



MONTOUR AREA RECREATION COMMISSION

[www.MontourRec.com](http://www.MontourRec.com)

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

## March 14, 2016 Regular Meeting Agenda

7:00pm - Montour Preserve Environmental Education Center (700 Preserve Rd, Danville, PA 17821)

### Call to Order

### Officer Reports

- President's Report (Mike Mills)
- Treasurer's Report (Commissioner Ken Holdren) (**pages 2– 9**)
- Secretary's Report (Tyler Dombroski)

### Partner Reports

- Washingtonville Borough (Frank Dombroski / Tyler Dombroski)
- Danville Borough (Kevin Herritt / Greg Kovalick)
- Riverside Borough (Bill Lavage / Dr. Victor Marks)
- Montour County (Commissioner Ken Holdren)
- Danville Area School District (Chris Johns)

### Public Comment

**Assistant Director's Report** (Jon Beam) (**page 10**)

**Director's Report** (Bob Stoudt) (**pages 11 – 16**)

- Approval of Director's expense report (**page 17**)

### Old Business

- Central Susquehanna Community Foundation fund management (**pages 18 & 19**)

### New Business

- Central Susquehanna Community Foundation Montour Preserve fund withdrawal
- Human Resources / Policy Committee needed
- Humdinger 2017 planning

### Other Items

- Line of credit proposals (North Branch Canal Trail)

### Adjournment

*next meeting: April 11, 2016*

## MARC 2016 Checking Register (Service 1<sup>st</sup> 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)	Debit (-)	Credit (+)	Account Balance
automatic payment	2/1/16	2/23/16	2/1 - 2/29/16	PA Dept. of Revenue (2015 W3)	payroll taxes		451.59		24,464.44
automatic payment	2/1/16	2/23/16	2/1 - 2/29/16	PA UC Fund	payroll taxes		60.05		24,404.39
automatic payment	2/1/16	2/23/16	2/1 - 2/29/16	Danville Area Earned Income	payroll taxes		249.13		24,155.26
deposit	2/9/16	2/23/16	2/1 - 2/29/16	deposit (misc)	\$40 Montour Preserve donations; \$80 Montour Preserve pavilion reservations; \$100 Montour Preserve pavilion security deposits; \$6,000.74 Humdinger registrations; \$560 Montour Preserve Spring Fever Trail Run registrations; \$3,565 River Towns Half Marathon registrations; \$20 Robbins Run registrations			10,365.74	34,521.00
automatic payment	2/16/16	2/23/16	2/1 - 2/29/16	US Treasury (January tax deposit)	payroll taxes		897.50		33,623.50
automatic payment	2/16/16	2/23/16	2/1 - 2/29/16	PA Dept. of Revenue (January tax deposit)	payroll taxes		118.49		33,505.01
5109	2/17/16	2/23/16	2/1 - 2/29/16	Lewis Township (Local Service Tax)	payroll taxes		15.00		33,490.01
5110	2/17/16	2/23/16	2/1 - 2/29/16	Dennis Piatt (expense reimbursement for Montour Preserve restroom repairs)	Montour Preserve		79.05		33,410.96
5111	2/17/16	2/23/16	2/1 - 2/29/16	Jon Beam (expense reimbursement for Montour Preserve repairs and supplies)	Montour Preserve		103.66		33,307.30
5112	2/17/16	2/23/16	2/1 - 2/29/16	Jon Beam (payroll 1/10 - 1/23/16)	payroll - Beam		395.28		32,912.02
5113	2/17/16	2/23/16	2/1 - 2/29/16	Jon Beam (payroll 1/24 - 2/6/16)	payroll - Beam		403.15		32,508.87
5114	2/17/16	2/23/16	2/1 - 2/29/16	The Daily Item (legal notice advertising of Maintenance Technician job posting and 2016 lawn care contract)	public notices		561.75		31,947.12
5115	2/17/16	2/23/16	2/1 - 2/29/16	Betts Excavating, Inc. (Montour Preserve snow plowing)	Montour Preserve		630.00		31,317.12
5116	2/17/16	2/23/16		MePush, Inc. (website hosting)	\$33 Montour Preserve; \$33 River Towns Race Series; \$33 misc. expenses	\$33 from 2016 Commissioners' Tourism Fund RTRS grant	99.00		31,218.12
5117	2/17/16	2/23/16	2/1 - 2/29/16	PPL Electric Utilities (Hess electric)	Hess Recreation Area		111.93		31,106.19
5118	2/17/16	2/23/16		Ted Heaps Container Service (East Branch Rec Area and Montour Preserve trash service)	\$25 East Branch Recreation Area; \$85 Montour Preserve; \$65 Hess Recreation Area		175.00		30,931.19
5119	2/17/16	2/23/16	2/1 - 2/29/16	Press Enterprise (advertising of Maintenance Technician job posting)	public notices		171.50		30,759.69
5120	2/17/16	2/23/16	2/1 - 2/29/16	Ozark & Shultz Accounting (Q4 2015 accounting and tax prep)	accounting		280.00		30,479.69
5121	2/17/16	2/23/16	2/1 - 2/29/16	Leslie Jordan (Humdinger t-shirts)	River Towns Race Series (Humdinger t-shirts)	2016 Commissioners' Tourism Fund RTRS grant	2,879.70		27,599.99
5122	2/17/16	2/23/16	2/1 - 2/29/16	Robert Stoudt (payroll 1/10 - 1/23/16)	payroll - Stoudt		1,292.87		26,307.12
5123	2/17/16	2/23/16	2/1 - 2/29/16	Robert Stoudt (payroll 1/24 - 2/6/16)	payroll - Stoudt		1,093.08		25,214.04
5124	2/17/16	2/23/16	N/A	VOID			-		25,214.04

