



PO Box 456, Danville, PA 17821 | (570) 336-2060 | RStoudt@MontourRec.com

## **August 26, 2019 Regular Meeting Minutes**

7:00pm – DRIVE conference room, 17 Woodbine Lane, Danville, PA 17821

### **MEETING ATTENDEES**

#### **MARC BOARD MEMBERS**

Dr. Kendra Boell, Dr. John Bulger, Tyler Dombroski, Heather Good, Kevin Herritt, Commissioner Dan Hartman, Chris Johns, Bill Lavage, Mike Mills

#### **MARC STAFF**

Bob Stoudt

#### **PUBLIC**

Daryl Heddings, Jay Heddings, Wayne Kashner, Benjamin Stoudt, Kip Armstrong

#### **MEDIA**

Karen Blackledge, Rob Inglis, Leon Bogdan, Ali Stevens

### **CALL TO ORDER**

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

### **PUBLIC COMMENT**

No public comment.

### **OFFICER REPORTS**

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

Chairman Mills had no new updates to report.

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

Treasurer Tyler Dombroski briefly reviewed the reports provided in the meeting agenda packet.

*Motion to approve the July 2019 accountant's reports: Bill Lavage*

*Second: Dr. Kendra Boell*

*Motion passed unanimously*

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

No concerns or edits were noted.

*Motion to approve the May 20, 2019 meeting minutes (no meetings in June or July) as presented: Dr. Kendra Boell*

*Second: Kevin Herritt*

*Motion passed unanimously*

## **PARTNER REPORTS**

### **WASHINGTONVILLE BOROUGH**

Tyler Dombroski reviewed recent highlights of Washingtonville Revitalization Committee projects and noted that new business regarding funds handling and accounting for the committee would be discussed later in the meeting.

### **DANVILLE BOROUGH**

Kevin Herritt had nothing new to report.

### **RIVERSIDE BOROUGH**

Bill Lavage had no new updates to report.

### **MONTOUR COUNTY**

Commissioner Dan Hartman had no new updates to report.

### **DANVILLE AREA SCHOOL DISTRICT**

Chris Johns reported that the district is on schedule for the tennis courts project on the high school campus to be completed by the end of September.

## **ASSISTANT DIRECTOR'S REPORT**

Report provided in meeting agenda packet.

## **MAINTENANCE TECHNICIAN'S REPORT**

Report provided in meeting agenda packet.

## **DIRECTOR'S REPORT**

Stoudt directed attendees' attention to the report provided in the meeting agenda packet. As noted in the report, MARC has year-to-date raised \$30,692 through 108 donations for the Montour Preserve and only \$15,041.96 in unrestricted donations for MARC's general operations. At the current pace, MARC will be unable to continue to operate the Montour Preserve beyond September 30, 2020, nor sustain its general operations. However, Stoudt is optimistic that the Montour County Commissioners and other potential partners may yet find the funding needed to support MARC's operations in 2020 and beyond.

## **OLD BUSINESS**

### **Montour Preserve HVAC systems replacement contract change**

Stoudt explained that a problem has been discovered with the electrical specifications of the HVAC components which were contracted and ordered versus what was actually wired in the Montour Preserve visitors' center and environmental education center. The specification tags on the existing unit housings did not correctly identify the components actually in the units. Stoudt and Mills have been working with the HVAC contractor (Menco Mechanical, LLC) to identify a cost-effective and viable solution to the problem, but specific changes are not available as of the time of this meeting.

Stoudt requested approval to co-execute, with Chairman Mills, change order(s) as might be needed to successfully complete the project, so long as the new costs did not exceed the funding originally earmarked to complete the project (\$15,700).

*Motion to allow Stoudt and Mills to execute change order(s), not to exceed \$15,700: Tyler Dombroski*

*Second: Kevin Herritt*

*Motion passed unanimously*

## **NEW BUSINESS**

### **Washingtonville Revitalization Committee funds handling and accounting**

Stoudt reported that the Washingtonville Revitalization Committee had requested MARC's assistance with handling and accounting for committee funds. Stoudt reported that he and Tyler Dombroski had discussed the matter and both felt that doing so would be in the best interests of both Washingtonville Borough and MARC and would serve to promote the care and improvement of parks, public facilities and outdoor recreation.

