

Carlisle Borough, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. Each fund is considered a separate accounting entity. A fund is a group of related accounts that is used to maintain control over resources that have been segregated for specific activities and objectives. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund balance, revenue, and expenditures. All of the funds of the Borough can be divided into three categories; governmental funds, proprietary funds, and fiduciary funds.

Governmental funds use the modified accrual basis of accounting for budgeting purposes, which is the same basis of accounting used in the Borough's Comprehensive Annual Financial Report (CAFR).

Proprietary funds use the modified accrual basis of accounting for budgeting purposes. This is different than the basis of accounting used for the CAFR, which is full accrual. Reporting of debt payments, debt proceeds, and capital expenditures are the only differences between the two methods. Debt service is recorded as payments are due in the budget. The full accrual basis of accounting reduces the liability as debt service payments are made. For budget purposes in the proprietary funds, debt proceeds are shown as revenue, instead of increased to the liability as is done on the accrual basis. Capital expenditures are recognized as an expenditure in the year acquired for the budget. Under the full accrual basis of accounting used for the CAFR, capital asset expenditures are depreciated over the expected useful life of the asset. Therefore, depreciation and amortization costs are not budgeted since these costs represent non-cash transactions.

The modified accrual basis of accounting recognizes revenues as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Borough of Carlisle considers tax revenue to be available if collected within sixty days of the end of the fiscal period. Expenditures are generally recorded when a liability is incurred, as under accrual accounting. However, debt service, compensated absences, and claims and judgment expenditures are recorded only when payment is due.

DEPARTMENT INFORMATION

Fund Descriptions and Fund Structure

The chart below provides an overview of the Borough's budgetary fund structure. All of the funds listed below are included in the Borough's audited financial statements.

<u>Fund</u>	<u>Category</u>	<u>Reporting</u>	<u>Type</u>	<u>Budget Basis of Accounting</u>	<u>CAFR Basis of Accounting</u>
General	Governmental	Major	General	Modified Accrual	Modified Accrual
Capital Projects	Governmental	Non-Major	General	N/A	N/A
Community Development Block Grant	Governmental	Non-Major	Special Revenue	N/A	N/A
Highway Aid	Governmental	Non-Major	Special Revenue	Modified Accrual	Modified Accrual
Other Grants	Governmental	Non-Major	Special Revenue	N/A	N/A
DARE	Governmental	Non-Major	General	Modified Accrual	Modified Accrual
Recreation Fund	Governmental	Non-Major	General	Modified Accrual	Modified Accrual
Fort Letort	Governmental	Non-Major	General	Modified Accrual	Modified Accrual
Asset Forfeiture	Governmental	Non-Major	Special Revenue	Modified Accrual	Modified Accrual
Water	Proprietary	Major	Enterprise	Modified Accrual	Accrual
Sewer	Proprietary	Major	Enterprise	Modified Accrual	Accrual
Parking	Proprietary	Non-Major	Enterprise	Modified Accrual	Accrual
Solid Waste	Proprietary	Non-Major	Enterprise	Modified Accrual	Accrual
Municipal Authority	Proprietary	Non-Major	Enterprise	N/A	N/A
Police Pension	Fiduciary	Non-Major	Pension Trust	N/A	N/A
Non-Uniform Pension	Fiduciary	Non-Major	Pension Trust	N/A	N/A
Management Pension	Fiduciary	Non-Major	Pension Trust	N/A	N/A
Cemetery	Fiduciary	Non-Major	Private Purpose Trust	N/A	N/A
Tax Collection	Fiduciary	Non-Major	Agency	N/A	N/A

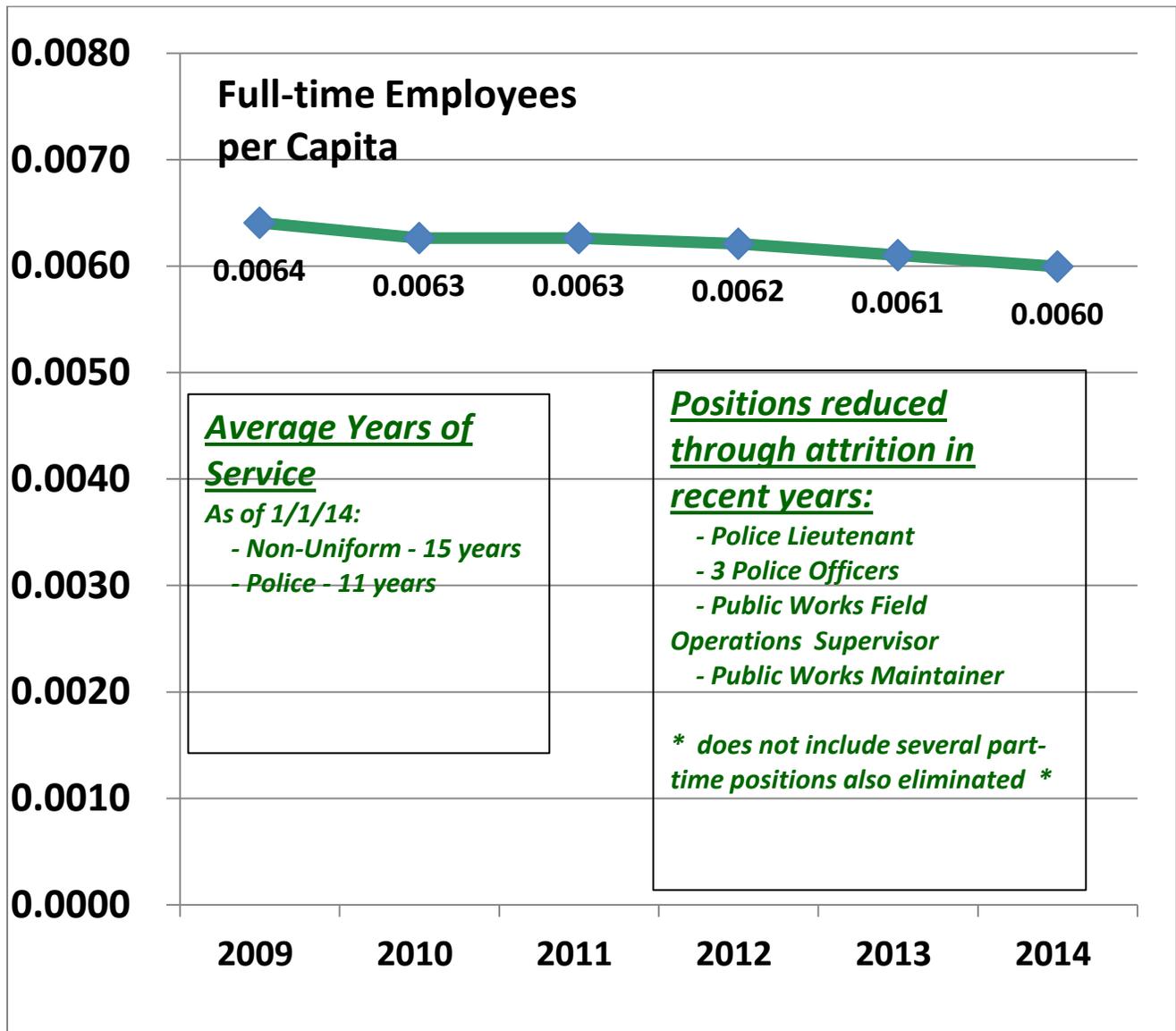
Major Fund Descriptions

- **General** – The General Fund is the general operating fund of the Borough. This fund is used to account for all financial transactions except those required to be accounted for in another fund. This is a budgeted fund, and any unrestricted fund balances are considered as resources available for use.
- **Water** – The Water Fund is used to account for the financing of water and related services, including laboratory analysis, to the Borough of Carlisle, its residents, business establishments and various customers within the proximity of the Borough.
- **Sewer** – The Sewer Fund is used to account for the financing of wastewater treatment services, including laboratory analysis, for the Borough of Carlisle, its residents, business establishments and various customers within the proximity of the Borough.

Non-Major Fund Descriptions Included in Budget Document

- **Highway Aid** – The Highway Aid Fund is used to account for state liquid fuels tax revenue that is restricted to be used for building, improving, and maintaining local roads and bridges.
- **DARE** – The DARE Fund is used to properly account for the activities supporting the Borough’s Drug Abuse and Resistance Education (DARE) program. This program is operated and controlled by the Carlisle Police Department. Officers work in conjunction with the local school districts, to instruct children about the use of and consequences of using drugs.
- **Recreation** – The Recreation Fund is used to properly account for recreation area fees received in conjunction with development projects. Fees are received in lieu of land area set aside for green space. Revenues are restricted to be used to fund upgrades, improvements, and capital additions to the Borough’s Parks and Recreation areas.
- **Fort Letort** – The Fort Letort Fund is used to properly account for activities supporting the Borough’s playground fort constructed in Letort Park.
- **Asset Forfeiture** – The Asset Forfeiture Fund is used to properly account for proceeds from forfeitures obtained in drug arrests and received through the United States Department of Justice (USDOJ). The USDOJ shares these funds with the local law enforcement agencies that assist in arrests or provided assistance which led to arrests. Funds must be used to “supplement, not supplant” existing law enforcement functions.

- **Parking** – The Parking Fund is used to account for the financing of services to the general public related to regulation and control of vehicle parking in a garage, various parking lots, and parking meters throughout the Borough of Carlisle.
- **Solid Waste** – The Solid Waste Fund is used to account for the financing of services related to trash and garbage removal for the Borough of Carlisle, its residents, and commercial establishments throughout the Borough.



Position Summary

Department	Title	Class	2012	2013	2014
Administration	Borough Manager	Full-Time	1	1	1
Administration	Assistant Borough Manager	Full-Time	1	1	1
Administration	Borough Secretary	Full-Time	1	1	1
Administration	Human Resources / Risk Manager	Full-Time	1	1	1
Finance	Finance Director	Full-Time	1	1	1
Finance	Assistant Finance Director	Full-Time	1	1	1
Finance	Account Clerk	Full-Time	3	3	3
Finance	Payroll Clerk	Full-Time	1	1	1
Finance	Meter Reader	Part-Time	1	1	1
Fire	Fire Chief	Part-Time	1	1	1
Water Plant	Treatment Plants Director	Full-Time	1	1	1
Water Plant	Supervisor - Plants	Full-Time	1	1	1
Water Plant	Treatment Plant Operator - Licensed	Full-Time	6	6	6
Water Plant	Treatment Plant Mechanic	Full-Time	1	1	1
Wastewater Plant	Supervisor - Plants	Full-Time	1	1	1
Wastewater Plant	Treatment Plant Mechanic	Full-Time	3	3	3
Wastewater Plant	Treatment Plant Operator - Licensed	Full-Time	3	3	3
Wastewater Plant	Treatment Plant Operator - Unlicensed	Full-Time	2	2	2
Bio-Solids	Supervisor – Bio-solids	Full-Time	1	1	1
Bio-Solids	Bio-Solids Operator	Full-Time	3	3	3

DEPARTMENT INFORMATION

Employee Statistics

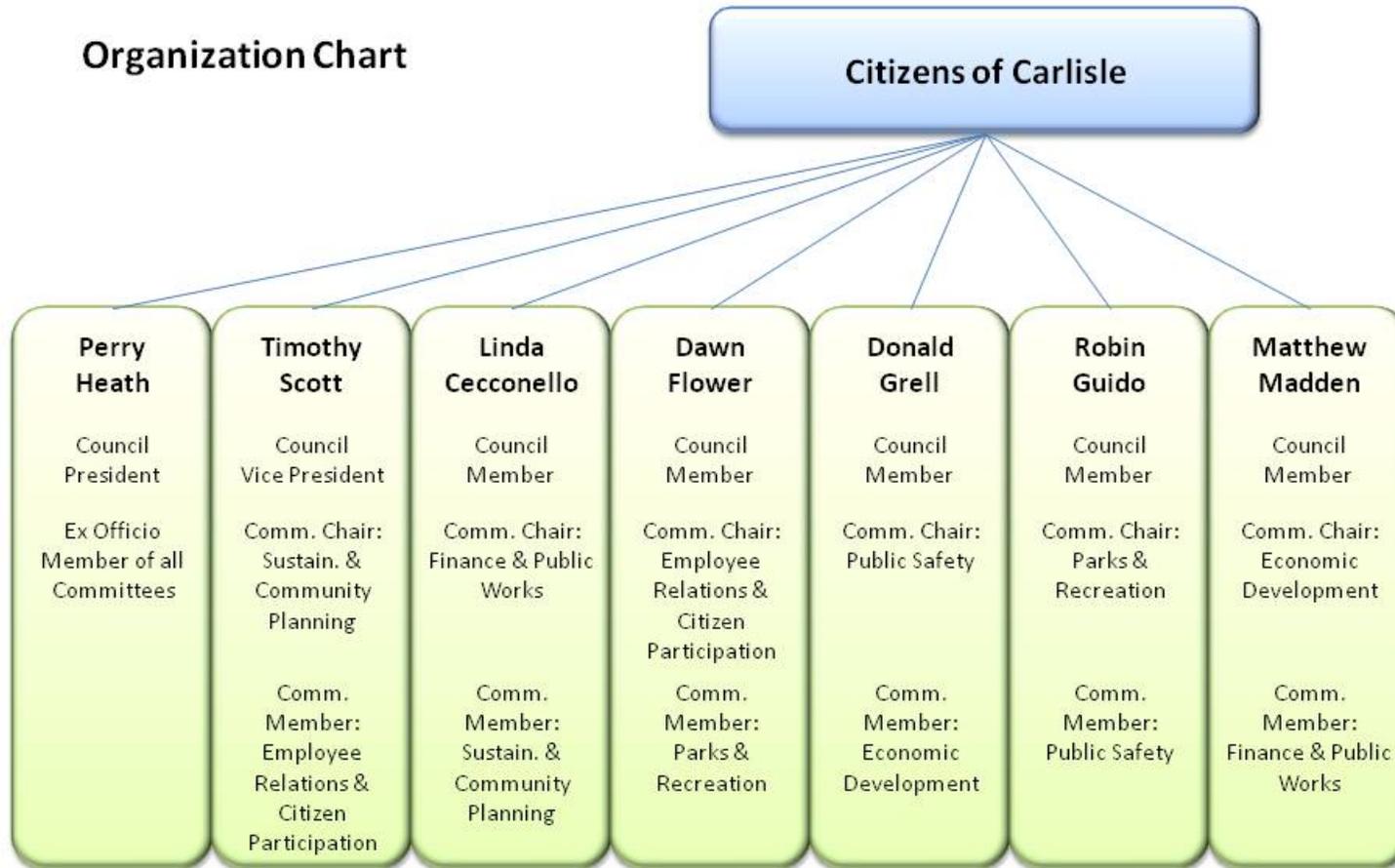
Department	Title	Class	2012	2013	2014
Laboratory	Supervisor - Laboratory	Full-Time	1	1	1
Laboratory	Lab Technician	Full-Time	3	3	4
Laboratory	Lab Technician - Quality Assurance Officer	Full-Time	1	1	0
Laboratory	Lab Technician	Full-Time	3	3	4
Laboratory	Lab Technician	Part-Time	1	1	-
Parking	Parking Attendant	Part-Time	1	1	1
Parking	Enforcement Officer	Part-Time	1	1	1
Public Works	Director of Public Works / Engineer	Full-Time	1	1	1
Public Works	Department Head Secretary	Full-Time	1	1	1
Public Works	Engineering Clerk	Full-Time	1	1	1
Public Works	Engineering Technician	Full-Time	1	1	1
Public Works	Field Operations Manager	Full-Time	1	1	1
Public Works	Field Operations Supervisor	Full-Time	1	1	1
Public Works	Auto Mechanic I	Full-Time	1	1	1
Public Works	Auto Mechanic II	Full-Time	1	1	1
Public Works	Maintainer	Full-Time	7	6	6
Public Works	Equipment Operator	Full-Time	5	5	5
Public Works	Crew Leader	Full-Time	4	4	4
Public Works	Administrative Secretary	Full-Time	1	1	1
Public Works	Water Meter Maintainer	Full-Time	1	1	1
Public Works	Traffic Supervisor	Full-Time	1	1	1
Public Works	Traffic Maintainer	Full-Time	1	1	1
Public Works	Planning / Zoning / Codes Manager	Full-Time	1	1	1
Code Enforcement	Codes Officer	Full-Time	2	2	2
Code Enforcement	Engineering Inspector	Full-Time	1	1	1

DEPARTMENT INFORMATION

Employee Statistics

Department	Title	Class	2012	2013	2014
Code Enforcement	Property Maintenance Code Inspector	Full-Time	1	1	1
Parks & Recreation	Maintainer	Full-Time	3	3	3
Parks & Recreation	Supervisor	Full-Time	1	-	-
Parks & Recreation	Crew Leader	Full-Time	-	1	1
Parks & Recreation	Custodian	Full-Time	1	1	1
Parks & Recreation	Director of Parks & Recreation	Full-Time	1	1	1
Parks & Recreation	Recreation Assistant	Full-Time	1	1	1
Parks & Recreation	Department Head Secretary	Full-Time	1	1	1
Police	Police Chief	Full-Time	1	1	1
Police	Police Lieutenant	Full-Time	2	2	1
Police	Police Sergeant	Full-Time	4	4	4
Police	Police Corporal	Full-Time	4	4	4
Police	Police Detective	Full-Time	4	4	4
Police	Police Officer - Officer-in-Charge	Full-Time	4	4	4
Police	Police Officer	Full-Time	15	11	12
Police	Department Head Secretary	Full-Time	1	1	1
Police	Communication Specialist	Full-Time	3	3	3
Police	Administrative Secretary	Part-Time	2	2	2
		Position Totals	125	120	118

Organization Chart



As of December 31, 2013



FUND: GENERAL

DEPARTMENT: ELECTED OFFICIALS

FUNCTION: ADMINISTRATION

FUNCTION OVERVIEW:

Borough Council is the legislative body of the Borough. It is comprised of seven members, each elected at large for four-year overlapping terms. After each general municipal election (i.e. every two years), Borough Council is reorganized and a Council President is selected from among its members to preside over Council meetings and other events. In addition, during the biennial organizational meeting, members elect among themselves a chairman and vice-chairman for the following committees: Sustainability & Community Planning/Quality of Life, Economic Development, Employee Relations/Citizen Participation, Finance and Public Works and Public Safety. The primary duties of Borough Council include adoption of the annual budget, the establishment of policies for the conduct of Borough affairs, the enactment of ordinances and resolutions for the protection of the public's safety and welfare, and approval of contracts and bids.

The Mayor, elected at large to a four-year term, is primarily responsible for the public safety of the community with emphasis on law enforcement and the day-to-day oversight and administration of the police department. The Mayor also reviews each ordinance and resolution of a legislative nature enacted by Borough Council, and can sign it, veto it, or permit it to become law without signature. The Mayor has the authority to break a tie vote of Borough Council. Another function of the office is to serve as spokesman for the community and to represent the Borough at various civic and social activities.

FUND: GENERAL

DEPARTMENT: ELECTED OFFICIALS

FUNCTION: ADMINISTRATION

SERVICES PERFORMED:

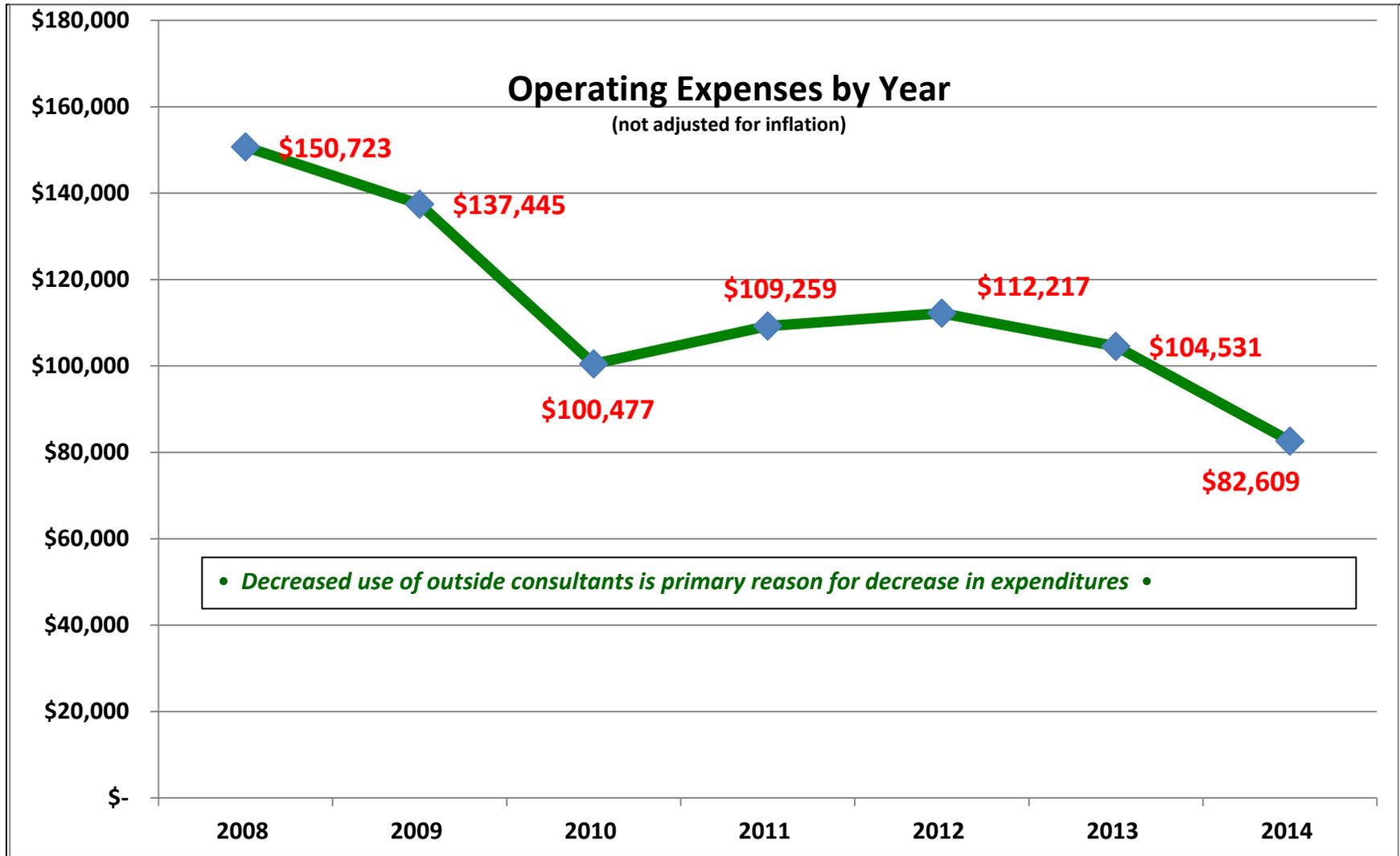
- Attend Council/Special Community Meetings
- Approve an annual budget
- Represent the well being of the community
- Provide policy for staff to implement through the Borough Manager and Mayor
- Represent the Borough of Carlisle at official functions

2014 GOALS:

- Creation of 2014-2016 Borough Council Goals.
- Approval of a Five-Year Capital Improvement Plan (CIP) for Borough Facilities
- Support the implementation of the Carlisle Urban Redevelopment Plan
- Support the implementation of the Gibbs Retail Market Study
- Approve the updated Employee Handbook for predictable employee rules and regulations

2013 ACCOMPLISHMENTS:

- Implementation, or partial implementation, of 2012-2014 Borough Council Goals
- Accepted a Five-Year CIP for vehicles and equipment that will save 1.8 million dollars over 15 year
- Participated in a widespread and in-depth public process for the Carlisle Urban Redevelopment Plan
- Accepted the Carlisle Urban Redevelopment Plan, which will steer the redevelopment of Carlisle
- Decided to transfer Police Dispatch to the Cumberland County 911 Emergency Center to increase interoperability while saving between \$30,000 and \$50,000 annually
- Adopted a 2014 balanced budget without a tax increase

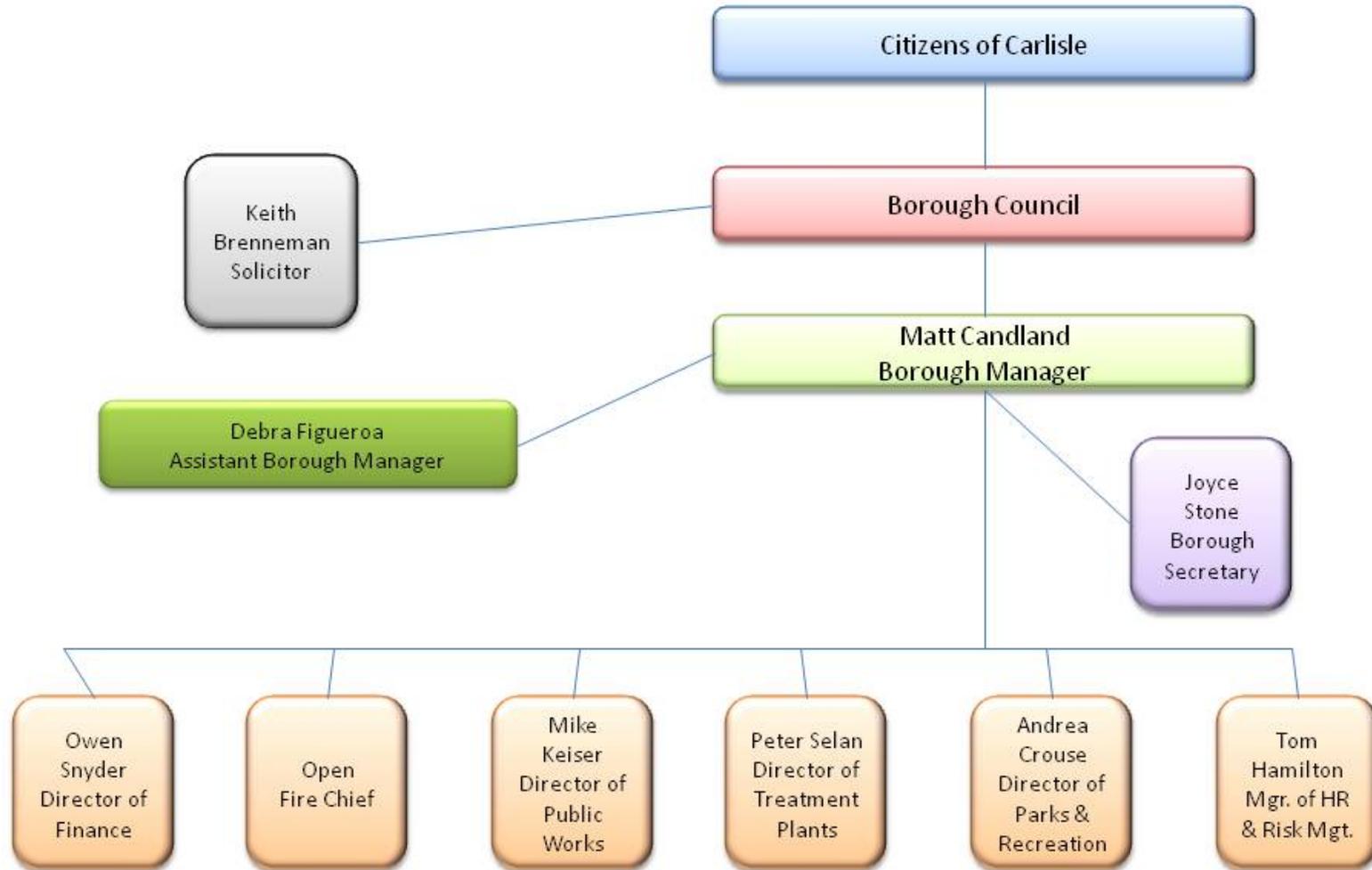


Expenses by Category



■ Capital ■ Personnel ■ Operating

Organization Chart



FUND: GENERAL
DEPARTMENT: BOROUGH
MANAGER:
FUNCTION: ADMINISTRATION

**FUNCTION OVERVIEW:**

The Borough of Carlisle operates under the "Council-Manager" form of government. Under this form, Borough Council appoints a full-time professional municipal manager to oversee the day-to-day operations of the Borough. The primary responsibility of the Manager's Office is to oversee the operation of all Borough departments except the police department, which is under the administrative responsibility of the Mayor. The Borough Manager's Office also retains all vital Borough records, prepares Council agendas, and implements all policies developed by Council. The Manager's office also directly oversees the Borough's Parking Operations, Human Resources and Community Development Block Grant program (CDBG).

SERVICES PERFORMED:

- Implements Council Goals
- Council Agendas
- Council Minutes
- Human Resources
- Community Liaison
- Employee Benefits
- Strategic Planning for Parking
- Website Oversight
- Performance Management
- IT Oversight
- Economic Development
- Risk Management
- Community Planning
- Union Negotiations
- Wellness Program
- Staff Support for Government Study Commission
- Staff Liaisons with Dickinson College, Dickinson Law College and the Army War College

FUND: GENERAL

DEPARTMENT: BOROUGH MANAGER

FUNCTION: ADMINISTRATION

2014 GOALS:

- Create a Five- Year Capital Improvement Plan for Borough Facilities
- Facilitate the implementation of the Carlisle Urban Redevelopment Plan
- Continue implementation of the Gibbs Retail Market Study
- Evaluate current Borough insurance policies (i.e. health, general liability, workers' comp., etc)
- Complete the 2013 Parking Enforcement Plan
- Implementation of the Emergency Preparedness Plan to ensure effective & efficient Borough response in times of crisis
- Develop a performance measurement system to promote more efficient and effective service delivery
- Implement a Wellness Program to increase employee health in order to reduce health insurance costs
- Evaluate, revise and update Employee Handbook to ensure regulatory compliance and to promote predictable employee rules and regulations
- Complete the transition of police dispatch to the Cumberland County 911 Center

2013 ACCOMPLISHMENTS:

- Developed a Five-Year Capital Improvement Plan for vehicles and equipment that will save 1.8 million dollars over 15 years
- Oversaw a widespread and in-depth public process for the Carlisle Urban Redevelopment Plan
- Completed the Carlisle Urban Redevelopment Plan, which will guide the redevelopment of Carlisle
- In partnership with Dickinson College, conducted the 2013 Citizen Satisfaction Survey that measured residents satisfaction with community services
- Lead effort to transfer Police Dispatch to Cumberland County 911 Center to (1) enhance emergency response, (2) provide interoperability & (3) reduce costs of \$30,000 to \$50,000 annually

