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# M E M O R A N D U M

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**DATE:** January 26, 2012

**TO:** BOARD OF SUPERVISORS

**FROM:** BARB

**RE:** STATE OF THE TOWNSHIP

**CC:** STAFF, FILE

*“Serving Our Community With Pride”*

## **2011 ACCOMPLISHMENTS**

The following is a listing by department of the most significant accomplishments of 2011. Please accept this as a listing of the highlights of the year, not as individual accomplishments.

### **RECREATION DEPARTMENT**

- Offered to the community: 86 aquatics programs, bus trips, 83 adult programs, 47 programs for students, 34 summer camps, and 3 concerts in the park.
- Organized six family events: Easter Egg Hunt, Barbeque/Bingo and Bond, Daddy/Daughter Date, Super Saturday, Movie in the Park, and Morning Out with Santa.
- Provided inclusive programs for children with special needs.
- Processed 2400+ (2,800 in 2010) transactions for registrations.
- Sold in the Recreation office: annual dog licenses, discount ski tickets, discount amusement park tickets.
- Processed 143 pavilion reservations.
- Developed plan for Disc Golf Course at Spring Meadows Park.
- Developed policy for use of Park Facilities.

### **PARKS DEPARTMENT**

- Completed 2<sup>nd</sup> round of TreeVitalize grant project at Spring Meadows Park planting 26 Cleveland Pear trees.
- Stained the exterior of the restroom/storage/pavilion building at Spring Meadows Parks
- Helped organized another Super Saturday event and movie in the park.
- Expanded existing playground at SMT Park which was installed out of the 100 year flood plain.
- Extended the walking trail at the front of Spring Meadows Park.
- Completed maintenance at parks including painting pavilions, pouring concrete pads for benches along trail in Spring Meadows Park, and cleaned up extensive tree damage at Seven Gables Park.

### **HIGHWAY DEPARTMENT**

- Ground brush at compost site 8 times. Assisted residents in 15,870 (12,000+ in 2010) trips to the site.
- Finished 4 cycles of roadside mowing.
- Overlaid southern end of Frost Road; replaced 3 storm pipes.
- Widened northern half of Rockledge Drive.
- Sprayed roadside vegetation to prohibit growth.
- Completed Spring and Fall curbside brush pickup.
- Line striped 18 miles of roads.
- Hired contractor to vacuum sweep streets in April to clean up stones from winter maintenance.
- Addressed 18 snow/ice events. Two were major storm events with 12+ inches of snow.
- Repainted all crosswalks and stop bars.
- Graded off all dirt and gravel roads.
- Reinforced road shoulders with hot mix and shoulder machine.
- Renovated emergency services personnel office and built shelves in administration building.
- Provided garden plots for ten township residents.

- Cold mix and hot mix patched potholes as needed.
- Completed fall leaf pickup (6 weeks); used work release prisoners to assist.
- Maintained all signs and installed signs for new streets.
- Repaired wash-outs on Tanger and Mountain roads
- Installed drain pipe on Red Tank Road at sinkhole.
- Repaired Lerew Road damage due to Park Drive Bridge closure detour.
- Completed shoulder work on Tanger Road, Bonnybrook and South Spring Garden roads.
- Cleaned up from storm damage (5/26 – high winds; 10/30 snow/ice storm).
- Removed fuel island, painted and relocated pesticide shed to empty pad.
- Painted south side of administrative building.
- Repaired sink holes at Derbyshire Drive and at compost site.
- Performed preventative maintenance and regular maintenance on all vehicles and equipment.
- Assisted Parks Department in planting trees at parks.
- Placed high abrasive blacktop on the hill at Petersburg Road/ Route 174 intersection south.

