

Assistant Manager's Monthly Report

October 2016

Facilities

- Progress has been made on the 911 Memorial. Golden Acres has set both of the monuments. Black Landscaping set the pavers around the memorial just this week. Our staff is working to wire the memorial lights. The memorial will remain covered until the time of the unveiling.
- 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.
- A replacement tube heater has been installed at Public Works.
- 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
 - Laying the wiring for the Mobotix Cameras which will be purchased using 2016 funds.
- Normal preventative maintenance and repairs (rooftop units, light bulbs, sinks, etc.) continue.

Community and Human Resources

- In October, the employees participated in a pumpkin decorating contest. This has become an annual event, in its third year now, that employees look forward to as a way to build camaraderie and exercise their creative juices. The community has begun to look forward to it as well, as each year participation grows. This year there were 7 entries, and based on the total votes (facebook and in person) Public Works was the winner with their entry known as "The Eyeball." Public Works was

awarded with a pizza party and bragging rights to celebrate their victory.

- Lower Allen Hosted a Community Blood Drive on November 10th.
- Using a wellness grant, HR hosted a lunch and learn for employees on healthy eating. A Dietician from Giant provided a seminar on healthy snacking and weight maintenance, and a healthy lunch was also provided for those that attended.