

Executive Director's Report – March 12, 2024

FROM – Ted Lewis

RE: Monthly Report – February / March 2024

- 1. Personal** – Due to a long-planned trip, I will not be at next month's meeting, I will try to submit a report before leaving.
- 2. Employee Issues** – We received three applications for the part time position (Chrystle's last day will be 3/15); and after interviews we chose Tina Cheng, a resident of town who grew up here and attended local schools. Ms. Cheng will be away the week of 3/11, but was able to start March 5 so she could learn the job from Chrystle.
- 3. Confined Space Rescue** – We have not yet received a proposed contract from Asbury Park – I have communicated with the Fire Chief and he will speak to their city attorney.
- 4. Capital Improvement Bids** – The 2023 improvement package (not done last year due to budget issues) is ready for bidding. T&M proposes authorization at this meeting, bid opening April 8 and award at our May meeting.
- 5. Liberty Point (Howard Commons)** – We have received a submission from the developer requesting a rebate on connection fees for work they are doing to existing lines; work that the Authority would have to do eventually. T&M is reviewing the request and will have an opinion for our meeting (we have a meeting with the developer scheduled for 3/13- it could not be held prior to our meeting due to availability).
- 6. Laptop Issues** - Problems with the laptop computer I use in the office have been increasing – I was hoping to delay a replacement until after my retirement so that my successor could choose one, but the problems have become too much. Charley Massa has proposed a replacement that would be under \$600.
- 7. Office Space** – Peter and I have spoken to Borough officials regarding our space in the building and possible alternatives – but there seems little hope for any solution in the near term. Peter had a local office furniture supplier look at our space and develop ideas for improvement – we will have the sketches at the meeting.
- 8. Maintenance Yard security** – The rolling gate at the maintenance yard has always been a problem – now that the Police have secured their storage yard, they are no longer willing to share the cost of gate repairs; I would like to recommend a simpler gate in the future.

9. Netflix / FMERA – Nothing new on this issue.

10. GIS System – T&M proposal

11. Cyber Security – We received a new invoice from SHI regarding an issue of “air gap.”

12. Sun Eagles – The Martelli company paid the connection fee for the affordable housing units (15 units but per state law the fee for Mount Laurel units is 50% of the normal fee). They have not paid the fees for the last phase of the market rate units (20 units) or the former Gibbs Hall.

13. Missing Easement – John Bonello is having a search done to investigate the status of an easement for a sewer line between Lewis Street and West Street west of Route 35. A sewer line has been there since the system was built in the late 1950's but there is no easement shown on the tax map.

14. Police Storage Building – Nothing new as of 6/30/23

1. **3. Cyber Security** – The NJUA JIF advised they have hired a contractor to work on cyber security; Gloria will be setting up a meeting with them and our technical subcommittee.

4. **3 Year Capital Improvement Plan** – Per the discussion at the last meeting, T&M has revised their proposal for the first leg of the 3-year plan. Once the resolution is approved, they will start work on the bid documents for the work on Lewis Street and South Street.

8. **Job Description** - I reviewed the existing as well as Brian's proposal and could not find any significant differences, other than the current one seems to be more specific. Our new bylaws refer to a closed session review of performance in the month of September.

CARRIED ITEMS:

9. Pine Brook Road Repairs – We sent a bill to FMERA’s contractor who damaged our force main (\$14,194) – we have not heard back as of this writing.

6. Computer System Upgrade – Gloria has been working on the installation of the new computers as time allows.

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- **County RIM Program** – We have a request on the agenda to purchase a scanner (we are now using a unit loaned to us by Peter) that will allow us to scan material directly into files.
- **Office Network Upgrade** – We are still holding off on the conversion due to other commitments.
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17. Future Rate Increase