



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

June 12, 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– 16**)
- 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 17**)

Maintenance Technician's Report (Dennis Piatt) (**page 17**)

Director's Report (Bob Stoudt) (**pages 18 – 24**)

Old Business

- MARC Employee Handbook (**provided separately**)
- Proposed Hess Recreation Area 'No Smoking' signage (**page 25**)

New Business

- East Branch Recreation Area lease agreement
- 2018 River Towns Half-Marathon

Other Items

Adjournment

*NOTE: NO JULY MEETING
next meeting: August 14, 2017*



MARC Savings Account (ID 01) Register

Number or Code	Transaction Date	Date Sent to Accounting	Recorded on Bank Statement	Description of Transaction	Credited / Debited to Subaccount	Debit (-)	Credit (+)	Account Balance
				beginning balance				5.00
deposit	5/22/17	6/5/17	5/1 - 5/31/17	deposit of DCNR Montour Preserve grant funding			90,000.00	90,005.00
online transfer	5/30/17	6/5/17	5/1 - 5/31/17	online funds transfer to MARC general checking account to reimburse YTD grant-eligible expenses		36,204.79		53,800.21
online transfer	5/31/17	6/5/17	5/1 - 5/31/17	online funds transfer to DCNR grant checking account to cover bills paid 5/31		1,142.33		52,657.88



Montour Preserve Grant Checking Account (ID 41) Register

Number or Code	Transaction Date	Date Sent to Accounting	Recorded on Bank Statement	Description of Transaction	Credited / Debited to Subaccount	Debit (-)	Credit (+)	Account Balance
				beginning balance				-
101	5/31/17	6/5/17		Robert Stoudt (5/31 expense report - Montour Preserve expenses only)	\$151.18 internet service; \$11.66 email service; \$127.49 maintenance	290.33		(290.33)
102	5/31/17	6/5/17		Candy Fisher (cleaning services 3/27 - 5/22)	cleaning services	680.00		(970.33)
103	5/31/17	6/5/17		ALS Group, USA (water testing)	water testing	86.00		(1,056.33)
104	5/31/17	6/5/17		ALS Group, USA (water testing)	water testing	86.00		(1,142.33)
online transfer	5/31/17	6/5/17	5/1 - 5/31/17	transfer from savings account to cover bills paid 5/31			1,142.33	-



MARC 2017 Checking Account (ID 40) REGISTER

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
5584	5/4/17	6/5/17	5/1 - 5/31/17	ALS Group, USA (Montour Preserve water testing)	Montour Preserve (maintenance)	DCNR Montour Preserve grant	86.00		15,438.98
5585	5/4/17	6/5/17	5/1 - 5/31/17	ALS Group, USA (Montour Preserve water testing)	Montour Preserve (maintenance)	DCNR Montour Preserve grant	86.00		15,352.98
5586	5/4/17	6/5/17	5/1 - 5/31/17	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		15,137.98
5587	5/4/17	6/5/17	5/1 - 5/31/17	Dennis Piatt (payroll 4/16 - 4/29)	payroll - Piatt		577.83		14,560.15
5588	5/4/17	6/5/17	5/1 - 5/31/17	Jon Beam (payroll 4/16 - 4/29)	payroll - Beam		912.81		13,647.34
5589	5/4/17	6/5/17	5/1 - 5/31/17	Connor Durkin (payroll 4/16 - 4/29)	payroll - Durkin		106.43		13,540.91
5590	5/4/17	6/5/17	5/1 - 5/31/17	Robert Stoudt (payroll 4/16 - 4/29)	payroll - Stoudt		1,895.96		11,644.95
5591	5/4/17	6/5/17	5/1 - 5/31/17	cash (\$1,000 for anticipated redemption of Spring Fling vouchers; note: partial redeposit on 5/19 of unused \$100)	River Towns Half-Marathon (food & drink)		1,000.00		10,644.95
AP	5/15/17	6/5/17	5/1 - 5/31/17	US Treasury (April tax deposit)	payroll taxes		1,539.48		9,105.47
AP	5/15/17	6/5/17	5/1 - 5/31/17	PA Dept. of Revenue (April tax deposit)	payroll taxes		194.53		8,910.94
5592	5/18/17	6/5/17	5/1 - 5/31/17	Starr Portables (pumping of Montour Preserve Goose Cove and Heron Cove sewage tanks)	Montour Preserve (maintenance)	DCNR Montour Preserve grant	550.00		8,360.94
5593	5/18/17	6/5/17	5/1 - 5/31/17	Big Pop's Mowing	\$507 Hess Recreation Area; \$300 East Branch Recreation Area; \$100 River Drive parcel; \$96 Hopewell Park; \$900 Montour Preserve	\$900 DCNR Montour Preserve grant	1,903.00		6,457.94
5594	5/18/17	6/5/17	5/1 - 5/31/17	Connor Durkin (payroll 4/30 - 5/13)	payroll - Durkin		166.93		6,291.01
5595	5/18/17	6/5/17	5/1 - 5/31/17	Jon Beam (payroll 4/30 - 5/13)	payroll - Beam		1,326.77		4,964.24
5596	5/18/17	6/5/17	5/1 - 5/31/17	Dennis Piatt (payroll 4/30 - 5/13)	payroll - Piatt		791.52		4,172.72
5597	5/18/17	6/5/17		Robert Stoudt (payroll 4/30 - 5/13)	payroll - Stoudt		2,440.33		1,732.39
5598	5/18/17	6/5/17	5/1 - 5/31/17	West Branch Rental, LLC	River Towns Half-Marathon (rental equipment)		573.75		1,158.64
5599	5/18/17	6/5/17	N/A	VOID			-		1,158.64
5600	5/18/17	6/5/17	5/1 - 5/31/17	Falcon Race Timing (River Towns Half-Marathon timing)	River Towns Half-Marathon (timing)		1,141.00		17.64
5601	5/18/17	6/5/17		MePush (website hosting & maintenance)	\$33 River Towns Race Series advertising; \$33 Montour Preserve; \$33 misc. expenses	\$33 DCNR Montour Preserve grant	99.00		(81.36)
5602	5/18/17	6/5/17		Borough of Danville (police coverage for River Towns Half-Marathon traffic control)	River Towns Half-Marathon (traffic control)		941.40		(1,022.76)
5603	5/18/17	6/5/17		Traffic Control Services (Flagger Force traffic control for River Towns Half Marathon)	River Towns Half-Marathon (traffic control)		4,709.76		(5,732.52)
5604	5/18/17	6/5/17		Verizon (Montour Preserve phone)	Montour Preserve (utilities)	DCNR Montour Preserve grant	102.30		(5,834.82)
5605	5/18/17	6/5/17	5/1 - 5/31/17	Red Shale Ridge Vineyards (Spring Fling vouchers)	River Towns Half-Marathon (food & drink)		10.00		(5,844.82)
5606	5/18/17	6/5/17		Shane Wright (Spring Fling voucher)	River Towns Half-Marathon (food & drink)		5.00		(5,849.82)
5607	5/18/17	6/5/17	5/1 - 5/31/17	Beiter's Department Store (Spring Fling vouchers)	River Towns Half-Marathon (food & drink)		15.00		(5,864.82)
5608	5/18/17	6/5/17		North Branch Young Life (donation for volunteer support of River Towns Half-Marathon)	River Towns Half-Marathon (misc. expenses)		300.00		(6,164.82)
5609	5/18/17	6/5/17		Danville Fire Police (donation for support of River Towns Half-Marathon)	River Towns Half-Marathon (traffic control)		100.00		(6,264.82)

