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November 22, 2021 Meeting Minutes

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

MEETING ATTENDEES

MARC BOARD MEMBERS (in person)

Tyler Dombroski and Brett Johnson

MARC BOARD MEMBERS (online)

Frank Dombroski, Chadd Roadarmel, Kevin Herritt, Larry Robertson, Commissioner Dan Hartman,
Dr. John Bulger, TS Scott

MARC STAFF

Bob Stoudt (in person)

PUBLIC (in person)

Shawn Betz, Amber Betz, and Shawn Hackenberg (representing Shawn's Lawn & Excavating, LLC)
Ralph & Kathy Schumacher

PUBLIC (online)

Otto Kurecian (Columbia Montour Visitors Bureau), Jennifer Hunsinger, Wayne Kashner

MEDIA (in person)

none

MEDIA (online)

Geri Gibbons (Press Enterprise) and Joe Sylvester (Daily Item / Danville News)

CALL TO ORDER

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

PUBLIC COMMENT

No public comment.

2022 LAWN CARE INVITATION TO BID OPEN AND AWARD (NEW BUSINESS – MOVED EARLIER IN AGENDA FOR VISITORS)

Chairman Dombroski opened and read aloud one bid received from Shawn’s Lawn & Excavating, LLC for MARC’s 2022 Lawn Care contract. Bid amounts were as follows:

2022 MARC LAWN CARE BIDS SUMMARY	
SITE	Shawn's Lawn & Excavating, LLC
HESS RECREATION AREA	12,038
HOPEWELL PARK	1,802
NBCT TRAILHEAD / RIVER ACCESS	1,500
LEGION ROAD PARCEL	1,500
NORTH BRANCH CANAL TRAIL	3,000
MONTOUR PRESERVE	27,532
TOTAL ALL MARC SITES	47,372
WASHINGTONVILLE BOROUGH A+B+C+D	1,500
WASHINGTONVILLE OPTIONAL TASK #1	450
WASHINGTONVILLE OPTIONAL TASK #2	450

Stoudt noted that Washingtonville Borough tasks would be reviewed and awarded (if so decided) by Washingtonville Borough Council; these tasks are not part of the MARC 2022 Lawn Care contract to be awarded.

Stoudt noted that Joel Rogers from Big Pop’s Mowing was voluntarily retiring and had chosen not to submit a bid this year. Stoudt thanked Mr. Rogers for his several years of excellent service to MARC. Chairman Dombroski also thanked Mr. Rogers for his service.

Stoudt noted the bid amounts from Shawn’s Lawn & Excavating, LLC were less than he had anticipated and would work for MARC’s budget. Stoudt recommended approval of the bid from Shawn’s Lawn & Excavating, LLC, subject to verification of the required insurance coverages and other bid requirements.

Motion to approve: Commissioner Dan Hartman
Second: Frank Dombroski
Motion passed unanimously

OFFICER REPORTS

CHAIRMAN'S REPORT

Chairman Dombroski noted that he remains in regular contact with Stoudt, meeting roughly once per week to sign checks and receive updates on MARC operations.

TREASURER'S REPORT

Dr. Bulger referred to the Treasurer's Report as provided on pages 2 – 14 of the meeting agenda packet. Stoudt noted that the Montour County Hotel Tax revenues for the year-to-date totaled \$133,634.81, exceeding MARC's budget estimate of \$90,000, but still below the \$160,000 forecast for a normal year. Stoudt is anticipating a year-end budget surplus of approximately \$45,000, well above initial budget forecasts of \$2,750. Stoudt also noted that the regular monthly report from Susan Shultz, CPA, was not available at the time of report distribution.

Motion to approve the Treasurer's Report: Dr. John Bulger

Second: Commissioner Dan Hartman

Motion passed unanimously

SECRETARY'S REPORT

In the absence of Secretary Johns, Stoudt called the group's attention to the minutes of the October 25, 2021 meeting as distributed with the meeting agenda packet.

Motion to approve the October 25, 2021 meeting minutes: TS Scott

Second: Commissioner Dan Hartman

Motion passed unanimously

PARTNER REPORTS

WASHINGTONVILLE BOROUGH

Chairman Dombroski noted the Washingtonville Revitalization Committee would be hosting a recognition dinner for employees of the Kurt Weiss Greenhouses to thank them for their help with cleanup events held earlier this year.

DANVILLE BOROUGH

Kevin Herritt noted the recent cleanup of Memorial Park and reported that holiday decorations were being hung in downtown Danville.

RIVERSIDE BOROUGH

No report – no representatives in attendance.

MONTOUR COUNTY

Commissioner Hartman reported that COVID-19 booster shots were now available throughout Montour County for those wishing to get the booster.

DANVILLE AREA SCHOOL DISTRICT

No report – no representatives in attendance.

MAHONING TOWNSHIP

Larry Robertson noted that the township had recently been awarded \$700,000 for bicycle / pedestrian safety improvements along the Bloom Road corridor.

ASSISTANT DIRECTOR'S REPORT

Report provided on page 15 of the meeting agenda packet.

Stoudt noted the Montour Preserve Wildlife Art Show was held on November 13 and 14 and thanked Jon Beam for his efforts to make the event a success.

