

Assistant Manager's Monthly Report

November 2016

Facilities

- The interior cylinder on the evidence room door lock has been installed to allow for egress during a power failure. This was brought to our attention by the Safety Committee.
- There was a problem with the exhaust fan in the Evidence Room which was causing humidity issues which were not ideal for evidence storage. A new vent has been installed to properly ventilate the area.
- Lighting has been installed on the outside of the evidence storage building (located behind the Township building) to illuminate the area of Morgan's Grove. This area had become a concern for police who felt like it made an ideal hiding spot. As a reminder, brush had been removed from that area in the past to make it safer. We have also sprayed the area to kill ground cover, and plan to do another round of spraying in the spring.
- Police have reallocated some funds to do some end of the year projects that have kept/ and will keep Building Maintenance busy until 2017. These include:
 - Sidewalk expansion-extending sidewalk from PD parking to FD parking (this will be part of the wall project, but use 2016 funds)
 - Removing a whiteboard in the EOC to be replaced with whiteboard paint
 - Mounting TV's in the EOC
- The majority of the 9/11 memorial is complete the remaining items will be finished in the spring when there is warmer weather.
- Magnetic locks have been installed on the restroom doors at LACP and Cedar Spring Run Parks. This allows the doors to lock automatically after park hours, rather than requiring on a CSO or Cop to do it as part of their shift.
- The waste oil furnace at public works was repaired, as was the car wash rinse system.
- Garage door operator repairs were made to door 3 and the spring was replaced in garage door 2.
- 4th quarter sprinkler inspections were completed in house at MSC, PW and Station 2.

- 4th quarter elevator maintenance was completed.
- 4th quarter HVAC maintenance was completed.
- The safety committee completed its annual training.
- Pest control was provided at all Township owned facilities.

Community and Human Resources

- Using a wellness grant, HR hosted a lunch and learn for employees on diabetes. A Dietician from Giant provided a seminar on prevention and weight maintenance. A healthy lunch was also provided for those that attended.
- The wellness grant was closed out.