

## **September 24, 2018 Regular Meeting Minutes**

7:00pm - DRIVE conference room, 17 Woodbine Ln, Suite 103, Danville, PA 17821

### **MEETING ATTENDEES:**

#### **MARC BOARD MEMBERS**

Dr. Kendra Boell, Frank Dombroski, Tyler Dombroski (participating by telephone), Heather Good, Kevin Herritt, Commissioner Dan Hartman, Bill Lavage, Dr. Victor Marks, Mike Mills, Dr. Dan Rogers

#### **MARC STAFF**

Bob Stoudt

#### **PUBLIC**

Karen Blackledge

### **Call to Order**

- Chairperson Mike Mills called the meeting to order at 7:00pm.

### **Officer Reports**

- Chairperson's Report
  - Chairperson Mills noted that he had missed the August meeting and thanked Treasurer Bill Lavage for running the meeting in his absence and that of Vice-Chairperson Dombroski.
- Treasurer's Report
  - Treasurer Bill Lavage reported that he had researched the proper procedure for authorizing a board member to run a meeting in the absence of both the Chairperson and Vice-Chairperson if an organization's bylaws are silent on the issue. So long as a motion is properly made, seconded and passed to allow a board member to direct the meeting, he or she is authorized to do so.
  - Treasurer Lavage noted the highlights of the Treasurer's reports provided in the meeting agenda packet, making particular note of MARC's unrestricted funds balance of \$32,173. Treasurer Lavage also noted that MARC had incurred approximately \$7,500 in expenses to repair damages caused by the August 14 flooding at the Montour Preserve. This will likely impact MARC's year-end bottom line, but it is too soon to know to what extent. Treasurer Lavage and Director Stoudt still anticipate a year-end surplus, but perhaps not as large as currently budgeted.
  - Motion by Kevin Herritt to approve the Treasurer's report, 2<sup>nd</sup> by Frank Dombroski; motion approved unanimously.
- Secretary's Report
  - In the absence of Secretary Chris Johns, Chairman Mills noted the August minutes as distributed. No concerns or corrections were noted.
  - Motion by Dr. Marks to approve the Secretary's report, 2<sup>nd</sup> by Dr. Boell; motion approved unanimously.

## Partner Reports

- Washingtonville Borough
  - Tyler Dombroski noted the recent flooding events in Washingtonville and along the Chillisquaque Creek and reported that representatives of Washingtonville Borough and Montour County would be meeting with representatives of Talen Energy to discuss options for improved communication regarding releases from Lake Chillisquaque at the Montour Preserve.
  
- Danville Borough
  - Kevin Herritt noted that MARC had recently requested new 911 addressing for the Hess Recreation Area and other MARC-managed park and trail properties. Because the access road leading into the Hess Recreation Area is not currently named, the road will have to be officially named before an address can be assigned.
    - Stoudt noted that the Columbia County GIS Department had been in contact with Mahoning Township, Danville Borough and MARC to identify the desired naming of the roadway. It is Stoudt's understanding that the road name will be assigned by Danville Borough.
  
- Riverside Borough
  - Bill Lavage and Dr. Marks had no updates to report.
  
- Montour County
  - Commissioner Hartman noted that the County had fulfilled their \$25,000 pledge in Act 13 Marcellus Legacy Fund grant support to MARC.
  
- Danville Area School District
  - No representatives present; no report.

## Public Comment

- No public comment

## Maintenance Technician's Report (Dennis Piatt)

- Chairperson Mills provided a brief summary of the Maintenance Technician's report provided in the meeting agenda packet. Stoudt praised Piatt's continued hard work to maintain the trails and other resources at the Montour Preserve and noted that Piatt's work since the August 14 flooding event likely prevented more significant trail erosion during the rains cause by the remnants of Hurricane Florence on September 17/18.

## Director's Report (Bob Stoudt)

- Stoudt briefly noted portions of the Director's report in the meeting agenda packet. In particular, Stoudt noted:
  - MARC anticipates receiving a third \$100,000 grant through DCNR for the Montour Preserve's maintenance and operation in 2019. DCNR will hold back 10% of the grant amount (\$30,000 for the three-year period) until MARC has successfully completed the grant performance audit. Stoudt thanked Senator Gordner for his continued support of MARC's efforts at the Montour Preserve.
  - All signs but one have been installed for the Montour County Commissioners' Tourism Fund grant for new signage. All grant funds have been expended.
  - The boat and trailer remain parked at the River Drive parcel (North Branch Canal Trail Trailhead and River Access). Signage was installed at the site on 9/20 making it clear that overnight and/or long-term parking is not allowed at the site. Stoudt will contact police again on or around 9/27 if the boat and trailer are not removed and will report back to the board during the October meeting if needed to request permission to tow or otherwise remove the items.
  - The large crack found in the Robbins Trail at the Hess Recreation Area appears to have resolved itself without MARC action. Stoudt and volunteers will continue to monitor the site.
  - MARC incurred or will incur roughly \$7,500 in expenses for the cleanup of damages caused by the August 14 flooding at the Montour Preserve. Stoudt had initially hoped the costs might be partly reimbursed if Montour County received a disaster declaration through the Commonwealth, but that seems increasingly unlikely.
  - Seasonal Maintenance Technician Lesley Yeich, family and friends have been working to remove the flood-damaged carpeting from the Muskrat and Smokehouse Wildlife Observation Blinds at the Montour Preserve and have coated the floors with slip-resistant paint. Work is expected to be complete by 9/30. Stoudt praised Yeich's hard work to restore the structures to usable condition.
  - MARC has received \$794.35 from the Old Forge Brewing Company for the 2018 Old Forge Brewing Company 5k. Stoudt thanked Maria and Damien Malfara and the Old Forge Brewing Company for their continued support of MARC, but noted that Stoudt and the Malfaras had agreed to discontinue the event.
  - New 911 addresses will be posted at MARC-managed properties, including the Hess Recreation Area, Montour Preserve, North Branch Canal Trail, North Branch Canal Trail Trailhead and Hopewell Park.

