



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

## 7:00pm November 22, 2021 Regular Meeting Agenda

Montour Preserve Environmental Education Center, 374 Preserve Rd, Danville, PA 17821  
or <https://us02web.zoom.us/j/89221421794?pwd=VzZEk3ZoRWoTVY5bElYempGZmtWZz09>

To connect by phone: (929) 205 6099 | Meeting ID: 892 2142 1794 | Passcode: 886189

### Call to Order

### Public Comment

### Officer Reports

- Chairman's Report (Tyler Dombroski)
- Treasurer's Report (Dr. John Bulger) (*pages 2 - 14*)
- Secretary's Report (Chris Johns)

### Partner Reports

- Washingtonville Borough
- Danville Borough
- Riverside Borough
- Montour County
- Danville Area School District
- Mahoning Township

### Assistant Director / Naturalist's Report (Jon Beam) (*page 15*)

### Senior Maintenance Technician's Report (Denny Piatt) (*page 15*)

### Director's Report (Bob Stoudt) (*pages 16 - 25*)

- Central Susquehanna Hammers recognition
- 2020 – 2025 Strategic Plan update (*provided separately*)

### Old Business

### New Business

- 2022 Lawn Care Invitation to Bid Open and Award
- Montour Preserve Concessionaire Agreement Renewal
- Hopewell Park Pump Track Project Engineering and Permitting
- Youth in Philanthropy Chillisquaque Creek Project Expenditures
- 2022 Meeting Schedule (*page 26*)
- 2022 Special Events Schedule (*page 27*)
- 2022 Budget (*pages 28 – 37*)

### Other Items

### Adjournment

next meeting: 7:00pm Monday, January 24, 2022 (proposed)



