



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

November 25, 2019 Regular Meeting Agenda

7:00pm – DRIVE conference room, 17 Woodbine Lane, Danville, PA 17821

Call to Order

Public Comment

Officer Reports

- Chairman's Report (Mike Mills)
- Treasurer's Report (Tyler Dombroski) (**pages 2 - 15**)
- Secretary's Report (Chris Johns)

Partner Reports

- Washingtonville Borough (Frank Dombroski / Tyler Dombroski)
- Danville Borough (Kevin Herritt / Dr. Dan Rogers)
- Riverside Borough (Bill Lavage / Kyle Postupack)
- Montour County (Commissioner Dan Hartman)
- Danville Area School District (Chris Johns)

Assistant Director's Report (Jon Beam) (**page 16**)

Maintenance Technician's Report (Denny Piatt) (**page 16**)

Director's Report (Bob Stoudt) (**pages 17 - 22**)

Old Business

New Business

- 2020 Lawn Care Bid Opening and Award
- 2020 Girls ROC Mountain Bike Camp
- 2020 Meeting Dates and Location (**page 23**)
- 2020 Chilli Challenge and Montour 24
- 2020 Budget (**provided separately**)

Other Items

- Strategic Plan Update (**provided separately**)

Adjournment

next meeting January 27, 2020 (TENTATIVE)



MARC Savings Account (ID 01) Register

Number or Code	Transaction Date	Date Sent to Accounting	Recorded on Bank Statement	Description of Transaction	Debit (-)	Credit (+)	Account Balance
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NO TRANSACTIONS
BALANCE: \$5.63

Montour Preserve DCNR 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
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NO TRANSACTIONS
BALANCE: \$0.00

Montour Preserve DCED Grant Checking Account (ID 42) 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
interest	10/31/19		10/1 - 10/31/19	dividend interest earned 10/1 - 10/31/19			25.01	21,518.06



MARC 2019 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
debit card	10/2/19	11/11/19	10/1 - 10/31/19	Cole's Hardware (bee spray, insect foggers, bird seed and pruners)	Montour Preserve (maintenance / misc.)	DCNR Montour Preserve	168.47		22,639.96
deposit	10/4/19	11/11/19	10/1 - 10/31/19	deposit	\$105 Montour Preserve pavilion reservations; \$1,845 Montour Preserve donations; \$975 unrestricted donations; \$10,000 transfer from CSCF Montour Preserve fund (Montour Preserve); \$3,000 transfer from CSCF fund (unrestricted)			15,925.00	38,564.96
automatic payment	10/15/19	11/11/19	10/1 - 10/31/19	PA Dept. of Revenue (September payroll taxes)	payroll taxes		170.23		38,394.73
automatic payment	10/15/19	11/11/19	10/1 - 10/31/19	US Treasury (September payroll taxes)	payroll taxes		1,243.30		37,151.43
debit card	10/17/19	11/11/19	10/1 - 10/31/19	Clark's Ag Center (light bulbs, paper towels, shovel, Clorox wipes, anti-freeze and mouse traps)	Montour Preserve (maintenance / misc.)	DCNR Montour Preserve	123.07		37,028.36
6160	10/17/19	11/11/19	10/1 - 10/31/19	Dennis Piatt (payroll 9/29 - 10/12)	payroll - Piatt		99.77		36,928.59
6161	10/17/19	11/11/19	10/1 - 10/31/19	Jon Beam (payroll 9/29 - 10/12)	payroll - Beam		240.42		36,688.17
6162	10/17/19	11/11/19	10/1 - 10/31/19	Lesley Yeich (payroll 9/29 - 10/12)	payroll - Yeich		249.57		36,438.60
6163	10/17/19	11/11/19	10/1 - 10/31/19	Robert Stoudt (payroll 9/29 - 10/12)	payroll - Stoudt		1,129.16		35,309.44
6164	10/21/19	11/11/19	10/1 - 10/31/19	Robert Stoudt (10/21 expense report: \$15.90 MailChimp email service; \$421.43 VinylDisorder stickers for Montour Preserve and Humdinger; \$172.33 HughesNet internet service)	\$5.30 Humdinger (advertising); \$5.30 Montour Preserve (email); \$5.30 misc. expenses; \$136.00 Humdinger 2020 (advertising); \$285.43 Montour Preserve (maintenance/misc GRANT INELIGIBLE); \$172.33 Montour Preserve (internet service)	\$5.30 DCNR Montour Preserve; \$172.33 DCNR Montour Preserve	609.66		34,699.78
6165	10/22/19	11/11/19	10/1 - 10/31/19	PPL Electric Utilities (Montour Preserve electricity)	Montour Preserve (electricity)	DCNR Montour Preserve	66.15		34,633.63
6166	10/22/19	11/11/19	10/1 - 10/31/19	PPL Electric Utilities (Montour Preserve electricity)	Montour Preserve (electricity)	DCNR Montour Preserve	223.79		34,409.84
6167	10/22/19	11/11/19	10/1 - 10/31/19	PPL Electric Utilities (Montour Preserve electricity)	Montour Preserve (electricity)	DCNR Montour Preserve	364.91		34,044.93
6168	10/22/19	11/11/19	10/1 - 10/31/19	PPL Electric Utilities (Montour Preserve electricity)	Montour Preserve (electricity)	DCNR Montour Preserve	55.51		33,989.42
6169	10/22/19	11/11/19	10/1 - 10/31/19	Verizon	Montour Preserve (telephone)	DCNR Montour Preserve	115.22		33,874.20
6170	10/22/19	11/11/19	10/1 - 10/31/19	Johnson Controls (Montour Preserve security system)	Montour Preserve (security system)	DCNR Montour Preserve	215.34		33,658.86
6171	10/22/19	11/11/19	10/1 - 10/31/19	US Department of Agriculture	Montour Preserve (wildlife management)	DCNR Montour Preserve	446.75		33,212.11
6172	10/22/19	11/11/19	10/1 - 10/31/19	Ted Heaps Container Service (trash removal)	\$125 Montour Preserve (trash); \$65 Hess Recreation Area	\$125 DCNR Montour Preserve	190.00		33,022.11
6173	10/22/19	11/11/19	10/1 - 10/31/19	Pace Analytical Services	Montour Preserve (water testing)	DCNR Montour Preserve	95.00		32,927.11
6174	10/22/19	11/11/19	10/1 - 10/31/19	Big Pop's Mowing	\$846 Hess Recreation Area; \$100 River Drive; \$160 Hopewell Park; \$150 North Branch Canal Trail; \$80 Columbia County projects; \$1,880 Montour Preserve (mowing)	\$1,880 DCNR Montour Preserve	3,216.00		29,711.11
6175	10/22/19	11/11/19		Susan Shultz, CPA (Q3 accounting and payroll processing)	accounting		355.00		29,356.11
deposit	10/23/19	11/11/19	10/1 - 10/31/19	deposit	\$200 Montour Preserve pavilion reservation fees; \$500 Montour Preserve donations; \$125 Hess Recreation Area users' fee			825.00	30,181.11
debit card	10/23/19	11/11/19	10/1 - 10/31/19	USPS Danville (stamps)	office expenses		19.80		30,161.31
debit card	10/23/19	11/11/19	10/1 - 10/31/19	A-Plus Market (gas for power equipment)	Montour Preserve (maintenance / misc.)	DCNR Montour Preserve	17.00		30,144.31
debit card	10/23/19	11/11/19	10/1 - 10/31/19	Cole's Hardware (duct tape, 2-cycle oil, fuel and fuel can)	Montour Preserve (maintenance / misc.)	DCNR Montour Preserve	45.08		30,099.23
debit card	10/24/19	11/11/19	10/1 - 10/31/19	Clark's Ag Center (wheelbarrow tires)	Montour Preserve (maintenance / misc.)	DCNR Montour Preserve	82.66		30,016.57
debit card	10/28/19	11/11/19	10/1 - 10/31/19	Scott Electric (recycling of flat-screen televisions dumped along Legion Road)	Columbia County projects		91.52		29,925.05
automatic payment	10/31/19	11/11/19	10/1 - 10/31/19	US Treasury (Q3 payroll taxes)	payroll taxes		12.91		29,912.14
automatic payment	10/31/19	11/11/19	10/1 - 10/31/19	PA UC Fund (Q3 payroll taxes)	payroll taxes		183.89		29,728.25
automatic payment	10/31/19	11/11/19		Danville Area Earned Income Tax Office (Q3 payroll taxes)	payroll taxes		236.83		29,491.42
debit card	10/31/19	11/11/19		Valero (diesel fuel)	Montour Preserve (maintenance / misc.)	DCNR Montour Preserve	32.47		29,458.95
interest	10/31/19	11/11/19	10/1 - 10/31/19	interest	interest			4.77	29,463.72

