

Assistant Manager's Monthly Report

November 2015

- The Department of Conservation and Natural Resources conducted a final inspection of Cedar Spring Run Park on November 20th. We received a letter stating that no deficiencies or major issue had been found, and we able to move forward with the close-out. The grant close-out must be completed by December 31, 2015.
- Human Resources continues to update the Personnel Manual.
- Open enrollment for health insurance for Township employees and their families was held from November 25th- December 16th.
- Finance and Human Resources are working on the required personnel reporting for Affordable Healthcare Act.
- Staff is in the process of changing phone service vendors, from Earthlink to Comcast. The expected cutover date is mid-January. This change will also upgrade our internet to higher speeds, as well as extend wireless capabilities to the barn. The upgrade will also allow the barn to be part of our phone system.
- Staff is in the process of changing phone systems, from 3Com to Digium. That changeover is expected to occur in mid-January. The equipment has already been delivered to Lower Allen Township, and some work on the configuration has begun.
- The compressor on Rooftop Unit 1 at the Municipal Services Center (MSC) locked up and had to be repaired by installing a new compressor, contactor, sight glass, and filter-dryer. The system was also cleaned with a refrigerant flush kit and the oil was changed.
- A lift was borrowed from Mechanicsburg Borough to repair the pole lights in the parking lot at MSC. Several of the poles were out due to a short circuit, and several bulbs needed to be replaced.
- Public Works and Facility staff were able to install the water/oil separator for the Evidence Storage Building. The heaters have been installed, as well as several lights. Work continues on the animal shelter area. We are working with the security company to get the alarm installed, which is also being coordinated with Comcast.