## MARC 2021 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 for Internal Budgeting	Statement of Revenues & Expenses Line Item	Grant to Credit or Debit (if applicable)	Debit (-)	Credit (+)	Account Balance
auto pay	10/23/2021	11/4/2021	10/1 - 10/31/21	Zoom	dues and subscriptions	dues & subscriptions	Montour County Hotel Tax	15.89		44,301.86
6808	10/25/2021	11/4/2021		Jon Beam (payroll 10/10 - 10/23)	payroll - Beam	wages	Montour County Hotel Tax	459.56		43,842.30
6809	10/25/2021	11/4/2021		Dennis Platt (payroll 10/10 - 10/23)	payroll - Platt	wages	Montour County Hotel Tax	231.05		43,611.25
6810	10/25/2021	11/4/2021		Lesley Yeich (payroll 10/10 - 10/23)	payroll - Yeich	wages	Montour County Hotel Tax	86.71		43,524.54
6811	10/25/2021	11/4/2021		Craig Reinard (payroll 10/10 - 10/23)	payroll - Reinard	wages	Montour County Hotel Tax	104.22		43,420.32
6812	10/25/2021	11/4/2021		Doug Fought (payroll 10/10 - 10/23)	payroll - Fought	wages	Montour County Hotel Tax	89.28		43,331.04
6813	10/25/2021	11/4/2021		Hannah Reavy (payroll 10/10 - 10/23)	payroll - Reavy	wages	Montour County Hotel Tax	189.58		43,141.46
6814	10/25/2021	11/4/2021	10/1 - 10/31/21	Robert Stouidt (payroll 10/10 - 10/23)	payroll - Stouidt	wages	Montour County Hotel Tax	2,029.61		41,111.85
6815	10/25/2021	11/4/2021		Susan Shultz, CPA	accounting	accounting	Montour County Hotel Tax	375.00		40,736.85
6816	10/26/2021	11/4/2021	10/1 - 10/31/21	Robert Stouidt (expense reimbursement for Pannier Graphics (Montour Preserve fossil pit sign) and ABL Graphics (Hopewell Park and North Branch Canal Trail Signs))	\$713.69 Montour Preserve (signage); \$72.03 Hopewell Park (maintenance/misc); \$72.02 North Branch Canal Trail (signage)	park & trail maintenance	Montour County Hotel Tax	857.74		39,879.11
6817	10/26/2021	11/4/2021		PPL Electric Utilities	Hess Recreation Area (electricity)	park & trail maintenance	Montour County Hotel Tax	47.29		39,831.82
auto pay	10/26/2021	11/4/2021	10/1 - 10/31/21	MailChimp (monthly email service)	\$11.12 Montour Preserve (email); \$11.13 administration / miscellaneous	\$11.12 park & trail maintenance; \$11.13 miscellaneous expenses	Montour County Hotel Tax	22.25		39,809.57
6818	10/27/2021	11/4/2021		Tom Snyder (Montour Preserve pavilion REFUND)	Montour Preserve (pavilion rental fee REFUND)	Montour Preserve user fee (REFUND)		30.00		39,779.57
debit card	10/27/2021	11/4/2021	10/1 - 10/31/21	Clark's Ag Center (sump pump and fittings)	Montour Preserve (maintenance/misc)	park & trail maintenance	Montour County Hotel Tax	87.53		39,692.04
deposit	10/27/2021	11/4/2021	10/1 - 10/31/21	deposit	\$25 Hess Recreation Area users' fee; \$375 Montour Preserve donations; \$250 unrestricted donation	\$25 contributions and user fees (Hess Recreation Area); \$375 contributions and user fees (Montour Preserve); \$250 contributions and user fees (unrestricted)			650.00	40,342.04
6819	10/28/2021	11/4/2021		Starr Portables (Montour Preserve restrooms sewage pumping)	Montour Preserve (sewage pumping)	park & trail maintenance	Montour County Hotel Tax	450.00		39,892.04
6820	10/28/2021	11/4/2021		Johnson Controls (50% payment for Montour Preserve security/fire system replacement)	Montour Preserve (security system)	park & trail maintenance	Montour County Hotel Tax	2,745.91		37,146.13
debit card	10/28/2021	11/4/2021	10/1 - 10/31/21	Clark's Ag Center (screws and hooks)	Montour Preserve (maintenance/misc)	park & trail maintenance	Montour County Hotel Tax	29.62		37,116.51
debit card	10/29/2021	11/4/2021		US Supply Co. Lewisburg (restroom sink plumbing parts)	Montour Preserve (restroom plumbing)	park & trail maintenance	Montour County Hotel Tax	219.25		36,897.26
6821	10/30/2021	11/4/2021		Ted Heaps Container Service	\$125 Montour Preserve (trash); \$65 Hess Recreation Area (trash)	park & trail maintenance	Montour County Hotel Tax	190.00		36,707.26