## MARC 2016 Checking Register (Service 1<sup>st</sup> 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)	Debit (-)	Credit (+)	Account Balance
5125	2/17/16	2/23/16	2/1 - 2/29/16	Robert Stoudt (2/8 expense report reimbursement)	\$192.53 office supplies; \$242.65 Montour Preserve; \$74.20 River Towns Race Series (Humdinger food/drink); \$92.51 River Towns Race Series (Humdinger misc. supplies); \$1,693.92 River Towns Race Series (Humdinger awards/prizes); \$215.60 River Towns Race Series (Humdinger advertising); \$16.67 River Towns Race Series advertising; \$74.80 River Towns Race Series (Spring Fever Trail Runs advertising); \$74.80 River Towns Race Series (Summer Heat Trail Runs advertising); \$74.80 River Towns Race Series (Chilli Challenge advertising); \$14.77 park maintenance tools & supplies	\$215.60, \$16.67, \$74.80, \$74.80, \$74.80 from 2016 Commissioners Tourism Fund	2,767.25		22,446.79
deposit	2/19/16	2/23/16	2/1 - 2/29/16	deposit (misc)	\$200 Montour Preserve pavilion reservations; \$100 Montour Preserve security deposits; \$150 Montour Preserve donations; \$35 RTRS race registrations (Spring Fever Trail Runs); \$260 RTRS race registrations (River Towns Half Marathon)			745.00	23,191.79
deposit	2/22/16	2/23/16	2/1 - 2/29/16	deposit (misc)	\$4,845 River Towns Race Series registrations (Humdinger); \$365 River Towns Race Series registrations (Montour Preserve Spring Fever Trail Runs); \$1,640 River Towns Race Series registrations (Half Marathon); \$50 Montour Preserve pavilion security deposit; \$50 Hess Field users' fee; \$250 Hess Field security deposit; \$109.26 Montour Preserve donations			7,309.26	30,501.05
5126	2/22/16	2/23/16		PPL Electric Utilities (Montour Preserve electric)	Montour Preserve		27.25		30,473.80
5127	2/22/16	2/23/16		PPL Electric Utilities (Montour Preserve electric)	Montour Preserve		727.62		29,746.18
5128	2/22/16	2/23/16		PPL Electric Utilities (Montour Preserve electric)	Montour Preserve		44.29		29,701.89
5129	2/22/16	2/23/16		PPL Electric Utilities (Montour Preserve electric)	Montour Preserve		1,232.30		28,469.59
5130	2/22/16	2/23/16		Dennis Platt (payroll 2/7 - 2/20/16)	payroll - Platt		206.26		28,263.33
5131	2/22/16	2/23/16		Jon Beam (payroll 2/7 - 2/20/16)	payroll - Beam		485.76		27,777.57
5132	2/22/16	2/23/16	2/1 - 2/29/16	Robert Stoudt (payroll 2/7 - 2/20/16)	payroll - Stoudt		1,245.96		26,531.61
5133	2/25/16	3/1/16		Columbia County Conservation District Clean Water Fund	Columbia County - North Branch Canal Trail		350.00		26,181.61
5134	2/25/16	3/1/16		Montour County Conservation District Clean Water Fund	North Branch Canal Trail		350.00		25,831.61
credit	2/29/16	3/1/16		redeposit of check 4886 (Bloomsburg Fire Police contribution for 2015 River Towns Marathon; dated 2/17/15)	misc. income			50.00	25,881.61



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Statement Period: 02/01/2016-02/29/2016

Page 1 of 2

### Summary of Accounts:

	Ending Balance	YTD Dividend	Account Number: 584727
<b>Savings</b>			
01 - REGULAR SAVINGS	5.00	0.00	
40 - CHECKING	29,903.84	0.00	
<b>Total</b>	<b>29,908.84</b>	<b>0.00</b>	

Authorized Signer(s): KENNETH A HOLDREN, ROBERT T STOUDET, MICHAEL B MILLS

#### ID 01 REGULAR SAVINGS

Trans	Eff Date	Transaction	Deposit	Withdrawal	Balance
Feb 1		Balance Forward			5.00
Feb 29		Ending Balance			5.00

#### ID 40 CHECKING

Trans	Eff Date	Transaction	Deposit	Withdrawal	Balance
Feb 1		Balance Forward			25,319.03
Feb 1		Withdrawal ACH UNEMP COMP EFT TYPE: PADLIUCCON ID: 1238003133 CO: UNEMP COMP EFT		-80.05	25,258.98
Feb 1		Withdrawal ACH COMMWLTHOFPA INT TYPE: PAEMPLOYTX ID: 1238003133 CO: COMMWLTHOFPA INT		-451.59	24,807.39
Feb 2		Withdrawal ACH DANVILLE AREA EA TYPE: TAX PAYMNT ID: 1232288087 CO: DANVILLE AREA EA		-249.13	24,558.26
Feb 2		Draft 005100		-28.25	24,530.01
Feb 12		Deposit by Check	10,385.74		34,895.75
Feb 16		Withdrawal ACH COMMWLTHOFPA INT TYPE: PAEMPLOYTX ID: 1238003133 CO: COMMWLTHOFPA INT		-118.49	34,777.26
Feb 16		Withdrawal ACH IRS TYPE: USATAXPYMT ID: 3387702000 CO: IRS		-897.50	33,879.76
Feb 18		Draft 005123		-1,093.08	32,786.68
Feb 18		Draft 005122		-1,292.87	31,493.81
Feb 18		Draft 005125		-2,767.25	28,726.56
Feb 19		Deposit by Check	745.00		29,471.56
Feb 19		Draft 005111		-103.66	29,367.90
Feb 19		Draft 005112		-395.28	28,972.62
Feb 19		Draft 005113		-403.15	28,569.47
Feb 22		Deposit by Check	7,309.26		35,878.73
Feb 22		Draft 005110		-79.05	35,799.68
Feb 23		Draft 005109		-15.00	35,784.68
Feb 23		Draft 005117		-111.93	35,672.75
Feb 23		Draft 005114		-581.75	35,111.00
Feb 23		Draft 005121		-2,879.70	32,231.30
Feb 24		Draft 005119		-171.50	32,059.80
Feb 26		Draft 005132		-1,245.96	30,813.84
Feb 29		Draft 005120		-280.00	30,533.84

