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January 24, 2022 Meeting Minutes

Montour Preserve Environmental Education Center, 374 Preserve Rd, Danville, PA 17821
and online through Zoom

MEETING ATTENDEES

MARC BOARD MEMBERS (in person)

Chris Johns, Brett Johnson, Kristin Mikita, Tami Gabrielson, Beth Rake, Tyler Dombroski

MARC BOARD MEMBERS (online)

Larry Robertson, TS Scott, Frank Dombroski, Commissioner Dan Hartman, Chadd Roadarmel, Kyle Postupack,
Dr. John Bulger

MARC STAFF

Bob Stoudt (in person)

PUBLIC (in person)

none

PUBLIC (online)

Otto Kurecian (Columbia Montour Visitors Bureau), Wayne Kashner

MEDIA (in person)

none

MEDIA (online)

Geri Gibbons (Press Enterprise), Joe Sylvester (Daily Item / Danville News)

CALL TO ORDER

Meeting called to order at 7:00pm by Chairman Tyler Dombroski.

BOARD REORGANIZATION / ELECTION OF 2022 OFFICERS

Individual nominations were made for all 2021 Board Officers to be renewed for the 2022 officer positions. All individuals are willing to serve in the same roles for the upcoming year (see motions and nominations below).

2022 Officers: Chris Johns (Secretary); Dr. John Bulger (Treasurer); Dr. John Bulger (Vice Chairperson); Tyler Dombroski (Chairperson)

Motion to approve: Dan Hartman (Secretary), Frank Dombroski (Treasurer), TS Scott (Vice Chairperson), TS Scott (Chairperson)

Second: TS Scott (Secretary), TS Scott (Treasurer), TS Scott (Vice Chairperson), Dan Hartman (Chairperson)

Motion passed unanimously

PUBLIC COMMENT

No public comment

OFFICER REPORTS

CHAIRMAN'S REPORT

Chairman Dombroski welcomed new members Kristin Mikita and Tami Gabrielsen representing Montour County and Elizabeth Rake representing Riverside Borough Council.

TREASURER'S REPORT

Dr. Bulger referred to the Treasurer's Report as provided on pages 2 – 25 of the meeting agenda packet. Stoudt called the group's attention to the 2021 year-end reports. Stoudt noted MARC ended 2021 in far better financial condition than initially budgeted, with an actual year-end balance of \$85,020.04 versus the anticipated \$2,750.00. Stoudt credited the better than expected situation to a \$20,000 unrestricted donation from Service 1st, \$43,641.92 more in Montour County Hotel Tax revenues than budgeted, \$25,000 in Mahoning Township American Rescue Plan Grant funding, and \$10,000 in Healing the Planet Grant funding.

Motion to approve the Treasurer's Report: Commissioner Hartman

Second: Frank Dombroski

Motion passed unanimously

SECRETARY'S REPORT

Secretary Johns called the group's attention to the minutes of the November 22, 2021 meeting as distributed with the meeting agenda packet. Secretary Johns noted the minutes had been recorded by Stoudt.

Motion to approve the November 22, 2021 meeting minutes: Larry Robertson

Second: TS Scott

Motion passed unanimously

PARTNER REPORTS

WASHINGTONVILLE BOROUGH

Tyler referenced that a few of the Washingtonville Borough-related items will be discussed in the new business later in the meeting.

DANVILLE BOROUGH

Nothing new to report.

RIVERSIDE BOROUGH

Beth Rake noted that the borough has purchased the old Riverside Elementary School building and has future plans to add recreational opportunities at the site. Stoudt noted that he had met with Ms. Rake in recent weeks to provide an orientation to MARC's Board and had at that time reiterated MARC's support for proposed new recreational features at the former school building and elsewhere in the borough.

MONTOUR COUNTY

Nothing new to report.

DANVILLE AREA SCHOOL DISTRICT

Nothing new to report.

MAHONING TOWNSHIP

Nothing new to report.

ASSISTANT DIRECTOR'S REPORT

Report provided on page 26 of the meeting agenda packet.

MAINTENANCE TECHNICIAN'S REPORT

Report provided on page 26 of the meeting agenda packet.

