



MONTOUR AREA RECREATION COMMISSION

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

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

## March 26, 2018 Regular Meeting Agenda

7:00pm - DRIVE conference room, 114 Woodbine Ln, Suite 103, Danville, PA 17821

### Call to Order

### Officer Reports

- Chairman's Report (Mike Mills)
  - MARC Intergovernmental Agreement of Cooperation
- Treasurer's Report (Mike Mills, Assistant Treasurer) (**pages 2– 13**)
  - Montour County Auditors' 2017 review (**page 20**)
- Secretary's Report (Chris Johns)

### Partner Reports

- Washingtonville Borough (Frank Dombroski / Tyler Dombroski)
- Danville Borough (Kevin Herritt / Dr. Dan Rogers)
- Riverside Borough (Bill Lavage / Dr. Victor Marks)
- Montour County (Commissioner Dan Hartman)
  - Talen Energy \$20,000 grant
- Danville Area School District (Chris Johns)

### Public Comment

Assistant Director's Report (Jon Beam) (**page 14**)

Maintenance Technician's Report (Dennis Piatt) (**page 14**)

Director's Report (Bob Stoudt) (**pages 15 – 19**)

### Old Business

### New Business

- Seasonal Maintenance Technician new hire (**pages 24 – 26**)

### Other Items

- Geisinger Sports Medicine 2018 Service Agreement
- Humdinger Trail Races 2017 review / 2018 planning (**pages 21 – 23**)
- Discussion of MARC organizational structure

### Adjournment

*next meeting: April 23, 2018*



## 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
				2018 beginning balance				8.77
deposit	3/9/18			deposit of DCNR Montour Preserve grant funding	DCNR Montour Preserve grant		90,000.00	90,008.77
online transfer	3/12/18			online funds transfer to general checking account to reimburse Montour Preserve DCNR grant-eligible labor 11/26/17 - 12/23/17		2,387.08		87,621.69
online transfer	3/12/18			online funds transfer to general checking account to reimburse Montour Preserve DCNR grant-eligible expenses incurred 12/1/17 - 12/31/17		5,794.85		81,826.84
online transfer	3/12/18			online funds transfer to general checking account to reimburse Montour Preserve DCNR grant-eligible labor 12/24/17 - 3/3/18		5,050.31		76,776.53
online transfer	3/12/18			online funds transfer to general checking account to reimburse Montour Preserve DCNR grant-eligible expenses incurred 1/1/18 - 3/12/18		4,028.27		72,748.26
online transfer	3/12/18			online funds transfer to DCNR grant checking account to reimburse bills paid 3/9/18		2,776.39		69,971.87



## 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
				2018 beginning balance				0.21
dividend interest	1/31/18	2/9/18	1/1 - 1/31/18	dividend interest			0.04	0.25
191	3/9/18			MePush, Inc. (website hosting)	Montour Preserve (website hosting)	33.00		(32.75)
192	3/9/18			Candy Fisher (cleaning service)	Montour Preserve (cleaning service)	600.00		(632.75)
193	3/9/18			Robert Stoudt (2/26 expense report)	\$12.70 CREDIT Montour Preserve (programming supplies); \$33.22 Montour Preserve (programming supplies); \$34.06 Montour Preserve (maintenance / misc. supplies); \$6.67 Montour Preserve (email service)	61.25		(694.00)
194	3/9/18			Verizon (telephone)	Montour Preserve (telephone)	104.24		(798.24)
195	3/9/18			PPL Electric Utilities (electricity)	Montour Preserve (electricity)	43.37		(841.61)
196	3/9/18			PPL Electric Utilities (electricity)	Montour Preserve (electricity)	671.49		(1,513.10)
197	3/9/18			PPL Electric Utilities (electricity)	Montour Preserve (electricity)	32.27		(1,545.37)
198	3/9/18			PPL Electric Utilities (electricity)	Montour Preserve (electricity)	1,106.02		(2,651.39)
199	3/9/18			Ted Heaps Container Service (trash service)	Montour Preserve (trash service)	125.00		(2,776.39)
online transfer	3/12/18			online funds transfer from savings account to reimburse bills paid 3/9			2,776.39	-



## MARC 2018 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 (# Applicable)	Debit (-)	Credit (+)	Account Balance
credit	2/2/18	3/12/18	2/1 - 2/28/18	GoDaddy refund of 1/16 charge	Montour 24 Endurance Runs (advertising)			4.99	6,835.00
debit card	2/6/18	3/12/18	2/1 - 2/28/18	Cole's Hardware (toilet wax seals and O-rings)	Montour Preserve (maintenance supplies / misc)	DCNR Montour Preserve	15.36		6,819.64
debit card	2/10/18	3/12/18	2/1 - 2/28/18	Danville Gas & Convenience Store (diesel fuel)	Montour Preserve (maintenance supplies / misc)	DCNR Montour Preserve	26.05		6,793.59
5791	2/15/18	3/12/18	2/1 - 2/28/18	Ted Heaps Container Service (Montour Preserve trash service)	Montour Preserve (trash service)	DCNR Montour Preserve	125.00		6,668.59
5792	2/15/18	3/12/18	2/1 - 2/28/18	US Department of Agriculture (Montour Preserve wildlife management)	Montour Preserve (wildlife management)	DCNR Montour Preserve	823.75		5,844.84
5793	2/15/18	3/12/18		MePush, Inc (websites hosting)	\$33 River Towns Race Series (advertising); \$33 misc. expenses; \$33 Montour Preserve (website)	\$33 DCNR Montour Preserve; \$33 Montour Co. Commissioners' Tourism Fund grant (RTRS)	99.00		5,745.84
5794	2/15/18	3/12/18	2/1 - 2/28/18	Dennis Piatt (payroll 1/21 - 2/3)	payroll - Piatt		331.89		5,413.95
5795	2/15/18	3/12/18	2/1 - 2/28/18	Jon Beam (payroll 1/21 - 2/3)	payroll - Beam		274.38		5,139.57
5796	2/15/18	3/12/18	2/1 - 2/28/18	Robert Stoudt (payroll 1/21 - 2/3)	payroll - Stoudt		1,306.28		3,833.29
5797	2/15/18	3/12/18	2/1 - 2/28/18	All Sports America (1/2 payment for Humdinger t-shirts and promotional materials)	Humdinger (t-shirts / promotional materials)	2018 Montour County Commissioners' Tourism Fund grant (RTRS)	1,637.00		2,196.29
automatic payment	2/15/18	3/12/18	2/1 - 2/28/18	US Treasury (January payroll taxes)	payroll taxes		751.84		1,444.45
automatic payment	2/15/18	3/12/18	2/1 - 2/28/18	PA Dept. of Revenue (January payroll taxes)	payroll taxes		112.74		1,331.71
deposit	2/16/18	3/12/18	2/1 - 2/28/18	deposit	\$331 Montour Preserve donations; \$105 Montour Preserve pavilion reservation fees; \$1,655 Humdinger registrations; \$1,000 Humdinger sponsorships; \$8.48 Montour Preserve maintenance (refund); \$3,500 transfer from Central Susquehanna Community Foundation			6,599.48	7,931.19
debit card	2/17/18	3/12/18	2/1 - 2/28/18	Amazon.com (paper towels & toilet paper)	Montour Preserve (maintenance supplies / misc)	DCNR Montour Preserve	103.86		7,827.33
debit card	2/17/18	3/12/18	2/1 - 2/28/18	Amazon.com (urinal cakes and spoons)	\$35.32 Montour Preserve (maintenance supplies / misc); \$29.99 Montour Preserve (programming supplies)	DCNR Montour Preserve	65.31		7,762.02
deposit	2/21/18	3/12/18	2/1 - 2/28/18	deposit	\$20 Montour Preserve donation; \$130 Montour Preserve pavilion reservations; \$500 Humdinger sponsorships			650.00	8,412.02
deposit	2/22/18	3/12/18	2/1 - 2/28/18	deposit	Montour County Act 13 contribution			7,500.00	15,912.02
debit card	2/25/18	3/12/18	2/1 - 2/28/18	Cole's Hardware (trash bags and hardware)	Humdinger (misc. supplies)		40.25		15,871.77
5798	2/26/18	3/12/18		Brews N Bytes (Humdinger food)	Humdinger (food & drink)		1,458.90		14,412.87
5799	2/26/18	3/12/18	2/1 - 2/28/18	Jon Beam (payroll 2/4 - 2/17)	payroll - Beam		401.61		14,011.26
5800	2/26/18	3/12/18		Dennis Piatt (payroll 2/4 - 2/17)	payroll - Piatt		368.47		13,642.79
5801	2/26/18	3/12/18		Erie Insurance Exchange (workers' comp insurance)	insurance		1,246.00		12,396.79
debit card	2/26/18	3/12/18	2/1 - 2/28/18	Cole's Hardware (flagging tape)	Humdinger (misc. supplies)		15.84		12,380.95
debit card	2/26/18	3/12/18	2/1 - 2/28/18	Cole's Hardware (motion sensor for Hess restroom)	Hess Recreation Area		21.19		12,359.76
debit card	2/27/18	3/12/18		Tulpehocken Mountain Spring Water (60 gallons water)	Humdinger (food & drink)		76.80		12,282.96
debit card	2/28/18	3/12/18		Satin Stitches (Humdinger awards)	Humdinger (awards & prizes)		42.00		12,240.96
interest dividend	2/28/18	3/12/18	2/1 - 2/28/18	interest dividend	interest			0.73	12,241.69
debit card	3/1/18			Weis (food/drink for Humdinger)	\$58.47 Humdinger (awards/prizes); \$46 Humdinger (food & drink)		104.47		12,137.22
debit card	3/2/18			Cole's Hardware (two folding tables)	River Towns Race Series (misc. supplies)		84.78		12,052.44
debit card	3/2/18			Lowe's (light string, batteries, light bulbs and zip ties)	River Towns Race Series (misc. supplies)		104.17		11,948.27

