

Executive Director's Report – September 12, 2017

FROM: Ted Lewis

RE: Monthly Report August / September 2017

1. **Additional Space** – The Police Dept. is considering a new radio system that may require additional space and they are eyeing the space assigned to us in the schematic plan – the Administrator says nothing has changed but I will keep you advised.
2. **Insurance Meeting** – On August 16 we met with Mike Avalone of JIF to discuss confusing values assigned to our assets – he advised we are fully insured regardless of the values listed but will review with the Utilities JIF to see where the confusion lays.
3. **Herb's Injury** – Herb returned to work on August 28 – he has some limits on lifting and climbing, but seems to be making a rapid recovery.
4. **Dept. of Labor Inspection** – Following Herb's injury the Dept. of Labor inspected our maintenance shop and reported 24 violations – most of which were the very definition of trivial (speedy dry on the floor, extension cords not hung up properly, etc). Rich and his crew have already addressed most of the issues and are in the process of handling the remaining ones.
5. **Brookwood P.S. Replacement** – Work at the site has not yet begun.
6. **Voyager School** – John McKelvey spoke to their plumber who said they would connect the sinks but may ask for a waiver on the floor drains – we can discuss this at the meeting...
7. **Vac-Con Truck Repairs** – I talked to the Borough Administrator and he agreed that since we paid for the transmission and the Borough installed it we would call it even.
8. **Maintenance Building Repairs** – We contacted Kiely to have the problem with the fallen tree addressed – they found a second condition and we had them address both problems. The work was accomplished within a week at a cost of \$16,825. The engineer has submitted plans for the paving work for review and will be requesting authority to go out to bid at our meeting.
9. **Fort Monmouth** – Regarding Howard Commons, Richard arranged to have copies of the plans of the Eaton Crest PS sent to the new engineer for the developer.
10. **Edmunds Software** – Anita, Michelle and Gloria received three days of training on the new software during the week of August 21. We anticipate that we will be using the system by the 1st of October.

CARRIED ITEMS:

11. **Howard Commons** – Plans were sent to the new engineer
12. **Fieldstone Court** – No new information.
13. **Two Rivers / Borough Issue** – No new information.