

January 25, 2021 Meeting Minutes

*NOTE: This meeting was conducted through the Zoom meeting platform due to COVID-19 restrictions.
No in-person meeting was held.*

MEETING ATTENDEES

MARC BOARD MEMBERS

Chris Johns, Mike Mills, Tyler Dombroski, Dr. Kendra Boell, Frank Dombroski, Heather Good, Chadd Roadarmel, Kyle Postupack, Dr. John Bulger, Larry Robertson, TS Scott, Kevin Romansik

MARC STAFF

Bob Stoudt

PUBLIC

Otto Kurecian (Columbia-Montour Visitors Bureau), Wayne Kashner, Adam Zakarian

MEDIA

Joe Sylvester (The Daily Item / The Danville News)

CALL TO ORDER

Meeting called to order at 7:01pm by (current) Chairman Mills.

BOARD REORGANIZATION / ELECTION OF 2021 OFFICERS

Kyle Postupack made a recommendation for Tyler Dombroski as Chairman (Dr. Kendra Boell supported the recommendation).

Frank Dombroski would like someone else to take the Vice-Chairman position at this time. Frank recommended Dr. John Bulger. Dr. Bulger said he would be willing to take on the role.

Tyler Dombroski had been the Treasurer, but now being Chairman cannot maintain both positions. Dr. John Bulger stated he could maintain both roles as Vice-Chairman/Treasurer if the board was willing to support this structure.

Chris Johns will remain as Secretary.

Motion to approve the 2021 Officers: Dr. Kendra Boell

Second: Frank Dombroski

Motion passed unanimously

PUBLIC COMMENT

No public comment at this time.

OFFICER REPORTS

CHAIRMAN'S REPORT

No report.

TREASURER'S REPORT

Tyler Dombroski reviewed the Treasurer's report and answered any questions. The 2020 budget actually came in under budget on the whole, which was a positive (especially considering the circumstances of 2020). Stoudt noted a few small items, but everything ended up in a positive manner.

Motion to approve the Treasurer's Report: Mike Mills

Second: Dr. Kendra Boell

Motion passed unanimously

SECRETARY'S REPORT

Secretary Johns called the group's attention to the minutes of the November 23, 2020 meeting as distributed with the meeting agenda packet.

Motion to approve the November 23, 2020 meeting minutes: Kevin Romansik

Second: Frank Dombroski

Motion passed unanimously

PARTNER REPORTS

WASHINGTONVILLE BOROUGH

Tyler noted that that Stoudt came out to Washingtonville to review a proposed new sitting area to be created in DeLong Park. More details to follow. Otherwise, nothing new to report.

DANVILLE BOROUGH

Nothing new to report.

RIVERSIDE BOROUGH

Nothing new to report.

MONTOUR COUNTY

No representatives on the call.

DANVILLE AREA SCHOOL DISTRICT

Nothing new to report.

MAHONING TOWNSHIP

Nothing new to report.

ASSISTANT DIRECTOR'S REPORT

Report provided in the meeting agenda packet.

MAINTENANCE TECHNICIAN'S REPORT

Reports provided in the meeting agenda packet.

DIRECTOR'S REPORT

Report provided in meeting agenda packet.

Stoudt called the group's attention to the update 2020 – 2025 Strategic Plan as provided with the meeting agenda packet. Stoudt noted that MARC managed to accomplish quite a bit in 2020 despite the many challenges and credited MARC's staff and volunteers for their efforts.

Stoudt noted that the MARC 2020 Annual Report will be provided with the February meeting agenda packet. MARC is awaiting 2020 year-end fund statements from the Central Susquehanna Community Foundation (now the Community Giving Foundation) needed for the report.

OLD BUSINESS

No old business.

NEW BUSINESS

RESOLUTION 2021-1 (AUTHORIZED MARC SIGNATORIES)

Stoudt presented Resolution 2021-1 to update the list of authorized MARC signatories required to sign checks, contracts, and other legally-binding documents on MARC's behalf.

Motion to approve: Dr. Kendra Boell

Second: Frank Dombroski

Motion passed unanimously

STOUDT EXPENSE REPORT

Stoudt called the group's attention to the expense report provided on pages 41 – 42 of the meeting agenda packet. Stoudt requests reimbursement of \$901 paid to Fry's Plastic for the culvert pipe recently installed at the Hess Recreation Area.

