions is \$ 205,000.00, with \$ 195,000.000 for the 8 agencies identified and \$ 10,000.00 for Mayor and Council contingency.

Ms. Hepburn indicated direction is needed from the Mayor and City Council for any changes to the agencies identified that will receive General Fund contributions in FY2022/23 and if there are any changes in the funding levels established in the policy for FY2022/23 Agency contributions.

Ms. Hepburn pointed out there are no additional outstanding pledge obligations to be paid in FY2022/23. In FY2021/22, funding was reallocated to provide money to the Heart of the Civil War Heritage Area (HCWHA).

Mayor Keller and Councilmember McIntire would like to add the HCWHA to the core list because of they provide access to significant grant money for the City of Hagerstown.

Councilmember Aleshire is not in favor of adding the HCWHA to the list because he views the 8 identified agencies as providing a quasi-governmental service to the community. He pointed out the HCWHA is not the only non-profit agency that provides access to grant funds.

Prior to the implementation of the policy in 2014, there was a lengthy list of recipients. Councilmember Aleshire stated it was an arbitrary process and agencies stayed on the list year after year. In 2014, the Mayor and City Council determined that the 8 identified agencies provide a broad and wide range of services to the entire community, rather than to a specific group or providing a specific service.

Councilmember Martinez asked how an agency gets on the list. Councilmember Aleshire stated they ask the Mayor and City Council to be included.

Ms. Hepburn pointed out the list of 8 agencies is the base list. The Mayor and City Council could still provide funding to another agency during the year as there is the contingency amount. The amounts to the 8 agencies typically stays the same from year to year. The specific break down will be included in the proposed budget that will be presented to the Mayor and City Council by March 31, 2022.

Councilmember Bruchey asked if a portion of the American Rescue Plan Act (ARPA) funding can be used for tourism. Ms. Hepburn indicated expenses have to meet other criteria for the tourism component. Councilmember Bruchey stated he is trying to find other funding sources for these contributions. Ms. Hepburn reminded the group there would have to be proof that the funds are being used to mitigate the COVID-19 impact.

Mayor Keller asked if the agencies are required to provide financial information. Ms. Hepburn indicated they do and must also provide additional information for other

funding, how the City's grant will be used, and how the agency supports the goals of the City. The Mayor and City Council may change the policy at any time.

Councilmember Aleshire asked if the group is saying they want requests and financial information from other agencies, in addition to the core agencies.

Ms. Hepburn stated if the policy is changed to open requests, there would need to be enough time to allow agencies to submit their requests.

Mr. Nicewarner stated the identified agencies provide a core, community function. They provide a quasi-governmental function that the City supports. He doesn't think opening the program to all non-profits serves the function of what Agency Contributions are intended to address.

It was the general consensus to maintain the list of 8 recipients, with a total amount of \$ 205,000.00. This amount also includes \$ 10,000.00 in contingency funding. The Mayor and City Council will still have flexibility for other requests that may be made throughout the year.

Councilmember Burnett confirmed the amounts will be discussed during the budget review. Ms. Hepburn stated they will be and the Mayor and City Council can change any amounts they wish to.

City Acquisition of Property

Michelle Hepburn, Chief Financial Officer, and Doug Reaser, Business Development Specialist, were present to review the City's purchase of property at 32 N. Potomac Street.

Ms. Hepburn stated the City has the unique opportunity to purchase the building at 32 N. Potomac Street, which is the former M & T Bank Building. Acquisition of the property is consistent with the Mayor and City Council's goals to benefit citizens in that it could be utilized for City operations. Moving the Customer Service division to that building will provide the capability to enhance and provide better and more efficient services. Customers will have the option of using the drive through to make payments. It is close and convenient to the current location. Staff recommend relocating the Department of Community and Economic Development to the second floor of the building. This would free up space in the Elizabeth Hager center for a future owner. Acquisition of the building meets the criteria for ARPA funds.

Mr. Reaser reviewed the draft sales contract. There is a 60 day study period included in order to work with an architect to determine the most feasible office arrangement. The contract purchase price is \$ 825,000.00. M & T's ATM will remain in the building but will be located to the front of the building. The City would enter into a lease agreement for the ATM, possibly for 15 years. The rent revenue would be \$ 4,800.00 annually for the first two years. M & T would pay for the electricity costs for the ATM. They will also pay for restoration of the building where the ATM was located.

Staff is seeking support from the Mayor and City Council to start the acquisition process.

Ms. Hepburn indicated staff is attempting to enhance customer service by looking at kiosk stations, which has been a goal of this administration. The new location will provide this possibility.

Mr. Nicewarner noted when DCED leaves the Elizabeth Hager Center, only the studio would be left on the second floor. Staff recommend moving the studio to the first floor of City Hall in the former Customer Service area. PEG money can be used for this expense. Reducing City operations in the Elizabeth Hager Center makes the building more marketable.

It was the general consensus to move forward with acquisition of the property. Introduction of an ordinance will be considered during a Special Session on October 19, 2021, followed by approval of the ordinance on October 26, 2021.

CITY ADMINISTRATOR'S COMMENTS

Scott A. Nicewarner, City Administrator had no additional comments.

MAYOR AND COUNCIL COMMENTS

Councilmember T. Martinez had no additional comments.

Councilmember K. B. Aleshire requested an update of his comments and request for information regarding the two high schools that are within the City limits.

Councilmember T. Burnett attended the Harvest Hoe Down. It was great to see so many people there. She thanked Parks and Rec staff for their efforts to make it a fun day. She was at City Park taking homecoming pictures with her nephew. Many other people were doing the same thing. She hopes they all got beautiful pictures and had a good time.

Councilmember R. E. Bruchey, II has received many compliments about the Pangborn Park improvements. He wished his wife a happy birthday.

Councilmember S. McIntire asked if a dedication for Pangborn Park is being considered.

Mayor E. Keller thanked everyone who organized or attended the Neighborhoods 1st cookout at Pangborn Park. Mayor Keller attended the MML Fall Conference and the most discussed topic was municipalities losing police officers. This issue is not specific to Hagerstown. She stated the Mayor and City Council recognize the City needs to do something to keep officers here. Recent legislation will most likely have a negative effect on law enforcement in Maryland.

Mayor Keller offered condolences to the family of Paul Wood, former Chief of Police, who passed away recently.

EXECUTIVE SESSION AND WORK SESSION
2021

OCTOBER 12,

MAYOR AND CITY COUNCIL

HAGERSTOWN, MARYLAND

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 5:24 p.m.

Respectfully submitted,

Original signed by D. K. Spickler

Donna K. Spickler
City Clerk

Approved: November 23, 2021