



PO Box 456 Danville, PA 17821 | (570) 336-2060 | MontrRec@ptd.net

September 8th, 2014 Regular Meeting Agenda

7:00pm Danville Borough building - 239 Mill St, Danville, PA 17821

Call to Order

Officer Reports

- President / Treasurer Reports (Mike Mills; **reports provided separately**)
- Secretary's Report (Tyler Dombroski; note: August minutes recorded by Stoudt)

Partner Reports

- Washingtonville Borough (Frank Dombroski / Tyler Dombroski)
- Danville Borough (Bill Hause)
- Riverside Borough (Mike Maize / Mike Smith)
- Montour County (Commissioner Jerry Ward)

Public Comment

Event Manager's Report (Dave Decoteau; **provided separately)**

Director's Report (Bob Stoudt) (pages 15 - 21**)**

- Approval of Director's expense report

Old Business

- MARC accounting update
- North Branch Canal Trail adjacent landowner dispute
- River Towns Cycling Classic 2014 review and 2015 planning

New Business

- PIRMA insurance renewal
- Consideration of alternate October meeting date (Stoudt out of town on 10/13)

Other Items

Adjournment

next meeting: October 13, 2014 (?)

MARC 2014 Check Register (Service 1 st Account)										
Number or Code	Transaction Date	Date Sent to Accounting	Recorded on Bank Statement	Description of Transaction	Credited / Debited to Subaccount	Grant to Credit or Debit (if Applicable)	CSCF Eligible	Debit (-)	Credit (+)	Account Balance
deposit	8/8/14		8/1 - 8/31/14	deposit (misc.)	\$385 Montour 24 (awards reimbursement); \$425 Montour 24 (shirt reimbursement); \$125.00 Chilli Challenge registration; \$500 donation from Riverside Borough; \$65 River Towns Cycling Classic registration; \$1,000 Geisinger Sports Medicine sponsorship of River Towns Race Series (allocated as \$166.66 to Humdinger and Marathon and \$166.67 to each of Robbins Run, Montour 24, River Towns Cycling Classic and Chilli Challenge)				2,500.00	37,779.44
4792	8/12/14		8/1 - 8/31/14	Robert Stoudt (8/11 expense report)	\$37.05 North Branch Canal Trail; \$35 concert series; \$961.16 Hess Field maintenance; \$11.34 River Towns Cycling Classic (misc supplies); \$250.30 River Towns Cycling Classic (advertising web/email); \$388.29 Montour 24 (misc. supplies); \$134.06 Montour 24 (food); \$188.93 office supplies; \$43.25 misc. expenses			2,049.38		35,730.06
4793	8/12/14		8/1 - 8/31/14	Earthscapes (August event management)	\$1,500 River Towns Cycling Classic (event management); \$80 River Towns Cycling Classic (advertising web/email); \$250 Chilli Challenge (event management); \$140 Chilli Challenge (advertising web/email)			1,970.00		33,760.06
4794	8/12/14		8/1 - 8/31/14	Earthscapes (Montour 24 timing)	Montour 24 (timing)			748.00		33,012.06
4795	8/12/14		8/1 - 8/31/14	Nora Sandorfi	River Towns Cycling Classic (refund of overpayment)			33.50		32,978.56
4796	8/12/14		8/1 - 8/31/14	Creative Landscapes (mowing)	\$95.40 North Branch Canal Trail; \$734.40 PPL East Branch Rec Area maintenance; \$1,627.10 Hess Recreation Area maintenance; \$212.00 River Road parcel maintenance			2,668.90		30,309.66
4797	8/22/14			Robert Stoudt (payroll 7/27 - 8/9)	payroll			1,748.63		28,561.03
4798	8/22/14		8/1 - 8/31/14	Verizon	utilities - telephone			45.48		28,515.55
4799	8/22/14		8/1 - 8/31/14	Erie Insurance (workers' comp)	insurance			1,226.00		27,289.55
4800	8/22/14			PA Dept. of Transportation (maps for RTCC)	River Towns Cycling Classic (misc. supplies)			56.52		27,233.03
4801	8/22/14		8/1 - 8/31/14	Associated Insurance Management, Inc. (additional insured for RTCC)	River Towns Cycling Classic (insurance)			51.50		27,181.53