Stoudt requested approval to contact the Central Susquehanna Community Foundation (CSCF) to explore the possibility of creating a new MARC – Washingtonville Revitalization Pass-Through Fund. Stoudt and Dombroski would work with the CSCF to draft an agreement for MARC Board consideration at a future meeting.

Stoudt also requested approval to explore the option of applying for a Small Games of Chance license, to be used for possible future Washingtonville Revitalization Committee fundraisers, as well as for possible Montour Preserve or other MARC fundraisers. Stoudt will report back to MARC's Board on MARC's eligibility for a license and will seek Board approval at a future meeting before applying for such a license.

*Motion to approve: Kevin Herritt*

*Second: Dr. Kendra Boell*

*Motion passed unanimously (abstained: Tyler Dombroski)*

### **PIRMA annual insurance policy renewal**

Stoudt requested approval to pay MARC's annual renewal of its PIRMA insurance policy, in the amount of \$9,005.00, as documented on page 38 of the meeting agenda packet.

*Motion to approve the policy renewal: Commissioner Dan Hartman*

*Second: Tyler Dombroski*

*Motion passed unanimously*

### **Employee Theft insurance new coverage proposal**

Stoudt requested approval to purchase new Employee Theft insurance coverage through Travelers Casualty and Surety Company, through MARC's PIRMA insurance agent, as documented on pages 39 – 41 of the meeting agenda packet. Such coverage is required by the terms of both the DCNR and DCED grants MARC has for the Montour Preserve. New coverage would cost \$1,700.00 for a one-year term.

*Motion to approve purchasing the new coverage: Commissioner Dan Hartman*

*Second: Tyler Dombroski*

*Motion passed unanimously*

### **Montour Preserve 2019 / 2020 annual lease renewal**

Stoudt requested approval to request the extension of the Montour Preserve lease with Montour, LLC (Talen Energy) for another one-year term, extending from October 1, 2019 through September 30, 2020. Stoudt reported that MARC has the funding in-hand or secured to fully fund this one-year term and recommends seeking the one-year extension.

*Motion to approve extension of the annual lease renewal: Bill Lavage*

*Second: Tyler Dombroski*

*Motion passed unanimously*

### **Operation of the Montour Preserve beyond 2020**

Stoudt reported that possible funding options were still under consideration that might allow MARC to continue to operate the Montour Preserve and all other properties under MARC management in 2020 and beyond. No specific options are ready for consideration at this meeting, but Stoudt expects to have something to report at MARC's September 23 meeting. Stoudt expressed confidence that a workable solution would be found and asked that the operation of the Montour Preserve beyond September 30, 2020 be tabled until next month's meeting to allow time to find a possible long-term solution.

*Chairman Mills tabled the discussion until the September 23 meeting.*

### **CSCF Montour Preserve and MARC fund withdrawals**

Stoudt requested approval to withdraw \$10,000 from MARC's Montour Preserve Pass-Through Fund and \$3,000 from MARC's Pass-Through Fund at the Central Susquehanna Community Foundation to help fund MARC's remaining 2019 operations. Funds would be deposited into MARC's general checking account at Service 1<sup>st</sup> and used on an as-needed basis for operations.

*Motion to approve the transfer of \$10,000 from MARC's Montour Preserve Pass-Through Fund and \$3,000 from MARC's Pass-Through Fund: Commissioner Dan Hartman*

*Second: Tyler Dombroski*

*Motion passed unanimously*

### **Mower deck purchase**

Stoudt reported that MARC has been renting a front-mounted mower from Hoover Tractor for use on MARC's tractor for trail clearing and related work. Stoudt reported that the device has resulted in greatly improved efficiency and recommends the purchase of the unit for maintenance at the Montour Preserve and other MARC-operated properties. Stoudt was unable to secure a written proposal in time for this meeting and asked that the item be tabled until MARC's September 23 meeting.

*Chairman Mills tabled the item until the September 23 meeting.*

### **OTHER ITEMS**

#### **Trail creation / maintenance agreement for land adjacent to Geisinger Stewardship Forest**

Stoudt reported that he has remained in communication with the new owners of the parcel of land adjacent to the Geisinger Stewardship Forest and discussions continue regarding the potential to allow limited public use of the site. Stoudt will continue to communicate with the property owners to seek an agreement for future consideration by MARC's Board.

### **ADJOURNMENT**

Chairman Mills adjourned the meeting at 8:05pm.

Respectfully submitted,

Chris Johns  
MARC Secretary

*Next meeting: September 23, 2019*