



MONTOUR AREA RECREATION COMMISSION

www.MontourRec.com

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

May 9, 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– 12**)
- 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

Old Business

- North Branch Canal Trail construction and materials bid opening

Assistant Director's Report (Jon Beam) (**page 12**)

Maintenance Technician's Report (Denny Piatt) (**page 13**)

Director's Report (Bob Stoudt) (**pages 14 – 18**)

- Approval of Director's expense report (**page 19**)

New Business

Other Items

- MARC funding

Adjournment

next meeting: June 13, 2016

Ozark & Shultz Accounting
Tax & Accounting Services

Susan M. Shultz, CPA

603 E Market St., Ste 110
Danville, PA 17821

(570) 275-8846
Fax: 275-5907

Montour Area Recreation Commission
PO Box 456
Danville, PA 17821

Financial Statement

April 30, 2016

Ozark & Shultz Accounting
Tax & Accounting Services

Susan M. Shultz, CPA

603 E Market St., Ste 110
Danville, PA 17821

(570) 275-8846
Fax: 275-5907

Accountant's Compilation Report

To the Board of Directors
Montour Area Recreation Commission

Management is responsible for the accompanying financial statements of Montour Area Recreation Commission, which comprise the statement of financial position of Montour Area Recreation Commission as of April 30, 2016 and the related statement of financial activities for the year to date period then ended in accordance with the non-profit basis of accounting, and for determining that the non-profit basis of accounting is an acceptable financial reporting framework. I have performed compilation engagements in accordance with the Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. I did not audit or review the financial statements nor was I required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, I do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

The financial statements are prepared in accordance with the non-profit basis of accounting, which is a basis of accounting other than accounting principals generally accepted in the United States of America.



Susan M. Shultz, CPA
Danville, PA

May 4, 2016

3:42 PM
05/04/16
Accrual Basis

Montour Area Recreation Commission
Statement of Financial Position
As of April 30, 2016

	Apr 30, 16
ASSETS	
Current Assets	
Checking/Savings	
Service 1st FCU	62,062.03
Total Checking/Savings	82,062.03
Other Current Assets	
Prepaid Expenses	
Payroll & Taxes	899.94
Prepaid Expenses - Other	3,924.50
Total Prepaid Expenses	4,824.44
Total Other Current Assets	4,824.44
Total Current Assets	86,886.47
Other Assets	
CSCF - Trusted Funds	
Montour Preserve Fund	46,607.44
CSCF - Trusted Funds - Other	1,231.82
Total CSCF - Trusted Funds	47,839.26
Total Other Assets	47,839.26
TOTAL ASSETS	134,725.73
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Advance Payments Received	
Event Sponsorships	1,104.18
Preserve Reservations	2,460.00
Race Registrations	14,929.36
Total Advance Payments Received	18,493.54
Conditional Contributions	
Cnty Tourism -Montour Preserve	5,000.00
County Tourism Grant -RTRS	180.07
PPL EBRA Deposits	7,014.87
PPL Trlr/ Util Vehicle Purchase	3,000.00
Skatepark Deposits	100.00
Total Conditional Contributions	15,294.94
Payroll Liabilities	2,730.00
Security Deposits Held	
Hess Field Security Deposit	1,500.00
Preserve Pavilion Security Dpat	1,150.00
Total Security Deposits Held	2,650.00
Total Other Current Liabilities	39,168.48
Total Current Liabilities	39,168.48
Total Liabilities	39,168.48
Equity	
Retained Earnings	96,184.77
Net Income	-627.52
Total Equity	95,557.25
TOTAL LIABILITIES & EQUITY	134,725.73

See Accountant's Report

Page 1

3:36 PM
 05/04/16
 Accrual Basis

Montour Area Recreation Commission
Statement of Financial Activities
 January through April 2016

	<u>Jan - Apr 16</u>
Ordinary Income/Expense	
Income	
Donations Received	
Montour Preserve Donations	7,357.98
Donations Received - Other	125.00
Total Donations Received	<u>7,482.98</u>
Field User Fees	1,575.00
Grants	
County Tourism Grant -RTRS	9,819.93
Greenway Sign Grants/Reimbursem	5,000.00
NBCT -Grants/Reimbursement	19,688.97
PPL Recreation Grant	241.75
Total Grants	<u>34,750.65</u>
River Town Race Series	
Event Sponsorship	324.82
River Town Race Series - Other	19,525.74
Total River Town Race Series	<u>19,850.56</u>
Total Income	<u>63,659.19</u>
Gross Profit	63,659.19
Expense	
Administrative/Overhead	
Dues & Subscriptions	491.00
Legal Notices	1,536.29
Miscellaneous	733.34
Office Expense	884.24
Payroll Taxes	2,121.41
Professional Fees	5,100.00
Wages & Salaries	21,171.48
Total Administrative/Overhead	<u>32,037.76</u>
Montour Preserve	12,664.92
Park & Trail Maintenance	
General -Tools & Supplies	153.19
Hess Recreation Area	638.73
PPL - EBRA	100.00
Total Park & Trail Maintenance	<u>891.92</u>
Reconciliation Discrepancies	0.00
Special Events	
RTRS	18,692.11
Total Special Events	<u>18,692.11</u>
Total Expense	<u>64,286.71</u>
Net Ordinary Income	<u>-627.52</u>
Net Income	<u><u>-627.52</u></u>