CONTINUED NEXT PAGE



MARC 2019 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
debit card	11/1/19			Staples (pens, sticky notes, hanging folders, 2020 office wall calendar)	office expenses		88.76		29,374.96
debit card	11/8/19			USPS Danville (stamps)	office expenses		19.80		29,355.16
6176	11/11/19			PPL Electric Utilities (Hess Recreation Area electricity)	Hess Recreation Area		45.58		29,309.58
6177	11/11/19			Dennis Piatt (payroll 10/13 - 10/26)	payroll - Piatt		406.03		28,903.55
6178	11/11/19			Jon Beam (payroll 10/13 - 10/26)	payroll - Beam		651.72		28,251.83
6179	11/11/19			Robert Stoudt (payroll 10/13 - 10/26)	payroll - Stoudt		1,370.53		26,881.30
6180	11/11/19			Ted Heaps Container Service (trash removal)	\$125 Montour Preserve (trash); \$65 Hess Recreation Area	\$125 DCNR Montour Preserve	190.00		26,691.30
6181	11/11/19			Hoover Tractor (tractor repair and fluids change)	Montour Preserve (maintenance / misc.)	DCNR Montour Preserve	373.31		26,317.99
6182	11/11/19			Big Pop's Mowing	\$623 Hess Recreation Area; \$100 River Drive; \$120 Hopewell Park; \$40 Columbia County projects; \$2,790 Montour Preserve (mowing)		3,673.00		22,644.99
6183	11/11/19			Lady Railers (refund of 10/12 tournament fee)	Hess Recreation Area users' fee (REFUND)		50.00		22,594.99
6184	11/11/19			Washingtonville Volunteer Fire Co. (donation)	admin / miscellaneous expenses		100.00		22,494.99
6185	11/12/19			Dennis Piatt (payroll 10/27 - 11/9)	payroll - Piatt		443.62		22,051.37
6186	11/12/19			Jon Beam (payroll 10/27 - 11/9)	payroll - Beam		328.57		21,722.80
6187	11/12/19			Robert Stoudt (payroll 10/27 - 11/9)	payroll - Stoudt		1,336.97		20,385.83
6188	11/12/19			Williamsport Electric, Inc. (Montour Preserve visitors' center/EEC parking lot lighting repair)	Montour Preserve (maintenance / misc.)	DCNR Montour Preserve	3,474.62		16,911.21
6189	11/12/19			MePush, Inc. (website hosting)	\$49.50 misc. expenses; \$49.50 Montour Preserve (website)	\$49.50 DCNR Montour Preserve	99.00		16,812.21
6190	11/12/19			Press Enterprise (2020 lawn care invitation to bid advertising)	legal notices		112.90		16,699.31
6191	11/12/19			The Daily Item (2020 lawn care invitation to bid advertising in Daily Item and Danville News)	legal notices		229.75		16,469.56
debit card	11/14/19			Sheetz (diesel fuel)	Montour Preserve (maintenance / misc.)	DCNR Montour Preserve	34.42		16,435.14
automatic payment	11/15/19			US Treasury (October payroll taxes)	payroll taxes		1,616.54		14,818.60
automatic payment	11/15/19			PA Dept. of Revenue (October payroll taxes)	payroll taxes		230.84		14,587.76
debit card	11/15/19			Amazon.com (paper towels)	Montour Preserve (maintenance / misc.)	DCNR Montour Preserve	114.54		14,473.22
debit card	11/15/19			Amazon.com (toilet paper)	Montour Preserve (maintenance / misc.)	DCNR Montour Preserve	58.78		14,414.44
deposit	11/15/19			deposit	\$620 Montour Preserve donations; \$200 Montour Preserve auditorium/pavilion reservations; \$72.50 Hopewell Park criminal restitution; \$22 REFUND workers' compensation insurance overpayment			914.50	15,328.94
debit card	11/18/19			NorthPoint Auto & Equipment, LLC (trailer spare tire mount)	park maintenance tools & supplies		77.38		15,251.56
debit card	11/19/19			Cole's Hardware (light bulbs for Hess restrooms)	Hess Recreation Area		44.48		15,207.08
6192	11/23/19			Verizon	Montour Preserve (telephone)	DCNR Montour Preserve	109.69		15,097.39
6193	11/23/19			PPL Electric Utilities	Montour Preserve (electricity)	DCNR Montour Preserve	884.79		14,212.60
6194	11/23/19			PPL Electric Utilities	Montour Preserve (electricity)	DCNR Montour Preserve	63.79		14,148.81
6195	11/23/19			PPL Electric Utilities	Montour Preserve (electricity)	DCNR Montour Preserve	436.19		13,712.62
6196	11/23/19			PPL Electric Utilities	Montour Preserve (electricity)	DCNR Montour Preserve	52.29		13,660.33



