

Manheim Borough
Manager's Report
General Summary of Activities
7/25/17 – 8/8/17

- Addressing various resident inquiries (code/permit issues, street projects, misc. complaints, general inquiries).
- Ongoing Updates to Borough Website.
- Regular meetings with Public Works Director.
- Regular meetings with Code Enforcement Officer.
- Continued coordination - traffic signal poles insurance claims, etc. with CM High, engineer, police, EMC Ins.
- Police contract negotiation process.
- Processed right to know requests.
- Completed monthly bank reconciliations.
- Meetings, finalize lease, terms, gas service, façade, etc. and correspondence with prospective tenants for old fire hall.
- Pool services contract administration, correspondences.
- Completed Green-Light-Go grant documentation and agreement.
- New PW Crew member orientation.
- Completed 6 month code officer evaluation.
- Coordinating safe route to schools improvements with PW and MCSD.
- Meeting with prospective 457 Plan provider.
- Meeting with Borough Engineer to go over Connections Study grant RFP, scope.
- Addressing issue regarding failed and inadequate LEDs installed with the recent traffic signal replacement on the northeast corner of Main and High.
- Review of semi-annual traffic signal maintenance report, addressing necessary repairs.
- Attendance at Chiques SW Team meeting
- Meeting with pension actuary and review of plan condition, documents, etc.