

January 23, 2023 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, Bill Byron, Chadd Roadarmel, Kyle Postupack, Brett Johnson

MARC BOARD MEMBERS (in person)

Chris Johns, Frank Dombroski, Tyler Dombroski, Kristin Mikita, Tami Gabrielson, Marlene Gunther

MARC STAFF (online)

Craig Reinard

MARC STAFF (in person)

Bob Stoudt, Julien Brehm

PUBLIC (online)

Otto Kurecian (Columbia Montour Visitors Bureau), Wayne Kashner, Dave Decoteau

PUBLIC (in person)

none

MEDIA (online)

Geri Gibbons (Press Enterprise)

MEDIA (in person)

none

CALL TO ORDER

Chairperson Tyler Dombroski called the meeting to order at 7:00pm.

BOARD REORGANIZATION / ELECTION OF NEW OFFICERS

Chairperson Tyler Dombroski reviewed the current officers with himself as Chairperson, Dr. John Bulger as Vice-Chairperson / Treasurer, and Chris Johns as Secretary. All current officers have expressed their willingness to continue in the positions if no others would like to be considered.

The current officers were all re-nominated by the following board members:

- *Board Chairperson – Tyler Dombroski – Motion: Marlene Gunther; Second: Kristin Mikita*
- *Vice Chairperson/Treasurer – Dr. John Bugler – Motion: Commissioner Dan Hartman; Second: Marlene Gunther*
- *Secretary – Chris Johns – Motion: Kristin Mikita; Second: Frank Dombroski*

Closing of the reorganization process – Motion: Frank Dombroski; Second: Dan Hartman

Motion to approve 2023 officers passed unanimously

PUBLIC COMMENT

No public comment

OFFICER REPORTS

CHAIRMAN'S REPORT

Nothing new to report.

TREASURER'S REPORT

In the absence of Dr. Bulger, Stoudt reviewed the budget materials included in the meeting agenda packet (pages 2-29). Stoudt noted that at some point in February, MARC will surpass the \$1 million mark in funding for the Montour Preserve (dating back to MARC's involvement in the Montour Preserve in 2014). Stoudt will plan to make note of the occasion through public releases.

Motion to approve the Treasurer's Report: Frank Dombroski

Second: Kristin Mikita

Motion passed unanimously

SECRETARY'S REPORT

Secretary Johns called the group's attention to the minutes of the November 21, 2022 meeting as distributed with the meeting agenda packet.

Motion to approve the November 21, 2022 meeting minutes: Commissioner Dan Hartman

Second: Tami Gabrielson

Motion passed unanimously

PARTNER REPORTS

WASHINGTONVILLE BOROUGH

Nothing new to report.

DANVILLE BOROUGH

Nothing new to report.

RIVERSIDE BOROUGH

Nothing new to report.

MONTOUR COUNTY

Nothing new to report.

DANVILLE AREA SCHOOL DISTRICT

Chris Johns has been in communication with Dr. Matt McElroy at Geisinger about the upcoming Dirty Grin Mountain Bike Festival that is being scheduled for the weekend of June 23-25. Dr. McElroy is working with Chris to efficiently take in registrations and process payments to the correct accounts for a proposed mountain biking race to be held at the Geisinger Stewardship Forest that weekend. Stoudt has been in communication with Dr. McElroy and other event organizers and supports co-promoting the events.

MAHONING TOWNSHIP

Nothing new to report.

ASSISTANT DIRECTOR'S REPORT

Julian Brehm called attention to the Assistant Director's report provided on page 30 of the meeting agenda packet. Stoudt recognized Mr. Brehm in attendance at the meeting and introduced him to those in attendance.

NATURALIST'S REPORT

Stoudt called attention to Jon Beam's report provided on page 30 of the meeting agenda packet.

SENIOR MAINTENANCE TECHNICIAN'S REPORT

Stoudt called attention to Denny Piatt's report provided on page 30 of the meeting agenda packet.

DIRECTOR'S REPORT

Stoudt called attention to the Director's Report provided on pages 31 - 45 of the meeting agenda packet. Stoudt called attention to several items in the meeting agenda packet, including:

- Stoudt's number of overtime hours in 2022. He noted that he has not needed to put in any overtime hours since November 2022. Bringing Julien Brehm on board as the MARC Assistant Director has greatly alleviated Stoudt's need to put in overtime hours.
- Stoudt noted the process of the Hopewell Pump Track project is moving along. The plan would be to begin construction later in spring/summer with the hopes that the project would be completed at some point in the fall of 2023.

Stoudt also called attention to the following updates:

- 2022 Annual Report update

Work is underway, with completion anticipated before MARC's February meeting.

- 2020 – 2025 Strategic Plan update

Stoudt has reviewed MARC's 2020 – 2025 Strategic Plan and has provided status updates on all projects. The updated document is provided on MARC's website at <https://montourec.com/strategic-plan/>.

