

## **Executive Director's Report – January 10, 2017**

FROM: Ted Lewis

RE: Monthly Report December 2016 / January 2017

1. **2017 Budget** – As of this writing the state DCA still needs the audit to approve the budget; the auditor indicates the state will have the budget in time for us to adopt at our January meeting. The hearing on the annual revision to the connection fee will have to be put off until our February meeting.
2. **Brookwood Pump Station** – As of this time I have no update on the engineer's progress on the design work on the replacement; I'm sure he will include information on the status of the project in his monthly report.
3. **Lewis Street Pump Station** - During the week between holidays Herb responded to an alarm and found a problem with one of the pumps – he pulled the pump and sent it to Pumping Services for analysis.
4. **Annual Bills** - We solicited a quote to have our bills printed and stuffed by an outside source; the quote was such that the office staff believe they can get the work done on their own at less cost. In order to avoid disrupting the day to day work of the office I would like to have the work done on an overtime basis on a Saturday. I am trying to arrange to use the Borough's postage meter and will need authorization for the postage cost.
5. **Circle Pump Station Flow Review** – As yet I have not received any information on the flow study that was authorized at last month's meeting.
6. **Office Software Upgrade** – Edmunds Software came in and gave a very impressive demonstration; we are now trying to set up a demo by at least one of the other firms doing business in the field.
7. **Howard Commons** – Per his request I sent Mr. Bonello information on the easements related to this issue for his review.

### **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.
12. **Tinton Falls Flow Review**