



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

## **May 8, 2017 Regular Meeting Agenda**

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

### **Call to Order**

### **Officer Reports**

- Chairman's Report (Mike Mills)
- Treasurer's Report (Commissioner Holdren) (**pages 2– 10**)
- Secretary's Report (Chris Johns)

### **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 11**)

**Maintenance Technician's Report** (Dennis Piatt) (**page 11**)

**Director's Report** (Bob Stoudt) (**pages 12 – 16**)

### **Old Business**

- MARC Employee Handbook (**provided separately**)

### **New Business**

### **Other Items**

- MARC employee credit card use
- Hess Recreation Area smoking policy

### **Adjournment**

*next meeting: June 12, 2017*



## MARC 2017 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 |
|----------------|------------------|-------------------------|----------------------------|--|---|--|-----------|------------|-----------------|
| 5563           | 4/5/17           | 5/3/17                  | 4/1 - 4/30/17              | Betts Excavating (Montour Preserve snow plowing)                       | Montour Preserve (maintenance)  | DCNR Montour Preserve grant  | 315.00    |            | 23,010.72       |
| 5564           | 4/5/17           | 5/3/17                  | 4/1 - 4/30/17              | Ted Heaps Container Service (trash removal)                            | \$25 East Branch Rec. Area; \$125 Montour Preserve (maintenance); \$65 Hess Recreation Area   | \$125 DCNR Montour Preserve grant  | 215.00    |            | 22,795.72       |
| 5565           | 4/5/17           | 5/3/17                  | 4/1 - 4/30/17              | Dennis Piatt (payroll 3/19 - 4/1)                                      | payroll - Piatt   |  | 370.74    |            | 22,424.98       |
| 5566           | 4/5/17           | 5/3/17                  | 4/1 - 4/30/17              | Jon Beam (payroll 3/19 - 4/1)  | payroll - Beam  |  | 724.54    |            | 21,700.44       |
| 5567           | 4/5/17           | 5/3/17                  | 4/1 - 4/30/17              | Robert Stoudt (payroll 3/19 - 4/1)                                     | payroll - Stoudt  |  | 1,363.06  |            | 20,337.38       |
| deposit        | 4/6/17           | 5/3/17                  | 4/1 - 4/30/17              | deposit  | \$500 Montour Preserve donations; \$130 Montour Preserve pavilion reservations; \$325 River Towns Half-Marathon registrations; \$750 Hess Field users' fee  |  |           | 1,705.00   | 22,042.38       |
| 5568           | 4/10/17          | 5/3/17                  |                            | MePush (website hosting & maintenance)                                 | \$33 River Towns Race Series advertising; \$33 Montour Preserve; \$33 misc. expenses  | \$33 DCNR Montour Preserve grant   | 99.00     |            | 21,943.38       |
| AP             | 4/17/17          | 5/3/17                  | 4/1 - 4/30/17              | US Treasury (April tax deposit)  | payroll taxes   |  | 1,840.78  |            | 20,102.60       |
| AP             | 4/17/17          | 5/3/17                  | 4/1 - 4/30/17              | PA Dept. of Revenue (April tax deposit)                                | payroll taxes   |  | 223.68    |            | 19,878.92       |
| 5569           | 4/27/17          | 5/3/17                  | 4/1 - 4/30/17              | Robert Stoudt (4/10 expense report)                                    | \$25.99 misc. expenses; \$89.04 Montour Preserve maintenance; \$58.29 Montour Preserve programming; \$1,625 River Towns Half-Marathon (t-shirts); \$397.29 Riverside Borough River Access; \$104 River Towns Half-Marathon (awards)   | \$89.04 DCNR Montour Preserve grant; \$58.29 DCNR Montour Preserve grant | 2,299.61  |            | 17,579.31       |
| 5570           | 4/27/17          | 5/3/17                  | 4/1 - 4/30/17              | Robert Stoudt (4/24 expense report)                                    | \$120 Columbia County projects (North Branch Canal Trail); \$1,914.13 Hess Recreation Area; \$228.54 Montour Preserve (maintenance); \$62.50 North Branch Canal Trail; \$105.24 park & trail maintenance tools & supplies; \$62.50 River Drive parcel; \$230.95 River Towns Half-Marathon (misc. supplies); \$751.12 River Towns Race Series (misc. supplies) | \$228.54 DCNR Montour Preserve grant                                     | 3,474.98  |            | 14,104.33       |
| 5571           | 4/27/17          | 5/3/17                  |                            | Verizon (Montour Preserve phone)                                       | Montour Preserve  | DCNR Montour Preserve grant  | 101.98    |            | 14,002.35       |
| 5572           | 4/27/17          | 5/3/17                  |                            | Tyco Integrated Security (Montour Preserve security system monitoring) | Montour Preserve  | DCNR Montour Preserve grant  | 161.25    |            | 13,841.10       |
| 5573           | 4/27/17          | 5/3/17                  |                            | Dennis Piatt (payroll 4/2 - 4/15)                                      | payroll - Piatt   |  | 465.80    |            | 13,375.30       |
| 5574           | 4/27/17          | 5/3/17                  |                            | Jon Beam (payroll 4/2 - 4/15)  | payroll - Beam  |  | 687.84    |            | 12,687.46       |
| 5575           | 4/27/17          | 5/3/17                  | 4/1 - 4/30/17              | Robert Stoudt (payroll 4/2 - 4/15)                                     | payroll - Stoudt  |  | 1,363.06  |            | 11,324.40       |
| 5576           | 4/27/17          | 5/3/17                  |                            | PPL Electric Utilities (Montour Preserve electric)                     | Montour Preserve  | DCNR Montour Preserve grant  | 363.48    |            | 10,960.92       |
| 5577           | 4/27/17          | 5/3/17                  |                            | PPL Electric Utilities (Montour Preserve electric)                     | Montour Preserve  | DCNR Montour Preserve grant  | 678.75    |            | 10,282.17       |
| 5578           | 4/27/17          | 5/3/17                  |                            | PPL Electric Utilities (Montour Preserve electric)                     | Montour Preserve  | DCNR Montour Preserve grant  | 43.02     |            | 10,239.15       |
| 5579           | 4/27/17          | 5/3/17                  |                            | PPL Electric Utilities (Montour Preserve electric)                     | Montour Preserve  | DCNR Montour Preserve grant  | 37.98     |            | 10,201.17       |
| 5580           | 4/27/17          | 5/3/17                  |                            | Tara Higgins (River Towns Half-Marathon refund)                        | River Towns Half-Marathon refund  |  | 55.00     |            | 10,146.17       |
| 5581           | 4/27/17          | 5/3/17                  |                            | Susie Hill (Montour Preserve pavilion reservation refund)              | Montour Preserve pavilion reservation (refund)  |  | 75.00     |            | 10,071.17       |
| 5582           | 4/27/17          | 5/3/17                  |                            | PPL Electric Utilities (Hess Recreation Area)                          | Hess Recreation Area  |  | 90.56     |            | 9,980.61        |
| 5583           | 4/27/17          | 5/3/17                  |                            | Ozark & Shultz (quarterly accounting and tax preparation)              | accounting  |  | 355.00    |            | 9,625.61        |
| deposit        | 4/27/17          | 5/3/17                  | 4/1 - 4/30/17              | deposit  | \$290 Montour Preserve donations; \$1,000 Montour Preserve pavilion reservations; \$4,715 River Towns Half-Marathon registrations; \$400 River Towns Half-Marathon sponsorships; \$50 Hess Field users' fee; \$250 Humdinger sponsorship  |  |           | 6,705.00   | 16,330.61       |
| AP             | 4/30/17          | 5/3/17                  |                            | EFTPS (quarterly federal payroll taxes)                                | payroll taxes   |  | 73.47     |            | 16,257.14       |
| AP             | 4/30/17          | 5/3/17                  |                            | PA Unemployment Compensation Fund                                      | payroll taxes   |  | 481.28    |            | 15,775.86       |
| AP             | 4/30/17          | 5/3/17                  |                            | Danville Area Earned Income Tax  | payroll taxes   |  | 250.88    |            | 15,524.98       |