DIRECTOR'S REPORT

Report provided on pages 27 - 40 of the meeting agenda packet.

Stoudt called the group's attention to the State Ethics Commission Statement of Financial Interests forms provided to each member. MARC staff and employees are required to annually complete and file these forms. Stoudt asked each member to complete the forms at their earliest opportunity and return them to him when complete.

Stoudt also called the group's attention to the MARC Board Member Reference Documents binders distributed to each member. These binders contain copies of all lease agreements, internal governance documentation, and other documentation needed for board members' reference. Stoudt also provided copies of MARC's 2020 Annual Report and the most recent versions of MARC's brochures and promotional materials. Stoudt expects to have MARC's 2021 Annual Report available at MARC's February meeting.

OLD BUSINESS

No old business.

NEW BUSINESS

MCKONLY & ASBURY, LLP AUDIT AGREEMENT

Stoudt called the group's attention to the proposed McKonly & Asbury, LLP audit agreement for MARC's required 2021 audit, as provided as pages 42 – 47 of the meeting agenda packet. The audit fee will be \$4,820, payable as \$2,413 in April and \$2,407 in May. Stoudt recommended approval of the agreement.

Motion to approve: Commissioner Dan Hartman

Second: Brett Johnson

Motion passed unanimously

PENNSYLVANIA MASTER NATURALIST PARTNERING AGREEMENT RENEWAL

Stoudt requested approval to renew MARC's partnering agreement with the Pennsylvania Master Naturalist Program, as documented on pages 48 – 53 of the meeting agenda packet. Stoudt noted that he and Jon Beam had worked with the Pennsylvania Master Naturalist Program staff to update the agreement to address MARC's concerns with program funding and required volunteer service. The updated agreement will provide not less than one-half the funding required for MARC's instruction of the course and will require not less than twenty hours of volunteer service at MARC-managed sites from each course trainee.

Motion to approve: Commissioner Dan Hartman

Second: Frank Dombroski

Motion passed unanimously

DERRY TOWNSHIP PARCELS (WASHINGTONVILLE REVITALIZATION) SURVEYING

As reported on page 38 of the meeting agenda packet, Stoudt has consulted with three engineering firms to secure estimates for surveying of two parcels in Derry Township, Montour County (adjacent to Washingtonville Borough) along Mill Road which have recently been acquired by Montour County through the FEMA flood buyout program. The two parcels have been cleared of all structures and have great potential to become a new publicly-accessible access location for the Chillisquaque Creek. Stoudt and Chairman Dombroski have concerns regarding vague property descriptions and recommend the surveying of the parcels as proposed by Brinkash & Associates as documented on pages 54 – 55 of the meeting agenda packet. Of the proposed \$6,600 fee, \$1,000 has already been paid through the 2021 Danville Youth in Philanthropy grant program. The remaining amount would be paid through \$3,500 from the Giant – Healing the Planet grant program and \$2,100 from MARC.

Motion to approve: Beth Rake

Second: Commissioner Dan Hartman

Motion passed unanimously

DELONG PARK TREES PURCHASE (GIANT – HEALING THE PLANET GRANT)

Stoudt requested approval to spend up to \$2,500 from the Giant – Healing the Planet grant to purchase trees to be planted at DeLong Park in Washingtonville, as recommended by the Washingtonville Revitalization Committee. Trees are expected to include fruit trees (apple, peach, pear, and/or cherry) as well as oaks, maples, and aspens as may be available from local nurseries. Stoudt and Dombroski will contact local nurseries to find the best options available. Pick up and planting is anticipated in March / April when supplies become available.

Motion to approve: Kristin Mikita

Second: Brett Johnson

Motion passed unanimously (Abstained - Frank Dombroski)

DCNR HOPEWELL PARK PUMP TRACK GRANT RECIPIENT STATUS AND ADMINISTRATION

As documented on page 31 of the meeting agenda packet, DCNR announced on December 30 that MARC's application for \$125,000 in grant funding from the 2021 Community Conservation Partnerships Program had been approved. However, as previously discussed, DCNR requires that the grant recipient either own the project site or have no less than a 25-year lease for the property. MARC's grant agreement has been placed on hold until this deficiency can be addressed.