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 <b>MARC 2018 Checking Account (ID 40) Register</b>									
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
debit card	3/6/18			Cole's Hardware (bird seed)	Montour Preserve (maintenance supplies / misc)	DCNR Montour Preserve	116.58		11,831.69
deposit	3/9/18			deposit	\$462.61 Montour Preserve donations; \$575 Montour Preserve pavilion reservations; \$3,550 Humdinger registrations; \$100 Humdinger sponsorships; \$2,145 unrestricted donation; \$3,000 Montour County Commissioners' Tourism Fund grant (River Towns Race Series); \$2,000 Montour County Commissioners' Tourism Fund grant (park & trail signage project)			11,832.61	23,664.30
5802	3/9/18			Starr Portables (porta-potties for Humdinger)	Humdinger (porta-potties)		550.00		23,114.30
5803	3/9/18			MePush, Inc (websites hosting)	\$33 River Towns Race Series (advertising); \$33 misc. expenses	\$33 Montour County Commissioners' Tourism Fund grant (RTRS)	66.00		23,048.30
5804	3/9/18			PPL Electric Utilities (Hess Recreation Area electricity)	Hess Recreation Area		321.01		22,727.29
5805	3/9/18			Robert Stoudt (payroll 2/4 - 2/17)	payroll - Stoudt		1,248.85		21,478.44
5806	3/9/18			Robert Stoudt (2/26 expense report)	\$6.66 River Towns Race Series (advertising); \$6.66 misc. expenses; \$350 Humdinger (misc. supplies)	\$6.66 Montour County Commissioners' Tourism Fund (RTRS)	363.32		21,115.12
5807	3/9/18			Columbia Montour Chamber of Commerce	dues & subscriptions		260.00		20,855.12
5808	3/9/18			US Postal Service (PO box annual fee)	office expenses		90.00		20,765.12
5809	3/9/18			Falcon Race Timing (Humdinger race timing)	Humdinger (timing)		959.00		19,806.12
5810	3/9/18			Connor Durkin (payroll 2/18 - 3/3)	payroll - Durkin		52.15		19,753.97
5811	3/9/18			Dennis Piatt (payroll 2/18 - 3/3)	payroll - Piatt		391.41		19,362.56
5812	3/9/18			Jon Beam (payroll 2/18 - 3/3)	payroll - Beam		869.24		18,493.32
5813	3/9/18			Robert Stoudt (payroll 2/18 - 3/3)	payroll - Stoudt		2,164.86		16,328.46
5814	3/9/18			Robert Stoudt (3/9 expense report)	\$1,657 Humdinger (t-shirts / promotional items); \$466 Humdinger (rental supplies)	\$863 Montour County Commissioners' Tourism Fund (RTRS)	2,123.00		14,205.46
5815	3/9/18			Elijah Evans (Humdinger registration refund)	Humdinger (refund)		60.00		14,145.46
deposit	3/12/18			deposit	\$100 Montour Preserve auditorium reservation fee; \$1,940 Humdinger registrations			2,040.00	16,185.46
online transfer	3/12/18			online funds transfer from savings account to reimburse Montour Preserve DCNR grant-eligible labor 11/26/17 - 12/23/17				2,387.08	18,572.54
online transfer	3/12/18			online funds transfer from savings account to reimburse Montour Preserve DCNR grant-eligible expenses incurred 12/1/17 - 12/31/17				5,794.85	24,367.39
online transfer	3/12/18			online funds transfer from savings account to reimburse Montour Preserve DCNR grant-eligible labor 12/24/17 - 3/3/18				5,050.31	29,417.70
online transfer	3/12/18			online funds transfer from savings account to reimburse Montour Preserve DCNR grant-eligible expenses incurred 1/1/18 - 3/12/18				4,028.27	33,445.97
debit card	3/12/18			Cole's Hardware (staple gun and staples)	park maintenance tools & supplies		24.68		33,421.29
automatic payment	3/15/18			state payroll taxes - February	payroll taxes		148.06		33,273.23
automatic payment	3/15/18			federal payroll taxes - February	payroll taxes		1,027.82		32,245.41
deposit	3/21/18			deposit	unrestricted donation (Talen Energy)			20,000.00	52,245.41
debit card	3/21/18			Staples (paper and printer toner cartridges)	Montour Preserve (maintenance supplies / misc)	DCNR Montour Preserve	228.89		52,016.52



CORPORATE OFFICE  
1985 MONTOUR BLVD.  
P.O. BOX 159  
DANVILLE, PA 17821-0159

ADDRESS SERVICE REQUESTED

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Statement Period: 02/01/2018-02/28/2018

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## Summary of Accounts:

	Ending Balance	YTD Dividend	Account Number: 584727
<b>Savings</b>			
01 - REGULAR SAVINGS	8.77	0.00	
40 - CHECKING	15,532.86	1.77	
41 - GRANT CHECKING	0.25	0.04	
<b>Total</b>	<b>15,541.88</b>	<b>1.81</b>	

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

### ID 01 REGULAR SAVINGS

Trans	Eff Date	Transaction	Deposit	Withdrawal	Balance
Feb 1		Balance Forward			8.77
Feb 28		Ending Balance			8.77

### ID 40 CHECKING

Trans	Eff Date	Transaction	Deposit	Withdrawal	Balance
Feb 1		Balance Forward			14,005.60
Feb 1		Draft 5786		-103.40	13,902.20
Feb 1		Processed Check - VERIZON FINANCA TYPE: PAYMENTS ID: 8564577000			
Feb 1		Withdrawal Debit Card 1/30 EXXONMOBIL 48004477 DANVILLE PA		-17.69	13,884.51
Feb 1		Draft 5783		-32.31	13,852.20
Feb 1		Draft 5781		-50.00	13,802.20
Feb 1		Draft 5774		-176.63	13,625.57
Feb 1		Draft 5782		-828.77	12,796.80
Feb 1		Draft 5780		-1,415.88	11,380.92
Feb 2		Withdrawal ACH DANVILLE AREA EA TYPE: TAX PAYMNT ID: 1232268087 CO: DANVILLE AREA EA		-288.43	11,092.49
Feb 2		Draft 5785		-349.00	10,743.49
Feb 3		Recurring Withdrawal Adjustment Debit Card Credit Voucher 2/2 DNH*GODADDY.COM 480-5058855 AZ	4.99		10,748.48
Feb 5		Draft 5784		-173.35	10,575.13
Feb 5		Draft 5776		-280.88	10,294.45
Feb 5		Draft 5775		-385.00	9,909.45
Feb 5		Draft 5787		-1,587.00	8,342.45
Feb 6		Draft 5788		-99.00	8,243.45
Feb 7		Draft 5777		-249.15	7,994.30
Feb 8		Withdrawal Debit Card 2/8 COLES HARDWARE - DANVILLE DANVILLE PA		-15.36	7,978.94
Feb 12		Withdrawal Debit Card 2/10 EXXONMOBIL 99012320 DANVILLE PA		-26.05	7,952.89
Feb 15		Withdrawal ACH IRS TYPE: USATAXPYMT ID: 3387702000 CO: IRS		-751.84	7,201.05
Feb 15		Withdrawal ACH COMMWLTHOFPA INT		-112.74	7,088.31