auto pay	10/31/2021	11/4/2021		Johnson Controls Security Solutions (quarterly security system monitoring)	Montour Preserve (security system)	park & trail maintenance	Montour County Hotel Tax	240.75		36,466.51
auto pay	10/31/2021	11/4/2021		PA UC Fund (Q3 taxes)	payroll taxes	wages	Montour County Hotel Tax	175.69		36,290.82
auto pay	10/31/2021	11/4/2021		Danville Area Earned Income Tax Office (Q3 taxes)	payroll taxes	wages	Montour County Hotel Tax	408.97		35,881.85
interest	10/31/2021	11/4/2021	10/1 - 10/31/21	dividend interest earned 10/1 - 10/31/21	interest	interest income			3.93	35,885.78
6822	11/2/2021			SkyPacket Networks	Montour Preserve (internet service)	park & trail maintenance	Montour County Hotel Tax	79.00		35,806.78
debit card	11/3/2021			Cole's Hardware (antifreeze)	Montour Preserve (maintenance/misc)	park & trail maintenance	Montour County Hotel Tax	12.69		35,794.09
6823	11/8/2021			Commonwealth of Pennsylvania (DEP safe drinking water annual fee)	Montour Preserve (water testing)	park & trail maintenance	Montour County Hotel Tax	50.00		35,744.09
6824	11/8/2021			Commonwealth of Pennsylvania (DEP safe drinking water annual fee)	Montour Preserve (water testing)	park & trail maintenance	Montour County Hotel Tax	50.00		35,694.09
6825	11/8/2021			US Department of Agriculture (Montour Preserve wildlife management)	Montour Preserve (wildlife management)	park & trail maintenance	Montour County Hotel Tax	238.88		35,455.23
6826	11/8/2021			Big Pop's Mowing	\$3,600 Montour Preserve (lawn care); \$678 Hess Recreation Area; \$200 River Drive parcel; \$150 Hopewell Park; \$80 Columbia County projects	park & trail maintenance	Montour County Hotel Tax	4,708.00		30,747.23
6827	11/8/2021			Candy Fisher (Montour Preserve cleaning 9/1 - 10/31)	Montour Preserve (cleaning)	park & trail maintenance	Montour County Hotel Tax	912.00		29,835.23
6828	11/8/2021			MePush	\$52.47 Montour Preserve (website); \$52.47 admin/misc	\$52.47 park & trail maintenance; \$52.47 miscellaneous expenses	Montour County Hotel Tax	104.94		29,730.29
deposit	11/8/2021			deposit	\$1,000 unrestricted donations; \$304.88 income other; \$336 Montour Preserve donations; \$10,000 Washingtonville Borough Healing the Planet grant	\$1,000 contributions and user fees (unrestricted); \$336 contributions and user fees (Montour Preserve); \$304.88 income other; \$10,000 Washingtonville Borough Healing the Planet Grant			11,640.88	41,371.17
6829	11/9/2021			Jon Beam (payroll 10/24 - 11/6)	payroll - Beam	wages	Montour County Hotel Tax	307.66		41,063.51
6830	11/9/2021			Dennis Platt (payroll 10/24 - 11/6)	payroll - Platt	wages	Montour County Hotel Tax	475.62		40,587.89
6831	11/9/2021			Lesley Yeich (payroll 10/24 - 11/6)	payroll - Yeich	wages	Montour County Hotel Tax	78.81		40,509.08
6832	11/9/2021			Doug Fought (payroll 10/24 - 11/6)	payroll - Reinard	wages	Montour County Hotel Tax	267.83		40,241.25
6833	11/9/2021			Craig Reinard (payroll 10/24 - 11/6)	payroll - Fought	wages	Montour County Hotel Tax	22.34		40,218.91
6834	11/9/2021			Hannah Reavy (payroll 10/24 - 11/6)	payroll - Reavy	wages	Montour County Hotel Tax	91.02		40,127.89
6835	11/9/2021			Robert Stouidt (payroll 10/24 - 11/6)	payroll - Stouidt	wages	Montour County Hotel Tax	1,526.72		38,601.17
6836	11/9/2021			Press Enterprise (classified advertising mowing invitation to bid)	public notices	public notices	Montour County Hotel Tax	130.10		38,471.07
debit card	11/10/2021			USPS Danville (stamps)	office expenses	office expenses	Montour County Hotel Tax	34.80		38,436.27
auto pay	11/15/2021			PA Dept. of Revenue (October payroll taxes)	payroll taxes	wages	Montour County Hotel Tax	230.97		38,205.30
auto pay	11/15/2021			US Treasury (October payroll taxes)	payroll taxes	wages	Montour County Hotel Tax	1,609.20		36,596.10



