

## Assistant Manager's Monthly Report

### December 2016

#### Facilities

- Fourth quarter sprinkler inspections were conducted by staff.
- Elevator maintenance was conducted by third party inspector.
- NRG, our HVAC consultant, was here to do standard maintenance on our system.
- The safety committee received its annual training from PMA.
- New TVs were mounted in the EOC.
- 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.
- Signs were installed in the Fire Bays to warn “Floors Slippery When Wet.”
- Shelving was installed in the evidence storage building.
- Garage door operator repairs were made to door 3 and the spring was replaced in garage door 2.
- Pest control was provided at all Township owned facilities.

#### Community and Human Resources

- The holiday party was held at the Susquehanna Club on December 2<sup>nd</sup>. We had about 45 people participate.
- The holiday luncheon was held on December 21<sup>st</sup> and it was all well attended.
- Wendy Hayden was realigned to become our Public Works Administrative Assistant/ Events Planner on January 1.
- Benjamin Peters has been hired as a full-time Maintenance Specialist at Public Works.

#### Special Projects

- Surveys regarding the Fun Fort were collected. We received close to 200 responses. Our consultant, Century Engineering is working to analyze all the data and develop design concepts to present to the community.
- The Citizen Advisory Committee was selected for our Comprehensive Plan process. Their first meeting will occur on February 15<sup>th</sup> at 6PM.