See Accountant's Report

Page 1

MARC 2016 Checking Register (Service 1st 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	4/15/16	5/2/16	4/1/16 - 4/30/16	US Treasury (April tax deposit)	payroll taxes		1,715.82		18,974.98
automatic payment	4/15/16	5/2/16	4/1/16 - 4/30/16	PA Dept. of Revenue (April tax deposit)	payroll taxes		222.89		18,752.09
5156	4/11/16	5/2/16	4/1/16 - 4/30/16	Tyco Integrated Security, LLC (Montour Preserve security system repair)	Montour Preserve		384.00		18,368.09
5157	4/11/16	5/2/16	4/1/16 - 4/30/16	PPL Electric Utilities	Montour Preserve		27.41		18,340.68
5158	4/11/16	5/2/16	4/1/16 - 4/30/16	PPL Electric Utilities	Montour Preserve		523.58		17,817.10
5159	4/11/16	5/2/16	4/1/16 - 4/30/16	PPL Electric Utilities	Montour Preserve		44.76		17,772.34
5160	4/11/16	5/2/16	4/1/16 - 4/30/16	PPL Electric Utilities	Montour Preserve		984.34		16,788.00
5161	4/11/16	5/2/16	4/1/16 - 4/30/16	MePush, Inc. (website hosting)	\$33 Montour Preserve; \$33 River Towns Race Series; \$33 misc. expenses		99.00		16,689.00
5162	4/11/16	5/2/16	4/1/16 - 4/30/16	PPL Electric Utilities (Hess electric)	Hess Recreation Area		173.61		16,515.39
5163	4/11/16	5/2/16	4/1/16 - 4/30/16	Dennis Piatt (payroll 3/20 - 4/2)	payroll - Piatt		444.05		16,071.34
5164	4/11/16	5/2/16	4/1/16 - 4/30/16	Jon Beam (payroll 3/20 - 4/2)	payroll - Beam		312.68		15,758.66
5165	4/11/16	5/2/16	4/1/16 - 4/30/16	Starr Portables (RTRS - Spring Fever porta-potties)	RTRS - Spring Fever Trail Runs porta-potties		250.00		15,508.66
5166	4/11/16	5/2/16	4/1/16 - 4/30/16	Bason Coffee Roasting (Spring Fever Trail Runs drinks)	RTRS - Spring Fever Trail Runs food & drinks		40.00		15,468.66
5167	4/11/16	5/2/16	4/1/16 - 4/30/16	PA Runners (Spring Fever timing)	RTRS - Spring Fever Trail Runs timing		550.00		14,918.66
5168	4/11/16	5/2/16		Ted Heaps Container Service (East Branch Rec Area, Montour Preserve and Hess Recreation Area trash service)	\$25 East Branch Recreation Area; \$85 Montour Preserve; \$65 Hess Recreation Area		175.00		14,743.66
5169	4/11/16	5/2/16	4/1/16 - 4/30/16	The Daily Item (legal notice advertising of Montour County loan)	public notices		402.05		14,341.61
5170	4/11/16	5/2/16	4/1/16 - 4/30/16	Robert Stoudt (payroll 3/6 - 3/19)	payroll - Stoudt		1,610.96		12,730.65
5171	4/11/16	5/2/16	4/1/16 - 4/30/16	Robert Stoudt (payroll 3/20 - 4/2)	payroll - Stoudt		1,648.91		11,081.74
5172	4/11/16	5/2/16	4/1/16 - 4/30/16	Robert Stoudt (4/11 expense report)	\$16.67 misc. expenses; \$850 Montour Preserve; \$224.68 office supplies; \$66.75 park maintenance tools & supplies; \$16.66 River Towns Race Series advertising; \$14 RTRS - Humdinger misc. expenses; \$302.85 RTRS - Spring Fever Trail Run prizes/awards; \$1,630 RTRS - River Towns Half-Marathon prizes/awards; \$17.21 RTRS - River Towns Half-Marathon advertising; \$20.88 RTRS - Spring Fever Trail Runs food & drink; \$4,214.25 RTRS - River Towns Half-Marathon t-shirts		7,373.95		3,707.79
5173	4/11/16	5/2/16	4/1/16 - 4/30/16	Kyle Jefferson (overpayment refund)	RTRS - River Towns Half Marathon refund		70.64		3,637.15
deposit	4/12/16	5/2/16	4/1/16 - 4/30/16	deposit	\$1,000 Montour Preserve donation; \$2,130 RTRS - River Towns Half Marathon registrations; \$70 RTRS - Chilli Challenge registrations; \$810 RTRS - Montour Preserve Spring Fever registrations; \$45 RTRS - Robbins Run registrations; \$60,000 Montour Preserve donations (Central Susquehanna Community Foundation pass-through); \$19,688.97 Susquehanna Greenway grant reimbursement for North Branch Canal Trail 2015 expenses (to be credited as \$3,902.54 to Columbia County projects, \$15,786.43 to unrestricted general funds)			83,743.97	87,381.12