MAINTENANCE TECHNICIAN'S REPORT

Report provided on page 15 of the meeting agenda packet.

DIRECTOR'S REPORT

Report provided on pages 16 – 25 of the meeting agenda packet.

Stoudt noted the significant volunteer contribution of the Central Susquehanna Hammers Interscholastic Mountain Biking Team in and around Montour County, including 514.5 hours year-to-date at MARC sites (Hopewell Park/Danville Borough Farm Trail System and the Hess Recreation Area), valued at \$14,683.83.

Stoudt called the group's attention to MARC's 2020 – 2025 Strategic Plan, as updated by Stoudt on 11/11/21 and as distributed with the meeting agenda packet. Stoudt has provided status updates on all tasks and items identified in the report. The updated report is posted to MARC's website.

OLD BUSINESS

No old business.

NEW BUSINESS

2022 LAWN CARE INVITATION TO BID OPEN AND AWARD

Item moved earlier in agenda for visitors.

MONTOUR PRESERVE CONCESSIONAIRE AGREEMENT RENEWAL

Stoudt reported that he had spoken with Dave Decoteau of the Riverside Adventure Company regarding the Montour Preserve concessionaire agreement and advised that both Decoteau and Stoudt recommend the renewal of the agreement as-is for the 2022 season.

Motion to approve a one-year renewal of the Montour Preserve Concessionaire Agreement with the Riverside Adventure Company per the terms of the existing agreement: Frank Dombroski

Second: Brett Johnson

Motion passed unanimously

HOPEWELL PARK PUMP TRACK PROJECT ENGINEERING AND PERMITTING

Stoudt requested approval to secure proposals from engineering firms for the engineering and permitting required for the Hopewell Park Pump Track Project. Completion of this task is required before MARC will be eligible for DCNR grant funding for the project. Stoudt requested approval to select and begin work with a firm at the earliest opportunity at a cost not to exceed \$30,000. Stoudt reported that MARC has \$11,140 in earmarked funds in its checking account and \$31,639.66 available in the Hopewell Park Pump Track fund at the Community Giving Foundation.

Motion to approve: Chadd Roadarmel

Second: Kevin Herritt

Motion passed unanimously

YOUTH IN PHILANTHROPY CHILLISQUAQUE CREEK PROJECT EXPENDITURES

Stoudt requested approval to proceed with the purchase of brochures, signage, site development, and similar expenditures for the Chillisquaque Creek access project, being conducted in partnership with the Washingtonville Revitalization Committee. Expenses will not exceed \$1,000 and will be funded by earmarked grant funds from the Youth in Philanthropy grant program. Per the grant terms, these funds must be expended by no later than December 31.

Motion to approve: Brett Johnson

Second: Chadd Roadarmel

Motion passed unanimously, with Tyler Dombroski and Frank Dombroski abstaining

2022 MEETING SCHEDULE

Stoudt requested adoption of the 2022 MARC meeting scheduled as proposed on page 26 of the meeting agenda packet. Stoudt proposes that MARC continues to meet on the 4th Monday of each month at 7:00pm in the Montour Preserve Environmental Education Center and online through the Zoom platform. MARC will not meet in July or December per its regular practice. The November meeting date will be adjusted to November 21 to avoid conflict with the Thanksgiving holiday and deer season.

Motion to approve: Commissioner Dan Hartman

Second: Frank Dombroski

Motion passed unanimously

2022 SPECIAL EVENTS SCHEDULE

Stoudt requested approval to adopt the scheduled of special events as proposed on page 27 of the meeting agenda packet.

Motion to approve: TS Scott

Second: Brett Johnson

Motion passed unanimously

2022 BUDGET

Stoudt presented a summary of the proposed 2022 budget as presented on pages 28 – 37 of the meeting agenda packet. Stoudt noted that it would be necessary to withdraw up to \$40,000 from the Montour Preserve Fund and up to \$7,500 from MARC's Non-Endowed Fund at the Community Giving Foundation to balance the budget. Such withdrawals would be made only if needed to cover budget shortfalls. Stoudt also noted that several line items, particularly the Hopewell Park Pump Track construction, would occur only if grant funding could be secured.

Several members recommended MARC make additional efforts to secure new sponsorships and generate additional revenue through the sale of merchandise and other fundraisers. Stoudt noted that MARC would need to ensure compliance with Pennsylvania state sales tax collection and reporting requirements, but that he would investigate items that MARC might be able to sell as fundraisers without necessitating sales tax collection and reporting.

Motion to approve MARC's 2022 budget as presented on pages 28 – 37 of the meeting agenda packet:

Commissioner Dan Hartman

Second: Frank Dombroski

Motion passed unanimously

OTHER ITEMS

Ralph Schumacher noted he planned to host the Schumacher Rugby Classic event at the Hess Recreation Area on the Saturday of Memorial Day weekend in 2022. He would be in touch with Stoudt to submit the necessary application form, insurance certificate, and fees.

ADJOURNMENT

Chairman Dombroski adjourned the meeting at 7:56pm.

Next meeting: Monday, January 24, 2022 at the Montour Preserve Environmental Education Center and online through Zoom

Respectfully Submitted,



Robert Stoudt
Acting Secretary