

## **September 26, 2022 Meeting Minutes**

Meeting held online through Zoom; no in-person meeting.

### **MEETING ATTENDEES**

#### **MARC BOARD MEMBERS (online)**

Bill Byron, Frank Dombroski, Tyler Dombroski, Tami Gabrielsen, Marlene Gunther, Commissioner Dan Hartman, Brett Johnson, Kristin Mikita, Kyle Postupack, Chadd Roadarmel

#### **MARC STAFF (online)**

Bob Stoudt

#### **PUBLIC (online)**

Wayne Kashner

#### **MEDIA (online)**

Geri Gibbons (Press-Enterprise), Rick Dandes (Daily-Item)

### **CALL TO ORDER**

Meeting called to order at 7:02pm by Chairman Tyler Dombroski.

### **PUBLIC COMMENT**

No public comment.

### **OFFICER REPORTS**

#### **CHAIRMAN'S REPORT**

Chairman Tyler Dombroski noted he continues to meet regularly with Stoudt to sign checks and receive updates. Chairman Dombroski deferred to Stoudt's Director's Report and New Business for other updates.

#### **TREASURER'S REPORT**

In the absence of Treasurer Dr. John Bulger, Stoudt provided a brief overview of the Treasurer's Report as provided on pages 2 – 21 of the meeting agenda packet. Stoudt noted that MARC had utilized all Montour County Hotel Tax grant funds received year-to-date.

*Motion to approve the Treasurer's Report: Commissioner Hartman*

*Second: Marlene Gunther*

*Motion passed unanimously*

#### **SECRETARY'S REPORT**

In the absence of Secretary Chris Johns, Chairman Dombroski called the group's attention to the minutes of the August 22, 2022 meeting as distributed with the meeting agenda packet. No concerns were noted.

*Motion to approve the August 22, 2022 meeting minutes: Brett Johnson*

*Second: Marlene Gunther*

*Motion passed unanimously*

## **PARTNER REPORTS**

### **WASHINGTONVILLE BOROUGH**

Frank Dombroski reported the softball team has continued to use the ballfield at DeLong Park and that the borough was grateful for the work done to fix up the field.

Brett Johnson asked whether it might be possible for another team to also make use of the DeLong Park ballfield. Mr. Johnson will contact Mr. Dombroski to follow up.

### **DANVILLE BOROUGH**

Chadd Roadarmel noted nothing new to report.

### **RIVERSIDE BOROUGH**

Kyle Postupack noted nothing new to report.

### **MONTOUR COUNTY**

Commissioner Hartman noted nothing new to report.

### **DANVILLE AREA SCHOOL DISTRICT**

No representatives in attendance.

### **MAHONING TOWNSHIP**

Bill Byron and Marlene Gunther noted nothing new to report.

## **ASSISTANT DIRECTOR'S REPORT**

Stoudt called attention to Julian Brehm's report provided on page 22 of the meeting agenda packet.

## **NATURALIST'S REPORT**

Stoudt noted that Jon Beam has been able to resume working several hours per month from home and called attention to Beam's report provided on page 22 of the meeting agenda packet.

## **SENIOR MAINTENANCE TECHNICIAN'S REPORT**

Stoudt noted that Denny Piatt has been able to resume working regular hours and called attention to Piatt's report provided on page 22 of the meeting agenda packet.

## **DIRECTOR'S REPORT**

Stoudt called attention to the report provided on pages 23 – 33 of the meeting agenda packet.

Marlene Gunther noted that staff and students from the SUN Area Technical Institute may be able to assist MARC with the rehabilitation and re-installation of the play set recently donated by St. Joseph School. Mrs. Gunther will facilitate the contact between the program and MARC to allow both parties to investigate possible collaboration.

## **OLD BUSINESS**

No old business.

## **NEW BUSINESS**

### **REQUEST FOR APPROVAL OF 2023 LAWN CARE INVITATION TO BID**

Stoudt called attention to the draft 2023 Lawn Care Invitation to Bid package provided with the meeting agenda packet. Stoudt requested approval to advertise the invitation to bid with the intention of opening the bids and awarding the contract at MARC's October 24 meeting. Stoudt and Chairman Dombroski noted that the requested services for Washingtonville Borough would be reviewed and awarded separately at the discretion of Washingtonville Borough.

*Motion to approve advertising the 2023 Lawn Care Invitation to Bid: Kristin Mikita*

*Second: Brett Johnson*

*Motion passed unanimously.*

### **REQUEST FOR APPROVAL OF 2022/2023 SNOW REMOVAL INVITATION TO BID**

Stoudt called attention to the draft 2022/2023 Snow Removal Invitation to Bid package provided with the meeting agenda packet. Stoudt requested approval to advertise the invitation to bid with the intention of opening the bids and awarding the contract at MARC's October 24 meeting.

*Motion to approve advertising the 2022/2023 Snow Removal Invitation to Bid: Commissioner Dan Hartman*

*Second: Frank Dombroski*

*Motion passed unanimously.*

### **REQUEST FOR APPROVAL OF DCNR SPECIAL FALL GRANT ROUND APPLICATION FOR WASHINGTONVILLE BOROUGH**

Stoudt requested approval to submit an application to the recently announced DCNR Special Fall Grant Round on behalf of Washingtonville Borough for improvements to DeLong Park. Stoudt noted that all required matching funds would be provided by Washingtonville Borough, using funds already earmarked in MARC's accounts or funds held by Washingtonville Borough.

*Motion to approve: Bill Byron*

*Second: Brett Johnson*

*Abstained: Tyler Dombroski and Frank Dombroski*

*Motion passed unanimously (with abstentions).*

### **REQUEST TO HOST DANVILLE AREA HIGH SCHOOL CO-OP STUDENTS LEVI CULVER AND DARBY GILBERT**

Stoudt requested approval for MARC to host two Danville Area High School students as co-op students for the 2022/2023 school year. Levi Culver and Darby Gilbert would each work at MARC sites approximately 1.5 hours per school day. Stoudt would provide the required supervision. The co-op positions would be unpaid.

*Motion to approve: Kristin Mikita*

*Second: Brett Johnson*

*Motion passed unanimously.*

## **REQUEST TO PAY BILLS**

Stoudt requested approval to pay bills as presented on pages 34 – 38 of the meeting agenda packet, including:

- PIRMA General Liability, Auto Liability, Public Officials' Liability, Auto Physical Damage, and Property / Equipment Insurance Renewal (\$9,813)
- H.A. Thomson (Travelers) Government Entity Crime Insurance Policy Renewal (\$1,500)
- 21<sup>st</sup> Century Signs (\$3,816)
- Johnson Controls Security Solutions (\$763.59) (Note: Stoudt is disputing this charge; amount to be paid will not exceed this amount and may be less)

*Motion to approve: Commissioner Dan Hartman*

*Second: Frank Dombroski*

*Motion passed unanimously.*

## **OTHER ITEMS**

No other items for consideration.

## **ADJOURNMENT**

Chairman Dombroski adjourned the meeting at 7:40pm.

Next meeting: Monday, October 24, at the Montour Preserve Environmental Education Center and online through Zoom.

Respectfully submitted,  
Bob Stoudt, Director / acting Secretary