CORPORATE OFFICE  
1419 MONTOUR BLVD.  
P.O. BOX 159  
DANVILLE, PA 17821-9122

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Statement Period: 04/01/2017-04/30/2017

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        | 19,657.06        | 0.00         |                        |
| 41 - GRANT CHECKING  | 0.00             | 0.00         |                        |
| <b>Total</b>         | <b>19,662.06</b> | <b>0.00</b>  |                        |

Authorized Signer(s): KENNETH A HOLDREN, ROBERT T STOUDT, 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   |          |            | 26,390.02 |
| Apr 5  |          | Deposit by Check  | 1,705.00 |            | 28,095.02 |
| Apr 7  |          | Draft 005557  |          | -260.00    | 27,835.02 |
| Apr 11 |          | Draft 005490  |          | -250.00    | 27,585.02 |
| Apr 12 |          | Draft 005561  |          | -1,229.97  | 26,355.05 |
| Apr 13 |          | Draft 005560  |          | -167.54    | 26,187.51 |
| Apr 13 |          | Draft 005565  |          | -370.74    | 25,816.77 |
| Apr 14 |          | Draft 005566  |          | -724.54    | 25,092.23 |
| Apr 17 |          | Withdrawal ACH IRS<br>TYPE: USATAXPYMT ID: 3387702000 CO: IRS                           |          | -1,840.78  | 23,251.45 |
| Apr 17 |          | Draft 005564  |          | -215.00    | 23,036.45 |
| Apr 17 |          | Draft 005563  |          | -315.00    | 22,721.45 |
| Apr 17 |          | Draft 005567  |          | -1,363.06  | 21,358.39 |
| Apr 18 |          | Withdrawal ACH COMMWLTHOFPA INT<br>TYPE: PAEMPLOYTX ID: 1236003133 CO: COMMWLTHOFPA INT |          | -223.68    | 21,134.71 |
| Apr 25 |          | Draft 005562  |          | -365.00    | 20,769.71 |
| Apr 27 |          | Deposit by Check  | 6,705.00 |            | 27,474.71 |
| Apr 28 |          | Draft 005559  |          | -680.00    | 26,794.71 |
| Apr 28 |          | Draft 005575  |          | -1,363.06  | 25,431.65 |
| Apr 28 |          | Draft 005569  |          | -2,299.61  | 23,132.04 |
| Apr 28 |          | Draft 005570  |          | -3,474.98  | 19,657.06 |
| Apr 30 |          | Ending Balance  |          |            | 19,657.06 |
|        |          | <b>Total Deposits 8,410.00</b>  |          |            |           |
|        |          | <b>Total Withdrawals 15,142.96</b>  |          |            |           |

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**Account Number:** 584727 **Statement Period:** 04/01/2017-04/30/2017



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**Drafts for 40 - CHECKING**

| Date   | Draft Number                     | Amount   | Date   | Draft Number                    | Amount | Date   | Draft Number                     | Amount   |
|--------|----------------------------------|----------|--------|---------------------------------|--------|--------|----------------------------------|----------|
| Apr 11 | <input type="checkbox"/> 005490  | 250.00   | Apr 25 | <input type="checkbox"/> 005562 | 365.00 | Apr 17 | <input type="checkbox"/> 005567  | 1,363.06 |
| Apr 7  | <input type="checkbox"/> 005557* | 260.00   | Apr 17 | <input type="checkbox"/> 005563 | 315.00 | Apr 28 | <input type="checkbox"/> 005568* | 2,299.61 |
| Apr 28 | <input type="checkbox"/> 005559* | 680.00   | Apr 17 | <input type="checkbox"/> 005564 | 215.00 | Apr 28 | <input type="checkbox"/> 005570  | 3,474.98 |
| Apr 13 | <input type="checkbox"/> 005560  | 167.54   | Apr 13 | <input type="checkbox"/> 005565 | 370.74 | Apr 28 | <input type="checkbox"/> 005575* | 1,363.06 |
| Apr 12 | <input type="checkbox"/> 005561  | 1,229.97 | Apr 14 | <input type="checkbox"/> 005566 | 724.54 |        |                                  |          |

