

Executive Director's Report– May 8, 2018

FROM: Ted Lewis

RE: Monthly Report April / May 2018

1. **Office Staff Changes** – The staff changes we discussed last month have been implemented – Monday April 30 was Anita's last full day of work at the Authority (as you know she will be taking unused vacation days until her "official" retirement date of July 1). We had two applications for the now open part time position and I hired Lori Flynn, an Eatontown resident who lives nearby on Park Ave.
2. **Employee Appreciation Dinner** – I would like to know if any members of the Board have suggestions regarding scheduling / location for our annual "Employee Dinner" for this year – we think this year would be special since Anita and her husband would be our guest of honor.
3. **Two Rivers Bill** – The Chairman submitted some questions he had regarding Two River's bill. I met with Mike Gianforte on 4/27/18 to review the questions – I have attached copies of the questions Gianforte's response in the packet. Gianforte also raised issues about future infrastructure improvement expenses and I will explain those at our meeting.
4. **Water Co. Premise Number Issue** – As you may recall, with regard to the issue of over / under billing due to this issue the attorney suggested we should look back 3 years to deal with refunds and collections. While most cases are not exorbitant amounts two accounts do stand out – over the last three years the Quick Check complex on Route 35 North has been overbilled \$11,500 and the Circle BMW on route 36 has been under billed by \$22,000.
5. **Houlihan's** – Following the meeting Michelle did additional research and found that our rules do not allow for the temporary disconnection from the system to avoid fees – the rules only allow for temporary disconnection in the case (1) fire, (2) demolition / replacement and (3) Board of Health issues.
4. **Additional Space** – No new information at this time.
5. **Engineer Fees – Brookwood** – On May 2 I received additional justification from the engineer for the additional fee request – I will be reviewing it with the engineering subcommittee as time permits.
6. **Long Range Facilities Planning** – Bernard Bujak of South Monmouth SA sent information they are using on their Asset Management plan which he says they are just starting to work on.
7. **Two Rivers vs. NJ Lawsuit** – We are named in a suit Two Rivers filed regarding the new state law limiting fee increases to 2%; Gianforte says if the law stands it will void all contracts between Two Rivers and its customers.

CARRIED ITEMS:

- 7. J.I.F. Tech Standards**
- 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.