

WATCHUNG RECREATION
COORDINATOR'S REPORT

June 10, 2015

1. The Community Picnic was well received and ran efficiently with the help of the Recreation Commission members, the C.E.R.T. Team, student volunteers from Valley View School and WHRHS, the girl scouts who ran the sand art table and the Borough Council who manned the information and hot pretzel table. The Borough received great feedback from the residents for all that was offered. The Borough is very fortunate to have continued support from the members of the library, the Art Center, the Historical Commission, the PBA and several businesses that offered items such as the Italian Ice, cotton candy and hair braiding. Also donated were give-a-ways such as Toys R Us gift cards, a bicycle and a BBQ grill that was won by a resident and donated to the Rescue Squad. Luckily the weather cooperated but the morning rain may have deterred some residents from coming out but overall we had a good turnout for the event. The leftover pretzels and cookies were donated to the Rescue Squad and a 30 pack of hotdogs with rolls were donated to the PBA which were very much appreciated. The extra waters, juice packs, popcorn and soda will be used for the movie night and the leftover hotdogs will be frozen and used at the Harvest Festival. Also leftover were enough sand art supplies that can be used at the Harvest Festival. The total cost of the event was \$5,949.76 and with the donations amounting to \$3,150. the total cost to the Borough was \$2,799.76. Because of the supply of leftovers the costs of the next few events will be less and compared to past year's the Borough's cost for picnic continues to decrease as a new approach was implemented last year to encourage businesses to make donations by asking them to sponsor items at the event such as the cotton candy which was sponsored by MedExpress for \$100.00 and the pizza which was sponsored by the Hurley Insurance Agency for \$400.00. This approach has proven to be more favorable for businesses than the original letter that was sent in the past. Thank you letters have been sent out for all the donations and volunteers. Please see the attached expense report for the event.

2. As you are already aware the waters for the movie night have been donated by Forest Lodge and the Youth Services Commission offered to donate \$250.00 toward our event from their donation account to offset some of the costs. The Commission will rent a popcorn machine for \$75.00 from Taylor Rental in Berkeley Heights. Public Works will pick up the machine on Friday afternoon, the day of the event instead of having one delivered, saving the Borough the \$40.00 delivery charge. After some discussions with the PTO and contacting Vistar the candy vendor that was used for the schools movie night events, it was decided that the most cost effective way to purchase candy for the movie would be to purchase it from BJ's as to not incur shipping costs in excess of \$50.00 for a boxed candy order. Prices were compared at BJ's, Costco's and the Restaurant Depot and as the Borough has a BJ's membership items can be picked up the day of the event and placed directly into a cooler to keep it from melting prior to the Movie in the event it would be warm that day.

3. As of June 3, 2015 the Borough's recreation program insurance renewals were due for the year. Updates were made to the policy to include 200 participants in the Youth Basketball program, an increase from the 160 participants as insured for the past several years. It was mentioned by the underwriter that underestimating the amount of registrations is not recommended. When final amounts of registrations are totaled for the 2015/2016 season the amount can be adjusted with the insurance carrier and refunds can be requested if an overpayment of registrations were calculated but if an injury occurs the Borough needs to be insured for all participants registered for the program. Also added was the spring tennis program to include 20 participants for each of the three spring sessions. The premium increased from \$1447.00 for the 2014/2015 season to \$1752.00 for the 2015/2016 season or an additional \$305.00 which is down from recent years when the Borough ran the summer field hockey programs and the Mayor's Regatta. According to my records the Borough paid \$2920.00 for programs run between 6/03/13 thru 6/03/14. Fortunately the Field Hockey program is still being offered to our residents and run by Long Hill Township and we are now running the Memorial Fishing derby instead of the Mayor's Regatta which is insured under the blanket policy without an additional insurance amount unless the Borough wanted to include accident insurance for the event. To offset the additional insurance costs the Borough received \$220.00 for the fall tennis program of 2014 and I anticipate the same or more for the spring sessions. To date I do not have registration totals for the spring tennis program.

Respectfully Submitted By,

Linda Monetti

Recreation Coordinator

<u>COMMUNITY PICNIC 2015 EXPENSES</u>	
Rock Bottom Sound - DJ/Game Host	\$400.00
Case of Popcorn/Cotton Candy Sugar	\$159.20
Seashore Amusements -	\$3,312.00
(Includes Popcorn, Pretzel, & Cotton Candy Machines)	
(Balloon Artist, Climbing Wall & Rides)	
Deb Joren - Flags w/bucket for Council Table	\$61.50
Pretzels	\$102.00
Marino's Pizza - 40 Pies	\$400.00
Sand Art Supplies	\$264.20
2 - Council Banners (Table / Parade)	\$97.59
Sponsorship Thankyou Banner	\$63.55
Movie Poster	\$25.67
Party City (Heilium)	\$42.79
Event Porta John	\$85.00
BJ's - Refreshments, food & supplies	<u>\$936.26</u>
	\$5,949.76
Donations Total	<u>(\$3,150.00)</u>
Total Cost to the Borough	\$2,799.76