\* denotes skipped sequence

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

**ID 41 GRANT CHECKING**

| Trans  | Eff Date | Transaction     | Deposit | Withdrawal | Balance |
|--------|----------|-----------------|---------|------------|---------|
| Apr 1  |          | Balance Forward |         |            | 0.00    |
| Apr 30 |          | Ending Balance  |         |            | 0.00    |

|                    | 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 Checking Account Reconciliation - Service 1st Account**  
**Updated 5/3/17**

|  |              |
|--|--------------|
| ending balance from 4/30/17 bank statement   | \$ 19,657.06 |
| deposits not yet posted (detailed below)     | \$ -         |
| subtotal                                     | \$ 19,657.06 |
| withdrawals not yet cleared (detailed below) | \$ 4,132.08  |
| balance (should agree with checkbook)        | \$ 15,524.98 |
| actual checkbook balance                     | \$ 15,524.98 |
| difference                                   | \$ -         |

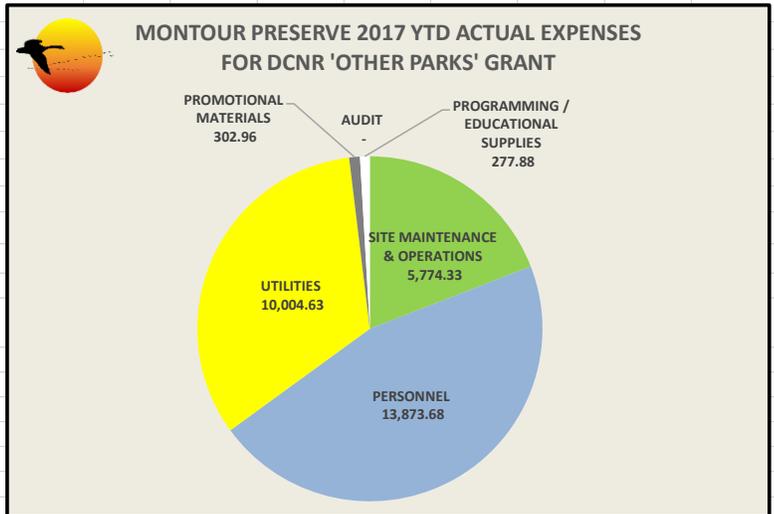
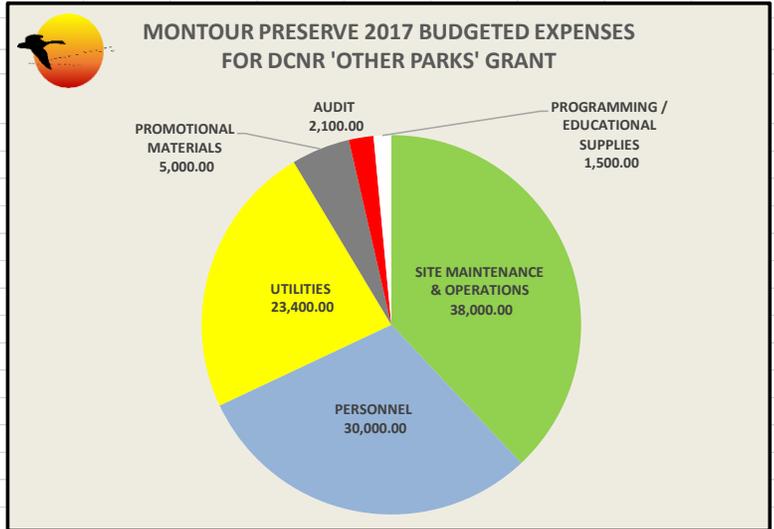
| DEPOSITS NOT YET POSTED |         |                            |             |
|-------------------------|---------|----------------------------|-------------|
| TRANSACTION DATE        | CHECK # | DESCRIPTION OF TRANSACTION | AMOUNT      |
|                         |         |                            |             |
|                         |         |                            |             |
| <b>TOTAL</b>            |         |                            | <b>\$ -</b> |

| WITHDRAWALS NOT YET CLEARED |         |  |                    |
|-----------------------------|---------|--|--------------------|
| TRANSACTION DATE            | CHECK # | DESCRIPTION OF TRANSACTION   | AMOUNT             |
| 05/31/16                    | 5220    | Alana Crisp (reimbursement for Adobe Illustrator monthly fee)                  | 31.79              |
| 07/31/16                    | 5288    | Carol Watson (Montour Preserve reservation refund and security deposit refund) | 80.00              |
| 04/10/17                    | 5568    | MePush (website hosting & maintenance)   | 99.00              |
| 04/27/17                    | 5571    | Verizon (Montour Preserve phone)   | 101.98             |
| 04/27/17                    | 5572    | Tyco Integrated Security (Montour Preserve security system monitoring)         | 161.25             |
| 04/27/17                    | 5573    | Dennis Piatt (payroll 4/2 - 4/15)  | 465.80             |
| 04/27/17                    | 5574    | Jon Beam (payroll 4/2 - 4/15)  | 687.84             |
| 04/27/17                    | 5576    | PPL Electric Utilities (Montour Preserve electric)                             | 363.48             |
| 04/27/17                    | 5577    | PPL Electric Utilities (Montour Preserve electric)                             | 678.75             |
| 04/27/17                    | 5578    | PPL Electric Utilities (Montour Preserve electric)                             | 43.02              |
| 04/27/17                    | 5579    | PPL Electric Utilities (Montour Preserve electric)                             | 37.98              |
| 04/27/17                    | 5580    | Tara Higgins (River Towns Half-Marathon refund)                                | 55.00              |
| 04/27/17                    | 5581    | Susie Hill (Montour Preserve pavilion reservation refund)                      | 75.00              |
| 04/27/17                    | 5582    | PPL Electric Utilities (Hess Recreation Area)                                  | 90.56              |
| 04/27/17                    | 5583    | Ozark & Shultz (quarterly accounting and tax preparation)                      | 355.00             |
| 04/30/17                    | AP      | EFTPS (quarterly federal payroll taxes)  | 73.47              |
| 04/30/17                    | AP      | PA Unemployment Compensation Fund  | 481.28             |
| 04/30/17                    | AP      | Danville Area Earned Income Tax  | 250.88             |
| <b>TOTAL</b>                |         |  | <b>\$ 4,132.08</b> |