MARC Checking Account Reconciliation - Service 1st Account

Updated 9/3/14

ending balance from 8/31/14 bank statement		29,526.68	
deposits not yet credited (detailed below)		-	
subtotal		29,526.68	
withdrawals not yet debited (detailed below)		2,345.15	
balance (should agree with checkbook)		27,181.53	
actual checkbook balance		27,181.53	
difference		-	
deposits not yet posted		date	amount
TOTAL			-
withdrawals not yet cleared		date	amount
4537	Danville American Legion (marathon vouchers)	06/10/13	25.00
4650	Geisinger Health System (Pumpkin Palooza vendor refund)	11/15/13	40.00
4688	Henry McElroy (2013 RTRS prize winner)	02/27/14	25.00
4743	Danville Fire Police (donation for support of Marathon)	06/09/14	200.00
4752	Beta Sigma Delta Social Fraternity (donation for marathon hydration challenge contest win)	06/09/14	250.00
4797	Robert Stoudt (payroll 7/27 - 8/9)	08/22/14	1,748.63
4800	PENNDOT (Type 10 maps for RTCC)	08/22/14	56.52
TOTAL			2,345.15



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Statement Period: 08/01/2014-08/31/2014

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Summary of Accounts:

	Ending Balance	YTD Dividend	Account Number: 584727
Savings			
01 - REGULAR SAVINGS	5.00	0.00	
40 - CHECKING	29,526.68	0.00	
Total	29,531.68	0.00	

Authorized Signer(s): ROBERT T STOUDT, RICHARD BLOSKY, MICHAEL B MILLS

ID 01 REGULAR SAVINGS

Trans	Eff Date	Transaction	Deposit	Withdrawal	Balance
Aug 1		Balance Forward			5.00
Aug 31		Ending Balance			5.00

ID 40 CHECKING

Trans	Eff Date	Transaction	Deposit	Withdrawal	Balance
Aug 1		Balance Forward			41,137.90
Aug 4		Deposit ACH Ultra Signup	920.75		42,058.65
		TYPE: ONLINE REG ID: 1943365114 CO: Ultra Signup			
Aug 4		Withdrawal ACH DANVILLE AREA EA		-176.48	41,882.17
		TYPE: TAX PAYMNT ID: 1232266087 CO: DANVILLE AREA EA			
Aug 6		Draft 004779		-150.00	41,732.17
Aug 7		Draft 004783		-1,106.59	40,625.58
Aug 7		Draft 004777		-1,145.00	39,480.58
Aug 7		Draft 004790		-1,162.95	38,317.63
Aug 7		Draft 004784		-1,226.07	37,091.56
Aug 8		Deposit by Check	2,500.00		39,591.56
Aug 8		Draft 004791		-178.70	39,412.86
Aug 11		Draft 004782		-25.37	39,387.49
Aug 11		Draft 004781		-47.60	39,339.89
Aug 11		Draft 004780		-150.00	39,189.89
Aug 13		Draft 004786		-45.57	39,144.32
		Processed Check - VERIZON FINANCIA TYPE: PAYMENTS ID: 1564577000			
Aug 13		Draft 004782		-2,049.38	37,094.94
Aug 14		Draft 004787		-56.67	37,038.27
Aug 14		Draft 004794		-748.00	36,290.27
Aug 14		Draft 004793		-1,970.00	34,320.27
Aug 15		Draft 004789		-425.00	33,895.27
Aug 18		Draft 004795		-33.50	33,861.77
Aug 19		Draft 004788		-123.21	33,738.56
Aug 19		Draft 004796		-2,668.90	31,069.66
Aug 25		Draft 004785		-220.00	30,849.66
Aug 27		Draft 004801		-51.50	30,798.16
Aug 28		Draft 004798		-45.48	30,752.68
		Processed Check - VERIZON FINANCIA TYPE: PAYMENTS ID: 1564577000			
Aug 28		Draft 004799		-1,226.00	29,526.68

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Account Number: 584727 **Statement Period:** 08/01/2014-08/31/2014

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ID 40 CHECKING - Continued

Trans	Eff Date	Transaction	Deposit	Withdrawal	Balance
		Processed Check - ERIE INSURANCE TYPE: 1256038677 ID: 1256038677			
Aug 31		Ending Balance			29,526.68
		Total Deposits 3,420.75			
		Total Withdrawals 15,031.97			