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Statement Period: 10/01/2019-10/31/2019

Page 1 of 3

Summary of Accounts:

	Ending Balance	YTD Dividend	Member Number: 584727
Savings			
01 - REGULAR SAVINGS	5.83	28.81	
40 - CHECKING	30,538.02	60.66	
41 - DCNR GRANT CHECKING	0.00	0.29	
42 - DCED GRANT CHECKING	21,518.06	665.81	
Total	52,061.71	755.57	

Authorized Signer(s): TYLER DOMBROSKI, CHRISTOPHER JOHNS, ROBERT T STOUDT, MICHAEL B MILLS

ID 01 REGULAR SAVINGS

Trans	Eff Date	Transaction	Deposit	Withdrawal	Balance
Oct 1		Balance Forward			5.63
Oct 31		Ending Balance			5.63

ID 40 CHECKING

Trans	Eff Date	Transaction	Deposit	Withdrawal	Balance
Oct 1		Balance Forward			32,215.85
Oct 3		Draft 6149		-54.96	32,160.89
Oct 3		Draft 6147		-84.45	32,076.44
Oct 3		Draft 6150		-106.08	31,970.36
Oct 3		Draft 6146		-232.47	31,737.89
Oct 3		Draft 6148		-234.98	31,502.91
Oct 3		Draft 6157		-1,399.23	30,103.68
Oct 3		Draft 6145		-2,584.89	27,518.79
Oct 4		Withdrawal Debit Card		-168.47	27,350.32
Oct 4		10/2 COLES HARDWARE - DANVILLE DANVILLE PA			
Oct 4		Deposit	15,925.00		43,275.32
Oct 7		Draft 6156		-32.84	43,242.48
Oct 7		Draft 6159		-99.00	43,143.48
Oct 7		Draft 6158		-2,532.87	40,610.61
Oct 8		Draft 6154		-406.03	40,204.58
Oct 9		Draft 6153		-38.50	40,166.08
Oct 11		Draft 6155		-131.12	40,034.96
Oct 15		Withdrawal ACH COMMWLTHOFPA INT		-170.23	39,864.73
Oct 15		TYPE: PAEMPLOYTX ID: 1236003133 CO: COMMWLTHOFPA INT			
Oct 15		Withdrawal ACH IRS		-1,243.30	38,621.43
Oct 15		TYPE: USATAXPYMT ID: 3387702000 CO: IRS			
Oct 18		Withdrawal Debit Card		-123.07	38,498.36
Oct 18		10/17 CLARKS AG CENTER TURBOTVILLE PA			
Oct 18		Draft 6152		-1,040.00	37,458.36
Oct 23		Deposit by Check	825.00		38,283.36
Oct 23		Withdrawal POS #060120		-19.80	38,263.56
Oct 23		USPS PO 41190008 410 MILL ST DANVILLE PA			

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Member Number: 584727
Statement Period: 10/01/2019-10/31/2019

ID 40 CHECKING - Continued

Trans	Eff Date	Transaction	Deposit	Withdrawal	Balance
Oct 24		Draft 6164		-609.66	37,673.90
Oct 24		Draft 6163		-1,129.16	36,544.74
Oct 25		Withdrawal Debit Card		-45.08	36,499.66
		10/23 COLES HARDWARE - DANVILLE DANVILLE PA			
Oct 25		Withdrawal Debit Card		-17.00	36,482.66
		10/23 SUNOCO 0100833100 DANVILLE PA			
Oct 25		Withdrawal Debit Card		-82.66	36,400.00
		10/24 CLARKS AG CENTER TURBOTVILLE PA			
Oct 28		Draft 6169		-115.22	36,284.78
		Processed Check - VERIZON FINANCIA TYPE: PAYMENTS ID: 8564577000			
Oct 28		Draft 6168		-55.51	36,229.27
Oct 28		Draft 6165		-66.15	36,163.12
Oct 28		Draft 6160		-99.77	36,063.35
Oct 28		Draft 6172		-190.00	35,873.35
Oct 28		Draft 6166		-223.79	35,649.56
Oct 28		Draft 6161		-240.42	35,409.14
Oct 28		Draft 6162		-249.57	35,159.57
Oct 28		Draft 6167		-364.91	34,794.66
Oct 29		Withdrawal Debit Card		-91.52	34,703.14
		10/28 SCOTT ELECTRIC BLOOMSBUR BLOOMSBURG PA			
Oct 29		Draft 6173		-95.00	34,608.14
Oct 30		Draft 6170		-215.34	34,392.80
Oct 30		Draft 6174		-3,216.00	31,176.80
Oct 31		Withdrawal ACH IRS		-12.91	31,163.89
		TYPE: USATAXPYMT ID: 3387702000 CO: IRS			
Oct 31		Withdrawal ACH UNEMP COMP EFT		-183.89	30,980.00
		TYPE: PADLIUCCON ID: 1236003133 CO: UNEMP COMP EFT			
Oct 31		Draft 6171		-446.75	30,533.25
		Processed Check - USDA APHIS GENL TYPE: PAYMENT ID: 1240340003			
Oct 31		Deposit Dividend Dividend Post	4.77		30,538.02
		Annual Percentage Yield Earned 0.150% from 10/01/2019 through 10/31/2019			
Oct 31		Ending Balance			30,538.02
		Total Deposits 16,754.77			
		Total Withdrawals 18,432.60			

Drafts for 40 - CHECKING

Date	Draft Number	Amount	Date	Draft Number	Amount	Date	Draft Number	Amount
Oct 3	□ 6145	2,584.89	Oct 7	□ 6156	32.84	Oct 28	□ 6166	223.79
Oct 3	□ 6146	232.47	Oct 3	□ 6157	1,399.23	Oct 28	□ 6167	364.91
Oct 3	□ 6147	64.45	Oct 7	□ 6158	2,532.87	Oct 28	□ 6168	55.51
Oct 3	□ 6148	234.98	Oct 7	□ 6159	99.00	Oct 28	□ 6169	115.22
Oct 3	□ 6149	54.96	Oct 28	□ 6160	99.77	Oct 30	□ 6170	215.34
Oct 3	□ 6150	106.08	Oct 28	□ 6161	240.42	Oct 31	□ 6171	446.75
Oct 18	□ 6152*	1,040.00	Oct 28	□ 6162	249.57	Oct 28	□ 6172	190.00
Oct 9	□ 6153	38.50	Oct 24	□ 6163	1,129.16	Oct 29	□ 6173	95.00
Oct 8	□ 6154	408.03	Oct 24	□ 6164	609.66	Oct 30	□ 6174	3,216.00
Oct 11	□ 6155	131.12	Oct 28	□ 6165	66.15			

