

## **August 28, 2023 Meeting Minutes**

Meeting held online only through Zoom

### **MEETING ATTENDEES**

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

Bill Byron, Dr. John Bulger, Frank Dombroski, Tyler Dombroski, Tami Gabrielsen, Marlene Gunther, Commissioner Dan Hartman, Kristin Mikita, Kyle Postupack, Elizabeth Rake, Chadd Roadarmel

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

Bob Stoudt

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

Wayne Kashner

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

Anna Wiest (Daily Item)

### **CALL TO ORDER**

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

### **PUBLIC COMMENT**

No public comment.

### **OFFICER REPORTS**

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

Chairman Dombroski reported he attended the Service 1<sup>st</sup> Golf Tournament award ceremony on August 25, 2023 to receive a \$30,000 contribution to MARC from Service 1<sup>st</sup> from funds raised through the golf tournament and recently held Duck Derby. Chairman Dombroski thanked Service 1<sup>st</sup> for its continued, substantial support of MARC.

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

Dr. Bulger called attention to the Treasurer's Report as provided on pages 2 – 25 of the meeting agenda packet. Dr. Bulger reported nothing of concern in the reports. Stoudt noted the agenda packet contained two months of reports since MARC did not meet in July. Stoudt called attention to the new checking accounts created at Service 1<sup>st</sup> to hold recently received grant funds.

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

*Second: Bill Byron*

*Motion passed unanimously*

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

In the absence of Secretary Johns, Chairman Dombroski called attention to the minutes of the June 26, 2023 meeting as distributed with the meeting agenda packet. No concerns or corrections were noted.

*Motion to approve the June 26, 2023 meeting minutes: Commissioner Dan Hartman*

*Second: Dr. Bulger*

*Motion passed unanimously*

## **PARTNER REPORTS**

### **DANVILLE AREA SCHOOL DISTRICT**

No report; no representatives in attendance.

### **DANVILLE BOROUGH**

Chadd Roadarmel noted the recent storm damages along the Hess Loop Trail at the Hess Recreation Area. Stoudt noted an expense approval request for partial repair of the damages would be acted upon during this meeting.

### **MAHONING TOWNSHIP**

Bill Byron and Marlene Gunther noted nothing to report.

### **MONTOUR COUNTY**

Commissioner Hartman noted the Montour County Commissioners continued investigating potential sources of funding to assist MARC. Commissioner Hartman hoped to have an update available for MARC's September meeting.

### **RIVERSIDE BOROUGH**

Elizabeth Rake reported Riverside Borough continues efforts to rehabilitate the former Riverside Elementary School building. Ms. Rake noted she would remain in contact with Stoudt to consider funding opportunities for park and recreation related expenses.

### **WASHINGTONVILLE BOROUGH**

Chairman Dombroski noted Washingtonville related topics would be discussed under New Business.

## **ASSISTANT DIRECTOR'S REPORT**

Stoudt called attention to Julian Brehm's Assistant Director's report as provided on page 26 of the meeting agenda packet. Stoudt noted that Brehm had been in charge of MARC's operations during Stoudt's time off in July and August and praised Brehm's handling of operations. Bill Byron noted he had contacted Brehm during Stoudt's time off to report a tree down along the Hess Loop Trail and reported that Brehm had cleared the tree that same day.

## **DIRECTOR'S REPORT**

Stoudt called attention to the Director's Report provided on pages 27 – 40 of the meeting agenda packet.

Stoudt provided updates on MARC's ongoing staffing and funding challenges, calling attention to MARC's maintenance mapping (link provided with meeting agenda).

Stoudt requested approval to begin submitting personal vehicle usage mileage reimbursement requests. MARC has previously approved reimbursements for MARC staff, but Stoudt had previously declined reimbursement. Stoudt called attention to page 29 of the meeting agenda packet for estimations of Stoudt's personal vehicle usage.

*Motion to approve: Bill Byron*

*Second: Frank Dombroski*

*Motion passed unanimously*

Stoudt noted his intention to draft MARC's 2024 Lawn Care Invitation to Bid for review at MARC's September meeting. This would be one month earlier than in past years, but would allow MARC to have accurate numbers in hand for budgeting in November.

*Motion to approve: Commissioner Dan Hartman*

*Second: Elizabeth Rake*

*Motion passed unanimously*

## **OLD BUSINESS**

No old business.

Marlene Gunther noted that SUN Area Technical Institute faculty and students had agreed to assist with the rehabilitation of the playground equipment donated to MARC by St. Joseph School in Danville. When complete, the equipment is intended for installation at the F.Q. Hartman Recreation Area in Danville.

## **NEW BUSINESS**

### **REQUEST FOR EXPENSE APPROVALS**

Stoudt requested approval to pay the following expenses as documented in the meeting agenda packet:

- \$10,065 for PIRMA annual insurance renewal
- \$3,789.50 for Press Enterprise Commercial Printing (Montour Preserve, Montour Preserve Fossil Pit, and Hess Recreation Area brochure printing)
- Up to \$1,000 for gravel to repair the Hess Loop Trail
- Up to \$1,500 for gravel to repair Montour Preserve trails
- Up to \$1,750 for DeLong Park trail project expenses (to be paid through Community Giving Foundation grant funds)

*Motion to approve: Bill Byron*

*Second: Marlene Gunther*

*Motion passed unanimously*

### **MILL PARK DEVELOPMENT DOCUMENTATION**

Stoudt provided an update on the documentation required by FEMA and other agencies to allow recreational usage of parcels of land along Mill Road in Derry Township, Montour County, recently acquired through the flood buyout process. Stoudt requested approval to submit the required documentation to the Montour County Commissioners for consideration and approval.

*Motion to approve: Bill Byron*

*Second: Marlene Gunther*

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

## **OTHER ITEMS**

None.

## **ADJOURNMENT**

Hearing no objections, Chairperson Dombroski adjourned the meeting at 7:43pm.

Next meeting: Monday, September 25, 2023, at the Montour Preserve Environmental Education Center and online through Zoom.

Respectfully submitted,  
Robert Stoudt  
Director / Acting Secretary