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**Account Number:** 584727 **Statement Period:** 02/01/2018-02/28/2018



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**ID 40 CHECKING - Continued**

Trans	Eff Date	Transaction	Deposit	Withdrawal	Balance
		TYPE: PAEMPLOYTX ID: 1236003133 CO: COMMWLTHOFPA INT			
Feb 16		Deposit	6,599.48		13,687.79
Feb 16		Draft 5730		-1,138.00	12,549.79
Feb 17		Withdrawal POS #536202		-85.31	12,464.48
Feb 17		AMAZON.COM SEATTLE WA			
Feb 17		Withdrawal POS #698182		-103.86	12,360.62
Feb 17		AMAZON.COM SEATTLE WA			
Feb 20		Draft 5790		-8.67	12,373.95
Feb 20		Draft 5789		-14.63	12,359.32
Feb 20		Draft 5796		-1,308.28	11,053.04
Feb 21		Draft 5792		-823.75	10,229.29
		Processed Check - USDA APHIS GENL TYPE: PAYMENT ID: 1240340003			
Feb 21		Deposit by Check	650.00		10,879.29
Feb 21		Draft 5797		-1,637.00	9,242.29
Feb 22		Deposit by Check	7,500.00		16,742.29
Feb 23		Draft 5795		-274.38	16,467.91
Feb 26		Draft 5791		-125.00	16,342.91
Feb 26		Draft 5794		-331.89	16,011.02
Feb 27		Withdrawal Debit Card		-40.25	15,970.77
		2/25 COLES HARDWARE - DANVILLE DANVILLE PA			
Feb 28		Withdrawal Debit Card		-15.84	15,954.93
		2/26 COLES HARDWARE - DANVILLE DANVILLE PA			
Feb 28		Withdrawal Debit Card		-21.19	15,933.74
		2/26 COLES HARDWARE - DANVILLE DANVILLE PA			
Feb 28		Draft 5799		-401.61	15,532.13
Feb 28		Deposit Dividend Dividend Post	0.73		15,532.86
		Annual Percentage Yield Earned 0.080% from 02/01/2018 through 02/28/2018			
Feb 28		Ending Balance			15,532.86
		Total Deposits 14,750.21			
		Total Withdrawals 13,222.95			

**Drafts for 40 - CHECKING**

Date	Draft Number	Amount	Date	Draft Number	Amount	Date	Draft Number	Amount
Feb 16	□ 5730	1,138.00	Feb 1	□ 5783	32.31	Feb 26	□ 5791	125.00
Feb 1	□ 5774*	176.63	Feb 5	□ 5784	173.35	Feb 21	□ 5792	823.75
Feb 5	□ 5775	385.00	Feb 2	□ 5785	349.00	Feb 26	□ 5794*	331.89
Feb 5	□ 5776	280.88	Feb 1	□ 5786	103.40	Feb 23	□ 5795	274.38
Feb 7	□ 5777	249.15	Feb 5	□ 5787	1,567.00	Feb 20	□ 5796	1,306.28
Feb 1	□ 5780*	1,415.88	Feb 6	□ 5788	99.00	Feb 21	□ 5797	1,637.00
Feb 1	□ 5781	50.00	Feb 20	□ 5789	14.63	Feb 28	□ 5799*	401.61
Feb 1	□ 5782	828.77	Feb 20	□ 5790	6.67			

\* 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
Feb 1		Balance Forward			1,875.25
Feb 16		Draft 176		-1,875.00	0.25
Feb 28		Ending Balance			0.25
		Total Withdrawals 1,875.00			

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**Account Number:** 584727 **Statement Period:** 02/01/2018-02/28/2018

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**Drafts for 41 - GRANT CHECKING**

Date	Draft Number	Amount	Date	Draft Number	Amount	Date	Draft Number	Amount
Feb 16	□ 176	1,875.00						

\* denotes skipped sequence

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

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## MARC Account Reconciliation - Service 1st Accounts

updated 3/1/18

ending balance from 2/28/18 bank statement	\$ 15,541.88
deposits not yet posted (detailed below)	\$ -
subtotal	\$ 15,541.88
withdrawals not yet cleared (detailed below)	\$ 3,291.17
calculated balance (should agree with actual combined balance)	\$ 12,250.71
balance (savings account ID01)	\$ 8.77
balance (checking account ID40)	\$ 12,241.69
balance (grant checking account ID41)	\$ 0.25
actual combined balance	\$ 12,250.71
difference	\$ -

### DEPOSITS NOT YET POSTED

TRANSACTION DATE	CHECK #	DESCRIPTION OF TRANSACTION	AMOUNT
<b>TOTAL</b>			<b>\$ -</b>

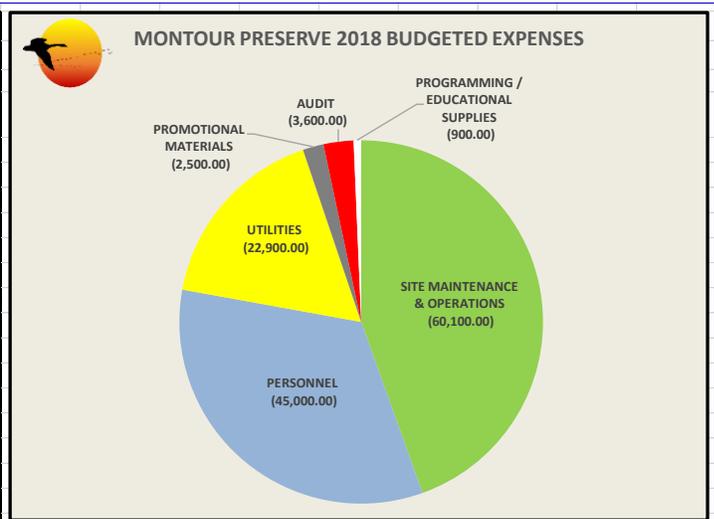
### WITHDRAWALS NOT YET CLEARED

TRANSACTION DATE	CHECK #	DESCRIPTION OF TRANSACTION	AMOUNT
02/15/18	5793	MePush, Inc (websites hosting)	99.00
02/26/18	5798	Brews N Bytes (Humdinger food)	1,458.90
02/26/18	5800	Dennis Piatt (payroll 2/4 - 2/17)	368.47
02/26/18	5801	Erie Insurance Exchange (workers' comp insurance)	1,246.00
02/27/18	debit card	Tulpehocken Mountain Spring Water (60 gallons water)	76.80
02/28/18	debit card	Satin Stitches (Humdinger awards)	42.00
<b>TOTAL</b>			<b>\$ 3,291.17</b>

