

Assistant Manager's Monthly Report

May 2016

Development Authority

- On June 17th the due diligence period for the buyers for 1993 Hummel Avenue ended. Despite the fact that the Development Authority told the buyer the building was “As Is” they did come back and request changes and reductions to the price. They asked that the Development Authority remove the oil tank for the oil boiler that is in operation, and requested that we pay \$8,000 towards repairs on the roof. The Development Authority voted to do more research on the tank issue and to seek a second opinion on the costs of the repairs to the roof.
- The Development Authority authorized Vicky Trimmer, Esquire from Daley, Zucker, Meilton, to perform a financial search on the potential buyers to review their credit worthiness, since the Development Authority will finance the purchasing of the building. Her review has been completed, and sent to the members of the Development Authority, but no further action will be taken until the next meeting on July 18, 2016.
- The Development Authority approved a lease to LifeSavers, Inc. for the old finance area and the back garage bay at 1993 Hummel Avenue. This area is currently occupied by Respect Ambulance. The lease for LifeSavers, Inc. will start on September 1, 2016. Respect Ambulance had given notice that they would be terminating their lease the end of August.
- The Development Authority approved a temporary construction license to Triple Crown Corporation, so Triple Crown can construct a stormwater line on the Development Authority’s Yetter Court property. Triple Crown will pipe some of the stormwater from their property uphill through the Development Authority’s property to the culvert on Yetter Court.

Facilities

- The Evidence Storage building is complete. Two dogs have already stayed in the new shelter, and on the police side it is already been used for impounded vehicles.
- Sprinkler and backflow testing was completed in June.
- Fire extinguisher testing was completed in June.
- The oil interceptor was installed at Public Works.

Community and Human Resources

- Human Resources continues to update the Personnel Manual.

- New Hires- Justin Kirsch and Joshua Sheaffer were rehired as Community Service Officers (CSOs), and Alex Milletics was hired as a patrol officer.
- The Employee Picnic was held on Wednesday, June 15th.
- The Parks and Recreation Board completed all of the park tours by the end of June.
- Interviews for the Police Captain will happen on July 15th and 18th.
- Preparations for Yappy Hour are under way. The Dauphin County Humane Society, Goldhearts Golden Retriever Rescue, and Rossmoyne Animal Trauma Center have all agreed to come to the event to provide information about their Organizations and trinkets for the dogs. Weis Market, Giant Foods, and Walmart have all made small donations to be used towards the event for items like snacks and treats for the dogs.
- Performance evaluations were completed in all departments by June 30th.