

Assistant Manager's Monthly Report
June/July 2016

Development Authority

- On July 18th the Development Authority agreed to sell 1993 Hummel Avenue for \$590,000 to Flinchbaugh Bolinger LLC. A resolution has been drafted to more formalize the sale and amendments are being made to the existing Sales Agreement, per both the resolution and Sales Agreement, the date for settlement will be on or before August 31st, and both parties anticipate that closing happening prior to the 31st. This building has been for sale for nine years, so selling it is quite an accomplishment. The Development Authority will finance the buyers at a 4% interest rate for a period of five years for a 20 year mortgage, this means that the majority of the financing will be paid to the Development Authority in a balloon payment at the end of five years.

Facilities

- Sprinkler and backflow testing was completed in June.
- Fire extinguisher testing was completed in June.
- The oil interceptor was installed at Public Works, and the floor has been sealed.
- Normal preventative maintenance and repairs (rooftop units, light bulbs, sinks, etc.) continue

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.
- CSO interviews will begin on August 1st, eight applications were received and all eight will be interviewed.
- Interviews for the Police Captain 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, and Healing Creatures Veterinary 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.
- Lower Allen received a wellness grant for \$1,000 from Benecon for employees to receive on-site flu shots.