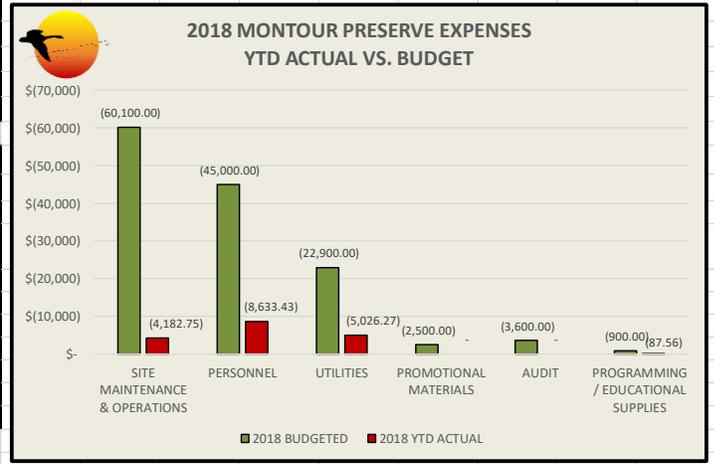


# MONTOUR PRESERVE ACCOUNTING 2018 YTD

<b>MONTOUR PRESERVE 2018 BUDGET</b>			
<b>UPDATED 3/22/18</b>			
<b>BUDGET APPROVED 2/26/18</b>			
EXPENSE	2017 ACTUAL	2018 BUDGETED	2018 YTD ACTUAL
personnel	(42,455.88)	(45,000.00)	(8,633.43)
cleaning service	(4,480.00)	(4,500.00)	(600.00)
HVAC system maintenance	-	(800.00)	-
HVAC system replacement	-	(18,000.00)	-
lawn care	(14,910.00)	(17,500.00)	-
parking lot / road maintenance	-	(2,500.00)	-
security system	(645.85)	(1,000.00)	(173.35)
sewage pumping	(1,558.00)	(1,800.00)	-
snow plowing	(945.00)	(1,500.00)	-
supplies / misc.	(8,555.35)	(9,000.00)	(2,585.65)
water testing	(1,440.00)	(1,700.00)	-
wildlife management	(1,241.50)	(1,800.00)	(823.75)
electric	(15,948.92)	(17,000.00)	(4,180.11)
internet service	(1,814.06)	(2,200.00)	(151.18)
telephone	(1,460.98)	(1,500.00)	(207.64)
trash service	(1,500.00)	(1,600.00)	(375.00)
website hosting / email service	(524.29)	(600.00)	(112.34)
promotional materials	(3,915.99)	(2,500.00)	-
programming & educational supplies	(759.89)	(900.00)	(87.56)
audit (two-year)	-	(3,600.00)	-
<b>EXPENSE TOTAL</b>	<b>\$(102,155.71)</b>	<b>\$(135,000.00)</b>	<b>\$ (17,930.01)</b>



<b>MONTOUR PRESERVE</b>			
<b>BUDGETING VS. ACTUAL EXPENSES</b>			
<b>UPDATED 3/22/2018</b>			
EXPENSE	2017 ACTUAL	2018 BUDGETED	2018 YTD ACTUAL
SITE MAINTENANCE & OPERATIONS	(33,775.70)	(60,100.00)	(4,182.75)
PERSONNEL	(42,455.88)	(45,000.00)	(8,633.43)
UTILITIES	(21,248.25)	(22,900.00)	(5,026.27)
PROMOTIONAL MATERIALS	(3,915.99)	(2,500.00)	-
AUDIT	-	(3,600.00)	-
PROGRAMMING / EDUCATIONAL SUPPLIES	(759.89)	(900.00)	(87.56)
<b>EXPENSE TOTAL</b>	<b>\$(102,155.71)</b>	<b>\$(135,000.00)</b>	<b>\$ (17,930.01)</b>



## MONTOUR PRESERVE ACCOUNTING (CONTINUED)

2018 INCOME (MARC CHECKING ACCOUNT)		AMOUNT
Carryover starting balance from 2017	\$	10,931.26
2018 donations received direct to MARC checking	\$	883.61
2018 pavilion / auditorium reservations completed YTD	\$	100.00
donations granted from CSCF fund		
DCNR grant	\$	20,036.90
DCNR grant interest	\$	0.04
other income		
<b>2018 YTD INCOME TOTAL</b>	<b>\$</b>	<b>31,951.81</b>
MARC INCOME (RESTRICTED)		AMOUNT
2018 pavilion & auditorium reservations not yet completed	\$	3,475.00
<b>TOTAL RESTRICTED INCOME</b>	<b>\$</b>	<b>3,475.00</b>
CENTRAL SUSQUEHANNA COMMUNITY FOUNDATION MONTOUR PRESERVE FUND		AMOUNT
Donations received as of 12/31/14	\$	5,370.00
Interest 12/31/14	\$	0.16
Admin fees 12/31/14	\$	(107.40)
Donations received 1/1/15 - 6/30/15	\$	72,567.55
Interest 6/30/15	\$	23.45
Donations received 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 received 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)
Donations received 1/1/17 - 6/30/17	\$	13,465.00
interest 6/30/17	\$	147.14
Admin fee 6/30/17	\$	(249.30)
Donations received 7/1/17 - 12/31/17	\$	7,428.74
interest 12/31/17	\$	246.66
Admin fees 12/31/17	\$	(148.57)
<b>CSCF FUND BALANCE AS OF 12/31/17</b>	<b>\$</b>	<b>119,857.95</b>
MONTOUR PRESERVE DONATIONS TOTAL 2014 - PRESENT (rev 3/22/18)		
DONATIONS DIRECT TO MARC	\$	45,109.07
DONATIONS TO CSCF	\$	185,378.79
DCNR GRANT FUNDING	\$	180,000.00
DCNR GRANT FUNDING NOT YET RECEIVED	\$	20,000.00
DCED GRANT FUNDING NOT YET RECEIVED	\$	100,000.00
<b>TOTAL</b>	<b>\$</b>	<b>530,487.86</b>
MARC 2018 GRANT-ELIGIBLE LABOR SUMMARY		
EMPLOYEE	HOURS	AMOUNT
STOUDT	116.25	\$ (2,844.81)
BEAM	163.75	\$ (3,643.44)
PIATT	87.00	\$ (1,839.18)
DURKIN	-	\$ -
<b>TOTAL</b>	<b>367.00</b>	<b>\$ (8,327.43)</b>
MARC 2018 GRANT-INELIGIBLE LABOR SUMMARY		
EMPLOYEE	HOURS	AMOUNT
STOUDT	12.50	\$ (306.00)
2018 MONTOUR PRESERVE ACCOUNTING SUMMARY (rev. 20180322)		AMOUNT
Carryover starting balance from 2017	\$	10,931.26
2018 donations received direct to MARC checking	\$	883.61
2018 pavilion / auditorium reservations completed YTD	\$	100.00
DCNR grant funds transferred from savings to checking accounts	\$	20,036.90
DCNR grant funds interest earned	\$	0.04
expenses incurred	\$	(9,296.58)
MARC grant-ineligible labor expenses	\$	(306.00)
MARC grant-eligible labor expenses	\$	(8,327.43)
<b>2018 YEAR-TO-DATE PROJECT BALANCE</b>	<b>\$</b>	<b>14,021.80</b>



## 2018 MARC BUDGET

BUDGET ADOPTED 2/26/18; YEAR-TO-DATE INFORMATION UPDATED 3/22/18  
 MINIMUM FUNDING REQUIREMENTS (DEFERRAL OF ALL NON-ESSENTIAL MAINTENANCE)  
 NOTE: MONTAIGNE PRESERVE ACCOUNTING IS KEPT SEPARATE FROM OTHER ACCOUNTING