## **PLANNING & ENGINEERING DEPARTMENT**

- Received DEP approval and finalized Act 537 Plan.
- Reviewed and processed: 17 Subdivision and Land development Plans, 6 Conditional Uses, 6 Sketch Plans, 18 Zoning Hearing Board applications, 2 Land Development/Conditional Use Waiver requests, 8 Building Code Appeals applications, 247 Zoning Permits, 17 Solicitor/Peddler Permits, 24 Sign Permits, 50 Highway Occupancy Permits, 8 Massage Therapy Registrations, 9 Well Permits, 13 Accessory Structure Permits, 14 Pool Permits, 11 Demolition Permits, 8 Mobile Home Park Permits, 2 Junkyard licenses, & 138 complaints.
- Finalized wetlands restoration project (wetlands banking) project in South Middleton Township Park.
- Developed Board of Appeals procedure.
- Revised SALDO to comply with County Act 167 Plan (stormwater management ordinance).
- Reviewed, processed and conducted required inspections on 169 Building Permits as follows: 40 new residential dwellings (58 in 2010, 59 in 2009, 66 in 2008), 75 residential additions/alterations (86 in 2010, 91 in 2009, 86 in 2008), 5 new commercial buildings (16 in 2010, 37 in 2009, 29 in 2008), 49 commercial alterations (43 in 2010, 37 in 2009, 29 in 2008).
- Oversaw construction of the rolling file system and accessibility improvements.
- Oversaw construction of streets in Holly Hills, Westgate, and Marsh Drive overlay.
- Managed impervious coverage issues in Westgate.
- Worked with PENNDOT on various projects.
- Engineering Study and Speed Limit Ordinance for W. Springville Road.

## **FINANCE/ADMINISTRATION**

- Operated Township on zero general purpose real estate millage. Continued fire tax millage at 0.17.
- Supervisory and Administrative staff attended 23 BOS meetings, 10 Planning Commission meetings and 10 ZHB meetings.
- Safety Committee met 12 times during 2011 and was approved by PA Department of Labor and Industry. Staff continued training to continue certification.
- Processed 56 RTK requests.
- Updated ID badges.
- Published and mailed 4 Township newsletters.
- Continued disposal of old records per the Records Retention Schedule and bound minute books.
- Held 11<sup>th</sup> Senior Expo with all staff participating in some way.
- Maintained the web site and network.
- Managed Procurement Card Program.
- Worked through four audits.
- Purchased and installed one new server to act as three virtual servers; Upgraded MUNIS to new virtual server.
- Purchased and installed Barracuda Web Filter and new Barracuda backup system
- Built one new PC (the replaced PC will be a spare); maintained all PC's and repaired when necessary.
- Updated SMT Network diagram.
- Finalized phone system upgrade and setup.

- Oversaw rebate process with PERCS for LED signal upgrade rebates from MET-ED and PPL. Processed almost \$3,000 in electric rebates offered through grants.
- Worked with ADT throughout year to complete security system (access controls programming, scheduling issues, and override buttons) and monitoring (ongoing into 2012)
- Worked with Siemens on HVAC building maintenance issues, including having circulation pumps installed in the Municipal Building, correcting programming issues, and other minor problems.
- Oversaw upgrade of A/V equipment in Meeting Room (new microphones, new digital recorder), and the repair of existing amplifier.
- Assisted with HRA for employee health insurance.
- Participated in several state issues affecting local municipalities (e.g. police, tax collection).
- Further trained and cross-trained staff.
- Staff completed hundreds of hours in re-certification classes, seminars/workshops, and continuing education opportunities. Attended Cumberland County and PSATS conferences.

## **2012 GOALS**

Local government has a very distinct purpose in Pennsylvania's governmental hierarchy system. Some think of local government as the "lowest" form of government. While this may be true on some planes, it is certainly not true when discussing accessibility to the elected officials. When residents need to speak with someone about issues of local concern, they know they can contact the Township and get results. What we hear from our residents is part of our scope of work – both as elected officials and staff. Everyone's wishes may not be doable, but they are important to consider. It is our goal to listen to the residents, and act to address their issues in whatever form possible.