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**Account Number:** 584727 **Statement Period:** 02/01/2016-02/29/2016



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[www.twitter.com/service1st](http://www.twitter.com/service1st)

**ID 40 CHECKING - Continued**

Trans	Eff Date	Transaction	Deposit	Withdrawal	Balance
Feb 29		Draft 005115		-630.00	29,903.84
Feb 29		Ending Balance			29,903.84
		Total Deposits 18,420.00			
		Total Withdrawals 13,835.19			

**Drafts for 40 - CHECKING**

Date	Draft Number	Amount	Date	Draft Number	Amount	Date	Draft Number	Amount
Feb 2	<input type="checkbox"/> 005100	28.25	Feb 23	<input type="checkbox"/> 005114	561.75	Feb 23	<input type="checkbox"/> 005121	2,879.70
Feb 23	<input type="checkbox"/> 005109*	15.00	Feb 29	<input type="checkbox"/> 005115	630.00	Feb 18	<input type="checkbox"/> 005122	1,292.87
Feb 22	<input type="checkbox"/> 005110	79.05	Feb 23	<input type="checkbox"/> 005117*	111.93	Feb 18	<input type="checkbox"/> 005123	1,093.08
Feb 19	<input type="checkbox"/> 005111	103.66	Feb 24	<input type="checkbox"/> 005119*	171.50	Feb 18	<input type="checkbox"/> 005125*	2,767.25
Feb 19	<input type="checkbox"/> 005112	395.28	Feb 29	<input type="checkbox"/> 005120	280.00	Feb 26	<input type="checkbox"/> 005132*	1,245.96
Feb 19	<input type="checkbox"/> 005113	403.15						

\* 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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**MONTOUR AREA RECREATION COMMISSION - MONTOUR  
PRESERVE AGENCY PASS THROUGH FUND  
JUL 1 TO DEC 31, 2015**

Mr. Robert Stoudt  
MARC Director  
Montour Area Recreation Commission  
PO Box 456  
Danville, PA 17821

<b>Beginning Balance, July 1, 2015</b>		<b>\$ 77,853.76</b>
Gifts.....	33,438.00	
Interest & Dividends.....	132.79	
Realized Gains / (Losses).....	0.00	
Unrealized Gains / (Losses).....	0.00	
Other Income.....	0.00	
<b>Total Income</b>		<b>33,570.79</b>
Grants.....	-2,847.00	
Administrative Fees.....	-1,970.11	
Investment Fees.....	0.00	
Other Expenses.....	0.00	
<b>Total Expenses</b>		<b>-4,817.11</b>
<b>Transfers In/(Out)</b>		<b>0.00</b>
<b>Ending Balance, December 31, 2015</b>		<b>\$ 106,607.44</b>

Prepared By: Al Meale, CFO (ameale@csgiving.org)

725 West Front Street, Berwick, PA 18603  
www.csgiving.org \* 570-752-3930



Confirmed in Compliance with National Standards for U.S. Community Foundations



CENTRAL SUSQUEHANNA  
COMMUNITY FOUNDATION

For good. For ever.

**MONTOUR AREA RECREATION COMMISSION AGENCY PASS  
THROUGH FUND  
JUL 1 TO DEC 31, 2015**

Mr. Robert Stoudt  
MARC Director  
Montour Area Recreation Commission  
PO Box 456  
Danville, PA 17821

<b>Beginning Balance, July 1, 2015</b>		<b>\$ 4,252.45</b>
Gifts.....	1,000.00	
Interest & Dividends.....	3.37	
Realized Gains / (Losses).....	0.00	
Unrealized Gains / (Losses).....	0.00	
Other Income.....	0.00	
<b>Total Income</b>		<b>1,003.37</b>
Grants.....	-4,000.00	
Administrative Fees.....	-24.00	
Investment Fees.....	0.00	
Other Expenses.....	0.00	
<b>Total Expenses</b>		<b>-4,024.00</b>
<b>Transfers In/(Out)</b>		<b>0.00</b>
<b>Ending Balance, December 31, 2015</b>		<b>\$ 1,231.82</b>

Prepared By: Al Meale, CFO (ameale@csgiving.org)