EXPENSE	BUDGETED AMOUNT	YEAR-TO-DATE ACTUAL	YEAR-TO-DATE ACTUAL VS. BUDGET	FUNDING SOURCES	BUDGETED AMOUNT	YEAR-TO-DATE ACTUAL	YEAR-TO-DATE ACTUAL VS. BUDGET	BUDGETED LINE ITEM SURPLUS / (DEFICIT)	YEAR-TO-DATE ACTUAL LINE ITEM SURPLUS / (DEFICIT)
Montour Preserve	\$(135,000.00)	\$ (17,930.01)	13.3%	DCNR grant funding pavilion / auditorium reservations donations	\$ 90,000.00	\$ 100.00	100.0%	\$ -	\$ 83,984.86
<b>MONTAIGNE PRESERVE TOTAL EXPENSES</b>	<b>\$(135,000.00)</b>	<b>\$ (17,930.01)</b>	<b>13.3%</b>	<b>MONTAIGNE PRESERVE TOTAL INCOME</b>	<b>\$ 10,931.26</b>	<b>\$ 10,931.26</b>	<b>100.0%</b>	<b>\$ -</b>	<b>\$ 83,984.86</b>
Hess Recreation Area	\$ (14,600.00)	\$ (932.40)	6.4%	carryover balance from 2017	\$ 750.00	\$ 50.00	6.7%	\$ (13,850.00)	\$ (82.40)
North Branch Canal Trail (Montour Co. portion)	\$ (3,300.00)	\$ (104.04)	3.2%	user fees	\$ -	\$ -	-	\$ (3,300.00)	\$ (104.04)
Columbia County Projects (incl. NBCT, Montour Twp. parcel)	\$ (900.00)	\$ (72.19)	8.0%	Columbia County	\$ 900.00	\$ 72.19	8.0%	\$ -	\$ -
Hopewell Park/Borough Farm Trails	\$ (1,800.00)	\$ -	0.0%		\$ -	\$ -	-	\$ (1,800.00)	\$ -
tools & supplies	\$ (500.00)	\$ (24.68)	4.9%		\$ -	\$ -	-	\$ (500.00)	\$ (24.68)
River Drive parcel (NBCT parking)	\$ (1,500.00)	\$ -	0.0%		\$ -	\$ -	-	\$ (1,500.00)	\$ -
River Towns Race Series (includes all labor and expenses)	\$ (16,500.00)	\$ (12,667.66)	76.8%	race registration fees	\$ 16,500.00	\$ 15,455.00	93.7%	\$ -	\$ -
wildflower meadows project				sponsorships	\$ 2,500.00	\$ 1,600.00	64.0%	\$ 5,500.00	\$ 7,387.34
trail and river access signage project				Montour County Commissioners' Tourism Fund grant	\$ 3,000.00	\$ 3,000.00	100.0%	\$ -	\$ -
special projects & events	\$ (2,500.00)		0.0%	donations / grants	\$ -	\$ -	-	\$ -	\$ -
admin / misc. other (includes Stoutt admin labor)	\$ (1,500.00)	\$ -	0.0%	donations / grants	\$ 2,000.00	\$ 2,000.00	100.0%	\$ (500.00)	\$ 2,000.00
insurance (D&O, General & Workers' Comp)	\$ (9,000.00)	\$ (1,246.00)	13.8%	donations	\$ 700.00	\$ -	0.0%	\$ (800.00)	\$ (5,702.70)
accounting	\$ (1,500.00)	\$ (385.00)	25.7%		\$ -	\$ -	-	\$ (18,000.00)	\$ (5,702.70)
office supplies	\$ (500.00)	\$ (309.38)	61.9%		\$ -	\$ -	-	\$ (9,000.00)	\$ (1,246.00)
dues & fees	\$ (1,300.00)	\$ (957.00)	73.6%		\$ -	\$ -	-	\$ (1,500.00)	\$ (385.00)
public notices	\$ (700.00)	\$ (533.57)	76.2%		\$ -	\$ -	-	\$ (500.00)	\$ (309.38)
				Montour Co. Act 13 funding (\$25,000)	\$ 25,000.00	\$ 7,500.00	30.0%	\$ (700.00)	\$ (533.57)
				transfer from Central Susquehanna Community Foundation Fund	\$ 3,500.00	\$ 3,500.00	100.0%	\$ 25,000.00	\$ 7,500.00
				unrestricted donations	\$ 2,500.00	\$ 22,145.00	885.8%	\$ 3,500.00	\$ 3,500.00
<b>TOTAL EXPENSES (EXCLUDING MONTAIGNE PRESERVE)</b>	<b>\$ (74,100.00)</b>	<b>\$ (22,934.62)</b>	<b>31.0%</b>	<b>TOTAL REVENUES (EXCLUDING MONTAIGNE PRESERVE)</b>	<b>\$ 57,350.00</b>	<b>\$ 55,322.19</b>	<b>96.5%</b>	<b>\$ (16,750.00)</b>	<b>\$ 32,387.57</b>
<b>MONTAIGNE PRESERVE TOTAL EXPENSES</b>	<b>\$(135,000.00)</b>	<b>\$ (17,930.01)</b>	<b>13.3%</b>	<b>MONTAIGNE PRESERVE TOTAL INCOME</b>	<b>\$ 135,000.00</b>	<b>\$ 101,914.87</b>	<b>75.5%</b>	<b>\$ -</b>	<b>\$ 83,984.86</b>
<b>GRAND TOTAL EXPENSES</b>	<b>\$ (209,100.00)</b>	<b>\$ (40,864.63)</b>	<b>19.5%</b>	<b>GRAND TOTAL INCOME</b>	<b>\$ 192,350.00</b>	<b>\$ 157,237.06</b>	<b>81.7%</b>	<b>\$ (16,750.00)</b>	<b>\$ 116,372.44</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.

**FEBRUARY REPORTS NOT YET AVAILABLE**

## **ASSISTANT DIRECTOR'S REPORT**

In the past month, the assistant director has worked with the Pennsylvania Master Naturalists to coordinate a fund-raising pancake breakfast for Montour Preserve. He has also coordinate the cleaning and setup of the sugar shack for Montour Preserve's maple sugaring programs. He has scheduled school groups for maple sugaring and offered educational programs to over 550 school students and about 500 members of the general public with the assistance of Ken Mertz, Deb Steransky and several other volunteers. The assistant director has also assisted with the Humdinger races and provided information to a writer for the Daily Item for an article about nocturnal insects. He has also been working on scheduling programs for the spring quarter and preparing the spring newsletter.

Jon Beam  
3/10/18

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## **MAINTENANCE TECHNICIAN'S REPORT**

Bob and I replaced maps and signs at locations around the preserve

Bob and I reattached the Barn Owl that flew down in the VC

Helped setup for the Humdinger race March 3

patrolled the trails at the preserve and removed brush and trees as needed

put up the no boating signs for March and April

cleaned the Smokehouse and Muskrat blinds

PTMT  
Dennis Piatt  
3/14/18

# DIRECTOR'S REPORT

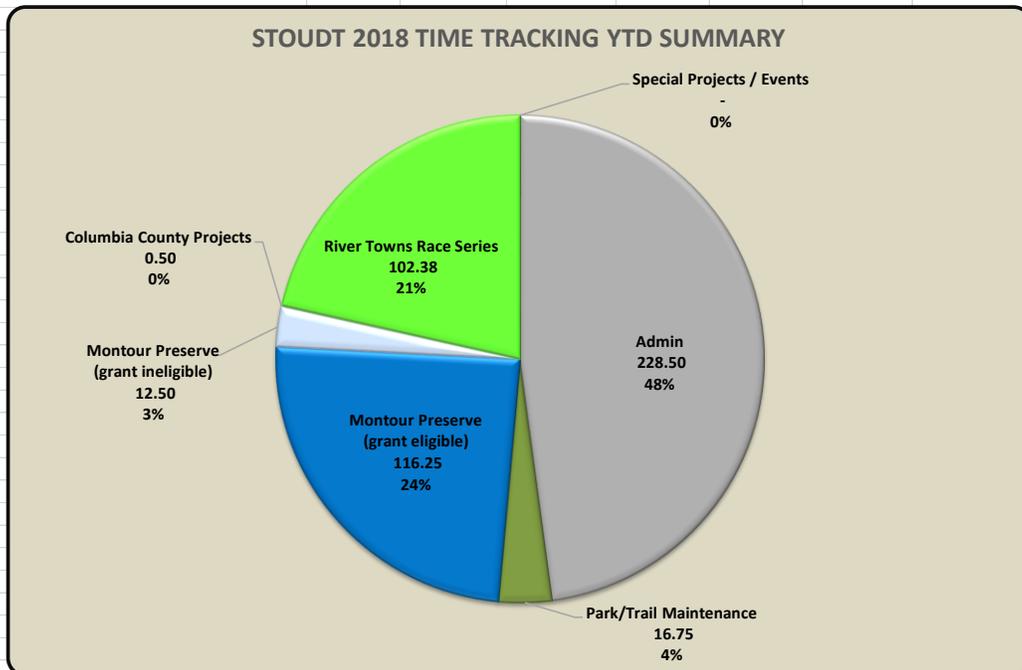
PROJECT	YTD TOTAL HOURS	FEBRUARY												MARCH																												
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21																				
STOUJDT																																										
MARC admin	228.50	1.00	1.50	0.50	0.50	4.00	2.00	1.00	6.00	1.00	0.75	5.00	6.00	5.00	4.00	5.50	0.50	1.00	3.00	1.50	5.00	4.50	2.50	1.50	1.00																	
Special projects / events																																										
Hess Recreation Area	12.50	0.25						0.25				0.50						0.25	0.25	0.25																						
Hopewell Park / Danville Farm Trails																																										
North Branch Canal Trail	4.25						0.75																																			
River Drive trailhead / river access																																										
Montour Preserve admin / maintenance	112.75	4.50	2.00	0.25	2.00	0.75	4.50	1.50	4.50	1.75	0.25	2.50	0.25	1.00	0.25	4.00	0.25	1.00	1.25																							
DCNR grant administration (grant ineligible)	12.50																																									
Montour Preserve programming	3.50																																									
Columbia Co. admin/misc.	0.25																																									
Columbia Co. North Branch Canal Trail	0.25																																									
Columbia Co. other	2.00																																									
RTFS Admin / Misc.	83.50	1.25	0.25	0.25	0.25	0.50	0.75	0.25	0.25	0.25	0.25	0.50	0.50	2.50	1.00	0.75	5.50	3.00	8.00	6.50	8.25	11.50	13.50	0.25	8.50	1.50																
Humdinger Trail Races	0.75																																									
Scale the Trail 4 Kids																																										
Montour 24 Endurance Runs																																										
Old Forge 5k	0.75																																									
Hopewell Challenge																																										
<b>DAILY TOTALS</b>	<b>461.50</b>	6.75	6.00	0.75	6.50	3.75	5.50	8.00	5.50	7.00	6.75	7.75	4.75	7.00	0.50	1.75	7.75	6.00	6.50	9.50	10.00	10.50	9.50	9.50	11.50	13.50	0.50	10.00	7.75	4.00	5.50	1.00	2.25	9.25	6.00	1.75	7.75	3.75	2.00	8.00	10.50	6.50
<b>WEEKLY PAYROLL TOTAL</b>		34.50												70.75												66.00						25.00										
<b>BIWEEKLY PAYROLL TOTAL</b>		71.00												110.75												66.00						25.00										
<b>PAYROLL PERIOD</b>		4												5												6																

