

Executive Director's Report–January 9, 2018

FROM: Ted Lewis

RE: Monthly Report December 2017 / January 2018

1. **Audit / Budget** – In order to adopt the 2018 budget the 2016 audit needs to be submitted to the state. We had a conference call with the Auditor on January 3 to finalize the process and he will work with the state DCA to see if the adoption can be done at our January meeting, (the issue of advertizing the public hearing in the newspaper may be a problem).
2. **Blizzard / Office Closing** – As a result of the January 4 storm, the Borough Hall was closed that day – however the following day all office staff (except me) reported to work on time in spite of the difficult conditions.
3. **New Software** – Ironically Jan. 4 was the day chosen months ago for the change date for the new software –the effort was finally accomplished the following day.
4. **Banking Proposal** – We received a banking proposal from Two Rivers Community Bank but have not yet had a chance to analyze it.
5. **Emergency Contracts** –T & M has been coordinating with Richard regarding tasks to be included and should be ready to bid soon.
6. **Brookwood P.S. Replacement** – The contractor is waiting for the delivery of the generator to finish the project
7. **Maintenance Building Repairs** – Rich secured quotes for the preemptive tree work; the lowest is Becker's at \$7,500. Becker's did the emergency work last year and Rich was pleased with their performance.
8. **Additional Space** –The Borough has adopted the bond ordinance but we have no additional information on their schedule or how much they expect our Authority to contribute to the cost.

CARRIED ITEMS:

9. **Howard Commons** – Nothing new this month
10. **Fieldstone Court** – No new information.
11. **Two Rivers / Borough Issue** – No new information.
12. **GIS System** – I have nothing new on this