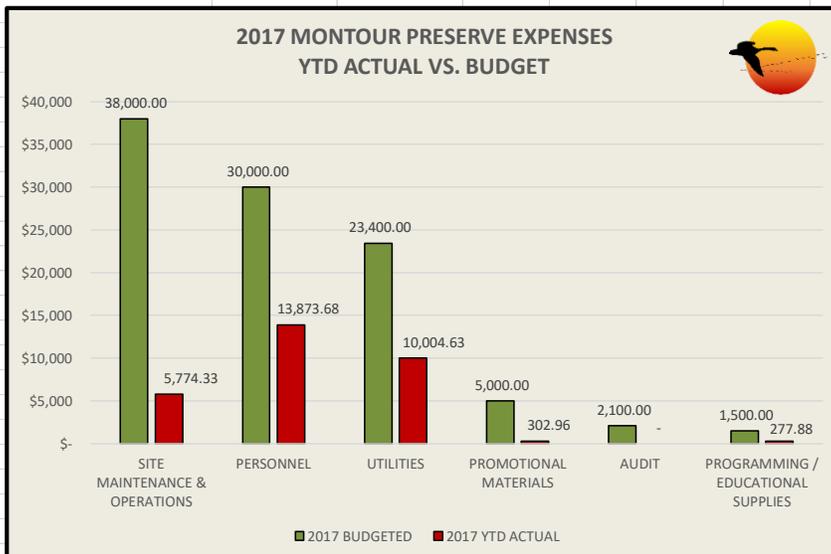


# MONTOUR PRESERVE ACCOUNTING

| <b>MONTOUR PRESERVE</b>                     |                      |                     |
|---|----------------------|---------------------|
| <b>2017 BUDGETING VS. ACTUAL EXPENSES</b>   |                      |                     |
| <b>REVISED 5/3/2017 R. STOUTD</b>           |                      |                     |
| EXPENSE                                     | 2017 BUDGETED        | YTD ACTUAL          |
| personnel                                   | 30,000.00            | 13,873.68           |
| <b>SITE MAINTENANCE &amp; OPERATIONS</b>    |                      |                     |
| cleaning service                            | 3,000.00             | 1,360.00            |
| HVAC system maintenance                     | 5,500.00             | -                   |
| lawn care                                   | 13,500.00            | -                   |
| parking lot / road maintenance              | 2,500.00             | -                   |
| security system                             | 1,200.00             | 311.25              |
| sewage pumping                              | 1,300.00             | -                   |
| snow plowing                                | 1,500.00             | 945.00              |
| supplies / misc.                            | 5,400.00             | 3,158.08            |
| water testing                               | 1,500.00             | -                   |
| wildlife management                         | 2,600.00             | -                   |
| <b>UTILITIES</b>                            |                      |                     |
| electric                                    | 17,000.00            | 8,102.91            |
| internet service                            | 2,300.00             | 604.72              |
| telephone                                   | 1,900.00             | 638.34              |
| trash service                               | 1,500.00             | 500.00              |
| website hosting / email service             | 700.00               | 158.66              |
| promotional materials                       | 5,000.00             | 302.96              |
| programming & educational supplies          | 1,500.00             | 277.88              |
| audit                                       | 2,100.00             | -                   |
| insurance <i>(grant ineligible)</i>         | 1,500.00             | -                   |
| real estate taxes <i>(grant ineligible)</i> | 6,500.00             | -                   |
| <b>EXPENSE TOTAL</b>                        | <b>\$ 108,000.00</b> | <b>\$ 30,233.48</b> |



| <b>MONTOUR PRESERVE</b>                              |                      |                     |
|--|----------------------|---------------------|
| <b>2017 DCNR GRANT BUDGETING VS. ACTUAL EXPENSES</b> |                      |                     |
| <b>REVISED 5/3/2017 R. STOUTD</b>                    |                      |                     |
| EXPENSE  | 2017 BUDGETED        | 2017 YTD ACTUAL     |
| SITE MAINTENANCE & OPERATIONS                        | 38,000.00            | 5,774.33            |
| PERSONNEL  | 30,000.00            | 13,873.68           |
| UTILITIES  | 23,400.00            | 10,004.63           |
| PROMOTIONAL MATERIALS                                | 5,000.00             | 302.96              |
| AUDIT  | 2,100.00             | -                   |
| PROGRAMMING / EDUCATIONAL SUPPLIES                   | 1,500.00             | 277.88              |
| <b>EXPENSE TOTAL</b>                                 | <b>\$ 100,000.00</b> | <b>\$ 30,233.48</b> |



**MONTOUR PRESERVE ACCOUNTING (CONTINUED)**

| <b>CENTRAL SUSQUEHANNA COMMUNITY FOUNDATION MONTOUR PRESERVE FUND</b> | <b>AMOUNT</b>        |
|---|----------------------|
| Donations total as of 12/31/14  | \$ 5,370.00          |
| Interest 12/31/14   | \$ 0.16              |
| Admin fees 12/31/14   | \$ (107.40)          |
| Donations total 1/1/15 - 6/30/15                                      | \$ 72,567.55         |
| Interest 6/30/15  | \$ 23.45             |
| Donations total 7/1/15 - 12/31/15                                     | \$ 33,438.00         |
| interest 12/31/15   | \$ 132.79            |
| Admin fees 12/31/15   | \$ (1,970.11)        |
| MARC withdrawal 7/14/15   | \$ (2,847.00)        |
| MARC withdrawal 3/31/16   | \$ (60,000.00)       |
| Donations total 1/1/16 - 6/30/16                                      | \$ 12,624.50         |
| interest 6/30/16  | \$ 115.39            |
| Admin fees 6/30/16  | \$ (252.49)          |
| Donations received 7/1/16 - 12/31/16                                  | \$ 40,550.00         |
| interest 12/31/16   | \$ 90.44             |
| Admin fees 12/31/16   | \$ (767.00)          |
| 2017 donations received since 1/1/17 (per 4/10 CSCF email)            | \$ 6,355.00          |
| <b>CALCULATED CSCF FUND BALANCE AS OF 5/3/17</b>                      | <b>\$ 105,323.28</b> |
|   |                      |
| <b>MONTOUR PRESERVE DONATIONS TOTAL (rev 5/3/17)</b>                  |                      |
| DONATIONS DIRECT TO MARC  | \$ 41,327.63         |
| DONATIONS TO CSCF   | \$ 170,980.05        |
| PLEDGES NOT YET RECEIVED  | \$ 12,000.00         |
| STATE FUNDING NOT YET RECEIVED  | \$ 200,000.00        |
|   |                      |
| <b>TOTAL</b>  | <b>\$ 424,307.68</b> |