REGISTER CONTINUED NEXT PAGE

REGISTER CONTINUED FROM PREVIOUS PAGE

 MARC 2017 Checking Account (ID 40) REGISTER									
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
5610	5/18/17	6/5/17		Robert Stoudt (5/18 expense report)	\$149.84 Hess Recreation Area; \$73.48 misc. expenses; \$10.00 Montour Preserve (utilities); \$742.17 Montour Preserve (maintenance); \$55.08 Montour Preserve (programming); \$47.50 office supplies; \$187.64 park & trail maintenance tools & supplies; \$95.40 River Towns Half-Marathon (awards & prizes); \$541.86 River Towns Half-Marathon (food & drink); \$482.14 River Towns Half-Marathon (misc. supplies); \$1,625 River Towns Half-Marathon (t-shirts); \$10 River Towns Race Series (advertising); \$85.76 River Towns Half-Marathon (advertising); \$452.20 River Towns Race Series (misc. supplies)		4,558.07		(10,822.89)
5611	5/18/17	6/5/17		PPL Electric Utilities (Montour Preserve electric)	Montour Preserve (utilities)		218.61		(11,041.50)
5612	5/18/17	6/5/17		PPL Electric Utilities (Montour Preserve electric)	Montour Preserve (utilities)		482.39		(11,523.89)
5613	5/18/17	6/5/17		PPL Electric Utilities (Montour Preserve electric)	Montour Preserve (utilities)		58.95		(11,582.84)
5614	5/18/17	6/5/17		PPL Electric Utilities (Montour Preserve electric)	Montour Preserve (utilities)		72.21		(11,655.05)
deposit	5/19/17	6/5/17	5/1 - 5/31/17	deposit	\$531 Montour Preserve donations; \$1,455 Montour Preserve pavilion reservations; \$2,045 River Towns Half-Marathon registrations; \$100 River Towns Half-Marathon sponsorships; \$100 Hess Field users' fee; \$100 River Towns Half-Marathon food & drink (redeposit of extra funds withdrawn on 5/4); \$1,000 donation - unrestricted			5,331.00	(6,324.05)
online transfer	5/30/17	6/5/17	5/1 - 5/31/17	online funds transfer from savings account to reimburse YTD DCNR Montour Preserve grant expenses	Montour Preserve	DCNR Montour Preserve grant		36,204.79	29,880.74
deposit	5/31/17	6/5/17	5/1 - 5/31/17	deposit	\$210 Montour Preserve donations; \$530 Montour Preserve pavilion reservations; \$140 River Towns Half-Marathon registrations; \$100 River Towns Half-Marathon sponsorship			980.00	30,860.74
5615	5/31/17	6/5/17		Robert Stoudt (5/31 expense report - excluding Montour Preserve expenses)	\$11.67 misc. expenses; \$139.54 office supplies; \$50 River Towns Half-Marathon advertising; \$11.67 River Towns Race Series advertising	\$11.67 Commissioners' Tourism Fund grant (RTRS)	212.88		30,647.86
5616	5/31/17	6/5/17		Connor Durkin (payroll 5/14 - 5/27)	payroll - Durkin		491.26		30,156.60
5617	5/31/17	6/5/17		Dennis Piatt (payroll 5/14 - 5/27)	payroll - Piatt		495.07		29,661.53
5618	5/31/17	6/5/17		Jon Beam (payroll 5/14 - 5/27)	payroll - Beam		716.81		28,944.72
5619	5/31/17	6/5/17		Robert Stoudt (payroll 5/14 - 5/27)	payroll - Stoudt		1,615.85		27,328.87
5620	5/31/17	6/5/17		Bason Coffee Roasting (five gallons coffee for River Towns Half-Marathon)	River Towns Half-Marathon food & drink		40.00		27,288.87
5621	5/31/17	6/5/17		Matthew Wolfe (Old Forge 5k refunds (Matthew and Heather Wolfe))	Old Forge Brewing Co. 5k refunds		70.00		27,218.87
5622	5/31/17	6/5/17		PPL Electric Utilities (Hess Recreation Area)	Hess Recreation Area		58.27		27,160.60
5623	5/31/17	6/5/17		Starr Portables (porta-potties for River Towns Half-Marathon)	River Towns Half-Marathon (porta-potties)		710.00		26,450.60
5624	5/31/17	6/5/17		Starr Portables (porta-potty for Memorial Day parade)	special events		125.00		26,325.60
credit	5/31/17	6/5/17	N/A	redeposit of check #5220 (dated 5/31/16)	misc. income - other			31.79	26,357.39



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Statement Period: 05/01/2017-05/31/2017

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Summary of Accounts:

	Ending Balance	YTD Dividend	Account Number: 584727
Savings			
01 - REGULAR SAVINGS	52,657.88	0.00	
40 - CHECKING	45,060.55	0.00	
41 - GRANT CHECKING	1,142.33	0.00	
Total	98,860.76	0.00	

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

ID 01 REGULAR SAVINGS

Trans	Eff Date	Transaction	Deposit	Withdrawal	Balance
May 1		Balance Forward			5.00
May 22		Deposit by Check	90,000.00		90,005.00
May 30		Withdrawal Home Banking Transfer To Share 40		-36,204.79	53,800.21
		Preserve grant reimbursement			
May 31		Withdrawal Home Banking Transfer To Share 41		-1,142.33	52,657.88
		funds to pay 5/31 bills			
May 31		Ending Balance			52,657.88
		Total Deposits 90,000.00			
		Total Withdrawals 37,347.12			

