

## **Executive Director's Report–March 13, 2018**

FROM: Ted Lewis

RE: Monthly Report February / March 2018

1. **Water Co. Premise Number Issue** – As part of the transition to the Edmunds system, Gloria discovered a problem with the information we receive from the water company regarding our commercial accounts (which are billed on water usage). It appears that in October 2013 the water company altered many “premise numbers” (user accounts) resulting in the water usage figures we received being applied incorrectly. The result may be that we have over or under billed some commercial accounts. We have communicated with the water company but as of this writing they have not responded.
2. **Computer Upgrade Concepts** – Both Peter and Gloria have suggested ideas for upgrading and improving our office operations related to computers and software and we will be pursuing those ideas as time permits.
3. **Delinquency Letters** – The Borough's Chief Financial Officer made a request that we send out delinquency letters in December to match the practice of the Tax Office (we have been sending them much earlier to try to avoid the 'holiday rush') – we will comply with the request. The Authority has many more delinquents that the Tax Office probably due to the fact that sewer fees are not paid by mortgage companies.
4. **Additional Space** –The Police Dept. has unilaterally taken over the former court clerk office space that I was hoping we could move into. At this point in time it does not appear that anyone is willing to tell them they have to move out (least of all the Mayor or Administrator – both retired police).
5. **Long Range Facilities Planning** – I will be coordinating with the engineering committee, the engineer and our staff to develop a plan to create a **Geographic Information System** as well as an **Asset Management Plan** – two components that would be useful in generating an overall **Infrastructure Improvement Plan**.
6. **J.I.F. Tech Standards** – At their seminar the JIF representative raised the issue of computer safety and security; I have downloaded the JIF's “Minimum Technological Standards Certification” program and we will be examining the extent to which we do or don't conform.

### **CARRIED ITEMS:**

7. **Future Sewer Rate Increases**
8. **Howard Commons** – Nothing new this month
9. **Fieldstone Court** – No new information.
10. **Two Rivers / Borough Issue** – No new information.