
MEMORANDUM

DATE: FEBRUARY 11, 2008
TO: BOARD OF SUPERVISORS
FROM: BARB
RE: STATE OF THE TOWNSHIP
CC: STAFF, FILE

"Serving Our Community With Pride".

2007 ACCOMPLISHMENTS

The following is a listing by department of the most significant accomplishments of 2007. This is by no means a complete listing, but rather a summary of work completed.

RECREATION DEPARTMENT

- Produced and mailed three seasonal program brochures to 7,000 addresses in the community.
- Offered to the community: 88 aquatics programs, 12 bus trips, 102 adult programs, 44 programs for students, 42 summer camps, and 4 concerts in the park.
- Organized three family events: Barbeque/Bingo and Bond, Daddy/Daughter Date and Super Saturday.
- Organized the 3 on 3 basketball tournament at Super Saturday.
- Processed 2500+ transactions for registrations.
- Sold in the Recreation office: annual dog licenses, discount ski tickets, discount amusement park tickets, entertainment books.
- Processed 112 pavilion reservations.
- Provided three community groups with sound equipment for special events.
- Transitioned from the Access Database to the ActiveNet Software System.
- Completed training for the ActiveNet Facility Reservation module.
- Obtained a \$500 grant from the PA Council on the Arts to fund Concerts in the Park.
- Applied for a two year time extension for the Pennsylvania DCNR Land and Water Conservation Fund grant.

PARKS DEPARTMENT

- Removed 3 hazardous trees from Seven Gables Park to protect the Champion Copper Beech tree.
- Completed demolition of the structures located at the Leaman Farm Park and removed debris piles.
- Completed construction of new parking lot, walking trails and 2 athletic fields in Phase II of Spring Meadows Park. Irrigated fields with help from the Municipal Authority, Dickinson College and Carlisle Barracks.
- The Municipal Authority relocated the fire hydrant at Spring Meadows parking lot at no expense to the Township.
- Township staff built a 30' x 60' pavilion at Spring Meadows Park, saving approximately \$60,000 in construction costs.
- Purchased and installed a new sign at Spring Meadows Park.
- Assisted Township Engineer with temporary easement to access the Wittlinger Dam removal project.

ROADS/HIGHWAY

- Assisted Parks Department with removal of dead tree from Seven Gables and clean up of Leaman farm.
- Applied anti-skid 10 times. Plowed and applied anti-skid 4 times.
- Cooperatively (with Letort Regional Authority, Carlisle Borough and Carlisle schools) cleared brush from Letort walking trail.
- Vacuum broomed all streets to clean up anti-skid stones.

- Completed 2 curbside brush pick ups.
- Prepared garden plots for residents.
- Mowed along all roads – 3 cycles.
- Crack sealed – Bonnybrook Road, South Spring Garden Street, Rockledge Drive, & Township parking lot.
- Painted all crosswalks.
- Milled out edges of Pine School Road.
- Assisted contractor with algae removal project from Children’s Lake.
- Widened intersection of Hamilton and Springville roads.
- Oil & chipped Rockledge Drive (from Marsh Drive to Township line), Hamilton Road, Mountain Road (short section), Cedar Street, Tanger Road, Autumn Drive and the edges of Bonnybrook Road.
- Repaired with hot mix bad sections of Adams, Oak School and Gutshall roads and Southern Cross Drive.
- Performed sign maintenance.
- Paved Rockledge Drive (from Marsh Drive to Carlisle Borough line) and Hamilton Road.
- Placed shoulders along newly paved roads.
- Installed signs for a 4-way stop at the Marsh/Rockledge Drive intersection.
- Removed 2 large trees from raceway.
- Hauled old tires to recycling center.
- Prepared parking area at Yellow Breeches Emergency Services location for paving (2 men – 3 weeks).
- Line striped 14 miles of roads.
- Assisted Parks Department with construction of a pavilion at Spring Meadows Park.
- Assisted with Super Saturday, Foundry Day, & Senior Expo.
- Trimmed out & removed trees at Rt. 174/Petersburg Road intersection.
- Collected leaves in Township for 7 weeks with prisoner labor when available.
- Assisted contractor in repair of bridges at Letort on Bonnybrook Road and on Pine School Road.
- Patched potholes, filled in sinkholes and replaced storm pipes as needed and scheduled.
- Assisted contractor with guide rail installation on Mountain Road at railroad and at bridge on Pine School Road.
- Reviewed and adjusted snow plow routes.
- Ground brush at compost site 9 times.
- Completed routine maintenance on all vehicles, equipment, roads and bridges as needed.