MARC 2016 Checking Register (Service 1st 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
5174	4/13/16	5/2/16	4/1/16 - 4/30/16	Associated Insurance Management, Inc.	RTRS - insurance (\$488 River Towns Half-Marathon insurance; \$488 Chilli Challenge insurance; \$488 Humdinger 2017 insurance)		1,464.00		85,917.12
5175	4/27/16	5/2/16		Denny Piatt (expense reimbursement for Round-Up)	Montour Preserve		84.79		85,832.33
deposit	4/29/16	5/2/16	4/1/16 - 4/30/16	deposit (Geisinger Softball League Hess Field user fees)	Hess Field user fees			1,100.00	86,932.33
5176	4/30/16	5/2/16		Dennis Piatt (payroll 4/3 - 4/16)	payroll - Piatt		338.05		86,594.28
5177	4/30/16	5/2/16		Jon Beam (payroll 4/3 - 4/16)	payroll - Beam		224.13		86,370.15
5178	4/30/16	5/2/16		Robert Stoudt (payroll 4/3 - 4/16)	payroll - Stoudt		2,029.61		84,340.54
5179	4/30/16	5/2/16		PPL Electric Utilities (Montour Preserve electric)	Montour Preserve		377.61		83,962.93
5180	4/30/16	5/2/16		PPL Electric Utilities (Montour Preserve electric)	Montour Preserve		40.91		83,922.02
5181	4/30/16	5/2/16		PPL Electric Utilities (Montour Preserve electric)	Montour Preserve		47.47		83,874.55
5182	4/30/16	5/2/16		PPL Electric Utilities (Montour Preserve electric)	Montour Preserve		843.59		83,030.96
5183	4/30/16	5/2/16		Tiara Ward (refund of Montour Preserve pavilion security deposit)	Montour Preserve pavilion security deposit refund		50.00		82,980.96
5184	4/30/16	5/2/16		Press Enterprise (North Branch Canal Trail bid advertising)	public notices	Williams (North Branch Canal Trail)	61.18		82,919.78
5185	4/30/16	5/2/16		The Daily Item (North Branch Canal Trail bid advertising)	public notices	Williams (North Branch Canal Trail)	160.75		82,759.03
5186	4/30/16	5/2/16		Ozark & Shultz Accounting (Q1 2016 accounting and tax prep and accounting reformatting)	accounting		525.00		82,234.03
5187	4/30/16	5/2/16		ALS Group USA (Montour Preserve water testing)	Montour Preserve		172.00		82,062.03
automatic payment	5/2/16	5/2/16		PA UC Fund	payroll taxes		467.68		81,594.35
automatic payment	5/2/16	5/2/16		Danville Area Earned Income	payroll taxes		259.47		81,334.88
automatic payment	5/2/16	5/2/16		EFIPS (940 deposit)	payroll taxes		70.11		81,264.77
deposit	5/2/16	5/2/16		deposit	\$2,208 Montour Preserve donations; \$1,030 Montour Preserve pavilion reservations; \$600 Montour Preserve pavilion refundable security deposits; \$100 Hess Field user fees; \$4,700 RTRS - River Towns Half-Marathon registrations; \$100 donations - unrestricted; \$60 RTRS - Spring Fever Trail Runs registrations; \$75 RTRS - Summer Heat Trail Runs registrations; \$20 RTRS - Robbins Run registrations; \$165 RTRS - Chilli Challenge registrations			9,058.00	90,322.77



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Statement Period: 04/01/2016-04/30/2016

Page 1 of 2

Summary of Accounts:

	Ending Balance	YTD Dividend	Account Number: 584727
Savings			
01 - REGULAR SAVINGS	5.00	0.00	
40 - CHECKING	87,488.62	0.00	
Total	87,493.62	0.00	

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

ID 01 REGULAR SAVINGS

Trans	Eff Date	Transaction	Deposit	Withdrawal	Balance
Apr 1		Balance Forward			5.00
Apr 30		Ending Balance			5.00

ID 40 CHECKING

Trans	Eff Date	Transaction	Deposit	Withdrawal	Balance
Apr 1		Balance Forward			23,195.36
Apr 1		Draft 005147		-99.00	23,096.36
Apr 4		Draft 005091		-28.25	23,068.11
Apr 4		Draft 005141		-125.00	22,943.11
Apr 4		Draft 005151		-400.00	22,543.11
Apr 5		Draft 005148		-175.00	22,368.11
Apr 5		Draft 005155		-857.62	21,710.49
Apr 6		Draft 005152		-155.00	21,555.49
Apr 6		Draft 005153		-220.00	21,335.49
Apr 11		Draft 005154		-348.19	20,987.30
Apr 12		Deposit by Check	83,743.97		104,731.27
Apr 13		Draft 005170		-1,810.96	103,120.31
Apr 13		Draft 005171		-1,848.91	101,471.40
Apr 13		Draft 005172		-7,373.95	94,097.45
Apr 14		Draft 005164		-312.68	93,784.77
Apr 15		Withdrawal ACH IRS TYPE: USATAXPYMT ID: 3387702000 CO: IRS		-1,715.82	92,068.95
Apr 15		Draft 005162		-173.61	91,895.34
Apr 15		Draft 005174		-1,464.00	90,431.34
Apr 18		Withdrawal ACH COMMWLTHOFPA INT TYPE: PAEMPLOYTX ID: 1236003133 CO: COMMWLTHOFPA INT		-222.89	90,208.45
Apr 18		Draft 005157		-27.41	90,181.04
Apr 18		Draft 005159		-44.76	90,136.28
Apr 18		Draft 005158		-384.00	89,752.28
Apr 18		Draft 005158		-523.58	89,228.70
Apr 18		Draft 005160		-984.34	88,244.36
Apr 19		Draft 005173		-70.64	88,173.72
Apr 19		Draft 005165		-250.00	87,923.72
Apr 19		Draft 005169		-402.05	87,521.67