| <b>2017 MARC BUDGET</b><br><b>MINIMUM FUNDING REQUIREMENTS (DEFERRAL OF ALL NON-ESSENTIAL MAINTENANCE)</b><br><b>APPROVED 11/14/16; YTD INFORMATION UPDATED 5/3/17</b> |  |                        |                       |                     |   |                      |                     |                     |  |  |
|--|--|------------------------|-----------------------|---------------------|---|----------------------|---------------------|---------------------|--|--|
|  | EXPENSE  | BUDGETED AMOUNT        | YTD ACTUAL            | % ACTUAL VS. BUDGET | FUNDING SOURCES   | BUDGETED AMOUNT      | YTD ACTUAL          | % ACTUAL VS. BUDGET | BUDGETED LINE ITEM SURPLUS / (DEFICIT) | YTD ACTUAL LINE ITEM SURPLUS / (DEFICIT) |
| PARK & TRAIL MAINTENANCE   | Montour Preserve   | \$ (100,000.00)        | \$ (30,233.48)        | 30.2%               | donations [\$90,500], pavilion rentals [\$9,500]              | \$ 100,000.00        | \$ 7,395.00         | 7.4%                | \$ -                                   | \$ (22,838.48)                           |
|  | Hess Recreation Area                                       | \$ (11,500.00)         | \$ (4,162.82)         | 36.2%               | user fees [\$2,800]   | \$ 2,800.00          | \$ 1,125.00         | 40.2%               | \$ (8,700.00)                          | \$ (3,037.82)                            |
|  | East Branch Recreation Area                                | \$ (6,700.00)          | \$ (1,065.68)         | 15.9%               | Talen Energy lease agreement* [\$9,000]                       | \$ 9,000.00          | \$ -                | 0.0%                | \$ 2,300.00                            | \$ (1,065.68)                            |
|  | North Branch Canal Trail (Montour Co. portion)             | \$ (4,000.00)          | \$ (902.47)           | 22.6%               |   | \$ -                 | \$ -                |                     | \$ (4,000.00)                          | \$ (902.47)                              |
|  | Columbia County Projects (incl. NBCT, Montour Twp. parcel) | \$ (2,000.00)          | \$ (221.32)           | 11.1%               | Columbia County [\$2,000]                                     | \$ 2,000.00          | \$ 2,500.00         | 125.0%              | \$ -                                   | \$ 2,278.68                              |
|  | Hopewell Park/Borough Farm Trails                          | \$ (1,800.00)          | \$ (321.84)           | 17.9%               |   | \$ -                 | \$ -                |                     | \$ (1,800.00)                          | \$ (321.84)                              |
|  | Tools & Supplies (Incl. Equipment Repair)                  | \$ (1,100.00)          | \$ (803.10)           | 73.0%               |   | \$ -                 | \$ -                |                     | \$ (1,100.00)                          | \$ (803.10)                              |
|  | River Drive Parcel (NBCT parking)                          | \$ (1,000.00)          | \$ (166.88)           | 16.7%               |   | \$ -                 | \$ -                |                     | \$ (1,000.00)                          | \$ (166.88)                              |
|  | Riverside Borough River Access improvements                | \$ (600.00)            | \$ (564.17)           | 94.0%               | donations [600]   | \$ 600.00            | \$ -                | 0.0%                | \$ -                                   | \$ (564.17)                              |
|  | River Towns Race Series (includes all labor and expenses)  | \$ (45,000.00)         | \$ (23,681.87)        | 52.6%               | race registration fees [\$47,000], sponsorships [\$1,000]     | \$ 48,000.00         | \$ 30,800.00        | 64.2%               | \$ 3,000.00                            | \$ 7,118.13                              |
| SPECIAL EVENTS   | Special Projects & Events                                  | \$ (2,000.00)          | \$ (351.64)           | 17.6%               | donations [\$600]   | \$ 600.00            | \$ -                | 0.0%                | \$ (1,400.00)                          | \$ (351.64)                              |
|  | Admin / Misc. Other (includes Sloudt admin labor)          | \$ (15,000.00)         | \$ (7,397.72)         | 49.3%               |   | \$ -                 | \$ -                |                     | \$ (15,000.00)                         | \$ (7,397.72)                            |
| ADMIN / INSURANCE  | Insurance (D&O, General & Workers' Comp)                   | \$ (8,300.00)          | \$ (233.00)           | 2.8%                |   | \$ -                 | \$ -                |                     | \$ (8,300.00)                          | \$ (233.00)                              |
|  | Accounting   | \$ (1,500.00)          | \$ (710.00)           | 47.3%               |   | \$ -                 | \$ -                |                     | \$ (1,500.00)                          | \$ (710.00)                              |
|  | Office Supplies  | \$ (1,000.00)          | \$ (125.83)           | 12.6%               |   | \$ -                 | \$ -                |                     | \$ (1,000.00)                          | \$ (125.83)                              |
|  | Dues & Fees  | \$ (1,000.00)          | \$ (1,142.00)         | 114.2%              |   | \$ -                 | \$ -                |                     | \$ (1,000.00)                          | \$ (1,142.00)                            |
| ADMIN / INSURANCE  | Public Notices   | \$ (900.00)            | \$ (269.75)           | 30.0%               |   | \$ -                 | \$ -                |                     | \$ (900.00)                            | \$ (269.75)                              |
|  |  |                        |                       |                     | Montour Co. Act 13 funding [\$25,000]                         | \$ 25,000.00         | \$ 6,000.00         | 24.0%               | \$ 25,000.00                           | \$ 6,000.00                              |
|  |  |                        |                       |                     | Montour Co. Hotel Tax funding for RTBS advertising [\$10,000] | \$ 10,000.00         | \$ 10,000.00        | 100.0%              | \$ 10,000.00                           | \$ 10,000.00                             |
| OTHER INCOME   |  |                        |                       |                     | unrestricted donations  | \$ 5,400.00          | \$ 54.63            | 1.0%                | \$ 5,400.00                            | \$ 54.63                                 |
|  | <b>TOTAL EXPENSES</b>                                      | <b>\$ (203,400.00)</b> | <b>\$ (72,353.57)</b> | <b>35.6%</b>        | <b>TOTAL REVENUES</b>   | <b>\$ 203,400.00</b> | <b>\$ 57,874.63</b> | <b>28.5%</b>        | <b>\$ -</b>                            | <b>\$ (14,478.94)</b>                    |

### **ACCOUNTING REPORT DISCLAIMER**

The following financial reports have been provided by Ozark & Shultz Accounting, using information provided by management of the Montour Area Recreation Commission (MARC). Reports are provided in accordance with accounting principles used for the tax basis of accounting.

