

# EXECUTIVE DIRECTOR'S REPORT

## September 2024

- **Revenue Report: August 31<sup>st</sup>, 2024**
  - Checks \$2,087,557.60 (High)
  - YTD Collected: \$3,577,465.61
  - Open Balance Due: [non-metered]: \$4,291,435.82
  - Penalties: \$22,076.90 (Above Average)
- **Expense Report: July 31<sup>st</sup>, 2024**
  - Expenditures MTD \$2,394,226.27, YTD \$2,743,178.71 (budget 5%, Calendar 17%)
- **Cash Position: July 31<sup>st</sup>, 2024**
  - Unrestricted \$1,809,858.34, Restricted \$15,408,823.21, Designated \$4,602,411.51
  - Total: \$21,821,093.06
- **Discussion Items**
  - **Budget Address:** 2024 Adopted and final submittal to NJ completed.
  - **User Rate Increase Proposal:** None.
  - **Audit: 2024.** Will present in the Fall of 2024.
  - **Bonding:** 01 project bond survey completed.
  - **Banks:** Nothing to report.
  - **Projects:** Several projects completed and removed from Summary Report.
  - **Land Acquisition:** PSE&G: access license progress, Shirley Ave: received appraisal.
  - **OPRA / OPMA Initiative: A) Adopt GRC form, B) Modify Website**
    - Begin uploading more document categories x1000's.
      - Contracts, PO's, Vouchers, Bid Documents, Agreements, OPRA req/resp.
      - Prepare a Public DropBox folder and link for public:
        - Public-Docs:  
<https://www.dropbox.com/scl/fo/3irc66m70q60vpiv8v1zq/AK8Xg-HGaP3oYblgUBYgE1s?rlkey=kqlwked7tg5tdh36s6uxfxx4n&st=h1fb1r9d&dl=0>
        - **OPRA-Docs:**  
<https://www.dropbox.com/scl/fo/3irc66m70q60vpiv8v1zq/AK8Xg-HGaP3oYblgUBYgE1s?rlkey=kqlwked7tg5tdh36s6uxfxx4n&st=h1fb1r9d&dl=0>
        - **Meeting Videos:**  
<https://www.dropbox.com/scl/fo/87d6ss9fxda7abmlzv43w/AJdVNWdBMPC4WlocVC8gqpY?rlkey=2sijxciahrevz09vrtr7w0dun&st=wi3p4iw9&dl=0>
        - **Vouchers:**  
<https://www.dropbox.com/scl/fo/ummqsah953vezt4008nfv/AJmAuevxn2Y6hGKj-JDiNfY?rlkey=akhdn6ib2z6b6501eqpf4rg7p&st=ltyjzoni&dl=0>

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- **PO's:**  
<https://www.dropbox.com/scl/fo/wx94hd0iuf9tv7fr53u25/AD3Mm9-XRPmCbanKmYzmv-A?rlkey=3gmvmkajhdd8gpcwj3ezc4eq9&st=qqvd33nj&dl=0>
- **Bid-Docs:**  
[https://www.dropbox.com/scl/fo/49jqgg7d8jgyb0tpncmfo/AC\\_-FLe2mogy7rMkdB9uUw4?rlkey=f92zxn7qt93y5vc193ygm84&st=xo3zqn3j&dl=0](https://www.dropbox.com/scl/fo/49jqgg7d8jgyb0tpncmfo/AC_-FLe2mogy7rMkdB9uUw4?rlkey=f92zxn7qt93y5vc193ygm84&st=xo3zqn3j&dl=0)
- Future Folders based upon OPRA requests:
  - Redesign meeting Agenda
  - Redesign meeting minutes:
    - Time, Date, Location
    - Attendance
    - Discussion topics
    - Action(s) taken
- **Volunteer Firefighter Policy:** Drafting amendments.
- **PSE&G:** Nothing new to report.
- **Railroad Easement:** No Update: Lease costs raised 10%; sent to attorney for option review. Discuss!
- **Franklin Municipality:** Harrison Towers Water Meter, Vornlocker wrote 30 days = Sept 20<sup>th</sup>).
- **Shared Services:** Nothing new to report.
- **Solar Initiative:**
  - Solar Panel / EV station project. See Project Summary
  - Moving leaf blowers to batter operated.
- **Rules-Rates-Regulations:** Updating Developer's Agreement regarding labor rates and vehicle rates. Must complete soon to address private collection systems.
- **Traffic Safety:** Using FTPD for Brookline project, staffing permitted.
- **Connection Fee:** Nothing to report.
- **Escrow / Maintenance Account:** Nothing to report.
- **Document Archiving:** Nothing to report.
- **Internal Engineering:** Zero (0) connections for August 2024 (0 / to date). TRC reviews three (3), one (1) TWA executed.
- **GIS:** Updated with current Connection Permits and Final inspections.
- **Staffing Strength / discussion:** Hired A)Yvonne Gonzalez – bookkeeping, B) Isis Colin Admin Support Specialist. Fully staffed admin team.
- **Personality Mentoring:** Nothing to report.
- **MCUA:** Estimated flow / increase requested denied.
- **SBB:** Nothing to report.
- **New Brunswick Water/Sewer Bill:** **Harrison Towers Water Meter.** CME responded to New Brunswick submittal. Flow metering will be pivotal.

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- **Commercial Opportunities:** Nothing new to report.
- **Somerset County Grants:** FTSA meeting last week to discuss invoicing workflow.
- **Municipal Grants:** FTSA meeting last week to discuss invoicing workflow.
- **Late Fees - Bankruptcy Audit of accounts:** higher rate of foreclosure notices received.
- **NJ JIF:** Experienced an issue of Worker's Comp. check taking three months. Will investigate. Multiple conversations with BGIA.
- **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.** **Becoming a critical issue:** 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:** All moving forward as expected.
- **Votes:** None

Additional Topics:

### Resolutions

#### Standard Summary of all Resolutions

- Payroll Account: Yes
- Operating Expense Account: Yes
- General Fund: Yes
- Renewal and Replacement: Yes
- North Tract: No
- Escrow: Yes
- **Additional Resolutions: Yes**
  - Adopting the "GRC adopted OPRA Request Form" (customized with FTSA info) in accordance with law on September 3<sup>rd</sup> 2024.
- **Other Items:** None
- **Closed session:** No