Manager's Report

Activity in the Month of January

- Form W2 and 1099 were distributed
- Pension Census was submitted to Standard Insurance
- 2015 Bookkeeping was sent to the Auditor
- Salaries of employees were updated in payroll system and Life & Disability Provider website
- Tax bill cost sharing paperwork was filed with Berks County
- All new and reappointed board members were sworn into office
- All public meetings were advertised
- The Survey of Financial Condition Report was filed with the DCED
- The Elected Official Report was filed with the DCED
- The Municipal Tax Rate was updated on the DCED website
- The State Liquid Fuel Report was filed with Penn DOT
- The 4th Quarter Building Permit Report was filed with the DCED
- The PURTA Report was completed online
- Floodplain Report filed by mail
- The Joint Planning Commission meeting was scheduled and advertised
- The Emergency Management Plan was reviewed with the Emergency Management Coordinator
- The Township Officials list was updated to reflect new appointees and terms of office
- Registration of Manager and Receptionist was completed for the PSATS Convention
- Renewed salt contract with COSTARS for 2017
- Mailed Ethics Statements
- Prepared and executed reorganization meeting, elected auditors meeting, Planning Commission meeting, Park & Recreation meeting and Regular Board of Supervisors meeting
- Attended Police Commission meeting, Authority meeting, Berks County Cooperative Purchasing Council meeting, meeting with Wolfson Group and Giorgio Foods regarding utility relocation in Rt 222,
- Conducted 8 interviews for the equipment operator position
- Processed reorganization meeting resolutions and completed board meeting work
- Oversaw pick up of documents to be shred
- Worked with road crew to respond to complaints associated with winter storm Jonas
- Continued creation of Sign Database
- Continued creation of Road Database

In addition bills, deposits and bank reconciliations were handled in a timely manner.

Hours worked

D. Didyoung	72
K. Fox	120
D. Hollenbach	196