Drafts for 40 - CHECKING

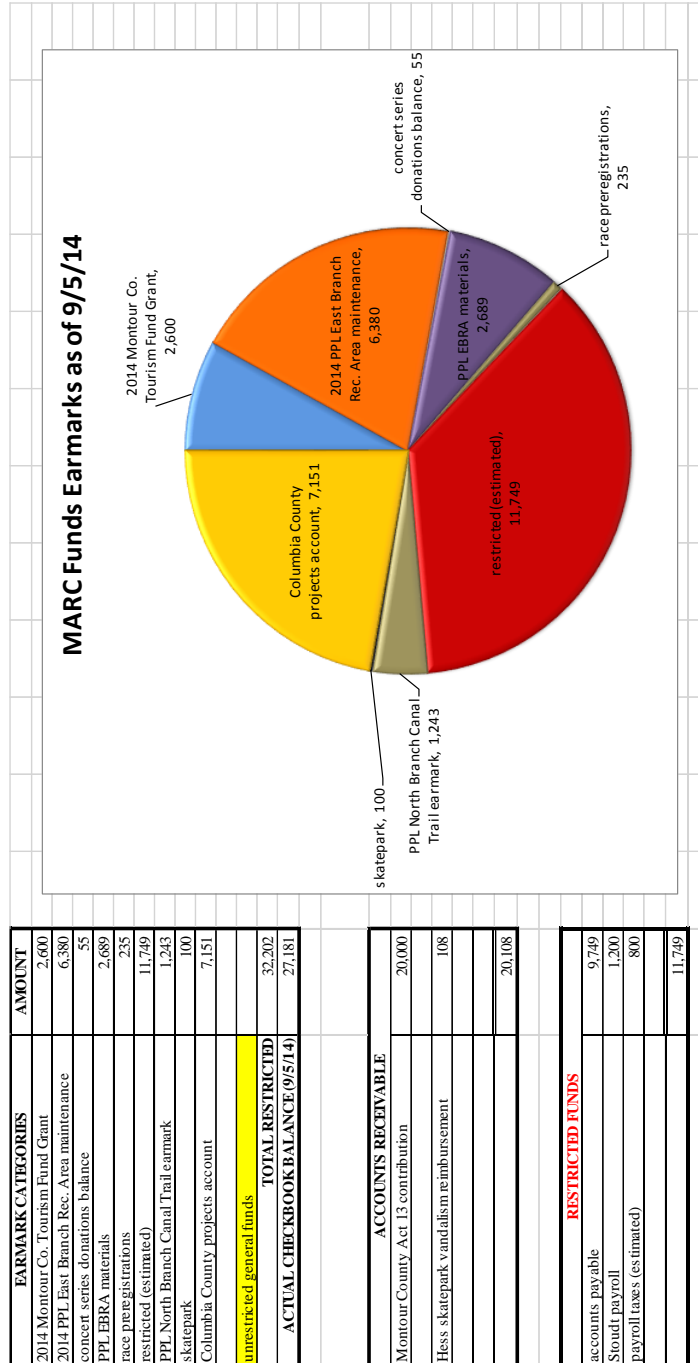
Date	Draft Number	Amount	Date	Draft Number	Amount	Date	Draft Number	Amount
Aug 7	□ 004777	1,145.00	Aug 13	□ 004788	45.57	Aug 14	□ 004793	1,970.00
Aug 6	□ 004779*	150.00	Aug 14	□ 004787	56.87	Aug 14	□ 004794	748.00
Aug 11	□ 004780	150.00	Aug 19	□ 004788	123.21	Aug 18	□ 004795	33.50
Aug 11	□ 004781	47.60	Aug 15	□ 004789	425.00	Aug 19	□ 004796	2,668.90
Aug 11	□ 004782	25.37	Aug 7	□ 004790	1,162.95	Aug 28	□ 004798*	45.48
Aug 7	□ 004783	1,106.59	Aug 8	□ 004791	178.70	Aug 28	□ 004799	1,226.00
Aug 7	□ 004784	1,226.07	Aug 13	□ 004792	2,049.38	Aug 27	□ 004801*	51.50
Aug 25	□ 004785	220.00						