ID 40 CHECKING

Trans	Eff Date	Transaction	Deposit	Withdrawal	Balance
May 1		Balance Forward			19,657.06
May 1		Withdrawal ACH IRS		-73.47	19,583.59
		TYPE: USATAXPYMT ID: 3387702000 CO: IRS			
May 1		Withdrawal ACH UNEMP COMP EFT		-481.28	19,102.31
		TYPE: PADLIUCCON ID: 1236003133 CO: UNEMP COMP EFT			
May 1		Draft 005573		-465.80	18,636.51
May 2		Draft 005571		-101.98	18,534.53
		Processed Check - VERIZON FINANCA TYPE: PAYMENTS ID: 1564577000			
May 2		Draft 005579		-37.98	18,496.55
May 2		Draft 005578		-43.02	18,453.53
May 2		Draft 005581		-75.00	18,378.53
May 2		Draft 005582		-90.56	18,287.97
May 2		Draft 005572		-161.25	18,126.72
May 2		Draft 005576		-363.48	17,763.24
May 2		Draft 005577		-678.75	17,084.49
May 4		Withdrawal ACH DANVILLE AREA EA		-250.88	16,833.61
		TYPE: TAX PAYMNT ID: 1232266087 CO: DANVILLE AREA EA			
May 5		Draft 005574		-887.84	16,145.77
May 5		Draft 005588		-912.81	15,232.96
May 5		Draft 005591		-1,000.00	14,232.96

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Account Number: 584727 Statement Period: 05/01/2017-05/31/2017

ID 40 CHECKING - Continued

Trans	Eff Date	Transaction	Deposit	Withdrawal	Balance
May 5		Draft 005590		-1,895.96	12,337.00
May 8		Draft 005568		-99.00	12,238.00
May 8		Draft 005589		-106.43	12,131.57
May 9		Draft 005583		-355.00	11,776.57
May 11		Draft 005580		-55.00	11,721.57
May 12		Draft 005587		-577.83	11,143.74
May 15		Withdrawal ACH IRS TYPE: USATAXPYMT ID: 3387702000 CO: IRS		-1,539.48	9,604.26
May 15		Withdrawal ACH COMMWLTHOFPA INT TYPE: PAEMPLOYTX ID: 1238003133 CO: COMMWLTHOFPA INT		-194.53	9,409.73
May 19		Deposit by Check	5,331.00		14,740.73
May 25		Draft 005607		-15.00	14,725.73
May 26		Draft 005594		-166.93	14,558.80
May 26		Draft 005586		-215.00	14,343.80
May 26		Draft 005598		-573.75	13,770.05
May 26		Draft 005600		-1,141.00	12,629.05
May 26		Draft 005595		-1,326.77	11,302.28
May 30		Deposit Home Banking Transfer From Share 01 Preserve grant reimbursement	36,204.79		47,507.07
May 30		Draft 005596		-791.52	46,715.55
May 30		Draft 005593		-1,903.00	44,812.55
May 31		Deposit by Check	980.00		45,792.55
May 31		Draft 005605		-10.00	45,782.55
May 31		Draft 005584		-86.00	45,696.55
May 31		Draft 005585		-86.00	45,610.55
May 31		Draft 005592		-550.00	45,060.55
May 31		Ending Balance			45,060.55

Total Deposits 42,515.79
Total Withdrawals 17,112.30

Drafts for 40 - CHECKING

Date	Draft Number	Amount	Date	Draft Number	Amount	Date	Draft Number	Amount
May 8	□ 005568	99.00	May 2	□ 005581	75.00	May 5	□ 005591	1,000.00
May 2	□ 005571*	101.98	May 2	□ 005582	90.56	May 31	□ 005592	550.00
May 2	□ 005572	161.25	May 9	□ 005583	355.00	May 30	□ 005593	1,903.00
May 1	□ 005573	465.80	May 31	□ 005584	86.00	May 26	□ 005594	166.93
May 5	□ 005574	687.84	May 31	□ 005585	86.00	May 26	□ 005595	1,326.77
May 2	□ 005576*	363.48	May 26	□ 005586	215.00	May 30	□ 005596	791.52
May 2	□ 005577	678.75	May 12	□ 005587	577.83	May 26	□ 005598*	573.75
May 2	□ 005578	43.02	May 5	□ 005588	912.81	May 26	□ 005600*	1,141.00
May 2	□ 005579	37.98	May 8	□ 005589	106.43	May 31	□ 005605*	10.00
May 11	□ 005580	55.00	May 5	□ 005590	1,895.96	May 25	□ 005607*	15.00

* denotes skipped sequence

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

ID 41 GRANT CHECKING

Trans	Eff Date	Transaction	Deposit	Withdrawal	Balance
May 1		Balance Forward			0.00
May 31		Deposit Home Banking Transfer From Share 01 funds to pay 5/31 bills	1,142.33		1,142.33
May 31		Ending Balance			1,142.33

Total Deposits 1,142.33

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Account Number: 584727 **Statement Period:** 05/01/2017-05/31/2017

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	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 (ID 40) Reconciliation - Service 1st Account

updated 6/5/17

ending balance from 5/31/17 bank statement	\$ 45,060.55
deposits not yet posted (detailed below)	\$ -
subtotal	\$ 45,060.55
withdrawals not yet cleared (detailed below)	\$ 18,703.16
balance (should agree with checkbook)	\$ 26,357.39
actual checkbook balance	\$ 26,357.39
difference	\$ -

DEPOSITS NOT YET POSTED

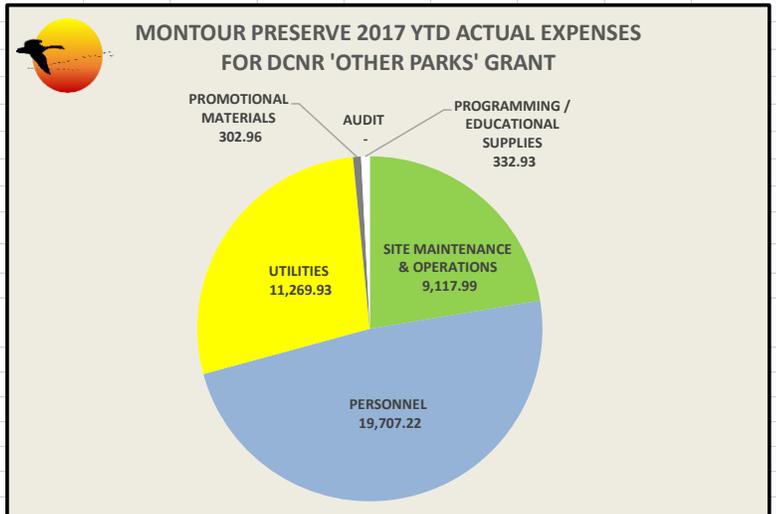
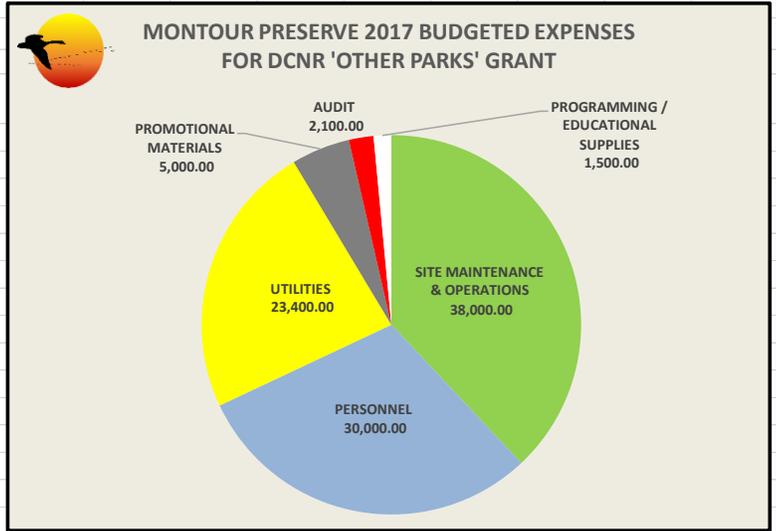
TRANSACTION DATE	CHECK #	DESCRIPTION OF TRANSACTION	AMOUNT
TOTAL			\$ -