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Account Number: 584727 Statement Period: 04/01/2016-04/30/2016



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ID 40 CHECKING - Continued

Trans	Eff Date	Transaction	Deposit	Withdrawal	Balance
Apr 19		Draft 005163		-444.05	87,077.62
Apr 22		Draft 005166		-40.00	87,037.62
Apr 22		Draft 005167		-550.00	86,487.62
Apr 29		Deposit	1,100.00		87,587.62
Apr 29		Draft 005161		-99.00	87,488.62
Apr 30		Ending Balance			87,488.62
		Total Deposits 84,843.97			
		Total Withdrawals 20,550.71			

Drafts for 40 - CHECKING

Date	Draft Number	Amount	Date	Draft Number	Amount	Date	Draft Number	Amount
Apr 4	□ 005091	28.25	Apr 18	□ 005156	384.00	Apr 19	□ 005165	250.00
Apr 4	□ 005141*	125.00	Apr 18	□ 005157	27.41	Apr 22	□ 005166	40.00
Apr 1	□ 005147*	99.00	Apr 18	□ 005158	523.58	Apr 22	□ 005167	550.00
Apr 5	□ 005148	175.00	Apr 18	□ 005159	44.76	Apr 19	□ 005169*	402.05
Apr 4	□ 005151*	400.00	Apr 18	□ 005160	984.34	Apr 13	□ 005170	1,610.96
Apr 6	□ 005152	155.00	Apr 29	□ 005161	99.00	Apr 13	□ 005171	1,648.91
Apr 6	□ 005153	220.00	Apr 15	□ 005162	173.61	Apr 13	□ 005172	7,373.95
Apr 11	□ 005154	348.19	Apr 19	□ 005163	444.05	Apr 19	□ 005173	70.64
Apr 5	□ 005155	657.62	Apr 14	□ 005164	312.68	Apr 15	□ 005174	1,464.00

* denotes skipped sequence

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

Your ScoreCard® Rewards Bonus Point program associated with your Service 1st Visa® Check Card is being discontinued as of March 31, 2016. This means you will no longer accumulate points by using your Service 1st Visa® Check Card. You have until May 31, 2016 to redeem the points you have accumulated for valuable merchandise and travel rewards at www.ScoreCardRewards.com. As of May 31, 2016 any points associated with your Visa® check card will be expired. Log in today to view your current points balance and redemption options!

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You can still enjoy our ScoreCard® Rewards points program when you use our Service 1st Visa® Platinum Credit Card. To learn more and apply today, please visit www.service1.org.

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MARC Checking Account Reconciliation - Service 1st Account

Updated 5/2/16

ending balance from 4/30/16 bank statement	\$ 87,488.62
deposits not yet posted (detailed below)	\$ 9,058.00
subtotal	\$ 96,546.62
withdrawals not yet cleared (detailed below)	\$ 6,223.85
balance (should agree with checkbook)	\$ 90,322.77
actual checkbook balance	\$ 90,322.77
difference	\$ -

DEPOSITS NOT YET POSTED			
TRANSACTION DATE	CHECK #	DESCRIPTION OF TRANSACTION	AMOUNT
5/2/16		deposit	\$ 9,058.00
TOTAL			\$ 9,058.00