* denotes skipped sequence

	Total for This Period	Total Year-to-Date
Returned Item Fees	0.00	0.00
Overdraft Fees	0.00	0.00

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MARC FUND EARMARKS



2014 RIVER TOWNS RACE SERIES **YEAR-TO-DATE ACCOUNTING**

2014										
	INCOME/EXPENSE	2013/2014 Awards Ceremony	Humdinger	Marathon	Robbins Run	Montour 24 Endurance Runs	River Towns Cycling Classic	Chilli Challenge	River Towns Race Series (general)	TOTALS
INCOME	Racer Registration Fees	10.00	14,690.00	37,110.00	5,170.00	6,088.25	65.00	170.00		63,303.25
	Equipment Use Fees		-						50.00	50.00
	Spons orships (other)		-				750.00			750.00
	Spons orships (Martin Rogers)		208.34	208.34	208.33	208.33	208.33	208.33		1,250.00
	Spons orships (GSM)		166.66	166.66	166.67	166.67	166.67	166.67		1,000.00
EXPENSES (GRANT ELIGIBLE)	Commissioners' Grant		2,764.67	6,500.00	500.00	900.00	2,500.00	1,335.33	1,000.00	15,500.00
	T-shirts/Promotional		(1,951.58)	(6,192.76)	(1,567.50)	(720.00)				(10,431.84)
	Advertising (print/other)		(16.80)	(131.56)	(138.97)	(127.99)	(56.67)		(492.17)	(964.16)
	Advertising (web/email)		(796.29)	(1,452.42)	(470.00)	(58.32)	(1,446.41)	(140.00)	(99.98)	(4,463.42)
	Event Management		(5,148.00)	(8,748.00)	(1,548.00)		(3,964.00)	(250.00)		(19,658.00)
	Event Timing		(900.00)	(1,050.00)	(660.00)	(748.00)				(3,358.00)
	Director's Salary	(587.25)	(1,772.63)	(2,604.56)	(625.31)	(2,115.19)	(2,789.44)	(119.63)	(717.75)	(11,331.75)
	Awards/Prizes	(612.85)	(2,110.75)	(2,347.89)	(608.75)	(1,152.90)				(6,833.14)
	Facility Rental Fees		-				(20.00)			(20.00)
	EMS / Fire Police Coverage		-	(350.00)						(350.00)
	Food/Drink	(160.55)	(1,762.25)	(2,384.54)	(100.00)	(1,133.95)				(5,541.29)
	Insurance		-	(500.00)			(776.00)	(433.00)		(1,709.00)
	Misc. Supplies & Fees	(27.70)	(602.97)	(2,005.98)	(242.04)	(589.15)	(236.50)		(114.87)	(3,819.21)
	Porta-Potties		(350.00)	(1,392.00)						(1,742.00)
	Refunds		-	(160.00)			(33.50)			(193.50)
	Tent Rental		-	(1,039.44)						(1,039.44)
	Traffic Control (Flagger Force)		-	(2,028.86)						(2,028.86)
NET PROFIT/LOSS		(1,378.35)	2,418.41	11,596.99	84.43	717.75	(5,632.52)	937.71	(374.77)	8,369.64

