

# EXECUTIVE DIRECTOR'S REPORT

## November 2024

- **Revenue Report: October 31<sup>st</sup>, 2024**
  - Checks \$1,383,572.61 (**Above Average**)
  - YTD Collected: \$5,514,848.88
  - Open Balance Due: [non-metered]: \$2,982,908.31
  - Penalties: \$9,445.17 (**Below Average**)
- **Expense Report: September 30<sup>th</sup>, 2024**
  - Expenditures MTD \$367,663.49, YTD \$3,499,020.87 (**budget 25%, Calendar 42%**)
- **Cash Position: September 30<sup>th</sup>, 2024**
  - Unrestricted \$1,292,687.58, Restricted \$14,659,753.51, Designated \$4,632,278.58
  - Total: \$20,584,719.67
- **Discussion Items**
  - **Budget Address:** Awaiting Certified Copy.
  - **User Rate Increase Proposal:** None.
  - **Audit:** All the final requests have been submitted to the auditor for 2024. FY 2024 Census Data & Postemployment Benefits Review Part 1 submitted, Part 2 is in progress.
  - **Bonding:** Nothing to Report
  - **Banks:** Nothing to report
  - **Projects:** Nothing to Report
  - **Land Acquisition:** PSE&G: access license in progress, Shirley Ave: received appraisal; **need to discuss in Executive Session.**
  - **OPRA / OPMA Initiative: A) Adopt GRC form, B) Modify Website**
    - Redesign meeting minutes:
      - Time, Date, Location
      - Attendance
      - Discussion topics
      - Action(s) taken
  - **Volunteer Firefighter Policy:** Drafting amendments. Personnel meeting to finalize.
  - **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 installation will be completed soon.
  - **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:** Amendments to be presented in November meeting; voted upon in December 2024.
  - **Traffic Safety:** Nothing to Report.
  - **Connection Fee:** Nothing to report.
  - **Escrow / Maintenance Account:** Nothing to report.

# EXECUTIVE DIRECTOR'S REPORT

## November 2024

- **Document Archiving:** Nothing to report.
- **Internal Engineering:** Zero (0) connections for October 2024 (1 to date). TRC reviews Six (6), five (5) TRC projects in process.
- **GIS:** Updated with current Connection Permits and Final inspections.
- **Staffing Strength / discussion:** Nothing to report.
- **Personality Mentoring:** Nothing to report.
- **MCUA:** Nothing to report.
- **SBB:** Nothing to report.
- **New Brunswick Water/Sewer Bill:** Harrison Towers Water Meter continuing. New Brunswick is reviewing our reconciliation of 2023 data.
- **Commercial Opportunities:** Nothing new to report.
- **Somerset County Grants:** Nothing to Report.
- **Municipal Grants:** Nothing to Report.
- **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.** 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**
  - Authorizing release of Performance Surety Bond for B9 Cottontail Owner LLC.
  - FTSA declaring its intent to reimburse expenditures for project obligations; Commerce Drive PS to the NJ iBank.

# EXECUTIVE DIRECTOR'S REPORT

## November 2024

- Authorizing release of Performance Surety Bond / Cash to Breit Industrial Canyon NJ1W02, LLC.
- Increase medical maximum limits and rollover amounts relative to the 2025 IRS guidelines for FTSA employee flexible spending accounts.
- Authorizing purchase of Taskmaster Grinder model TM14032D (\$104,950.00 ).
- Acknowledging list of vendors subject to a “blanket Purchase Order” for one year.
- Memorializing annual contract with Weathervane for Feb 2024 thru Jan 2025.
- **Other Items:**
  - Presentation of amendments to the FTSA Rules, Rates and Regulations.
  - Operations:
    - i. Odor Control supply issues due to the vendor. Resolved.
    - ii. Flushed 63,000 feet of gravity sewers.
    - iii. CCTV inspections of 1,300 feet of main lines.
    - iv. No personnel accidents.
- **Closed session:** Yes