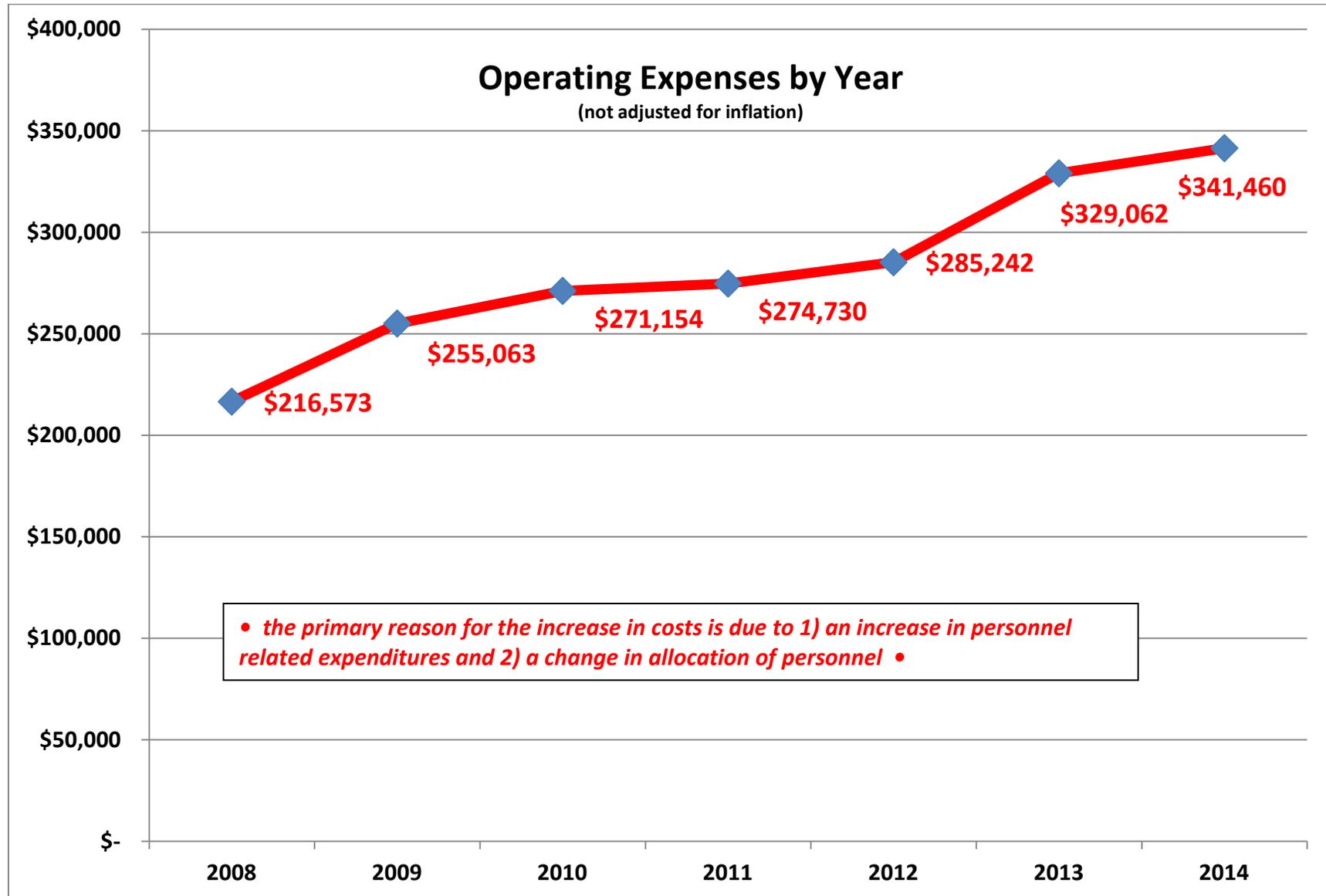
FUND: GENERAL

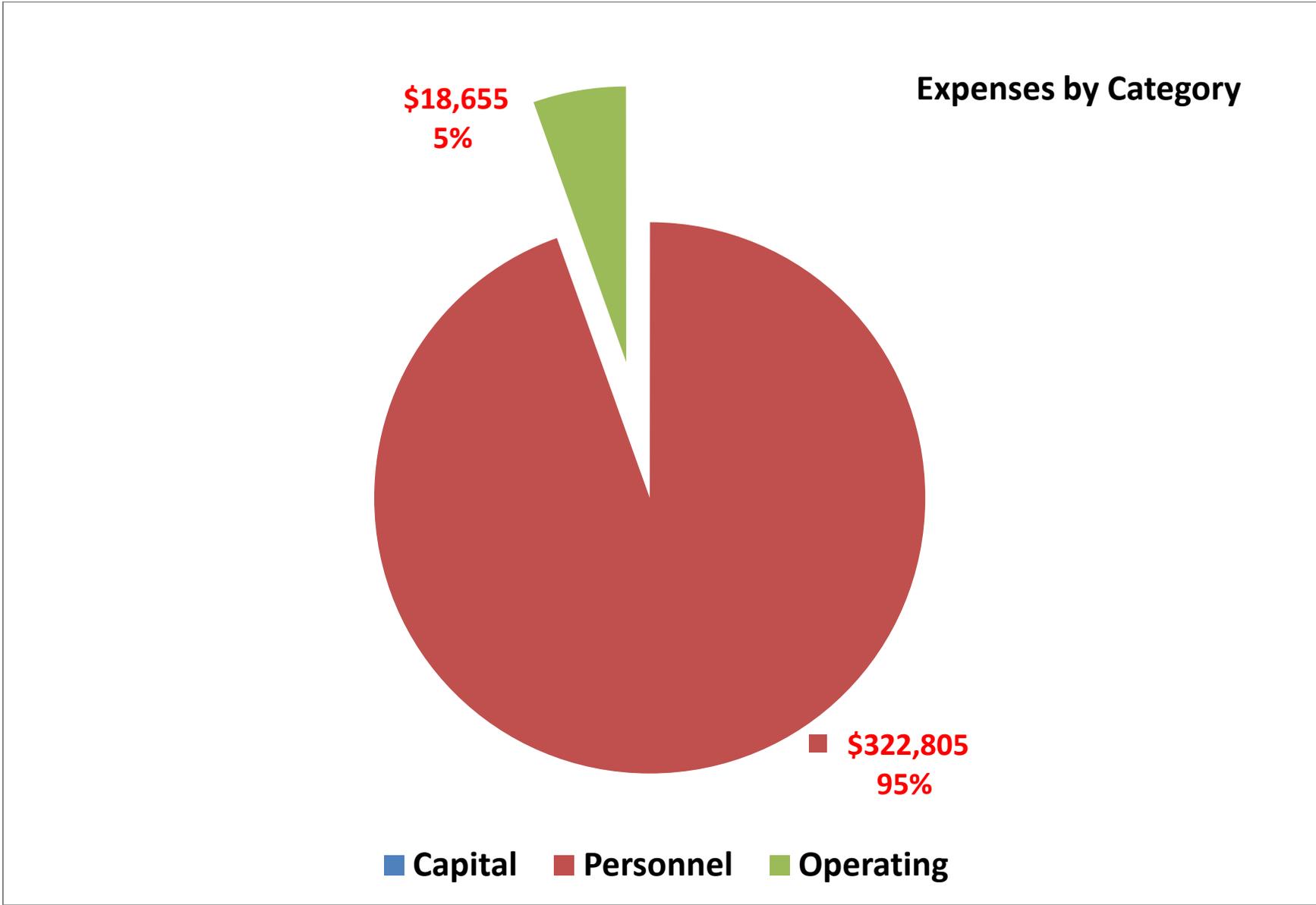
DEPARTMENT: BOROUGH MANAGER

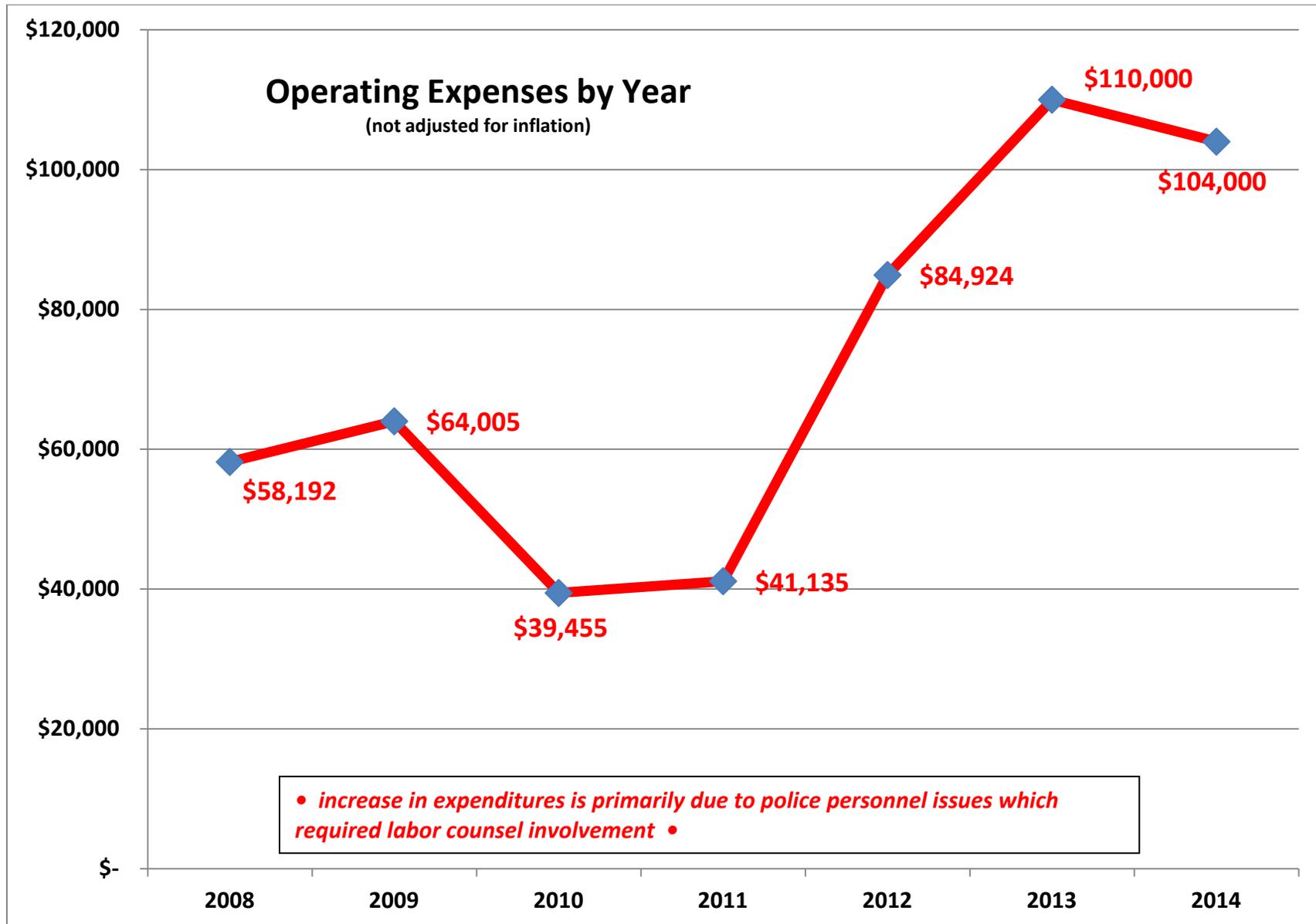
FUNCTION: ADMINISTRATION

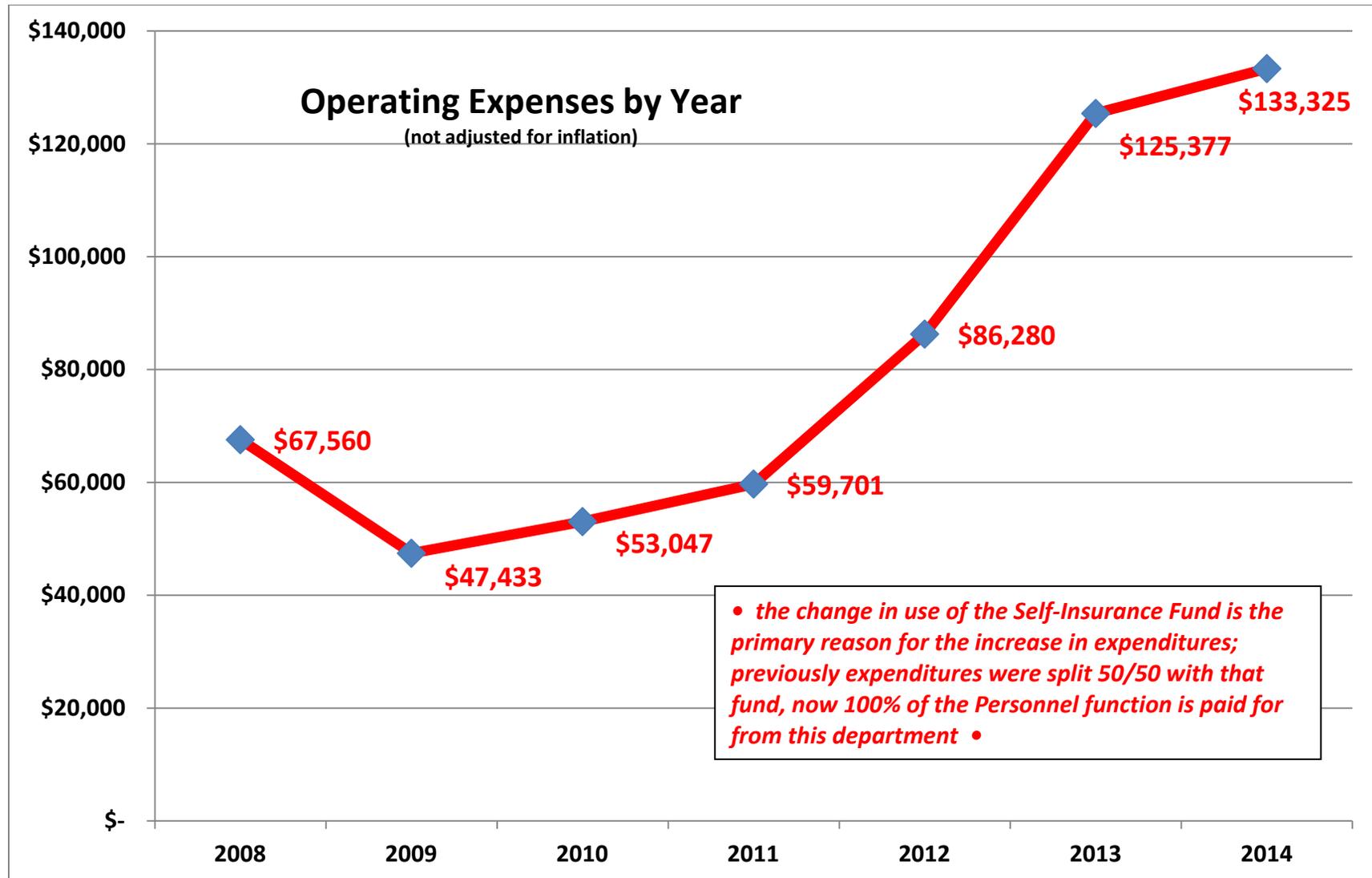
2013 ACCOMPLISHMENTS (continued):

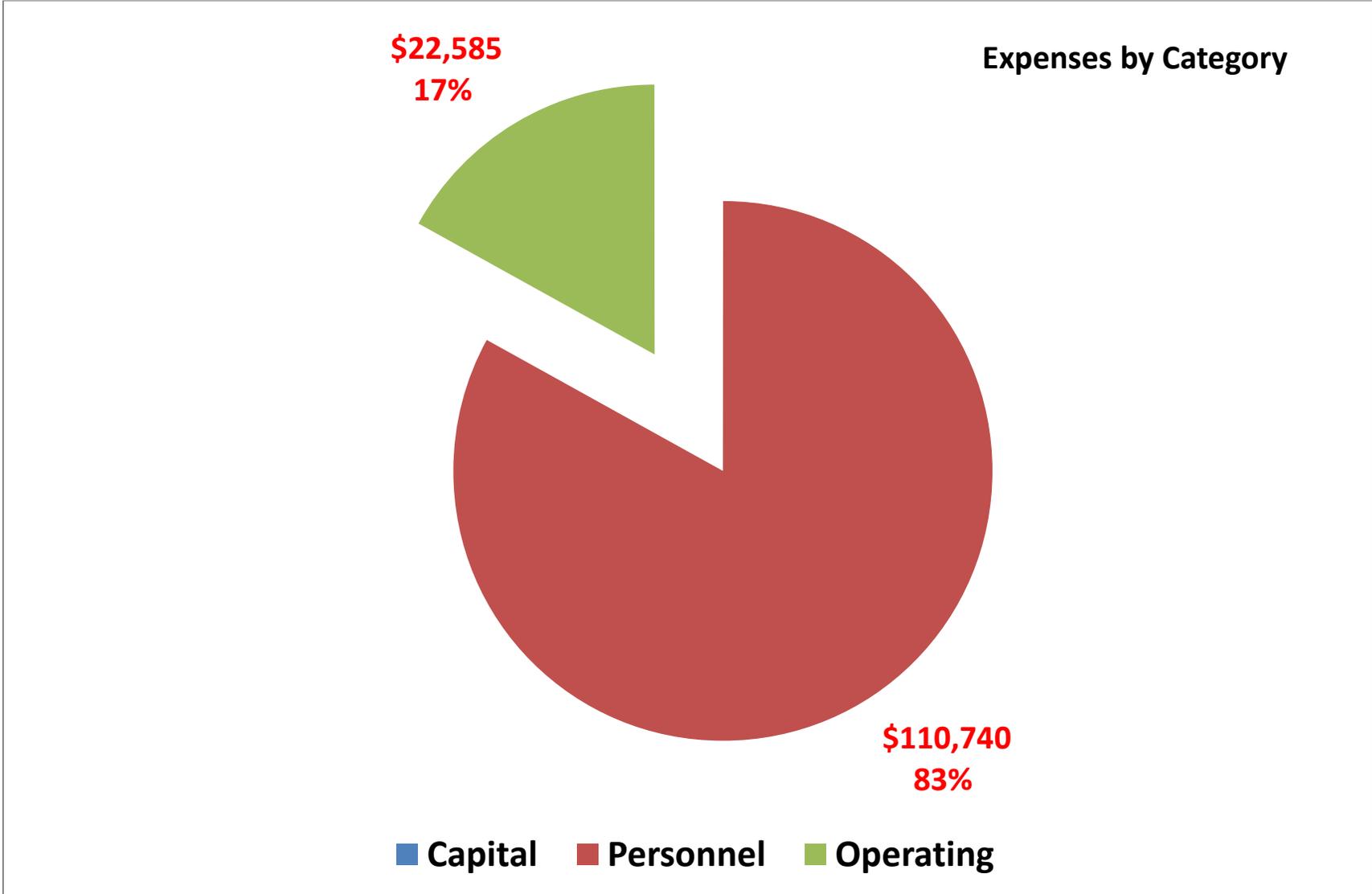
- Restructured the Parks and Recreation Department to increase the beauty and functionality of Borough parks
- Selection of a new Fire Chief
- Creation of a CDBG Revolving Loan Program to increase economic vitality in the downtown
- Enhanced dental coverage for employees while decreasing annual cost to the Borough.
- Created a new Borough website that is more user-friendly and provides greater access to Borough information for residents.
- Worked closely with the Finance Department to develop a new budget format that serves as a policy document, a financial plan, an operations guide & a communication device
- Begin a multi-year process to reduce and eventually eliminate the budget deficit to ensure the Borough remains financially stable
- Devised a 2013 Parking Facilities Plan to increase customer options for meter parking, while increasing maintenance on parking infrastructure
- Began a comprehensive review of the Borough's storm water infrastructure system to identify and correct existing deficiencies











FUND: GENERAL

DEPARTMENT: INFORMATION TECHNOLOGY

FUNCTION: ADMINISTRATION

**FUNCTION OVERVIEW:**

The function of this program is to provide standardized and efficient information technology services to Borough employees. Borough employees are unable to provide services to residents without reliable computers, phones, printers, networks, and servers. Information Technology also assists Borough staff with innovative ideas to improve all aspects of the Borough of Carlisle. Information Technology is overseen by the Borough Manager's Office and is currently supplied by an outside vendor.

SERVICES PERFORMED:

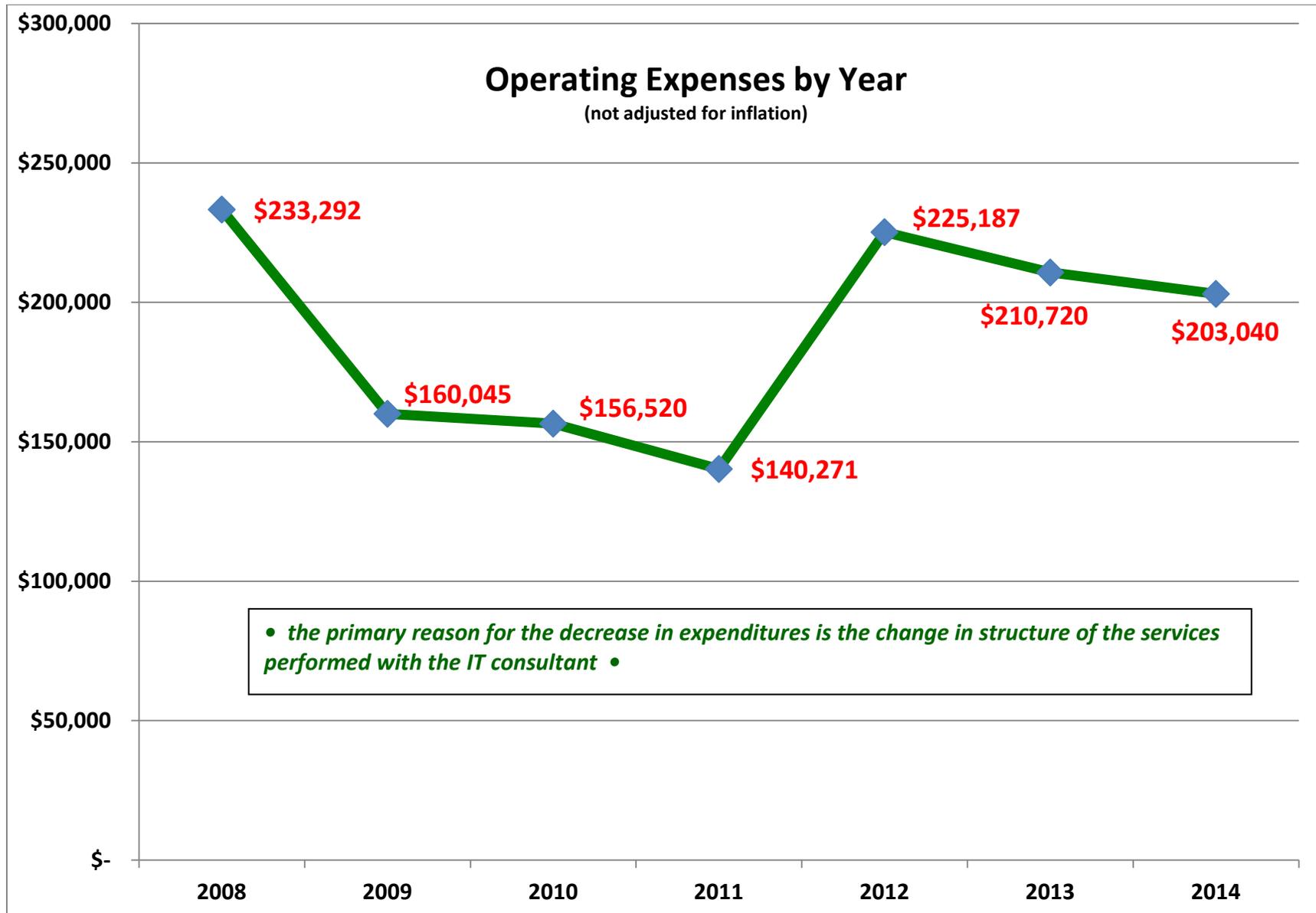
- Compute, phone, server and printer replacement and support
- Website Support
- Strategic Planning for Information Technology Requirements

2014 GOALS:

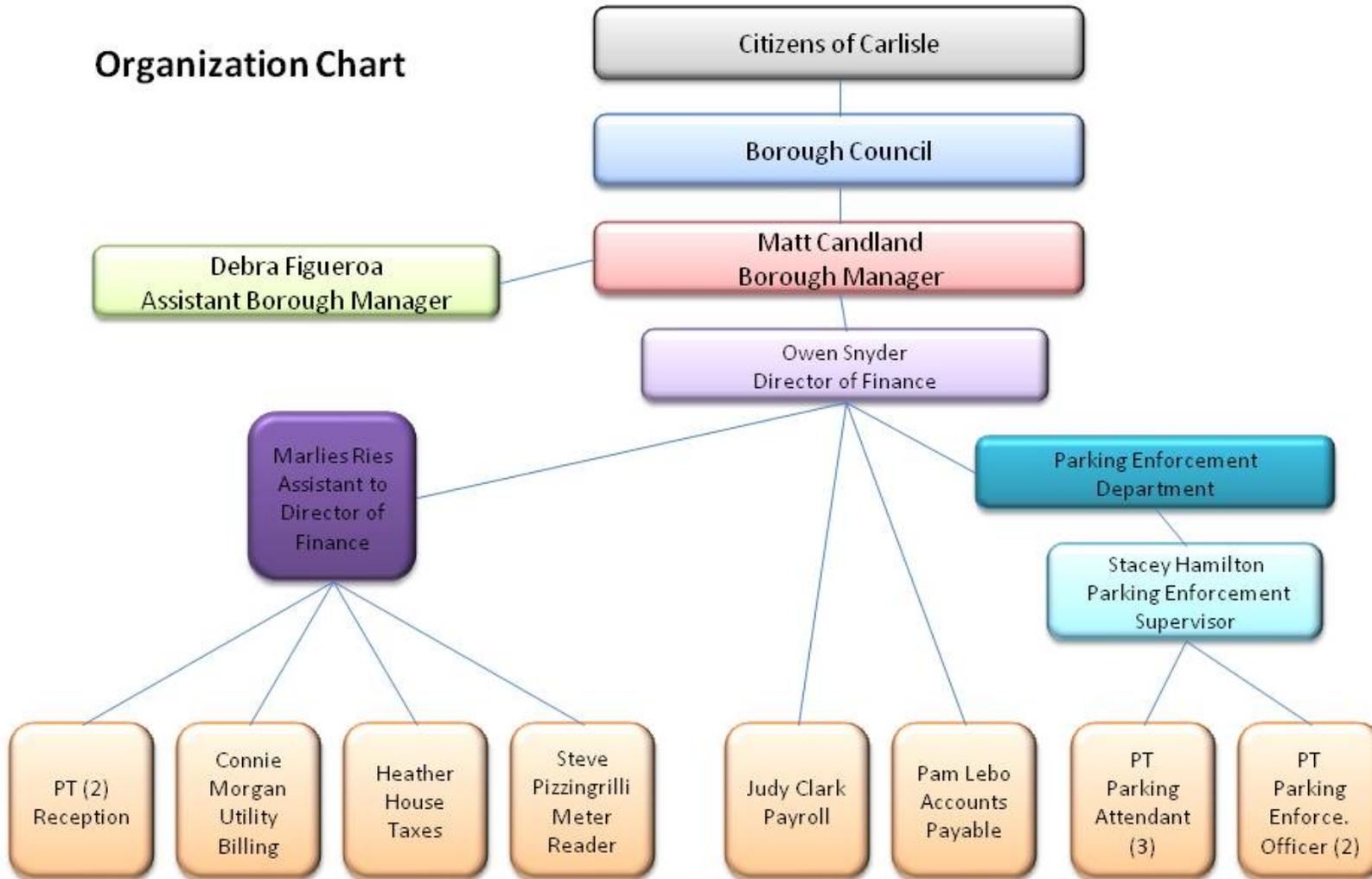
- Installation of new desktop and laptop computers to remain current with technology
- Continual maintenance to ensure a healthy information technology infrastructure
- Absorption of the information technology duties at the Police Department
- The upgrade of technological solutions at the Pomfret Street Garage

2013 ACCOMPLISHMENTS:

- The phone conversion project that replaced outdated phones while reducing costs
- The roll out of a newly designed and user-friendly website
- The implementation of a contractual agreement with Hinton & Associates



Organization Chart



FUND: GENERAL, WATER,
SEWER, PARKING,
SOLID WASTE

DEPARTMENT: FINANCE

FUNCTION: ADMINISTRATION



FUNCTION OVERVIEW:

The Finance Department's primary responsibility is to ensure that the Borough's finances are managed in accordance with Federal, State, and Local laws and regulations. Included in these duties is responsibility for the annual audit and the Borough's compliance with generally accepted accounting and financial reporting procedures. The office is also charged with overall responsibility for the Borough's internal controls and the prevention of waste, fraud, and misuse.

SERVICES PERFORMED:

- Customer Service
- Internal Controls
- Tax Collection
- Annual Audit
- Utility Billing
- Annual Budget
- Parking Enforcement
- Debt Management
- Payroll
- Financial Reporting
- Accounts Receivable
- Cash Management
- Purchasing

2014 GOALS:

- Unmodified audit opinion with no Single Audit findings
- GFOA Award for Excellence in Financial Reporting
- GFOA Award for Distinguished Budget Presentation
- Transition to Elected Tax Collector
- Develop permanent Parking plan

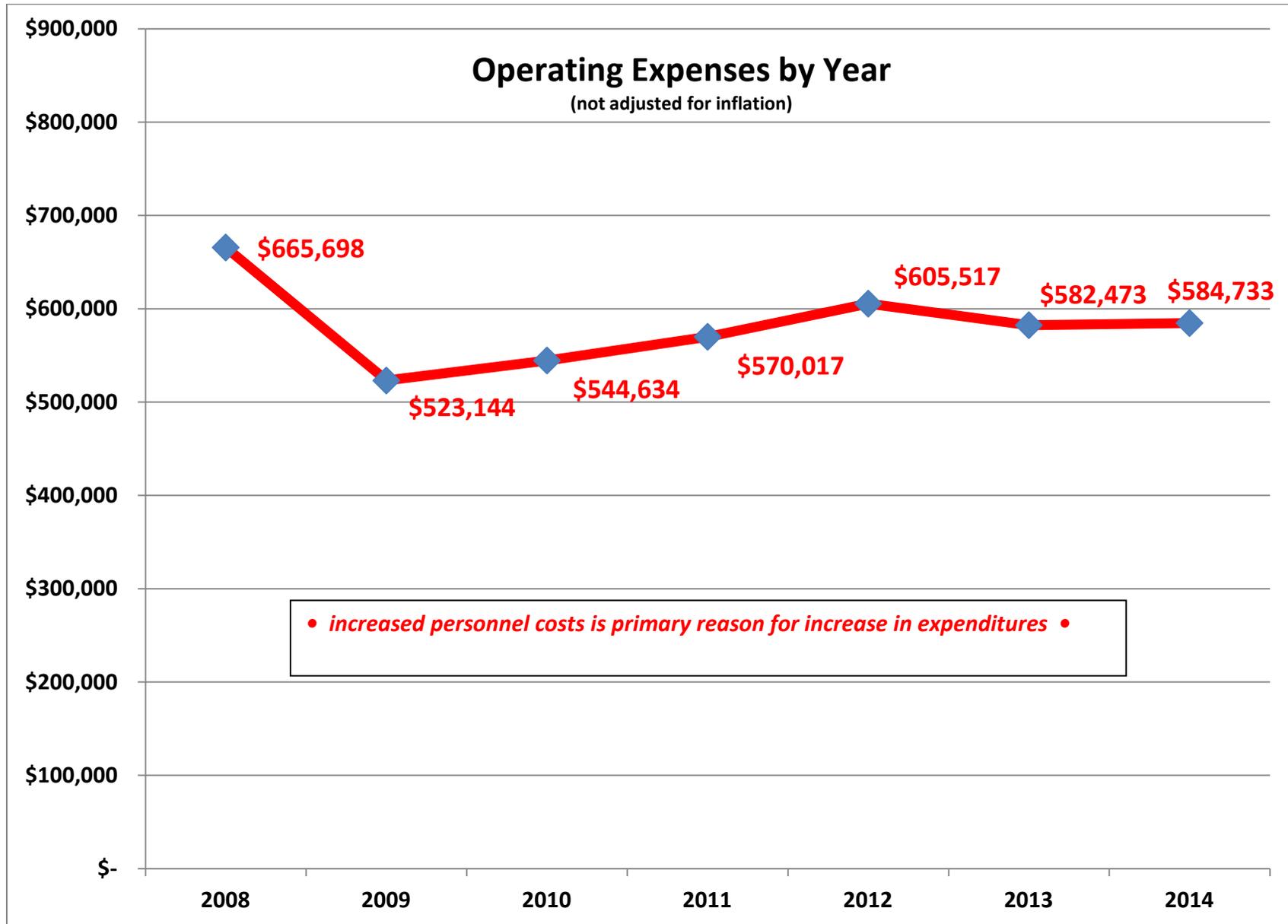
FUND: GENERAL, WATER, SEWER,
PARKING, SOLID WASTE

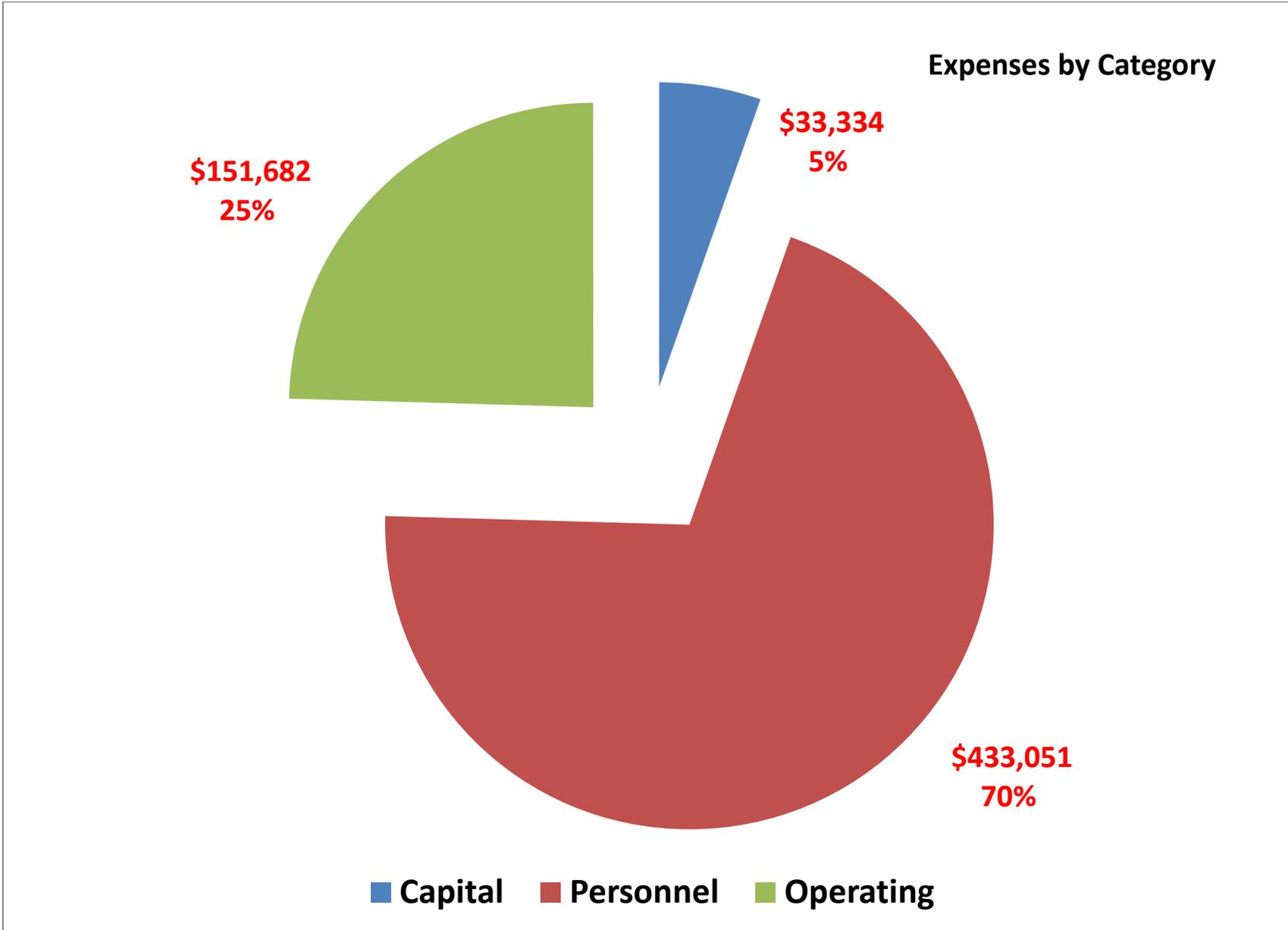
DEPARTMENT: FINANCE

FUNCTION: ADMINISTRATION

2013 ACCOMPLISHMENTS:

- 2012 audit report issued with unmodified opinion and no Single Audit Finding
- GFOA Award for Excellence in Financial Reporting received for 2011 audit (3rd year in a row, expected for 2012 and thereafter)
- Refinanced debt saving Borough approximately \$515,000 over 20 years
- Created new budget format using GFOA Distinguished Budget Award criteria





FUND: PARKING**DEPARTMENT:** FINANCE**FUNCTION:** ADMINISTRATION**Function Overview:**

The function of this program is to provide the citizens of Carlisle and visitors to the Borough with safe, convenient, and properly maintained municipal parking located within a reasonable distance of their destinations. This program is responsible for the operation and maintenance of all Borough-owned public parking facilities, which consist of seven parking lots, on-street metered parking spaces and the Pomfret Street Parking Garage. Funds to support the Parking Operations are derived primarily from parking meter fees, rental charges for leased spaces, and daily fees at the parking garage.

