

## Jeff Greene Rec Director Report Dec 2014

1. First week trained with Susan with Purchase requests and PO'S. Who to contact with administrative items and purchasing/billing items. Also went over file system for previous rec events/rosters. Reviewed vendors and pricing from previous years.
2. Met with Vic multiple times regarding winterization of pool and expectations. Pool was winterized for the season by RJR Engineering. Notes: We still have a leak and is being remediated this coming winter/spring with the help of DPW/Veolia.
3. Fixed garage door that was off its roller supports to secure park equipment. Also repaired leaf blower with minimal costs. Parts only.
4. Went over ASAP things that need to be secured before winter hits with snow.
5. 100% completed the fall clean up for the parks. Leaves, additional mowing, and essential problems that are fixed now before spring. Believe that is the first time this has happened for an easy spring transition. Many compliments from citizens who use the park for walking.
6. Met with electrical contractors for services needed to fix all lighting problems within the Grandstand area and the pool area. Electrical contractor is scheduled to complete work before the end of January. Will help with lighting the park for any vandalism in the night time hours.
7. Met with construction contractors to fix pavilion (rafters pulled out and missing). Also met with electrical contractors to fix pavilion lighting for night time lights that are currently not working. Lowest bidders will be turned over to Kristine to complete work this winter.
8. Bright note, I have negotiated with Coke to put a vending machine outside of the pool house next to basketball courts. The Recreation Trust will receive 15% of all sales from the vending machine. This will definitely help us gain profits while the snack bar is closed and the basketball courts are still in use. The vending machine works on ATM cards so it will be easy for patrons to purchase. Also, they fully reimburse any lost change that occurs with an 800 #. Any vandalism is Coke's responsibility to the vending machine. If it gets out of control though they will pull the vending machine out. That's part of the lighting fixes for the pool house area discussed above. Big nous for the snack bar, Coke has agreed with a little nudging, to replace the old cooler for drinks with a new one. With this we will offer Coke products at a big discounted price and healthy drink selections to sell at the snack bar.
9. Have secured a full sponsorship for LiL Hoopsters basketball program. \$250 to pay for the shirts we give the hoopsters and one for the Sponsor. **Pasta Grill by Enzo!** Let's make sure we thank them! Now LiL Hoopster is 100% profitable.
10. Wrote a sponsorship letter for all Rec sports programs. Will change verbiage for all sports. Will use for upcoming sports programs and future sponsorships. Need Liaisons to meet and talk well before programs start so I'm not scrambling to find a sponsor. Secure sponsorship ahead of time, not the last week!
11. Attended meetings with Basketball coaches and attended many practices for meet and greet. Ordered new uniforms for Basketball programs. Great turn out, Thanks to James Sawyer we added a 7/8 grade boys and girls team. We are actually having problems with gym time for practices with the amount of participation and teams. Contacted Warren County Tech School for gym availability, waiting for response and will follow up with Tom and James. Also ordering T-Shirts for LiL hoopsters program. 12/5/2014.

12. Attended contractors review for the Splash pad project. Project was awarded and should break ground winter and be completed early spring. Will make sure to evaluate progress and report to Chairman.
13. Reviewed new water lines with Veolia (Kevin) for upcoming project to eradicate leaking pipes once and for all. Water bills during poll season is way too high. If more info is needed please ask.
14. Will be asking the Borough Manager (Kristine) to have DPW to transport zero turns to my house to ensure they get the maintenance they really need. Park zero turn needs hydraulic static turn repair and calibration which I can do. Also the Vara/Steinhard field mower needs a hydraulic leak repair. Both machines need a MAJOR tune up. Also we are going to purchase, already budgeted money, for a sidewalk edger to make the park and pool look professional and look great. Also a new weed whacker to replace the 1960 model.
15. Softball backstop was repaired by me due to concerns from liaison for safety factors. If repair doesn't hold up I will meet with liaison to further discuss better fencing if need be. Will spend the next couple of months engineering the safety net for the park field for men's softball. Should have installed not later than April or May. **BIG NOTE: If netting we have is not adequate for netting the outfield, it will be an expense problem to acquire proper netting. Length wise!**
16. Park softball field and baseball field, Are we getting new clay and is the landscape company who fertilizes our field, sod cutting to make it look sharp and clean cut ate the edges of the transition from clay to grass??? Need to guarantee with vendor.

#### **List of things happening this next 4 weeks!**

1. Ordering Street Hockey Shirts on Dec 15<sup>th</sup> in time for pictures.
2. Establishing new sponsorships for spring sport banners to hang on fence. Checking laws on banners for our park. Found money. Establishing 6 month sponsorships.
3. I try to work a year in advance, 5K, soccer and all sports work with me NOW to establish sponsors for upcoming programs. It's too hard to scramble so let's make it easy on me and your program to do it now!!!
4. We are providing year round uniforms. I want to have a form and signature the parents will sign, that will hold them responsible for the return of uniform. As of now we have a word of mouth policy. These uniforms are expensive and we need them returned promptly. A signature program will help our problem or deposit that is not cashed, don't want to go there but! Susan and I spend wasted time and energy collecting the soccer uniforms. We need to draft a form for uniforms not returned for all sports.
5. Street Hockey and softball need to contact me now for what they need. Also men's softball for that matter. What do you need and I can get it. Please don't wait for the last minute.
6. I will be installing the new Stainless Steel supports for the railings at the pool next week. Matched up well with my pre-fab fitting. Should hold nice and secure. If I'm concerned they don't meet my spec of safety standards I will report to the Chairman immediately. The rest of the posts I will be pouring self-leveling concrete to secure other posts. Will invite Liaison to inspect.

Lots of things going on and can't explain all within this report. Please email me or call me with any concerns you have and I will address the immediately if at all possible.

I just want to say a Big Thank You to Susan for everything she has done for me and for the Washington Borough Recreation. She has helped me in so many ways day to day. When I'm

in my office over hearing her, she is so courteous and so helpful to our residents. Her understanding of our Rec program is priceless and her help to the basketball program is fabulous. Thank You Susan. You have helped me so much even if I'm not there 8 in the morning.

Thanks

Jeff Greene

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