WITHDRAWALS NOT YET CLEARED

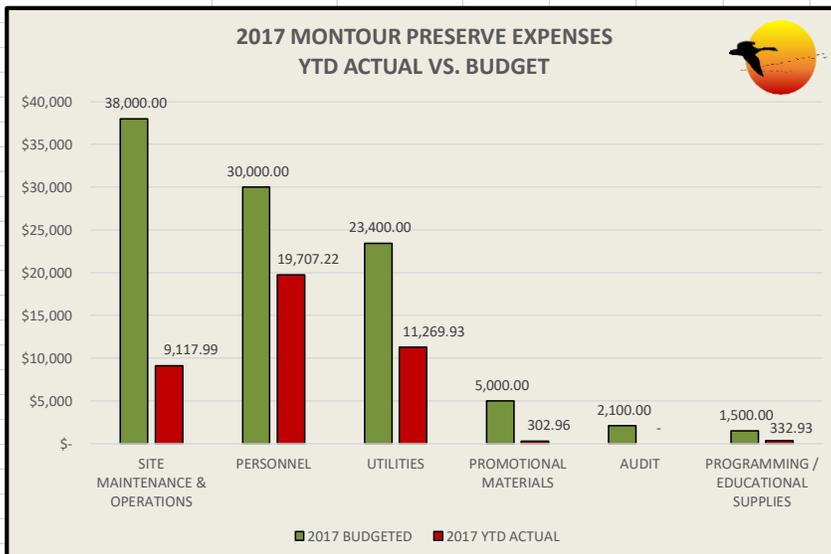
TRANSACTION DATE	CHECK #	DESCRIPTION OF TRANSACTION	AMOUNT
07/31/16	5288	Carol Watson (Montour Preserve reservation refund and security deposit refund)	80.00
05/18/17	5597	Robert Stoudt (payroll 4/30 - 5/13)	2,440.33
05/18/17	5601	MePush (website hosting & maintenance)	99.00
05/18/17	5602	Borough of Danville (police coverage for River Towns Half-Marathon traffic control)	941.40
05/18/17	5603	Traffic Control Services (Flagger Force traffic control for River Towns Half Marathon)	4,709.76
05/18/17	5604	Verizon (Montour Preserve phone)	102.30
05/18/17	5606	Shane Wright (Spring Fling voucher)	5.00
05/18/17	5608	North Branch Young Life (donation for volunteer support of River Towns Half-Marathon)	300.00
05/18/17	5609	Danville Fire Police (donation for support of River Towns Half-Marathon)	100.00
05/18/17	5610	Robert Stoudt (5/18 expense report)	4,558.07
05/18/17	5611	PPL Electric Utilities (Montour Preserve electric)	218.61
05/18/17	5612	PPL Electric Utilities (Montour Preserve electric)	482.39
05/18/17	5613	PPL Electric Utilities (Montour Preserve electric)	58.95
05/18/17	5614	PPL Electric Utilities (Montour Preserve electric)	72.21
05/31/17	5615	Robert Stoudt (5/31 expense report - excluding Montour Preserve expenses)	212.88
05/31/17	5616	Connor Durkin (payroll 5/14 - 5/27)	491.26
05/31/17	5617	Dennis Piatt (payroll 5/14 - 5/27)	495.07
05/31/17	5618	Jon Beam (payroll 5/14 - 5/27)	716.81
05/31/17	5619	Robert Stoudt (payroll 5/14 - 5/27)	1,615.85
05/31/17	5620	Bason Coffee Roasting (five gallons coffee for River Towns Half-Marathon)	40.00
05/31/17	5621	Matthew Wolfe (Old Forge 5k refunds (Matthew and Heather Wolfe)	70.00
05/31/17	5622	PPL Electric Utilities (Hess Recreation Area)	58.27
05/31/17	5623	Starr Portables (porta-potties for River Towns Half-Marathon)	710.00
05/31/17	5624	Starr Portables (porta-potty for Memorial Day parade)	125.00
TOTAL			\$ 18,703.16

MONTOUR PRESERVE ACCOUNTING

MONTOUR PRESERVE 2017 BUDGETING VS. ACTUAL EXPENSES		
REVISED 6/5/2017 R. STOUTD		
EXPENSE	2017 BUDGETED	YTD ACTUAL
personnel	30,000.00	19,707.22
SITE MAINTENANCE & OPERATIONS		
cleaning service	3,000.00	2,040.00
HVAC system maintenance	5,500.00	-
lawn care	13,500.00	900.00
parking lot / road maintenance	2,500.00	-
security system	1,200.00	311.25
sewage pumping	1,300.00	550.00
snow plowing	1,500.00	945.00
supplies / misc.	5,400.00	4,027.74
water testing	1,500.00	344.00
wildlife management	2,600.00	-
UTILITIES		
electric	17,000.00	8,935.07
internet service	2,300.00	755.90
telephone	1,900.00	740.64
trash service	1,500.00	625.00
website hosting / email service	700.00	213.32
promotional materials	5,000.00	302.96
programming & educational supplies	1,500.00	332.93
audit	2,100.00	-
insurance <i>(grant ineligible)</i>	1,500.00	-
real estate taxes <i>(grant ineligible)</i>	6,500.00	-
EXPENSE TOTAL	\$ 108,000.00	\$ 40,731.03



MONTOUR PRESERVE 2017 DCNR GRANT BUDGETING VS. ACTUAL EXPENSES		
REVISED 6/5/2017 R. STOUTD		
EXPENSE	2017 BUDGETED	2017 YTD ACTUAL
SITE MAINTENANCE & OPERATIONS	38,000.00	9,117.99
PERSONNEL	30,000.00	19,707.22
UTILITIES	23,400.00	11,269.93
PROMOTIONAL MATERIALS	5,000.00	302.96
AUDIT	2,100.00	-
PROGRAMMING / EDUCATIONAL SUPPLIES	1,500.00	332.93
EXPENSE TOTAL	\$ 100,000.00	\$ 40,731.03



