Manager's Report

Activity in the Month of December

- Permit applications, bills, deposits and bank reconciliations were handled in a timely manner. Review fee letters were emailed.
- Attended Board of Supervisors meeting (Dec 12), Police Commission meeting (Dec 9, Dec 16), Zoning Hearing (Dec 17), Authority (Dec 19)
- Route 222 progress meeting (Dec 4, Dec 18)
- Attended Berks County Community Advisory Board (Dec. 6) and Berks County Purchasing Council Executive Meeting (Dec 17)
- Safety Meeting (Dec 17). Employees received Stop the Bleed training.
- Manager's Meeting (Dec 19)
- Advertised all 2020 meetings.
- Prepared Reorganization agenda and resolutions and distributed.
- Contacted new manager at Fleetwood Borough about Joint Planning Commission and Tax Collection Committee.
- Mailed information to elected auditors. Set up audit with appointed auditor and began providing information.
- Began packing up 2019 financials and reviewing general ledgers.
- Worked with GSP to address property and submit letter of credit release.

Respectfully Submitted,
Diane Hollenbach, Manager