Ozark & Shultz Accounting does not verify the accuracy or completeness of the information provided by MARC's management and expresses no assurance on the financial statements. Ozark & Shultz Accounting cannot be relied upon to identify or disclose any misstatements, including those caused by fraud or error, or to identify or disclose any wrongdoing within MARC or noncompliance with laws or regulations.

**REPORTS NOT AVAILABLE AT TIME OF AGENDA DISTRIBUTION**

## **ASSISTANT DIRECTOR'S REPORT**

The assistant director has been involved in developing and presenting the weekly classes and field sessions for the PA Master Naturalist program during the past month. He reviewed applications for the seasonal maintenance position. He finished cleaning equipment from the maple sugaring program with the help of Dennis Piatt. He hosted the monthly Chillisquaque Limestone Watershed Association Meeting. He offered educational programs for Loyalsock Middle School, Northumberland Senior Action Center and Benton Cub Scouts. He has also offered three public programs at the preserve.

Jon Beam  
4/30/17

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## **MAINTENANCE TECHNICIAN'S REPORT**

put up new open / close signs @ various locations on temporary posts till permanent posts can be installed

Bob and I repaired roof @ Hess Field

repaired damaged lawn areas as a result of snow plowing

cleared trees on trails in area of Sugar Shack and Braille Trail

Bob and I spread infield mix and 2 R C stone @ Hess field till Bobcat developed some problems

installed new battery and thermal circuit breaker in Bobcat

Bob and I turned on water systems @ Goose and Heron Coves

I cut to length and drilled holes in new posts for fishing pier

Bob, Conner, Gary G. and I installed boat dock and fishing pier. We then replaced the 6 broken post on the pier.

