

**Minutes of the February 27, 2014 Meeting of the Board of Park and Recreation  
Commissioners Location: Marilla Center, Marilla Park, Morgantown, WV**

**Call to Order:** Meeting was called to order at 5:05PM

**Establish Quorum:** Board Members present – Bob Clonch, Ron Justice, Marti Shamberger, Ed Cordwell, Sera Zegre, Denver Allen (via conference call), Nancy Ganz. Staff Present – Mark Wise, Melissa Burch, Randy Moore, Joe Kaehler. Ex-Officio Treasurer J.R. Sabatelli also present.

**Minutes:** Ed Cordwell motioned and Marti Shamberger seconded to approve the January, 2014 minutes. Minutes approved unanimously.

**Delegations and Guests:** Two WVU students from Political Science were on hand to observe a public meeting. Council Member Bill Kawecki was also present to observe.

President Clonch thanked Director Wise for his years of service to BOPARC.

**Correspondence:** Director Wise reviewed correspondence.

**Financial Report:** J.R. Sabatelli presented the Financial Report and answered questions related to the same. Nancy Ganz motioned and Sera Zegre seconded for approval of the Financial Report. Motion passed unanimously.

**Director's Report:** Director Wise presented his report, including the information received from MRTC on the recent intended purchase of a dump truck for use on the trail. The truck purchase is from Hunter Truck Sales and Service and the amount of the equipment totaled \$76,029.00.

**OLD BUSINESS:**

- A. **Right of Way Agreement with DOH** – Director Wise presented an updated lease agreement with the Department of Highways, which is needed due to the pending sale of the Waterfront Hotel. Ed Cordwell motioned and Sera Zegre seconded to approve the updated agreement. Motion passed unanimously.

**Executive Session:** President Clonch, per WV Code 6-9A-4, called for the Board to enter into Executive Session at 5:35PM in order to discuss a personnel matter. Ed Cordwell motioned to move into Executive Session. Ron Justice seconded the motion. Motion passed unanimously.

**Regular Session:** At 6:20 PM, Sera Zegre motioned and Nancy Ganz seconded to return to regular session and resume the public portion of the meeting. Motion unanimous and regular session resumed.

**NEW BUSINESS:**

- A. **Director's Retirement** – Ron Justice motioned to accept Director Wise's resignation. Marti Shamberger seconded the motion. Motion passed unanimously.

Ed Cordwell motioned that Melissa Burch be appointed as Director for 9 months, with a 10% base salary increase and a car allowance of \$3,600 per year (\$300 per month). Marti Shamberger seconded the motion. Motion passed unanimously.

Ron Justice then motioned to add the Board President as an additional signature authority on the BOPARC United Bank and Huntington Bank accounts. This is in addition to the Director, The City of Morgantown Finance Director and the Assistant Finance Director. Nancy Ganz seconded this motion. Motion passed unanimously. *Treasury Manager.*

- B. **Dorsey's Knob Caretaker** – Melissa Burch requested the approval of Mr. John Boback to fill the position of Dorsey's Knob Caretaker at a base salary of \$31,500 per year. Nancy Ganz made a motion that this request be formally approved by the Board. Ed Cordwell seconded and motion passed unanimously.

**Adjournment:** Ed Cordwell motioned for adjournment. Ron Justice seconded. Meeting adjourned at 7:10PM.

*Melissa Burch*

*3/27/14*

Respectfully Submitted, Melissa J. Burch, Secretary to the Board

Date



*3/27/14*

Approval Acknowledged, Robert Clonch, Board President

Date