**SERVICES PERFORMED:**

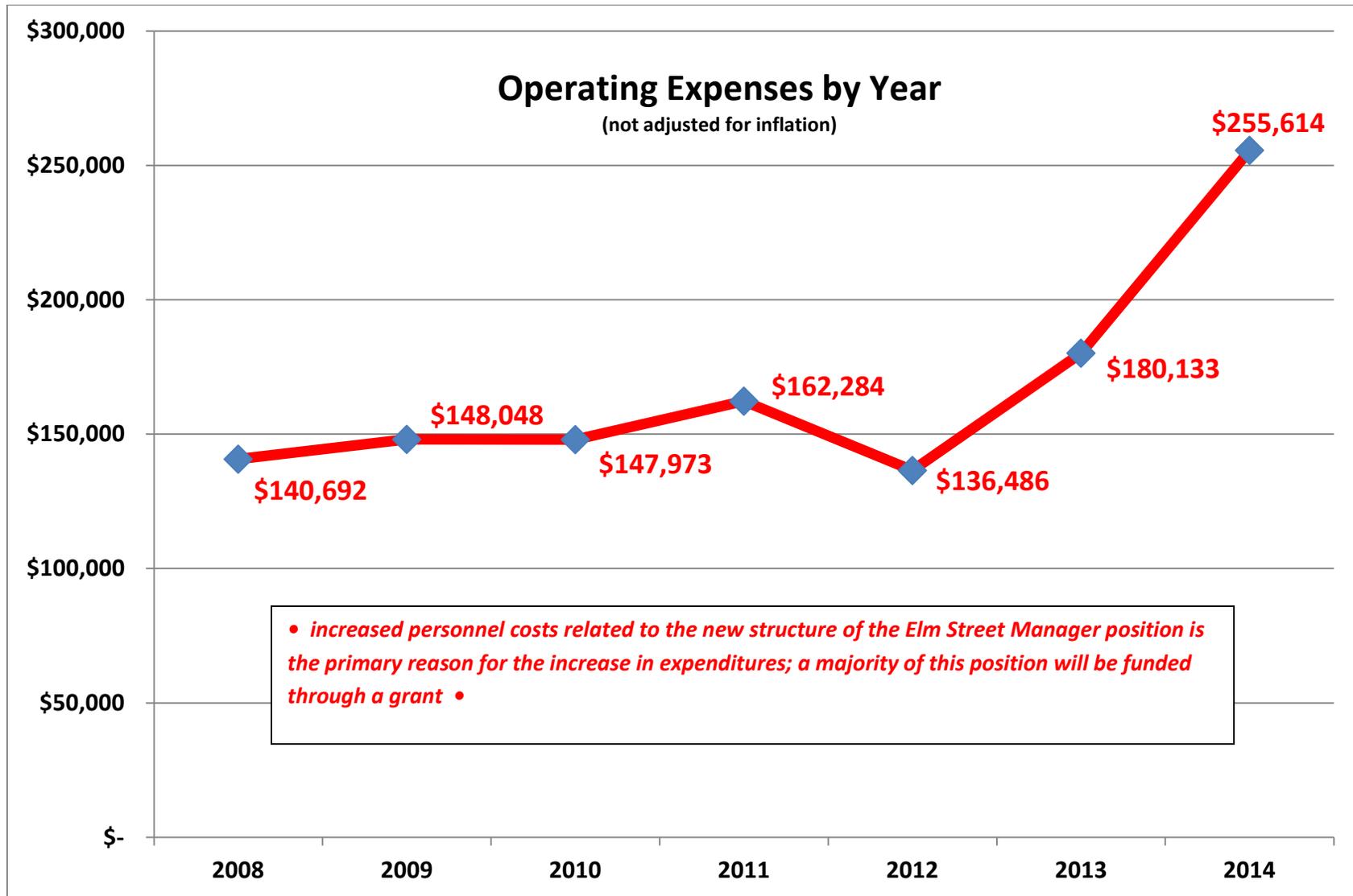
- 219 Reserved Spaces in Seven Parking Lots
- 796 Metered Parking Spaces
- Pomfret Street Garage
- Resident Parking Program
- Parking Enforcement

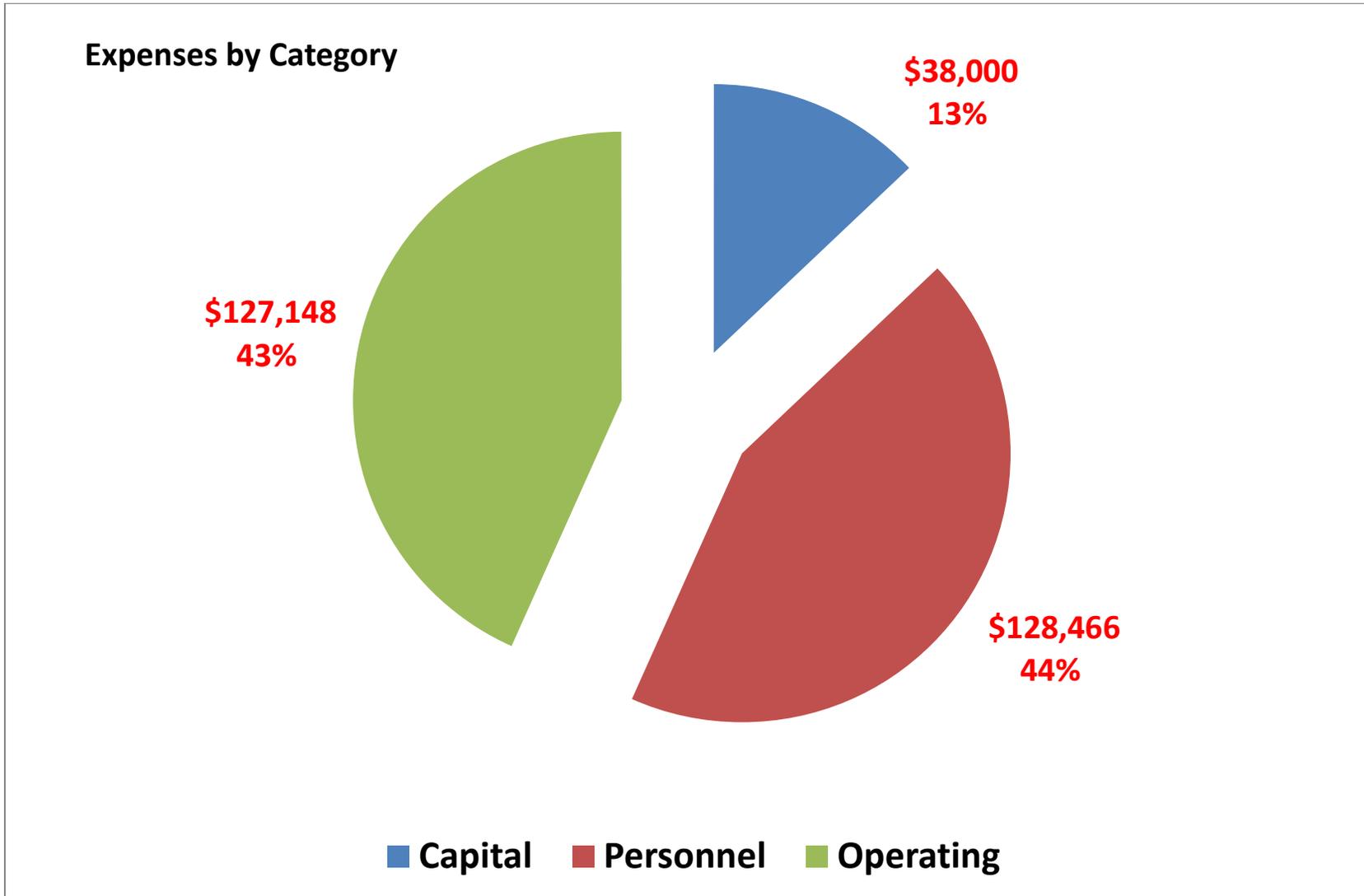
2014 GOALS:

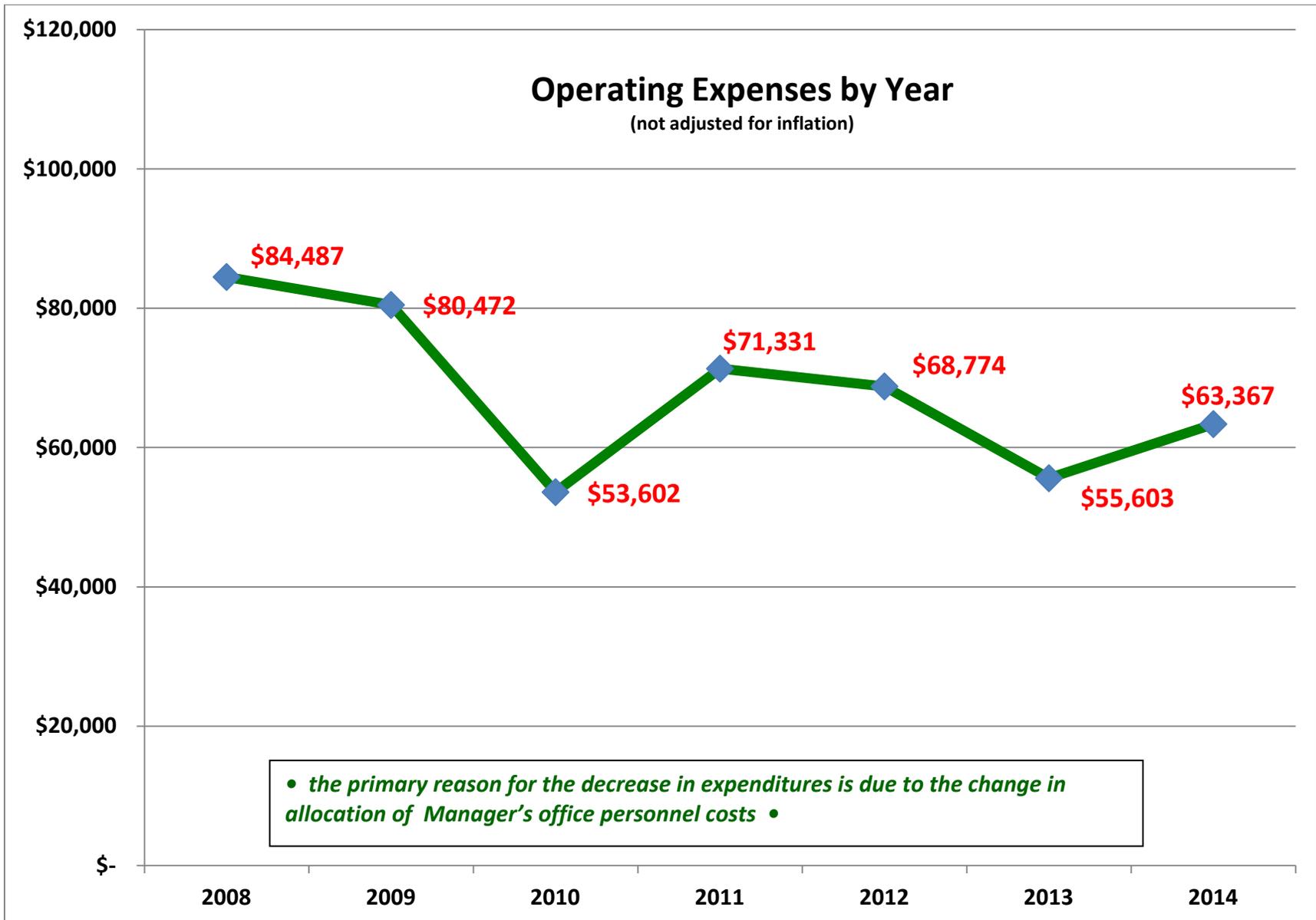
- Complete the 2013 Parking Enforcement Plan
- Implement the 2013 Parking Facilities Plan to increase customer options for meter parking, while increasing maintenance on parking infrastructure
- Work with the Bosler Library to provide parking for library patrons in the Pomfret Street Garage

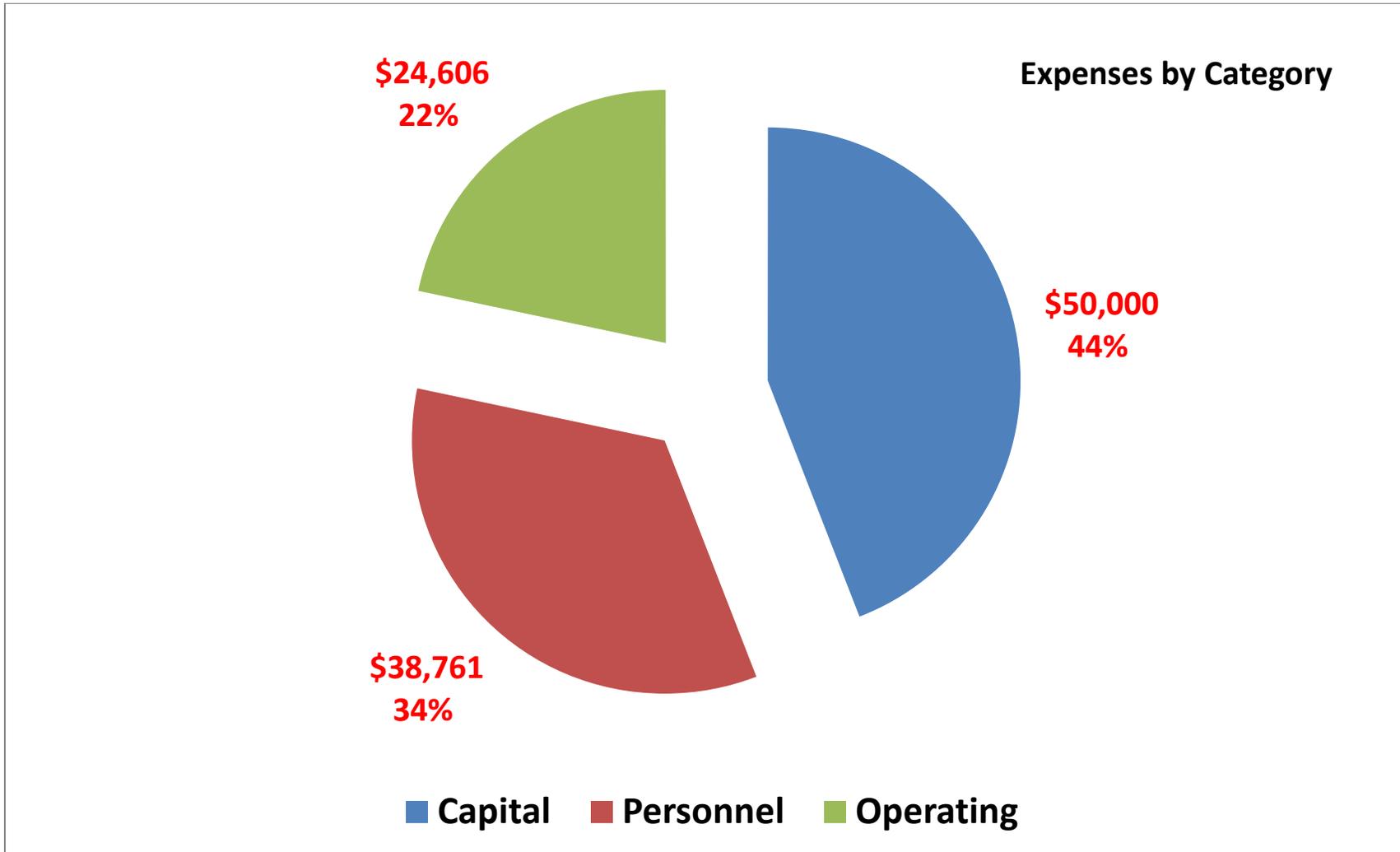
2013 ACCOMPLISHMENTS:

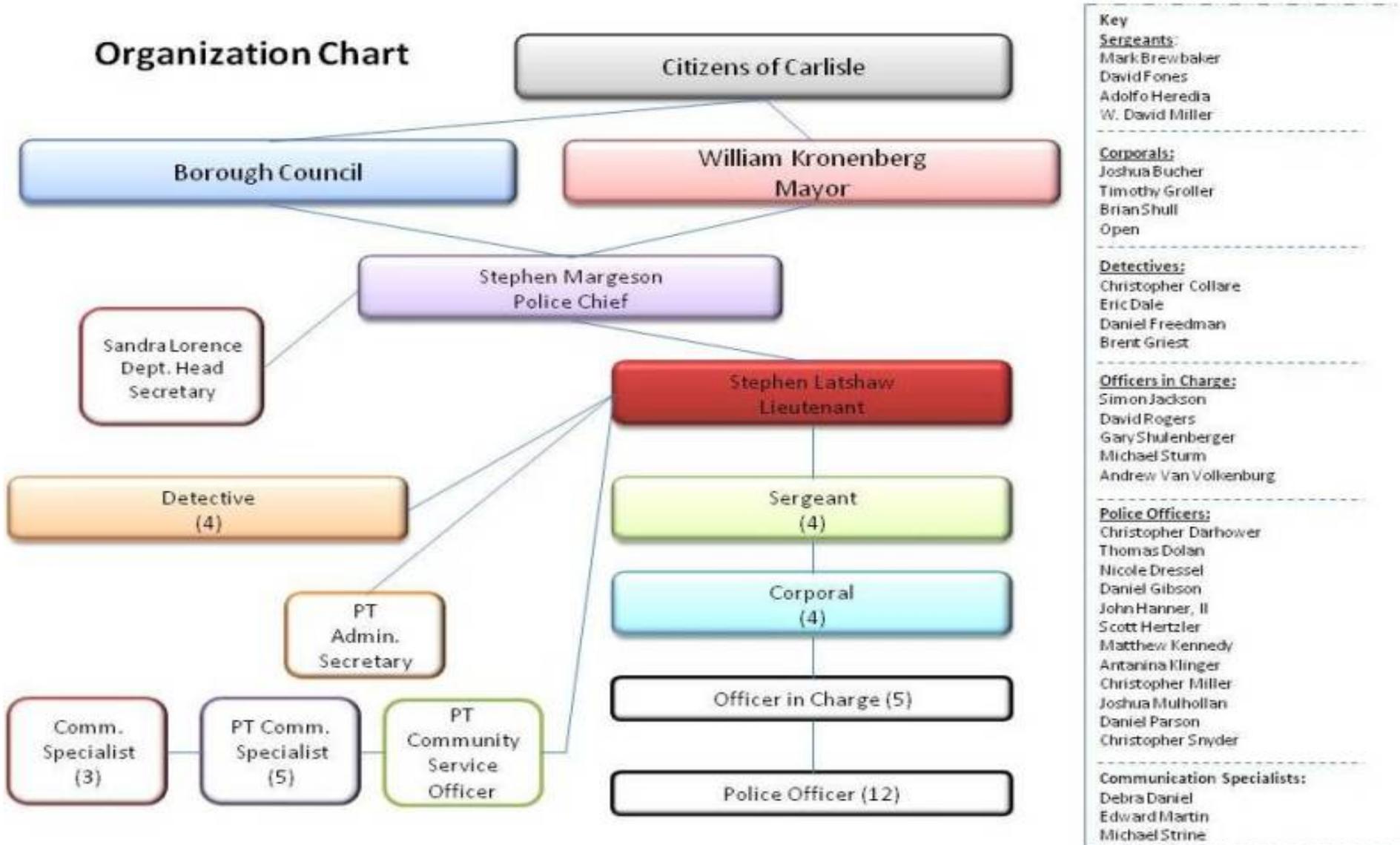
- Provided over 1,000 public parking spaces for the residents and visitors of Carlisle
- Devised a 2013 Parking Facilities Plan to increase customer options for meter parking, while increasing maintenance on parking infrastructure
- Creation of a Memorandum of Understanding to provide parking for library Patrons at the Pomfret Street Garage











As of December 31, 2013

FUND: GENERAL

DEPARTMENT: PUBLIC SAFETY

FUNCTION: POLICE

FUNCTION OVERVIEW:

The principal mission of the Carlisle Police Department is to preserve the rights of citizens and reduce fear in the community through the 1) prevention of crime, 2) protection of persons and property, 3) maintenance of public order, 4) enforcement of applicable laws, 5) to anticipate and respond to events that threaten public order and the protection of life and property.



SERVICES PERFORMED:

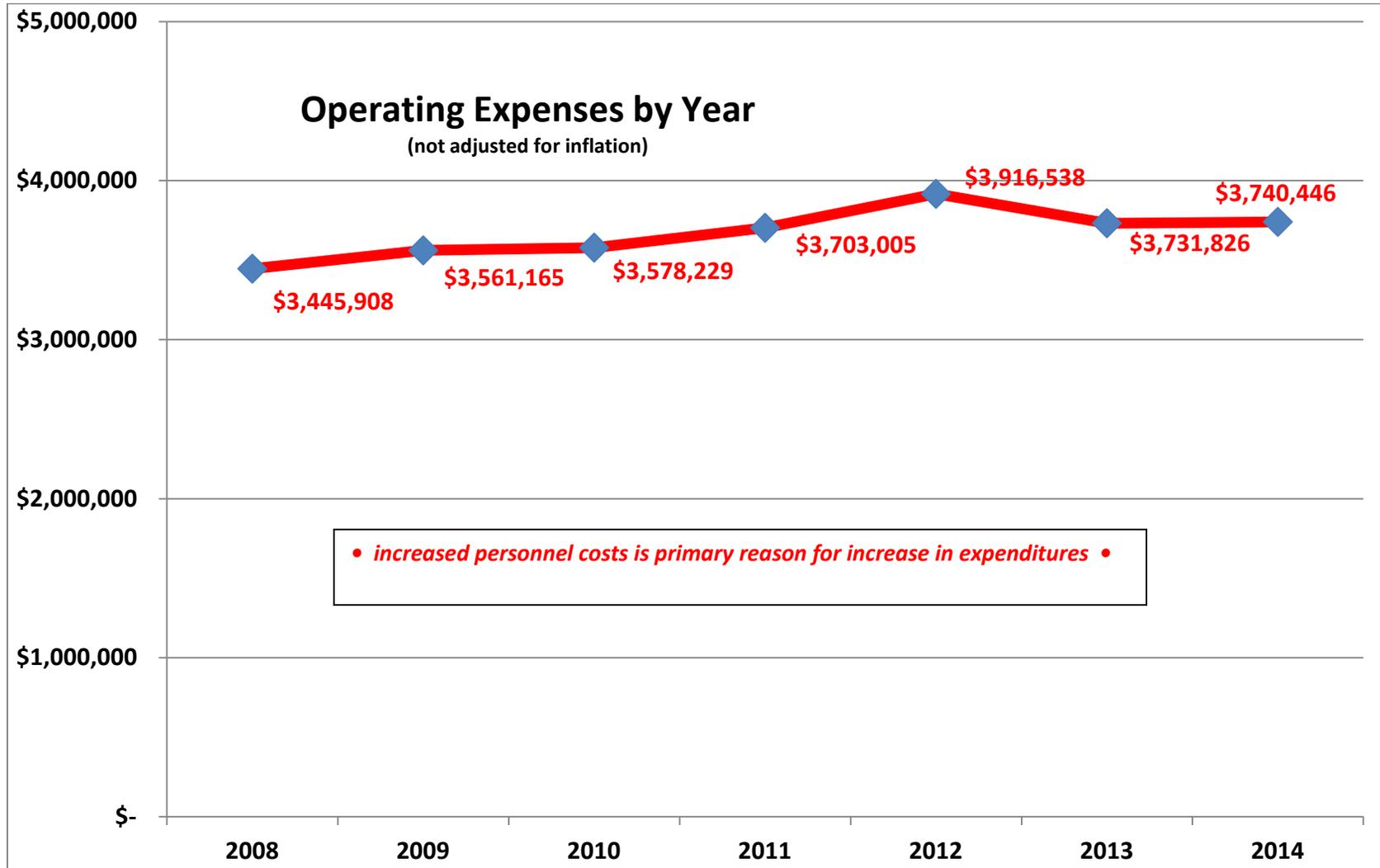
- 24/7 complete readiness and fully functional staffing at all times to respond to Calls for Service
- Provide visible patrol
- Conduct preliminary investigations of reported crimes
- Traffic control and security for special events
- Investigating crimes of violence, major felonies and sensitive or confidential cases
- Jointly work with other local, state, and federal agencies on a number of regional task forces and joint operations

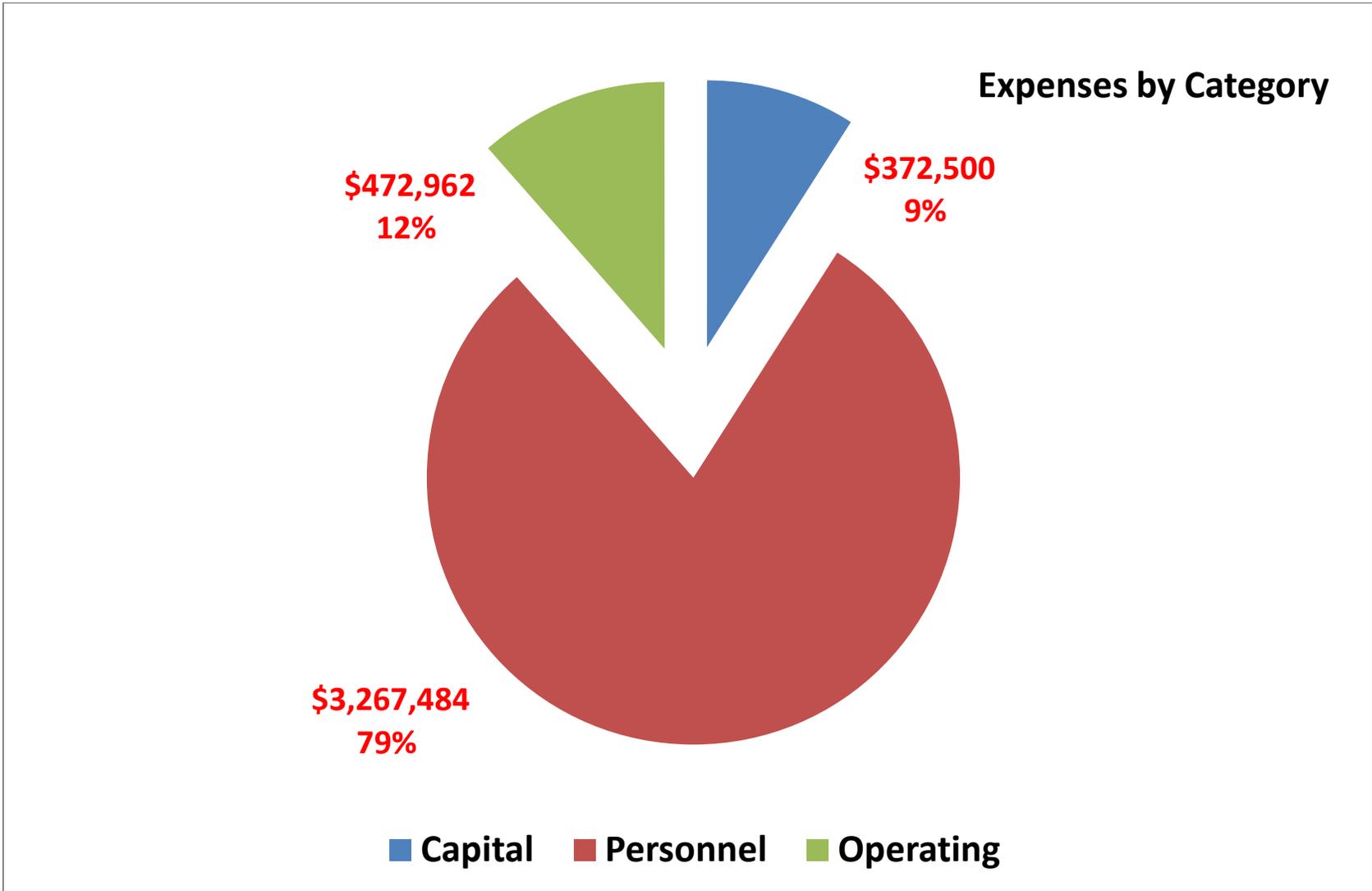
2014 GOALS:

- Implement department re-organization and re-structuring as a result of elimination of Lieutenant position and Dispatch transfer
- Integrate a new radio system, dispatch protocols and new RMS (Records Management System) into Carlisle Police Department operations
- Fill all authorized positions to bring the department up to full complement to maximize service delivery

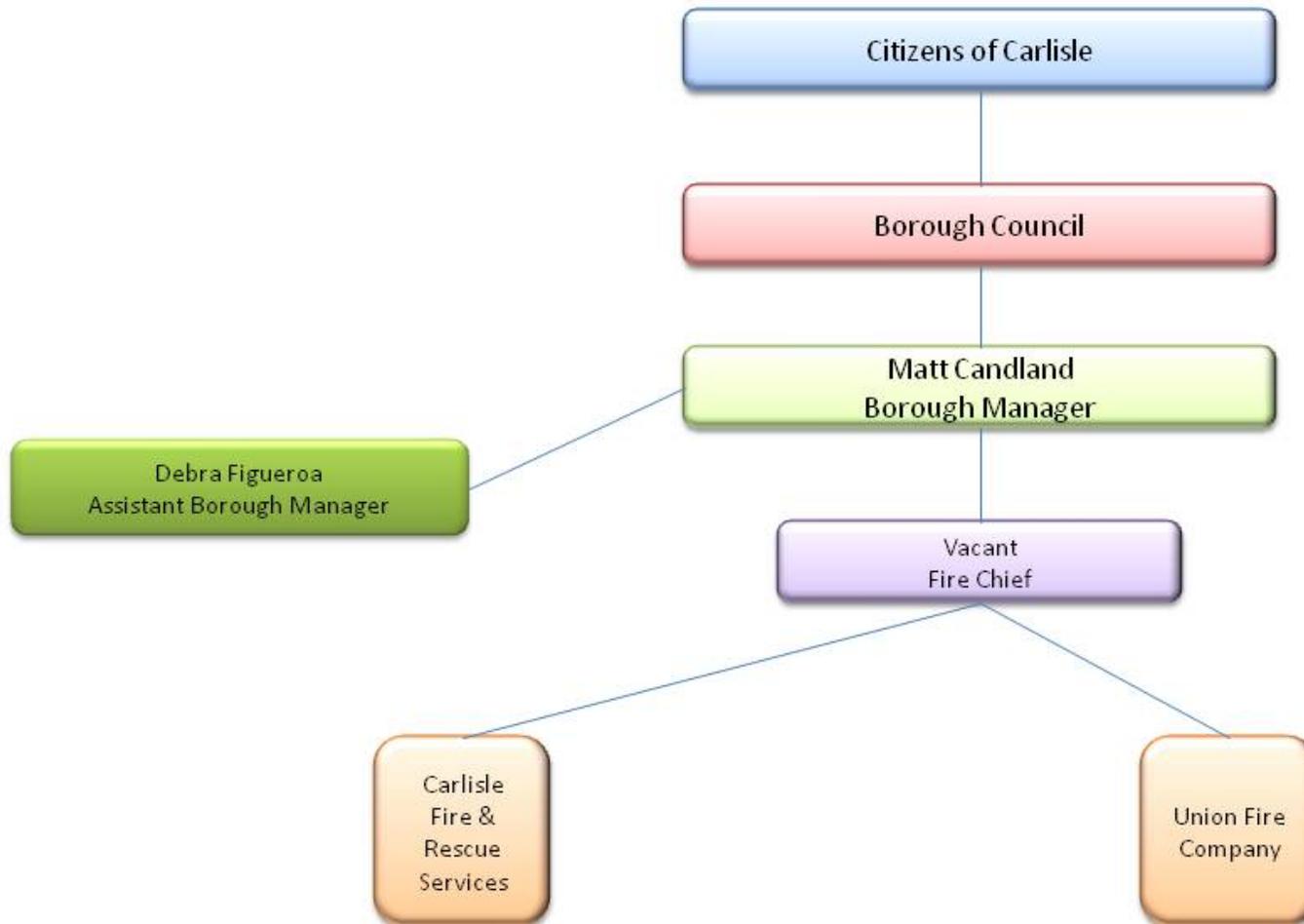
2013 ACCOMPLISHMENTS:

- Reviewed and researched existing Borough and County radio systems and their capabilities
- Met with radio system vendors and discussed radio system capabilities and costs (on-going)
- Reviewed and evaluated RMS's (Records Management Systems) for use by Carlisle Police Department after radio system/dispatch transfer (on-going)
- Evaluated department structure and organization and developed options for task re-distribution and elimination (on-going)





Organization Chart



FUND: GENERAL
DEPARTMENT: PUBLIC SAFETY
FUNCTION: FIRE

**FUNCTION OVERVIEW:**

The Carlisle Fire Department's primary purpose is to provide fire fighting, rescue, and assist with emergency medical services to minimize the loss of life and property when fire, sudden illness, or acts of nature or accidents occur within the Borough of Carlisle. There are two volunteer firefighter companies located in the Borough of Carlisle: Carlisle Fire and Rescue and Union Fire Company. The Borough's Part-Time Fire Chief oversees the operations of the two departments to ensure the Borough's fire service is performed properly. There are approximately 50 active volunteer firefighters.