In order to address this issue, Stoudt has consulted with DCNR and the Montour County Commissioners and is recommending that MARC request the re-designation of the grant funds to Montour County, to be administered by MARC. DCNR is willing to consider such a move, conditioned upon the following:

1. The original applicant (MARC) must submit an official letter, on their letterhead, stating that they are willing to transfer the application that they submitted from themselves to another applicant that they name in that letter.
2. The new applicant (Montour County) must submit an official letter, on their letterhead, stating that they are willing to assume the application from the original applicant (MARC) for the original project.
3. The new grantee (Montour County) must provide a copy of the DCNR resolution page, appropriately executed (sample resolution provided by DCNR).
4. The new grantee (Montour County) must provide a copy of the DCNR signature page, appropriately executed (sample provided by DCNR).
5. The new grantee (Montour County) must provide the name and contact information for the new Local Project Coordinator (to remain Stoudt).

6. MARC must provide an updated Maintenance and Operations Agreement and a Grant Management Agreement between Montour County and MARC.
7. The new grantee (Montour County) must provide the name and contact information for the new Chief (Elected) Official.
8. DCNR may request any other documentation on a case-by-case basis, such as a revised budget and related forms, other relevant items that may be different from the original application

Motion to allow Stoudt to request Montour County's acceptance of the grant and approve submitting the required letter to DCNR regarding MARC's intention to transfer the Hopewell Park Pump Track Grant to Montour County, if so agreed by Montour County: Tami Gabrielson

Second: Chris Johns

Motion passed unanimously

HOPEWELL PARK PUMP TRACK ENGINEERING AND PERMITTING

Stoudt requested approval to hire Brinkash & Associates at a cost of \$20,000, with subcontracting by Kleinfelder at a cost not to exceed \$10,950, as documented on pages 56 – 74 of the meeting agenda packet. Stoudt stressed that the agreement would not be signed and work would not begin until after a grant agreement with DCNR has been signed. Work begun before an agreement is signed would not be grant eligible.

Motion to approve: Frank Dombroski

Second: Beth Rake

Motion passed unanimously

STOUDT EXPENSE REIMBURSEMENT REQUESTS

Stoudt requested reimbursement for the following expenses as documented on pages 75 – 77 of the meeting agenda packet:

1. \$1,172.88 for Cape May Woodshop (200 Humdinger Trail Races wooden finishers' medals)
2. \$267.12 for WizardPins.com (100 Montour Preserve 50th Anniversary commemorative fundraising pins)
3. \$617.00 for VinylDisorder.com (250 Humdinger stickers, 250 MARC supporter fundraiser stickers, 250 Montour Preserve voluntary launch tag fundraiser stickers, and 1,000 Montour Preserve 50th Anniversary commemorative fundraiser stickers)

Total reimbursement: \$2,057.00

Motion to approve: Brett Johnson

Second: Kristin Mikita

Motion passed unanimously

OTHER ITEMS

TS Scott asked why Stoudt needed to personally incur expenses on behalf of MARC and go through the expense reimbursement process. Stoudt explained that MARC's Intergovernmental Agreement of Cooperation does not explicitly allow MARC to borrow funds on its own behalf. As a result, MARC may not take out lines of credit or use credit cards. However, MARC may use debit cards linked to MARC's checking account at Service 1st Federal Credit Union. Stoudt further explained that MARC's policy is to allow Stoudt to make purchases of up to \$500 using the debit card and pay expenses using checks, so long as the expenses are budgeted and checks are reviewed and co-signed by MARC's Chairperson or Treasurer.

Mr. Scott thanked Stoudt for the explanation, but expressed his dissatisfaction with the situation and noted that he would investigate the matter to possibly make recommendations at a future date.

ADJOURNMENT

Chairman Dombroski adjourned the meeting at 7:57pm.

Next meeting: Monday, February 28, 2022 at the Montour Preserve Environmental Education Center and online through Zoom

Respectfully Submitted,

Chris Johns
Secretary