PLANNING & ENGINEERING DEPARTMENT

- Finalized revisions of the Comprehensive Plan and Zoning Ordinance.
- Began work on the Boiling Springs Livable Communities Plan.
- Reviewed and processed: 14 Conditional Uses; 25 Subdivision/Land Development plans; 31 Zoning Hearing Board applications; 2 Fire Permits; 10 Solicitor/Peddler Permits; 39 Sign Permits; 134 miscellaneous nuisance complaints. Recorded 28 Subdivision/Land Development plans.
- Wrote first draft of a new Wind Energy Facilities Ordinance.
- Revised and adopted the Massage Therapist Ordinance.
- Drafted and adopted various supplemental revisions to the new Zoning Ordinance.
- Reviewed, processed and conducted required inspections on 280 Building Permits to include: 108 new residential dwellings; 96 residential additions/alterations; 5 new commercial buildings; 38 commercial alterations.
- Reviewed, processed and conducted required inspections on 359 Zoning Permits.
- Issued a Preliminary Opinion on the Trammel Crow Conditional Use application.
- Hired new Commercial Building Code Inspector.
- Began in-house review and processing of Commercial Building Permits.
- Reviewed and processed 11 Massage Therapists Registrations; 99 Highway Occupancy Permits; and 9 Well Permits
- Oversaw removal of the Wittlinger Dam and processed grants.
- Bid out Spring Meadows Park Phase 2 and oversaw construction.
- Processed 809 permits for a total value of \$37,259,180.53 and fees of \$301,044.53

- Generated reminder on-lot septic letters for on-lot management program using GeoPlan data management system. Entered and filed completed pumping and inspection reports. Attended hearing for resident who was non-compliant with the on-lot maintenance ordinance.
- Code officials continued to obtain certifications as detailed by Building Code Official.
- Prepared bid documents for Leaman Park Demolition and bid out project.
- Finalized Keystone Grant and LWCF land swaps at Leaman Farm.

FINANCE/ADMINISTRATION

- Supervisory & Administrative staff attended 22 BOS meetings and 11 Planning Commission meetings.
- Published and mailed 4 Township newsletters.
- Continued disposal of old records per the Records Retention Schedule and processed minute books into bound books.
- Held 7th Senior Expo.
- Continued process of cleaning up escrow files and amounts and Letter of Credit issues/problems. Opened new escrow account to better track balances. Separated Fire Tax into a new Fund for 2008, and created a separate Fund for the possible debt for Public Works Building/Renovation of the existing municipal building project.
- Continued process of re-creating Finance Procedural Manual with the training of the Bookkeeper.
- Worked through four separate audits.
- Maintained the web site and network.
- Maintained all Township's operations on 0 general purpose real estate mills, continued fire tax at .22 mills. ---- Continued Captax litigation.
- Opened a new credit card account with Community/Susquehanna Banks to take the place of the Orrstown credit card which did not work with our meeting schedule.
- Updated several accounts with Orrstown Bank to received better interest rates, while changing account status according to 2006 audit results.
- Purchased new servers and replacement servers along with upgrades to Exchange, Antivirus and Backup software. Purchased new laptop.
- Worked with MUNIS/Tyler Technologies through several MUNIS errors/problems and a version upgrade to MUNIS.
- Staff completed hundreds of hours in re-certification classes, seminars/workshops, and continuing education opportunities. Four full-time staff members are currently enrolled in higher education programs, and participated in (Manager & Assistant Manager) PSATS Leadership Program.

2008 GOALS

Local government has a very distinct purpose in Pennsylvania government's hierarchical 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 local elected officials. When residents need to speak with someone about issues that concern them, they know they can pick up the telephone 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 the goal of our organization 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 Township's goals are translated into policy decisions made by the elected officials. Those decisions are filtered to the staff who have the responsibility to carry forward the policy decisions and work toward the goals on a daily basis as directed by the Board. In this manner, everyone (Board and staff) associated with the Township has an individual responsibility for making sure the goals are reached and the work gets done. (This is more-or-less our Mission Statement, therefore bears repeating annually).

RECREATION DEPARTMENT

- Develop an informational pamphlet about the trails throughout South Middleton Park and Spring Meadows Park.
- Develop a locator map of parks in the township.
- Obtain \$200,000 reimbursement grant from PA DCNR Land and Water Conservation Fund for improvements completed at Spring Meadows Park.
- Develop new recreation programs to promote health, fitness and families.
- Acquire new sponsors for Super Saturday.