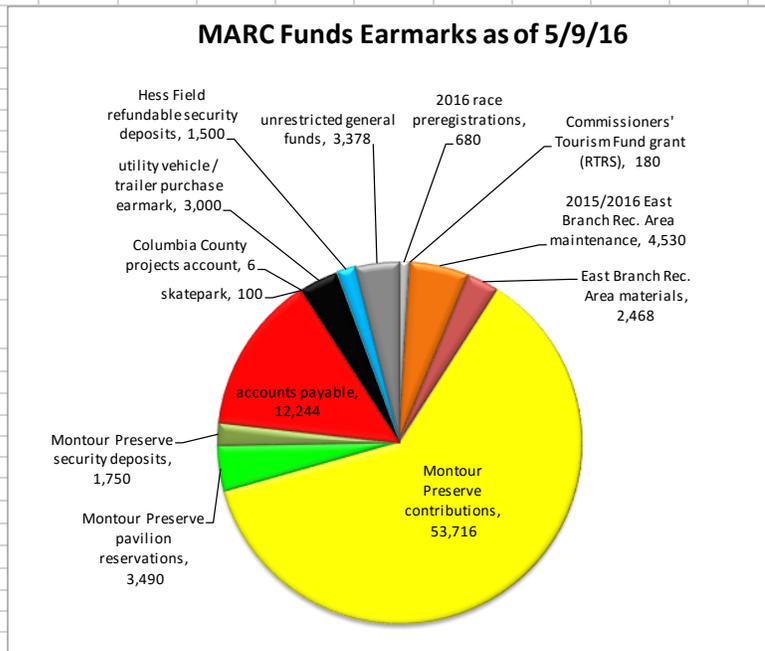
WITHDRAWALS NOT YET CLEARED			
TRANSACTION DATE	CHECK #	DESCRIPTION OF TRANSACTION	AMOUNT
09/16/15	5008	Children's Miracle Network (Hess security deposit refund)	\$ 250.00
01/14/16	5102	Galon Snyder (Robbins Run refund)	\$ 23.25
01/14/16	5103	Anna Brownell (Robbins Run refund)	\$ 23.25
04/11/16	5168	Ted Heaps Container Service	\$ 175.00
04/27/16	5175	Denny Piatt (expense reimbursement for Round-Up)	\$ 84.79
04/30/16	5176	Dennis Piatt (payroll 4/3 - 4/16)	\$ 338.05
04/30/16	5177	Jon Beam (payroll 4/3 - 4/16)	\$ 224.13
04/30/16	5178	Robert Stoudt (payroll 4/3 - 4/16)	\$ 2,029.61
04/30/16	5179	PPL Electric Utilities (Montour Preserve electric)	\$ 377.61
04/30/16	5180	PPL Electric Utilities (Montour Preserve electric)	\$ 40.91
04/30/16	5181	PPL Electric Utilities (Montour Preserve electric)	\$ 47.47
04/30/16	5182	PPL Electric Utilities (Montour Preserve electric)	\$ 843.59
04/30/16	5183	Tiara Ward (refund of Montour Preserve pavilion security deposit)	\$ 50.00
04/30/16	5184	Press Enterprise (North Branch Canal Trail bid advertising)	\$ 61.18
04/30/16	5185	The Daily Item (North Branch Canal Trail bid advertising)	\$ 160.75
04/30/16	5186	Ozark & Shultz Accounting (Q1 2016 accounting and tax prep and accounting reformatting)	\$ 525.00
04/30/16	5187	ALS Group USA (Montour Preserve water testing)	\$ 172.00
05/02/16	automatic payment	PA UC Fund	\$ 467.68
05/02/16	automatic payment	Danville Area Earned Income	\$ 259.47
05/02/16	automatic payment	EFTPS (940 deposit)	\$ 70.11
TOTAL			\$ 6,223.85

MARC FUND EARMARKS

EARMARK CATEGORIES	AMOUNT
2016 race preregistrations	680
Commissioners' Tourism Fund grant (RTRS)	180
2015/2016 East Branch Rec. Area maintenance	4,530
East Branch Rec. Area materials	2,468
Montour Preserve contributions	53,716
Montour Preserve pavilion reservations	3,490
Montour Preserve security deposits	1,750
accounts payable	12,244
skatepark	100
Columbia County projects account	6
utility vehicle / trailer purchase earmark	3,000
Hess Field refundable security deposits	1,500
unrestricted general funds	3,378
TOTAL RESTRICTED	83,664
ACTUAL CHECKBOOK BALANCE (5/9/16)	87,042

ACCOUNTS RECEIVABLE	
CMN Kickin' it for Kids Hess Field user fee	200
2016 / 2017 East Branch Rec. Area lease payment	9,000
redeposit of extra cash withdrawn for Spring Fling vouchers	560
	9,760

ACCOUNTS PAYABLE	
Stoudt expense report	5,461
account payable	6,783
	12,244



ASSISTANT DIRECTOR'S REPORT

Jon and Bob met with Michele Richards, Director of the Pennsylvania Master Naturalist's Program to discuss the possibility of using Montour Preserve for a local training program in 2017 and having Jon organize the course with funding from a grant. Jon was present at a meeting with DCNR representatives to assist in a discussion about the future of Montour Preserve. Jon has offered four public programs in the past month: two bird walks, a spring wildflower walk and a special Earth Day walk. A total of 28 people attended the programs. Jon also provided educational programs for Bloomsburg Christian School and Danville Primary School at Montour Preserve and assisted with Nature Day for the first-graders at G.C. Hartman Elementary School in Southern Columbia School District. He assisted with work on the North Branch Canal Trail, Hess Field and installing the boat dock and fishing pier at Montour Preserve.

Jon Beam

5/3/16

MAINTENANCE TECHNICIAN'S REPORT

April 6 to May 2

monthly inspection of fire extinguishers

started to do spring cleanup on raised mounds Heron Cove side of lake

checked out attic area of VC trying to find source of smell

worked on Canal trail

worked with others to turn on water @ outside restrooms and get ready for water testing