## DIRECTOR'S REPORT (continued)

2018 STOUTD TIME ACCOUNTING YEAR-TO-DATE SUMMARY							
2018 PAY RATE \$22.00/hr							
TASK	WAGES UP TO PA UC TAX CAP (455HRS)			WAGES AFTER PA UC TAX CAP (>455HRS)			TOTAL PROJECT LABOR COST
	HOURS	OVERTIME HOURS	COST W/ TAXES (\$24.48/HR)	HOURS	OVERTIME HOURS	COST W/ TAXES (\$23.82)	
MARC admin	223.50		\$ 5,471.28	5.00		\$ 119.10	\$ 5,590.38
special projects / events	-		\$ -	-		\$ -	\$ -
Hess Recreation Area	12.50		\$ 306.00	-		\$ -	\$ 306.00
Hopewell Park / Danville Farm Trails	-		\$ -	-		\$ -	\$ -
North Branch Canal Trail	4.25		\$ 104.04	-		\$ -	\$ 104.04
River Drive trailhead / river access	-		\$ -	-		\$ -	\$ -
Montour Preserve admin / maintenance	111.25		\$ 2,723.40	1.50		\$ 35.73	\$ 2,759.13
Montour Preserve DCNR grant admin	12.50		\$ 306.00	-		\$ -	\$ 306.00
Montour Preserve programming	3.50		\$ 85.68	-		\$ -	\$ 85.68
Columbia Co. admin/misc.	-		\$ -	-		\$ -	\$ -
Columbia Co. North Branch Canal Trail	0.25		\$ 6.12	-		\$ -	\$ 6.12
Columbia Co. other	0.25		\$ 6.12	-		\$ -	\$ 6.12
RTRS Admin / Misc.	2.00		\$ 48.96	-		\$ -	\$ 48.96
Humdinger Trail Races	83.50	30.75	\$ 2,420.46	-		\$ -	\$ 2,420.46
Scale the Trail 4 Kids	0.75		\$ 18.36	-		\$ -	\$ 18.36
Montour 24 Endurance Runs	-		\$ -	-		\$ -	\$ -
Old Forge 5k	0.75		\$ 18.36	-		\$ -	\$ 18.36
Hopewell Challenge	-		\$ -	-		\$ -	\$ -
<b>TOTALS</b>	<b>455.00</b>	<b>30.75</b>	<b>\$ 11,514.78</b>	<b>6.50</b>	<b>-</b>	<b>\$ 154.83</b>	<b>\$ 11,669.61</b>

2018 STOUTD TIME ACCOUNTING (GROUPED BY CATEGORY) YEAR-TO-DATE SUMMARY		
TASK	HOURS	COST W/ TAXES
Admin	228.50	\$ 5,590.38
Park/Trail Maintenance	16.75	\$ 410.04
Montour Preserve (grant eligible)	116.25	\$ 2,844.81
Montour Preserve (grant ineligible)	12.50	\$ 306.00
Columbia County Projects	0.50	\$ 12.24
River Towns Race Series	102.38	\$ 2,506.14
Special Projects / Events	-	\$ -
<b>2018 YTD TOTALS</b>	<b>476.88</b>	<b>\$ 11,669.61</b>

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## DIRECTOR'S REPORT (continued)

### GRANTS

- **DCNR 'Heritage and Other Parks' Grant (Montour Preserve)**
  - Initial \$100,000 grant has been amended to \$200,000 and extended through 12/31/2018
    - \$90,000 disbursement for 2018 expenses received and deposited to MARC's savings account on 3/9
    - \$10,000 from initial \$100,000 allocation will remain held by DCNR until the successful completion of the performance audit at the end of the grant term
    - Additional \$10,000 (total of \$20,000 or 10% of \$200,000 grant) to be held back until the successful completion of the performance audit at the end of the grant term
    - MARC has been instructed to apply to DCED for the anticipated third/final year of Montour Preserve grant funding (\$100,000 for calendar year 2019)
- **Montour County Commissioners' Act 13 (Marcellus Legacy Fund) Grant**
  - \$7,500 received from Montour County and deposited to MARC's general checking account on 2/22
  - remaining pledged \$17,500 to be released to MARC after Montour County receives its anticipated 2018 allocation from the Commonwealth
- **2018 Montour County Commissioners' Tourism Fund Grant – River Towns Race Series**
  - \$3,000 received and deposited to MARC's general checking account on 3/9
  - \$2,642.66 used year-to-date for Humdinger Trail Races and other race advertising and promotional materials
  - \$357.34 remains earmarked in MARC's general checking account
- **2018 Montour County Commissioners' Tourism Fund Grant – Signage**
  - \$2,000 received and deposited to MARC's general checking account on 3/9
  - Fund will be used for new signage at the Hess Recreation Area, North Branch Canal Trail, Montgomery Park (subject to approval) and Montour County's River Drive river access

### MANAGED SITES

- **River Drive parcel (North Branch Canal Trail trailhead and river access)**
  - No change since last meeting
- **Montour Township (Columbia County) parcel**
  - No change since last meeting
- **Riverside Borough river access**
  - No change since last meeting
- **Hopewell Park / Danville Borough Farm**
  - No change since last meeting

## DIRECTOR'S REPORT (continued)

### MANAGED SITES (CONTINUED)

#### ● Hess Recreation Area

- Numerous dead ash trees have come down during recent storms
  - Stoudt cleared problems along the Robbins Trail on 3/6 and along the Old Reading Line Trail on 3/21
  - A large tree has fallen over the shed near the restrooms, hanging up in another tree on the opposite side of the shed
    - Stoudt was unable to clear the tree without dropping it on the shed, but will try again with Piatt's assistance during the week of 3/26 – 3/30
    - Several other dead trees remain dangerously close to the shed, restrooms and ballfield dugout; Stoudt and Piatt will attempt to remove those they can do without endangering themselves or nearby structures
- Stoudt and Piatt will remove the parking lot fencing and regrade the parking lot in coming weeks as weather conditions allow
- Stoudt met with the Danville Borough Parks & Recreation Committee on 3/6 to discuss MARC's operations at the site, as well as MARC's overall operations and budget

#### ● Montour Preserve

- EcoAir technicians on 3/9 successfully repaired the Environmental Education Center heat pump
- New signage and kiosk maps have been installed throughout the property
- Maple sugaring programs have concluded for the season; tear-down is underway

