Manager's Report

Activity in the Month of January

- Attended Reorganization, Police Commission meeting, Authority meeting, Planning Commission meeting, Zoning Hearing for 8832 Allentown Pike.
- Permit applications, bills, deposits and bank reconciliations were handled in a timely manner.
- Continued recycling report.
- Prepared February Planning Commission meeting agenda.
- Prepared response as a party for the Kirby Homestead.
- Created and administered safety policy test.
- Reappointment letters and oaths of office administered.
- Processed all January reports – PURTA, DCED Elected Officials, Tax, County Tax Bill Agreement, Financial Survey, Pension Census, DCED Permit report, Foreign Fire AG385, Floodplain report.
- Sent out 1099 forms.
- Updated municipal information for Penn DOT and Berks County.
- Registered for salt on State procurement website for 2017-2018 season.
- Organized files for audit, contacted auditor for date.
- Advertised Vplow.
- Advertise MS4 meeting.

The road crew would like to replace their winter jackets with Carhart. These do not come in safety yellow and would require a vest to be worn.