PARKS DEPARTMENT

- Purchase and install pavilion/restroom structure at Spring Meadows Park.
- Extend trail system at Spring Meadows Park.
- Establish a trail easement with Weaver family linking the Leaman property to the Wittlinger Preserve.
- Provide higher quality athletic fields and an enjoyable recreation environment for all park users.
- Add a volleyball court to South Middleton Park and install lighting (donated by SM Youth Baseball Association).
- Renovate the small baseball fields at South Middleton Park in fall of 2008.

PLANNING & ENGINEERING DEPARTMENT

- Oversee design and bidding of building expansion project when approved.
- Review and process Subdivision and Land Development Plans, Sketch plans, Conditional Uses, and Zoning Hearing Board applications as appropriate.
- Draft revisions to the Subdivision and Land Development Ordinance and Official Map.
- Organize filing systems and work areas to maximize utilization of space/storage.
- Finalize Wellhead Protection Update.
- Get all older rights-of-way from previous plans accepted by resolution.
- Revise Act 537 Plan.
- Resolve issue with connector road associated with Carlisle Forge.
- Study Petersburg Road/York Road intersection.
- Generate on-lot letters.
- Assist Emergency Services Coordinator in traffic signal modifications.
- Apply for appropriate awards – PALTA Government Leadership Award, etc.
- Follow developments on Meadowood stormwater issue and assist S & A Homes in possible resolution.
- Develop and construct solution to Southview/Sycamore flooding problem when lots are developed.
- Complete the Boiling Springs Livable Communities Study.
- Reorganize the Building and Codes section of the Planning Department.
- Appoint 2 new "full time" members to the Building Code Board of Appeals.
- Adopt a Wind Energy Facilities Ordinance.
- Draft and adopt an Outdoor Furnace Ordinance.
- Draft and adopt revisions to the Burning Ordinance.

ROADS/HIGHWAY

- Pave at least 2 miles of roads.
- Line stripe at least 15 miles of roads.
- Oil and chip at least 4 miles of roads.
- Replace storm pipes on Frost Road, Gutshall Road and Adams Road.
- Repaint all crosswalks, stop bars and turning arrows. Restripe parking lots.
- Update Township road survey sheet.
- Apply for grant money for Dirt and Gravel Roads Pollution Prevention Program to upgrade Mountain Road, Old Town Road and Sheet Iron Roof Road.
- Upgrade signage at all bridges to meet PennDOT specifications.
- Mow all roads at least 3 times.
- Pave sections of Whiskey Springs Road.
- Complete at least five weeks of leaf pick-up.

- Complete two curbside brush pick-ups.
- Flush stormpipes.
- Scrape edges of roads as needed.
- Complete all routine maintenance projects as needed.

FINANCE/ADMINISTRATION

- Continue to dispose of old files.
- Utilize State Contract for regular purchases.
- Bind minute books.
- Organize Safety Committee.
- Continue to monitor financial security files, re-implement a monthly report for same. Continue to clean up escrow accounts and return all money due to developers for finished plans
- Complete process of implementing GASB 34 along with the new Auditing standards of the Township completing its own financial reports within MUNIS. Complete the 2007 Audit.
- Continue to implement 1099 procedures in MUNIS
- Continue to participate in training and educational opportunities for all staff.
- Continue to refine duties of office/professional personnel to provide a smooth operation and good service to our residents.
- Finish re-creating Finance Procedural Manual.
- Maintain network/web site and implement Network Group Policies to further secure the network.
- Continue to upgrade computers, laptops and monitors; add a computer to the storage room for use with the RISO; complete setting up new servers with updated version of Exchange, Anti-virus and Backup software; order spare hard drives for the servers; replace LAN Firewall hardware.
- Assist Planning department with GeoPlan and Laser Fische updates and additional training when new servers are in place. Utilize both software systems.
- Finalize lawsuit with Capital Tax Collection Bureau.
- Continue HVAC design process and building review with possible building modification/expansion in the coming year. Meetings and plan development are in progress.
- Continue to monitor expenses and revenues to make sure the Township is operated as efficiently and effectively as possible.
- Develop and implement system/procedure to turn over un-cleared PR and AP checks to PA State Treasury to remove from SMT books
- Work with RESTF (Regional Emergency Services Task Force) and consultant on regional emergency services plan.
- Monitor budget closely and continue to provide long range investments and capital reserve funds to protect and preserve the Township's financial health. Planned budget includes almost \$1M revenue from grants.
- Continue attendance at seminars and classes to maintain the high quality of staff professionalism. Staff to continue in degree programs and certification programs as appropriate.
- Continue to provide services on all issues, in support of the citizens of South Middleton Township and their elected officials, in an expedited manner to ensure that the excellent service they receive continues as they have come to expect