725 West Front Street, Berwick, PA 18603  
www.csgiving.org \* 570-752-3930



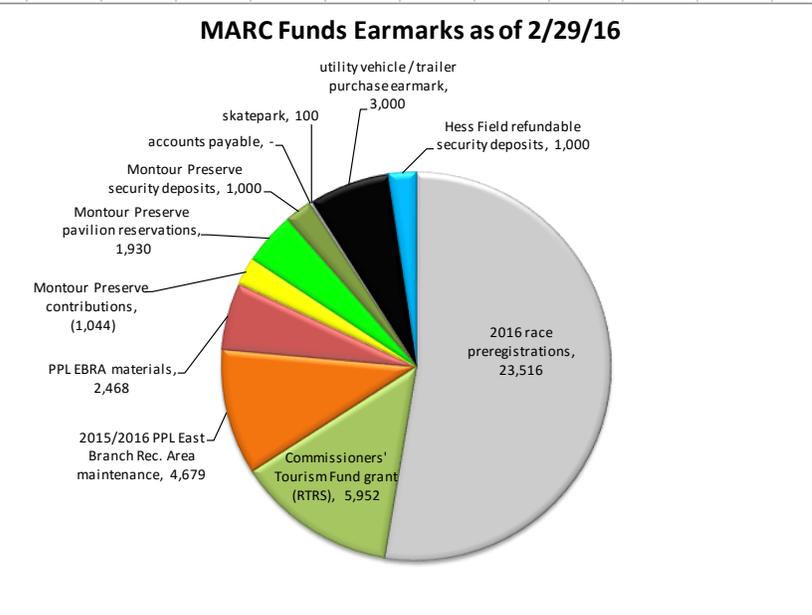
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# MARC FUND EARMARKS

EARMARK CATEGORIES	AMOUNT
2016 race preregistrations	23,516
Commissioners' Tourism Fund grant (RTRS)	5,952
2015/2016 PPL East Branch Rec. Area maintenance	4,679
PPL EBRA materials	2,468
Montour Preserve contributions	(1,044)
Montour Preserve pavilion reservations	1,930
Montour Preserve security deposits	1,000
accounts payable	-
skatepark	100
Columbia County projects account	-
utility vehicle / trailer purchase earmark	3,000
Hess Field refundable security deposits	1,000
unrestricted general funds	-
<b>TOTAL RESTRICTED</b>	<b>42,600</b>
<b>ACTUAL CHECKBOOK BALANCE (2/29/16)</b>	<b>25,882</b>

ACCOUNTS RECEIVABLE	
Williams/Conservation Fund Grant reimbursement (NBCT)	19,689
	19,689

ACCOUNTS PAYABLE	
Stoudt expense report	
	-



<b>2016 PAY RATES</b>		
<b>EMPLOYEE</b>	<b>HOURLY RATE</b>	<b>HOURLY RATE W/ TAXES*</b>
Stoudt	\$ 20.00	\$ 21.83
Beam	\$ 18.00	\$ 19.65
Piatt	\$ 17.00	\$ 18.56

\* Tax adjusted rates are projected averages across the entire calendar year. Actual rates will be slightly higher in the beginning of the year and slightly lower in the latter part of the year.

## **ASSISTANT DIRECTOR'S REPORT**

The assistant director has been involved with preparing for and conducting maple sugaring educational programs for schools, groups and the public during the past month with the help of a handful of amazing volunteers. This year we had 600 attendees at the maple sugaring open houses and another 430 in groups attend programs. The assistant director also assisted with the setup, operation and tear down of the Humdinger races. He has continued to be involved in the daily operations of Montour Preserve and has been working on a newsletter of programs for the next quarter.

