

Executive Director's Report – November 14, 2023

FROM – Ted Lewis

RE: Monthly Report – October / November 2023

- 1. Employment Issues** – Kevin was unsuccessful in the most recent round of testing for the C-1, C-2 certification. I asked Herb to begin training both Kevin and Chris in the tasks that a Superintendent needs to do. I would like to have a brief personnel session following our public meeting to discuss our options.
- 2. 2024 Budget** – Michelle and I have been working with the auditor on a proposed budget for 2024. As it now stands, the operation budget will not increase very much (less than 1%), however the capital budget will be increased substantially. In 2023 we had the unanticipated expense regarding the Old Orchard easement (about \$150,000) so I held off on the construction phase of the 2023 capital projects the design work was completed). In 2024 I propose to cover construction of the 2023 project as well as engineering and construction of the 2024 phase. We also advised the auditor to allow for about \$300,00 per year in capital for years beyond 2024.
- 3. League of Municipalities** – As I indicated in my email I might take a day trip to the League event on the 15th – as of this writing I have not made up my mind.
- 4. Email System** – The individualized email address system was set up by Charle Massa as of October 25.
- 5. Wilson Avenue Sewers** – Herb has been monitoring the progress of the project and reports that the contractor has completed the bulk of the work and now has just clean up and paving repair work to do.
- 6. Possible Rate Increase** – Per our discussion last month I spoke with Bob Oliwa regarding our current financial status as well as the upcoming Pleasure Bay project that Two Rivers will be bonding for. Bob's assessment was that given our current surplus a rate increase at this time would not be warranted.
- 7. Office Space** – Per our discussion at last month's meeting, I met with the Administrator to discuss our need for extra office space. The Borough does not have any plan for immediate relief, but they are in the process of appointing an Architect to renovate and expand the existing building which would address our concerns. We also discussed the Borough's 2024 salary plans, which I will explain when we have a personnel session following the regular meeting.