## MARC 2021 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
deposit	11/10/21			deposit of Q3 2021 Montour County Hotel Tax grant		49,713.25	<b>49,718.88</b>



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Statement Period: 10/01/2021-10/31/2021

Page 1 of 3

### Summary of Accounts:

	Ending Balance	YTD Dividend	Member Number: 584727
<b>Savings</b>			
01 - REGULAR SAVINGS	5.63	11.51	
40 - CHECKING	42,983.93	44.03	
<b>Total</b>	<b>42,989.56</b>	<b>55.54</b>	

Authorized Signer(s): JOHN B BULGER DO, TYLER DOMBROSKI, CHRISTOPHER JOHNS, ROBERT T STOUTD

#### ID 01 REGULAR SAVINGS

Trans	Eff Date	Transaction	Deposit	Withdrawal	Balance
Oct 1		Balance Forward			41,797.50
Oct 6		Withdrawal Home Banking Transfer To Share 40 Hotel Tax eligible expenses 5/16 - 8/30		-41,791.87	5.63
Oct 31		Ending Balance			5.63
		Total Withdrawals 41,791.87			

#### ID 40 CHECKING

Trans	Eff Date	Transaction	Deposit	Withdrawal	Balance
Oct 1		Balance Forward			22,695.22
Oct 1		Withdrawal Debit Card 9/29 PP*COLESHARDWA DANVILLE PA		-76.89	22,618.33
Oct 1		Withdrawal Debit Card 9/30 DINN BROS INCINTERNET 413-750-3466 MA		-92.32	22,526.01
Oct 1		Draft 6772		-81.87	22,444.14
Oct 1		Draft 6749		-370.03	22,074.11
Oct 1		Draft 6759		-414.29	21,659.82
Oct 1	Oct 02	Withdrawal POS #00006BABZQL6 AMAZON.COM*2C0 SEATTLE WA		-240.66	21,419.16
Oct 2		Recurring Withdrawal Debit Card SFFCU CHK CRD 10/1 ZOOM.US 888-799-9666 WWW.ZOOM.US CA		-15.89	21,403.27
Oct 6		Deposit Home Banking Transfer From Share 01 Hotel Tax eligible expenses 5/16 - 8/30	41,791.87		63,195.14
Oct 6		Deposit by Check	925.00		64,120.14
Oct 6		Deposit	225.00		64,345.14
Oct 5	Oct 06	Withdrawal POS #000000B4YEID AMAZON.COM*2C8 SEATTLE WA		-76.92	64,268.22
Oct 6		Draft 6775		-5,486.00	58,782.22
Oct 8		Withdrawal Debit Card 10/6 USPS PO 41190008 410 M DANVILLE PA		-34.80	58,747.42

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**Member Number:** 584727  
**Statement Period:** 10/01/2021-10/31/2021

**ID 40 CHECKING - Continued**

Trans	Eff Date	Transaction	Deposit	Withdrawal	Balance
Oct 9		Recurring Withdrawal Debit Card SFFCU CHK CRD 10/7 CALTOPO HTTPSCALTOPO. CA		-100.00	58,647.42
Oct 12		Certified Draft 0000006781 for \$163.76			
Oct 12		Draft 6783		-857.03	57,790.39
Oct 13		Draft 6781		-163.76	57,626.63
Oct 13		Draft 6790		-190.00	57,436.63
Oct 13		Draft 6784		-192.00	57,244.63
Oct 14		Draft 6777		-44.48	57,200.15
Oct 14		Draft 6782		-119.03	57,081.12
Oct 15		Withdrawal Debit Card 10/13 TURBOTVILLE LANDSCAPE TURBOTVILLE PA		-190.79	56,890.33
Oct 15		Draft 6788		-44.58	56,845.75
Oct 15		Draft 6785		-45.82	56,799.93
Oct 15		Draft 6791		-75.00	56,724.93
Oct 15		Draft 6786		-263.46	56,461.47
Oct 15		Draft 6787		-529.29	55,932.18
Oct 16		Withdrawal POS #000011145547 OMO HILLY RIDG 1125 ELYSBURG RD DANVILLE PA		-211.97	55,720.21
Oct 18		Withdrawal Debit Card 10/16 PP*COLESHARDWADANVILLE DANVILLE PA		-29.60	55,690.61
Oct 18		Withdrawal ACH IRS TYPE: USATAXPYMT ID: 3387702000 CO: IRS		-1,220.24	54,470.37
Oct 18		Certified Draft 0000006802 for \$1,583.40			
Oct 19		Withdrawal ACH COMMWLTHOFPA INT TYPE: PAEMPLOYTX ID: 1236003133 CO: COMMWLTHOFPA INT		-177.42	54,292.95
Oct 19		Draft 6780		-102.46	54,190.49
Oct 19		Draft 6802		-1,583.40	52,607.09
Oct 20		Draft 6779		-543.64	52,063.45
Oct 22		Withdrawal Debit Card 10/20 PP*COLESHARDWADANVILLE DANVILLE PA		-40.46	52,022.99
Oct 22		Draft 6795		-109.00	51,913.99
Oct 23		Withdrawal Debit Card 10/21 CLARKS AG CENTER TURBOTVILLE PA		-91.67	51,822.32
Oct 23		Withdrawal Debit Card 10/21 TURBOTVILLE GREAT VAL TURBOTVILLE PA		-56.23	51,766.09
Oct 23		Withdrawal Debit Card 10/21 PP*COLESHARDWADANVILLE DANVILLE PA		-51.01	51,715.08
Oct 25		Recurring Withdrawal Debit Card SFFCU CHK CRD 10/23 ZOOM.US 888-799-9666 WWW.ZOOM.US CA		-15.89	51,699.19
Oct 25		Draft 6799		-104.15	51,595.04
Oct 25		Draft 6792		-120.00	51,475.04
Oct 25		Draft 6798		-204.91	51,270.13
Oct 26		Draft 6801		-197.19	51,072.94
Oct 27		Deposit by Check	650.00		51,722.94
Oct 27		Draft 6793		-197.45	51,525.49
Oct 27		Draft 6797		-390.36	51,135.13
Oct 27		Draft 6816		-857.74	50,277.39
Oct 27		Draft 6814		-2,029.61	48,247.78
Oct 28		Recurring Withdrawal Debit Card SFFCU CHK CRD		-22.25	48,225.53