MONTOUR PRESERVE ACCOUNTING (CONTINUED)

2017 INCOME (MARC CHECKING ACCOUNT)		AMOUNT
Carryover starting balance from 2016		\$ 6,061.75
2017 donations received direct to MARC checking		\$ 4,221.00
2017 pavilion reservations completed YTD		\$ 985.00
donations granted from CSCF fund		\$ -
DCNR grant		\$ 36,204.79
2017 INCOME TOTAL		\$ 47,472.54
MARC INCOME (RESTRICTED)		AMOUNT
2017 pavilion reservations not yet completed		\$ 4,915.00
2018 prepaid pavilion reservations		\$ -
TOTAL RESTRICTED INCOME		\$ 4,915.00
CENTRAL SUSQUEHANNA COMMUNITY FOUNDATION MONTOUR PRESERVE FUND		AMOUNT
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
CALCULATED CSCF FUND BALANCE AS OF 5/3/17		\$ 105,323.28
MONTOUR PRESERVE DONATIONS TOTAL (rev 6/5/17)		
DONATIONS DIRECT TO MARC		\$ 42,068.63
DONATIONS TO CSCF		\$ 171,030.05
PLEDGES NOT YET RECEIVED		\$ 12,000.00
STATE FUNDING NOT YET RECEIVED		\$ 110,000.00
DCNR GRANT FUNDING		\$ 90,000.00
TOTAL		\$ 425,098.68
MARC 2017 LABOR SUMMARY		
EMPLOYEE	HOURS	AMOUNT
STOUDT	212.13	\$ 5,057.06
BEAM	411.00	\$ 8,749.16
PIATT	253.00	\$ 5,055.25
DURKIN	54.25	\$ 845.76
TOTAL	930.38	\$ 19,707.22

 2017 MARC BUDGET MINIMUM FUNDING REQUIREMENTS (DEFERRAL OF ALL NON-ESSENTIAL MAINTENANCE) APPROVED 11/14/16; YTD INFORMATION UPDATED 6/5/17									
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)	40.7%	donations [\$90,500], pavilion rentals [\$9,500]	\$ 100,000.00	\$ 101,231.00	101.2%	\$ -	\$ 60,499.94
	Hess Recreation Area	\$ (11,500.00)	45.4%	user fees [\$2,800]	\$ 2,800.00	\$ 1,225.00	43.8%	\$ (8,700.00)	\$ (3,997.41)
	East Branch Recreation Area	\$ (6,700.00)	21.5%	Talen Energy lease agreement* [\$9,000]	\$ 9,000.00	\$ -	0.0%	\$ 2,300.00	\$ (1,438.13)
	North Branch Canal Trail (Montour Co. portion)	\$ (4,000.00)	23.7%		\$ -	\$ -		\$ (4,000.00)	\$ (946.03)
	Columbia County Projects (incl. NBCT, Montour Twp. parcel)	\$ (2,000.00)	12.3%	Columbia County [\$2,000]	\$ 2,000.00	\$ 2,500.00	125.0%	\$ -	\$ 2,254.84
	Hopewell Park/Borough Farm Trails	\$ (1,800.00)	27.4%		\$ -	\$ -		\$ (1,800.00)	\$ (493.26)
	Tools & Supplies (incl. Equipment Repair)	\$ (1,100.00)	90.1%		\$ -	\$ -		\$ (1,100.00)	\$ (990.74)
	River Drive Parcel (NBCT parking)	\$ (1,000.00)	25.6%		\$ -	\$ -		\$ (1,000.00)	\$ (255.80)
	Riverside Borough River Access improvements	\$ (600.00)	95.7%	donations [600]	\$ 600.00	\$ -	0.0%	\$ -	\$ (574.03)
	River Towns Race Series (includes all labor and expenses)	\$ (45,000.00)	90.3%	race registration fees [\$47,000], sponsorships [\$1,000]	\$ 48,000.00	\$ 33,185.00	69.1%	\$ 3,000.00	\$ (7,433.15)
SPECIAL EVENTS	Special Projects & Events	\$ (2,000.00)	37.3%	donations [\$600]	\$ 600.00	\$ -	0.0%	\$ (1,400.00)	\$ (746.22)
	Admin / Misc. Other (includes Stoudt admin labor)	\$ (15,000.00)	59.4%		\$ -	\$ -		\$ (15,000.00)	\$ (8,913.78)
INSURANCE	Insurance (D&O, General & Workers' Comp)	\$ (8,300.00)	2.8%		\$ -	\$ -		\$ (8,300.00)	\$ (233.00)
	Accounting	\$ (1,500.00)	47.3%		\$ -	\$ -		\$ (1,500.00)	\$ (710.00)
	Office Supplies	\$ (1,000.00)	31.3%		\$ -	\$ -		\$ (1,000.00)	\$ (312.87)
	Dues & Fees	\$ (1,000.00)	114.2%		\$ -	\$ -		\$ (1,000.00)	\$ (1,142.00)
	Public Notices	\$ (900.00)	30.0%		\$ -	\$ -		\$ (900.00)	\$ (269.75)
OTHER INCOME				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 RTRS advertising [\$10,000]	\$ 10,000.00	\$ 10,000.00	100.0%	\$ 10,000.00	\$ 10,000.00
				unrestricted donations	\$ 5,400.00	\$ 1,054.63	19.5%	\$ 5,400.00	\$ 1,054.63
	TOTAL EXPENSES	\$ (203,400.00)	51.1%	TOTAL REVENUES	\$ 203,400.00	\$ 155,195.63	76.3%	\$ -	\$ 51,355.26

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.

3:27 PM
 06/07/17
 Accrual Basis

Montour Area Recreation Commission
Statement of Financial Position
 As of May 31, 2017

	<u>May 31, 17</u>
ASSETS	
Current Assets	
Checking/Savings	
Service 1st - Savings	52,657.88
Service 1st FCU	26,357.39
Total Checking/Savings	<u>79,015.27</u>
Other Current Assets	
Grants Receivable	
DCNR Grant	10,000.00
Total Grants Receivable	<u>10,000.00</u>
Prepaid Expenses	
Payroll & Taxes	328.55
Prepaid Expenses - Other	271.33
Total Prepaid Expenses	<u>599.88</u>
Total Other Current Assets	<u>10,599.88</u>
Total Current Assets	<u>89,615.15</u>
Other Assets	
CSCF - Trusted Funds	
Montour Preserve Fund	98,968.28
CSCF - Trusted Funds - Other	1,235.45
Total CSCF - Trusted Funds	<u>100,203.73</u>
Total Other Assets	<u>100,203.73</u>
TOTAL ASSETS	<u><u>189,818.88</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Advance Payments Received	
Event Sponsorships	500.00
Preserve Reservations	4,915.00
Total Advance Payments Received	<u>5,415.00</u>
Conditional Contributions	
Columbia County Projects	4,967.83
County Tourism Grant -RTRS	2,856.63
DCNR Montour Preserve	52,657.88
Preserve Donations	741.00
Skatepark Deposits	100.00
Talen - EBRA maintenance	2,791.77
Talen -EBRA Materials	2,430.66
Total Conditional Contributions	<u>66,545.77</u>
Payroll Liabilities	5,096.56
Security Deposits Held	
Hees Field Security Deposit	1,000.00
Total Security Deposits Held	<u>1,000.00</u>
Total Other Current Liabilities	<u>78,057.33</u>
Total Current Liabilities	<u>78,057.33</u>
Total Liabilities	78,057.33