* denotes skipped sequence

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

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Member Number: 584727	Statement Period: 10/01/2019-10/31/2019
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ID 41 DCNR GRANT CHECKING

Trans	Eff Date	Transaction	Deposit	Withdrawal	Balance
Oct 1		Balance Forward			0.00
Oct 31		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

ID 42 DCED GRANT CHECKING

Trans	Eff Date	Transaction	Deposit	Withdrawal	Balance
Oct 1		Balance Forward			21,493.05
Oct 31		Deposit Dividend Dividend Post	25.01		21,518.06
		Annual Percentage Yield Earned 1.380% from 10/01/2019 through 10/31/2019			
Oct 31		Ending Balance			21,518.06
		Total Deposits 25.01			
			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 10/31/2019

ending balance from 10/31/19 bank statement	\$	52,061.71
deposits not yet posted (detailed below)	\$	-
subtotal	\$	52,061.71
withdrawals not yet cleared (detailed below)	\$	1,074.30
calculated balance (should agree with actual combined balance)	\$	50,987.41
balance (savings account ID01)	\$	5.63
balance (checking account ID40)	\$	29,463.72
balance (DCNR grant checking account ID41)	\$	-
balance (DCED grant checking account ID42)	\$	21,518.06
actual combined balance	\$	50,987.41
difference	\$	-

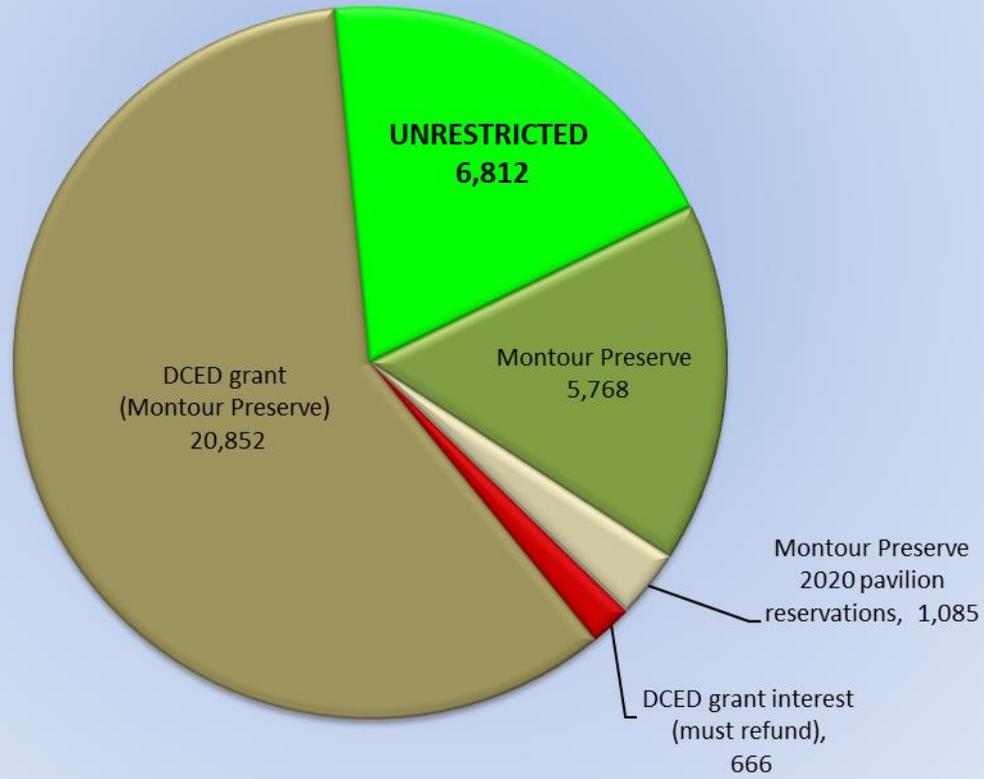
DEPOSITS NOT YET POSTED

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

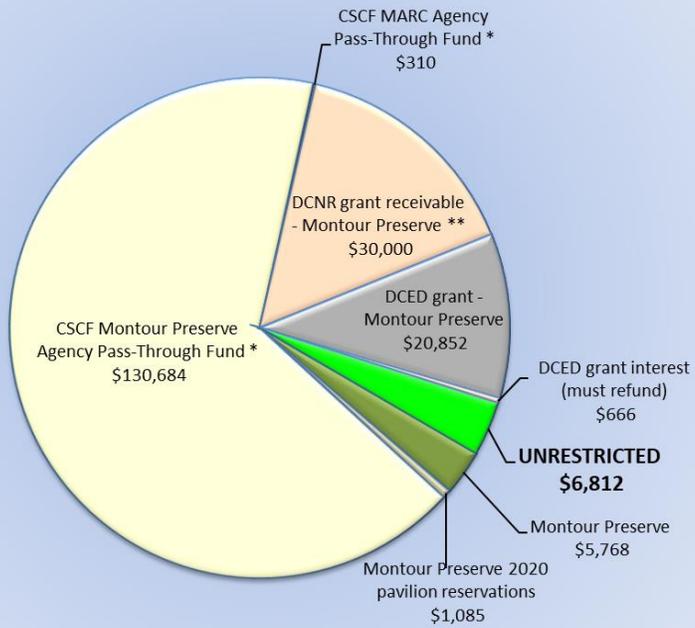
WITHDRAWALS NOT YET CLEARED

TRANSACTION DATE	CHECK #	DESCRIPTION OF TRANSACTION	AMOUNT
09/30/19	6151	Starr Portables (Montour Preserve restrooms pumping and disposal)	450.00
10/22/19	6175	Susan Shultz, CPA (Q3 accounting and payroll processing)	355.00
10/31/19	automatic payment	Danville Area Earned Income Tax Office (Q3 payroll taxes)	236.83
10/31/19	debit card	Valero (diesel fuel)	32.47
TOTAL			\$ 1,074.30

MARC FUNDS EARMARKS AS OF 11/23/19
COMBINED ACCOUNT BALANCE: \$35,184
(INCLUDES SAVINGS, DCNR AND DCED GRANT CHECKING
ACCOUNTS AND GENERAL CHECKING ACCOUNT;
EXCLUDES CSCF FUNDS AND GRANTS RECEIVABLE)