- 2023 staffing update

Stoudt reported that both he and Julian Brehm have been working an average of 28 hours per week since Thanksgiving in order to make MARC's budget work. Stoudt also reported that he has advised Valentina Shevchenko that funding for her position will run out by mid-May. As reported on page 35 of the meeting agenda packet, MARC must reduce its payroll from \$134,664 in 2022 to \$98,100 in 2023. Stoudt and Brehm have prepared staff scheduling to make budget, but Stoudt notes that neither he nor Brehm will be working enough hours to remain viable for the long term.

- 2023 DCNR Community Conservation Partnership Program grant opportunity

Stoudt notified the group that DCNR's 2023 Community Conservation Partnership Program grant round is now open, accepting applications through April. Stoudt expressed his preference that MARC not apply for grant funding during this round because of the existing open grants and work load, but encouraged any member municipalities that might be interested in the opportunity to contact him so that MARC might assist with the application process if so desired.

- State Ethics Commission Statement of Financial Interests forms

Stoudt distributed 2023 State Ethics Commission Statement of Financial Interests forms to attendees and asked that the forms be completed and returned by MARC's February meeting. MARC must keep copies of the forms on file for all Commission members and Stoudt.

- Board member packets

Stoudt reminded Commission members that binders have been prepared with all necessary reference materials. Most Commission members have already received their binders, but those who have not are encouraged to contact Stoudt to arrange delivery of the binders.

OLD BUSINESS

No old business.

NEW BUSINESS

APPROVAL OF RESOLUTION 2023-1 (SIGNATURE AUTHORITY)

Stoudt called the group's attention to the proposed Resolution 2023-1 as provided as page 46 of the meeting agenda packet. Stoudt noted that Julian Brehm, as Assistant Director, has been added to the form to allow Brehm to sign checks in the event of Stoudt's absence.

Motion to approve: Kristin Mikita

Second: Frank Dombroski

Motion passed unanimously.

APPROVAL OF RESOLUTION 2023-2 (CODE OF CONDUCT, PUBLIC COMMENT RULES, PARLIAMENTARY PROCEDURE)

Stoudt called the group's attention to the proposed Resolution 2023-2 as provided as pages 53 - 59 of the meeting agenda packet. Stoudt reviewed the details of the proposed resolution and explained the rationale for the various items included in the document. Stoudt disclosed that the Code of Conduct was based upon a model document created by the Columbia Montour Chamber of Commerce and that Stoudt serves as Vice-Chairperson of the organization. Stoudt also noted that the included conflict of interest was based upon the MARC staff conflict of interest documentation which has been in effect for several years.

Motion to approve: Commissioner Dan Hartman

Second: Marlene Gunther

Motion passed unanimously.

APPROVAL TO CLOSE ATV GRANT CHECKING ACCOUNT

Stoudt requested approval to close the now unused ATV Grant Checking Account at Service 1st in order to provide clean recordkeeping and minimize opportunities for fraud.

Motion to approve: Tami Gabrielson

Second: Commissioner Dan Hartman

Motion passed unanimously.

APPROVAL OF SMALL GAMES OF CHANCE LICENSE RENEWAL

Stoudt requested approval to renew MARC's Small Games of Chance license with the Montour County Treasurer's Office for the 2023 calendar year. Stoudt is hopeful to be able to do another bike raffle as part of this year's Dirty Grin Mountain Bike Festival.

Motion to approve: Marlene Gunther

Second: Kristin Mikita

Motion passed unanimously.

APPROVAL OF WGL ENERGY SERVICES SMALL COMMERCIAL ELECTRICITY SUPPLY AGREEMENT

Stoudt called the group's attention to the proposed WGL Energy Services Small Commercial Electricity Supply Agreement as provided as pages 47 – 52 in the meeting agenda packet. Stoudt credited Fred Gaffney with the Columbia Montour Chamber of Commerce for directing Stoudt to the program which is available as part of MARC's membership in the Chamber. As documented on page 47 of the meeting agenda packet, Stoudt anticipates cost savings of at least \$5,900 in 2023. The agreement will expire in December 2025.

Motion to approve: Commissioner Dan Hartman

Second: Brett Johnson

Motion passed unanimously.

OTHER ITEMS

Stoudt noted the success of the 1/21/23 workday at the Montour Preserve. Stoudt reported that 21 volunteers assisted four MARC staff members to remove more than 15,000 ft³ of brush from 3.8 acres of land to restore open field habitats for wildlife. Another work day will be scheduled in early February, weather permitting.

ADJOURNMENT

Hearing no objections, Chairperson Dombroski adjourned the meeting at 7:52pm.

Next meeting: Monday, February 27, 2023, at the Montour Preserve Environmental Education Center and online through Zoom.

Respectfully submitted,

Chris Johns
MARC Board Secretary