

Executive Director's Report– June 12, 2018

FROM: Ted Lewis

RE: Monthly Report May / June 2018

1. **Employee Appreciation Dinner** – We are set for June 13 at Illiano's at 5:30.
2. **NJ "Violation" Notice** – We have received an accusation from the Board of Public Utilities that we failed to perform a "mark out" for a contractor. Rich reports that Herb did in fact do the mark out. According to the notice they have already found us guilty; I have referred the matter to our attorney and he has written to the BPU defending our position.
3. **Anticipated Absence** – I am scheduled to have knee surgery on June 27 – I'm not sure how long recovery will be, but it is unlikely that I will be a next month's meeting.
4. **Office Network Upgrade** – Gloria has ordered the components needed for our upgrade – ironically the laptop I have used for almost 10 years died the week after the upgrade was approved; it has been replaced.
5. **G.I.S.** – Gloria has downloaded the trial version of ESRI and is working with our contact at ESRI to coordinate our equipment upgrade with the equipment they cited in their quote.
6. **Water Co. Premise Number Issue** – I am working on a letter to those who have been over or under billed explaining the situation and will be reviewing with the attorney prior to sending it out.
7. **Additional Space** – Per our discussion at our last meeting I have sent a letter to the Mayor and Council explaining our need for additional space due to changes we are making in the office. I also attached a letter we sent in December 2015 requesting approval to move into the old Court Clerk's area at our own expense.
8. **Asset Management / Long Range Facilities Planning** – I have not been able to spend any time on this issue since our last meeting.

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.