## Old Business

- **2019 River Towns Race Series**
  - Stoudt reported on the continued decline in attendance at most races in the River Towns Race Series and reported that the Montour 24 Endurance Runs and the Old Forge Brewing Company 5k will not be held in 2019. Stoudt recommended that the 'River Towns Race Series' brand be discontinued, though the Humdinger Trail Races should still continue under MARC's direction.
  - Kevin Herritt discussed the websites for the race series and individual races and recommended that MARC keep the domain names until they expire so that visitor traffic can be redirected to MARC's website.
  - Motion by Commissioner Hartman to discontinue the 'River Towns Race Series', while keeping the Humdinger Trail Races under MARC's direction and redirect existing website links, 2<sup>nd</sup> by Tyler Dombroski; motion approved unanimously.

**NOTE:** Dr. Kendra Boell left the meeting at 7:35pm, before discussion began regarding new business.

## **New Business**

- **PIRMA insurance policy renewal**
  - Stoudt reported that the fee for MARC's general liability, public officials' liability and property equipment insurance fee for the 10/15/18 – 10/14/19 period would be \$7,119.00. This is an increase from the previous annual cost of \$6,003 because of the addition of coverage for structures at the Hess Recreation Area, North Branch Canal Trail and Montour Preserve. MARC otherwise maintains an excellent insurance status with no claims.
  - Motion by Bill Lavage to approve payment to PIRMA in the amount of \$7,119, 2<sup>nd</sup> by Kevin Herritt; motion approved unanimously.
  
- **Montour Preserve 2018 / 2019 lease renewal**
  - Stoudt reported that MARC's current lease with Montour, LLC (Talen Energy) to maintain and operate the Montour Preserve will expire on September 30, 2018. The lease is a one-year agreement, renewable in one-year increments for up to ten years. Stoudt reported that MARC anticipates \$100,000 in grant funding through DCNR for 2019 maintenance and operations at the Montour Preserve and further noted that MARC has an additional \$126,973.58 saved in its Montour Preserve Pass-Through Fund at the Central Susquehanna Community Foundation. Stoudt recommends that MARC request a one-year lease extension.
  - Motion by Frank Dombroski to request a one-year extension of MARC's lease to operate and maintain the Montour Preserve, 2<sup>nd</sup> by Heather Good; motion approved unanimously.
  
- **Seasonal Maintenance Technician job status**
  - Stoudt reported that the Seasonal Maintenance Technician position was set to automatically terminate on October 27, 2018 unless otherwise decided by MARC. Stoudt recommended the retention of Seasonal Maintenance Technician Lesley Yeich as an at-will hourly employee with no pre-determined employment end date.
  - Motion by Dr. Marks to approve the retention of Lesley Yeich as an at-will hourly employee with no pre-determined employment end date, 2<sup>nd</sup> by Commissioner Hartman; motion approved unanimously.
  
- **Trailer Purchase**
  - Stoudt updated the board on the effort to secure grant funding for the purchase of a tilt-deck utility trailer to allow the transport of equipment and supplies between MARC's managed properties. Stoudt reported that his application to the Danville Area Community Foundation had been approved for funding in the combined amount of \$6,500, including \$5,000 in funds earmarked for the equipment trailer purchase and \$1,500 in funds earmarked as general support.
  - Stoudt requested approval to purchase a Belmont Trailers model SSTD18-10K skid steer / tilt-deck trailer from NorthPoint Auto & Equipment in Northumberland, PA. Stoudt expects the final purchase price to be \$5,694 including all taxes, titles and fees, but requests authority to spend up to \$6,000 in grant funds for the purchase.
  - Motion by Bill Lavage to approve the purchase of a Belmont Trailers model SSTD18-10K skid steer / tilt-deck trailer from NorthPoint Auto & Equipment for a cost not to exceed \$6,000, 2<sup>nd</sup> by Commissioner Hartman; motion approved unanimously.

## Other Items

- **DCNR Montour Preserve grant status**

- As reported as part of the Director's report, MARC anticipates receiving a third \$100,000 grant through DCNR for the Montour Preserve's maintenance and operation in 2019. DCNR will hold back 10% of the grant amount (\$30,000 for the three-year period) until MARC has successfully completed the grant performance audit. The next installment of \$90,000 is tentatively anticipated in January 2019.

- **Montour Preserve visitors' center roof problems**

- Stoudt reported that several cracks had been discovered in the wooden trusses of the Montour Preserve visitors' center roof. Stoudt, Piatt and an engineer inspected the roof on 9/4 and documented and photographed the issues. Stoudt anticipates a report and recommendations from the engineer in coming days and anticipates that MARC will need to make repairs to the roof. The building was not deemed a hazard to visitors and can remain open until repairs are made.

- **MARC organizational status**

- Stoudt reported little new progress on his investigation into the relative merits of a multi-governmental versus 501(c)(3) non-profit status and will have more information for review at MARC's October meeting.

## Adjournment

- Meeting adjourned at 8:00pm by Chairperson Mike Mills.

Respectfully submitted,



Robert Stoudt  
Director / Acting Secretary