

Executive Director's Report – December 12, 2017

FROM: Ted Lewis

RE: Monthly Report November / December 2017

1. **Engineering Services** – T & M advised that John McKelvey is no longer with the firm and Christine Ballard will return as our engineer.
2. **Banking Proposal** – On November 27 we met with representatives of the Two Rivers Community Bank (no connection to the other Two Rivers); they will submit a proposal outlining services they could provide.
3. **Employee Reviews** – I met with each employee to review performance and listen to any concerns they have. We will have a personnel session after our regular meeting.
4. **Emergency Contracts** – I will be following up with the engineer and attorney and will report further at the meeting
5. **Emergency Repair Rt. 35 & Kremer** – Repairs are complete but we do not yet have a bill from the contractors (Oswald and Kiely)
6. **Brookwood P.S. Replacement** – The contractor is nearly finished with the project – the only outstanding item relates to the new gas generator – due to the damage caused by hurricanes recently there is a nationwide shortage of units and it is on back order.
7. **Maintenance Building Repairs** – The pre construction meeting for the paving project was held on Nov. 16 – the preliminary schedule indicates the contractor may be finished by the end of the year but that will be weather dependent; as of this writing the contractor is making great progress. Rich secured quotes for the tree work discussed at our last meeting which will be reviewed at our meeting.

CARRIED ITEMS:

8. **Howard Commons** – Nothing new this month
9. **Fieldstone Court** – No new information.
10. **Two Rivers / Borough Issue** – No new information.
11. **Additional Space** – No new information.
12. **GIS System** – I have nothing new on this