SERVICES PERFORMED:

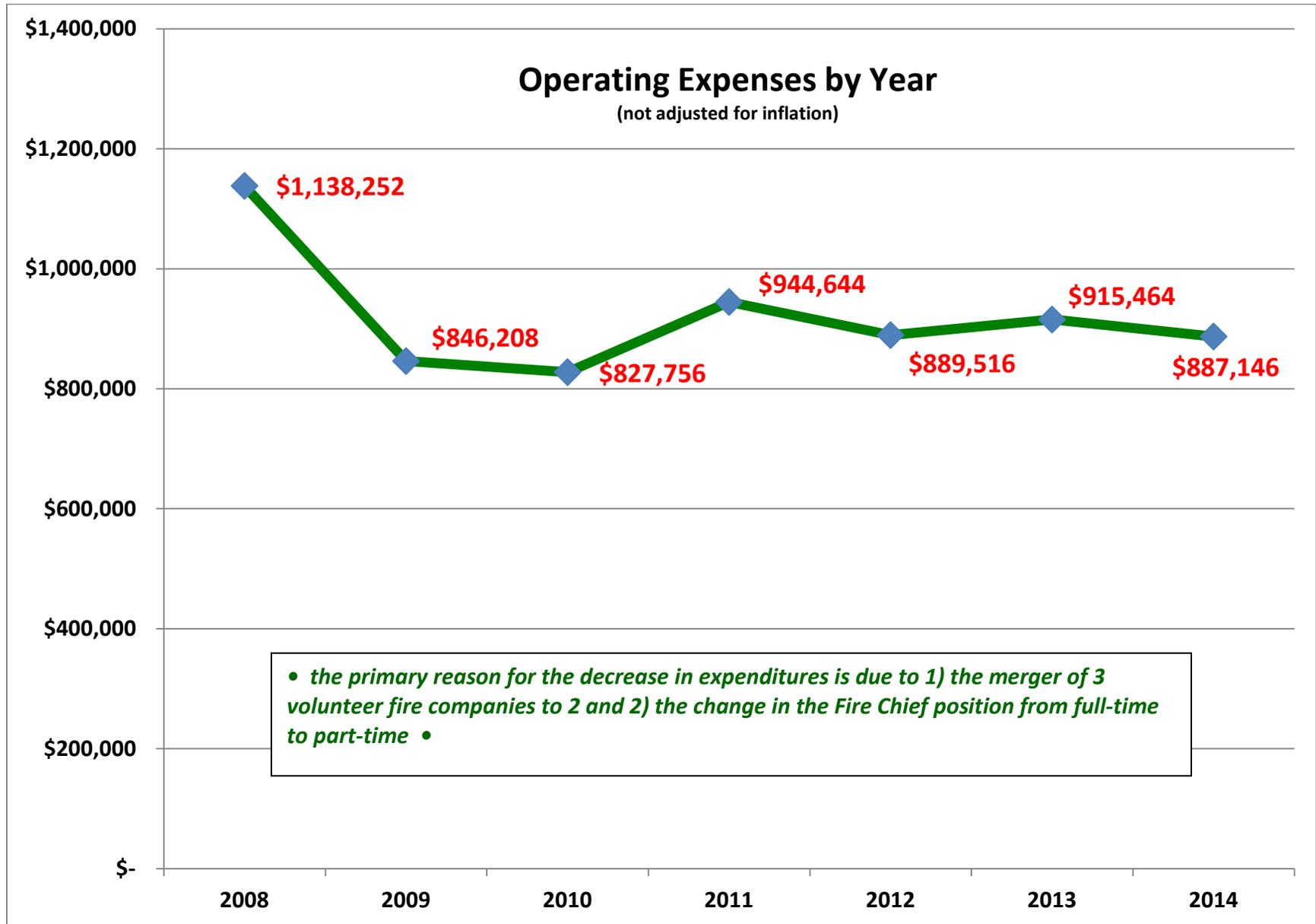
- Fire suppression
- Fire prevention
- Rescue
- Emergency medical service
- Training

2014 GOALS:

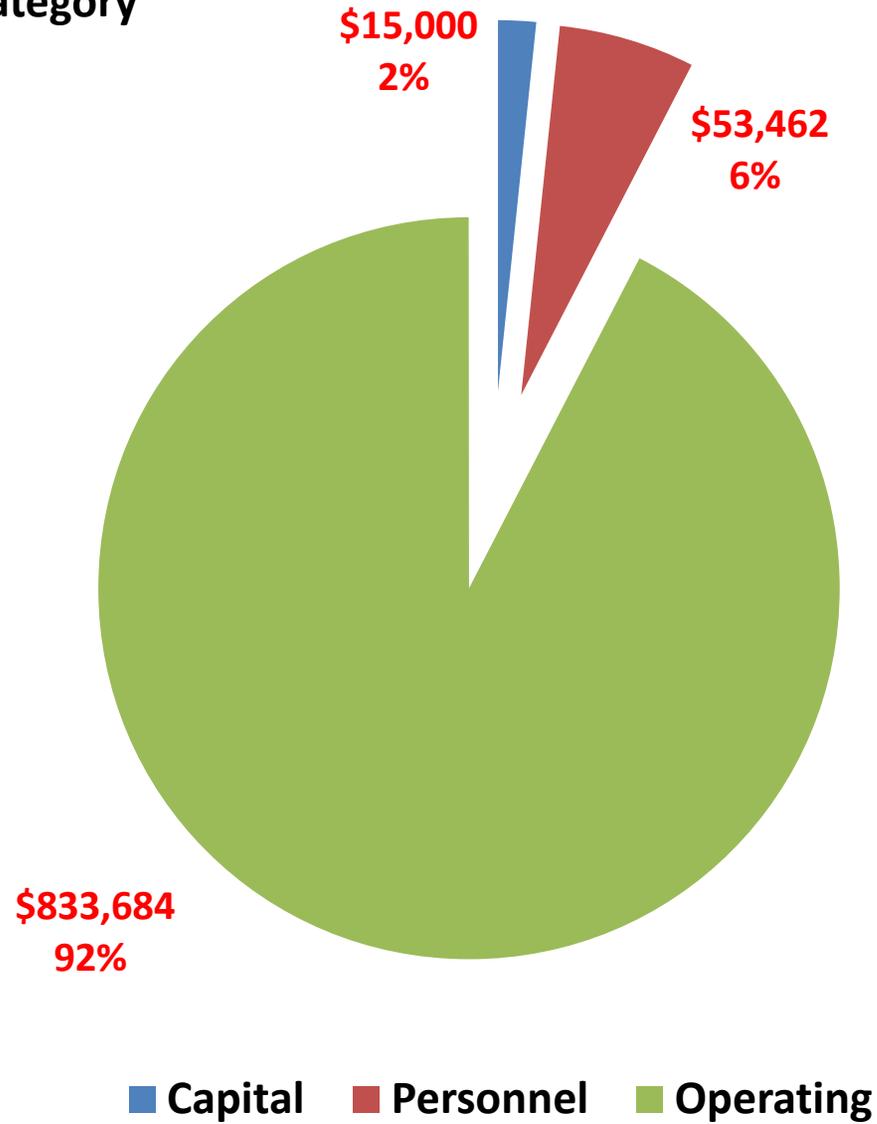
- Implement Emergency Operations Plan and required training
- Develop, implement, and exercise Borough of Carlisle Emergency Operations Center
- Encourage attainment of PA State Firefighter II Certification for all volunteer firefighters
- Continue the recruitment and retention program
- Continue to develop the CFD as an organization including continuing cooperation with surrounding townships and communities

2013 ACCOMPLISHMENTS:

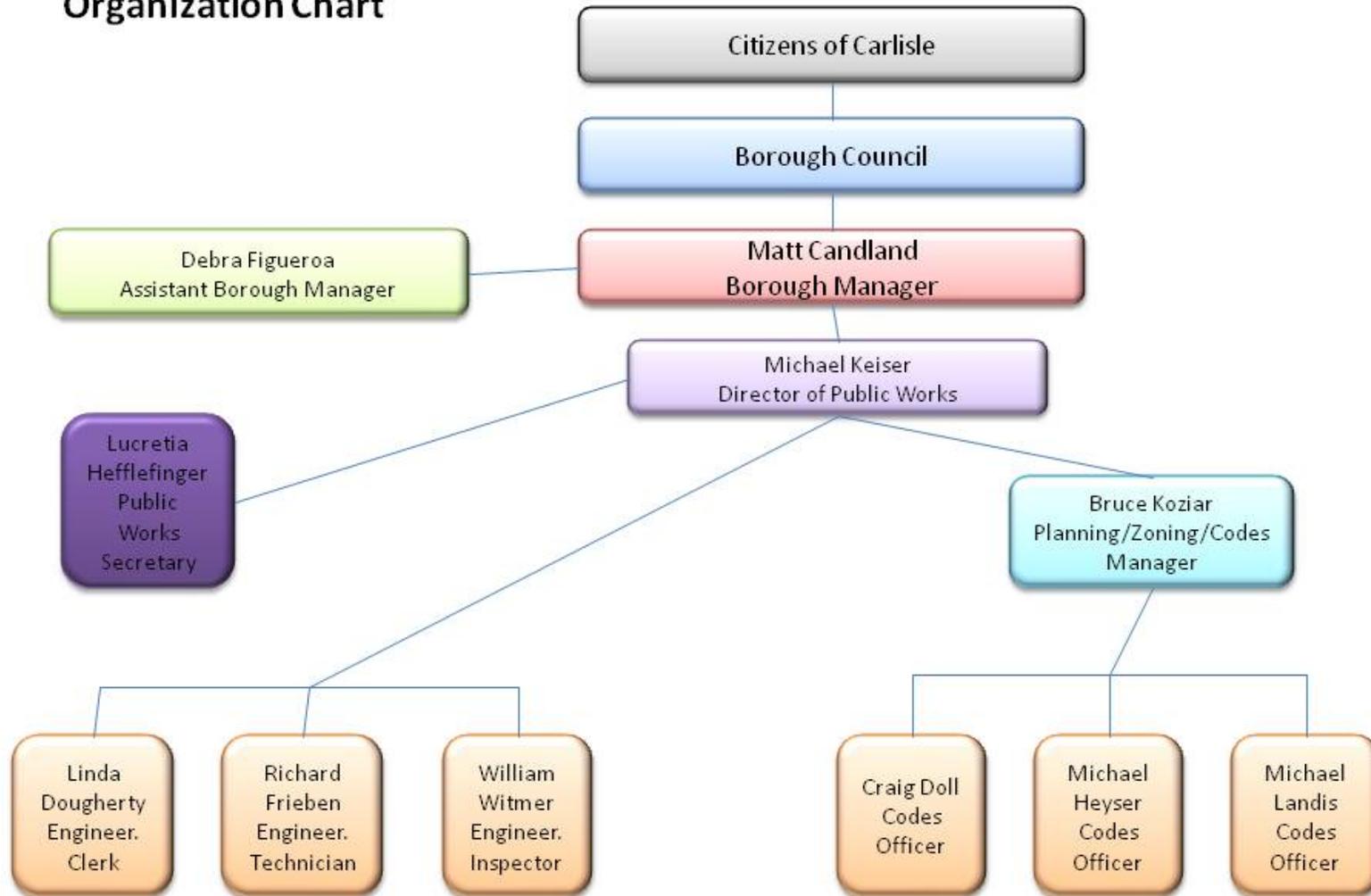
- Recruitment and retention program
- Code of Conduct adopted
- Pennsylvania State Firefighter 1 Certification obtained by all volunteer firefighters



Expense by Category



Organization Chart



FUND: GENERAL
DEPARTMENT: PUBLIC WORKS
FUNCTION: BUILDING

**FUNCTION OVERVIEW:**

The Building Department's primary responsibility is to administer the Borough's Zoning and Subdivision/Land Develop ordinance and the Building, Electrical, Plumbing, and Property Maintenance Codes. This department also provides oversight of property maintenance issues within the Community Development Block Grant district. Ordinances are enforced according to professional standards in accordance with the Pennsylvania Municipalities Planning Code, the Pennsylvania Borough Code, and other appropriate statutes of the Commonwealth of Pennsylvania. To ensure compliance applications and/or plans are required, and if valid, the department will issue permits to applicants. Where appropriate, applications are reviewed by Borough Council, the Planning Commission, Zoning Hearing Board, Historical Architectural Review Board or the Board of Appeals. The Building department serves as a liaison between these boards and commissions. The activities of this department contribute directly to protecting and promoting the safety and health of the citizens and provide for the general welfare by ensuring coordinated and reasonable development within the Borough.

SERVICES PERFORMED:

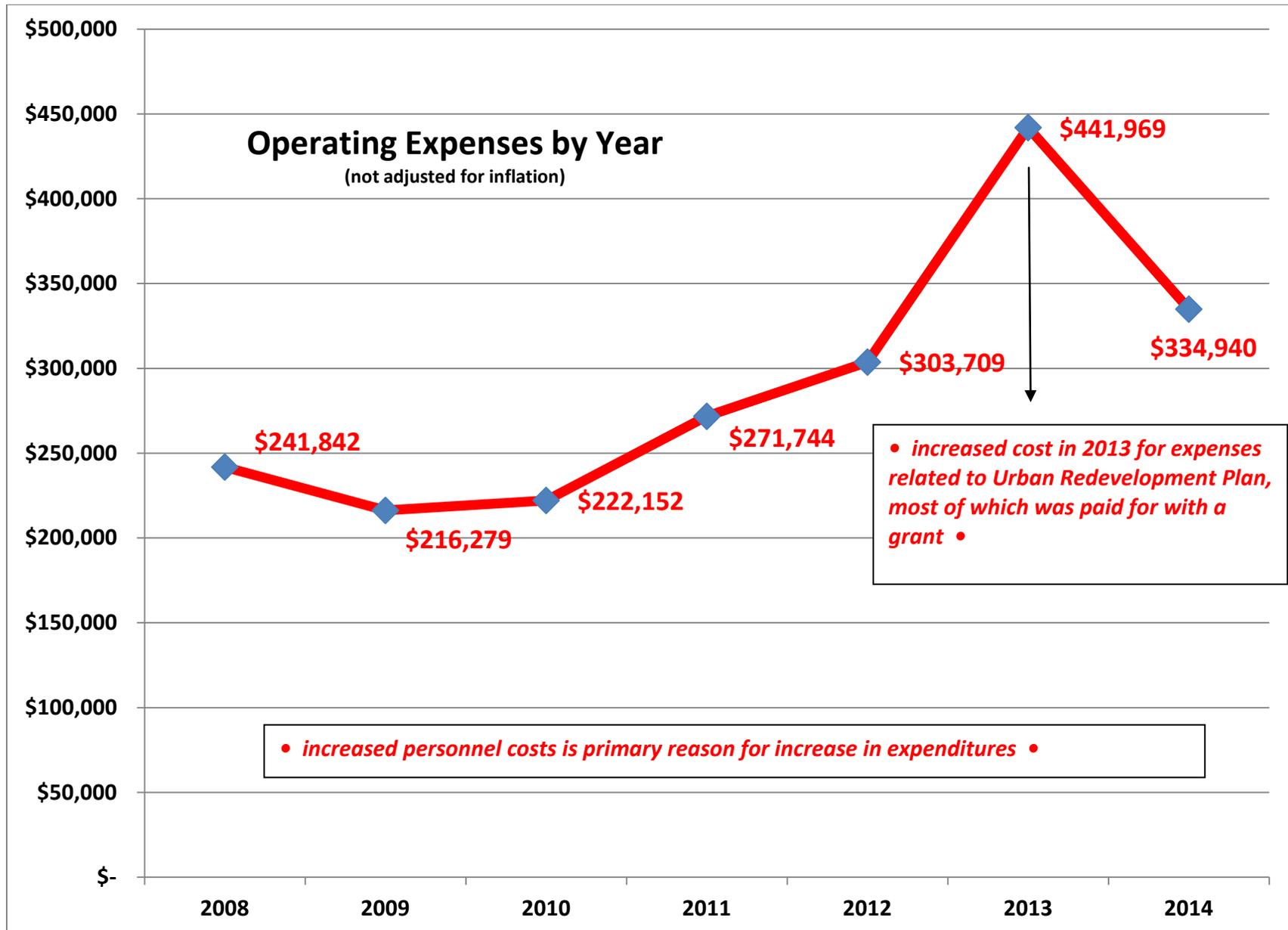
- Maintaining compliance with Pennsylvania Uniform Construction Code and all related International and Borough approved codes
- Review permit applications
- Conduct physical, onsite inspections
- Plan reviews and building inspections
- Send violations notices to property owners
- Administer Rental Housing Registration Program

2014 GOALS:

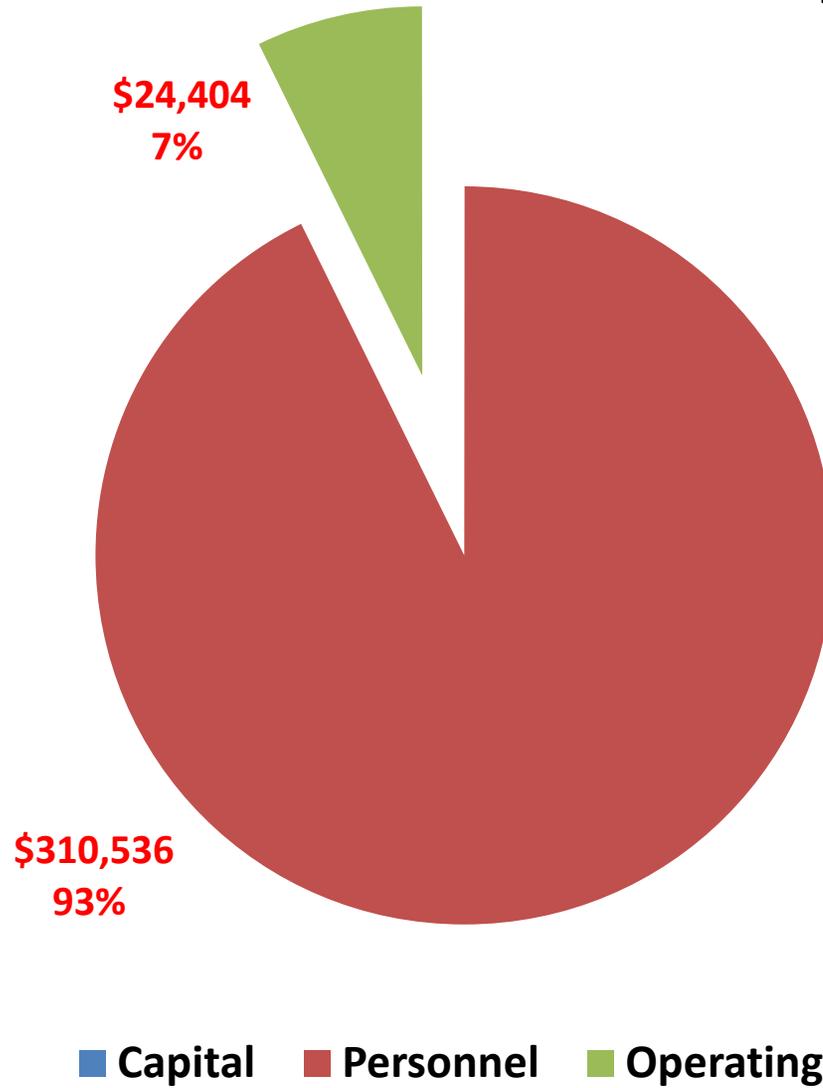
- Promote enhanced public safety and health through coordinated and reasonable development and enforcement and administration of the Uniform Construction Code
- Provide efficient citizen support and response

2013 ACCOMPLISHMENTS:

- Administration of Rental Housing Registration program
- Zoning Ordinance update
- Participation in the Urban Redevelopment Plan



Expenses by Category



FUND: GENERAL, WATER, SEWER, PARKING,
SOLID WASTE

DEPARTMENT: PUBLIC WORKS

FUNCTION: ADMINISTRATION & ENGINEERING

FUNCTION OVERVIEW:

The Public Works Administration Department provides vision, direction, and administrative support for all department functions. This department provides guidance and oversight of engineering design, survey, and contract management.

Additionally, this department is responsible for administration of the Borough's curb and sidewalk program, solid waste and recycling program, record keeping, construction inspection, Geographic Information Systems (GIS) and other necessary property and public information records.



SERVICES PERFORMED:

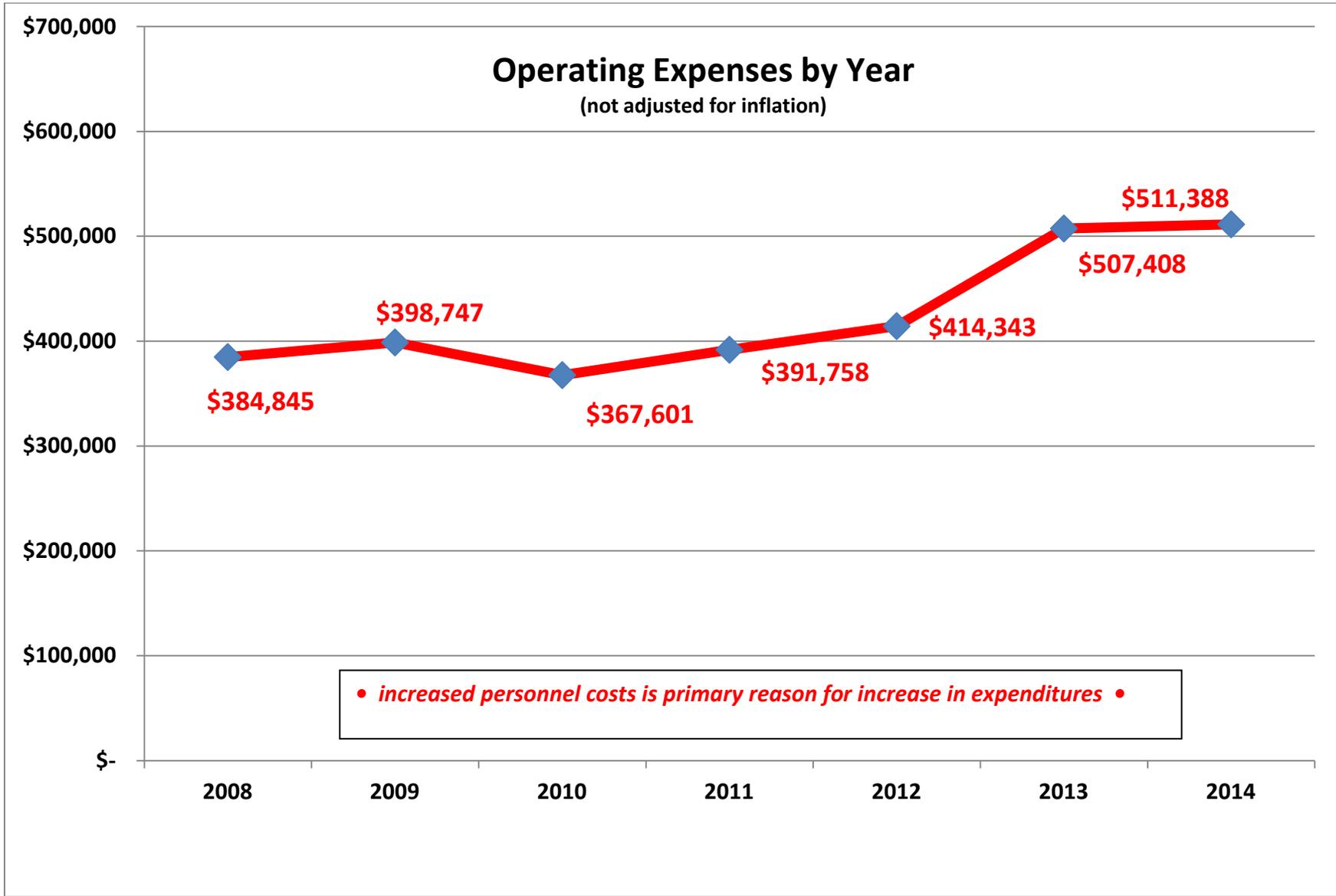
- Engineering design, survey, contract management
- Administers solid waste contract
- Coordinates Borough Emergency Plan
- Performs fields surveys in advance of design work
- Performs property research and deed investigation
- Manages construction activity within Borough
- Maintains Borough infrastructure
- Establishes property addresses and street names
- Administers curb and sidewalk inspection program
- Maintains GIS, building, and property record files

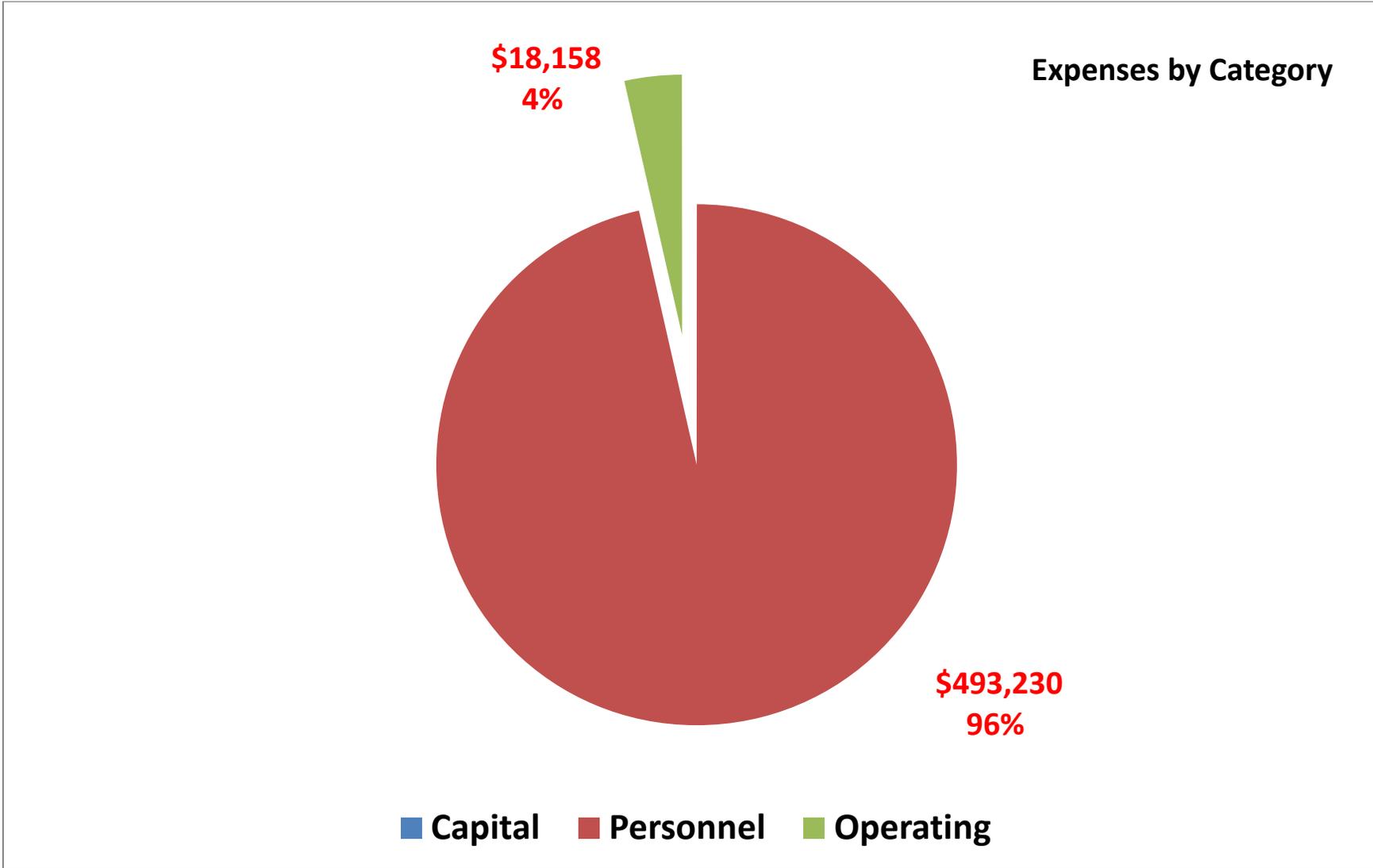
2014 GOALS:

- Provide consistent Public Works services and operations
- Provide engineering professionalism
- Provide efficient citizen support and response

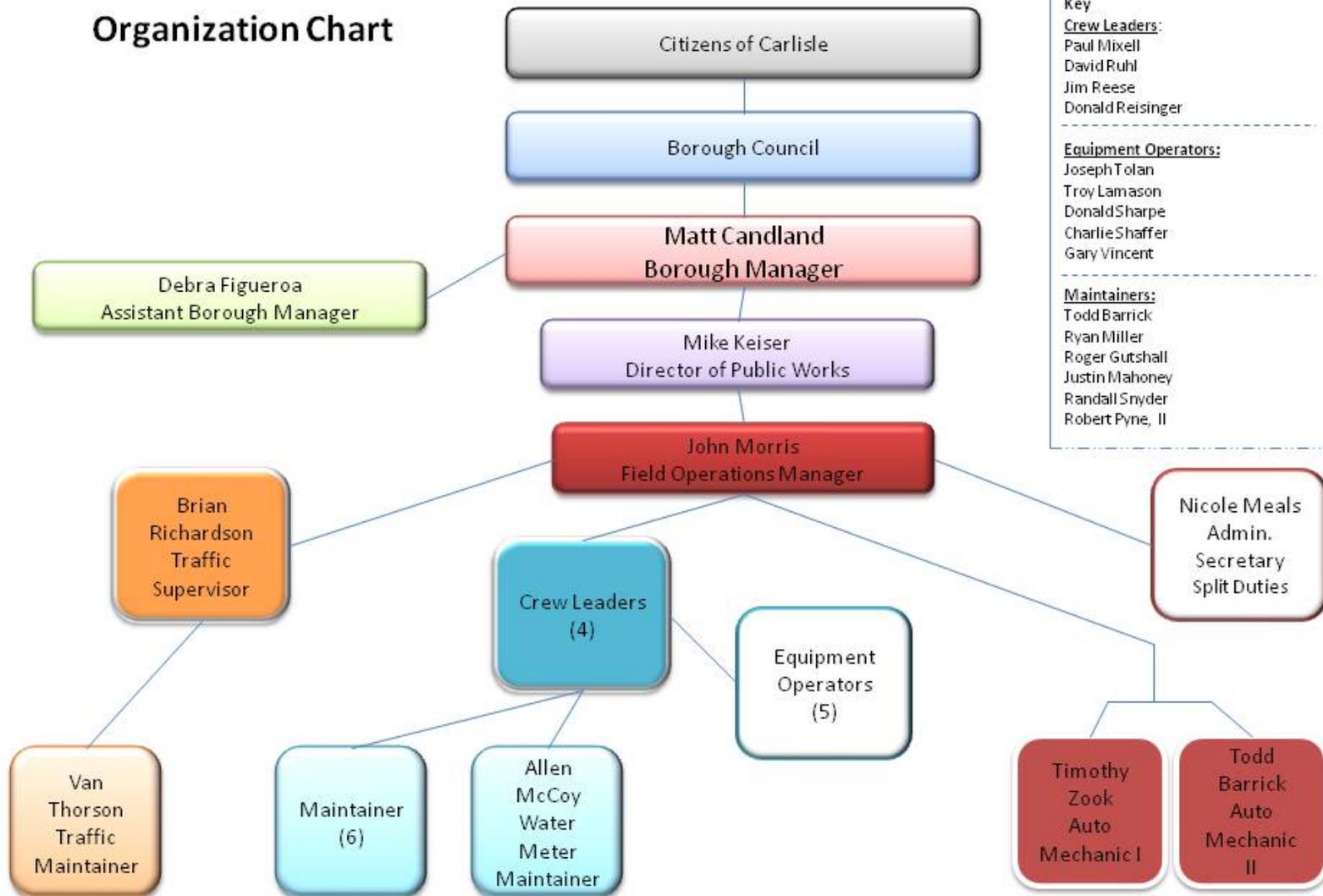
2013 ACCOMPLISHMENTS:

- Developed bid specifications and entered into a new three year contract for solid waste collection
- Completed curb and sidewalk inspections for one area
- Performed numerous traffic engineering studies to improve safety at various intersections





Organization Chart



- Key**
- Crew Leaders:**
 Paul Mixell
 David Ruhl
 Jim Reese
 Donald Reisinger
-
- Equipment Operators:**
 Joseph Tolan
 Troy Lamason
 Donald Sharpe
 Charlie Shaffer
 Gary Vincent
-
- Maintainers:**
 Todd Barrick
 Ryan Miller
 Roger Gutshall
 Justin Mahoney
 Randall Snyder
 Robert Pyne, II

FUND: GENERAL, WATER,
SEWER

DEPARTMENT: PUBLIC WORKS

FUNCTION: FIELD OPERATIONS

FUNCTION OVERVIEW:

The Field Operations Department is primarily responsible for the daily direction, planning, coordination, and supervision of numerous and essential public works services in various areas including street and parking lot maintenance, water distribution, and sewer collection. This department is also responsible for fleet and facility maintenance.