Jon

3/11/16

# DIRECTOR'S REPORT

## Director's February/March Time Tracking

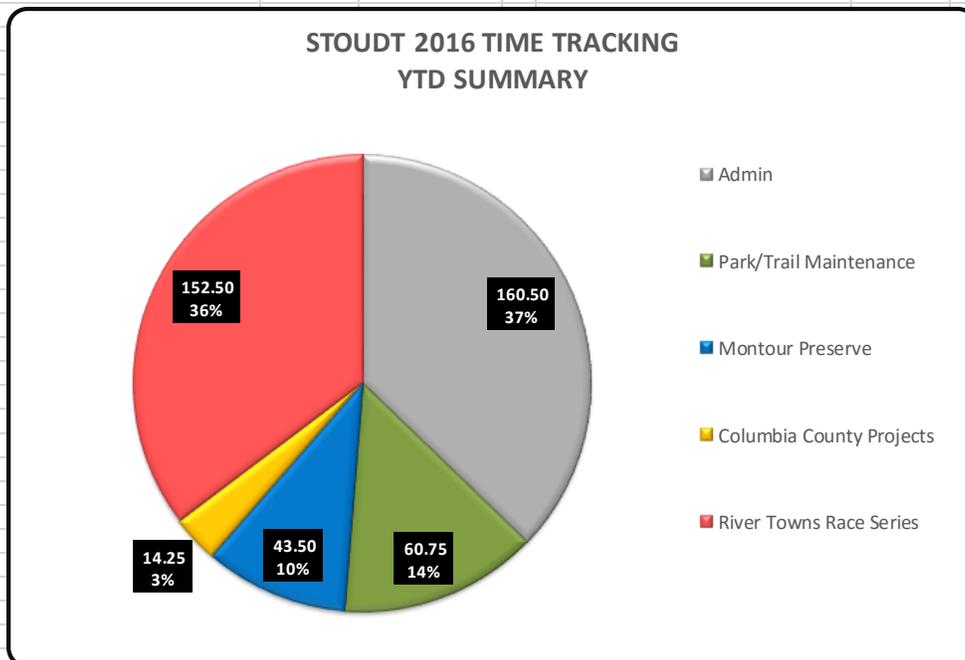
	STOUDT	PROJECT YTD TOTAL HOURS	FEBRUARY																																							
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	1	2	3	4	5	6	7	8	9	10	
	MARC admin	160.50	2.50	2.00	5.50	0.75	1.00	0.50	0.25	3.00	0.50	1.50	1.75	2.00	0.50	3.00	3.00	5.25	3.50	1.00	0.25	0.50	3.00	3.25	1.00	1.50	2.00				1.00	2.00	1.50	1.00	0.75	0.25	1.00	1.50	2.00	4.00		
	Other projects / events	15.25		1.75																					2.00	2.25					3.50											
park / trail maintenance	East Branch Recreation Area	3.00								0.25	0.25													0.25													0.25					
	Hess Recreation Area	14.25	0.25	0.25	0.25	0.25	0.25			0.25	0.25	0.25	0.25			0.25	0.25		0.25	0.25				0.25	0.25	0.25	0.25	0.75		0.50	0.25	0.25	0.25	0.25			0.25	0.25	0.25			
	Hopewell Park / Danville Farm Trails	5.00				0.25	0.25	1.50																																1.00		
	North Branch Canal Trail	22.75	1.75	0.25	0.25	1.25	0.25			0.50	0.25					0.25	0.25		0.25	1.50						0.25	1.00			1.00	0.25	0.25		0.25			0.25	1.50	0.25			
	River Drive trailhead / river access	0.50																																								
Montour Preserve	Montour Preserve admin	19.50		0.50	0.25			0.25	0.25	0.25	1.00			0.25	0.50	0.25	0.25					0.50					1.25	0.75	0.50	2.50	0.25	0.25	0.75				0.25	0.25	0.25			
	Montour Preserve programming	7.25				1.00																					0.25	4.00								2.00						
	Montour Preserve maintenance	16.75				1.75		0.25	0.50	0.25				1.00	0.50	1.00							1.00													1.00						
Columbia County	Columbia Co. admin/misc.	0.75														0.50																										
	Columbia Co. North Branch Canal Trail	13.25	1.75	0.25		1.25		0.50								0.25			1.50							0.25	1.00		1.00						0.25	1.50	0.25					
	Columbia Co. Fishing Creek	0.25																																								
	Columbia Co. other																																									
	Columbia Co. other 2																																									
Columbia Co. other 3																																										
River Towns Race Series	RTRS Admin / Misc.	14.25			2.00	0.50															1.50		0.25							0.25	1.00											
	RTRS Awards Luncheon	15.50																																								
	Humdinger Trail Races	81.50	1.00	0.25	0.25	0.50	3.00	2.00	0.50	0.50	1.00	0.25	0.25	0.50	0.25	0.50	0.25	0.25	0.25	0.25	0.25		0.25	0.25		1.50	7.50	4.00	8.00	6.50	2.00	11.00	13.50	1.00	7.00	0.50	0.25	0.25				
	Montour Preserve Spring Fever Trail Runs	16.00	0.25				0.50		0.25											0.25	0.25	0.25	0.25				0.25	0.25	0.50							0.75	0.25	2.00				
	River Towns Half-Marathon	2.75					0.25									0.50		0.25	0.25				0.25														0.25					
	Worlds End 50k / 100k																																									
	Old Forge Brewing Co. 5k	1.75																																								
	Montour 24 Endurance Runs	5.25									2.50	2.00	0.75																													
	Montour Preserve Summer Heat Trail Runs	3.50	0.25																			2.00	1.00	0.25																		
	Hopewell Challenge Mountain Bike Race																																									
	Chilli Challenge	9.25																					5.50	3.00	0.25															0.25		
	Robbins Run 5k / 10k	2.75																																								
	Boneshaker Cyclocross																																									
	<b>DAILY TOTALS</b>		<b>431.50</b>	7.75	4.75	6.75	3.75	7.50	3.75	4.75	11.00	###	3.75	2.25	5.75	2.00	1.75	5.00	5.75	7.00	4.50	7.00	9.00	4.00	6.25	4.00	3.25	4.50	7.75	4.75	6.25	16.25	14.75	16.25	4.00	12.25	12.50	3.50	9.75	6.50	3.50	7.75
<b>WEEKLY PAYROLL TOTAL</b>			36.50					40.00					80.00					40.00					34.50					107.75					73.25					31.00				
<b>BIWEEKLY PAYROLL TOTAL</b>													80.00										107.75																			
<b>PAYROLL PERIOD</b>													4										5																			

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## DIRECTOR'S REPORT (continued)