DIRECTOR'S REPORT

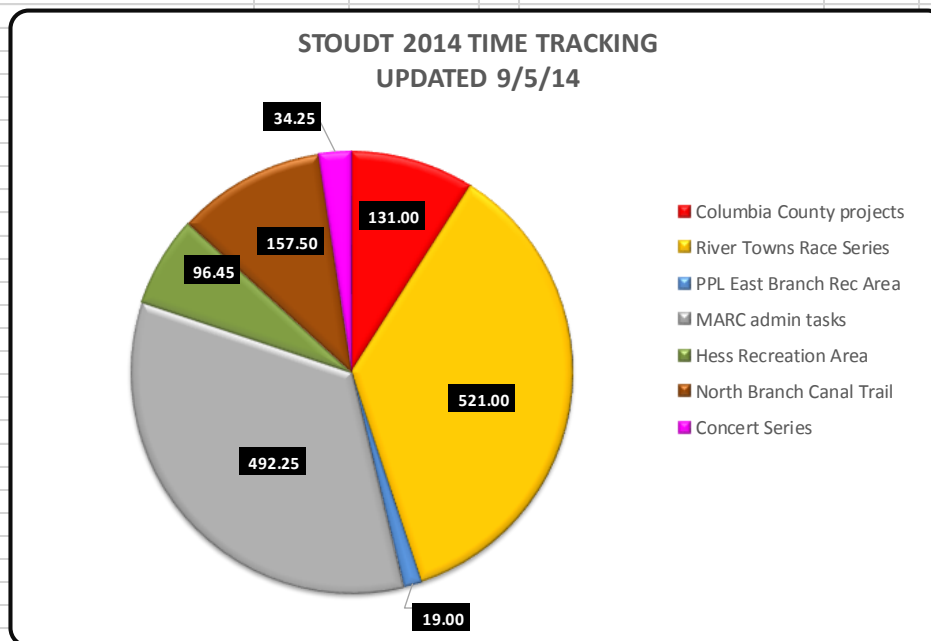
Director's August Time Tracking

August 2014																																Project Monthly Total Hours
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
Accounting					5.50	1.50	1.00			0.75	0.50	1.50	1.50							0.50											12.75	
Admin / Misc. Other	3.00	0.25		1.50	3.00	1.00	7.00	4.00	5.50	2.00	4.00	1.50	2.00	2.00	1.50		2.50	2.00	3.50	1.50	2.00			1.75	0.75	0.50	3.75	0.50		0.50	57.50	
Capital Campaign																																
Concert Series				0.25	1.75														1.00												3.00	
Hess Recreation Area	0.25	1.00	0.25	0.25	0.25	0.25		0.20	0.25	0.25	0.25	0.25	0.25	0.50		0.25	0.25	0.25	0.75	0.25			0.50	0.25	0.25	0.25	0.25	0.25			7.20	
North Branch Canal Trail																	0.50	0.25	0.25	0.25	0.25			0.25		2.50				4.00		
PPL East Branch Rec Area					0.75	0.25	0.50	0.75		0.75							0.50		0.25	0.75				0.50	0.25			0.25			5.50	
River Road Trailhead Parcel																																
Columbia Co. admin/misc.													0.25							2.00				9.00							11.25	
Columbia Co. N.B. Canal Trail																																
Columbia Co. outdoor rec mapping																																
Columbia Co. - Bloom Park vendors																																
Columbia Co. project 4																																
Columbia Co. project 5																																
Columbia Co. project 6																																
RTRS Awards Luncheon																																
RTRS Admin / Misc.	3.25											1.25																			4.50	
Humdinger																																
Marathon																																
Robbins Run																																
Montour 24 Endurance Runs	4.00	0.50		0.25	1.00	3.00																									8.75	
River Towns Cycling Classic	2.00			2.25	0.50	0.50	0.75	0.50	2.50	7.00	7.50	1.00	3.00	3.50		0.50	4.50	4.00	1.50	2.00	0.50			0.75	1.50	3.00	4.00	1.75	0.50		55.50	
Chilli Challenge						0.50																		1.00	0.25		1.75	0.50			4.00	
DAILY TOTALS	9.25	5.00	0.25	4.50	12.75	7.00	9.25	5.45	5.75	5.50	9.75	6.00	6.75	5.50		0.50	8.25	6.50	7.25	6.75	3.00			4.75	6.25	9.75	3.25		1.00		173.95	
BIWEEKLY PAYROLL TOTAL	59.20															77.75														37.00		
PAYROLL PERIOD	16 (part)															17														18 (part)		

DIRECTOR'S REPORT (continued)