Motion to approve: Frank Dombroski

Second: Dr. Kendra Boell

Motion passed unanimously

WITHDRAWAL OF FUNDS FROM CSCF MONTOUR PRESERVE FUND

Stoudt requested board approval for the withdrawal of \$40,000 from MARC's Montour Preserve Fund at the Central Susquehanna Community Foundation (now the Community Giving Foundation), per MARC's approved 2021 budget.

Motion to approve: Dr. John Bulger

Second: Mike Mills

Motion passed unanimously

SALE OF BOBCAT UTILITY VEHICLE AND ACCESSORIES

Stoudt requested board approval to advertise the Bobcat utility vehicle and accessories for sale with a minimum asking price of \$200. MARC's staff believe the vehicle is no longer worth the expense to repair and would like to get the vehicle out of the boat house to allow more room. Stoudt will advertise the invitation to bid in local newspapers and will plan to open bids during MARC's February meeting.

Motion to approve: Mike Mills

Second: Dr. Kendra Boell

Motion passed unanimously

2020 AUDIT AGREEMENT

Stoudt presented a proposed agreement with McKonly & Asbury, as presented on pages 43 – 48 of the meeting agenda packet, to perform MARC’s 2020 audit, as required by the Montour County Hotel Tax MOU with Montour County and the Columbia-Montour Visitors Bureau. McKonly & Asbury has performed the previous audits of the DCNR and DCED grants for MARC. Stoudt has consulted with other organizations regarding the proposed fee and believe it to be within reason. MARC will pay \$2,250 in April and \$2,250 in May for the audit. Stoudt recommends approval of the agreement.

Motion to approve: Dr. Kendra Boell

Second: Mike Mills

Motion passed unanimously

REQUEST FOR PROPOSALS FOR MONTOUR PRESERVE CONCESSIONAIRES

Stoudt presented a draft request for proposals for Montour Preserve watercraft concessionaires as distributed with the meeting agenda packet. Stoudt explained the proposed terms of the agreement and requests board approval to advertise the request for proposals for review and possible approval at MARC’s February meeting. There was a brief discussion about the scenario of more than one group expressing interest. If this happens, the board will have further conversations about how best to proceed.

Motion to approve advertising the RFP: Dr. Kendra Boell

Second: Heather Good

Motion passed unanimously

ESTABLISHMENT OF HOPEWELL PARK PUMP TRACK FUND AT COMMUNITY GIVING FOUNDATION

Stoudt presented an update on the design for the proposed Hopewell Park pump track, as presented on page 31 of the meeting agenda packet, and discussed recent conversations with permitting and reviewing agencies. Stoudt believes the project to be viable and requests board approval to begin fundraising for the project. Stoudt is projecting a total project cost of \$200,000 for project engineering, permitting, and construction, but Stoudt recommends MARC secure no less than an additional \$20,000 to be kept in reserve for future site maintenance and improvements (Stoudt recommends a total fundraising goal of \$220,000).

Stoudt further recommends the creation of a Corporate – Non-Endowed Fund at the Central Susquehanna Community Foundation (now the Community Giving Foundation) to accept and hold project funds. Doing so will allow for tax-deductible contributions to the project and will provide added reassurance to potential donors (though donors may choose to contribute directly to MARC if they wish to do so and if tax-deductibility is not a concern). The fund would be structured like MARC’s existing Washingtonville Revitalization Fund. Stoudt recommends the following statement of purpose for the fund:

The Fund’s purpose is to provide funds to the Organization for the charitable purposes of the Organization for the Hopewell Park Pump Track so long as it is recognized by the Pennsylvania Department of State’s Corporation Bureau as a Domestic Nonprofit Corporation under the Pennsylvania Nonprofit Corporation Law of 1988 (15 Pa. C.S. Section 5306) as a multi-governmental organization which is non-profit representing Montour County, Danville Borough, Washingtonville Borough, Riverside Borough, Danville Area School District, and Mahoning Township. This fund will support the design, permitting, construction, and ongoing maintenance of the Hopewell Park Pump Track, bicycle jumps and skills areas, and related parking areas, to be located in Mahoning Township, Montour County.

Motion to approve the creation of a Hopewell Park Pump Track Corporate – Non-Endowed Fund at the Community Giving Foundation: Dr. John Bulger

Second: Dr. Kendra Boell

Motion passed unanimously

OTHER ITEMS

No other items.

ADJOURNMENT

Chairman Dombroski adjourned the meeting at 8:09 pm.

Motion to approve: Dr. Kendra Boell

Second: Frank Dombroski

Respectfully Submitted,

Chris Johns
Secretary