Dennis Piatt  
PTMT  
5/4/17

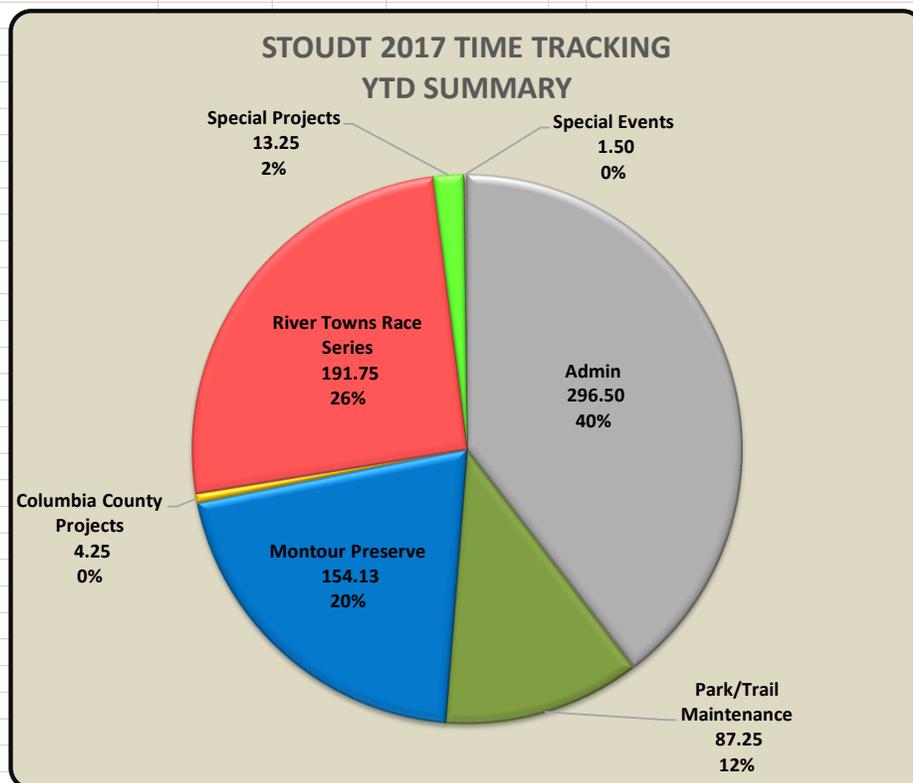
# DIRECTOR'S REPORT

## Director's Time Tracking - April

| PROJECT                               |                 | APRIL |      |      |      |      |      |      |      |      |       |      |      |      |      |      |        |      |       |      |      |      |      |      |      |       |       |      |      |      |    |
|---------------------------------------|-----------------|-------|------|------|------|------|------|------|------|------|-------|------|------|------|------|------|--------|------|-------|------|------|------|------|------|------|-------|-------|------|------|------|----|
|                                       |                 | 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                                | YTD TOTAL HOURS | 1.00  | 1.50 | 5.50 | 4.75 | 2.50 | 2.00 | 2.75 | 1.50 | 2.50 | 7.50  | 4.25 | 4.50 | 2.50 | 3.00 | 0.25 | 1.25   | 2.00 | 1.50  | 3.00 | 1.75 | 1.50 | 0.75 | 0.50 | 6.00 | 1.50  | 1.50  | 3.25 | 1.50 | 1.00 |    |
| MARC admin                            | 290.75          |       |      |      |      |      |      |      |      |      |       |      |      |      |      |      |        |      |       |      |      |      |      |      |      |       |       |      |      |      |    |
| special projects                      | 13.25           |       |      |      |      |      |      |      |      |      |       |      |      |      |      |      |        |      |       |      |      |      |      |      |      |       |       |      |      |      |    |
| special events                        | 1.50            |       |      |      |      |      |      |      |      |      |       |      |      |      |      |      |        |      |       |      |      |      |      |      |      |       |       |      |      |      |    |
| East Branch Recreation Area           | 4.75            |       |      |      |      |      |      |      |      |      |       |      |      |      |      |      |        |      |       |      |      |      |      |      |      |       |       |      |      |      |    |
| Hess Recreation Area                  | 37.25           |       |      |      |      |      |      |      |      |      |       |      |      |      |      |      |        |      |       |      |      |      |      |      |      |       |       |      |      |      |    |
| Hopewell Park / Danville Farm Trails  | 13.50           |       |      |      |      |      |      |      |      |      |       |      |      |      |      |      |        |      |       |      |      |      |      |      |      |       |       |      |      |      |    |
| North Branch Canal Trail              | 16.75           |       |      |      |      |      |      |      |      |      |       |      |      |      |      |      |        |      |       |      |      |      |      |      |      |       |       |      |      |      |    |
| Riverside Borough river access        | 7.00            |       |      |      |      |      |      |      |      |      |       |      |      |      |      |      |        |      |       |      |      |      |      |      |      |       |       |      |      |      |    |
| River Drive trailhead / river access  | 3.25            |       |      |      |      |      |      |      |      |      |       |      |      |      |      |      |        |      |       |      |      |      |      |      |      |       |       |      |      |      |    |
| Montour Preserve admin / maintenance  | 133.75          |       |      |      |      |      |      |      |      |      |       |      |      |      |      |      |        |      |       |      |      |      |      |      |      |       |       |      |      |      |    |
| Montour Preserve programming          | 9.00            |       |      |      |      |      |      |      |      |      |       |      |      |      |      |      |        |      |       |      |      |      |      |      |      |       |       |      |      |      |    |
| Columbia Co. admin/misc.              | 0.25            |       |      |      |      |      |      |      |      |      |       |      |      |      |      |      |        |      |       |      |      |      |      |      |      |       |       |      |      |      |    |
| Columbia Co. North Branch Canal Trail | 4.00            |       |      |      |      |      |      |      |      |      |       |      |      |      |      |      |        |      |       |      |      |      |      |      |      |       |       |      |      |      |    |
| Columbia Co. other                    |                 |       |      |      |      |      |      |      |      |      |       |      |      |      |      |      |        |      |       |      |      |      |      |      |      |       |       |      |      |      |    |
| RTRS Admin / Misc.                    | 7.00            |       |      |      |      |      |      |      |      |      |       |      |      |      |      |      |        |      |       |      |      |      |      |      |      |       |       |      |      |      |    |
| RTRS Awards Luncheon                  | 12.50           |       |      |      |      |      |      |      |      |      |       |      |      |      |      |      |        |      |       |      |      |      |      |      |      |       |       |      |      |      |    |
| Humdinger Trail Races                 | 82.00           |       |      |      |      |      |      |      |      |      |       |      |      |      |      |      |        |      |       |      |      |      |      |      |      |       |       |      |      |      |    |
| River Towns Half-Marathon             | 30.50           |       |      |      |      |      |      |      |      |      |       |      |      |      |      |      |        |      |       |      |      |      |      |      |      |       |       |      |      |      |    |
| Scale the Trail 4 Kids                | 1.75            |       |      |      |      |      |      |      |      |      |       |      |      |      |      |      |        |      |       |      |      |      |      |      |      |       |       |      |      |      |    |
| Old Forge Brewing Co. 5k              | 3.75            |       |      |      |      |      |      |      |      |      |       |      |      |      |      |      |        |      |       |      |      |      |      |      |      |       |       |      |      |      |    |
| Montour 24 Endurance Runs             | 3.50            |       |      |      |      |      |      |      |      |      |       |      |      |      |      |      |        |      |       |      |      |      |      |      |      |       |       |      |      |      |    |
| Hopewell Challenge                    |                 |       |      |      |      |      |      |      |      |      |       |      |      |      |      |      |        |      |       |      |      |      |      |      |      |       |       |      |      |      |    |
| Chilli Challenge                      | 4.75            |       |      |      |      |      |      |      |      |      |       |      |      |      |      |      |        |      |       |      |      |      |      |      |      |       |       |      |      |      |    |
| <b>DAILY TOTALS</b>                   | <b>680.75</b>   | 2.25  | 1.50 | 8.50 | 4.75 | 9.75 | 7.75 | 6.00 | 1.75 | 2.50 | 11.25 | 7.00 | 5.50 | 5.25 | 8.00 | 0.50 | 1.75   | 6.75 | 14.25 | 8.50 | 3.75 | 6.25 | 4.75 | 2.25 | 9.75 | 10.50 | 10.25 | 8.00 | 6.00 | 9.50 |    |
| <b>WEEKLY PAYROLL TOTAL</b>           |                 | 40.00 |      |      |      |      |      |      |      |      |       |      |      |      |      |      | 46.00  |      |       |      |      |      |      |      |      |       | 56.25 |      |      |      |    |
| <b>BIWEEKLY PAYROLL TOTAL</b>         |                 | 80.00 |      |      |      |      |      |      |      |      |       |      |      |      |      |      | 102.25 |      |       |      |      |      |      |      |      |       |       |      |      |      |    |
| <b>PAYROLL PERIOD</b>                 |                 | 8     |      |      |      |      |      |      |      |      |       |      |      |      |      |      | 9      |      |       |      |      |      |      |      |      |       |       |      |      |      |    |