No Assurance Provided

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06/07/17
Accrual Basis

Montour Area Recreation Commission
Statement of Financial Position
As of May 31, 2017

	<u>May 31, 17</u>
Equity	
Retained Earnings	112,754.93
Net Income	<u>-993.38</u>
Total Equity	<u>111,761.55</u>
TOTAL LIABILITIES & EQUITY	<u>189,818.88</u>

No Assurance Provided

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3:26 PM
06/07/17
Accrual Basis

**Montour Area Recreation Commission
Statement of Financial Activities
May 2017**

	May 17	Jan - May 17
Ordinary Income/Expense		
Income		
Donations Received		
Montour Preserve Donations	0.00	3,480.00
Donations Received - Other	1,020.00	1,054.83
Total Donations Received	1,020.00	4,534.83
Field User Fees	400.00	1,225.00
Grants		
Columbia Co Projects Grant	24.17	24.17
County Tourism Grant - RTRS	1,815.43	7,143.57
DCNR Montour Preserve	33,856.87	41,144.12
Montour Co Act 13 Contribution	0.00	5,000.00
NBGT - Columbia City Projects	0.00	220.98
Total Grants	35,696.47	60,730.66
Miscellaneous Income	5.00	5.00
Pavilion Reservations	985.00	985.00
River Town Race Series		
Event Sponsorship	600.00	1,650.00
River Town Race Series - Other	17,155.00	30,715.00
Total River Town Race Series	17,755.00	32,365.00
Talen EBRA Lease	384.29	1,444.50
Total Income	50,657.40	101,483.87
Gross Profit	50,657.40	101,483.87
Expense		
Administrative/Overhead		
Dues & Subscriptions	31.79	1,110.21
Insurance	0.00	233.00
Legal Notices	0.00	253.75
Miscellaneous	128.15	400.63
Office Expense	167.04	400.67
Payroll Expenses	18,849.61	39,753.02
Professional Fees	0.00	712.00
Utilities	68.27	560.62
Administrative/Overhead - Other	0.00	21.31
Total Administrative/Overhead	17,181.28	43,448.41
Montour Preserve	4,684.00	21,012.14
Park & Trail Maintenance		
General - Tools & Supplies	187.64	885.50
Mass Recreation Area	721.34	3,185.87
Hopewell Park	96.00	96.00
North Branch Canal Trail	3.30	617.19
River Drive Parcel	100.00	167.50
Talen - EBRA	325.00	1,035.92
Park & Trail Maintenance - Other	0.00	502.53
Total Park & Trail Maintenance	1,433.48	6,490.51
Special Events		
Other Events	125.00	125.00
RTRS	16,634.29	31,406.09
Total Special Events	16,759.29	31,531.09
Total Expense	40,025.09	102,483.25
Net Ordinary Income	10,632.31	-999.38
Net Income	10,632.31	-999.38

No Assurance Provided

Page 1

ASSISTANT DIRECTOR'S REPORT

In the past month the Assistant Director provided educational programs for a senior group and an employee picnic and six school groups. He also prepared and presented weekly lectures as part of the PA Master Naturalists Program as well as preparing and conducting two field sessions for the program. He is currently working on the summer newsletter.

Jon Beam

6/3/17

MAINTENANCE TECHNICIAN'S REPORT

very hard rain and wind first of May caused much erosion on trails at the Preserve. I started to fix some washed outs and cleaned up tree limbs.

worked 3 days preparing for Half-Marathon race on Sat. the 5 then worked 2 days after race cleaning and putting race stuff away.

cleared falling trees off Braille and Butterfly trails and picked up more brush from May 1 storm.

opened VC/EEC for election day

We worked several days fixing erosion problems on the Chilisaugi trail (grading,hauling stone and shale, cleared large tree and brush that was up against bridge and installed swales to stabilize trails)