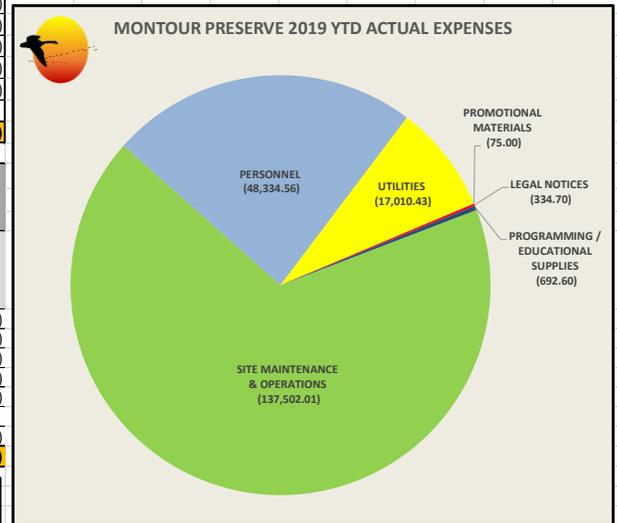
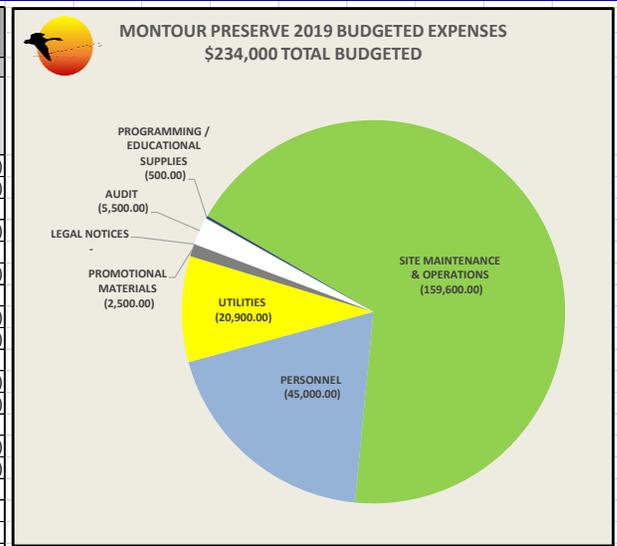
MARC TOTAL ASSETS AS OF 11/23/19
COMBINED VALUE: \$196,177



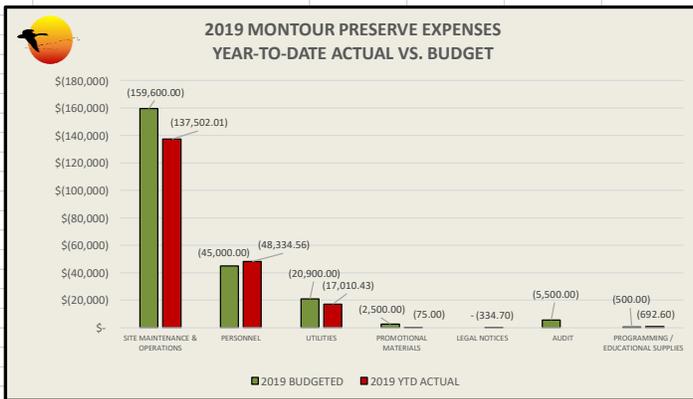
MARC TOTAL ASSETS AS OF 11/23/19
COMBINED VALUE: \$196,177



MONTOUR PRESERVE 2019 BUDGET				
STOUDT DRAFT REVISED BUDGET UPDATED 8/26/19; YTD INFORMATION UPDATED 11/23/19				
BUDGET ADOPTED 11/19/18 (CONTINGENT UPON RECEIPT OF GRANT FUNDS)				
EXPENSE	2018 ACTUAL	2019 BUDGETED	2019 STOUDT DRAFT REVISED BUDGET	2019 YTD ACTUAL
personnel	(44,759.03)	(45,000.00)	(44,000.00)	(48,334.56)
cleaning service	(4,000.00)	(4,500.00)	(4,500.00)	(3,210.00)
HVAC system maintenance	(1,700.00)	-	-	-
HVAC system replacement	-	(60,000.00)	(60,000.00)	(49,147.75)
visitors' center roof repair	-	(10,000.00)	(10,000.00)	-
lawn care	(10,875.00)	(17,500.00)	(17,500.00)	(18,310.00)
parking lot / road maintenance	-	(5,000.00)	-	-
security system	(1,263.84)	(1,500.00)	(1,250.00)	(835.98)
sewage pumping	(955.00)	(1,300.00)	(1,000.00)	(900.00)
snow plowing	-	(1,500.00)	-	-
supplies / misc.	(29,668.11)	(20,000.00)	(16,000.00)	(21,977.56)
utility vehicle (tractor) purchase	-	(35,000.00)	(38,400.00)	(38,399.58)
ATV purchase	-	-	-	-
water testing	(562.00)	(800.00)	(860.00)	(715.00)
wildlife management	(2,077.96)	(2,500.00)	(4,000.00)	(4,006.14)
picnic area sinks repair/replacement	-	-	-	-
picnic area pavilion / restroom painting	-	-	-	-
visitors' center / EEC signage replacement	-	-	-	-
picnic table replacements	-	-	-	-
trail markers and signage	-	-	-	-
electric	(14,713.72)	(15,000.00)	(14,500.00)	(12,145.31)
internet service	(1,918.54)	(2,000.00)	(2,000.00)	(1,723.30)
telephone	(1,252.39)	(1,300.00)	(1,300.00)	(1,204.24)
trash service	(1,565.00)	(2,000.00)	(1,500.00)	(1,375.00)
website hosting / email service	(458.56)	(600.00)	(600.00)	(562.58)
promotional materials	(1,078.10)	(2,500.00)	(500.00)	(75.00)
programming & educational supplies	(98.02)	(500.00)	(700.00)	(692.60)
legal notices (GRANT INELIGIBLE)	-	-	(390.00)	(334.70)
audit (three-year)	-	(5,500.00)	(6,700.00)	-
EXPENSE TOTAL	\$(116,945.27)	\$(234,000.00)	\$(225,700.00)	\$(203,949.30)



MONTOUR PRESERVE BUDGETING VS. ACTUAL EXPENSES				
EXPENSE	2018 ACTUAL	2019 BUDGETED	2019 STOUDT DRAFT REVISED BUDGET	2019 YTD ACTUAL
SITE MAINTENANCE & OPERATIONS	(51,101.91)	(159,600.00)	(153,510.00)	(137,502.01)
PERSONNEL	(44,759.03)	(45,000.00)	(44,000.00)	(48,334.56)
UTILITIES	(19,908.21)	(20,900.00)	(19,900.00)	(17,010.43)
PROMOTIONAL MATERIALS	(1,078.10)	(2,500.00)	(500.00)	(75.00)
LEGAL NOTICES	-	-	(390.00)	(334.70)
AUDIT	-	(5,500.00)	(6,700.00)	-
PROGRAMMING / EDUCATIONAL SUPPLIES	(98.02)	(500.00)	(700.00)	(692.60)
EXPENSE TOTAL	\$(116,945.27)	\$(234,000.00)	\$(225,700.00)	\$(203,949.30)

