

Executive Director's Report – November 08, 2016

FROM: Ted Lewis

RE: Monthly Report October / November 2016

1. **2017 Budget** – We met with the auditor on October 25 to review the preliminary budget which we will introduce at this meeting. The core budget is actually down about 5% but we increased capital improvements by \$250,000 to accommodate the proposed work on Brookwood Pump Station. I will explain further at the meeting.
2. **Future Capital Improvements** – T&M reviewed and revised their fee proposal reducing it by \$5,800 (8.5%)
3. **NJSEM Refund** – The energy cooperative we belong to (NJ sustainable Energy) sent a check for \$150 representing the fee we paid when we joined; they explained that they were able to do this because of the growth and success the coop has had.
4. **League Conference** – It has been years since we attended the League of Municipalities conference and we would like to do so this year – a day trip on the 16th. The purpose would be to investigate new or improved services and attend a JIF class. We would be interested to know if any members of the board would like to go.
5. **Additional Office Space** – We received an updated plan showing the changes we requested but nothing new to report beyond that.
6. **Possible Update to Payment System** – We learned that the Borough uses two different payment systems (one for taxes and another for everything else). In the course of researching this we began to think about changing our software to a widely used system instead of the proprietary one we have now (another reason to attend the League conference – see above).
7. **Howard Commons** – The redeveloper of Howard Commons requested a meeting regarding our force main – I will explain further at the meeting.

CARRIED ITEMS

8. **Maintenance Building Repairs** – We discussed this as part of the proposed future capital improvements and I agreed to prepare an overall plan when time permitted.
9. **Fieldstone Court** – No new information.
10. **Two Rivers / Borough Issue** – No new information.