

Assistant Manager's Report

March 2016

Building Management

- Choice Security began installing the new fire monitoring and access system at MSC in early March and completed the install in mid-April. Choice will be providing training on the new access system on April 25th for key employees.
- Choice Security began installing the new fire monitoring and access system at the Barn, Public Works, and Station 2 in mid-April and should be completed in early May.
- In mid-April staff worked with NRG to install the software update to our HVAC system. That project should be completed in early May.
- Bulbs in the MSC parking lot have replaced, so all the parking lot lights should be working now.
- Staff is working to change out the lights at the Public Works building as time permits.
- Work continues on the Evidence Storage Building. The police were able to use the building for an impounded vehicle for the first time. The animal shelter is still being dry-walled. Staff is waiting for Comcast to install two new phone lines to use for the alarm to complete the building.

Information Services

- 3rd Element has been assisting staff with providing the correct access to the many vendors that have been in the building to do improvements (Choice Security, Dauphin Data Com, and NRG).
- 3rd Element has met with each department to begin discussions and start compiling information for the Disaster Recovery Plan.
- 3rd Element has been gathering a needs list to determine what should be purchased with the capital lease (work stations, monitors, etc..)

Community & Human Resources

- New Hires- Dave Hall, Director of Public Safety started on March 14th ; Ben Peters, 9 Month Maintenance Specialist started on April 4th, William Gralski, MS4 Coordinator, started on March 14th.
- Terminations- Frank Williamson retired on March 31st.
- Searches & Interviews- Complaint Coordinator position, closed April 1st and interviewed on April 11th.
- 1095Cs, verifying that our employees had insurance for the 2015 year, were given to employees before the March 31st deadline.
- Continued work on the Personnel Manual
- Preparing for the Gardeners Gathering on April 30th

Economic Development

- Closed out the Tri-County Regional Connections Grant for Planning of Phase II of the Allendale-Beacon Hill Trail
- Closed out Phase I and Phase II C2P2 Grants for Cedar Spring Run Park
- The Development Authority received an offer on 1993 Hummel Avenue, and will hold a special meeting on April 25th to consider it.
- The Development Authority approved the change in flow characteristics of the stormwater entering their property from sheet flow to a concentrated flow via a stormwater pipe from the Triple Crown Corporation's property.