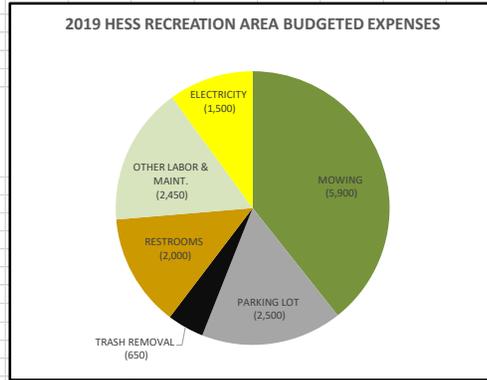


MONTOUR AREA RECREATION COMMISSION MANAGED SITES 2019 BUDGETS

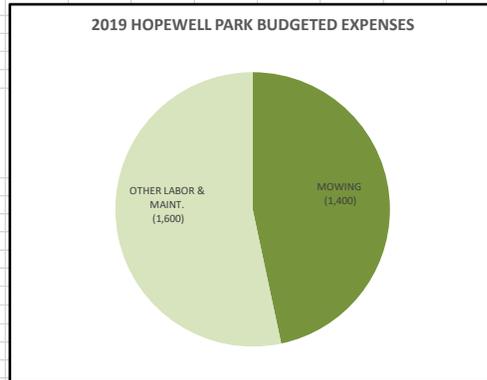
BUDGET ADOPTED 11/19/18

YEAR-TO-DATE INFORMATION UPDATED 11/23/19; STOUTD DRAFT REVISED BUDGET UPDATED 8/26/19

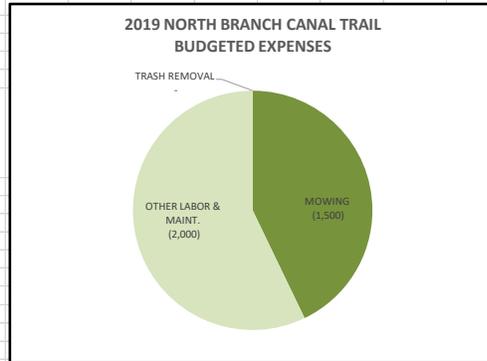
HESS RECREATION AREA 2019 BUDGET				
EXPENSE	2018 ACTUAL	2019 BUDGETED	2019 STOUTD DRAFT REVISED BUDGET	2019 YTD ACTUAL
MOWING	(4,999)	(5,900)	(5,400)	(5,124.00)
PARKING LOT	(2,812)	(2,500)	(2,500)	(2,500.00)
TRASH REMOVAL	(599)	(650)	(780)	(715.00)
RESTROOMS	(1,817)	(2,000)	(1,900)	(1,802.05)
OTHER LABOR & MAINT.	(2,248)	(2,450)	(1,600)	(1,951.89)
ELECTRICITY	(1,431)	(1,500)	(1,320)	(625.91)
TOTAL	(13,906)	(15,000)	(13,500)	(12,718.86)



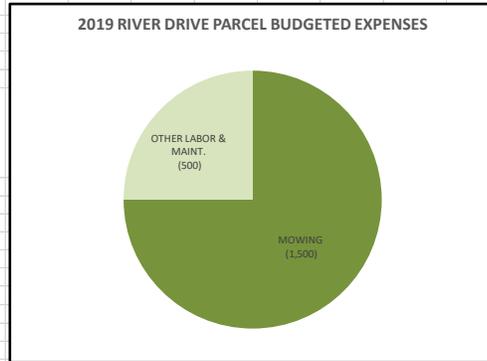
HOPEWELL PARK 2019 BUDGET				
EXPENSE	2018 ACTUAL	2019 BUDGETED	2019 STOUTD DRAFT REVISED BUDGET	2019 YTD ACTUAL
MOWING	(1,000)	(1,400)	(900)	(880.00)
OTHER LABOR & MAINT. parking lot repairs	(142)	(1,600)	(1,100)	(897.79)
TOTAL	(1,142)	(3,000)	(2,000)	(1,777.79)



NORTH BRANCH CANAL TRAIL (MONTOUR) 2019 BUDGET				
EXPENSE	2018 ACTUAL	2019 BUDGETED	2019 STOUTD DRAFT REVISED BUDGET	2019 YTD ACTUAL
MOWING	(750)	(1,500)	(450)	(255.00)
OTHER LABOR & MAINT.	(1,626)	(2,000)	(1,050)	(230.56)
TRASH REMOVAL	(605)	-	-	-
TOTAL	(2,981)	(3,500)	(1,500)	(485.56)



RIVER DRIVE PARCEL 2019 BUDGET				
EXPENSE	2018 ACTUAL	2019 BUDGETED	2019 STOUTD DRAFT REVISED BUDGET	2019 YTD ACTUAL
MOWING	(1,100)	(1,500)	(750)	(800.00)
OTHER LABOR & MAINT.	(222)	(500)	(250)	(51.25)
TOTAL	(1,322)	(2,000)	(1,000)	(851.25)



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.

12:37 PM
 11/18/19
 Accrual Basis

Montour Area Recreation Commission
Statement of Financial Position
 As of October 31, 2019

	<u>Oct 31, 19</u>
ASSETS	
Current Assets	
Checking/Savings	
Serv 1st -DCED Grant Cking	21,518.06
Service 1st - Savings	5.53
Service 1st FCU	29,463.72
Total Checking/Savings	<u>50,987.41</u>
Other Current Assets	
Grants Receivable	
DCNR Grant	30,000.00
Total Grants Receivable	<u>30,000.00</u>
Prepaid Expenses	141.30
Total Other Current Assets	<u>30,141.30</u>
Total Current Assets	<u>81,128.71</u>
Other Assets	
CSCF - Trusted Funds	
Montour Preserve Fund	130,683.77
CSCF - Trusted Funds - Other	309.53
Total CSCF - Trusted Funds	<u>130,993.30</u>
Total Other Assets	<u>130,993.30</u>
TOTAL ASSETS	<u>212,122.01</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Advance Payments Received	
Preserve Reservations	1,010.00
Total Advance Payments Received	<u>1,010.00</u>
Conditional Contributions	
CSCF-Preserve Donations & Int	41,942.49
DCED Preserve Funds	20,852.25
Preserve Donations & Income	40,757.14
Total Conditional Contributions	<u>103,551.88</u>
DCED Interest Payable	665.81
Payroll Liabilities	1,185.02
Total Other Current Liabilities	<u>106,412.71</u>
Total Current Liabilities	<u>106,412.71</u>
Total Liabilities	<u>106,412.71</u>
Equity	
Retained Earnings	109,415.44
Net Income	-3,706.14
Total Equity	<u>105,709.30</u>
TOTAL LIABILITIES & EQUITY	<u>212,122.01</u>

No Assurance Provided

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ASSISTANT DIRECTOR'S REPORT (JON BEAM)

In the past month the assistant director has offered one public program and hosted the two-day Wildlife Art Expo at the preserve. He also assisted Bob and Denny with winterizing the boat dock, fishing pier and water systems in the picnic areas at the preserve. He has begun working on a slate of winter programs and has revised the interpretive booklet for one of the preserve's trails.