Director's Year-To-Date Time Accounting

2014 STOUTT TIME ACCOUNTING updated 9/5/14			2014 STOUTT TIME ACCOUNTING (GROUPED BY CATEGORY) updated 9/5/14		
TASK	HOURS	COST W/ TAXES (\$21.75/hr)	TASK	HOURS	COST W/ TAXES (\$21.75/hr)
Accounting	72.25	\$ 1,571.44	Columbia County projects	131.00	2,849.25
Admin / Misc. Other	414.50	\$ 9,015.38	River Towns Race Series	521.00	11,331.75
Capital Campaign	5.50	\$ 119.63	PPL East Branch Rec Area	19.00	413.25
Concert Series	34.25	\$ 744.94	MARC admin tasks	492.25	10,706.44
Hess Recreation Area	96.45	\$ 2,097.79	Hess Recreation Area	96.45	2,097.79
North Branch Canal Trail	153.25	\$ 3,333.19	North Branch Canal Trail	157.50	3,425.63
PPL East Branch Rec Area	19.00	\$ 413.25	Concert Series	34.25	744.94
River Road Trailhead Parcel	4.25	\$ 92.44	2014 TOTALS	1,451.45	31,569.04
Columbia Co. admin/misc.	49.25	\$ 1,071.19			
Columbia Co. N.B. Canal Trail	61.75	\$ 1,343.06			
Columbia Co. outdoor rec mapping	0.75	\$ 16.31			
Columbia Co. Bloom Park vendors	19.25	\$ 418.69			
Columbia Co. project 4	-	\$ -			
Columbia Co. project 5	-	\$ -			
Columbia Co. project 6	-	\$ -			
RTRS Awards Luncheon	27.00	\$ 587.25			
RTRS Admin / Misc.	33.00	\$ 717.75			
Humdinger	81.50	\$ 1,772.63			
Marathon	119.75	\$ 2,604.56			
Robbins Run	28.75	\$ 625.31			
Montour 24 Endurance Runs	97.25	\$ 2,115.19			
River Towns Cycling Classic	128.25	\$ 2,789.44			
Chilli Challenge	5.50	\$ 119.63			
2014 TOTAL HOURS	1,451.45	\$ 31,569.04			



DIRECTOR'S REPORT (continued)

GRANTS

- Montour County Commissioners' 2014 Tourism Fund grant
 - \$15,500 received on 1/6/14 to be used for 2014 River Towns Race Series advertising and promotion; \$12,900 spent YTD
- Cherokee Neighbor of Choice Grant Program
 - Application submitted 5/30 for \$10,000 for North Branch Canal Trail construction; grant has been unofficially rejected, however Cherokee may choose to partially fund the request through a different program; no estimate of decision date
- Susquehanna Greenway 2014 Mini-Grant Program
 - Application submitted 7/22 for \$5,000 grant (required \$5,000 match) for North Branch Canal Trail signage
 - Grant deadline has been extended to 8/22; decision expected September 26
 - If awarded, project must be completed by 6/19/15