went motor boating on lake Chillisquague to install boat dock and fishing pier

opened up VC for election day

worked with Starr to pump out septic tanks

PTMT

Dennis Piatt

5/3/16

DIRECTOR'S REPORT

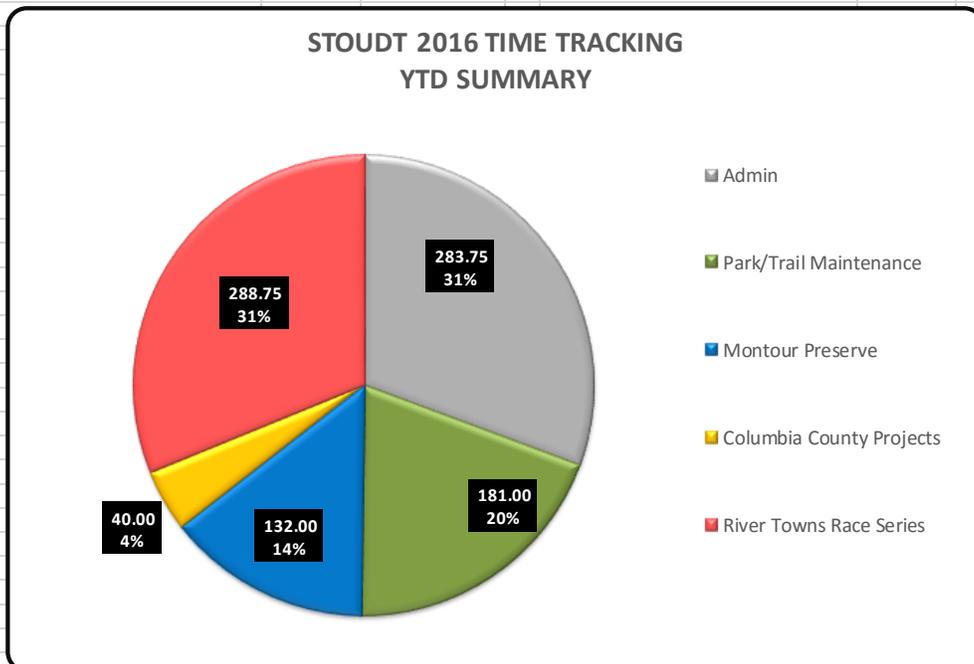
Director's Time Tracking (updated 5/8/16)

PROJECT	APRIL																														YTD 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																												
STOUDT																																																										
MARC admin	0.75	0.50	1.50	4.00	3.00	6.50	1.75	0.50	1.50	7.50	2.00	1.50	1.25	1.00	0.75	0.25	3.00	3.00	1.50	1.00	1.50	0.50	2.50	1.00	0.75	2.50	0.75	2.00	1.00	5.50	3.50	1.00	0.50																									
Other projects / events				2.00	1.50	2.00	2.50	3.50		0.50	3.50	5.50	2.00	3.00					2.75	3.00	1.00	2.00												2.00																								
East Branch Recreation Area			0.25	0.25		0.25			0.25		0.25			1.00											0.25							0.25			0.25	0.25	0.50																					
Hess Recreation Area	0.25		0.25	0.50	0.50	0.25	0.25	0.25	1.75	1.50	2.00	1.00	0.50	0.25	0.25	1.25	0.25	0.25	1.25	0.25	0.25	0.50	0.50	0.25	0.50	0.25	0.25	0.50	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25																				
Hopewell Park / Danville Farm Trails	0.25			0.25		0.25																			0.25																																	
North Branch Canal Trail			0.50	0.25	0.50	0.25	0.25		0.25		1.00	0.25	2.50	0.25	4.50	3.50	2.50	1.00	5.50					0.25				1.00	0.25	0.25	0.50	0.25	0.25	0.25	0.50	1.00	0.50	0.75	0.25	0.25																		
River Drive trailhead / river access																																																										
Montour Preserve	0.50		1.00	2.00	2.00	3.50	0.25	0.25	1.00	1.00	0.50	0.75	2.00	1.50			0.50	2.00	0.75	1.00	0.75	0.25																																				
Montour Preserve programming																																																										
Montour Preserve maintenance	2.00			1.00	0.75	0.50		0.25						0.25	0.25	0.50	0.75	0.75	0.75				1.50	0.75			3.00	6.50																														
Columbia Co. admin/misc.																																																										
Columbia Co. North Branch Canal Trail				0.50							1.00	0.25	2.50					3.50	2.50	1.00	4.75	4.50				1.00	0.25											0.50	2.50																			
Columbia Co. Fishing Creek																																																										
Columbia Co. other																																																										
Columbia Co. other 2																																																										
Columbia Co. other 3																																																										
RTRS Admin / Misc.																																																										
RTRS Awards Luncheon																																																										
Humdinger Trail Races																																																										
Montour Preserve Spring Fever Trail Runs	9.00	11.25	7.75	3.50	0.25	0.25		0.25																																																		
River Towns Half-Marathon	0.25		0.25	0.25	0.25	0.25	1.00		0.50	0.25																																																
Worlds End 50k / 100k																																																										
Old Forge Brewing Co. 5k				0.50	0.25	0.25																																																				
Montour 24 Endurance Runs				0.25																																																						
Montour Preserve Summer Heat Trail Runs																																																										
Hopewell Challenge Mountain Bike Race																																																										
Chilli Challenge																																																										
Robbins Run 5k / 10k																																																										
Boneshaker Cyclocross																																																										
DAILY TOTALS	92.75																																																									
WEEKLY PAYROLL TOTAL																																																										
BIWEEKLY PAYROLL TOTAL																																																										
PAYROLL PERIOD			8								9								10																																							
			116.00								120.75								92.75																																							
			56.25								66.00								54.75		92.75																																					