Jon Beam
11/17/19

MAINTENANCE TECHNICIAN'S REPORT (DENNY PIATT)

worked with MARC crew to put boat dock and fishing pier in winter storage and also winterize outside restrooms

re-worked Chilisuagi and Ridgefield Point Loop trails, grading ruts and cleaning swales after recent heavy rains also cleared 7 down trees off these trails

started putting our snow plows markers along roads and parking lots

cleaned out charcoal pits at Goose and Heron Coves

closed up hole at lite pole where UG wires were repaired

mulching bird feeding area to improve the areas looks

PTMT
Dennis Piatt
11/19/19

DIRECTOR'S REPORT

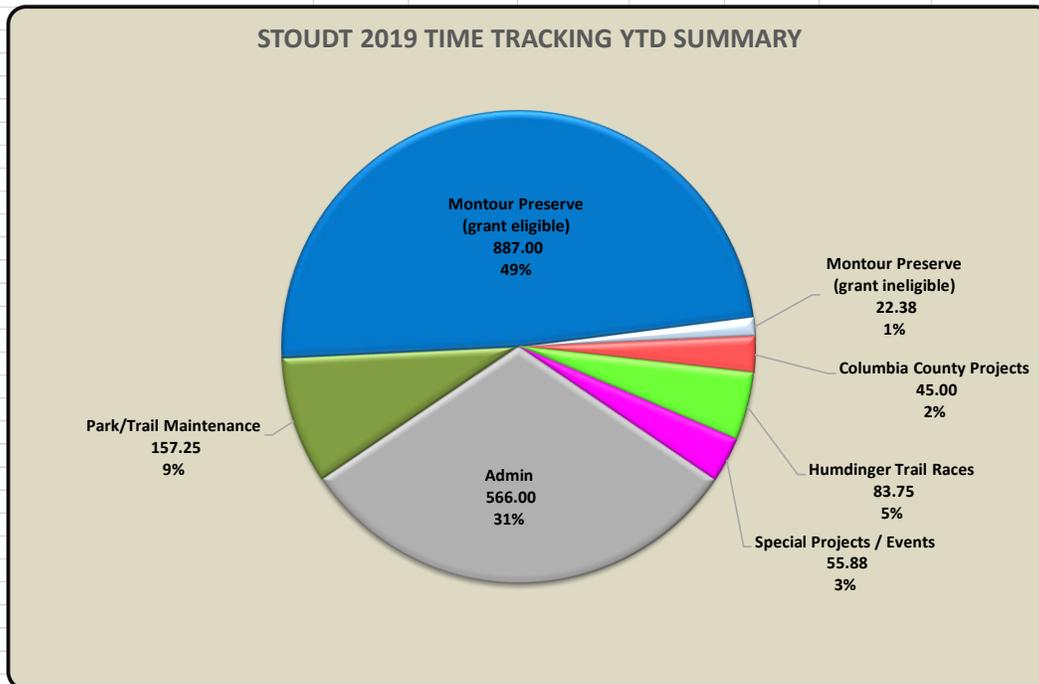
STOUDT	PROJECT YTD TOTAL HOURS	NOVEMBER																														
		27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22				
MARC admin	562.25	0.50	4.00	4.00	4.00	0.75	0.50	2.00			1.00	2.50	1.75	2.25	1.50			3.50	5.00	5.00	2.50	4.00	0.25	1.00	3.00	6.00	4.00	3.00	4.50			
special projects / events	52.50																															
Hess Recreation Area	126.00	0.25	0.25	0.25	0.25	0.25					0.25	0.75	10.50	11.00	0.25			0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25			
Hopewell Park / Danville Farm Trails	21.50										2.00	1.00																				
North Branch Canal Trail	8.25																															
River Drive trailhead / river access	0.75																															
Montour Preserve admin / maintenance	862.75	4.00	4.00	8.00	8.00	6.50	1.25				2.00	0.50	0.25	0.25				3.50	2.00	1.00	5.50	4.00	1.50	0.50	4.00	0.75	3.00	7.00	0.75			
Montour Preserve programming	8.50																															
Montour Preserve DCNR grant admin	3.75																															
Montour Preserve DCED grant admin	17.50																															
Columbia County projects	45.00																															
Humdinger Trail Races	69.50																															
DAILY TOTALS	1778.25	0.75	10.25	8.25	8.75	7.25	3.25				5.25	4.75	12.50	13.25	2.00			7.25	7.25	7.00	8.25	8.25	1.75	1.75	7.25	7.50	7.25	10.25	6.00			
WEEKLY PAYROLL TOTAL		38.50																														
BIWEEKLY PAYROLL TOTAL		76.25															80.00															
PAYROLL PERIOD		23															24															

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DIRECTOR'S REPORT (continued)

2019 STOUDT TIME ACCOUNTING YEAR-TO-DATE SUMMARY							
2019 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	167.50		\$ 4,100.40	394.75	7.50	\$ 9,492.27	\$ 13,592.67
special projects / events	13.25		\$ 324.36	39.25	6.75	\$ 1,015.33	\$ 1,339.69
Hess Recreation Area	8.75		\$ 214.20	117.25	0.25	\$ 2,795.87	\$ 3,010.07
Hopewell Park / Danville Farm Trails	4.50		\$ 110.16	17.00	1.25	\$ 419.83	\$ 529.99
North Branch Canal Trail	1.00		\$ 24.48	7.25		\$ 172.70	\$ 197.18
River Drive trailhead / river access	-		\$ -	0.75		\$ 17.87	\$ 17.87
Montour Preserve admin / maintenance	180.25	2.50	\$ 4,443.12	682.50	27.00	\$ 16,578.72	\$ 21,021.84
Montour Preserve programming	8.50	2.00	\$ 232.56	-		\$ -	\$ 232.56
Montour Preserve DCNR grant admin	1.25		\$ 30.60	2.50		\$ 59.55	\$ 90.15
Montour Preserve DCED grant admin	2.75		\$ 67.32	14.75	2.25	\$ 378.14	\$ 445.46
Columbia County projects	-		\$ -	45.00		\$ 1,071.90	\$ 1,071.90
Humdinger Trail Races	67.25	28.50	\$ 1,995.12	2.25		\$ 53.60	\$ 2,048.72
TOTALS	455.00	33.00	\$ 11,542.32	1,323.25	45.00	\$ 32,055.77	\$ 43,598.09