### Director's 2016 Year-to-Date Time Accounting

2016 STOUDT TIME ACCOUNTING YEAR-TO-DATE SUMMARY			2016 STOUDT TIME ACCOUNTING (GROUPED BY CATEGORY) YEAR-TO-DATE SUMMARY		
TASK	HOURS	COST W/O TAXES (\$20.00/hr)	TASK	HOURS	COST
MARC admin	160.50	\$ 3,210.00	Admin	160.50	3,210.00
Other projects / events	15.25	\$ 305.00	Park/Trail Maintenance	60.75	1,215.00
East Branch Recreation Area	3.00	\$ 60.00	Montour Preserve	43.50	870.00
Hess Recreation Area	14.25	\$ 285.00	Columbia County Projects	14.25	285.00
Hopewell Park / Danville Farm Trails	5.00	\$ 100.00	River Towns Race Series	152.50	3,050.00
North Branch Canal Trail	22.75	\$ 455.00	<b>2016 YTD TOTALS</b>	<b>431.50</b>	<b>8,630.00</b>
River Drive trailhead / river access	0.50	\$ 10.00			
Montour Preserve admin	19.50	\$ 390.00			
Montour Preserve programming	7.25	\$ 145.00			
Montour Preserve maintenance	16.75	\$ 335.00			
Columbia Co. admin/misc.	0.75	\$ 15.00			
Columbia Co. North Branch Canal Trail	13.25	\$ 265.00			
Columbia Co. Fishing Creek	0.25	\$ 5.00			
Columbia Co. other	-	\$ -			
Columbia Co. other 2	-	\$ -			
Columbia Co. other 3	-	\$ -			
RTRS Admin / Misc.	14.25	\$ 285.00			
RTRS Awards Luncheon	15.50	\$ 310.00			
Humdinger Trail Races	81.50	\$ 1,630.00			
Montour Preserve Spring Fever Trail Runs	16.00	\$ 320.00			
River Towns Half-Marathon	2.75	\$ 55.00			
Worlds End 50k / 100k	-	\$ -			
Old Forge Brewing Co. 5k	1.75	\$ 35.00			
Montour 24 Endurance Runs	5.25	\$ 105.00			
Montour Preserve Summer Heat Trail Runs	3.50	\$ 70.00			
Hopewell Challenge Mountain Bike Race	-	\$ -			
Chilli Challenge	9.25	\$ 185.00			
Robbins Run 5k / 10k	2.75	\$ 55.00			
Boneshaker Cyclocross	-	\$ -			
<b>2016 YTD TOTAL HOURS</b>	<b>431.50</b>	<b>\$ 8,630.00</b>			



## **DIRECTOR'S REPORT (continued)**

### **GRANTS**

- **Montour County Commissioners' 2015 Tourism Fund grant**
  - Audit complete; grant closed out
  
- **Montour County Commissioners' 2016 Tourism Fund grants**
  - \$10,000 granted on 1/26/16 for 2016 River Towns Race Series advertising / promotion
    - As of 3/10, \$4,047.85 remains earmarked in MARC's account
  - \$5,000 granted on 1/26/16 for 2016 Montour Preserve operation
    - Per PA County Code Hotel Tax legislation, these funds must be used to promote the Montour Preserve as a tourism destination and increase the number of visitors from outside the region
  
- **Williams Transco Pipeline Atlantic Sunrise Project / The Conservation Fund Environmental Stewardship Program (no change since last meeting)**
  - \$146,000 granted to Susquehanna Greenway Partnership (SGP) on 10/1/15
  - SGP to administer grant, assist with sign design and planning and assist MARC with project implementation; SGP retains \$7,500
  - MARC may be reimbursed a total of \$138,500 in eligible grant expenses incurred between 10/1/15 and 9/30/16
    - MARC has submitted a request for reimbursement for \$19,688.97 in North Branch Canal Trail expenses incurred 9/1/15 – 12/31/15 (requesting special consideration of expenses incurred 9/1/15 – 9/30/15)
      - Request approved by SGP, forwarded to The Conservation Fund on 1/20/16
      - Receipt acknowledged by The Conservation Fund on 1/28/16
      - Reimbursement decision anticipated by mid-February
        - If approved, funds will be disbursed to SGP, then released to MARC
    - MARC will be allowed to submit two additional requests for reimbursement of up to \$118,811.03 in future North Branch Canal Trail expenses; reimbursement submissions scheduled for 5/31/16 and 10/2/16
    - MARC must incur expenses before requesting reimbursement

## DIRECTOR'S REPORT (continued)

### PROJECTS/MANAGED SITES

- **East Branch Recreation Area**
  - \$4,678.84 remains earmarked in our account for site maintenance through April 30, 2016
  - \$2,467.78 remains earmarked in our account for supplies
  - Talen Energy contacted Stoudt on 1/25/16 to review MARC expenses incurred in 2015 and begin planning for a possible 2016-2017 contract extension
    - Stoudt provided 2016/2017 cost estimates to Talen Energy on 3/10
  
- **River Drive parcel (North Branch Canal Trail trailhead and river access)** (no change since last meeting)
  - Additional site enhancements will be done in coming months as schedule permits
  
- **Hopewell Park / Danville Borough Farm**
  - Planning for trail directional signage and trail improvements is under consideration for 2016
    - Dave Decoteau/Riverside Adventure Company plan to assist with design and construction of final remaining trail connections
    - Volunteer Kevin Bowie has designed a proposed comprehensive system of signage, including designs for all signs
      - Temporary signage is being prepared for fabrication, to be installed in March and April
      - Subject to Danville Borough approval, formal signage will be installed this summer (if funding allows), to be completed before the 9/3/16 Hopewell Challenge Mountain Bike races
  
- **Hess Recreation Area** (no change since last meeting)
  - Skatepark
    - \$100 remains earmarked in our account for the project, specifically earmarked for reconstruction of the central pyramidal feature
    - Concrete cracks need to be sealed before they become worse
  - Ballfields
    - Softball field needs two loads of infield mix (estimated cost \$1,000); Stoudt expects to order in spring 2016, funding permitting
    - Portions of the field turf will be seeded when weather conditions permit
  - Road
    - MARC should consider a chip & tar coating of the road to extend its expected useful life; cost estimates will have to be sought when funding allows
  - Other
    - MARC anticipates heavy use of the site in 2016, including a new football league

