

# EXECUTIVE DIRECTOR'S REPORT

## March 2025

- **Revenue Report: January 31<sup>st</sup>, 2025**
  - Checks \$3,224,603.43 (Average)
  - YTD Collected: \$14,341,566.74 (Average)
  - Open Balance Due: [non-metered]: \$10,364,561.52
  - Penalties: \$19,195.98 (High)
- **Expense Report: January 31<sup>st</sup>, 2025**
  - Expenditures MTD **NOT AVAILABLE**, YTD **NOT AVAILABLE** (budget , Calendar )
- **Cash Position: February 28<sup>th</sup>, 2025**
  - Unrestricted \$2,678,878.75, Restricted \$14,720,557.14, Designated \$4,582,842.24
  - Total: \$21,982,278.13
- **Discussion Items**
  - **Annual Staff Meeting:** Nothing to Report.
  - **Budget Address:** Process begins this week..
  - **User Rate Increase Proposal:** Possible.
  - **Audit:** Completed 2024.
  - **Census Data / Postemployment Benefits Audit** by Div. of Pensions & Benefits completed Part 1, Part 2 in progress.
  - **Bonding:** Nothing to Report. All Bond Notes must go to the Local Finance Board first.
  - **Banks:** Nothing to Report.
  - **Projects:** Nothing to Report
  - **Land Acquisition:** PSE&G: access license in progress, Shirley Ave: Awaiting Title Search.
  - **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:** Final Legal Review.
  - **PSE&G:** Energy going up 20% / 30%.
  - **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.
  - **Solar Initiative:**
    - Solar Panel / EV station project. See Project Summary
    - Moving leaf blowers to batter operated.
  - **Rules-Rates-Regulations:** Effective January 7<sup>th</sup> 2025.
  - **Traffic Safety:** Nothing to Report.
  - **Connection Fee:** May go up.
  - **Escrow / Maintenance Account:** Nothing to report.
  - **Document Archiving:** Nothing to report.

# EXECUTIVE DIRECTOR'S REPORT

## March 2025

- **Internal Engineering:** one connection for February 2025.
- **GIS:** Updated with current Connection Permits and Final inspections.
- **Staffing Strength / discussion:** Bookkeeper needs to be replaced. Cross-trained staff stepping in. Restructure of the Bookkeeping office – personnel meeting needed.
- **Personality Mentoring:** Nothing to report.
- **MCUA:** Nothing to report.
- **SBB:** Nothing to report.
- **New Brunswick Water/Sewer Bill:** In progress.
- **Commercial Opportunities:** Nothing new to report.
- **Somerset County Grants:** Monthly reports include data progress.
- **Municipal Grants:** Monthly reports include data progress.
- **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:** Brookline project / road damage.
- **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**
  - Authorize to reject bid and re-advertise for pump replacement (School Avenue PS).
- **Other Items:**
- **Closed session: No**