

October 24, 2022 Meeting Minutes

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

MEETING ATTENDEES

MARC BOARD MEMBERS (online)

Commissioner Dan Hartman, Kristin Mikita, Kyle Postupack, Chadd Roadarmel

MARC BOARD MEMBERS (in person)

Bill Byron, Dr. John Bulger, Frank Dombroski, Tyler Dombroski, Tammi Gabrielsen, Marlene Gunther, Brett Johnson, Elizabeth Rake

MARC STAFF (online)

None

MARC STAFF (in person)

Bob Stoudt

PUBLIC (online)

Wayne Kashner, Otto Kurecian (Columbia Montour Visitors' Bureau)

PUBLIC (in person)

Shawn Betz, Shawn Hackenberg, Shaun Harris, Nicole Shingara

MEDIA (online)

Geri Gibbons (Press Enterprise)

MEDIA (in person)

None

CALL TO ORDER

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

PUBLIC COMMENT

No public comment.

OFFICER REPORTS

CHAIRMAN'S REPORT

Chairman Dombroski noted he continues to meet regularly with Stoudt to approve bills and remain up-to-date on MARC's status.

TREASURER'S REPORT

Dr. Bulger noted nothing of concern in the Treasurer's report as provided with the meeting agenda. Stoudt noted work was underway for MARC's 2023 budget, planned for review and possible adoption at the November 21 meeting. Stoudt requested that any board member contact him at the earliest opportunity to discuss concerns or recommendations.

Motion to approve the Treasurer's Report: Bill Byron

Second: Elizabeth Rake

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 September 26, 2022 meeting as distributed with the meeting agenda packet. No concerns were noted.

Motion to approve the September 26, 2022 meeting minutes: Elizabeth Rake

Second: Marlene Gunther

Motion passed unanimously

PARTNER REPORTS

WASHINGTONVILLE BOROUGH

Frank Dombroski note the PA Swarm girls' softball team continues to use and assist with the maintenance of the ballfield at DeLong Park. The Borough has been very pleased with the team's care of the site.

DANVILLE BOROUGH

Chadd Roadarmel noted nothing to report.

RIVERSIDE BOROUGH

Elizabeth Rake noted nothing to report.

MONTOUR COUNTY

Commissioner Hartman noted nothing to report.

Tami Gabrielsen noted the Central Susquehanna Hammers Interscholastic Mountain Bike Team recently received the '2022 Super Team Award' and several individual team members had been recognized for individual achievements.

DANVILLE AREA SCHOOL DISTRICT

No representatives in attendance.

MAHONING TOWNSHIP

Marlene Gunther noted the township continues to meet with PennDOT to resolve questions regarding the right-of-way for Bloom Road. Questions must be resolved before planned bike/pedestrian safety improvements can be made.

ASSISTANT DIRECTOR'S REPORT

Stoudt called attention to Julian Brehm's report provided on page 21 of the meeting agenda packet.

NATURALIST'S REPORT

Stoudt called attention to Beam's report provided on page 21 of the meeting agenda packet.

SENIOR MAINTENANCE TECHNICIAN'S REPORT

Stoudt called attention to Denny Piatt's report provided on page 21 of the meeting agenda packet.

DIRECTOR'S REPORT

Stoudt called attention to the report provided on pages 22 – 31 of the meeting agenda packet.

Stoudt again noted MARC's staff has begun working on budgeting for 2023 and will have a budget for review at the November meeting. Stoudt asked that any board member with recommendations for 2023 budgeting contact him at the earliest opportunity.

OLD BUSINESS

No old business.

NEW BUSINESS

OPEN AND AWARD 2023 LAWN CARE INVITATION TO BID

Stoudt called the group's attention to a summary of MARC's expenses for lawn care for the period from 2016 – 2022. Stoudt noted that the bid amounts for MARC's lawn care costs had more than doubled during the seven year period, from \$22,430 in 2016 to \$47,372 in 2022. Stoudt stressed that MARC's actual costs in all years were less than the full bid amount.

Stoudt presented calculations of the projected cost for MARC staff to do lawn care tasks in-house (excluding herbicide treatments which would need to be outsourced because no MARC staff members have the necessary licensing). Stoudt calculates it would cost MARC approximately \$42,240 in labor, fuel, and related costs to do the work in 2023. However, Stoudt stressed that MARC would need to purchase the necessary equipment at an additional one-time cost of approximately \$25,000, bringing the 2023 total cost to \$67,240. Though MARC would not have to purchase new equipment every year, it would need to plan to do so approximately every five years.

Stoudt recommended MARC outsource the lawn care work to the lowest bidder so long as the cost did not greatly exceed MARC's projected in-house costs and so long as the lowest bidder met all bid requirements.