#### ● North Branch Canal Trail

- Stoudt and Trail Steward Wayne Kashner on 3/20 completed most of the work required for a work-around of the damaged section of trail near mile marker 3.3 (see photo below)
  - Remaining work will be completed when weather conditions allow the use of utility tractors
- A work-around is still required for the trail break near mile marker 3.1
  - Work will be completed when weather conditions allow
- A trail work day / litter clean-up will be scheduled in mid-April, as weather conditions allow



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

### **SPECIAL EVENTS**

- **Humdinger Trail Races**
  - See pages 20 - 22

### **OTHER ITEMS**

- **Updated MARC Intergovernmental Agreement of Cooperation**
  - As of 3/13, all MARC members have reviewed and approved MARC's updated Intergovernmental Agreement of Cooperation
  - MARC now operates under the rules of the updated agreement

### **UPCOMING EVENTS AND MEETINGS**

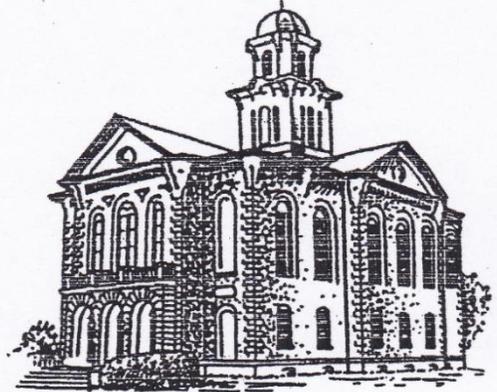
- April 7 mentored youth trout season
- April 14 opening day trout season
- April 23 MARC meeting
- April 28 Scale the Trail 4 Kids

# AUDITORS OF MONTOUR COUNTY

COURTHOUSE  
253 MILL STREET, DANVILLE, PA 17821  
(570)271-3000 FAX (570)271-3088



HOME OF THE FIRST "T" RAIL IN AMERICA



Montour County Recreation Authority / Commission:

March 05, 2018

We, the undersigned Auditors of Montour County, have audited and examined the records for your Authority / Commission and found everything to be in order.

We do hereby certify that the records are complete and correct to the best of our knowledge.

Audit was completed on February 15, 2018.

If you have any questions, please contact our office at 570- 271-3044.

Cordially,

MONTOUR COUNTY AUDITORS

Jamie J. Becker

James E. Hack

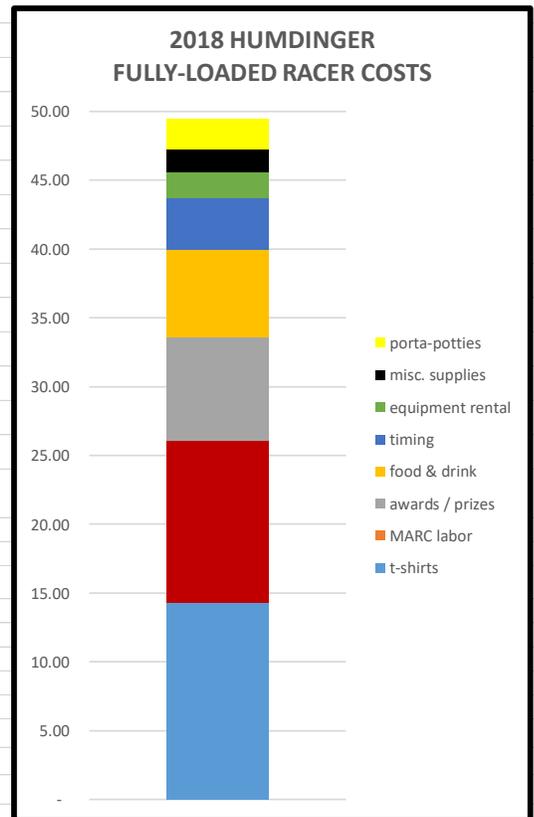
Ray F. Shutt

cc. Montour County Commissioners

## 2018 HUMDINGER ACCOUNTING AND ATTENDANCE DETAIL

revised 3/21/2018

	INCOME/EXPENSE	AMOUNT	2018 REGISTRATION SUMMARY			
<b>INCOME</b>	Racer registration fees	15,455.00		Registrations	Attendees	
	Sponsorships	1,600.00	Dinger-Lite	84	61	
	Commissioners' grant	2,500.69	Humdinger	141	124	
<b>EXPENSES (GRANT ELIGIBLE)</b>	T-shirts / promotional	(3,294.00)	Dinger-Plus	26	15	
	Advertising	(1.31)	<b>TOTAL</b>	<b>251</b>	<b>200</b>	
<b>EXPENSES</b>	Event timing	(959.00)	<b>REGISTRATION NOTES</b>			
	MARC labor	(2,980.10)	Geisinger Sports Med. comps	-		
	Awards / prizes	(1,878.68)	RTRS winners/other comps	2		
	Food & drink	(1,581.70)	Active.com registrations	251		
	Insurance	-	Mail-in registrations	-		
	Misc. supplies & costs	(424.58)	Day-of-race registrations	-		
	Porta-potties	(550.00)	Early registrations (pre 12/31)	109		
	EMS coverage	-	Regular registrations (1/1 - 2/3)	83		
	Equipment rental	(466.00)	Late registrations (2/3 - 2/27)	59		
	refunds	(115.00)	Average fee paid per racer	\$ <b>61.57</b>		
	Traffic control	-	Cost per fully loaded racer	\$ <b>48.81</b>		
		<b>NET PROFIT/LOSS</b>	<b>7,305.32</b>			



### 2018 HUMDINGER FEE STRUCTURE

RACE (please circle one)	DINGER LITE	DINGER LITE STUDENT (UP TO 17)	HUMDINGER	HUMDINGER STUDENT (UP TO 17)	DINGER PLUS
Early registration (by 12/31/17)	\$55	\$25	\$60	\$25	\$65
Early registration—no shirt	\$45	\$20	\$50	\$20	\$55
Regular registration (1/1/18—2/3/18)	\$65	\$25	\$70	\$25	\$75
Regular registration—no shirt	\$55	\$20	\$60	\$20	\$65
Late registration (2/4/18—2/27/18) <b>NO SHIRTS</b>	\$65	\$25	\$70	\$25	\$75

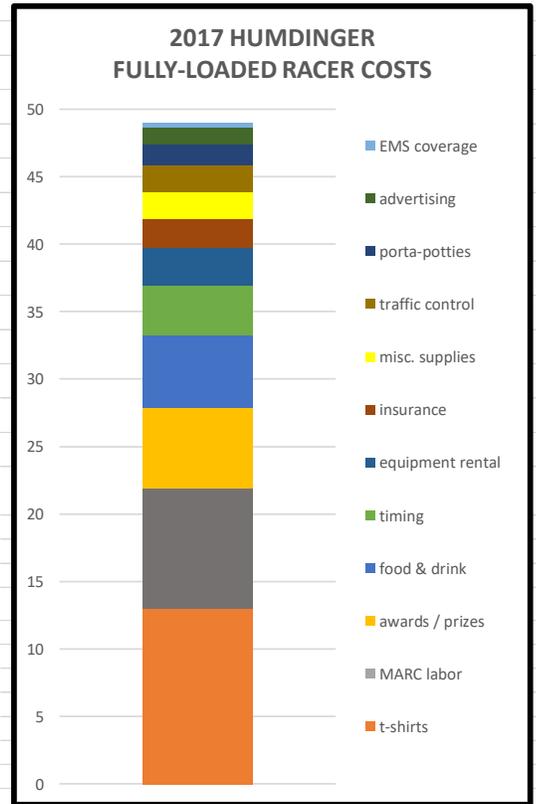
**NOTES:**

Most advertising costs paid and accounted for in 2017  
 Mail-in registration not offered for 2018 race  
 Stand-alone insurance policy not required for 2018 race  
 MARC provided all traffic control for 2018 event parking