SERVICES PERFORMED:

- Repair and maintenance of:
 - Borough roadways and avenues
 - Water mains
 - Water meters
 - Sewer mains
 - Force mains
- Replace water service laterals
- Install new service taps
- Install new fire hydrant and mainline installation
- Fire hydrant flushing
- Leak Detection
- Television inspection of mains
- Replacement of manholes
- In-Flow and Infiltration program

2014 GOALS:

- Improve and maintain Borough infrastructure at highest possible level
- Ensure timely completion of infrastructure repair
- Ensure projects minimize service disruption to customers

2013 ACCOMPLISHMENTS:

- Paved 46,085 SY of roads and microsurfaced 20,465 SY
- Installed 36 brake retarder signs
- Completed a 191 point preventative maintenance checks for 43 traffic signals
- Implemented water valve exercising program
- Completed 2 water distribution system leak detection surveys

DEPARTMENT INFORMATION

Public Works Field Operations

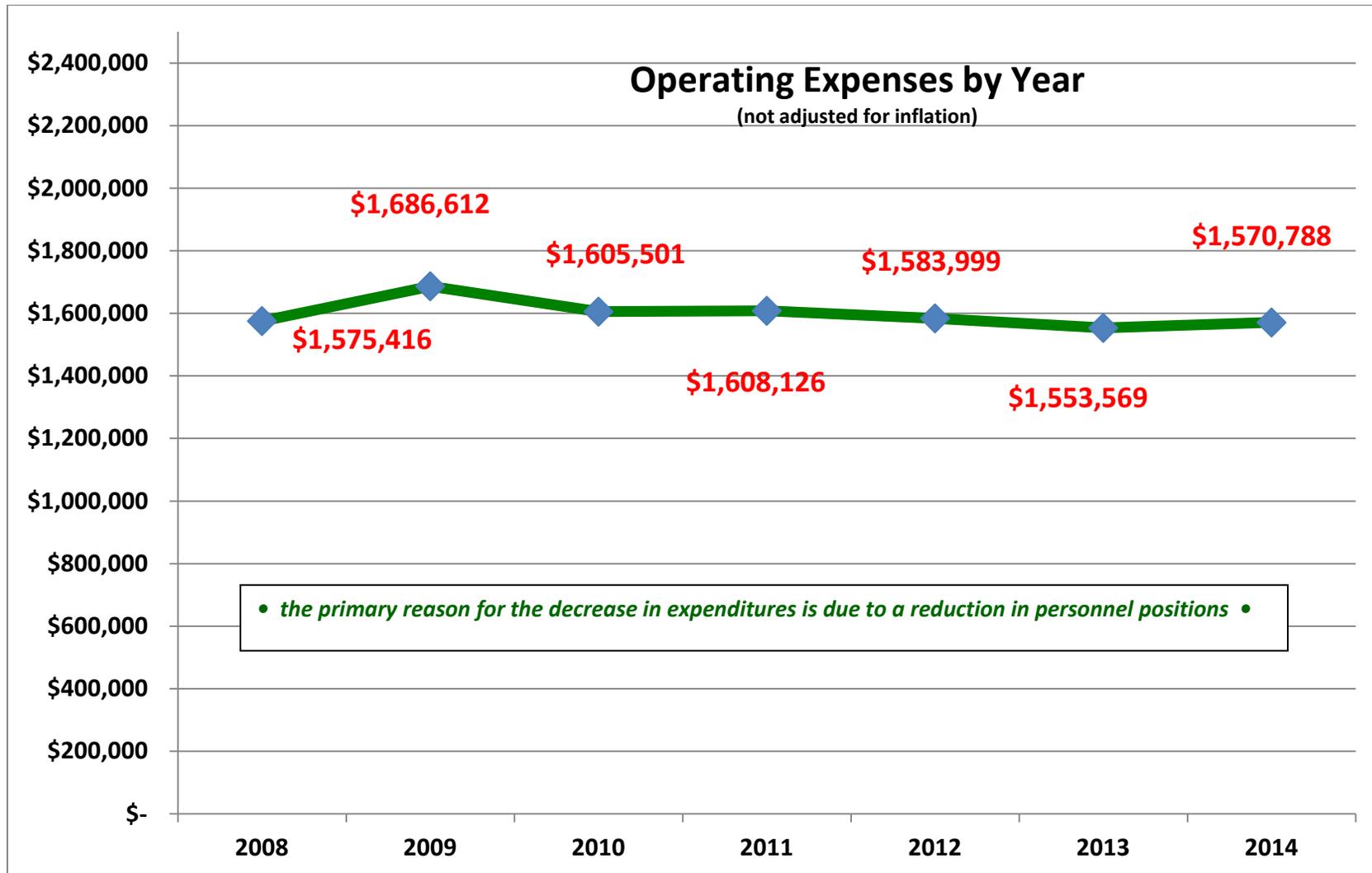
FUND: GENERAL, WATER, SEWER

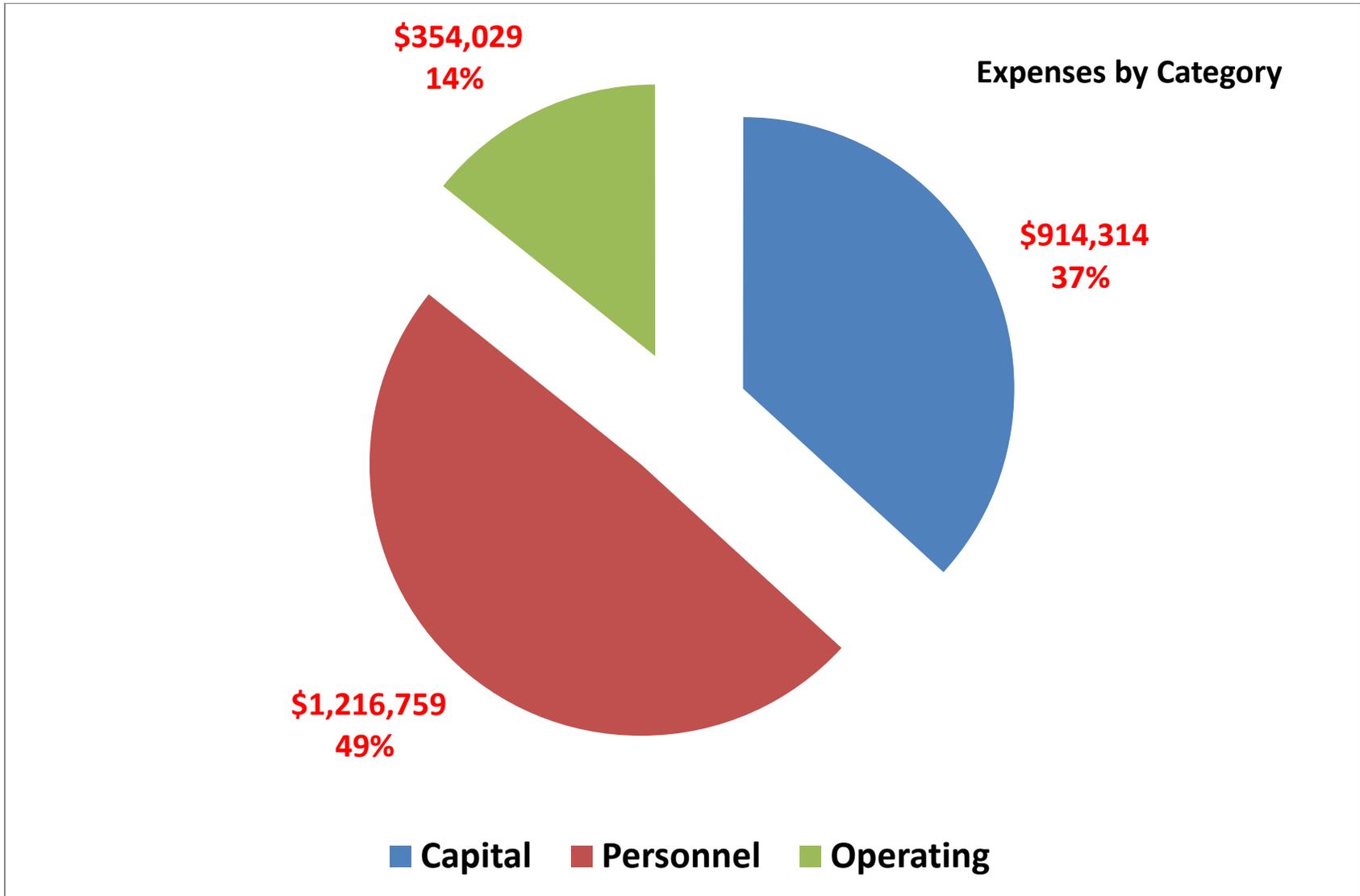
DEPARTMENT: PUBLIC WORKS

FUNCTION: FIELD OPERATIONS

2013 ACCOMPLISHMENTS (continued):

- Located and repaired 11 residential water service leaks, 14 main leaks, and replaced 6 broken valves
- Replaced 45 water meters, repaired 28 meters, repaired 38 electronic meter pad wires and investigated 39 properties for no water use
- Inspected 20,155 feet of sewer main
- Responded to 17 snow and ice events
- Inspected 990 storm water inlets
- Renovated Thornwald Park amphitheatre
- Replaced Thornwald Park gatehouse roof
- Administered replacement of Public Works Garage roof





FUND: GENERAL

DEPARTMENT: PUBLIC WORKS

FUNCTION: STREET CLEANING

FUNCTION OVERVIEW:

The Street Cleaning Department's primary responsibility is to maintain the durability of road surfaces, slow roadway deterioration and add to a clean and safe community environment. Weekly street cleaning operations consist of sweeping the downtown area three days per week. All other roadways are swept according to posted signage Monday through Thursday, with the exception of residential developments, which are swept once a month, usually on Friday. The seven municipal parking lots are also cleaned once per week and the parking garage is cleaned one time per month.



SERVICES PERFORMED:

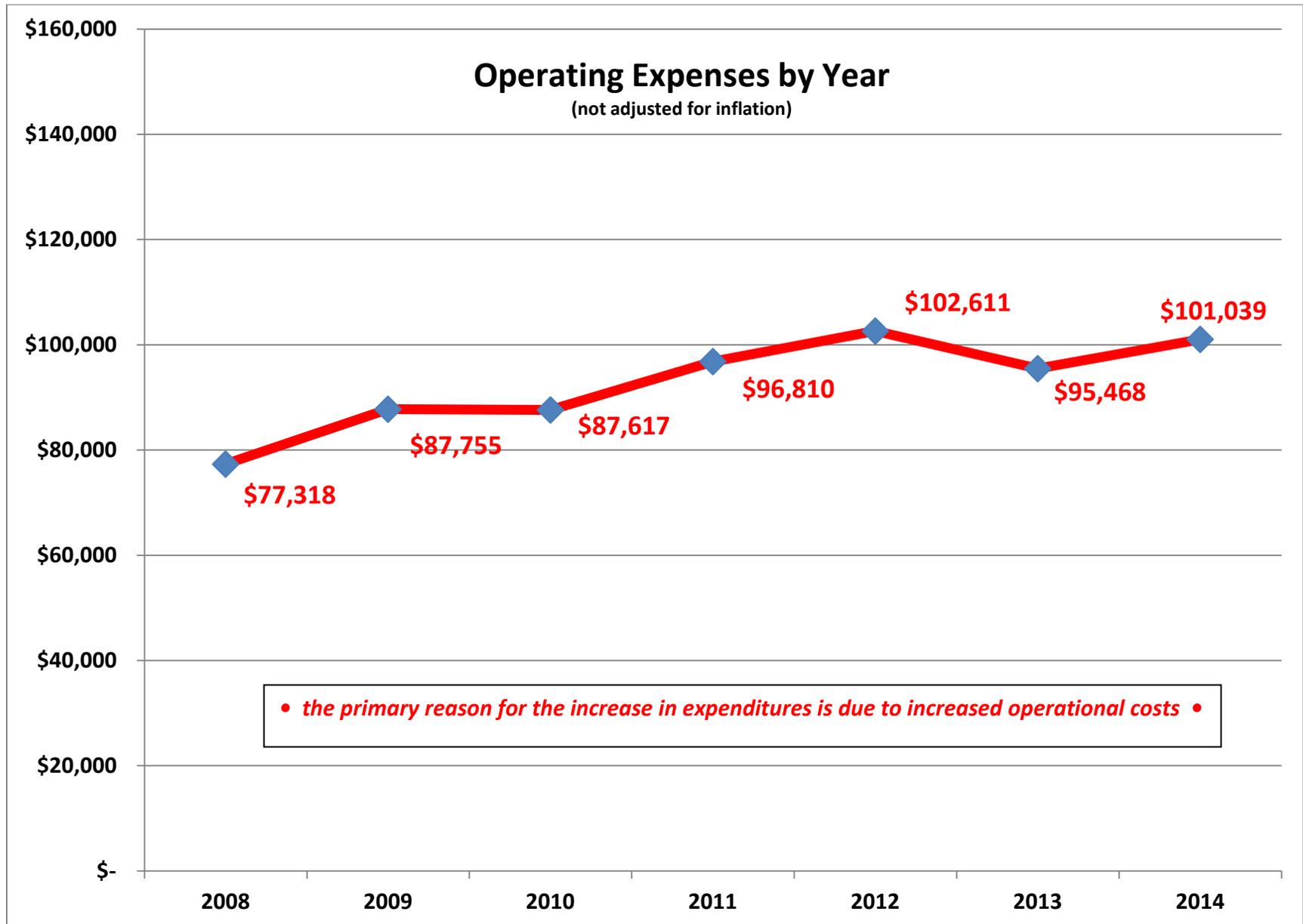
- Regularly clean Borough's:
 - 56.3 miles of local street
 - 12.46 miles of state highway
 - 7 municipal parking lots
 - Parking garage

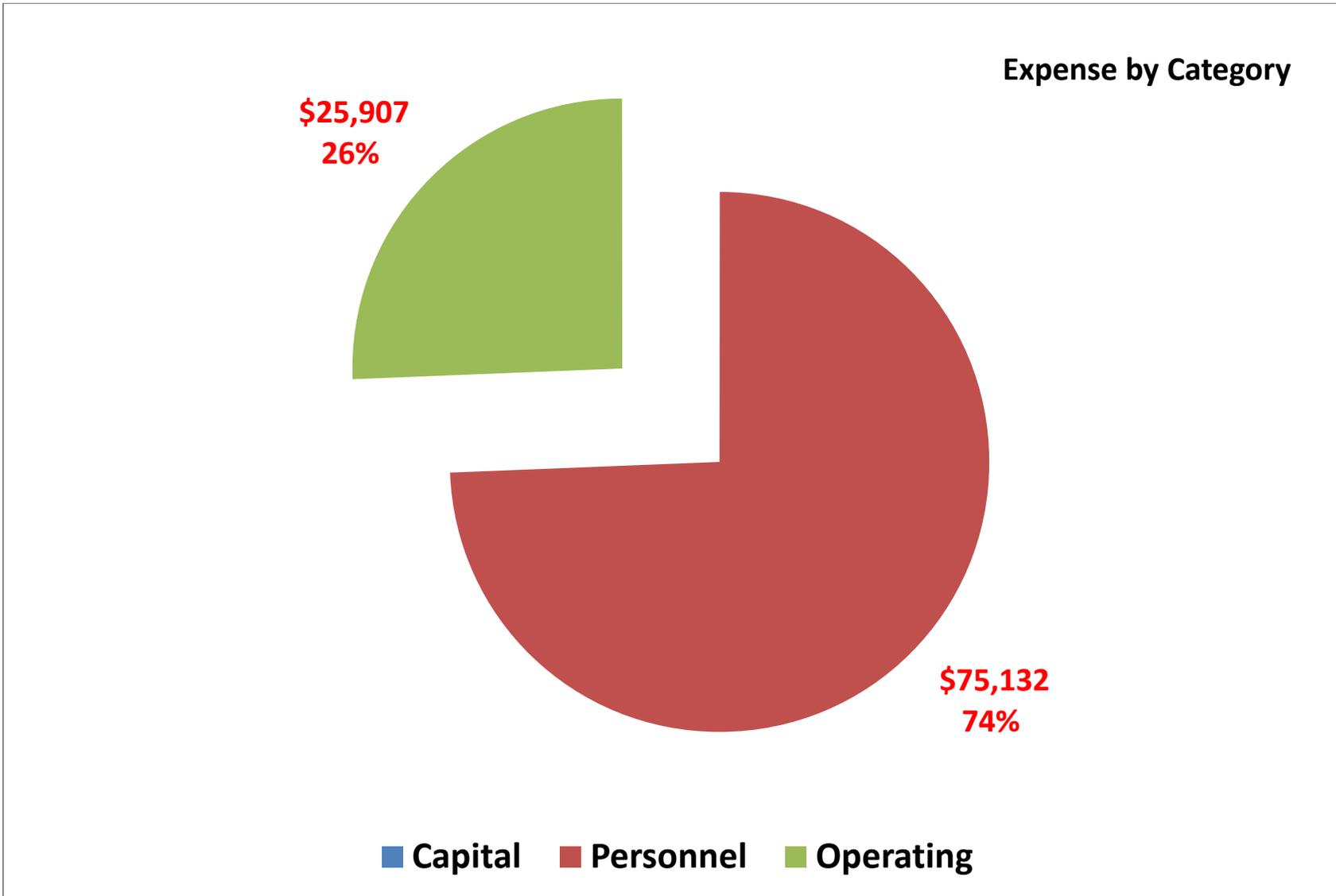
2014 GOALS:

- Complete street cleaning operations based on existing ordinance and schedule
- Provide weekly surface cleaning for the Boroughs seven parking lots
- Provide monthly parking garage cleaning

2013 ACCOMPLISHMENTS:

- Completed 6,515 miles of roadway cleaning
- Expended 1,940 man-hours for street and parking lot cleaning
- Reduced overtime cost to zero while maintaining same service level





FUND: GENERAL
DEPARTMENT: PUBLIC WORKS
FUNCTION: TRAFFIC CONTROL



FUNCTION OVERVIEW:

The Traffic Control Department's primary responsibility is to maintain and repair the Borough's 43 traffic signals, numerous regulatory and street signs, and pavement markings to ensure that the users of the Borough's roadways enjoy a safe and efficient transportation system.

SERVICES PERFORMED:

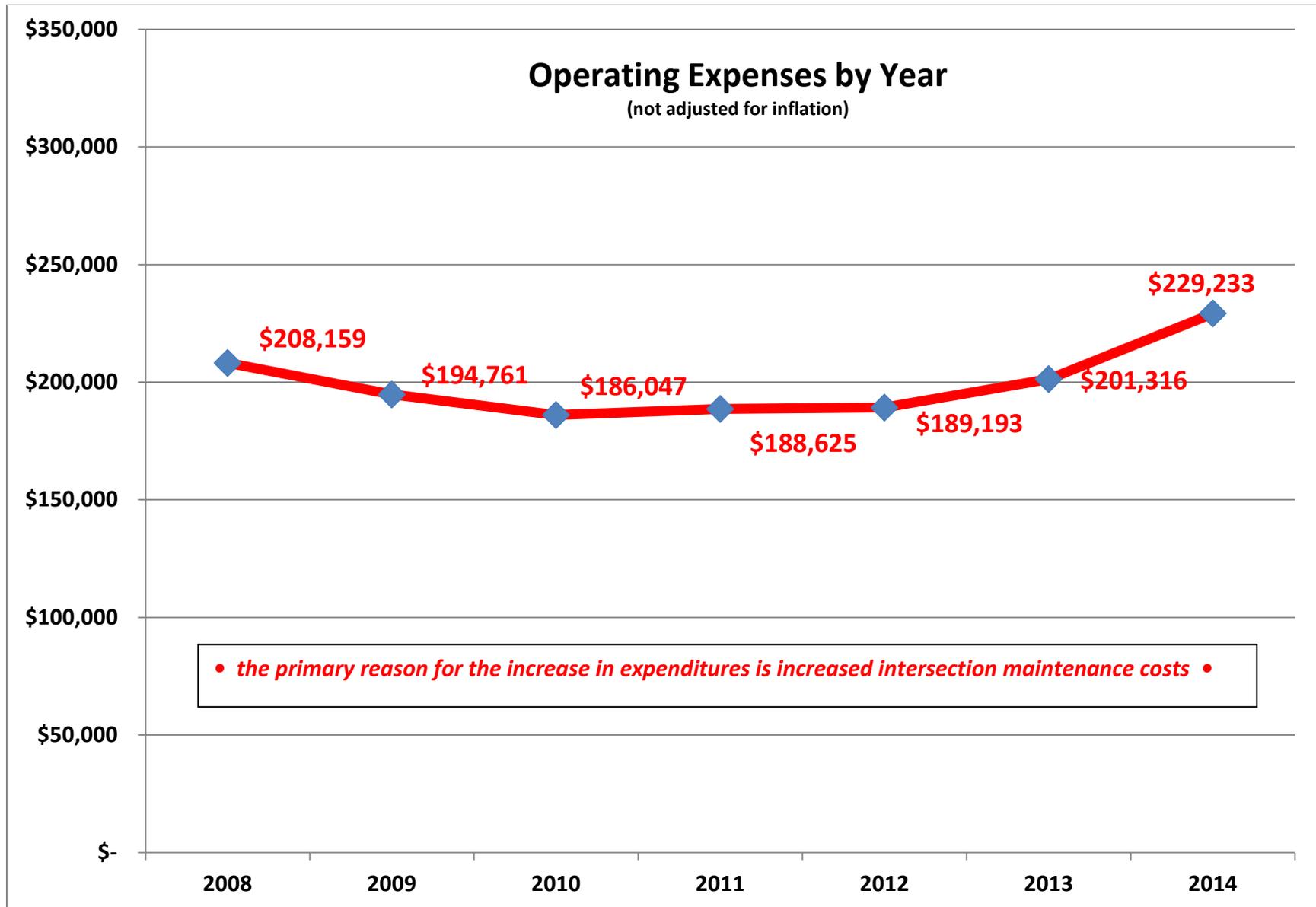
- Routine maintenance of signs and traffic signals
- Installation of signs and traffic delineation devices
- Painting crosswalk, curbs, center lines, school markings, and other pavement markings
- Maintain 15 police security cameras
- Establish roadway detour signing for special events and roadway emergencies as needed

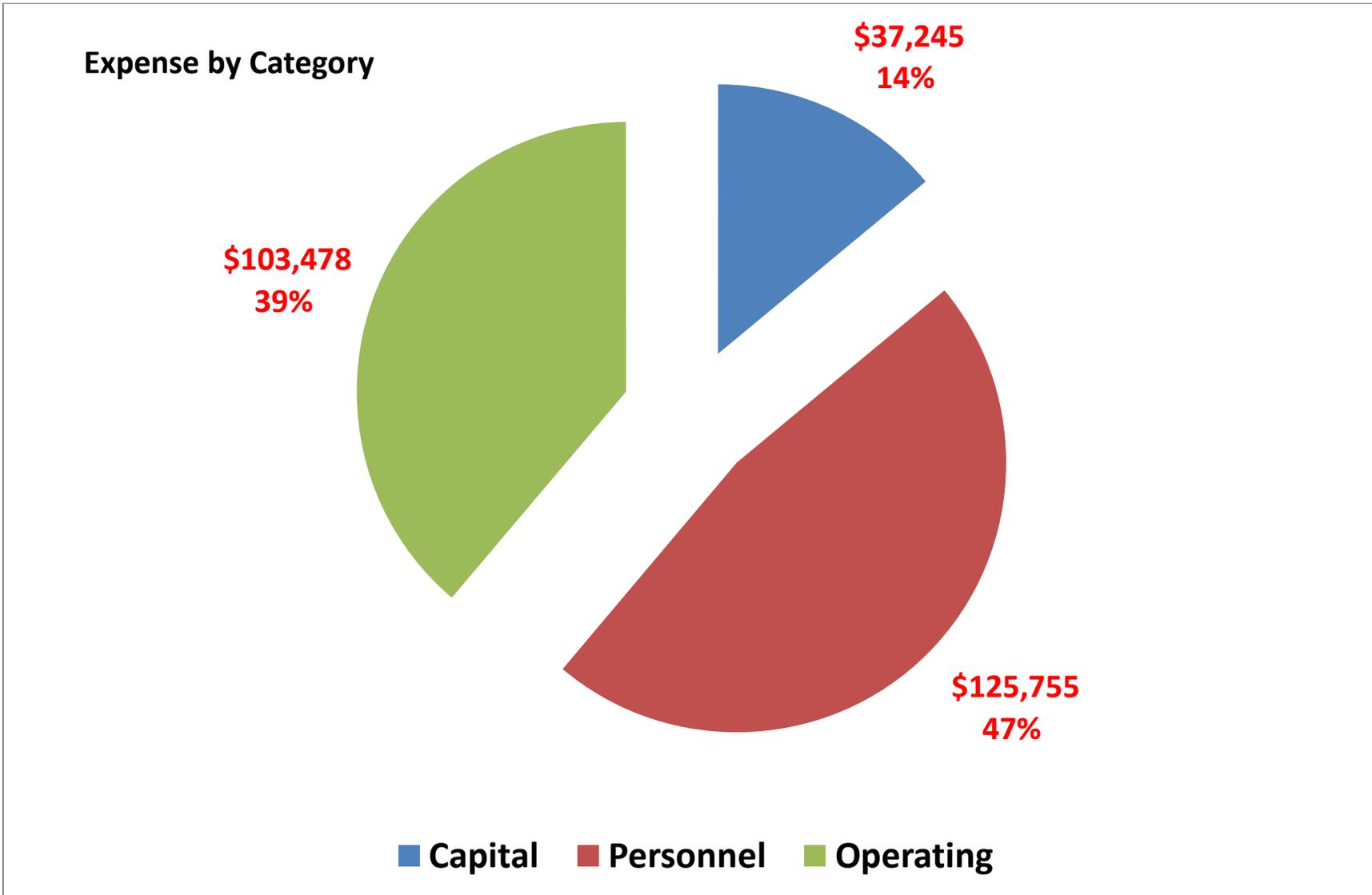
2014 GOALS:

- Perform a 191 point maintenance check for all 43 traffic signals
- Complete the painting of all pavement markings
- Complete a sign inventory

2013 ACCOMPLISHMENTS:

- Completed required preventative maintenance of all traffic signals based on PennDOT criteria
- Completed pavement marking painting without the use of summertime employees





FUND: GENERAL

DEPARTMENT: PUBLIC WORKS

FUNCTION: STREET LIGHTING

FUNCTION OVERVIEW:

The primary responsibility of the Street Lighting department is to maintain the 317 Borough-owned street lights largely located throughout the downtown and at all signalized intersections. Street light lamps are high-pressure sodium, which increase light output enhancing nighttime safety while deterring night crime and providing residents with an improved nighttime environment. PPL maintains approximately 1,100 additional street lights throughout the Borough. The Borough pays PPL a monthly energy and maintenance fee per light for the service.



SERVICES PERFORMED:

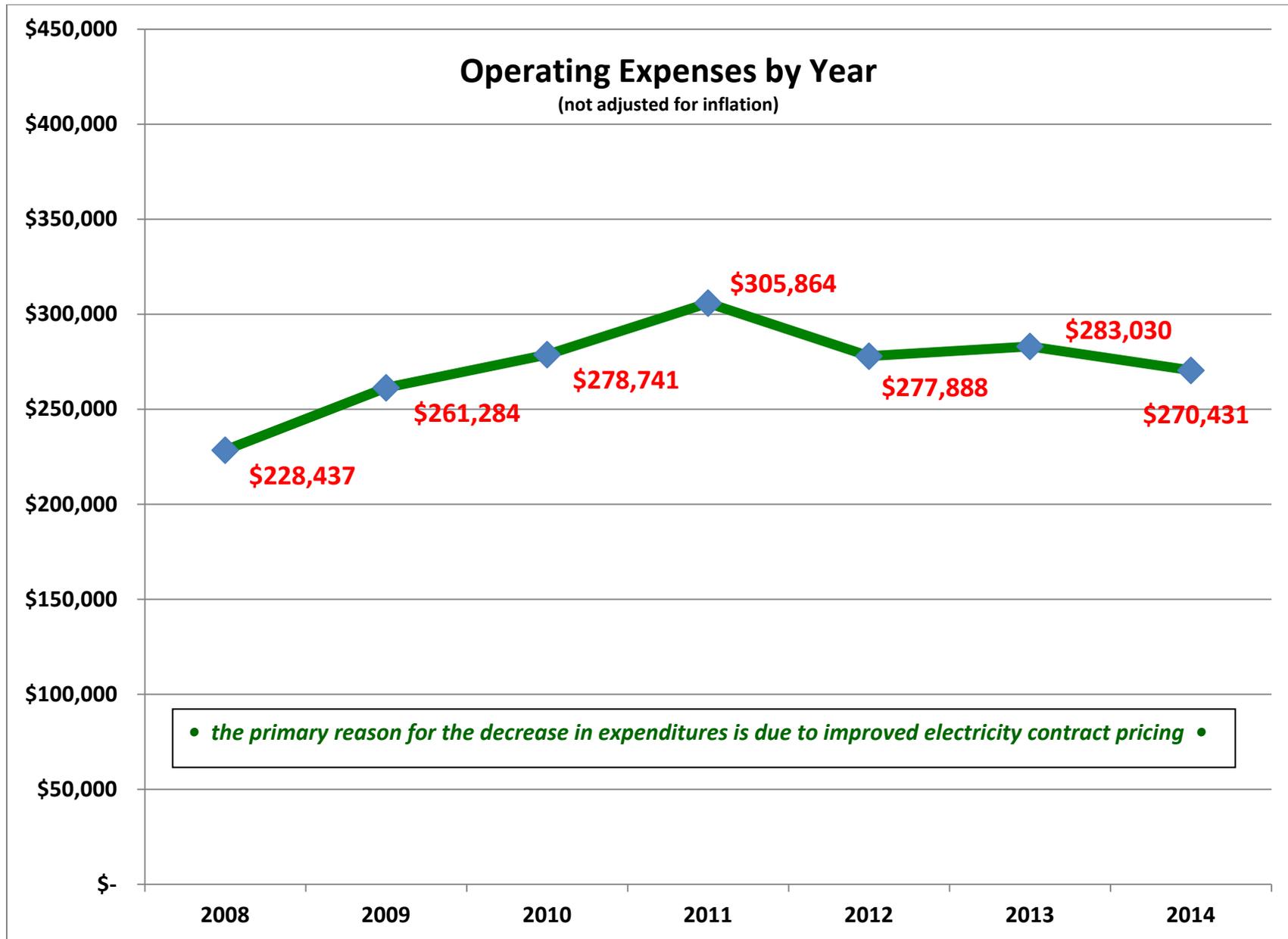
- Perform maintenance and repair of all Borough owned street lighting fixtures

2014 GOALS:

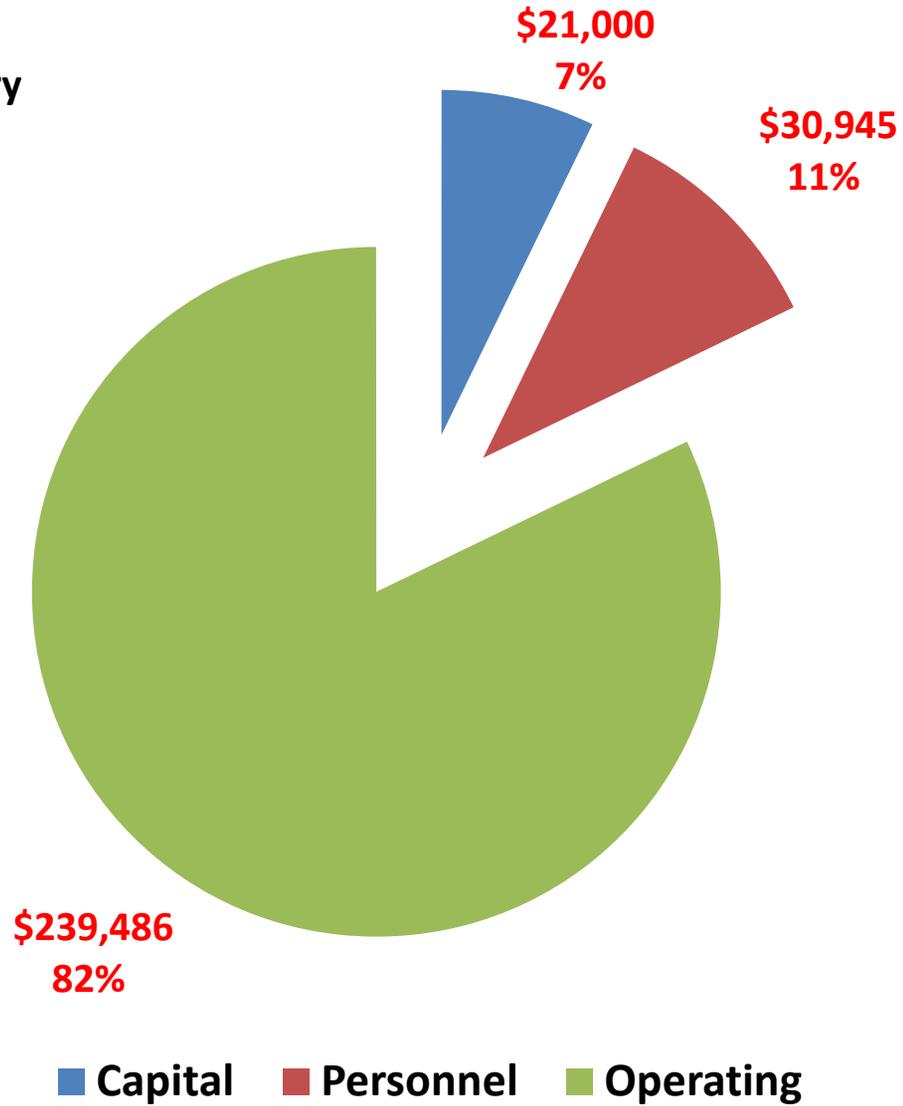
- Start a program to replace all underground wiring for the candlestick street lights located along High and Hanover Street
- Complete maintenance and repair of all Borough owned street lighting fixtures

2013 ACCOMPLISHMENTS:

- Install 10 new LED street light fixtures on N. Pitt Street
- Complete all required street light repairs



Expense by Category



FUND: GENERAL
DEPARTMENT: PUBLIC WORKS
FUNCTION: BOROUGH
HALL

**FUNCTION OVERVIEW:**

This budget provides the funding for those costs associated with the operation and maintenance of the Municipal Building more commonly referred to as Borough Hall. A cleaning service is contracted, whose duties are split between the Stuart Community Center and Borough Hall, to perform daily cleaning of the buildings while Public Works and Park Maintainers share responsibility for routine building maintenance. Major maintenance is covered through maintenance contracts with private contractors.

SERVICES PERFORMED:

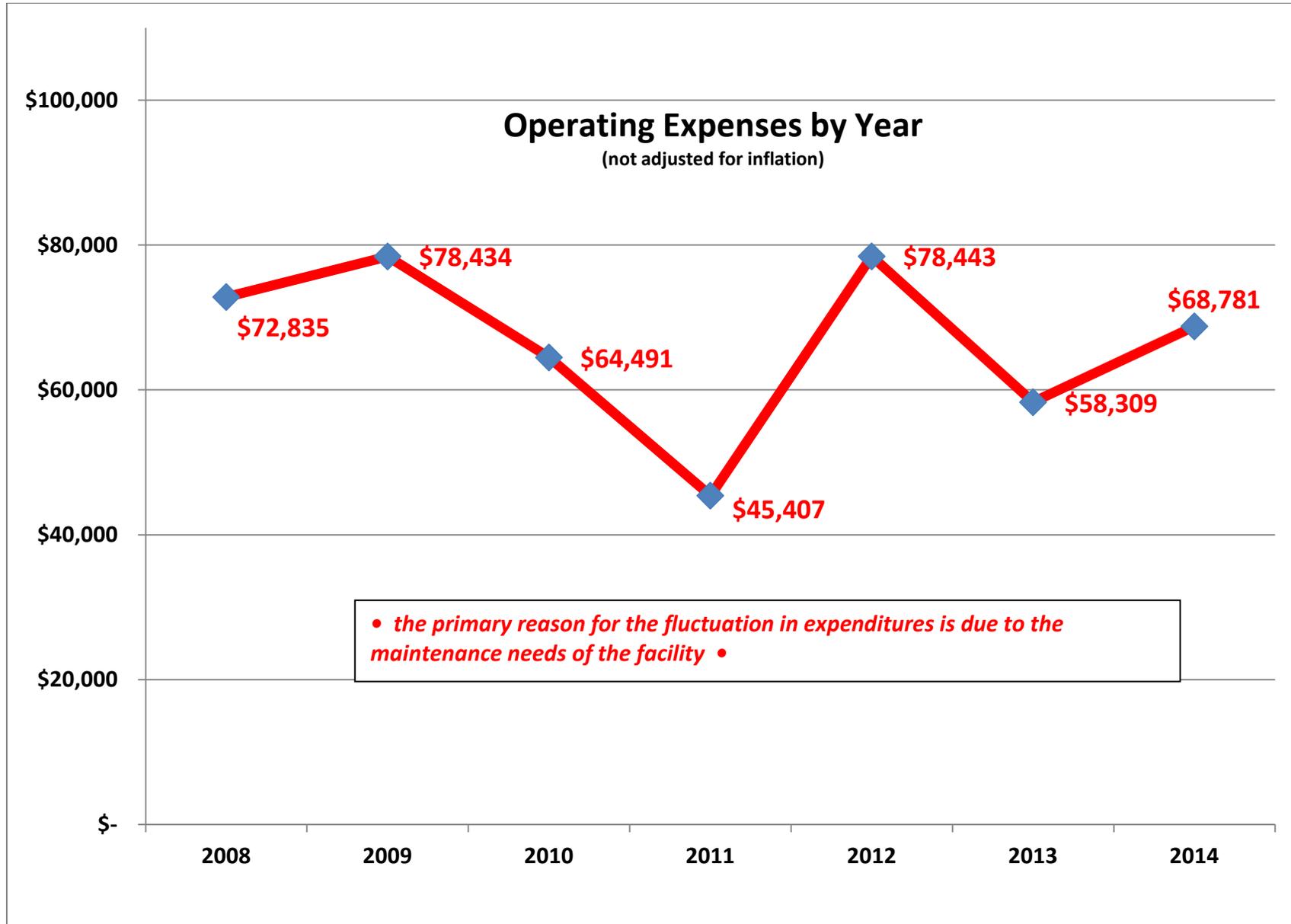
- Minor HVAC Maintenance
- Window Washing
- Plumbing Repair
- Painting
- Snow and Ice Control

2014 GOALS:

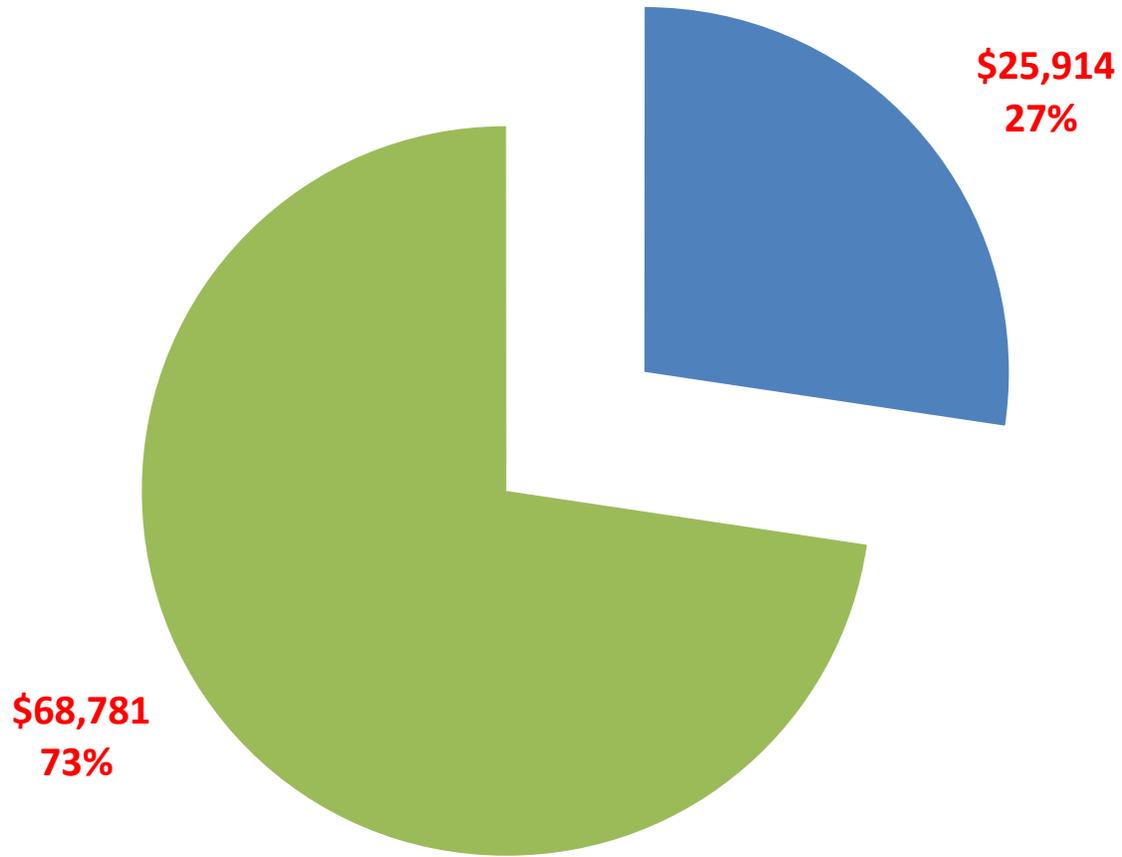
- Complete routine maintenance of the buildings HVAC equipment including filter changes and fail coil cleaning
- Complete spring and fall window cleaning
- Paint exterior wood trim
- Enter into maintenance contracts for the building's HVAC system

2013 ACCOMPLISHMENTS:

- Completed repair of roof dormers
- Completed sidewalk replacements
- Replaced two street trees
- Improved building landscaping



Expenses by Category



■ Capital ■ Personnel ■ Operating

FUND: SOLID WASTE

DEPARTMENT: PUBLIC WORKS

FUNCTION: TRASH AND
RECYCLING

Function Overview:

The primary responsibility of the Solid Waste Department is to manage the compost facility located on Post Road. Additionally, this department coordinates the semi-annual brush collection, yearly leaf collection, and holiday tree collection programs. Leaf and processing equipment used at the compost site is rented from Cumberland County.