Chairman Dombroski opened and read aloud the 2023 Lawn Care bid packets received before the start of the meeting. The results were as follows:

2023 MARC LAWN CARE BIDS SUMMARY			
SITE	Shawn's Lawn & Excavating, LLC (Danville, PA)	Liberty Valley Lawn Care, Inc. (Danville, PA)	Harris Pest Control (Dornsife, PA)
SITE 1 - HESS RECREATION AREA	12,910.90	19,495.00	9,137.20
SITE 2 - HOPEWELL PARK	3,570.00	5,100.00	1,802.00
SITE 3 - NBCT TRAILHEAD / RIVER ACCESS	1,575.00	2,025.00	1,590.00
SITE 4 - LEGION ROAD PARCEL	1,575.00	1,800.00	795.00
SITE 5 - NORTH BRANCH CANAL TRAIL	3,150.00	3,825.00	4,770.00
SITE 6 - MONTOUR PRESERVE	31,623.60	40,360.00	35,476.98
GRAND TOTAL MARC SITES 1 - 6	54,404.50	72,605.00	53,571.18
OPTIONAL WASHINGTONVILLE BOROUGH TASKS			
SITE 7A - WASHINGTONVILLE DELONG PARK AND CEMETERY	8,300.00	8,820.00	DID NOT BID
SITE 7B - WASHINGTONVILLE STREET CURBS	1,800.00	1,800.00	DID NOT BID
GRAND TOTAL WASHINGTONVILLE SITES 7A + 7B	10,100.00	10,620.00	DID NOT BID

Motion to approve awarding the 2023 Lawn Care contract to Harris Pest Control, subject to verification of all bid requirements: Dr. John Bulger

Second: Bill Byron

Motion passed unanimously.

OPEN AND AWARD 2022/2023 SNOW REMOVAL INVITATION TO BID

Stoudt presented calculations of the projected cost for MARC staff to do Montour Preserve snow and ice removal tasks in-house using MARC labor and equipment, with MARC staff personal equipment as needed. Based upon previous years’ expenses, Stoudt calculates it costs MARC approximately \$480 each time MARC must clear an average storm event. Stoudt also calculates it would cost MARC approximately \$825 to perform the ice melt material and application work called for in the bid packet. However, Stoudt noted that doing so requires the continued use of Stoudt’s personal vehicle and salt spreader which is provided without reimbursement.

Stoudt recommended MARC outsource the snow and ice removal work to the lowest bidder so long as the cost did not greatly exceed MARC’s projected in-house costs and so long as the lowest bidder met all bid requirements.

Chairman Dombroski opened and read aloud the 2022/2023 Montour Preserve Snow and Ice Removal bid packets received before the start of the meeting. The results were as follows:

2022 / 2023 MONTOUR PRESERVE SNOW AND ICE REMOVAL BIDS		
TASK	Four Diamond Lawn Care, Inc. (Sugarloaf, PA)	Shawn's Lawn and Excavating, LLC (Danville, PA)
SNOW CLEARING (PER SERVICE)	\$ 900.00	\$ 500.00
ICE REMOVAL (PER SERVICE)	\$ 500.00	\$ 650.00

*Motion to approve awarding the 2022/2023 Montour Preserve Snow and Ice Removal contract to Shawn’s Lawn and Excavating, LLC, subject to verification of all bid requirements: Frank Dombroski
Second: Elizabeth Rake
Motion passed unanimously.*

MCKONLY & ASBURY 2022 AUDIT AGREEMENT

Stoudt requested approval to enter into an agreement with McKonly & Asbury for MARC’s required 2022 audit as presented on pages 32 – 38 of the meeting agenda packet. Stoudt noted the proposed fee of \$5,500, with an additional 4% technology/administrative fee, would total \$5,720, and would be \$900 more than the fee paid for MARC’s 2021 audit (\$4,820.40).

*Motion to approve: Bill Byron
Second: Elizabeth Rake
Motion passed unanimously.*

REQUEST TO MANAGE MONTOUR COUNTY-OWNED MILL ROAD (DERRY TOWNSHIP) PARCELS

Stoudt requested approval to seek Montour County's permission for MARC to manage the parcels of land recently acquired along Mill Road in Derry Township, Montour County, through the flood buy-out process. Stoudt noted that the structures which had been on the parcels of land have been removed and no new structures may be built on the lands. Stoudt believes the parcels would make an excellent setting for a natural park with minimal amenities, to include a hand-carry access to Chillisquaque Creek. Stoudt presented mapping of the parcel and surrounding lands. Stoudt noted that MARC's operation of the site would be subject to the terms and conditions placed upon the parcels during the flood buy-out process, as well as all other applicable local, state, and federal restrictions. If approved by MARC and Montour County, Stoudt will budget for minimal expenses in 2023 to prepare the site for public use.

Motion to approve: Elizabeth Rake

Second: Brett Johnson

Motion passed unanimously, with abstentions by Frank Dombroski and Tyler Dombroski.

REQUEST TO PAY BILLS

Stoudt requested approval to pay bills as presented on page 40 of the meeting agenda packet, including:

- Press Enterprise (2,500 Montour County Fossil Pit brochures) (\$556.50)

Motion to approve: Elizabeth Rake

Second: Marlene Gunther

Motion passed unanimously.

OTHER ITEMS

No other items for consideration.

ADJOURNMENT

Chairman Dombroski adjourned the meeting at 7:41pm.

Next meeting: Monday, November 21, at the Montour Preserve Environmental Education Center and online through Zoom.

Respectfully submitted,
Bob Stoudt, Director / acting Secretary