Manager's Report

Activity in the Month of November

- Permit applications, bills, deposits and bank reconciliations were handled in a timely manner. Review fee letters were emailed.

- Attended Board of Supervisors meeting (Nov. 8), Planning Commission (Nov. 7), Police Commission meeting & Executive Session (Nov. 12), Budget meeting (Nov. 29). Authority meeting was cancelled due to snow.

- Held a safety meeting (Nov 21). Worked on creating a Near Miss Report and reviewed a monthly facility inspection form.

- Attended a Right to Know Law Update (Nov. 1)

- Attended two Schaeffer Road Bridge progress meetings (Nov 13 & 27). There is a tentative completion date of January 15th. Blacktop will be put down in the spring and there is a chance that the Township can pave the road as part of this project.

- Finalized the annual calendar project.

- Processed Zoning Hearing and Property Maintenance Hearing applications.

- Park restroom facilities were closed, electric items unplugged and winter salt and cinders were ordered.

- Landlord/tenant mailings were mailed.

- Annual recycling forms were mailed.

- Continued Reorganization meeting work. Draft meeting schedules were completed and Reorganization was advertised.

News

- Volunteer lunch for December 21 from 11am to 2pm.

Respectfully Submitted,

Diane Hollenbach, Manager

SDE SYSTEMS DESIGN ENGINEERING, INC

"A Passion for Engineering Excellence"

sdei.net

RECEIVED
NOV 28 2018
BY:

November 16, 2018

Maidencreek Township
P.O. Box 319
Blandon, PA 19510

Re: 2019 Schedule of Professional Service Rates
Systems Design Engineering, Inc.

Dear Board of Supervisors:

The purpose of this letter is to officially submit Systems Design Engineering, Inc.'s Schedule of Professional Service Rates for 2019.

Systems Design Engineering, Inc. (SDE) understands the difficult financial situation that is placed on Maidencreek Township. We view our relationship with you as a partnership and SDE is willing to work harder and more efficiently in order to maintain competitive rates.

This past year SDE has again been hit with significant across the board insurance costs and professional engineering service costs that are required to provide a complete consulting engineering business. Therefore, SDE finds it necessary to increase its schedule of professional service rates for 2019 by three (3) percent.

Having celebrated our 30th Year Anniversary this past year, Systems Design Engineering, Inc. continues to provide quality engineering, planning and surveying at cost effective rates. We will listen to your concerns, be attentive to your needs and represent Maidencreek Township in a professional and responsible manner.

SDE looks forward to maintaining this relationship and appreciates the opportunity to service Maidencreek Township for the 2019 year.

Sincerely,
Systems Design Engineering, Inc.

Thomas S. Unger, P.E.

1032 James Drive, Leesport, PA 19533 • P: 610.916.8500 • F: 610.916.8501

Schuylkill Haven, PA • P: 570.385.5549 Boyertown, PA • P: 610.369.1319