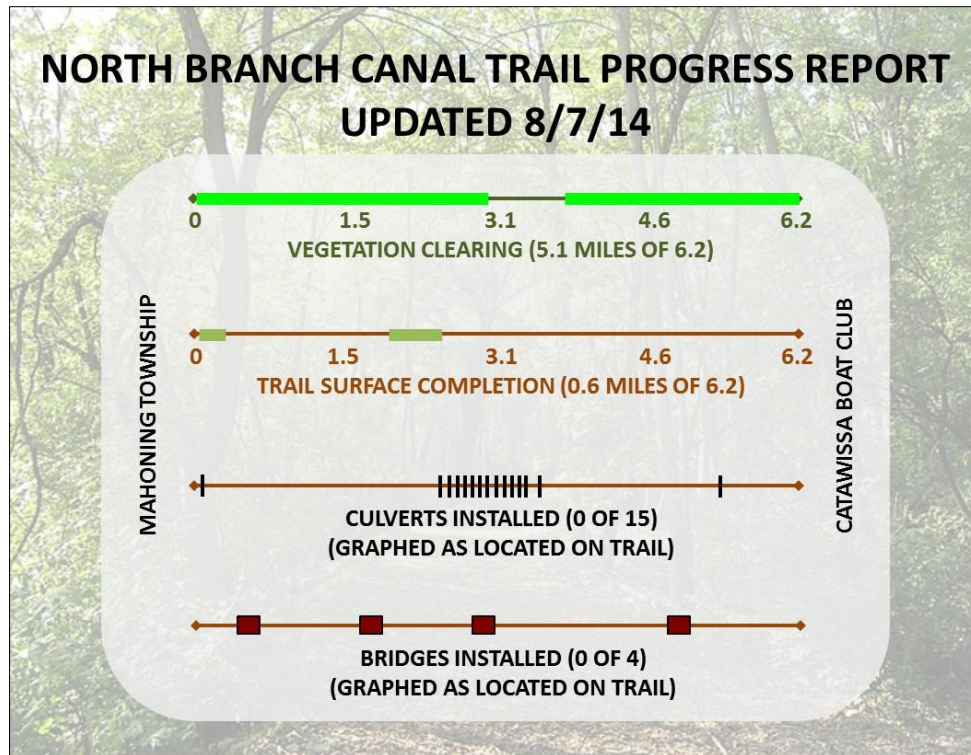
PROJECTS

- North Branch Canal Trail
 - Stoudt met with the owner of the Bear Hunters' Campground on 8/27 at the campground; the meeting was cordial and productive and the landowner has dropped her objection to MARC's trail construction, so long as MARC works with her to minimize disruptions to her campground operation, home and livestock/gardens
 - Woody vegetation clearing is complete on entire trail EXCEPT lands formerly contested by Bear Hunters' Campground owner (1.0 mile)
 - Mowing continues on 1,200ft section in Mahoning Twp.
 - Mahoning Township Supervisors have approved land subdivision; Stoudt will deliver paperwork to Montour County courthouse in coming days to complete the process
 - Land subdivision process has not yet been initiated in Cooper Township or Montour Township (Columbia County)
 - 380.5 volunteer hours donated year-to-date
 - One, perhaps two, Eagle Scout candidates are interested in assisting with trail work or trail bench construction; a work weekend is tentatively scheduled for 9/12 – 9/14 to assist one Scout with his project

DIRECTOR'S REPORT (continued)

PROJECTS (continued)

- North Branch Canal Trail (continued)



- Hess Recreation Area
 - Skatepark (no change since last meeting)
 - Additional concrete work done by Maize family in July; only small detail areas remain
 - \$100 remains earmarked in our account for the project, specifically earmarked for reconstruction of the central pyramidal feature
 - Ballfields (no change since last meeting)
 - Baseball field is nearly unusable; Stoudt recommends converting to lacrosse/multi-purpose use
 - Portions of outfield fencing repeatedly damaged by flooding should be removed
 - Road
 - new potholes are developing along the road; a durable fix is needed to prevent larger, more costly repairs

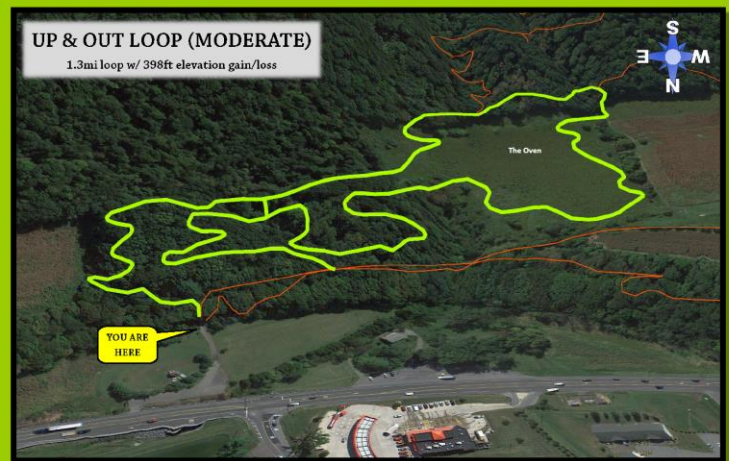
DIRECTOR'S REPORT (continued)

PROJECTS (continued)

- Hess Recreation Area (continued)
 - One, perhaps two, Eagle Scout candidates are considering assisting with picnic table and/or trail bench construction
- River Road parcel (North Branch Canal Trail trailhead and river access)
 - Property is being managed as part of MARC's mowing contract
 - Stoudt will do site enhancements in coming months as schedule permits
 - An Eagle Scout candidate is very interested in creating a trailhead sign and picnic tables for this site
- PPL East Branch Recreation Area
 - Site repairs and upgrades are now complete
 - Parking lot has been paved
 - New ADA upgrades installed
 - New sports field created
 - Kiosk, trash cans and fencing have been reinstalled
 - Mowing continues as contracted
 - Sports fields will remain closed to group play until further notice – likely spring 2015 – to allow for successful revegetation
 - \$2,689.11 remains earmarked in our account for EBRA supplies; a portion of these funds will need to be used to purchase a new, sturdier shed
- Hopewell Park / Danville Borough Farm
 - construction of the 5.6mi mountain bike trail network has been completed as of 9/5
 - installation of trailhead signage completed on 9/5 (see copy next page)
 - MARC must monitor/maintain trails as required by the MOU with Danville Borough
 - MARC must make several fixes along the trails to correct concerns raised by Danville Borough and the Montour County Conservation District



