BOARD MEETING MINUTES

January 16, 2019

7:00 P.M.

Attendance: Hill, Johnson, Lee, McIntyre, Manuel, Mountz, Roper

Absent: Hudson, Jacobs, Osantowske, Marshall, Milbourne, Skinner, Taylor

Public Comment: Casey Brown from Train Great Fitness spoke about the possibility of having an Archery Tournament at Sam Michael’s Park.

Motion to approve minutes by Manuel. APPROVED

Treasurer’s Report: no treasurer’s report this month but Treasurer Hill went over the finances.

Director’s Report: Director Myers gave report.

Highlights include: most of the parks are closed to vehicular traffic, park clean up at Bolivar Nature Park on March 30, Daddy/daughter dance scheduled for February 22, and disc golf tee boxes will be installed this winter.

Committees:

Executive: met and discussed contracts for performers at the AMP, MOU with Shepherdstown Community Club, budget, and AMP sponsorships.

Finance: did not meet

Infrastructure: did not meet

Operations: did not meet

Audit: did not meet

Unfinished Business: none

Old Business: none

New Business:

1. Discussion and possible action on FY 19/20 budget request to the Jefferson County Commission.
   1. Discussion with a motion by Johnson to increase the allocation by 20% from the Jefferson County Commission. APPROVED
2. Discussion and possible action on payroll changes and compliance.
   1. Discussion with a motion by Lee to transfer payroll to the account firm of Ours Lawyer Lewis & Company PLLC as of July 1, 2019. APPROVED
3. Discussion on parks and recreation program management plan.
   1. Executive Director Myers presented a copy to the board with discussion.
4. Discussion on MOU with the Shepherdstown Community Club and future plans for Morgan’s Grove Park.
   1. Discussion to speak with the Shepherdstown Community Club on extending the lease agreement to 6 months starting February 1, 2019 to April 1, 2019 and offering a 2 hour/per month meeting with parks and recreation to help transition.

Motion to adjourn at 9:13 p.m. by Manuel.