## DIRECTOR'S REPORT

| 2017 STOUDT TIME ACCOUNTING<br>YEAR-TO-DATE SUMMARY |               |                |  | 2017 STOUDT TIME ACCOUNTING<br>(GROUPED BY CATEGORY) YEAR-TO-DATE SUMMARY |               |                  |
|---|---------------|----------------|--|---|---------------|------------------|
| TASK  | HOURS         | OVERTIME HOURS | COST W/ TAXES<br>(\$22.00/hr base,<br>\$23.84 w/tax) | TASK  | HOURS         | COST W/ TAXES    |
| MARC admin  | 296.50        |                | \$ 7,068.56  | Admin   | 296.50        | 7,068.56         |
| special projects                                    | 13.25         |                | \$ 315.88  | Park/Trail Maintenance  | 87.25         | 2,080.04         |
| special events                                      | 1.50          |                | \$ 35.76   | Montour Preserve  | 154.13        | 3,674.34         |
| East Branch Recreation Area                         | 5.25          |                | \$ 125.16  | Columbia County Projects  | 4.25          | 101.32           |
| Hess Recreation Area                                | 38.25         | 6.00           | \$ 983.40  | River Towns Race Series   | 191.75        | 4,571.32         |
| Hopewell Park / Danville Farm Trails                | 13.50         |                | \$ 321.84  | Special Projects  | 13.25         | 315.88           |
| North Branch Canal Trail                            | 17.00         |                | \$ 405.28  | Special Events  | 1.50          | 35.76            |
| Riverside Borough river access                      | 7.00          |                | \$ 166.88  | <b>2017 YTD TOTALS</b>  | <b>748.63</b> | <b>17,847.22</b> |
| River Drive trailhead / river access                | 3.25          |                | \$ 77.48   |   |               |                  |
| Montour Preserve admin / maintenance                | 137.00        | 16.25          | \$ 3,459.78  |   |               |                  |
| Montour Preserve programming                        | 9.00          |                | \$ 214.56  |   |               |                  |
| Columbia Co. admin/misc.                            | 0.25          |                | \$ 5.96  |   |               |                  |
| Columbia Co. North Branch Canal Trail               | 4.00          |                | \$ 95.36   |   |               |                  |
| Columbia Co. other                                  | -             |                | \$ -   |   |               |                  |
| RTRS Admin / Misc.                                  | 7.00          |                | \$ 166.88  |   |               |                  |
| RTRS Awards Luncheon                                | 12.50         |                | \$ 298.00  |   |               |                  |
| Humdinger Trail Races                               | 82.00         | 42.00          | \$ 2,455.52  |   |               |                  |
| River Towns Half-Marathon                           | 55.25         |                | \$ 1,317.16  |   |               |                  |
| Scale the Trail 4 Kids                              | 2.00          |                | \$ 47.68   |   |               |                  |
| Old Forge Brewing Co. 5k                            | 3.75          |                | \$ 89.40   |   |               |                  |
| Montour 24 Endurance Runs                           | 3.50          |                | \$ 83.44   |   |               |                  |
| Hopewell Challenge                                  | -             |                | \$ -   |   |               |                  |
| Chilli Challenge                                    | 4.75          |                | \$ 113.24  |   |               |                  |
| <b>TOTALS</b>                                       | <b>716.50</b> | <b>64.25</b>   | <b>\$ 17,847.22</b>                                  |   |               |                  |



## DIRECTOR'S REPORT (continued)

### GRANTS

- **Montour County Commissioners' 2017 Tourism Fund grant application**
  - \$10,000 deposited to MARC's checking account on 2/17 to support 2017 River Towns Race Series advertising and promotion
  - \$5,327.94 spent to date
  
- **DCNR 'Other Parks' Grant (Montour Preserve)**
  - Grant agreement and request for initial payment submitted 2/17
    - \$90,000 in funding anticipated mid-May; payment processed 4/27 by DCNR Fiscal Unit
      - initial payment delayed by PA Dept. of Revenue Contractor Clearance Certificate review
    - Final \$10,000 payment will be released to MARC upon successful completion of the year-end performance audit

### MANAGED SITES

- **East Branch Recreation Area**
  - As of 5/5/17, \$2,430.66 remains earmarked in MARC's account for site supplies
  - As of 5/5/17, \$3,176.14 remains earmarked in MARC's account for site maintenance through 4/30/17
  - Two youth soccer teams have been using the site
  - Danville Lacrosse may begin use of the site to avoid poor field conditions at Hess Rec. Area
  - The current lease agreement expired on 4/30; Stoudt contacted Talen Energy on 5/5 to determine whether the lease might be extended for another one-year term
  
- **River Drive parcel (North Branch Canal Trail trailhead and river access)**
  - Litter cleanup and significant tree felling and cleanup work done by Stoudt and volunteers on 4/22
  - MARC will coordinate with Montour County to care for the adjacent flood mitigation buy-out parcel
  
- **Montour Township (Columbia County) parcel (NO CHANGE)**
  - No concerns have been noted
  - Mowing is underway for the season
  
- **Hopewell Park / Danville Borough Farm**
  - Trails are closed on Saturdays during the spring gobbler (turkey) season from 4/29 – 5/31; signage has been posted at trailhead and notices posted online
  - New trail signage is being designed for installation by a likely Eagle Scout candidate, anticipated spring/summer 2017
  - Erosion and Sedimentation permit approval for bike jumps project received 4/7; work will begin as soon as weather conditions and volunteer schedules allow

## DIRECTOR'S REPORT (continued)

### MANAGED SITES (continued)

- **Hess Recreation Area**

- Two loads of gravel for the parking lot and one load of infield mix for the softball field were spread by MARC staff on 4/18; both are improved but both need additional materials as soon as funding allows
- One road culvert remains completely blocked and several are partly blocked after recent heavy rains; staff will attempt to clear as soon as possible when Stoudt's tractor can be transported to the site

- **North Branch Canal Trail**

- Significant ice/flood damage reported on April 1 at two locations near trail miles 3.1 – 3.3
  - MARC staff inspected the damages with drone-based cameras on 4/21 (see image below)
  - Stoudt believes work-arounds can be created at both locations, as was done at similar nearby sites during 2016 trail construction
  - Trail is posted closed at mile 2.7 until trail repairs can be completed, anticipated this month



- Trail miles 0.0 through 2.7 remain open for public use
- Trail miles 3.5 – 3.9 remain closed due to adjacent landowner conflict
- Trail miles 3.9 – 6.2 in Columbia County remain closed until land transfer is complete

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

### **MANAGED SITES (continued)**

- **Montour Preserve**
  - MARC staff have opened the Goose Cove and Heron Cove water systems for the 2017 season
    - Both sites tested clean for coliform
    - Required DEP start-up reports have been submitted as required
  - Sewage pump-outs completed for both Goose Cove and Heron Cove restrooms on 4/26
  - Boat dock and fishing pier reinstalled by MARC staff on 4/29
    - Lake Chillisquaque is now reopened to boating
  - Pavilion reservations and other site usage are increasing significantly

### **SPECIAL EVENTS / PROJECTS**

- **Riverside Borough River Access**
  - Signage is in hand, awaiting installation
    - Stoudt will contact Riverside Borough to coordinate final approvals of sign locations and installation; anticipated this month
- **River Towns Race Series**
  - River Towns Half-Marathon to be conducted 5/6
    - Accounting reports not yet available
    - 297 registrations out of 350 cap (reduced from 450)

### **OTHER**

- Connor Durkin hired 4/24 as MARC's Seasonal Park & Trail Maintenance Technician

### **UPCOMING EVENTS AND MEETINGS**

- 5/6 RIVER TOWNS HALF-MARATHON
- 5/10 Central Susquehanna Hammers meeting (Ski Valley Bike Shop)
- 5/20 SCALE THE TRAIL 4 KIDS
- 6/12 MARC meeting