## 2017 HUMDINGER ACCOUNTING AND ATTENDANCE DETAIL

revised 3/31/2017

INCOME	INCOME/EXPENSE	AMOUNT	2017 REGISTRATION SUMMARY		
	Racer registration fees	13,560.00		Registrations	Attendees
	Sponsorships	1,000.00	Dinger-Lite	67	57
	Commissioners' grant	3,104.00	Humdinger	192	171
EXPENSES (GRANT ELIGIBLE)	T-shirts / promotional	(2,730.00)	Dinger-Plus	41	30
	Advertising	(374.00)	<b>TOTAL</b>	<b>300</b>	<b>258</b>
<b>EXPENSES</b>	Event timing	(1,097.00)	REGISTRATION NOTES		
	MARC labor	(2,666.76)	Geisinger Sports Med. comps	5	
	Awards / prizes	(1,792.04)	RTRS winners/other comps	4	
	Food & drink	(1,618.75)	Active.com registrations	273	
	Insurance	(629.29)	Mail-in registrations	26	
	Misc. supplies & costs	(611.08)	Day-of-race registrations	-	
	Porta-potties	(470.00)	Early registrations (pre 11/1)	24	
	EMS coverage	(100.00)	Regular registrations (11/2 - 1/1)	60	
	Equipment rental	(848.80)	Late registrations (1/2 - 3/1)	216	
	Traffic control	(594.24)	Average fee paid per racer	\$ 45.20	
	<b>NET PROFIT/LOSS</b>	<b>4,132.04</b>	Cost per racer (106 w/ no shirts)	\$ 45.11	
			Cost per fully loaded racer	\$ 48.69	



### 2017 HUMDINGER FEE STRUCTURE

RACE	DINGER LITE	DINGER LITE STUDENT (UP TO 17)	HUMDINGER	HUMDINGER STUDENT (UP TO 17)	DINGER PLUS
Early registration (by 11/1/16)	\$40	\$20	\$45	\$20	\$50
Early registration—no shirt	\$30	\$15	\$35	\$15	\$40
Regular registration (11/2/16—1/1/17)	\$45	\$25	\$50	\$25	\$55
Regular registration—no shirt	\$35	\$20	\$40	\$20	\$45
Late registration (1/2/17—3/1/17)	\$50	\$30	\$55	\$30	\$60
Late registration—no shirt (1/2/17-3/1/17)	\$40	\$25	\$45	\$25	\$50

**2018 RIVER TOWNS RACE SERIES**  
**SEASON OVERVIEW AND ECONOMIC IMPACT REPORT**

	HUMDINGER TRAIL RACES	SCALE THE TRAIL 4 KIDS	MONTOUR 24 ENDURANCE RUNS	OLD FORGE BREWING CO. 5K	HOPEWELL CHALLENGE	2018 SEASON TOTALS
DATE	March 3	April 28	May 11	June 23	September 1	
ACTUAL NUMBER OF RACERS	200					200
TOTAL PAID REGISTRATIONS	251					251
PRE-SEASON ATTENDANCE PROJECTION	300	100	200	100	50	750
MALE / FEMALE	125 (50% / 126 (50%))					
AVERAGE AGE	40					
YOUNGEST / OLDEST	8 / 72					
NUMBER OF RACERS FROM >50 MILES AWAY	55 (21.9%)					55
NUMBER OF STATES REPRESENTED	4 (MD, NJ, NY & PA)					4 (MD, NJ, NY & PA)
AVERAGE AMOUNT SPENT PER RACER ON FOOD / LODGING / GAS / OTHER (EXCLUDES RACE REGISTRATION FEES)	\$41.00					
ESTIMATED TOTAL AMOUNT SPENT ON FOOD / LODGING / GAS / OTHER (EXCLUDES RACE REGISTRATION FEES; INCLUDES ONLY THOSE WHO ATTENDED)	\$8,200					\$8,200
ESTIMATED TOTAL DIRECT ECONOMIC IMPACT OF RACE (INCLUDES RACE REGISTRATION FEES AND ALL EXPENSES PAID BY RACE)	\$29,000					<b>\$29,000</b>



Montour Area Recreation Commission  
PO Box 456, Danville, PA 17821  
(570) 336-2060  
RStoudt@MontourRec.com

## **JOB ANNOUNCEMENT**

### **MONTOUR AREA RECREATION COMMISSION**

### **SEASONAL PARK & TRAIL MAINTENANCE TECHNICIAN**

#### **MONTOUR AREA RECREATION COMMISSION (MARC) OVERVIEW**

The Montour Area Recreation Commission (MARC) was created in 2005 by an Intergovernmental Agreement of Cooperation between Montour County, Washingtonville Borough, Riverside Borough and the Danville Area School District. The Borough of Danville has since joined the organization. MARC is incorporated in Pennsylvania under 15 Pa C.S., Section 5306, as a Domestic Nonprofit Corporation; MARC is not a 501(c)(3) organization. More information is available online at [www.MontourRec.com](http://www.MontourRec.com).

#### **VISION STATEMENT**

The Montour Area Recreation Commission will make and promote Montour County, PA as a healthy and desirable place to live, work and play.

#### **MISSION STATEMENT**

The mission of the Montour Area Recreation Commission shall be to:

1. (BUILD AND MAINTAIN) Improve the quality and quantity of outdoor recreational opportunities in and around Montour County, PA
2. (PARTNER) Collaborate with volunteers and public and private partners to create, maintain and promote an interconnected network of trails, parks, natural areas and other green spaces
3. (PROMOTE) Promote the economic, natural and cultural resources of our community
4. (FUND) Create an endowed funding source for the long-term operations of the Montour Area Recreation Commission and the stewardship of Montour County's outdoor recreational resources
5. (ASSIST) Serve as a clearinghouse for information, technical and planning assistance related to outdoor recreation in and around Montour County

### **JOB DESCRIPTION OVERVIEW**

MARC's Seasonal Park and Trail Maintenance Technician shall primarily assist MARC's staff with operations at the Montour Preserve, but shall also assist as needed at other properties managed by the organization, including: the Hess Recreation Area, Hopewell Park/Danville Borough Farm Mountain Bike Trail System, River Drive Trailhead / River Access and the North Branch Canal Trail. Job duties shall include:

- Park and trail maintenance, to include:
  - Facility cleaning
  - Trash removal
  - Facility repair
  - Park and trail maintenance
- Race, special event and program operation
- Other duties as might be assigned by MARC staff

### **JOB DURATION**

MARC's Seasonal Park and Trail Maintenance Technician position shall begin on or around April 24, 2018 and shall end on October 27, 2018. In the event the successful candidate proves to be particularly well-qualified, MARC may, at its discretion, offer continued part-time employment beyond the anticipated end date of this position.

MARC operates under the principle of at-will employment. MARC reserves the right to terminate employment at any time should employees fail to perform job duties as required.

### **JOB QUALIFICATIONS**

- Demonstrated ability to work well with others
- Demonstrated ability to work independently with minimal supervision
- Ability to work outdoors in all weather conditions and lift 75 pounds
- Ability to safely use hand tools and small machines
- Valid driver's license with a safe driving record and access to a personal vehicle
- Must be available to work evenings and weekends

### **COMPENSATION**

MARC's Seasonal Park and Trail Maintenance Technician will be a part-time hourly employee. Hours are expected to average 10 - 15 hours/week, though may be as many as 30 hours/week during large special events. Hours worked each day can be tailored to suit the needs of the successful applicant.

Compensation will be as follows:

- Compensation will start at \$10 - \$16/hour, depending upon qualifications and experience
- No benefits, paid vacation or holidays
- Overtime compensation will be paid at a rate of 1.5 times normal compensation for all hours worked in excess of 40 hours in any given calendar week

### **TO APPLY/APPLICATION DEADLINE**

Send resume' and cover letter to Bob Stoudt, MARC Director, at [RStoudt@MontourRec.com](mailto:RStoudt@MontourRec.com) by 12:00pm EST on Wednesday, April 11, 2018. Other forms of submission will not be accepted.

### **EQUAL OPPORTUNITY EMPLOYER**

MARC is an equal opportunity employer. MARC shall consider applicants for all positions without regard to race, color, religion, national origin, age, sex, sexual orientation, disability, marital status or veteran status.

### **AMERICANS WITH DISABILITIES ACT (ADA)**

MARC shall comply with applicable provisions of the Americans with Disabilities Act (ADA). MARC is committed to providing equal employment opportunities to otherwise qualified individuals with disabilities, which includes providing reasonable accommodations whenever necessary, unless an undue burden would result.