**Services Performed:**

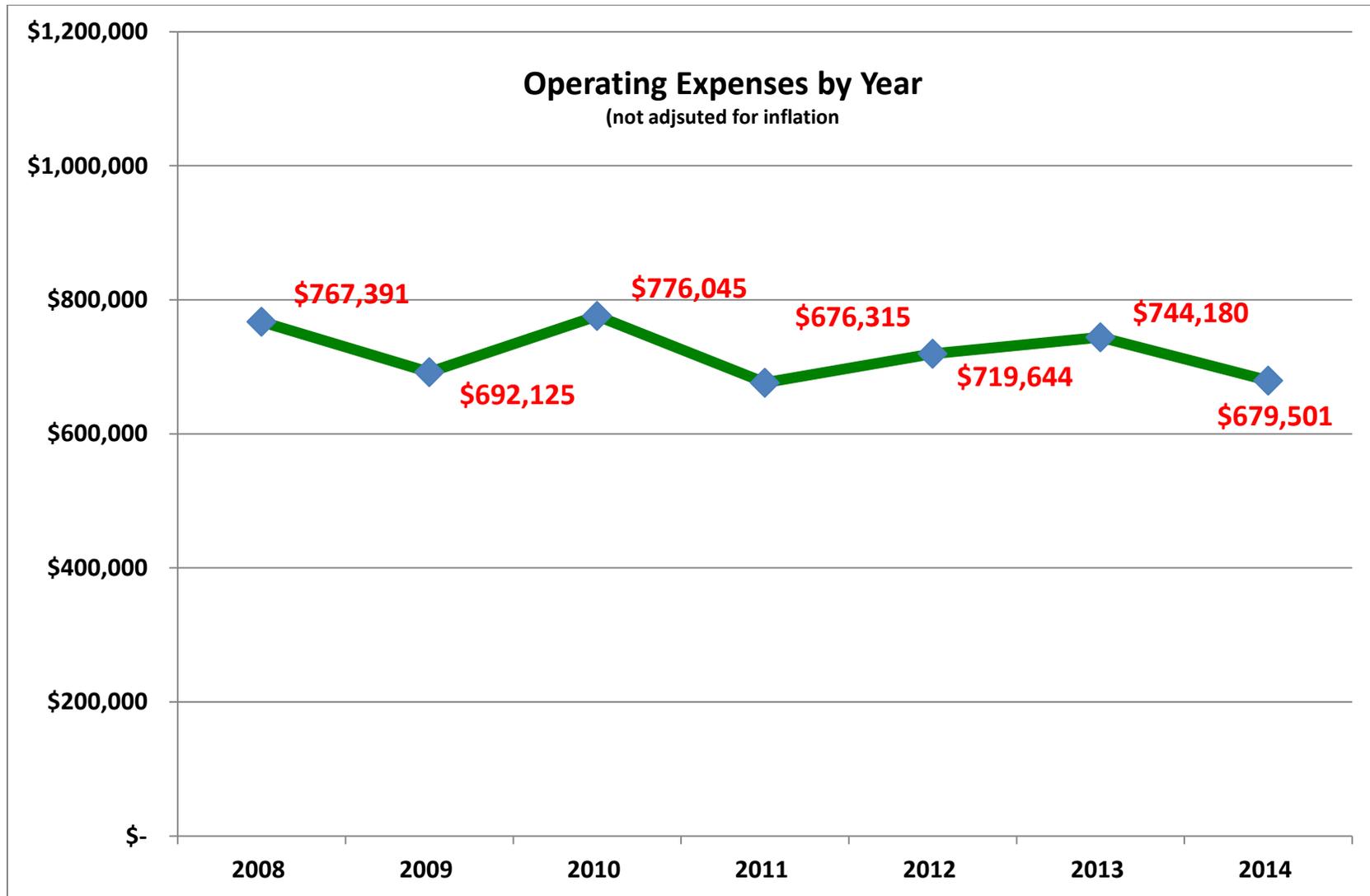
- Operation of a public compost facility
- Provide a spring and fall brush collection service
- Provide an annual leaf collection service
- Provide an annual holiday tree collection

2014 GOALS:

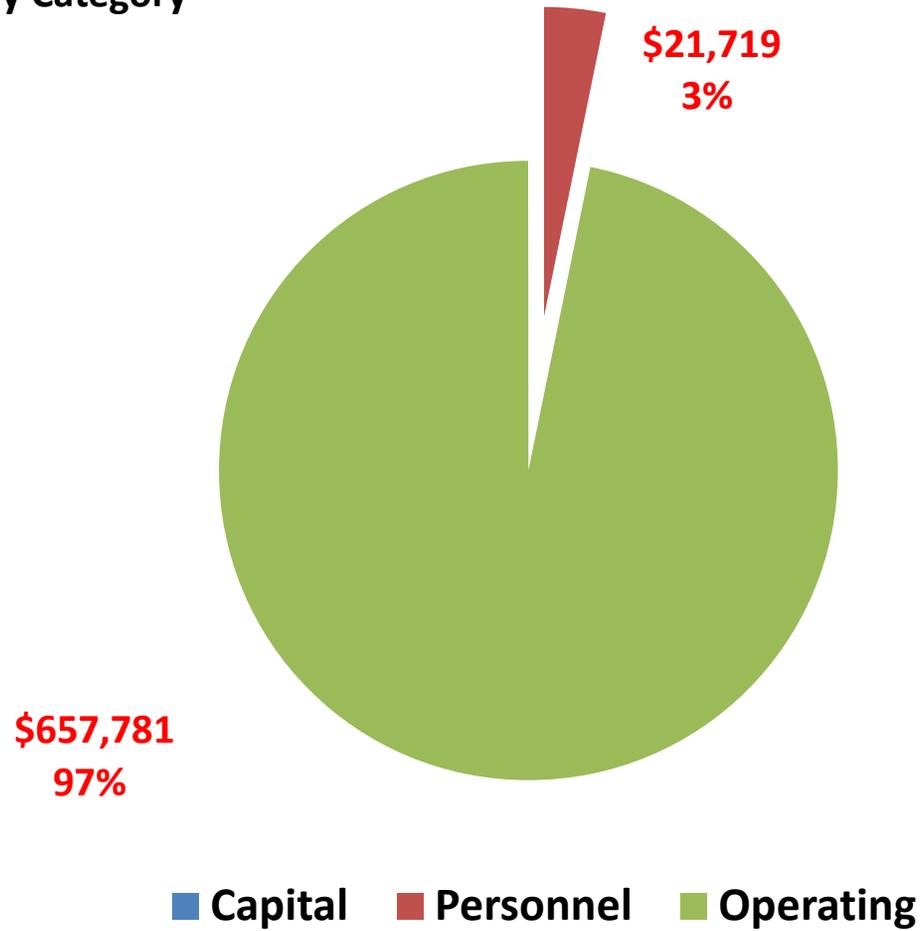
- Provide a spring and fall curbside brush collection
- Provide fall curbside leaf collection
- Provide annual holiday tree collection curbside
- Process all leaf and tree debris

2013 Accomplishments:

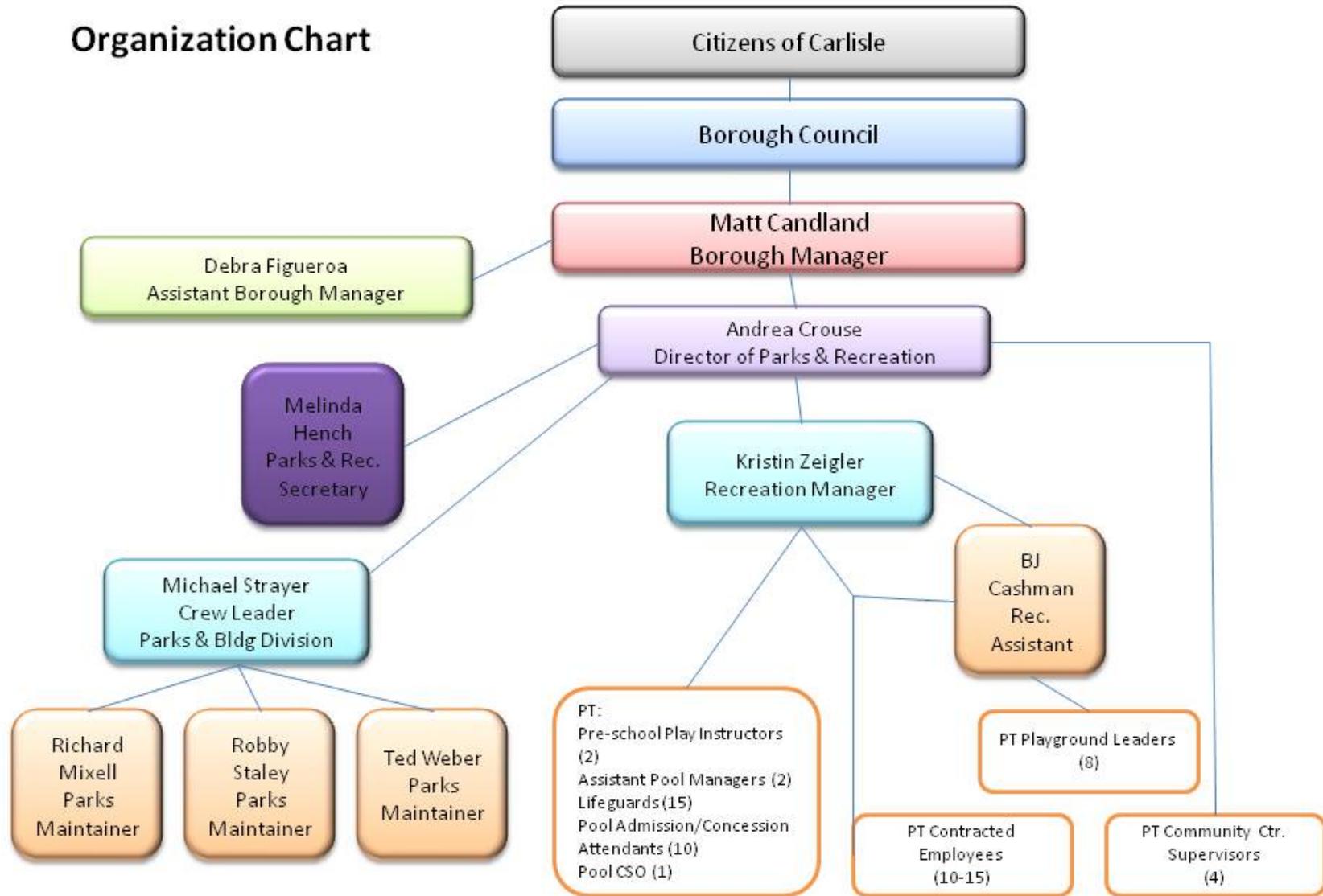
- Completed a spring and fall brush collection service
- Complete a fall leaf collection service
- Complete a holiday tree collection service
- Processed all leaf and tree debris at the compost site and made available tanbark and mulch to the public and for use in our parks



Expenses by Category



Organization Chart



FUND: GENERAL

DEPARTMENT: PARKS AND RECREATION

FUNCTION:
ADMINISTRATION

FUNCTION OVERVIEW:



The Parks and Recreation Administration Department's primary responsibility is to provide for the overall direction of the Parks and Recreation Department. A Parks and Recreation Board consisting of seven members and one student liaison are appointed by Borough Council and provide its counsel and guidance to Borough Council on matters relating to programs, parks and recreation areas and rules and regulations.

SERVICES PERFORMED:

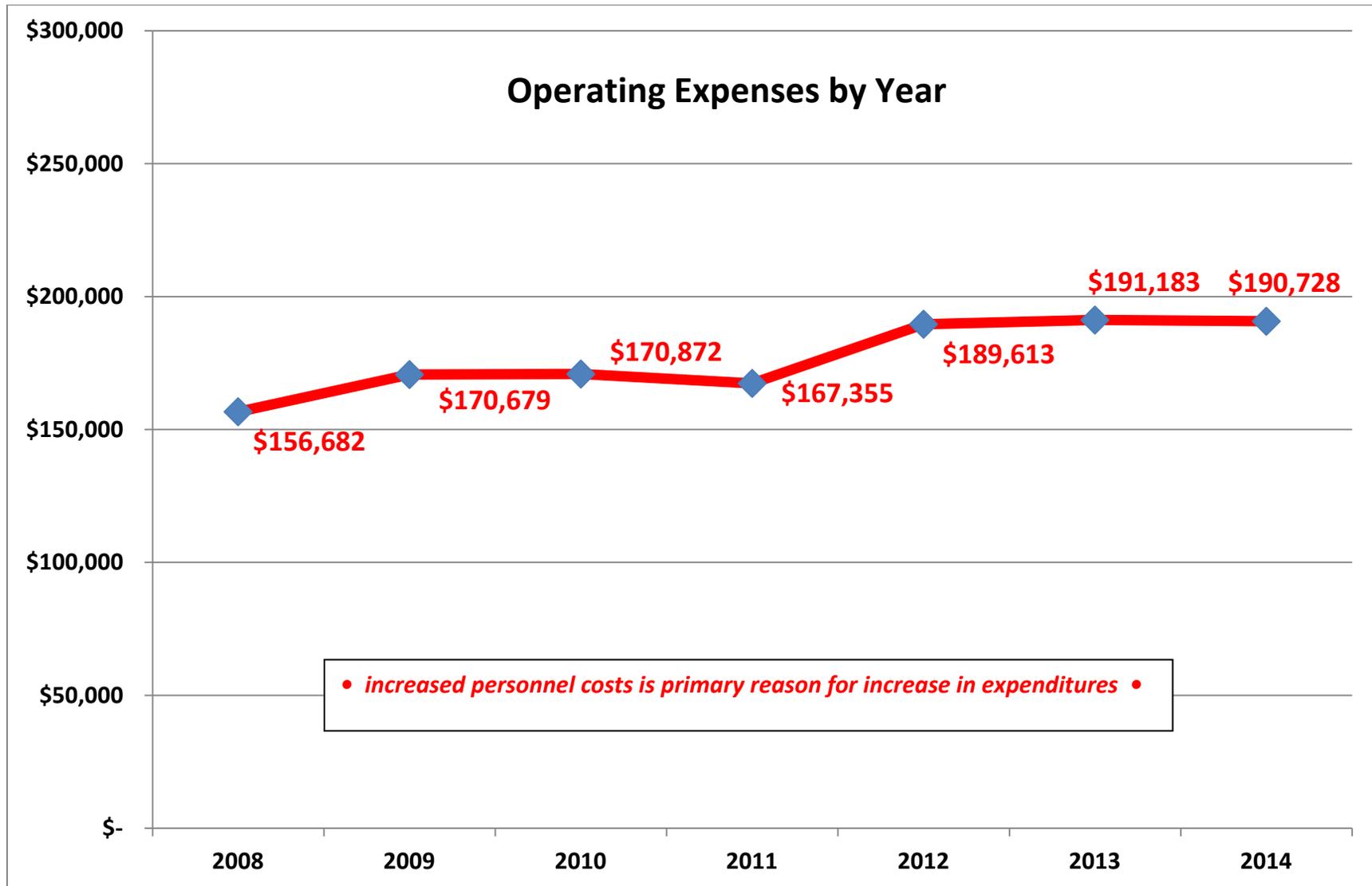
- Management of:
 - Park maintenance
 - Recreation program and activities
 - Municipal Swimming Pool
 - Park planning and development
 - Community Center
 - Shade Tree Ordinance

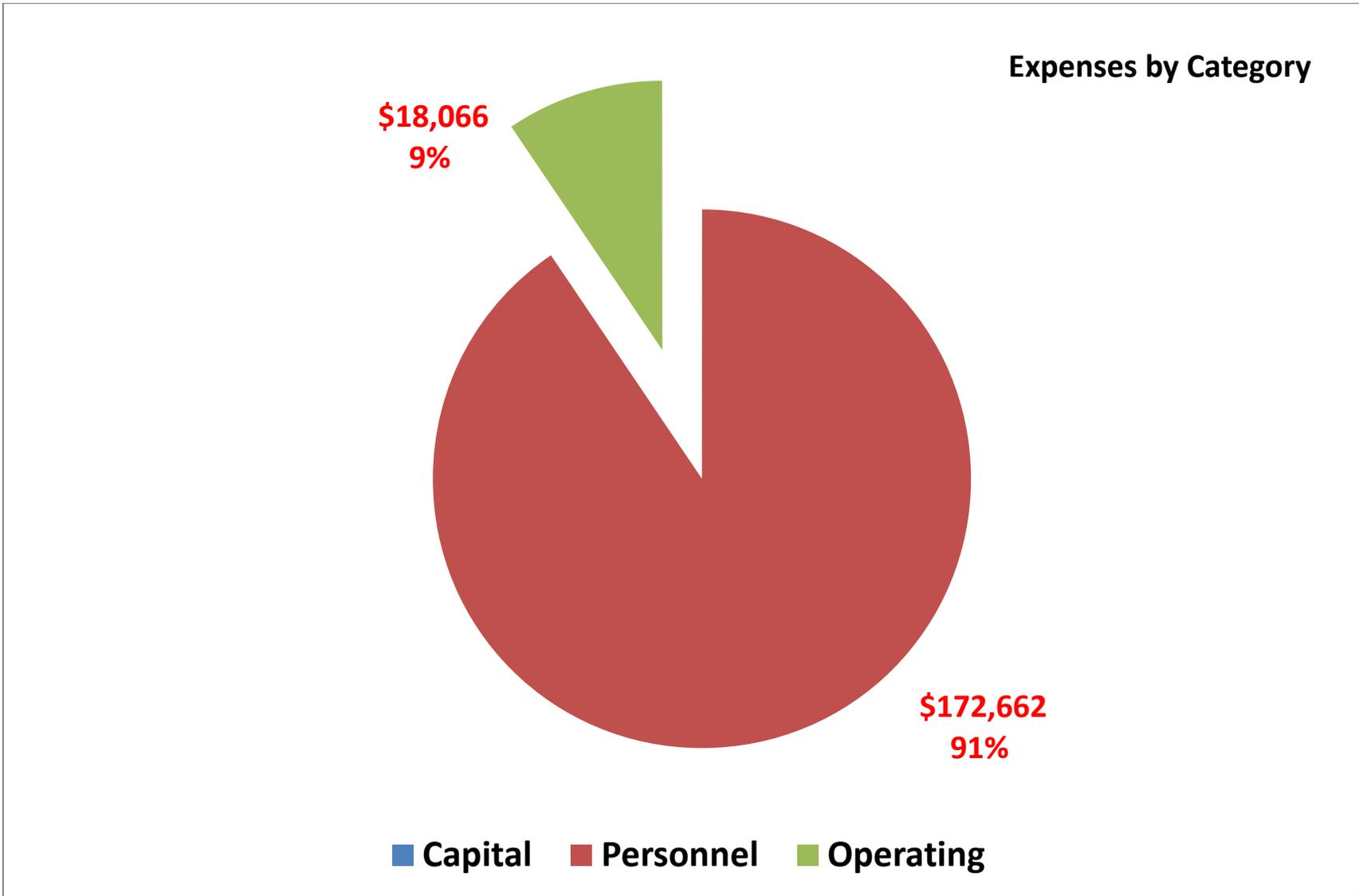
2014 GOALS:

- Complete design and bid documents and implementation of West End Trail Connection
- Identify partnerships that support efficient and effective service and program delivery
- Effectively communicate recreation services to citizens and surrounding communities

2013 ACCOMPLISHMENTS:

- Completed 13.8 mile network of trails for walking, running, and biking
- Created map of Bicycle and Pedestrian Trail Network with funding aid from Cumberland Valley Visitors Bureau
- Awarded a \$19,000 grant from the County's Land Partnership Program for installation of playground equipment at Butcher Tot Lot
- Started using social media (Facebook and Twitter) to advertise programs, events, and information about the department





DEPARTMENT INFORMATION

Parks & Recreation Recreation Services

FUND: GENERAL

DEPARTMENT: PARKS AND RECREATION

FUNCTION: RECREATION SERVICES



FUNCTION OVERVIEW:

The Recreation Services Department's primary responsibility is to provide a wide range of programs in order to meet the culturally diverse needs of the Borough. Each year, new and innovative programs are offered to the community that provide safe, fun activities to meet the interests of all ages. A fee schedule is used so Borough residents may enjoy a reduced rate for programs and services.

SERVICES PERFORMED:

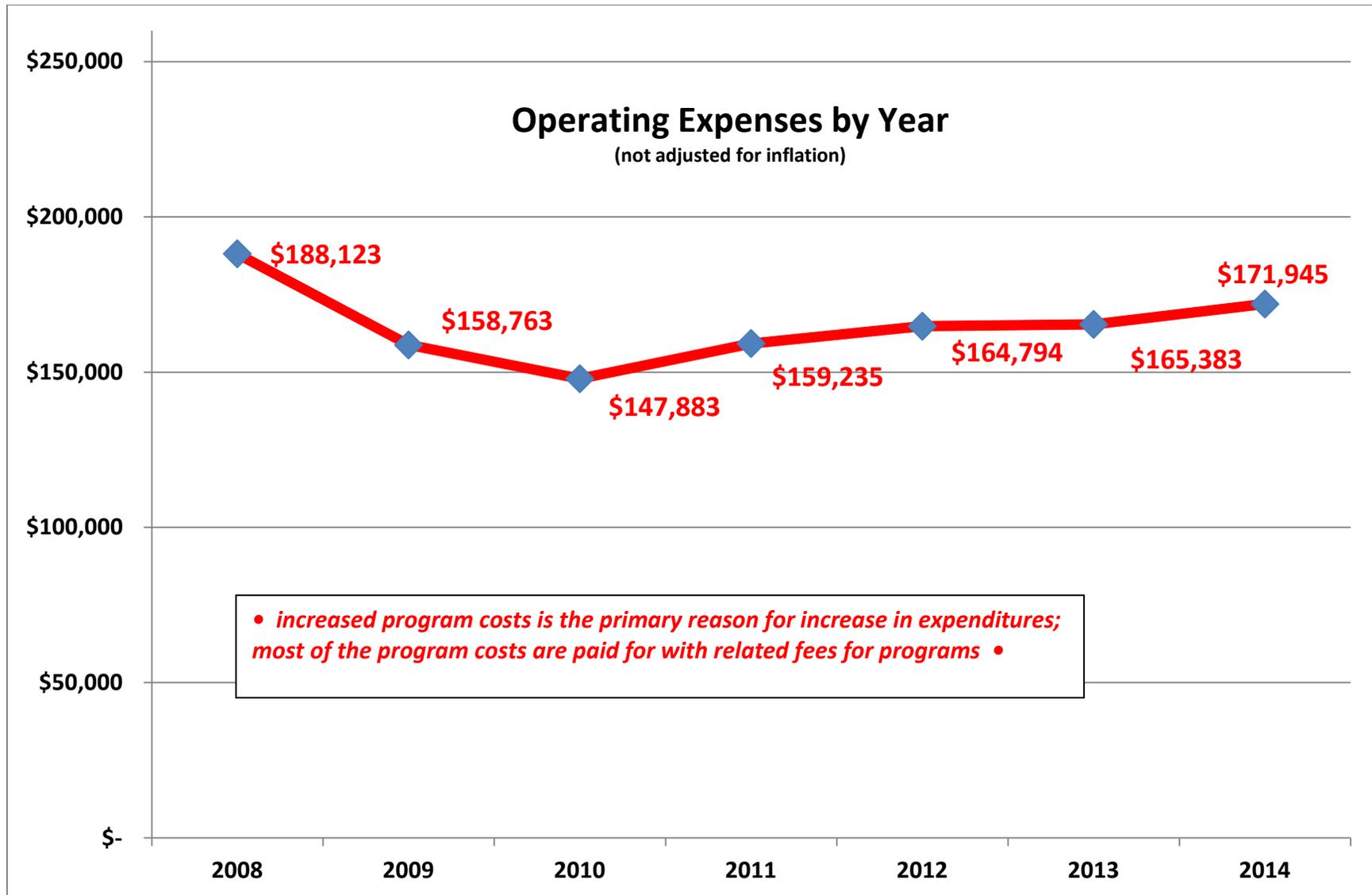
- Programs provided include:
 - Bus trips
 - Pre-school programs
 - Summer Playground
 - Special events
 - Sports leagues
 - Summer artist concert series
 - Various youth and adult programs

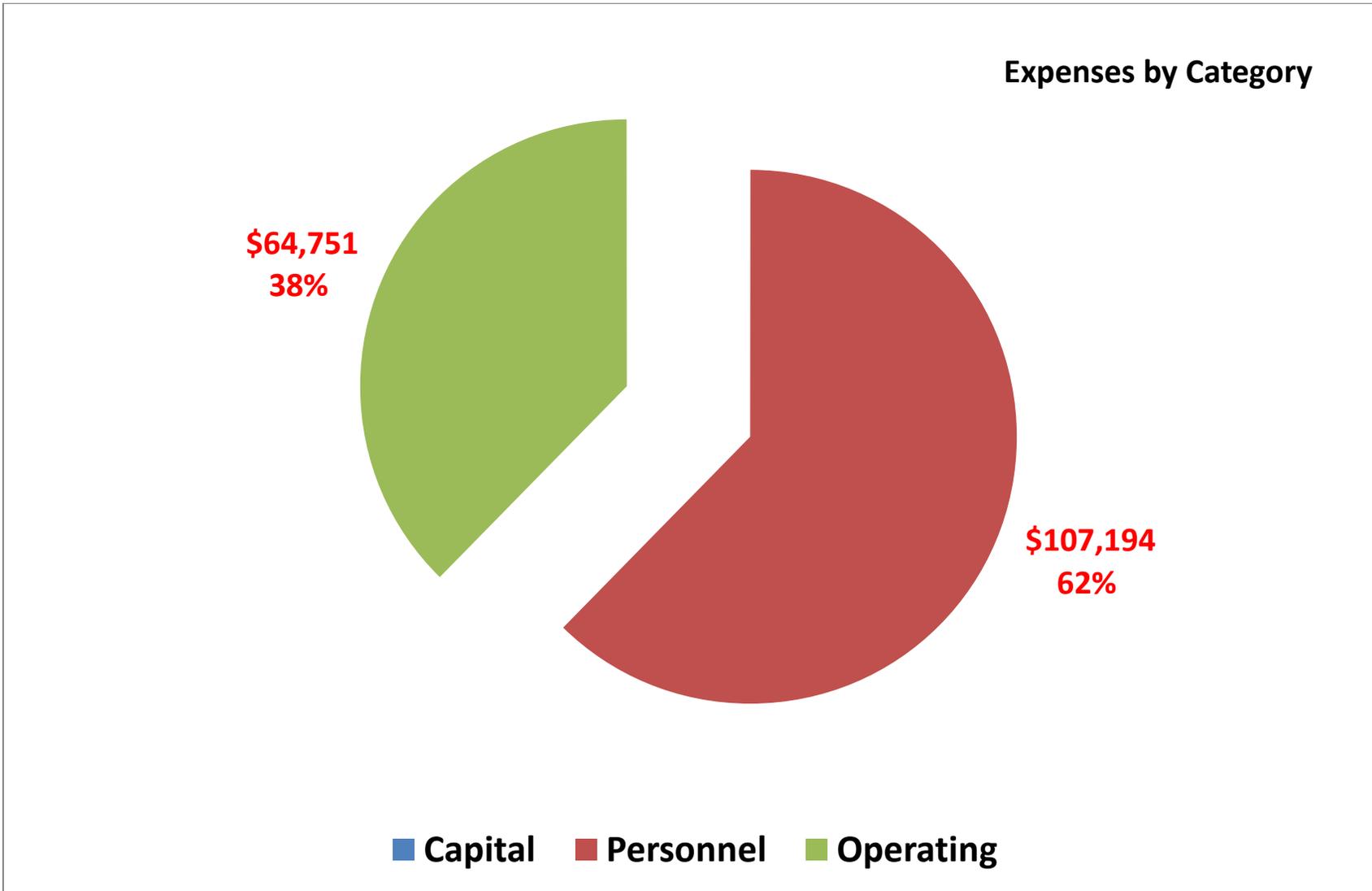
2014 GOALS:

- Perform an evaluation / survey of users of recreation programs and events
- Develop sponsorship program for events such as the Summer Artist Series and Halloween Parade to help offset costs
- Research programming opportunities within Borough parks

2013 ACCOMPLISHMENTS:

- Implemented fee structure for summer playground program
- Coordinated 50 community recreation programs with multiple sessions and skill levels
- Expanded recreational program offerings by coordinating a kickball league and dodge ball tournament





FUND: GENERAL
DEPARTMENT: PARKS AND RECREATION
FUNCTION: SWIMMING POOL



FUNCTION OVERVIEW:

The Carlisle Community Pool is a public outdoor swimming pool available to both residents and non-residents of the Carlisle Borough. The revenues from season passes, daily admissions, private and public pool parties, and concessions make up approximately 70% of the pool's operating budget. A fee schedule is used so Borough residents may enjoy a reduced rate for programs and services at the pool.