We are pleased that South Middleton Township continues to operate both as a leader in the community and also as a responsive government setting goals that meet the needs of our citizens. The staff has the responsibility to work toward these goals as set on a daily basis. In this manner, everyone has an individual responsibility to make sure the goals are reached and the work gets done. (This is more-or-less our Mission Statement, therefore bears repeating annually).

## **RECREATION DEPARTMENT**

- Acquire new sponsors for Super Saturday and Concerts in the Park.
- Develop new activities for Super Saturday.
- Update the Spring Meadows Master Plan.
- Complete an informational pamphlet about the trail throughout South Middleton and Spring Meadows Parks.

## **PARKS DEPARTMENT**

- Install a 9-hole disc golf course at Spring Meadows Park.
- Discuss future trail options with Dickinson College.
- Plan for extension of trail system at Spring Meadows Park.
- Plan a trail easement to link Leaman property to Whitlinger Preserve.
- Provide higher quality athletic fields and enjoyable recreation environment.
- Apply for TreeVitalize Grants for plantings at Southview Park, SMT Park and Spring Meadows Park.
- Install electric service and lights to the front parking lot at Spring Meadows and Indian Hills parks.
- Revise the master plan for Spring Meadows Park.
- Increase communication with youth sports organizations.
- Work on drainage issues at SMT Park.

## **HIGHWAY DEPARTMENT**

- Finish widening southern end of Rockledge Drive and replace 3 storm pipes.
- Spray roadside vegetation.
- Complete fall and spring curbside brush pick-up.
- Pick up leaves in fall.
- Line stripe 18 miles of roads.
- Oil and chip 2 miles of roads.
- Sweep streets in spring.
- Mill out asphalt under railroad bridge on Petersburg Road to increase clearance to 12 feet.
- Update 5 year road program.

- Assist with Senior expo.
- Continue state mandated road sign replacement program with high intensity facing.
- Complete bridge maintenance report punch list.
- Provide garden plots for interested residents.
- Provide good mulch product to residents.
- Upgrade end treatment of storm culver on Petersburg Road at Autumn Drive.
- Overlay last 0.7 miles of Whiskey Springs Road.
- Place rolled curb on Shughart Avenue to improve drainage.
- Repair and maintain dirt and gravel roads (Mountain, Sheet Iron Roof, Old Town and Lisburn roads).
- Install storm pipe on Tanger Road (where water overtops road) and Mountain Road (near Tanger/Mountain Road intersection).
- Clean storm boxes under Zion Road train overpass and clear discharge ends.
- Complete succession plan for retiring Road Superintendent.

### **PLANNING & ENGINEERING DEPARTMENT**

- Revise zoning map per new boundary and zoning ordinance pertaining to new floodplain, signs and conservation plan requirements.
- Organize work areas and filing system.
- Generate on-lot letters and follow up for approximately 600 residences.
- Expand commercial certifications of building inspector (Tim Stout) for mechanical inspection and plans examiner.
- Continue certification maintenance for Professional Planner (AICP) for Planner.
- Maintain SEO and Building Code Official certifications and professional engineer licenses (continuing education) for Engineer.
- Assist with Spring Meadows Park Master Plan.
- Complete engineering studies and ordinances for roads and intersections as needed.
- Coordinate revised agreement for Heritage Village based upon traffic study.
- Implement solution to drainage complaint (Wayne Schwartz) on W Springville Road/Shughart Ave.
- Resolve drainage issues at Summerfield.
- Oversee construction of Rt. 34/Rt. 174 signal.
- Continue scanning of files into Laserfische.
- Accept by resolution all older rights-of-way from previous plans.
- Complete engineering studies and ordinances for roads as needed.
- Coordinate revised agreement for Heritage Village based upon traffic study.
- Resolve drainage issues at Summerfield.

