

## **Executive Director's Report – October 14, 2014**

FROM: Ted Lewis

RE: Monthly Report – September / October 2014

- 1. Office Staffing** – As I explained last month, I was out for 3 weeks to recover from knee surgery (Sept 12) and Anita had scheduled 2 weeks of vacation during that period. Unfortunately while on vacation Anita suffered a fall which resulted in a severely broken right arm and we have no idea at this writing how long her recovery may take (she has is scheduled to meet with her doctor before our meeting so I may have more information at that time). In the meantime Michelle has been doing a great job taking on the extra responsibility and Mary has been working full time. With their extra effort the office has been running smoothly.
- 2. Office Computers** – We have not heard about a delivery date for the computers we ordered following our August Meeting.
- 3. Grease Trap Policy** – The engineer's office has not yet submitted the draft of the proposed changes we authorized at last month's meeting.
- 4. Easement Clearing / "As-Builts" / G.I.S.** – I have nothing new from the engineer's office regarding the scheduling of the related survey work, nor have I heard from Meghan Leavey of the County Planning Board about their G.I.S. program.
- 5. Route 35 - Mall Jug Handle Repair** – Following our meeting of August 26, the representative of the NJDOT was to review the options with his boss to see which was acceptable to them. In a follow up meeting the state agreed to the "fill and abandon" scheme; our engineer's office is revising the plans and should have a quote for the work at our meeting.
- 6. Fort Monmouth Development Issues** – The engineer's office is working on the master plan study; I have not heard from FMERA regarding the \$6,000 they indicated they would pay toward the study. The question of interim service to Gibbs Hall also has not been addressed beyond our meeting of August 22.
- 7. 2015 Budget** – We have a meeting scheduled with Bob Oliwa on October 21 to review the budget for 2015. As always our bill from Two Rivers will represent over 60% of our entire budget. I have enclosed in the packet the most recent "flow chart" from Two Rivers (August) which indicates that year to date our percentage of total flow is down about 3% so I am hoping that the bill will be about the same as this year.
- 8. Capital Improvement Program** – The bid opening for year 1 of the Capital Improvement Program is scheduled for 10 am October 30.
- 9. November Meeting Date** – Since our normal meeting day (the 11<sup>th</sup>) is Veteran's Day (and the building is closed) we had planned to have the meeting on Thursday the 13<sup>th</sup>; the attorney will be away on the 13<sup>th</sup> and requested we meet on Wednesday the 12<sup>th</sup>. I confirmed with the administration that the room is available on the 12<sup>th</sup>.