replaced toilet that was broke off wall in R/R

We pressure washed tables in pavilions

We planted flowers in boxes around Preserve

picked up garbage along public roads adjacent to the Preserve

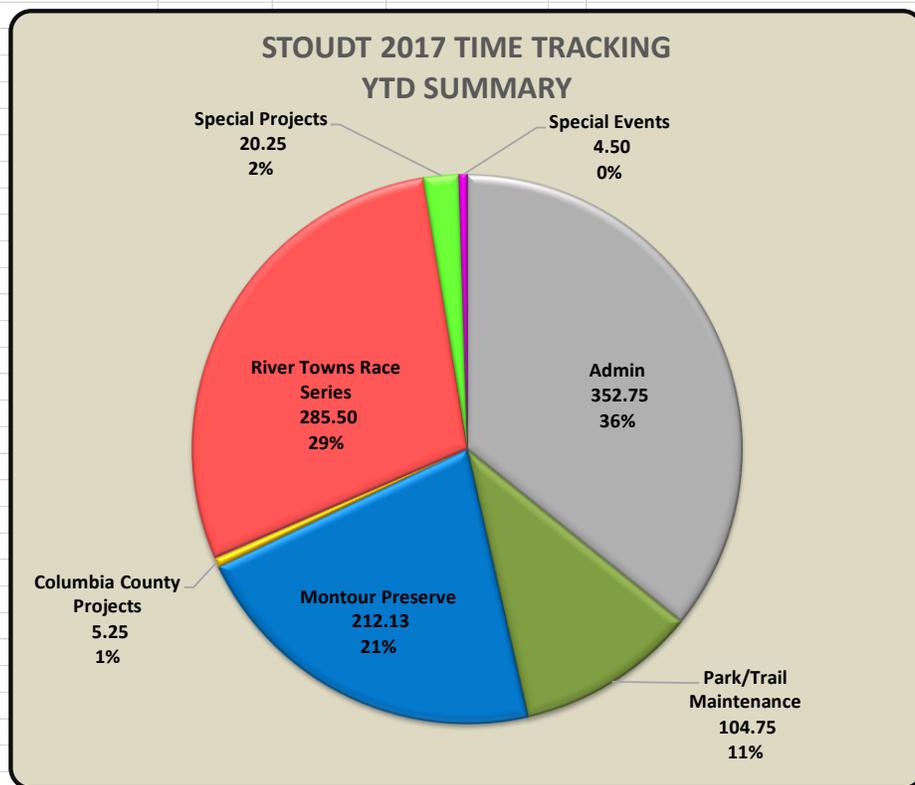
Dennis Piatt

PTMT

6/2/17

DIRECTOR'S REPORT

2017 STOUTD TIME ACCOUNTING YEAR-TO-DATE SUMMARY				2017 STOUTD TIME ACCOUNTING (GROUPED BY CATEGORY) YEAR-TO-DATE SUMMARY		
TASK	HOURS	OVERTIME HOURS	COST W/ TAXES (\$22.00/hr base, \$23.84 w/tax)	TASK	HOURS	COST W/ TAXES
MARC admin	352.75		\$ 8,409.56	Admin	352.75	8,409.56
special projects	20.25		\$ 482.76	Park/Trail Maintenance	104.75	2,497.24
special events	4.50		\$ 107.28	Montour Preserve	212.13	5,057.06
East Branch Recreation Area	6.75		\$ 160.92	Columbia County Projects	5.25	125.16
Hess Recreation Area	49.00	6.00	\$ 1,239.68	River Towns Race Series	285.50	6,806.32
Hopewell Park / Danville Farm Trails	16.50		\$ 393.36	Special Projects	20.25	482.76
North Branch Canal Trail	18.50		\$ 441.04	Special Events	4.50	107.28
Riverside Borough river access	7.25		\$ 172.84	2017 YTD TOTALS	985.13	23,485.38
River Drive trailhead / river access	3.75		\$ 89.40			
Montour Preserve admin / maintenance	189.75	26.75	\$ 4,842.50			
Montour Preserve programming	9.00		\$ 214.56			
Columbia Co. admin/misc.	0.25		\$ 5.96			
Columbia Co. North Branch Canal Trail	5.00		\$ 119.20			
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	118.25	46.50	\$ 3,373.36			
Scale the Trail 4 Kids	7.50		\$ 178.80			
Old Forge Brewing Co. 5k	5.25		\$ 125.16			
Montour 24 Endurance Runs	4.00		\$ 95.36			
Hopewell Challenge	-		\$ -			
Chilli Challenge	4.75		\$ 113.24			
TOTALS	924.50	121.25	\$ 23,485.38			



DIRECTOR'S REPORT (continued)

GRANTS

- **Montour County Commissioners' 2017 Tourism Fund grant**
 - \$10,000 deposited to MARC's checking account on 2/17 to support 2017 River Towns Race Series advertising and promotion
 - \$7,143.37 spent to date

- **DCNR 'Other Parks' Grant (Montour Preserve)**
 - \$100,000 granted to MARC through DCNR for 2017 operation and maintenance of the Montour Preserve; additional \$100,000 pledged for 2018, subject to successful grant execution in 2017
 - \$90,000 in funding received on 5/22 and deposited to MARC's savings account at Service 1st (interest-bearing account as required by DCNR)
 - \$36,204.79 transferred to MARC's general checking account on 5/30 to reimburse MARC for expenses paid to date
 - \$1,142.33 transferred to grant checking account on 5/31 to pay new bills due
 - \$52,657.88 remains in MARC's savings account for 2017 grant-eligible Montour Preserve expenses
 - 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 6/9/17, \$2,430.66 remains earmarked in MARC's account for site supplies
 - As of 6/9/17, \$2,791.77 remains earmarked in MARC's account for site maintenance through 4/30/17
 - Talen Energy has proposed a change to the lease agreement for the 2017/2018 term (action item at this meeting)

- **River Drive parcel (North Branch Canal Trail trailhead and river access)**
 - Volunteer Wayne Kashner has weeded gardens and helped with other site maintenance
 - A boat and trailer has been parked at the site for several weeks; Stoudt is working with Montour County Commissioner Finn to identify the owner and have the items removed

- **Montour Township (Columbia County) parcel**
 - Mowing has been difficult because of continued excessively wet conditions

- **Hopewell Park / Danville Borough Farm**
 - Construction of the bike skills area is tentatively scheduled for the week of July 10 – 15; vegetation clearing has been started and will continue as needed and as volunteer schedules allow
 - New trail signage is being designed for installation by a likely Eagle Scout candidate, anticipated summer 2017
 - An Eagle Scout candidate has offered to rehabilitate the gazebo area; work anticipated late summer

DIRECTOR'S REPORT (continued)

MANAGED SITES (continued)

- **Hess Recreation Area**
 - The plywood wall of the pavilion was vandalized again on 6/1; Stoudt removed the damaged materials and does not intend to replace the wall

- **North Branch Canal Trail**
 - Repairs to the damaged sections of trail near mile markers 3.1 and 3.3 have not yet been completed; the trail is posted closed at mile 2.7 until trail repairs can be completed
 - An adjacent landowner near mile markers 1.4 – 1.7 has placed tree stumps and other debris along the trail corridor
 - Stoudt met with relatives of the landowner on 6/6 and requested that the obstructions be removed
 - Tree stumps were removed on 6/7, but other debris remains; Stoudt will continue to monitor
 - Mowing has been difficult because of continued wet conditions, particularly in the Columbia County portion of the trail between mile markers 5.5 – 6.2
 - 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; despite Stoudt communication with landowner on 6/1 requesting an in-person visit to the disputed site, no follow-up progress as of 6/9
 - Trail miles 3.9 – 6.2 in Columbia County remain closed until land transfer is complete

- **Montour Preserve**
 - Site usage has been heavy, particularly over the Memorial Day weekend
 - Pavilion reservations total \$5,900 year-to-date
 - MARC staff have spent considerable time repairing trails damaged by heavy rains in early May
 - MARC staff continue to clear dead ash (and other) trees along trails and other use areas
 - Eco Air Mechanical Services (Danville) has offered to perform preventative maintenance on the visitors' center / environmental education center's HVAC equipment; tentatively scheduled for 6/13

SPECIAL PROJECTS

- **Riverside Borough River Access**
 - Stoudt cleared vegetation around the access on 6/6, in preparation for signage installation
 - Hanging of the large sign will require additional help, anticipated during the week of 6/12 – 6/16
 - Stoudt will meet with Riverside Borough public works employees during the week of 6/12 – 6/16 to finalize locations for parking and no parking signage

DIRECTOR'S REPORT (continued)