## DIRECTOR'S REPORT (continued)

### PROJECTS/MANAGED SITES (continued)

#### ● North Branch Canal Trail

- Permit applications for the final two stream crossings were submitted to the Columbia County Conservation District and Montour County Conservation District on 2/29
  - Brinkash & Associates Engineering designs for both crossings call for 30' long 6' diameter Type II aluminum corrugated culverts
  - Columbia County permit has been approved
  - No decision yet regarding Montour County permit
- MARC is ready to put trail grading, culvert installation and material purchase out to bid as soon as Montour County permit is in hand and funding has been secured
- MARC staff and volunteers will resume vegetation clearing during the week of 3/14 – 3/18
- As reported at MARC's February meeting, Stoudt met with the SEDA-COG Joint Rail Authority, North Shore Railroad and Susquehanna Greenway Partnership on 2/1/16 to discuss completed work and consider options for 2016 construction
  - Columbia County land transfer should be done as soon as possible
    - MARC and SGP hope to use the value of the donated land as match for a possible DCNR grant to fund Catawissa to Bloomsburg trail design; a 'Waiver of Retroactivity' will be needed from DCNR
  - All parties are satisfied with work done to date; no complaints or objections raised
  - MARC will be allowed to work around several large trees in Mahoning Township, so long as all work remains within the property boundaries
  - SEDA-COG Joint Rail Authority will draft a legal agreement allowing MARC's use of the existing track crossing in Montour Township, Columbia County
    - MARC may be required to stabilize the crossing if deemed necessary
  - Stoudt will schedule a meeting with the North Shore Railroad to determine whether the railroad might be able to assist with material transport to the job sites
  - Concerns were raised regarding new campground-related obstructions in the railroad and trail right of way in Cooper Township, Montour County; Stoudt will make contact with the campground owner to try to resolve the issues

#### ● Montour Preserve

- \$142,162.18 raised to date from at least 300 donors (\$113,160.55 donated to CSCF fund; \$29,001.63 donated directly to MARC)
- Storage/display cabinets are needed for 200 +/- taxidermy mounts
- Three weddings have been scheduled, two more are possible
- 33 pavilion reservations made to date
- Maple sugaring programs successfully completed (see Assistant Director's report)
- Ice rescue gear and warning signage has been removed; boating closure 3/15 – 4/30 signage has been placed around Lake Chillisquaque

## DIRECTOR'S REPORT (continued)

### RIVER TOWNS RACE SERIES

2016 RIVER TOWNS RACE SERIES												
	SEASON OVERVIEW AND ECONOMIC IMPACT REPORT											
	Humdinger Trail Races	Montour Preserve Spring Fever Trail Runs	River Towns Half Marathon	Worlds End 50k/100k	Old Forge Brewing Co. 5k	Montour 24 Endurance Races	Montour Preserve Summer Heat Trail Runs	Hopewell Challenge Mountain Bike Race	Chilli Challenge	Robbins Run 5k/10k	Boneshaker Cyclocross	2016 SEASON TOTALS
DATE	March 5	April 2	May 7	May 21	June 11	July 23	August 13	September 3	September 24	October 15	November 19	<del>X</del>
ACTUAL NUMBER OF RACERS	283											283
TOTAL PAID REGISTRATIONS	308											308
PRE-SEASON ATTENDANCE PROJECTION	300	150	300	300	300	125	150	75	200	200	50	2150
MALE / FEMALE	136 (44%) / 172 (56%)											<del>X</del>
AVERAGE AGE	38											<del>X</del>
YOUNGEST / OLDEST	76 / 8											<del>X</del>
NUMBER OF RACERS FROM >50 MILES AWAY (EXCLUDING THOSE WHO DID NOT ATTEND RACE)	94 (33%)											94
NUMBER OF STATES REPRESENTED	8 (AR, DC, MA, MD, NJ, NY, PA, WA)											8
AVERAGE AMOUNT SPENT PER RACER ON FOOD / LODGING / GAS / OTHER (EXCLUDES RACE REGISTRATION FEES)	\$38.78											<del>X</del>
ESTIMATED TOTAL AMOUNT SPENT ON FOOD / LODGING / GAS / OTHER (EXCLUDES RACE REGISTRATION FEES; INCLUDES ONLY THOSE WHO ATTENDED)	\$10,975	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,975
ESTIMATED TOTAL DIRECT ECONOMIC IMPACT OF RACE (INCLUDES RACE REGISTRATION FEES AND ALL EXPENSES PAID BY RACE)	\$25,500											\$25,500

### UPCOMING EVENTS AND MEETINGS

- 3/16 North Branch Canal Trail work day
- 3/17 North Branch Canal Trail work day
- 3/18 Timberdoodle Time presentation @ Montour Preserve
- 4/2 Montour Preserve Spring Fever Trail Runs
- 4/11 MARC April meeting

