Assistant Manager's Monthly Report
September 2016

Facilities

- Progress has been made on the 911 Memorial. The foundation has been dug, and we are awaiting the memorial stone to be set by Golden Acres. Black Landscaping will place pavers around the memorial within the next month. The memorial will be covered by cardboard until the time of the unveiling.
- Annual transformer testing was completed.
- 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.
- Quarterly generator tests were conducted this month.
- Staff has spent much time researching pricing and projects for the 2017 Operating and Capital Budgets.
- Normal preventative maintenance and repairs (rooftop units, light bulbs, sinks, etc.) continue.

Community and Human Resources

- On September 26th, Weis Market was on site to provide free flu shots to staff thanks to a grant the Township received. Approximately 25 people took advantage of the opportunity.
- Staff has spent time researching pricing and projects for 2017 Operating Budget.
- Employee recognitions occurred at the October 10th meeting. Charlie Renolds, our Mechanic, was recognized for 10 years of service, Donna Paul, Community and Human Resources Specialist was recognized for 15 years of service, Staci Morgan, Planning Technician was recognized for 20 years of service, and Marshal Quartmon, Public Works Maintenance Specialist, was also recognized for 20 years of service. John Eby and Bill Yeagley were given performance awards for their work on the Wesley Mews sprinkler system decommissioning project.