

# EXECUTIVE DIRECTOR'S REPORT

## January 2025

- **Revenue Report: December 31<sup>st</sup>, 2024**
  - Checks \$239,896.29 (Below Average)
  - YTD Collected: \$9,040,888.55
  - Open Balance Due: [non-metered]: \$781,518.51
  - Penalties: \$13,428.34 (Above Average)
- **Expense Report: November 30<sup>th</sup>, 2024**
  - Expenditures MTD \$2,417,085.82, YTD \$6,305,943.54 (budget 58.10%, Calendar 50%)
- **Cash Position: November 30<sup>th</sup>, 2024**
  - Unrestricted \$1,894,464.24, Restricted \$13,776,099.94, Designated \$4,627,735.50
  - Total: \$20,298,299.68
- **Discussion Items**
  - **Annual Staff Meeting: January 11<sup>th</sup> Stage House.**
  - **Budget Address:** Nothing to Report.
  - **User Rate Increase Proposal:** None.
  - **Audit:** Completed 2024.
  - **Census Data / Postemployment Benefits Audit** by Div. of Pensions & Benefits completed Part 1, Part 2 in progress.
  - **Bonding:** Nothing to Report
  - **Banks:** Nothing to Report.
  - **Projects:** Nothing to Report
  - **Land Acquisition:** PSE&G: access license in progress, Shirley Ave: Agreement to purchase / survey.
  - **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:** In progress.
  - **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 2<sup>nd</sup> flow study.
  - **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 were presented in November 2024 meeting; voted upon in January 2025 meeting.
  - **Traffic Safety:** Nothing to Report.
  - **Connection Fee:** Nothing to report.

# EXECUTIVE DIRECTOR'S REPORT

## January 2025

- **Escrow / Maintenance Account:** Nothing to report.
- **Document Archiving:** Nothing to report.
- **Internal Engineering:** Nothing to Report.
- **GIS:** Updated with current Connection Permits and Final inspections.
- **Staffing Strength / discussion:** Part-timer member in progress.
- **Personality Mentoring:** Nothing to report.
- **MCUA:** Nothing to report.
- **SBB:** Nothing to report.
- **New Brunswick Water/Sewer Bill: Harrison Towers Water Meter** continuing.
- **Commercial Opportunities:** Nothing new to report.
- **Somerset County Grants:** Will begin to be a part of the Engineer's monthly reports.
- **Municipal Grants:** Will begin to be a part of the Engineer's monthly reports.
- **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:** Development project going to the Board for approval that FTSA has not reviewed.
- **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**
  - Amending RRR.
  - Authorizing Blanket Purchase Orders.
  - Authorizing release of Performance Bonds x 2
  - Authorizing execution of HVAC Agreement

# EXECUTIVE DIRECTOR'S REPORT

## January 2025

- Authorizing renewal of Short / Long term disability
- Approving open credit card accounts for certain personnel
- Authorizing renewal of support for Harris systems service
- Authorizing renewal of cleaning service
- Authorizing BNY Mellon to invest cash balances in a money market
- **Other Items:**
  - Presentation of amendments to the FTSA Rules, Rates and Regulations.
  - Operations: Nothing to Report.
- **Closed session:** No