



**AGENDA**  
Jefferson County Parks & Recreation Commission  
September 21, 2022  
**MINUTES**  
7:00 p.m.  
JCCC

- I. Call to Order - 7:04pm Vice President Thompson conducted the meeting in the President's absence
- II. Roll Call- Allen, Baker, Marshall, McIntyre, Thompson, Director Jennifer Myers and Jefferson County Commissioner/Park Liason Ath
- III. Public Comment: None
- IV. Approval of Minutes-Motion to approve minutes by Allen. Approved
- V. Treasurer's Report-none
- VI. Director's Report-Director Myers gave director's report. Maintenance continues at parks and projects continue at the parks. Marshall made motion to approve the new hires. Approved
- VII. Standing Committee Reports
  1. Executive - No
  2. Finance - no
  3. Infrastructure - yes
  4. Operations- yes
  5. Audit- no
- VIII. Unfinished Business
- IX. Old Business
  1. Discussion and possible action on Riverside easement with West Virginia Land Trust.
    - i. It is moving forward
- X. New Business
  1. Discussion and possible action on Land & Water application due 12/31/22 with respect to new Shepherdstown Elementary School Park proposal.
    - i. Discussion. Marshall made a motion to move forward to apply for the grant contingent on ownership of the land. Approved. Baker voted

against.

2. Discussion and possible action on the maintenance, upkeep, and amenity offerings at Leetown Park.
  - i. Director Myers will run numbers on the options for the park.
3. Discussion and possible action on personal issues.
  - i. Marshall made motion to move to executive session to discuss personnel.
  - ii. Allen made motion to come out of executive session.
4. Discussion and possible action on contracting a Human Resources Firm for assistance with HR related matters and updating the employee handbook.
  - i. Discussed and moved to table to get more information
5. Discussion and possible action on a Fleet Safety Program
  - i. Tabled
6. Discussion and possible action on scheduling evaluation for Executive Director
  - i. Tabled to the executive committee

XI. Adjournment -Allen moved to adjourn at 8:54pm. Approved