2018 STOUDT TIME ACCOUNTING (GROUPED BY CATEGORY) YEAR-TO-DATE SUMMARY		
TASK	HOURS	COST W/ TAXES
Admin	566.00	\$ 13,592.67
Park/Trail Maintenance	157.25	\$ 3,755.10
Montour Preserve (grant eligible)	887.00	\$ 21,254.40
Montour Preserve (grant ineligible)	22.38	\$ 535.61
Columbia County Projects	45.00	\$ 1,071.90
Humdinger Trail Races	83.75	\$ 2,048.72
Special Projects / Events	55.88	\$ 1,339.69
2019 YTD TOTALS	1,817.25	\$ 43,598.09



DIRECTOR'S REPORT (continued)

GRANTS

- **DCNR 'Heritage and Other Parks' Grant (Montour Preserve)**
 - Initial \$100,000 grant was twice amended to a total of \$300,000 and extended through 6/30/2020
 - As of 8/22, all funds have been expended (except that \$30,000 (10% of total grant amount) will remain held by DCNR until the successful completion of the performance audit at the end of the grant term)
 - Stoudt will meet on 12/5 with auditors to submit grant materials and accounting records for the required end-of-grant performance audit

 - **DCED Marketing to Attract Tourists Grant (Montour Preserve)**
 - MARC on 4/15 received and deposited to a dedicated checking account the \$100,000 grant disbursement
 - to date, MARC has earned \$665.81 in interest on the grant funds
 - MARC must not spend interest earned on this grant; interest earned will have to be returned to DCED at the end of the grant
 - to date, MARC has spent:
 - \$30,000 on 5/8 for tractor purchase
 - \$49,147.75 combined for the HVAC systems replacement
 - \$20,852.25 remains earmarked in MARC's account for the remaining balance on the HVAC systems replacement and for the visitors' center roof repair
 - Final work on the HVAC systems replacement is expected during the first week of December
 - Work on the visitors' center roof repair will be completed by December 20
-
- **Montour County 2019 Act 13 (Marcellus Legacy Fund) Grant (NO CHANGE SINCE LAST MEETING)**
 - Stoudt on 2/6/19 submitted a request for \$25,000 in grant funding from Montour County's Act 13 (Marcellus Legacy Fund) for MARC's 2019 general operations
 - \$5,000 received and deposited by MARC on 3/12
 - \$20,000 received and deposited by MARC on 7/5
 - grant funds are being used for MARC's 2019 general operations

DIRECTOR'S REPORT (continued)

MANAGED SITES

● Montour Preserve

- Continued fair weather conditions have allowed staff to make excellent progress on repairing and maintaining trails and other site amenities
- The fishing pier and boat dock have been moved to winter storage
- The water systems in the Goose Cove and Heron Cove picnic areas have been shut down for the season
- Work continues on the replacement of the HVAC systems in the visitors' center and environmental education center, with work completion expected in early December
- Work on the visitors' center roof is expected to be complete by December 20
- Williamsport Electric, Inc. has completed the repairs to the lighting around the visitors' center / Environmental Education Center parking lot
 - Work was completed under budget (\$3,474.62 actual cost vs. \$3,851.00 budgeted), however, a new problem has been discovered with two light posts that may require additional repairs
- MARC thanks Resurrection Movement Studio, Hawkins Chevrolet, the Danville Business Alliance and more than 40 businesses and organizations for supporting the 'Preserve the Preserve' event at Hawkins Chevrolet on 10/26
 - Checks in the amount of \$2,784 were presented to MARC on 11/18



- MARC thanks the 7th and 8th grade students, teachers, and volunteers from St. Joseph School for working on 11/21 to help complete numerous end-of-season maintenance projects



DIRECTOR'S REPORT (continued)

MANAGED SITES (continued)

- **River Drive parcel (North Branch Canal Trail trailhead and river access)**
 - No change since last meeting
- **Montour Township (Columbia County) Legion Road parcel**
 - No change since last meeting
- **Riverside Borough river access**
 - No change since last meeting
- **Hopewell Park / Danville Borough Farm**
 - Dave Decoteau, Elijah Evans and other volunteers continue work to improve the Bullet Baby and adjacent trails as schedules and weather conditions allow
- **North Branch Canal Trail**
 - Trail Steward Wayne Kashner has reported several dumping incidents along Legion Road in Montour Township, Columbia County and River Drive in Cooper Township, Montour County
 - Stoudt and Kashner have cleaned up and properly disposed of most items, but a mattress and box spring await collection and disposal
 - Stoudt will consult the Montour County Conservation District to determine how best to proceed with an ongoing water drainage concern in Cooper Township
 - Stoudt will contact an adjacent landowner in Cooper Township to address continued encroachment concerns
- **Hess Recreation Area**
 - Stoudt spent 22 hours during the week of 11/4 – 11/8 assisting with the search for a missing person, eventually discovered on 11/7 to be deceased
 - MARC thanks Van Wagner for assisting Stoudt with locating and searching three former mine entrance points
 - Stoudt has mapped the three locations for future reference as needed
 - Stoudt, Mahoning Township Police, and the Montour County Emergency Agency have created and mapped a search grid for the Hess Recreation Area and surrounding hillside for future use as needed
 - MARC thanks the following organizations for their assistance with the search and recovery effort (list provided by Mahoning Township Police Department): Mahoning Township Police; Point Township Police; Washingtonville Fire Dept.; North Columbia Water Rescue; Danville Ambulance; SPCA Search and Rescue; American Red Cross; Laurel Mountain Search and Rescue; State Police at Milton; Riverside Police; Valley Township Fire Dept.; CR49 Search and Rescue; Montour County Sheriff's Dept.; Montour County EMA; Montour County Coroner; a private airplane owned by Mark Fry; Danville Police; Mahoning Township Fire Dept.; Strike K-9 Search and Rescue; Derl Reichard Busing; Northeast Search and Rescue; Northumberland County EMA

DIRECTOR'S REPORT (continued)

OTHER UPDATES

- Stoudt anticipates opening registration for the 2020 Humdinger Trail Races on 11/24

UPCOMING EVENTS AND MEETINGS

- December 7 Wings Over Water (Montour Preserve)
(<https://www.facebook.com/events/2582233878500588/>)

PROPOSED 2020 MEETING SCHEDULE

MARC's 2020 meetings are proposed to be held on the 4th Monday of each month, excluding July and December, in the Montour County building conference room, 17 Woodbine Lane, Suite 103, Danville, PA 17821. Meetings are proposed to begin at 7:00pm. This proposed schedule continues MARC's current practice.

Meeting dates are proposed to be:

January 27

February 24

March 23

April 27

May 18 (one week early to avoid conflict w/ Memorial Day)

June 22

NO JULY MEETING

August 24

September 28

October 26

November 23

NO DECEMBER MEETING