

Executive Director's Report – December 13, 2016

FROM: Ted Lewis

RE: Monthly Report November / December 2016

1. **2017 Budget** – The budget has been sent to the state for their review; we are still waiting for our audit which the state needs to approve the budget. The auditor estimates he will be done within two weeks and we will do the budget, audit and connection fee calculation at next month's meeting.
2. **Old Truck 31** – Rich had to go through the GovDeals process twice but he was successful – he was able to get \$3,596 for the truck.
3. **Brookwood Pump Station** – Ben, Rich and I met with the engineer on Nov. 30 to review the plan to replace the pump station; the engineer will continue with his work on the design / bid phase of the project.
4. **Circle Pump Station Repairs** – After removing the pumps and having them examined it was determined that they were beyond repair and need to be replaced. Rich solicited 4 quotes and received 2 prices; the best was from Pumping Services (\$13,250 - \$2500 below the second quote). We also reviewed the flow issue at our meeting of Nov. 30 (see # 3 above).
5. **JIF Dividend** - On November 14 we were notified that the NJ Utilities Authorities JIF dividend this year would be \$2,873 which we will be receiving by check on the advice of our auditor. The dividend is down about \$750 from last year.
6. **League Conference / Software** – Ben, Anita and I attended the conference on the 16th and spoke to software vendors – we are working on coordinating a demonstration of their software. We also attended the JIF seminar to qualify for the insurance rebate.
7. **Howard Commons** - We met with American Properties (the developer of Howard Commons) and explained our concerns regarding the easement for the force main.
8. **Tinton Falls Flow Review** – Rich is collecting information on the current status of Tinton Falls flow coming into our system.

CARRIED ITEMS

8. **Maintenance Building Repairs** – No change
9. **Fieldstone Court** – No new information.
10. **Two Rivers / Borough Issue** – No new information.
11. **Additional Office Space** – No change.