SERVICES PERFORMED:

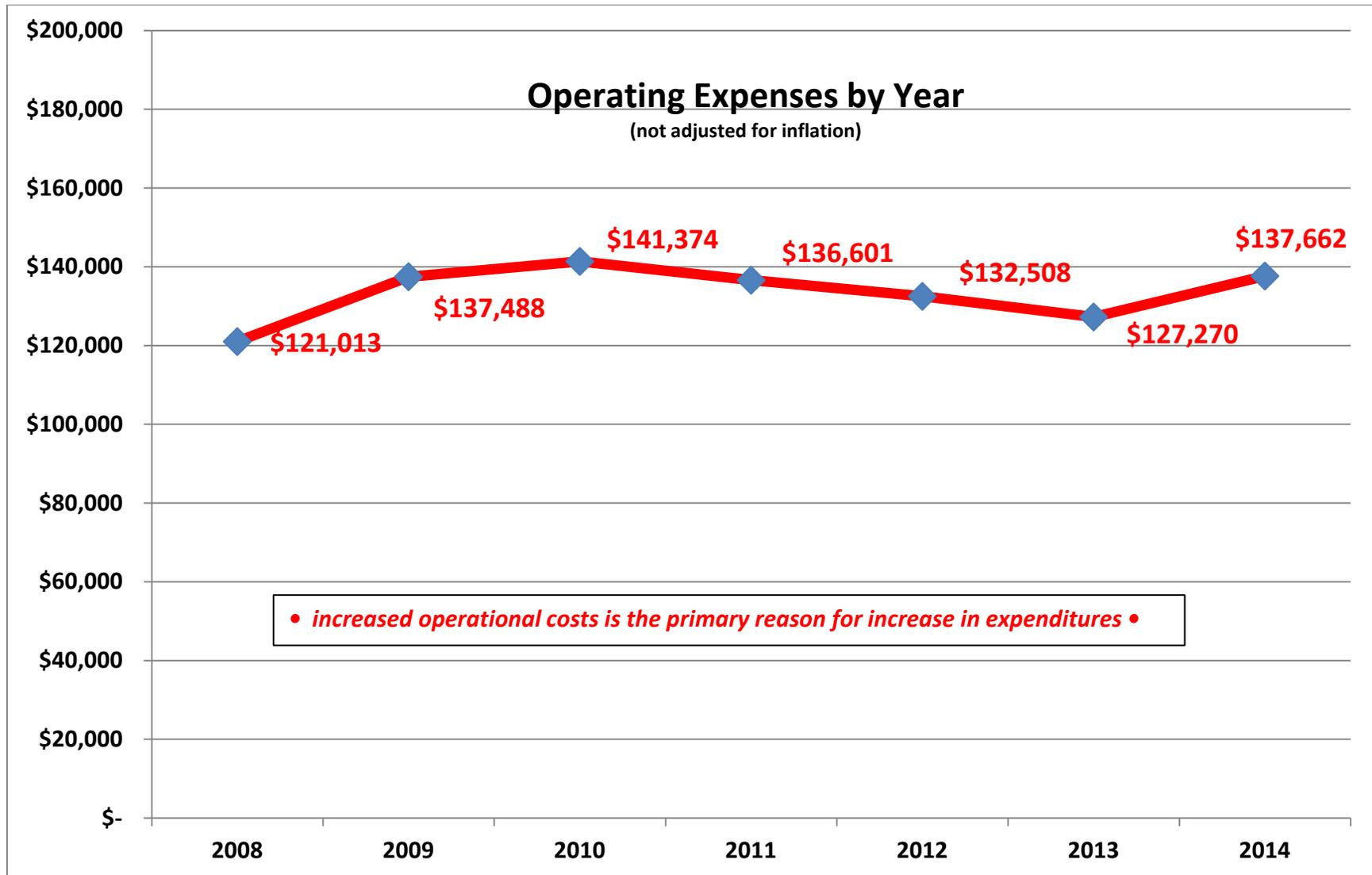
- Public swimming
- Daily lap swimming
- Aquatic Programs
- Fun in the Sun week
- Swim lessons
- Concessions
- Private and public pool parties

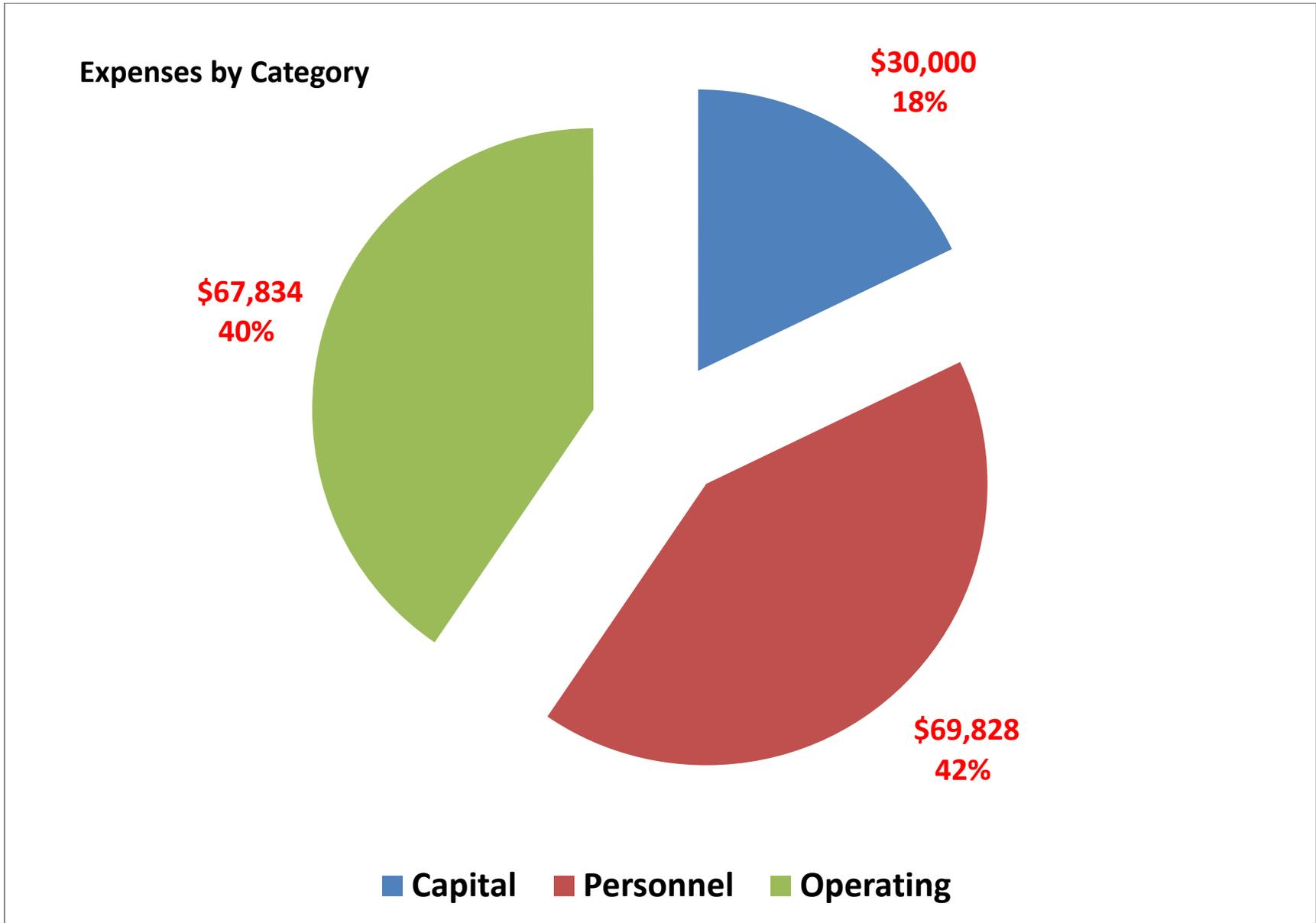
2014 GOALS:

- Continue to provide incentives to encourage purchase of season passes early in the year
- Update the emergency evacuation plan

2013 ACCOMPLISHMENTS:

- Developed incentives to encourage purchase of season passes early in the year
- Three year electrical inspection completed
- Hired and trained staff of thirty (30) part-time employees





FUND: GENERAL

DEPARTMENT: PARKS AND RECREATION

FUNCTION: PARKS MAINTENANCE



FUNCTION OVERVIEW:

The Parks Maintenance Department's primary responsibility is to provide the community with beautiful and safe parks and facilities. This department also supports the recreation programming division by preparing facilities for various activities.

SERVICES PERFORMED:

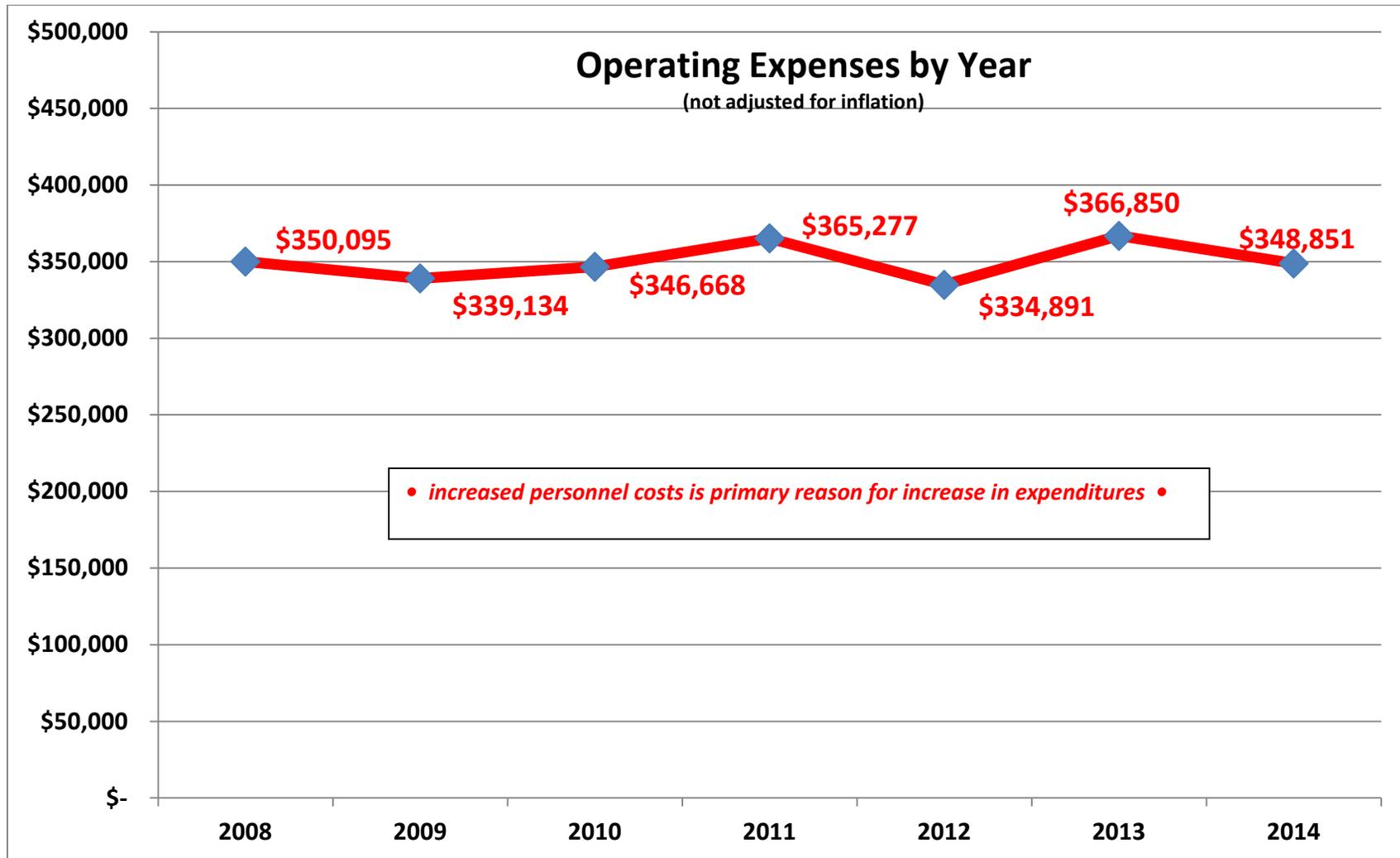
- Parks maintenance
- Land maintenance
- Building maintenance
- Facility preparation

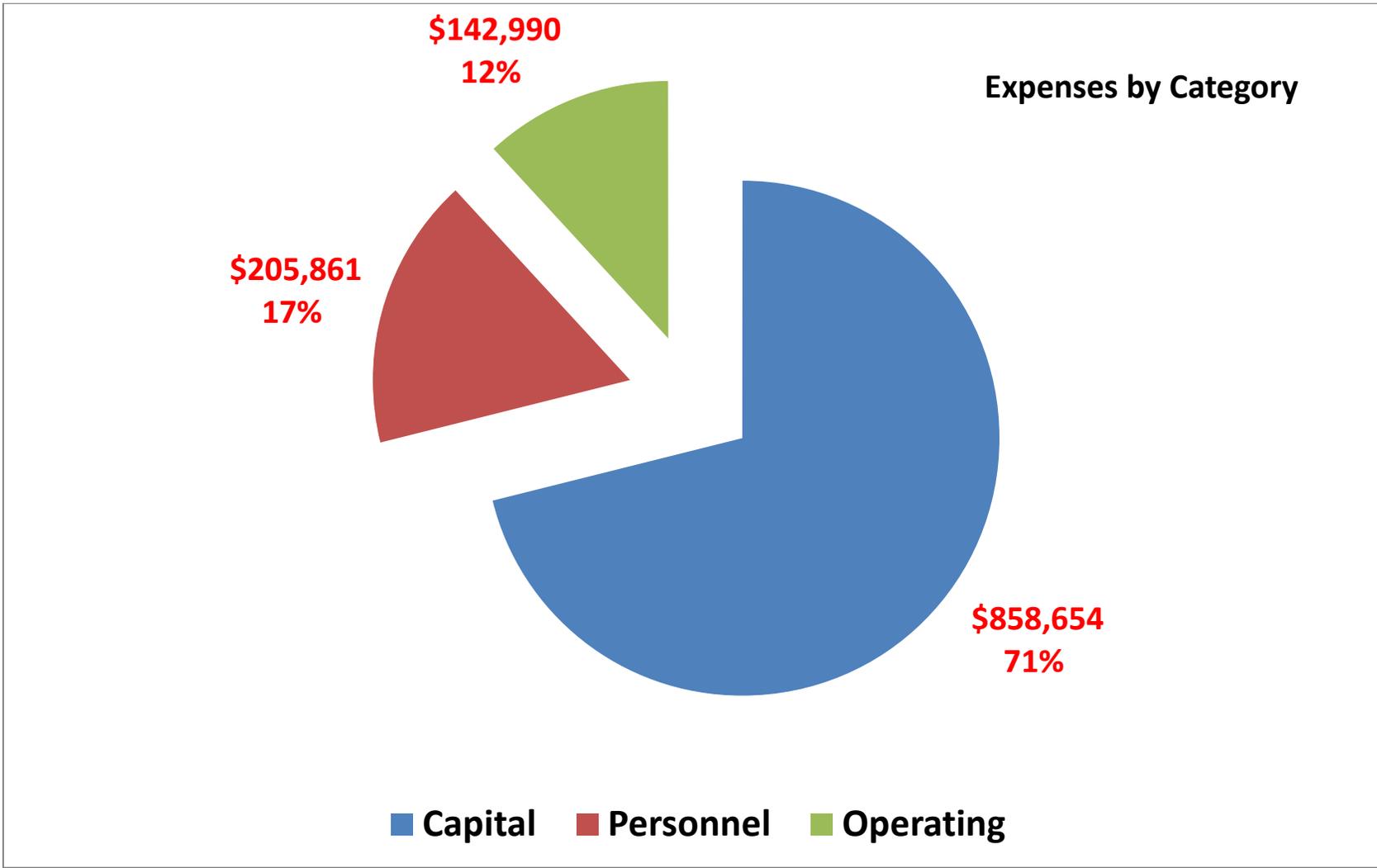
2014 GOALS:

- Improve operational efficiencies
- Improve cohesion of operations
- Enhance parks with improved landscaping and overall care of the parks infrastructure

2013 ACCOMPLISHMENTS:

- Re-sealed Fort Letort
- Installed new playground equipment at Butcher Tot Lot in cooperation with the SoSo Neighborhood Association
- Installed new roof and cedar siding to roof of Thornwald Park Amphitheater





FUND: GENERAL
DEPARTMENT: PARKS AND RECREATION
FUNCTION: COMMUNITY CENTER



FUNCTION OVERVIEW:

The primary purpose of the Borough's community center is to provide the local community with a gymnasium facility and multi-purpose rooms. The gymnasium and rooms are available to rent for a variety of uses.

SERVICES PERFORMED:

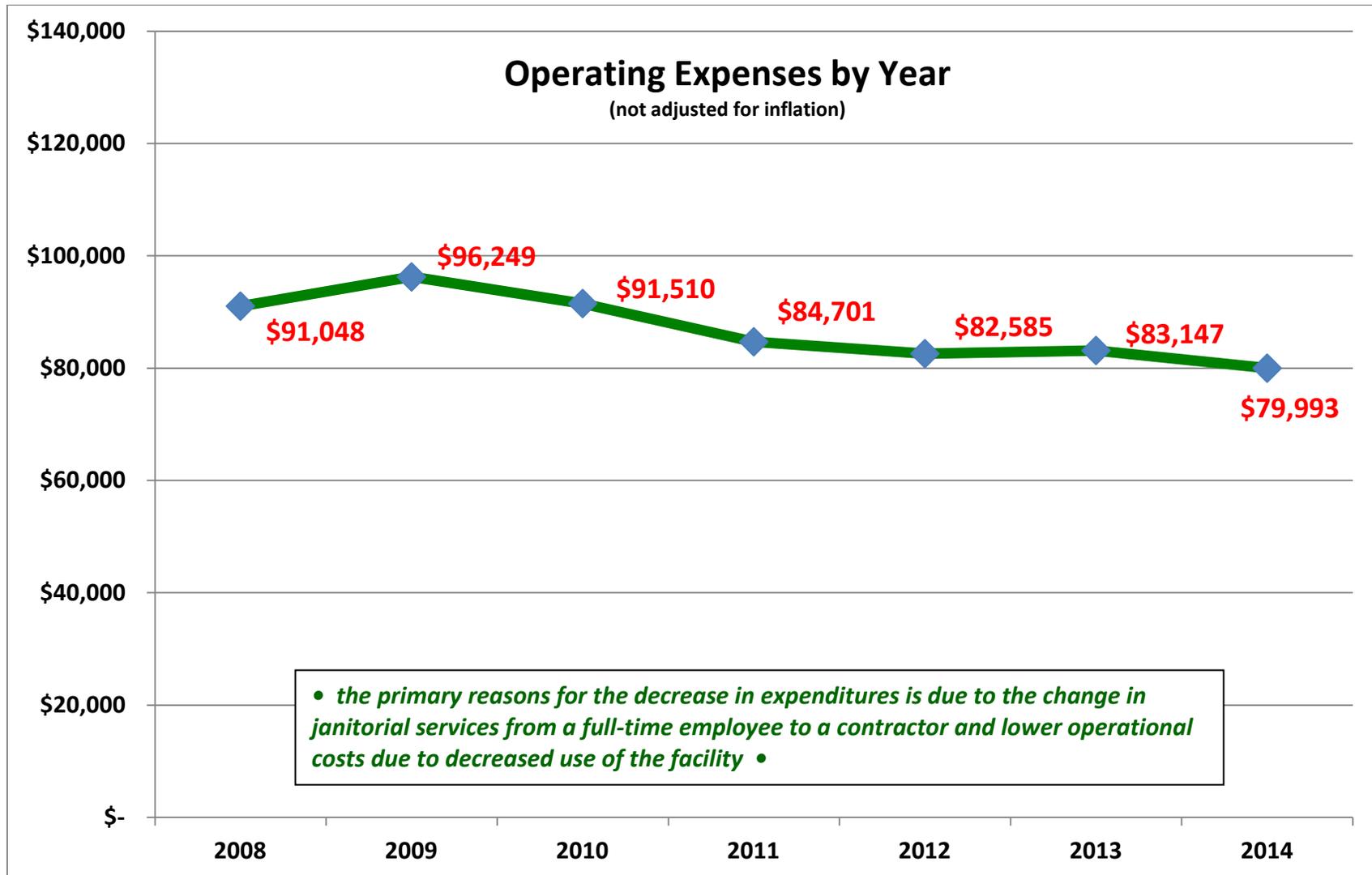
- Athletic Activities
- Arts and Dance
- Music and Dance
- Baby and Bridal Showers
- Socials
- Birthday Parties
- Community Meetings

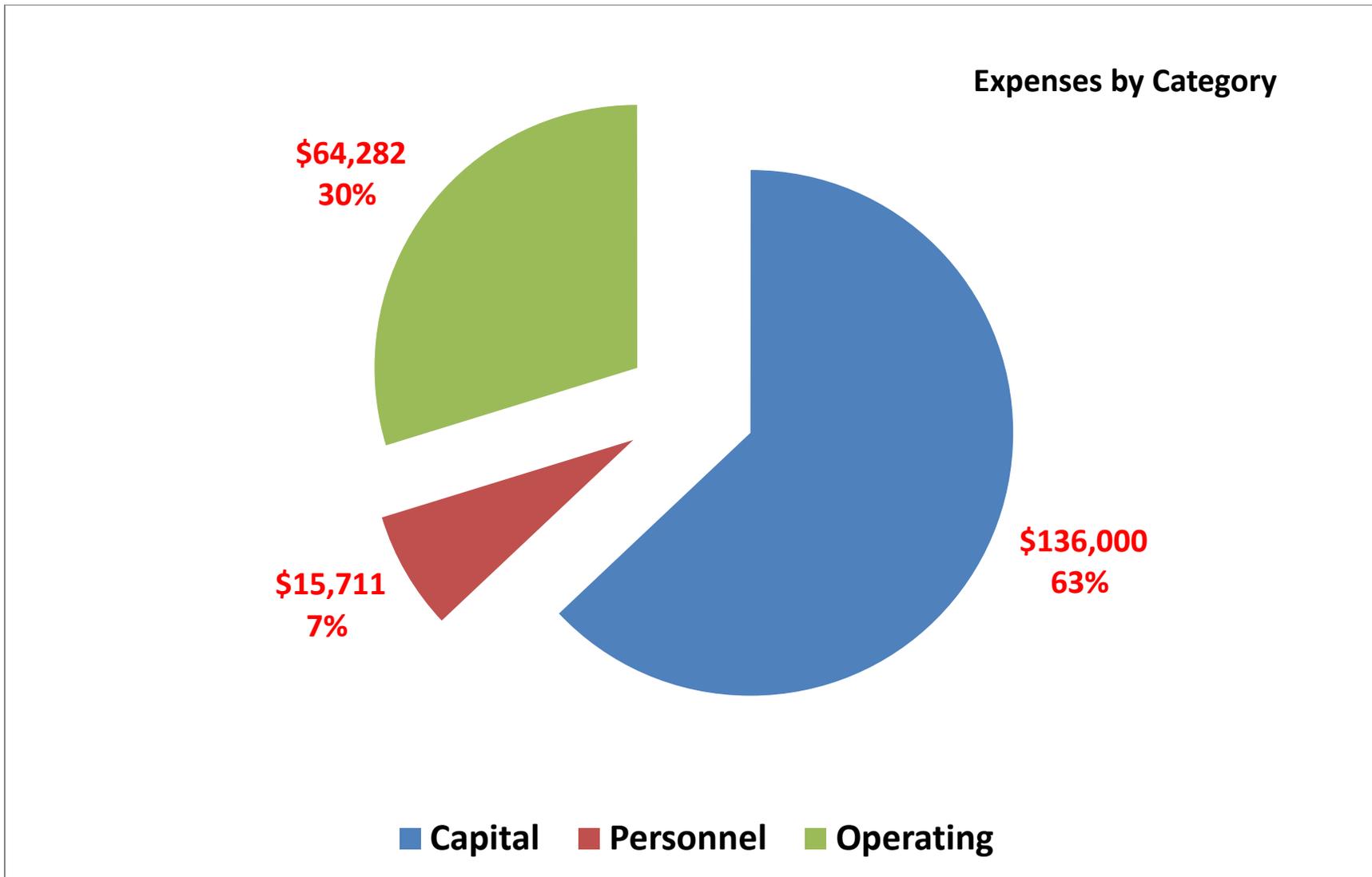
2014 GOALS:

- Explore ideas and identify approach to find a tenant for the second floor

2013 ACCOMPLISHMENTS:

- Repairs made to center floor boards of gym floor
- Gym divider curtain repairs completed





DEPARTMENT INFORMATION

Parks & Recreation Shade Tree

FUND: GENERAL

DEPARTMENT: PARKS AND RECREATION

FUNCTION: SHADE TREE

FUNCTION OVERVIEW:

The primary responsibility of the Shade Tree Commission is to plant, remove, maintain, and protect shade trees along public streets and highways in the Borough. Members of the Carlisle Parks and Recreation Board serve as the Shade Tree Commission. A separate "Shade Tree Committee" is appointed by the chairman of the Shade Tree Commission. The staff of the Parks and Recreation Department is the administrative arm of the Shade Tree Commission.



SERVICES PERFORMED:

- Tree inspection
- Monitor action taken on permits
- Annual tree survey
- Tree location recommendations

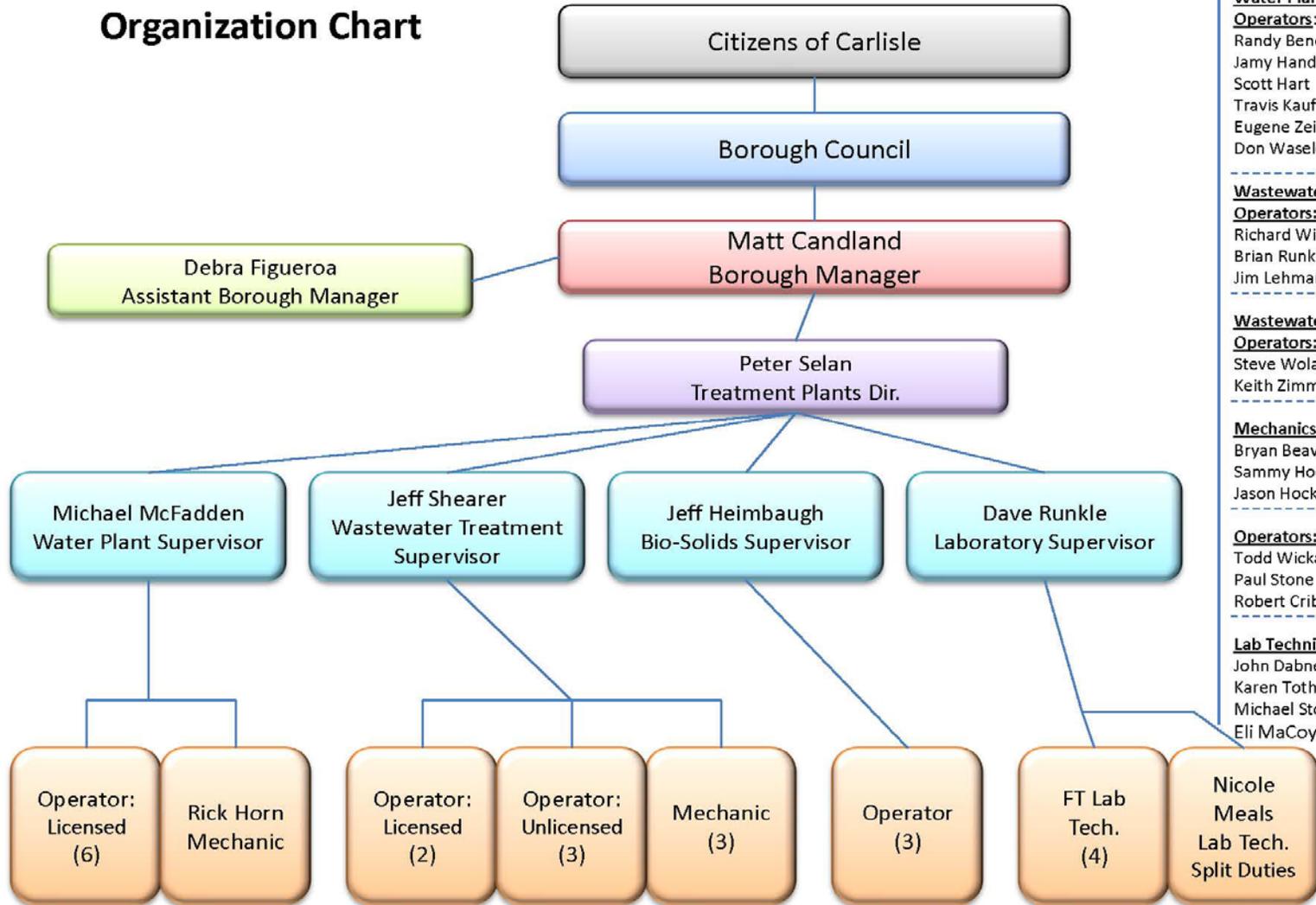
2014 GOALS:

- Encourage planting and proper tree care to residents and downtown property owners

2013 ACCOMPLISHMENTS:

- Received \$2,550 from Cumberland County TreeVitalize program for spring 2013 tree planting
- Planted thirty (30) new street trees for property owners

Organization Chart



- Key**
- Water Plant Licensed Operators:
 Randy Bender
 Jamy Handshew
 Scott Hart
 Travis Kauffman
 Eugene Zeiders
 Don Waselewski
-
- Wastewater Plant Licensed Operators:
 Richard Wiser
 Brian Runkle
 Jim Lehman
-
- Wastewater Plant Unlicensed Operators:
 Steve Wolaver
 Keith Zimmerman
-
- Mechanics:
 Bryan Beaver
 Sammy Hockley
 Jason Hockley
-
- Operators:
 Todd Wickard
 Paul Stone
 Robert Cribbs
-
- Lab Technicians:
 John Dabney
 Karen Toth
 Michael Stoner
 Eli MaCoy

FUND: WATER**DEPARTMENT:** PLANT**FUNCTION:** TREATMENT**FUNCTION OVERVIEW:**

The Carlisle Water Treatment Plant's primary responsibility is to ensure drinking water is safely and efficiently produced at a higher quality than the minimum state and federal regulations. Pennsylvania's

Department of Environmental Protection is the primary entity responsible for regulating the plant. The treatment plant, pump station, and water tanks are operated for optimal daily results and maintained for preservation of long term water supply reliability.

**SERVICES PERFORMED:**

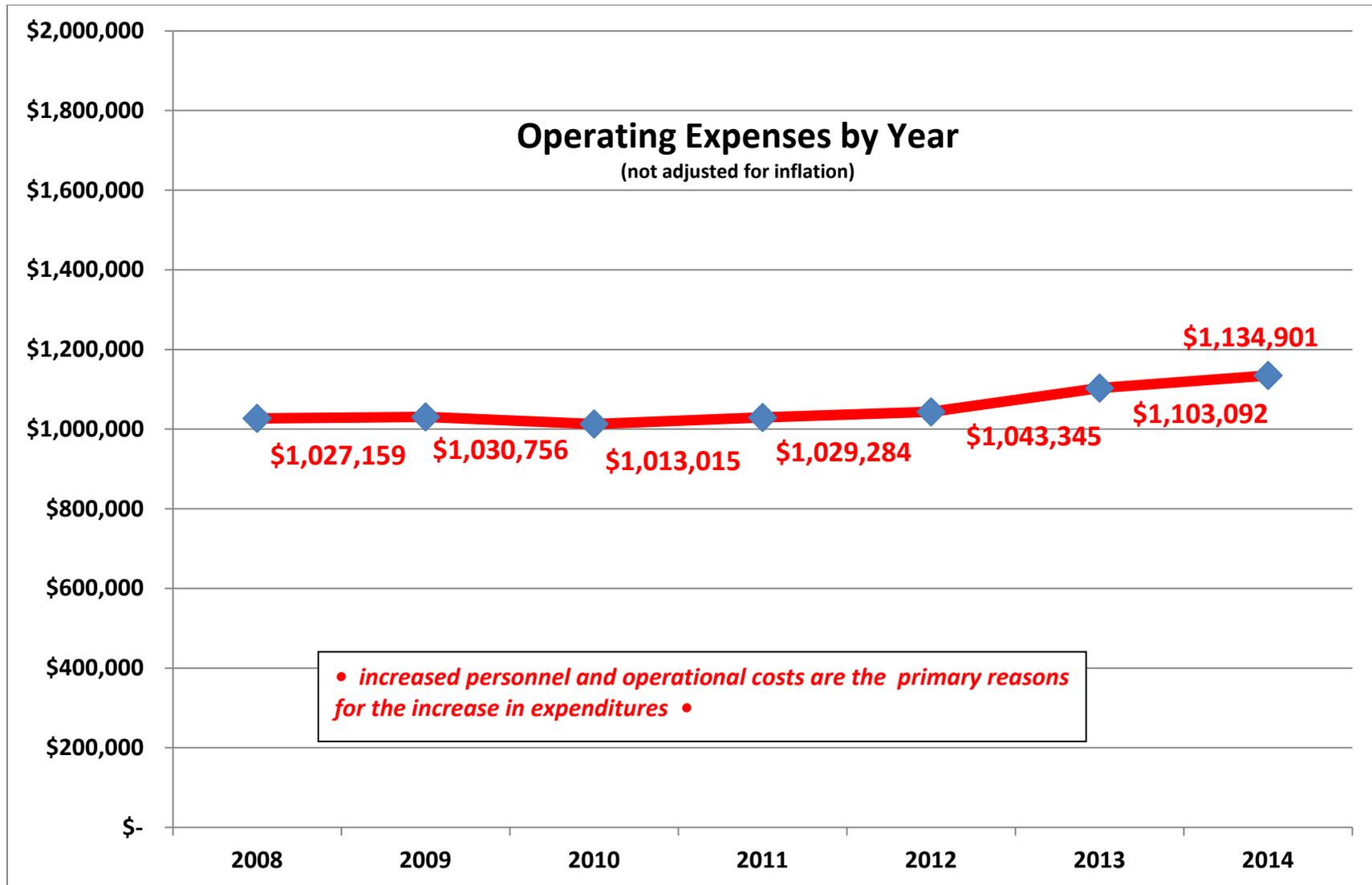
- Maintain governmental compliance
- Provide continuous water service, 24 hours per day / 365 days per year
- Meet internal filtration and disinfection goals as adopted from the Partnership from Safe Water optimization program

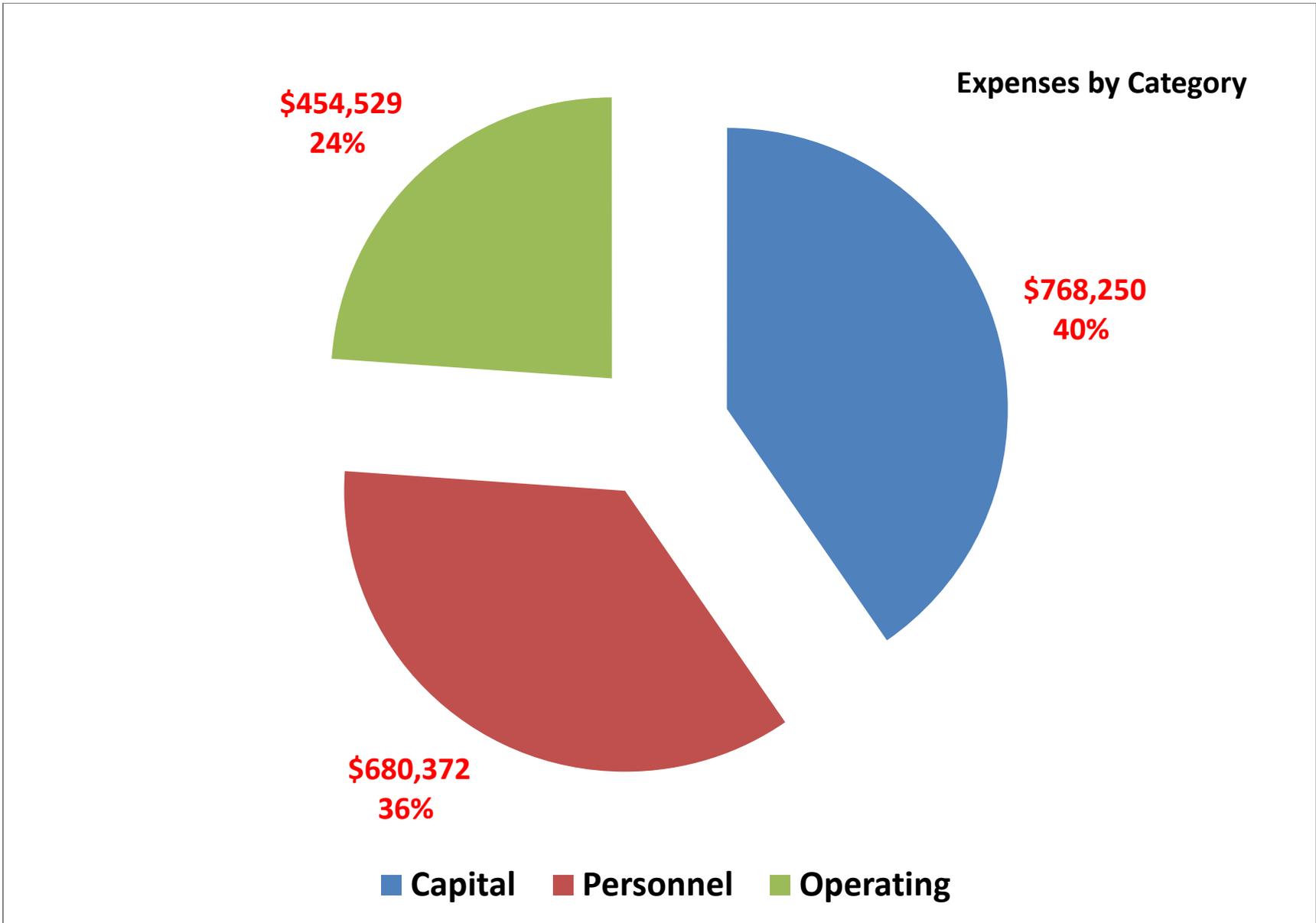
2014 GOALS:

- Meet all state and federal regulations for the water supply
- Optimize treatment to meet Partnership for Safe Water benchmarks
- Facilitate the West End Tank Pump Station project
- Evaluate the Pumphouse and Headrace facilities for capital needs
- Replace Water Plant roof
- Update Risk Management Plan

2013 ACCOMPLISHMENTS:

- Maintained complete regulatory compliance
- Met all optimization benchmarks of the Partnership for Safe Water
- Facilitated the successful completion of (2) new 1.3 Million Gallon Bolted-Steel Water Tanks
- Completed Carbon System Rehabilitation capital improvement project





FUND: WATER**DEPARTMENT:** PLANT**FUNCTION:** LABORATORY**FUNCTION OVERVIEW:**

The Water Lab Department's primary responsibility is to ensure that water produced at the Water Treatment Plant meets or exceeds established federal and state standards for quality and potability to protect public health. Microbiological and inorganic chemical analyses are performed regularly on water treated at the plant and in the distribution system to ensure a safe water supply. The lab also provides certified drinking water and wastewater testing on a fee basis for a number of other public water supplies and dischargers throughout central Pennsylvania. Private well testing services or a number of drinking water contaminants is provided for the public of Cumberland, Dauphin, Perry, Juniata, and Franklin counties.