WELCOME TO THE HOPEWELL PARK / DANVILLE BOROUGH FARM TRAILS



**TRAIL RULES /
SUGGESTIONS FOR A GOOD DAY ON THE TRAILS**

- These trails are purpose built for mountain biking and are designed to be ridden in a specific direction. To maximize your riding pleasure and minimize nasty head-on collisions, **please follow the trail arrows.**
- For your own safety and so that we can keep these trails open, **stay on the trails at all times.** Even though we're sure you're awesome, the trails are your best bet to get home without a detour to the local emergency room. Portions of these trails pass through a closed landfill and glass, metal and other fun-ending hazards can and will wreck your day if you try to blaze your own trails. The trails are also close to farm lands, private property and restricted sites. For your sake and ours, stay on the trail.
- These are multi-use trails in a multi-use recreation area. If you're on your bike, you are very likely to encounter people doing things other than riding. In particular, **hunting is allowed on this property** and hunters have been using this site long before these trails were built. Respect other park users and be good ambassadors of your sport. Our continued use of this park depends upon your good behavior at all times.
- Because hunting is allowed on this property and because folks were hunting on this property long before you got here to ride today, **these trails are closed on Saturdays from the last Saturday of April through the last Saturday of May and again on Saturdays from the last Saturday of September through the second Saturday of December.** Are you here on a Saturday during hunting season and need a different place to ride or run? Consider the Gainger Stewardship Forest Trails for a challenging run or ride (99 Powder Mill Road, Danville) or the Hess Recreation Area for a more mellow vibe (300 Meadow Lane, Danville).
- In the end, you are making a voluntary decision to ride these trails and you have been advised of some of the perils of doing so. There are potentially hazardous conditions both on and off trail and you may encounter unexpectedly dangerous acts of man and/or nature. Anything could happen out there, so be prepared. **You are choosing to ride at your own risk.**
- To learn more about mountain biking fundamentals, opportunities to get involved in promoting and creating additional mountain biking opportunities in our region and IMBA's 'Rules of the Trail', please visit the International Mountain Bicycling Association's (IMBA) website at: <http://www.imba.com>



For more information about the Hopewell Park/Danville Borough Farm, please visit <http://www.MontourRec.com>.
For questions, comments or to report a problem, please contact the Montour Area Recreation Commission
at (570) 271-1055 or MontRec@ptd.net.

IN CASE OF EMERGENCY, DIAL 911

THIS TRAIL SYSTEM MADE POSSIBLE BY:

our dedicated team of trail volunteers whose passion for this project cannot be overstated or repaid and



REVISED 9/4/14



Borough of Danville

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OTHER NOTES

- MARC, the Danville Business Alliance and the Columbia-Montour Visitors Bureau are working with Dr. Heather Feldhaus and the Bloomsburg University Center for Community Research and Consulting to do an economic impact study of the proposed North Branch Canal Trail; final report expected fall 2014
- MARC is partnering with the Columbia Montour Visitors Bureau, Columbia County GIS, PPL and other partners to produce a comprehensive Google Earth map of outdoor recreation in Montour and Columbia Counties; first draft expected fall 2014
- the Danville Arts Council continues to consider assuming responsibility for the summer concert series; no estimate of expected decision date

UPCOMING EVENTS AND MEETING

- 9/6 & 9/7 River Towns Cycling Classic
- 9/10 River Towns Cycling Classic volunteer celebration at Old Forge
- 9/11 – 9/14 North Branch Canal Trail work days
- 9/17 Montour County Recreation Authority meeting
- 9/17 Danville Arts Council meeting
- 9/30 grants open house, Degenstein Community Library
- 10/4 Chilli Challenge
- 10/13 MARC meeting (subject to change)