

**Minutes of the July 24, 2014 Meeting of the Board of Park and Recreation Commissioners**  
**Location: Wiles Hill Community Center, Morgantown, WV**

**Call to Order:** Meeting was called to order at 4:08pm

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

**Election of Officers:** Ed Cordwell motioned and Ron Justice seconded that the officers stand for the fiscal year. Those officers are Robert Clonch, President and Ron Justice, Vice President. Motion passed unanimously.

**Minutes:** Nancy Ganz motioned and Ron Justice seconded to approve the June minutes. Minutes approved unanimously.

**Delegations and Guests:** Steve Selin from the River Town Program was present to give a brief presentation on River Town. He requested to continue to work closely with BOPARC on programming and events along the river front.

Rick Bebout with the Urban Deer Hunt was on hand to update the board. The Urban Deer Hunt will begin on September 6 and end December 31. Locations, stands, and amount of hunters at BOPARC Parks will remain the same as last year.

**Correspondence:** Director Burch reviewed correspondence.

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

Ed Cordwell motioned and Nancy Ganz seconded for approval of the Financial Report. Motion passed unanimously.

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

**Unfinished Business:**

- **Executive Director Updated PE Document** – President Clonch recommended that the Board adopt the document as the evaluation document for the Executive Director and to evaluate the Executive Director in six months. Ed Cordwell motioned to pass the updated evaluation and Nancy Ganz seconded. Motion passed unanimously.

**New Business:**

- **Property Purchase Request** – James Paul and Roberta Cumpston were on hand to discuss purchasing Indian Park in the Suncrest Area. The park is adjacent to their property and has been maintained by the Kiwanis for a number of years. The public auction process was discussed and Nancy Ganz recommended that Director Burch get in touch with the Kiwanis Club to request the actual maintenance schedule as well as follow up with City engineering on the discussion of a tree that was inspected on the property.
- **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 Ron Justice seconded for the Board to enter the Executive Session at 5:06pm. Motion unanimous.
  - Ed Cordwell motioned and Nancy Ganz seconded to return to Regular Session at 5:50pm.
  - Nancy Ganz motioned to hire Russell McCreery for the full time trail position at a salary of \$20,000 per year and Ron Justice seconded. Motion unanimous.
  - Ron Justice motioned to approve the updated position descriptions and compensation as presented by the Executive Director in the Board packet material and for those to begin next pay period. Nancy Ganz seconded. Motion unanimous.

- Ron Justice motioned to approve the Organizational Chart as amended from the packet material and Nancy Ganz seconded. Motion unanimous.

**Board Comments:** President Clonch discussed planning working sessions. Ed Cordwell suggested having a work session once a quarter. Ron Justice suggested one topic per meeting.

President Clonch requested that Director Burch help with the restructuring and guidelines for the Board Meetings. He will bring some ideas to the next meeting.

Nancy Ganz discussed the Compton Model.

**Adjournment:** Ed Cordwell motioned for adjournment. President Clonch seconded. Meeting adjourned at 6:26pm.

Brooke McKinney

8/21/14

Respectfully Submitted, Brooke McKinney, Secretary to the Board

Date



8/21/14

Approval Acknowledged, Robert Clonch, Board President

Date