SERVICES PERFORMED:

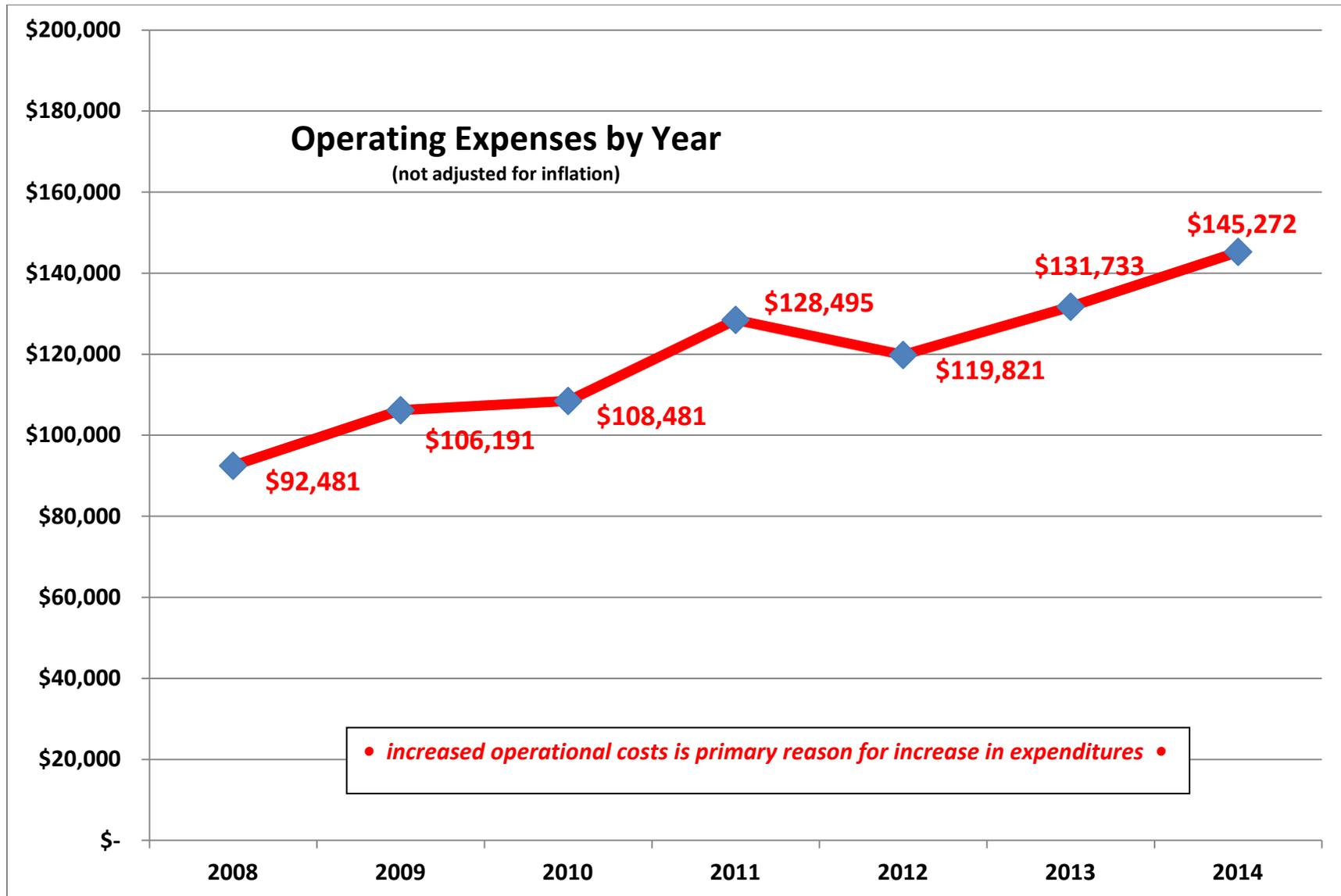
- Provide potable water for Borough of Carlisle and small portions of North Middleton, South Middleton, and Middlesex Townships
- Maintain regulatory compliance with all aspects of the Safe Drinking Water Act
- Respond to customer inquiries related to water quality within 24 hours
- Lab Testing
- Bacteria and chlorine monitoring
- Disinfection of new water lines
- Semiannual hydrant flushing

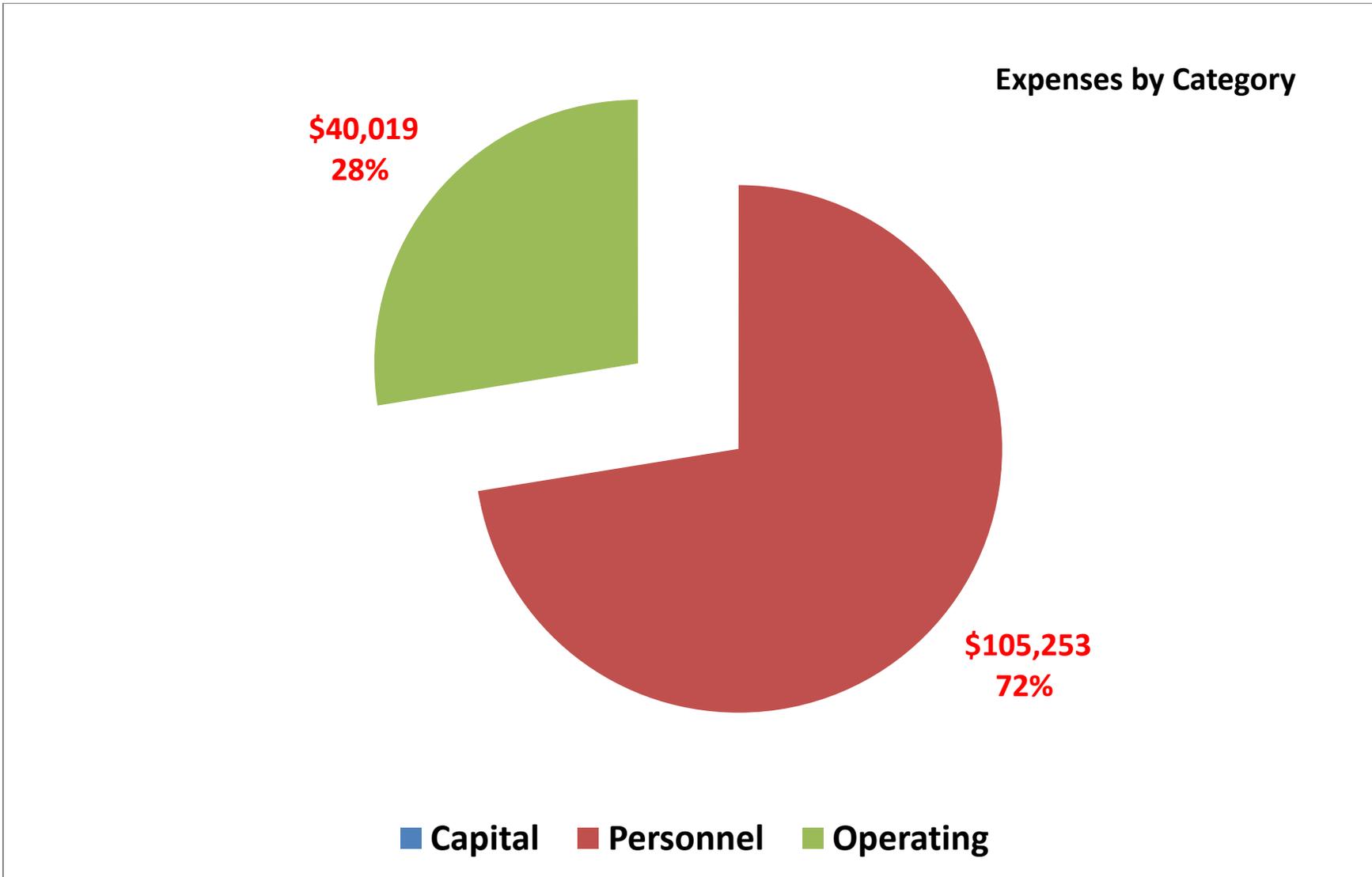
2014 GOALS:

- Meet all state and federal regulations for the water supply
- Monitor three new high risk sample locations in the distribution system for levels of disinfection byproducts to maintain compliance with the new Stage 2 Disinfection Byproducts Rule
- Maintain existing outside testing clients by providing high levels of external customer service to assure a continuing outside testing revenue stream
- Begin monitoring for the Unregulated Contaminant Monitoring Rule #3
- Monitor synthetic organic chemicals
- Testing for trihalomethanes to assess compliance with new disinfection byproduct regulations once the west end tank project is complete
- Maintain certification as an accredited environmental testing laboratory

FUND: WATER**DEPARTMENT:** PLANT**FUNCTION:** LABORATORY**2013 ACCOMPLISHMENTS:**

- Met all reporting and monitoring requirements of the Safe Drinking Water Act
- Successfully completed 3 year copper and lead monitoring in 31 high risk residences
- Assisted the water plant in receiving a commendable DEP regulatory rating
- Assisted in preparations for meeting requirements of Stage 2 of the Disinfection Byproducts Rule for the West End Water Storage Tank
- Produced annual water quality report for water customers
- Developed new drinking water sampling location in the distribution system to more accurately reflect water quality and reduce chances of false positive bacteria tests





FUND: SEWER
DEPARTMENT: PLANT
FUNCTION: TREATMENT
PLANT

**FUNCTION OVERVIEW:**

The primary responsibility of the Wastewater Treatment Plant Department is to operate and maintain all treatment plant processes, equipment, grounds, and buildings at the facility. Wastewater received from the collection system must meet parameter limits mandated by the Pennsylvania State Department of Environmental Protection through a National Pollutant Discharge Elimination System permit.

SERVICES PERFORMED:

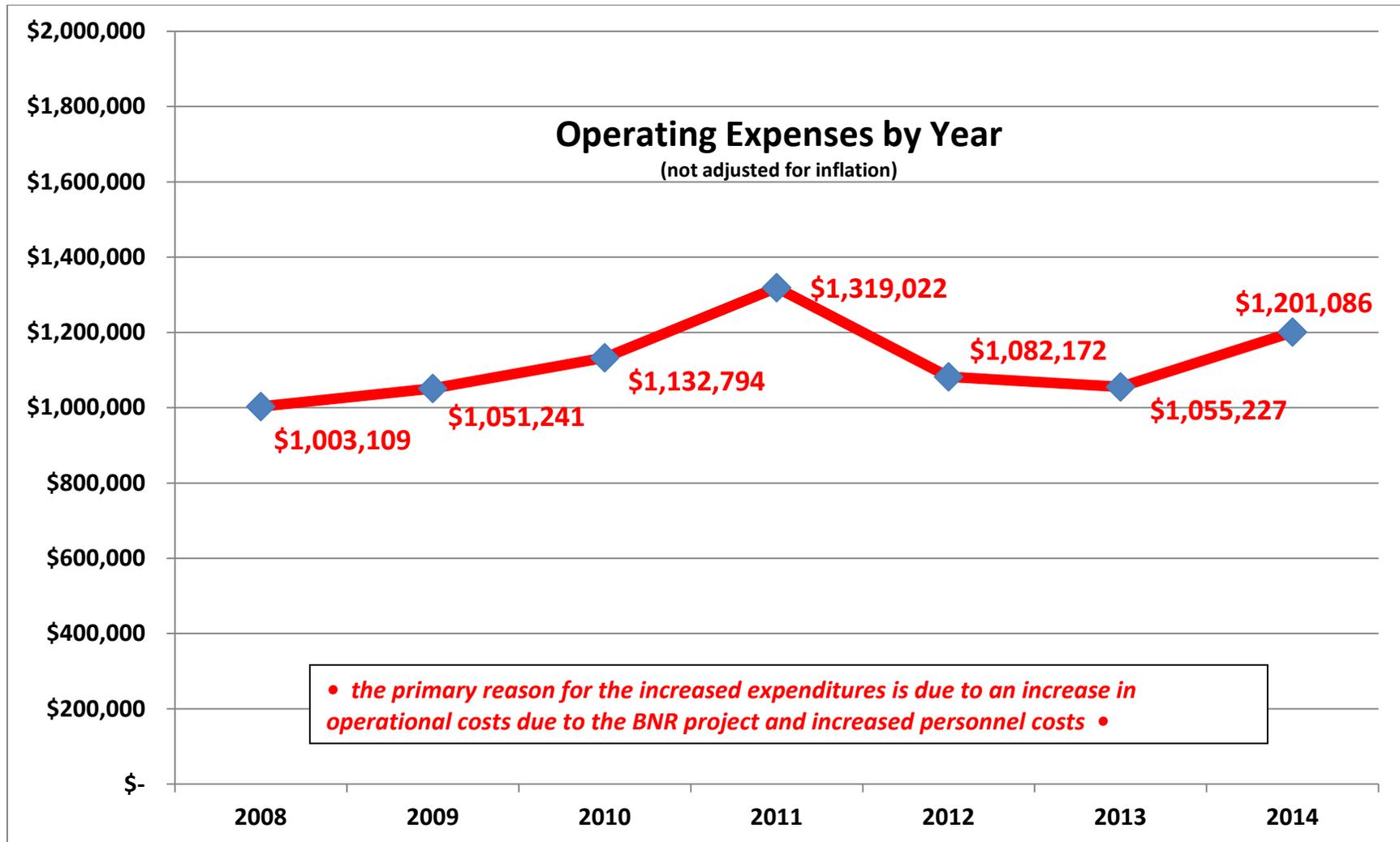
- Measure and record influent and effluent flows ultrasonically
- Screening and degritting of wastewater
- Process wastewater using quiescent circular tanks
- Phosphorus reduction using anoxic, anaerobic and aerobic zones
- Process wastewater through filters
- Chlorine disinfection of wastewater
- Lime treatment of biosolids

2014 GOALS:

- Replace severely corroded electrical conduit and lighting fixtures in the wet well
- Update the Risk Management Plan
- Refurbish Raw Pump #2 motor and motor / shaft coupling
- Implement fire alarm system annual inspection and testing
- Continue maintenance and operation of facility to meet State discharge parameters

2013 ACCOMPLISHMENTS:

- Reduced usage of aluminum sulfate by approximately 85%
- Automated chlorine feed rate using chlorine flow pacing
- Replaced 30 year old Main Control Building HVAC system controls



Expenses by Category



■ Capital ■ Personnel ■ Operating

FUND: SEWER**DEPARTMENT:** PLANT**FUNCTION:** BIOSOLIDS**FUNCTION OVERVIEW:**

The Biosolids Department's primary responsibility is to have biosolids produced meet Class B quality criteria for pathogen reduction and inorganic metals content as established by state and federal agencies allowing for its beneficial and environmental recycling on Pennsylvania Department of Environmental Protection approved farmland. There are currently 27 farms with 2,710 acres permitted for Borough use.

SERVICES PERFORMED:

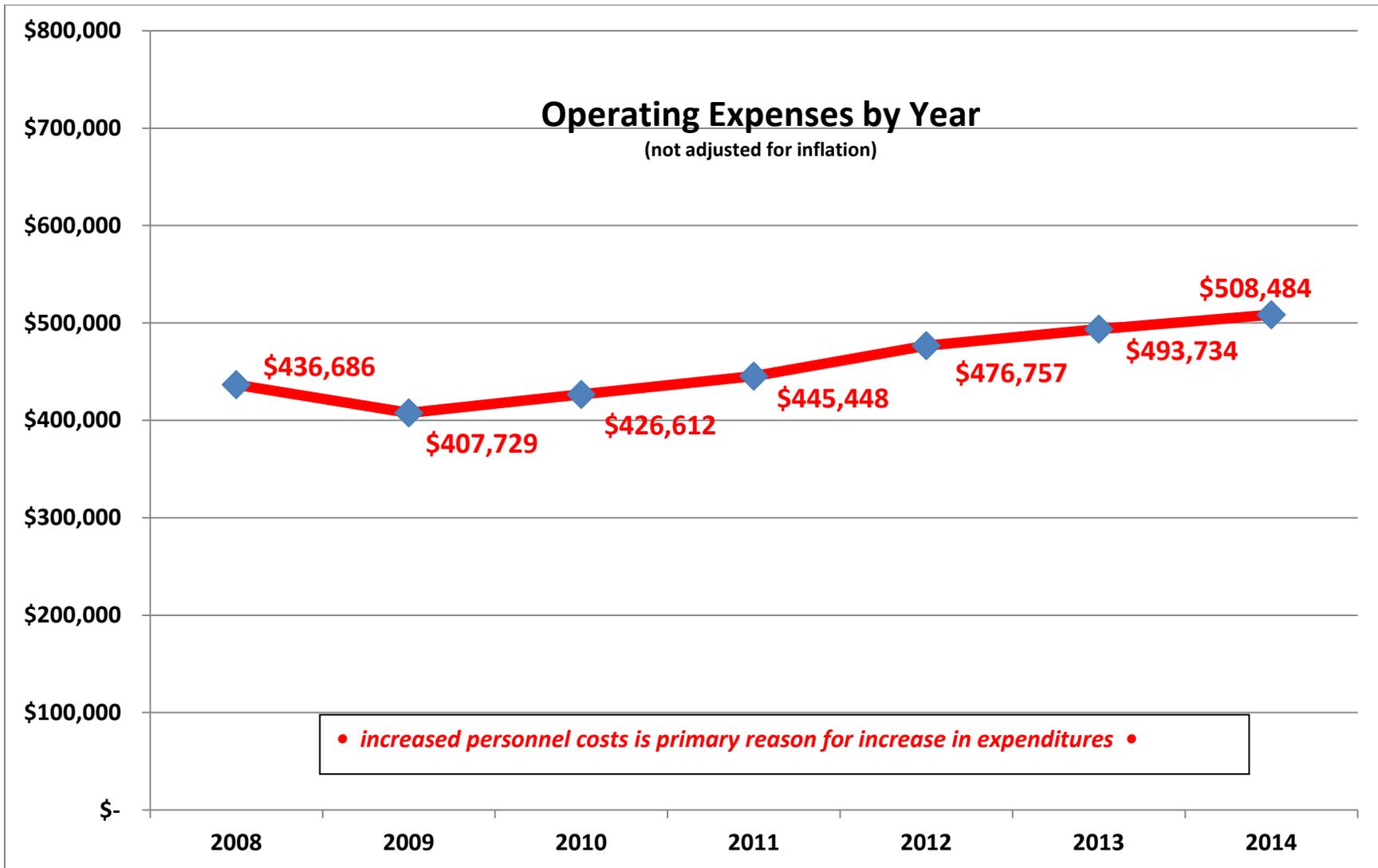
- Hauling and application of:
 - Liquid biosolids
 - Dewatered biosolids
- Operate and maintain biosolids application equipment
- Operate and maintain Belt Filter Press used for production of dewatered biosolids

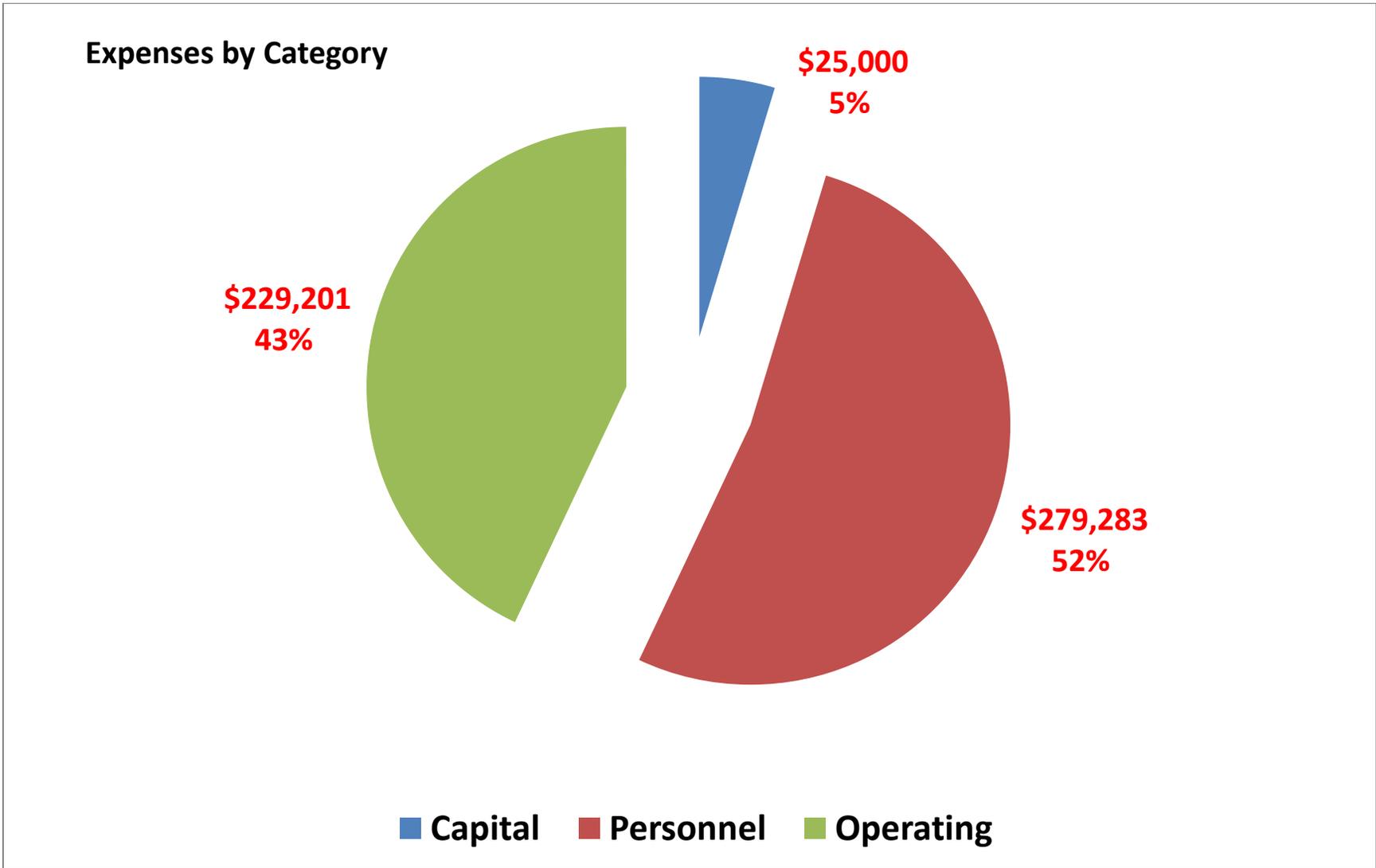
2014 GOALS:

- Haul and land apply 8,000,000 gallons of biosolids
- Haul and land apply 1,000 tons of dewatered biosolids
- Maintain low levels of in-house biosolids storage at the wastewater plant

2013 ACCOMPLISHMENTS:

- 4 new farms permitted, making 398 additional acres of farmland available in the biosolids program





FUND: SEWER
DEPARTMENT: PLANT
FUNCTION: PUMP STATIONS

**FUNCTION OVERVIEW:**

The primary responsibility of the pump stations is to transfer wastewater from the collection system to the wastewater treatment plant when ground elevations do not allow for gravity flow.

SERVICES PERFORMED:

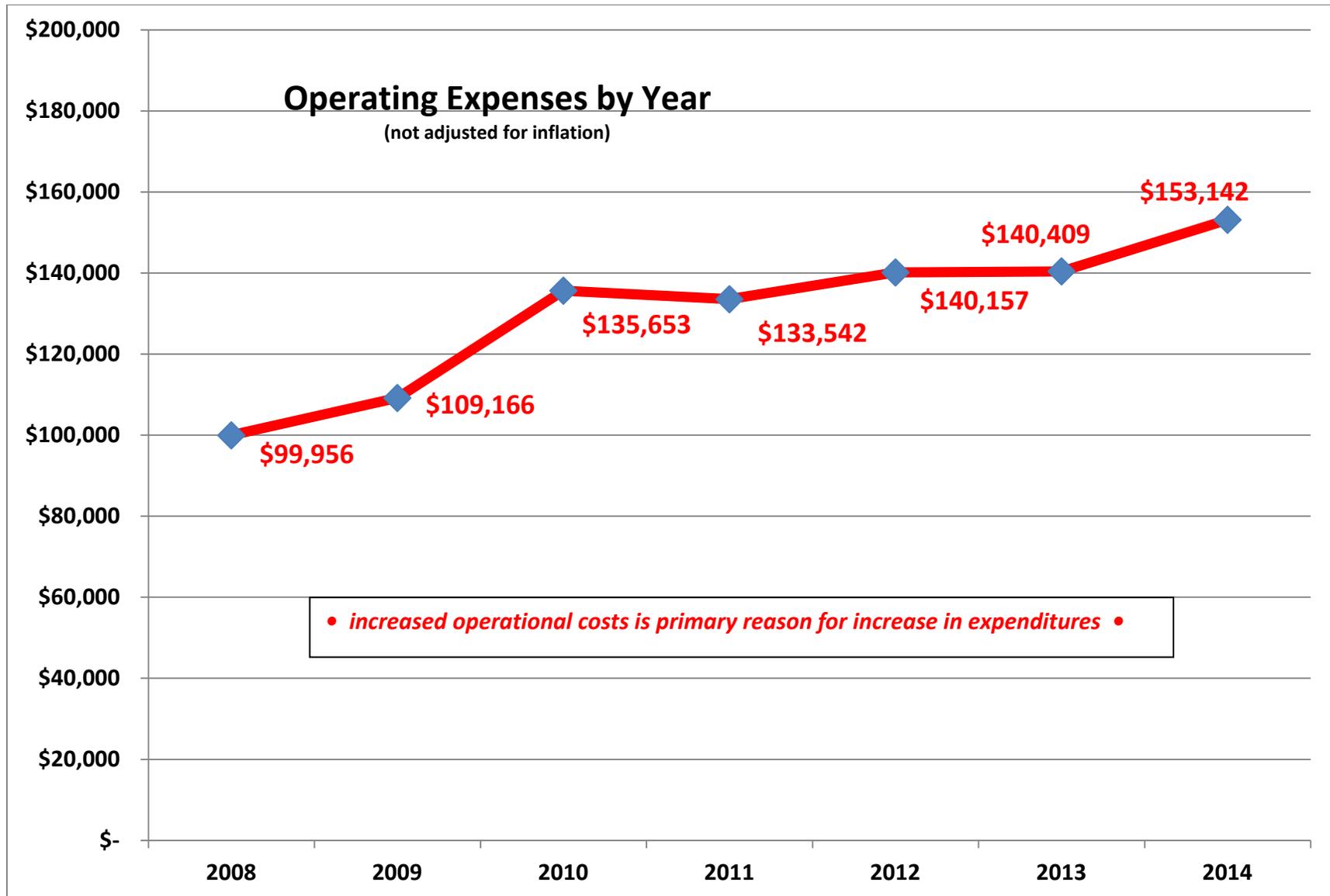
- Pump flow through force mains to higher elevation
- Addition of hydrogen peroxide to prevent hydrogen sulfide
- Transport flow from the collection system to the treatment plant

2014 GOALS:

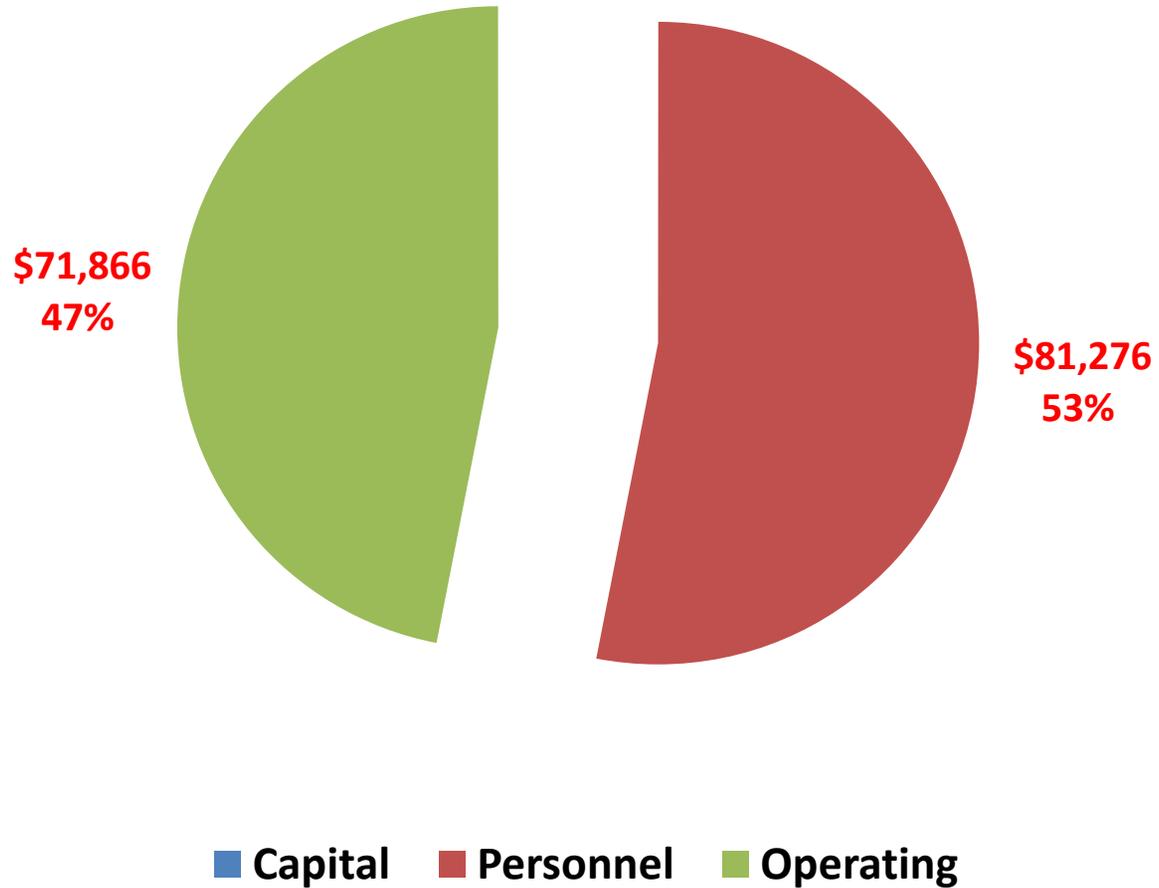
- Install new wet well access ladder at Pump Station #2
- Purchase parts to rebuild one pump at Pump Station #2
- Continue maintenance and smooth operation of all pump stations

2013 ACCOMPLISHMENTS:

- Rebuilt pumps with impellers, wear plates and back cover assemblies at the Waggoner's Gap Pump Station #1
- Replaced pump control units at Pump Stations #4 and #5



Expenses by Category



FUND: SEWER**DEPARTMENT:** PLANT**FUNCTION:** LAB**FUNCTION OVERVIEW:**

The primary function of the Wastewater Plant Laboratory is to ensure that all discharges from the Treatment Plant meet all applicable Federal and State standards. Daily analysis of samples allows the lab to make recommendations to ensure proper operational control at the plant. This department also permits, inspects, and samples significant industrial users of the sewer system to ascertain that the wastewater discharge meets local discharge pretreatment limits. These limits and their enforcement protect the treatment process; increase worker safety; maintain agricultural utilization of the sewage sludge or biosolids; and protect the quality of Letort Spring Run, Conodoguinet Creek, and other downstream waterways. Enforcement efforts may include notices of violation, administrative orders, and the issuance of surcharges and even penalties for discharging high strength wastes. Monetary surcharges for higher levels of common pollutants such as biochemical oxygen demand, solids, phosphorus, ammonia, and oil and grease direct the treatment costs to users that are actually discharging the higher strength waste thus helping to keep sewer bills lower for residential customers.

**SERVICES PERFORMED:**

- Sample testing and analysis
- Assist with operational control of plant
- Monitor local discharge pretreatment limits

2014 GOALS:

- Maintain perfect compliance record with all discharge requirements of NPDES permit
- Optimize biological phosphorus removal process
- Maintain certification as accredited environmental testing laboratory
- Complete local limits reevaluation process mandated by EPA

2013 ACCOMPLISHMENTS:

- Compliance with new effluent standards for nitrogen and phosphorus
- Composite sampler replaced
- Successful 5 year EPA Pretreatment Program Audit