## RECEIPTS TO BE PROVIDED DURING MEETING

Expense Report			
Transaction Date	Description	Account	Amount
2/8/16	Beiter's (misc. office supplies)	office supplies	12.35
2/10/16	Tractor Supply Company (flagging tape)	River Towns Race Series (Humdinger misc. supplies)	14.77
2/10/16	Staples (misc. office supplies)	office supplies	278.01
2/14/16	Tractor Supply Company (flagging tape)	River Towns Race Series (Humdinger misc. supplies)	10.55
2/17/16	HughesNet (Montour Preserve monthly internet service)	Montour Preserve	151.18
2/23/16	Cole's Hardware (toilet paper, paper towels and trash bags)	Hess Recreation Area	39.47
2/25/16	Staples (Montour Preserve supplies, office supplies)	\$88.67 office supplies; \$56.21 Montour Preserve	144.88
2/25/16	Klein Artworks (brochure printing)	\$55 Chilli Challenge advertising; \$110 Spring Fever Trail Run advertising; \$110 Summer Heat Trail Run advertising; \$55 River Towns Half Marathon advertising; \$55 misc. expense	385.00
2/26/16	MailChimp (email advertising)	\$16.67 Montour Preserve; \$16.67 misc. expenses; \$16.66 River Towns Race Series advertising	50.00
2/26/16	Brews 'N Bytes (deposit for Humdinger food)	Humdinger food & drink	900.00
2/29/16	Facebook (advertising of Humdinger, Chilli Challenge, Montour Preserve Spring Fever Trail Runs and Montour Preserve Summer Heat Trail Runs)	River Towns Race Series (\$49.85 Humdinger advertising; \$100 Chilli Challenge advertising; \$100 Spring Fever Trail Run advertising; \$100 Summer Heat Trail Run advertising)	349.85
3/2/16	Satin Stitches (Humdinger prizes)	Humdinger prizes	75.00
3/3/16	Bloom Naturally (Humdinger food)	Humdinger food & drink	40.65
3/3/16	Weis (food and cups for Humdinger)	River Towns Race Series (Humdinger \$35.94 food; \$21.10 misc. supplies)	57.04
3/4/16	West Branch Rental (generator and heaters for Humdinger)	River Towns Race Series (Humdinger equipment rentals)	240.00
3/4/16	Weis (Humdinger water, cups and food prizes)	River Towns Race Series (Humdinger \$22.00 food/drink; \$42.29 misc. supplies; \$54.21 prizes)	118.50
3/7/16	Leslie Jordan (t-shirts for Montour Preserve Spring Fever Trail Runs)	River Towns Race Series (Montour Preserve Spring Fever Trail Runs t-shirts)	761.45
<b>EXPENSE REPORT TOTAL</b>			<b>\$ 3,628.70</b>
<b>Name:</b>	Robert Stoudt	<b>Date Submitted:</b>	3/14/2016
<b>Signature:</b>			
		<b>Date Paid:</b>	
<b>Approved by:</b>			
		<b>Check #:</b>	

**Central Susquehanna Community Foundation**

**Amendment to Fund Agreement with Montour Area Recreation Commission**

1. This amendment (the "Amendment") is made by M. Holly Morrison, President & CEO Central Susquehanna Community Foundation and Robert T. Stoudt, Montour Area Recreation Commission Executive Director, parties to the Montour Area Recreation Commission— Montour Area Recreation Commission Agency Pass Through Fund agreement dated February 11, 2013. The CSCF Board and the MARC Board also contemplated and agreed to this amendment documented in Board minutes.

2. The Agreement is amended as follows:

**FROM:**

THIS FUND AGREEMENT is made this 11<sup>th</sup> day of December, 2013, between Central Susquehanna Community Foundation, a community foundation, and Montour Area Recreation Commission, to create an Agency Pass Through Fund to promote recreational facilities, activities, preservation and events for the Montour Preserve, Anthony Township, Montour County, Pennsylvania.

**TO:**

THIS FUND AGREEMENT Is made this 5<sup>th</sup> day of February, 2016 between DANVILLE AREA COMMUNITY FOUNDATION, an affiliate of Central Susquehanna Community Foundation, and Montour Area Recreation Commission, to create an Agency Pass Through Fund to promote recreational facilities, activities, preservation and events for the Montour Preserve, Anthony Township, Montour County, Pennsylvania.

3. Except as set forth in this Amendment, the Agreement is unaffected and shall continue in full force and effect in accordance with its terms. If there is conflict between this amendment and the Agreement or any earlier amendment, the terms of this amendment will prevail.

4. WHEREAS the Danville Area Community Foundation elects to separate from the Central Susquehanna Community Foundation, The Montour Area Recreation Commission funds will remain under the Central Susquehanna Community Fund where they originated.

IN WITNESS WHEREOF, the Donor and Foundations have executed this Amendment.

**CENTRAL SUSQUEHANNA COMMUNITY FOUNDATION**

By: \_\_\_\_\_  
M. Holly Morrison, D.Ed., President and CEO

Date: \_\_\_\_\_

**DANVILLE AREA COMMUNITY FOUNDATION**

By: \_\_\_\_\_  
O. Fred Miller, M.D., Chairman

Date: \_\_\_\_\_

**DONOR**

By: \_\_\_\_\_  
Robert T. Stoudt, MARC

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Michael B. Mills, MARC President

Date: \_\_\_\_\_

**Central Susquehanna Community Foundation**

**Amendment to Fund Agreement with Montour Area Recreation Commission**

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2. The Agreement is amended as follows:

**FROM:**

THIS FUND AGREEMENT is made this 10<sup>th</sup> day of December, 2014, between Central Susquehanna Community Foundation, a community foundation, and Montour Area Recreation Commission, to create an Agency Pass Through Fund to promote recreational facilities, activities, preservation and events for the Montour Preserve, Anthony Township, Montour County, Pennsylvania.

**TO:**

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**CENTRAL SUSQUEHANNA COMMUNITY FOUNDATION**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
M. Holly Morrison, D.Ed., President and CEO

**DANVILLE AREA COMMUNITY FOUNDATION**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
O. Fred Miller, M.D., Chairman

**DONOR**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Robert T. Stoudt, MARC

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Michael B. Mills, MARC President