

## Assistant Manager's Monthly Report

January 2016

- The two C2P2 grants for Cedar Spring Run Park were closed-out with DCNR at the end of December. We are awaiting the final reimbursement.
- The Land Partnership Grant for Cedar Spring Run Park was closed-out the end of December with Cumberland County. We are awaiting final reimbursement.
- Human Resources continues to update the Personnel Manual.
- Finance and Human Resources are working on the required personnel reporting for Affordable Healthcare Act.
- On January 15<sup>th</sup> the Township switched phone service providers from Earthlink to Comcast. This should provide the Township with more reliable service. We also upgraded our internet speeds for all our buildings.
- The second week in January the Township began to install new phones in all our buildings. The installation took a few days, but all buildings have new phones. Tweaking is still needed to get the system running efficiently and properly, but the phones are working. Training on the phone system was provided Dauphin Data Com to employees following the installation.
- The Evidence Storage Building is substantially complete. The security system and the fencing need to be installed, but it is currently able to store vehicles if needed.
- A meeting was held with the residents of Bethany Village at Bethany Village on January 12<sup>th</sup> to discuss the Gettysburg Road TDD project. It was well attended and many of the residents had questions about the relocation of the road and its proximity to the cottages on the west side.
- On January 22<sup>nd</sup>, Manager Vernau and Assistant Manager Trone attended the Winter Conference in Carlisle for the Association of Pennsylvania Municipal Managers (APMM). The Conference provided a legislative update, and training on stormwater issues and funding.
- On February 9<sup>th</sup>, the Township held its annual all employee meeting to discuss goals and upcoming projects for 2016.