

## **May 20, 2024 Meeting Minutes**

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

### **MEETING ATTENDEES**

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

Chadd Roadarmel, Kristin Mikita, Commissioner Rebecca Dressler, Brett Johnson

#### **MARC BOARD MEMBERS (in person)**

Bill Byron, Mike Wert, Dr. John Bulger, Tami Gabrielsen, Tyler Dombroski, Frank Dombroski

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

none

#### **MARC STAFF (in person)**

Bob Stoudt

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

Wayne Kashner, Joe Scopelliti (Columbia Montour Visitors Bureau), and John Zaktansky (Middle Susquehanna Riverkeeper Association)

#### **PUBLIC (in person)**

none

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

none

#### **MEDIA (in person)**

none

### **CALL TO ORDER**

Meeting called to order at 7:01pm by Chairman Tyler Dombroski.

### **PUBLIC COMMENT**

No public comment.

## **OFFICER REPORTS**

### **CHAIRMAN'S REPORT**

Chairman Dombroski reported the resignation of Mahoning Township representative Marlene Gunther due to personal issues. Chairman Dombroski and Stoudt expressed their thanks to Mrs. Gunther for her service to MARC and Mahoning Township and expressed their well-wishes to Mrs. Gunther and her family.

### **TREASURER'S REPORT**

Dr. Bulger called attention to the Treasurer's report, as provided as pages 2 – 25 of the meeting agenda packet. Stoudt called attention to higher than expected expenses for the DeLong Park pavilion project due to significantly more MARC labor than anticipated. Stoudt also noted significantly higher than anticipated expenses for Montour Preserve HVAC system repairs. No other concerns or questions were raised.

*Motion to approve the Treasurer's Report: Bill Byron*

*Second: Tami Gabrielsen*

*Motion passed unanimously.*

### **SECRETARY'S REPORT**

In the absence of Secretary Johns, Chairman Dombroski called attention to the minutes of the March 25, 2024 meeting, as distributed with the meeting agenda packet. Chairman Dombroski noted the April meeting had been canceled.

No comments or concerns were noted.

*Motion to approve the March 25, 2024 meeting minutes: Bill Byron*

*Second: Tami Gabrielsen*

*Motion passed unanimously.*

## **PARTNER REPORTS**

### **DANVILLE AREA SCHOOL DISTRICT**

No report (no representatives in attendance).

### **DANVILLE BOROUGH**

Chadd Roadarmel and Mike Wert noted nothing to report.

### **MAHONING TOWNSHIP**

Bill Byron noted nothing new to update.

### **MONTOUR COUNTY**

Commissioner Dressler noted nothing new to report.

### **RIVERSIDE BOROUGH**

No report.

### **WASHINGTONVILLE BOROUGH**

Chairman Dombroski noted significant progress was being made on the DeLong Park Pavilion Project. Frank Dombroski noted the DeLong Park Community Garden had been planted and expanded.

## **ASSISTANT DIRECTOR'S REPORT**

Stoudt called attention to the Assistant Director's report provided on page 26 of the meeting agenda packet. Stoudt thanked Brehm and Piatt for their significant help with the DeLong Park Pavilion Project and other recent projects.

## **DIRECTOR'S REPORT**

Stoudt called attention to the Director's Report provided on pages 27 - 42 of the meeting agenda packet.

Stoudt also called attention to the 2023 audit as provided on pages 43 – 58 of the meeting agenda packet. Stoudt noted the auditors' findings and recommendations and stressed to board members the ongoing need to carefully monitor the organization's finances.

Stoudt noted MARC was still waiting for an engineer's proposal for the repair of the Hess Loop Trail.

Finally, Stoudt reminded Commission members of the need to submit State Ethics Commission Statement of Financial Interests Forms for 2024.

## **OLD BUSINESS**

No old business.

## **NEW BUSINESS**

### **HESS RECREATION AREA DIRT, GRAVEL, AND LOW VOLUME ROAD MAINTENANCE GRANT PROGRAM MEMORANDUM OF UNDERSTANDING**

Stoudt called attention to the proposed Hess Recreation Area Dirt, Gravel, and Low Volume Road Maintenance Grant Program Memorandum of Understanding as provided on pages 59 – 61 of the meeting agenda packet. Stoudt noted that PennDOT would assist with bid document preparation and, as a result, Danville Borough had requested the deletion of item 2 on page 2 of the MOU (page 60 in the agenda packet). Tami Gabrielsen noted that the phrase 'and as may be needed for the Borough's engineering firm to prepare and review bid documents' should be stricken from item 7 on page 3 of the MOU (page 61 in the agenda packet).

Mayor Dombroski asked Stoudt to clarify the payment terms of the grant. Stoudt noted the Montour County Conservation District would provide 50% of grant funding (\$60,000) up-front to Danville Borough, with additional payments made by the District to the Borough after expenses have been paid, with 30% of the grant held back until completion of the project. MARC will need to provide up to \$60,000 to Danville Borough for bill payments, as requested by Danville Borough, until the Montour County Conservation District payments are made. Stoudt expressed confidence the payments would be made in a timely manner by the District and the impact to MARC's operations should be minimal.

*Motion to approve the Hess Recreation Area Dirt, Gravel, and Low Volume Road Maintenance Grant Program Memorandum of Understanding, as presented on pages 59 – 61 of the meeting agenda packet, with edits as previously noted: Dr. Bulger*

*Second: Tami Gabrielsen*

*Abstention by Mike Wert*

*Motion passed unanimously, with abstention by Wert.*

## **OTHER ITEMS**

No other items for consideration.

## **ADJOURNMENT**

Hearing no objections, Chairman Dombroski adjourned the meeting at 7:33pm.

Next meeting: Monday, June 24, 2024, at the Montour Preserve Environmental Education Center and online through Zoom.

Respectfully submitted,  
Robert Stoudt, Director / Acting Secretary