

EXECUTIVE DIRECTOR'S REPORT

July 2024

- **Revenue Report: June 30, 2024**
 - Checks \$479,536.10 (Average)
 - YTD Collected: \$479,536.10
 - Open Balance Due: [non-metered]: \$6,613,306.20
 - Penalties: \$13,561.38 (Average)
- **Expense Report: May 31, 2024**
 - Expenditures MTD \$482,166.60, YTD \$13,949,140.88 (budget 100%, Calendar 100%)
- **Cash Position: May 31, 2024**
 - Unrestricted \$2,836,184.37, Restricted \$13,865,564.32, Designated \$4,566,039.81
 - Total: \$21,291,291.38
- **Discussion Items**
 - **Budget Address:** Introduction July 2nd, 2024. NOTES:
 - **Revenue: flat**
 - **Appropriations: flat** (1.4% decrease)
 - **All projects were within budget or below (some were late). We may begin to slow the pace of new projects (see below)**
 - **Net Cash accumulation / debt reduction period begins.**
 - **User Rate Increase Proposal:** None.
 - **Audit:** 2024. We put the auditor on notice to begin scheduling.
 - **Bonding:** Short-term loan closed and BNY-Mellon project accounts being created.
 - **Banks:** Nothing to report.
 - **Projects:** Several projects completed and removed from Summary Report.
 - **Land Acquisition:** PSE&G, Shirley Avenue
 - **PSE&G:** Seems to be acceptable.
 - **Railroad Easement:** No Update: Lease costs raised 10%; sent to attorney for option review. Discuss!
 - **Franklin Municipality:** Nothing to report.
 - **Shared Services:** Nothing new to report.
 - **Rules-Rates-Regulations:** Updating Developer's Agreement.
 - **Traffic Safety:** Nothing new to report.
 - **Connection Fee:** Increasing per auditor.
 - **Escrow / Maintenance Account:** Nothing to report.
 - **Document Archiving:** Nothing to report.
 - **Internal Engineering:** Zero (0) connections for June 2024 (/ to date). TRC reviews five (5), zero TWA executed.
 - **GIS:** Updated with current Connection Permits and Final inspections.
 - **Staffing Strength / discussion:**
 - Annual Performance Review process for Executive Director.
 - Annual performance review for Managers and Foreman.
 - New Receptionist and Bookkeeper in training.
 - Jenny Knapp retired, on vacation, will return on part-time basis.

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- Operations, Admin and Foreman performing above average.
- Internal Engineering received another compliment from public.
- **Personality Mentoring:** Nothing to report.
- **MCUA:** Report submitted.
- **SBB:** Nothing to report.
- **New Brunswick Water/Sewer Bill:** New approach and Harrison Towers monitoring.
- **Commercial Opportunities:** Nothing new to report.
- **Somerset County Grants:** trying to confirm payment process type – one payment vs reimbursement payments.
- **Municipal Grants:** Based upon the County response, may attempt the same process.
- **Late Fees - Bankruptcy Audit of accounts:** Nothing to report.
- **NJ JIF:** Nothing to report.
- **Municipal Amnesty Program:** Nothing to report.
- **Asset Management Program project:** Nothing to report.
- **Municipal Shared Services:**
- **Infrastructure Program:** Nothing new to report.
- **Private Development (HOA) Inspections / Reporting.** Included in new RRR's. We will schedule a summary presentation and invite all stakeholders, then Request for Comment period before adoption.
 - Inspection standards.
 - Report forms vs. GIS asset #'s. Penalties (RRR).
 - Developer's Agreements. Begin Audit of systems 25 years and older.
- **All Projects** subject to delays: Labor / supply chain. Major cost increases across the board.
- **Votes:** None

Additional Topics:

Resolutions

Standard Summary of all Resolutions

- Payroll Account: Yes
- Operating Expense Account: Yes
- General Fund: No
- Renewal and Replacement: Yes
- North Tract: No
- Escrow: Yes
- **Additional Resolutions: Yes**
 - **Authorize refund of monies received in error on account 13276.00.**
 - **Memorializing authority to ED and Chairwoman to execute Developer's Agreement.**
 - **Memorializing CME to monitor Harrison Towers sewer flow.**
 - **Authorizing Land appraisal for Shirley Avenue Pump Station.**
 - **2024/2025 (LATE) Fiscal Budget submission.**

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- **Other Items:** None
- **Closed session:** No