ADMINISTRATIVE SUMMARY

We consider 2007 as a year of recovery. Recovery in the sense that the Earned Income Tax revenue increased dramatically due to the return of funds that were due to the Township for several years by Captax. We recovered some of our long overdue revenue. Because of the court-ordered audit, Captax was forced to review the audit findings and assess the liability they had due to us. They have begun to make repayment of the funds due. More are expected, but at least, the flow has begun. This financial recovery will impact all aspects of the Township government.

2007 was also the year in which the Township's comprehensive plan and zoning ordinance revisions were completed. Because these documents were generated with in-house staff, many hours were devoted to this project. We are pleased with the outcome, and also pleased that we can now devote the time that was taken for this project to other projects and work tasks. This work leads to the need to review and revise the

Subdivision Ordinance, the Official Map and the Township's Act 537 plan. The revision of the Act 537 plan has been undertaken with assistance from the South Middleton Township Municipal Authority. The Subdivision Ordinance and Official Map revision will be undertaken by Township staff in the same manner as the Zoning Ordinance and Comprehensive Plan were revised.

The review of the zoning in the village of Boiling Springs continues. However, that work is being completed by a consultant that is paid by a grant received from the Cumberland County Redevelopment Authority. It is the responsibility of the Township to participate in this exercise, but not to complete the research and generate the documents.

The daily work duties continue at a hectic pace as one would expect in a very active municipality. It seems that the slowdown that is occurring in the national and global markets hasn't begun in South Middleton Township. More than likely, we will experience some of that eventually, but for now, the activity continues.

As we have done in the past several years, we continue to review our physical plant for adequacy and efficiency. We have been working with an architect to assess our needs – for energy efficiency, for space, and to meet the requirements of state and federal mandates. We realize that with the upcoming deregulation of the energy and technology industries, life as we have known it in the last decades will change dramatically. Fossil fuels are at a premium which demands our due diligence in being as energy efficient and independent as possible. We will be looking at ways to insulate ourselves as much as possible from the adverse effects of the higher prices, decreasing availability, and reliance on these commodities and industries. Our building committee will continue to work with an architect to assess our needs in relation to our building. Money has been set aside in the 2008 budget for debt service for a loan/bond to fund whatever project is decided needs to occur. In addition, we continuously assess our daily activities to see if, where, and how we can make ourselves more efficient and effective. We pledge to do what we can to reduce our costs as well as our dependence on these renewable resources.

In 2007, we will review the regional emergency services study that was prepared to look at what fire services can be provided regionally. When completed, it is hoped that exceptional fire services will be available to all residents of this coverage area at a reasonable cost through whatever means of cooperative cost-sharing opportunities that are available to us.

South Middleton Township is extremely fortunate to have a low staff turn-over. We recognize that our staff is our greatest asset. Our government would not be able to continue to operate in an effective manner without capable, professional staff. In order to keep the staff current on all the new developments in their jobs, they continue to be enrolled in continuing education courses and seminars/workshops that increase proficiency and subject knowledge which in turn translates into better services for our residents. We are proud of our staff and the work they do to make this Township a desirable place to live, work, and play.

The purpose of local government in South Middleton Township is to provide the best services we can to our residents on a modest budget. We are cognizant of the fact that certain taxes are spiraling out of control with no measurable relief in sight. With this thought in mind, the Township works hard to keep our Township taxes low. This is the 6th straight year that South Middleton Township will operate the budget on a 0 mill general purpose real estate tax and the 2nd year without a Per Capita Tax. This is not easy to do especially in a world where costs and services continue to increase at a fast pace but income only increases modestly. However, with intense scrutiny and frugal spending, the Township is able to contain its budget, maintain important services, and look to the future with our physical plant, equipment, vehicles and personnel.

The Township pledges to our citizens to operate our government in the most efficient and professional manner possible. With the residents, elected officials, appointed officials and staff all working together to do so, this goal is attainable. Each has a part to play in this government, and in the past each has served the Township well. Today is what we have created from the past, and we plan for the future to continue in the same manner.