DIRECTOR'S REPORT (continued)

Director's 2016 Year-to-Date Time Accounting as of 5/8/16

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	283.75	\$ 5,675.00	Admin	283.75	5,675.00
Other projects / events	63.00	\$ 1,260.00	Park/Trail Maintenance	181.00	3,620.00
East Branch Recreation Area	7.25	\$ 145.00	Montour Preserve	132.00	2,640.00
Hess Recreation Area	42.50	\$ 850.00	Columbia County Projects	40.00	800.00
Hopewell Park / Danville Farm Trails	6.00	\$ 120.00	River Towns Race Series	288.75	5,775.00
North Branch Canal Trail	61.75	\$ 1,235.00	2016 YTD TOTALS	925.50	18,510.00
River Drive trailhead / river access	0.50	\$ 10.00			
Montour Preserve admin	61.00	\$ 1,220.00			
Montour Preserve programming	7.25	\$ 145.00			
Montour Preserve maintenance	63.75	\$ 1,275.00			
Columbia Co. admin/misc.	0.75	\$ 15.00			
Columbia Co. North Branch Canal Trail	39.00	\$ 780.00			
Columbia Co. Fishing Creek	0.25	\$ 5.00			
Columbia Co. other	-	\$ -			
Columbia Co. other 2	-	\$ -			
Columbia Co. other 3	-	\$ -			
RTRS Admin / Misc.	21.75	\$ 435.00			
RTRS Awards Luncheon	15.50	\$ 310.00			
Humdinger Trail Races	83.50	\$ 1,670.00			
Montour Preserve Spring Fever Trail Runs	57.00	\$ 1,140.00			
River Towns Half-Marathon	81.50	\$ 1,630.00			
Worlds End 50k / 100k	5.25	\$ 105.00			
Old Forge Brewing Co. 5k	2.75	\$ 55.00			
Montour 24 Endurance Runs	6.00	\$ 120.00			
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	-	\$ -			
2016 YTD TOTAL HOURS	925.50	\$ 18,510.00			



DIRECTOR'S REPORT (continued)

GRANTS

- **Montour County Commissioners' 2016 Tourism Fund grants**
 - \$10,000 granted on 1/26/16 for 2016 River Towns Race Series advertising / promotion
 - As of 5/9, \$180.07 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**
 - \$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 been reimbursed \$19,688.97 in North Branch Canal Trail expenses incurred 9/1/15 – 12/31/15
 - 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
 - Montour County has borrowed funds from FNB Bank on MARC's behalf; MARC will request disbursements as needed

DIRECTOR'S REPORT (continued)

PROJECTS/MANAGED SITES

- **East Branch Recreation Area**
 - \$4,530.34 remains earmarked in our account for site maintenance through April 30, 2016
 - \$2,467.78 remains earmarked in our account for supplies
 - \$9,000 lease payment from Talen Energy for 2016/2017 term expected in May

- **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**
 - Installation of temporary signage is complete
 - User feedback will be considered for 2 – 3 months until higher quality permanent signage can be purchased and installed (funding permitting), preferably before the 9/3/16 Hopewell Challenge Mountain Bike races
 - Final trail connection alignments being marked by Dave Decoteau; pending approvals by Danville Borough / Montour County Conservation District as needed, trail work anticipated late spring/early summer

- **Hess Recreation Area**
 - Fencing around the parking lot is reaching the point where it can no longer be repaired; maintenance is required on a nearly daily basis
 - Subject to Borough approval, MARC may wish to replace the wooden fencing with extra boulders still on site, left over from road reconstruction project
 - 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
 - One load of infield mix was purchased and installed on the softball field on 4/29, with volunteer assistance by Geisinger Softball League representative Angel Pagan, labor by Stoudt and Beam and paid labor/equipment use by Elijah Evans Excavating
 - Materials and labor paid for by \$600 Geisinger Softball League user fee and additional \$500 contribution from league
 - 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 continued heavy use of the site throughout 2016

DIRECTOR'S REPORT (continued)

PROJECTS/MANAGED SITES (continued)

- **North Branch Canal Trail**

- All required permits are now in hand; work can proceed on all required tasks
- material acquisition and construction tasks are expected to be awarded during this meeting
- Columbia County land transfer must be done as soon as possible
- 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**

- Boat dock and fishing pier reinstalled on 4/28 by Stoudt, Beam and Piatt
- Goose Cove and Heron Cove water systems started up for the season by Stoudt, Beam and Piatt, with volunteer assistance by Gerald Houseknecht
 - Coliform testing performed by ALS Environmental Laboratories; tests for both systems clean
 - System start-up reports submitted to DEP
- Candy Fisher cleaning service hired to clean Goose Cove restrooms, Heron Cove restrooms and visitors' center/environmental education center a rate of \$16.00/hr, not to exceed five hours/wk unless otherwise instructed by Stoudt
- Stoudt continues to seek possible watercraft and other concessionaires

RIVER TOWNS RACE SERIES

- River Towns Half-Marathon successfully conducted on 5/7
 - 389 total registrations, 331 race finishers
 - Accounting incomplete
- Worlds End 50k/100k to be conducted 5/21