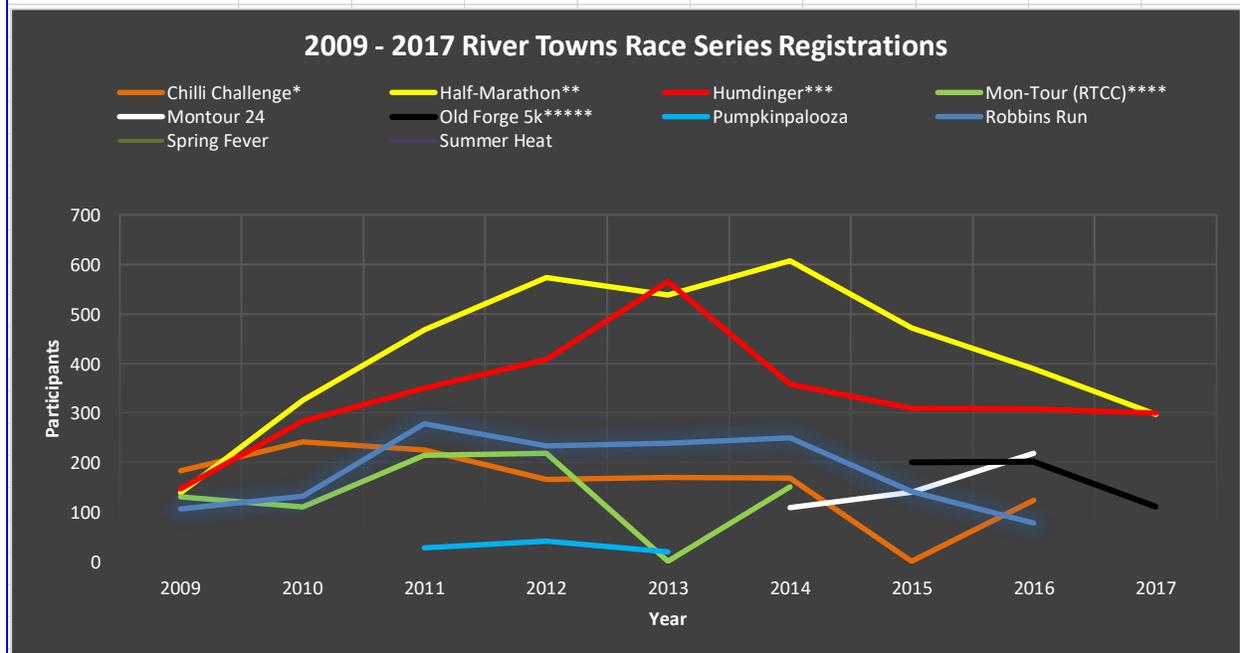
SPECIAL EVENTS

- **River Towns Race Series**

- Scale the Trail 4 Kids conducted on 5/20
 - 38 registrants
- Old Forge 5k scheduled for 6/24
 - 92 pre-registered as of 6/9; anticipating approx. 110 by race day

2009 - 2017 River Towns Race Series Registrations									
RACE	2009	2010	2011	2012	2013	2014	2015	2016	2017
Chilli Challenge*	183	241	225	166	169	168	0	123	
Half-Marathon**	139	325	468	574	538	608	472	389	297
Humdinger***	146	283	350	408	566	358	309	308	300
Mon-Tour (RTCC)****	130	110	215	218	0	151			
Montour 24						109	140	218	
Old Forge 5k*****							200	202	110
Pumpkinpalooza			27	41	19				
Robbins Run	106	132	278	233	239	249	141	78	
Spring Fever								148	
Summer Heat								78	

NOTES: *Chilli Challenge not held in 2015 because of Montour Preserve management change
 **Until 2015, River Towns Half-Marathon numbers included River Towns Marathon participants (avg. 80)
 ***Humdinger venue changed in 2014 (Geisinger policy change)
 ****Mon-Tour (River Towns Cycling Classic) not held in 2013 (permitting problems)
 *****Old Forge 2017 registration numbers estimated



DIRECTOR'S REPORT (continued)

SPECIAL EVENTS (CONTINUED)

- River Towns Race Series (CONTINUED)**

RIVER TOWNS HALF-MARATHON 2012 - 2017 ACCOUNTING COMPARISON								
	INCOME/EXPENSE	2012	2013	2014	2015	2016	2017	
INCOME	Racer Registration Fees	28,265.00	28,325.00	37,110.00	28,774.00	23,275.00	17,275.00	
	Sponsorships	1,571.00	850.00	375.00	143.00	90.91	600.00	
	Commissioners' Grant	5,000.00	4,500.00	7,776.74	5,608.80	4,367.54	3,609.76	
EXPENSES (GRANT ELIGIBLE)	T-shirts/ Promotional	(4,737.00)	(9,789.94)	(6,192.76)	(4,454.30)	(4,214.25)	(3,250.00)	
	Advertising	(665.00)	(1,562.14)	(1,583.98)	(1,154.50)	(153.29)	(359.76)	
EXPENSES	Event Timing	(1,050.00)	(1,050.00)	(1,050.00)	(1,881.00)	(1,506.00)	(1,141.00)	
	Labor (MARC & Event Manager)	(8,837.00)	(9,628.13)	(11,434.13)	(4,598.81)	(3,165.58)	(5,159.78)	
	Awards/Prizes	(1,351.00)	(2,694.72)	(2,347.89)	(2,738.61)	(1,763.00)	(2,268.40)	
	Food/Drink	(2,762.00)	(2,350.02)	(2,359.54)	(2,289.87)	(1,119.41)	(2,104.23)	
	Insurance	(648.00)		(500.00)	(616.00)	(1,168.50)	(486.33)	
	Misc. Supplies & Fees	(2,195.00)	(997.44)	(2,555.98)	(2,382.57)	(2,419.47)	(1,018.69)	
	Porta-Potties	(770.00)	(630.00)	(1,392.00)	(1,174.00)	(850.00)	(710.00)	
	Refunds	-	(45.00)	(160.00)	(85.00)	(70.64)	(120.00)	
	Tent/ Equipment Rental	(774.00)	(1,039.44)	(1,039.44)	(977.12)	(487.12)	(573.75)	
	Traffic Control	(387.00)	(2,230.77)	(2,028.86)	(2,060.54)	(3,262.68)	(5,751.16)	
	NET PROFIT/LOSS		10,660.00	1,657.40	12,617.16	10,113.48	7,553.51	(1,458.34)
		# OF REGISTRANTS	574	538	608	472	389	297
		COMMENTS	volunteers used for traffic control	paid traffic control mandated		last year for full marathon		

UPCOMING EVENTS AND MEETINGS

- 6/17 Wine in the Pines (Hess; MARC to assist w/ logistics)
- 6/24 Old Forge 5k Beer Run
- 7/15 Danville Heritage Festival (Hess; MARC to assist w/ logistics)
- 7/22 Montour 24 Endurance Runs
- 8/14 MARC meeting (NOTE: NO JULY MEETING)

**DRAFT HESS RECREATION AREA SIGNAGE
DESIGNED TO BE 12" x 18"**

**PLEASE
NO SMOKING**



**WHEN CHILDREN
ARE PRESENT**

