

Minutes of the February 26, 2015 Meeting of the Board of Park and Recreation Commissioners
Location: Marilla Recreation Center, Morgantown, WV

Call to Order: Meeting was called to order at 5:05pm

Establish Quorum: Board Members Present – Bob Clonch, Marti Shamberger, Sera Zegre, Nancy Ganz, Ed Cordwell, and Ron Justice. Board Not Present – Denver Allen. Staff Present – Melissa Burch, Brooke McKinney, Marissa Travinski. Ex-Officio Treasurer J. R. Sabatelli also present.

Minutes: Ed Cordwell motioned and Marti Shamberger seconded to approve the December minutes. December minutes approved unanimously. Nancy Ganz motioned and Marti Shamberger seconded to approve the January minutes. January minutes approved unanimously

Correspondence: Director Burch reviewed correspondence.

Financial Report: J.R. Sabatelli presented the Financial Report answered questions to the same.

Ron Justice motioned and Nancy Ganz seconded for approval of the Financial Report. Motion passed unanimously.

Executive Director's Report: Director Burch presented her report.

Unfinished Business:

- **Flood Insurance** - Director Burch reviewed the findings from reviewing the flood maps and determined that the facilities in Marilla Park are not in the 100 year flood plain. She recommended that BOPARC not purchase flood insurance for the Marilla Center. Ron Justice motioned to not purchase flood insurance and Sera Zegre seconded. Motion passed unanimously.

New Business:

- **Budget Adjustments** – Director Burch presented the budget adjustments. The first adjustment is transferring the \$3000 remaining in the Dorsey's Knob Fund at Your Community Foundation to the BOPARC DK Maintenance account. Ron Justice motioned to approve the transfer of the Dorsey's Knob Fund and Marti Shamberger seconded. Motion passed unanimously. The next budget adjustments reviewed were taking the pro shop revenue line from \$5,000 to \$2,500, adjusting the water line from \$50,000 to \$53,000, raising the maintenance equipment line from \$55,000 to \$100,000, revising the supplies – prizes & awards from \$1,500 to \$2,000, changing the pro shop expenses line from \$1,500 to \$2,200, and revising the contingencies line from \$153,724 to \$102,024. Ed Cordwell motioned to approve the adjustments and Nancy Ganz seconded. Motion passed unanimously.
- **Log Cabin Proposal** - Director Burch reviewed the information on the purchase of two log cabins for Dorsey's Knob Park as presented in the board packet. Ron Justice motioned to approve the purchase of the two log cabins and Nancy Ganz seconded. Sera Zegre abstained from the vote. The motion passed.
- **MRTC HRM Request** – A request from BOPARC's trail partner MRTC to use the Hazel Ruby McQuain Park at no cost for their annual Deckers Creek Half Marathon was reviewed. Ed Cordwell motioned to approve the donation of the Hazel Ruby McQuain Park and Nancy Ganz seconded. Motion passed unanimously.
- **Personnel Policy Updates** – Presented in the board packet were three updates to the personnel policies. Director Burch recommended the board approve the updates to the catastrophic leave policy, flex time for exempt employees guidelines, and dress code policy. Ron Justice motioned to approve the updates to the personnel policies and Nancy Ganz seconded. Motion passed unanimously.

Executive Session: President Clonch, pursuant to West Virginia Code Section 6-9 A-4 as it pertains to matters arising from the appointment, employment, retirement, promotion, transfer, demotion, disciplining, resignation, discharge, dismissal or compensation of employee(s), called for the Board to enter into Executive Session. Ed Cordwell motioned and Marti Shamberger seconded for the Board to enter the Executive Session at 6:12pm. Motion passed unanimously.

The regular session resumed at 6:22pm.

Maintenance I Position: Ron Justice motioned for the appointment of Charles McDonald as the new Maintenance I Position at an **hourly rate** of \$10 per hour plus benefits. Nancy Ganz seconded. Motion passed unanimously.

Board Comments: The board discussed having a work session on Thursday, March 26th at 4pm.

Adjournment: Marti Shamberger motioned for adjournment at 6:42pm and Nancy Ganz seconded. Meeting adjourned by unanimous agreement.

Brooke McKinney

03/26/2015

Respectfully Submitted, Brooke McKinney, Secretary to the Board

Date



3/26/15

Approval Acknowledged, Robert Clonch, Board President

Date

as amended RC