UPCOMING EVENTS AND MEETINGS

- 5/14 Montour Preserve Spring Migration Count
- 5/15 Montour Preserve Canoe Susquehanna kayak/SUP event
- 5/16 First day BU intern
- 5/21 **WORLDS END 50k/100k**
- 5/28 Montour Preserve Spring Bird Walk
- 6/11 **OLD FORGE 5k**
- 6/12 MARC June meeting

RECEIPTS TO BE PROVIDED DURING MEETING

Expense Report			
Transaction Date	Description	Account	Amount
4/11/16	Cole's Hardware (light bulbs for Montour Preserve, duct tape for River Towns Half-Marathon course marking)	\$6.13 Montour Preserve; \$42.31 RTRS - River Towns Half-Marathon misc. supplies	48.44
4/15/16	DCNR (environmental review for Riverside Borough river access)	special projects - other	40.00
4/18/16	Dinn Brothers (labels for River Towns Half-Marathon awards)	RTRS - River Towns Half-Marathon awards & prizes	23.00
4/19/16	Clif Bar (energy shots)	RTRS - River Towns Half-Marathon food & drink	199.89
4/19/16	Cole's Hardware (trash bags and pruners)	park maintenance tools & supplies	59.33
4/19/16	Amazon.com (UV lightbulbs for Montour Preserve water filters)	Montour Preserve	64.98
4/21/16	Twin Ponds Engine Service (chainsaw repair parts and supplies)	North Branch Canal Trail	270.22
4/22/16	Weis (supplies for Montour Preserve and River Towns Half Marathon)	\$36.92 RTRS - River Towns Half-Marathon (misc. supplies); \$16.40 Montour Preserve	53.32
4/22/16	Klein Artworks (prizes for River Towns Half-Marathon)	RTRS - River Towns Half-Marathon awards & prizes	110.00
4/25/16	Cole's Hardware (plumbing supplies for Montour Preserve, duct tape for River Towns Half-Marathon course marking, supplies for Montour Preserve, supplies for Hess restrooms)	\$26.16 Hess maintenance; \$21.16 RTRS - River Towns Half-Marathon misc. supplies; \$158.92 Montour Preserve	206.24
4/26/16	West Branch Rental (trailer rental - one month)	North Branch Canal Trail	495.00
4/26/16	USPS Danville (mailing of bid documents)	North Branch Canal Trail	2.72
4/27/16	HughesNet (Montour Preserve internet service)	Montour Preserve	151.18
4/27/16	Amazon.com (supplies for Montour Preserve signs and restrooms)	Montour Preserve	145.98
4/27/16	Cole's Hardware (paint for Hess Field fences, sheds, etc.)	Hess Recreation Area	203.46
4/27/16	Cole's Hardware (painting supplies for Hess Field; misc. supplies for Montour Preserve)	\$72.29 Montour Preserve; \$58.20 Hess Recreation Area	130.49
4/28/16	Martin Stone Quarries (infield mix for Hess Field)	Hess Recreation Area	1,001.55
4/29/16	Klein Artworks (printing of Half-Marathon vouchers)	RTRS - River Towns Half-Marathon misc. expenses	55.00
4/29/16	Cole's Hardware (light bulbs)	Montour Preserve	18.38
4/30/16	Facebook (race advertising)	\$81.08 RTRS - River Towns Half Marathon advertising; \$100 RTRS - Old Forge 5k advertising	181.08
5/2/16	USPS Danville (mailing of Montour Preserve permits)	Montour Preserve	2.51
5/2/16	Gander Mountain (pop-up canopies for River Towns Race Series)	River Towns Race Series misc. supplies	377.32
5/3/16	Amazon.com (cups for half-marathon)	RTRS - River Towns Half Marathon misc. supplies	208.40
5/3/16	Amazon.com (cowbells for half-marathon)	RTRS - River Towns Half Marathon misc. supplies	121.92
5/3/16	Lowes (plastic storage tubs)	River Towns Race Series misc. supplies	84.63
5/3/16	WalMart (supplies for half marathon)	\$275.96 RTRS - River Towns Half Marathon food & drink; \$125.63 RTRS - River Towns Half-Marathon misc. supplies; \$99.50 River Towns Race Series misc. supplies	501.09
5/4/16	GoDaddy (one-year renewal of MontourPreserve.org email account)	Montour Preserve	63.48
5/5/16	Weis (Gatorade mix for River Towns Half-Marathon)	RTRS - River Towns Half-Marathon food & drink	59.66
5/5/16	Cole's Hardware (hose and nozzle for Montour Preserve)	Montour Preserve	49.80
5/5/16	Giant (food & drink and misc. supplies for River Towns Half-Marathon)	\$46.27 RTRS - River Towns Half-Marathon misc. supplies; \$270.92 RTRS - River Towns Half Marathon food & drink	317.19
5/6/16	WalMart (supplies for half marathon)	\$26.86 RTRS - River Towns Half-Marathon misc. supplies; \$187.98 RTRS - River Towns Half Marathon food & drink	214.84
EXPENSE REPORT TOTAL			\$ 5,461.10
Name:	Robert Stoudt	Date Submitted:	5/9/2016
Signature:		Date Paid:	
Approved by:		Check #:	