

Executive Director's Report – February 14, 2017

FROM: Ted Lewis

RE: Monthly Report January / February 2017

1. **2017 Budget** – DCA has signed off on our budget and returned a signed copy for our files.
2. **Borough Road Program** – Per our agreement with the Borough their contractor will do spot repairs in the Allen Homes area and we will reimburse them for the expense (cost will be about \$7,000).
3. **Medtronic's Meter** – We sent a bill based on water usage due to problems we had making sense of the readings they reported – I will explain at our meeting.
4. **Brookwood P.S. Meeting** – On Jan. 25 Ben Rich and I met with the engineer to review progress – we will report details at the meeting.
5. **Lewis Street Pump Station** - Analysis of the damaged pump showed it could be rebuilt and that work is now underway.
6. **Annual Bills** – The last of our residential bills went out on Jan. 16 – our office staff worked long hours on the weekend of Jan. 14-15 (and brought their children & grandchildren in to help) to get this done. The Borough postage meter was too much of a hassle – Michelle purchased stamps using her personal credit card. The business bills went out the week of the 23rd.
7. **Office Software Upgrade** – I spoke with Edmunds Software – because we are an autonomous authority we cannot share the Borough's license. Edmunds also revised and explained their proposal, which we would like to act on at the meeting. The total cost would be \$32,115 (*\$30,485 for software, training and conversion of existing files and \$1,630 for hardware*); subsequent years would be \$6,224.
8. **Maintenance Building Repairs** – Ben, Rich and I will be meeting with the engineer to discuss the repairs to the paving at the garage.
9. **Tinton Falls Flow Review** – In addition to placing the portable meter, Rich went to Tinton Falls to check on any new units – the result was little or no change from 2004

CARRIED ITEMS:

10. **Howard Commons** – No Change
11. **Fieldstone Court** – No new information.
12. **Two Rivers / Borough Issue** – No new information.
13. **Additional Office Space** – No change.
14. **Circle Pump Station Flow Review** – No new information.