### **FINANCE/ADMINISTRATION**

- Reorganize files.
- Continue Safety Committee's meetings, quarterly safety inspections and certification training.
- Continue to dispose of old files.
- Utilize State Contract for regular purchases.
- Bind minute books.
- Continue to participate in training and educational opportunities for all staff.
- Complete update of Finance Procedural Manual.
- Re-implement a monthly security (letters of credit) report.
- Continue security and escrow account review and return all funds due to developers.
- Complete 2011 Audits.
- Complete training Bookkeeper on MUNIS (payroll direct deposit processing, online employer tax payments, and quarterly tax reporting) and additional finance duties.
- Complete system/procedure to turn over un-cleared PR and AP checks over to PA State Treasury to remove from SMT books.
- Expand Procurement Card Program to include as many purchases from as many vendors as possible.
- Replace the oldest computers (as noted by computer replacement/rotation schedule) with additional licenses for the OS and Office Suite; order spare hard drives for servers.
- Upgrade and repair Symantec Endpoint Protection.
- Install new server with VMware to replace older servers, and reorganize and finalize setup of server room.

- Consolidate all support/service contracts and licenses for all hardware and software into one tracking document and update Network Map.
- Complete handbook for all building maintenance and computer network maintenance.
- Complete process of building security monitoring with ADT.
- Complete installation and implementation of fuel monitoring system.
- Oversee Laserfische management/organization with appropriate staff.
- Assist staff with Geo Plan module implementation and management.
- Maintain network/web site with a new update/patch schedule and implement Network Group Policies to further secure the network.
- Support and maintain the network and website.
- Continue to refine duties of office/professional personnel to provide a smooth operation, cross-training and good service to our residents.
- Monitor budget closely and continue to provide long range investments and capital reserve funds to protect and preserve the Township's financial health.
- Coordinate issues associated with new boundary, work with County and residents through process.
- Apply for grants as available to offset cost of Township improvements and services.
- Continue attendance at seminars and classes to maintain the high quality of staff professionalism.
- Maintain budget controls while watching Fund Balances now that loan payments are part of the budget.

### **ADMINISTRATIVE SUMMARY**

The economic conditions of the local area as well state, national and international economies all affect us in varying degrees. These economies continue to be of concern to us, but we have learned to adapt as best we can. As in the past few years, the Township adjusted spending to stay within the revenue we receive. History has proven this to be true: in 2009, the budget was \$4.9M; the 2010 budget was \$4.467M or approximately a 9% decrease; the 2011 budget was \$4.162M or a 6 ½% decrease, and the 2012 budget is \$3.998M or a 4% decrease. At times, it is difficult to operate on such a minimal budget and not cut services, but we continue to do so. The staff is very good at keeping a close eye on the budget – without their help and cooperation, maintaining a positive cash flow and spending within the revenue we receive would not be possible.

We are seeing some signs of recovery. In 2011, commercial interest in the Township was relatively active. The activity was geared more toward renovations and alternations than new builds, but at least it is activity. On the residential side, we are beginning to see more activity in planning and preparation for plan submission. Although actual plan submissions have not increased significantly, we are hoping that activity, both residential and commercial, will once again be strong. We do not count on more development to fund our budget. However, a better economy means more jobs with our residents having secure incomes, and our hope is that our residents are secure. That makes the Township healthy and able to continue our operations as our residents expect.

We will continue to adjust our spending to stay within our means and fund projects with existing revenues and funds that were set aside for specific purposes. If we continue in a cautious manner and adjust as needed, we should be able to maintain our financial health. We are hopeful 2012 is truly a year of recovery.

**We operate our government as economically and efficiently as possible under the constraints we are given. The staff works hard to continue meeting the needs of our residents as well as continuing positive participation in the greater community. We have established a high degree of responsibility to our residents and the community at large around us, both financially and in response to their issues, and we plan to continue that involvement.**

**Today is what we have created from the past, and in like manner, together we will create our future.**