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**Member Number:** 584727  
**Statement Period:** 10/01/2021-10/31/2021

**ID 40 CHECKING - Continued**

Trans	Eff Date	Transaction	Deposit	Withdrawal	Balance
	10/26	MAILCHIMP *MONTHLY MAILCHIMP.COM GA			
Oct 28		Draft 6778		-50.25	48,175.28
Oct 28		Draft 6794		-99.00	48,076.28
Oct 28		Draft 6796		-388.13	47,688.15
Oct 28		Draft 6789		-4,591.00	43,097.15
Oct 29		Withdrawal Debit Card		-87.53	43,009.62
	10/27	CLARKS AG CENTER TURBOTVILLE PA			
Oct 29		Certified Draft 0000006811 for \$104.22			
Oct 29		Certified Draft 0000006800 for \$78.15			
Oct 30		Withdrawal Debit Card		-29.62	42,980.00
	10/28	CLARKS AG CENTER TURBOTVILLE PA			
Oct 31		Deposit Dividend Dividend Post	3.93		42,983.93
		Annual Percentage Yield Earned 0.100% from 10/01/2021 through 10/31/2021			
Oct 31		<b>Ending Balance</b>			<b>42,983.93</b>
		<b>Total Deposits 43,595.80</b>			
		<b>Total Withdrawals 23,307.09</b>			

**Drafts for 40 - CHECKING**

Date	Draft Number	Amount	Date	Draft Number	Amount	Date	Draft Number	Amount
Oct 1	□ 6749	370.03	Oct 13	□ 6784	192.00	Oct 28	□ 6794	99.00
Oct 1	□ 6759*	414.29	Oct 15	□ 6785	45.82	Oct 22	□ 6795	109.00
Oct 1	□ 6772*	81.87	Oct 15	□ 6786	263.46	Oct 28	□ 6796	388.13
Oct 6	□ 6775*	5,486.00	Oct 15	□ 6787	529.29	Oct 27	□ 6797	390.36
Oct 14	□ 6777*	44.48	Oct 15	□ 6788	44.58	Oct 25	□ 6798	204.91
Oct 28	□ 6778	50.25	Oct 28	□ 6789	4,591.00	Oct 25	□ 6799	104.15
Oct 20	□ 6779	543.64	Oct 13	□ 6790	190.00	Oct 26	□ 6801*	197.19
Oct 19	□ 6780	102.46	Oct 15	□ 6791	75.00	Oct 19	□ 6802	1,583.40
Oct 13	□ 6781	163.76	Oct 25	□ 6792	120.00	Oct 27	□ 6814*	2,029.61
Oct 14	□ 6782	119.03	Oct 27	□ 6793	197.45	Oct 27	□ 6816*	857.74
Oct 12	□ 6783	857.03						

\* 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 10/31/2021

ending balance from 10/31/2021 bank statement	\$ 42,989.56
deposits not yet posted (detailed below)	\$ -
subtotal	\$ 42,989.56
withdrawals not yet cleared (detailed below)	\$ 7,098.15
calculated balance (should agree with actual combined balance)	\$ 35,891.41
balance (savings account ID01)	\$ 5.63
balance (checking account ID40)	\$ 35,885.78
actual combined balance	\$ 35,891.41
difference	\$ -

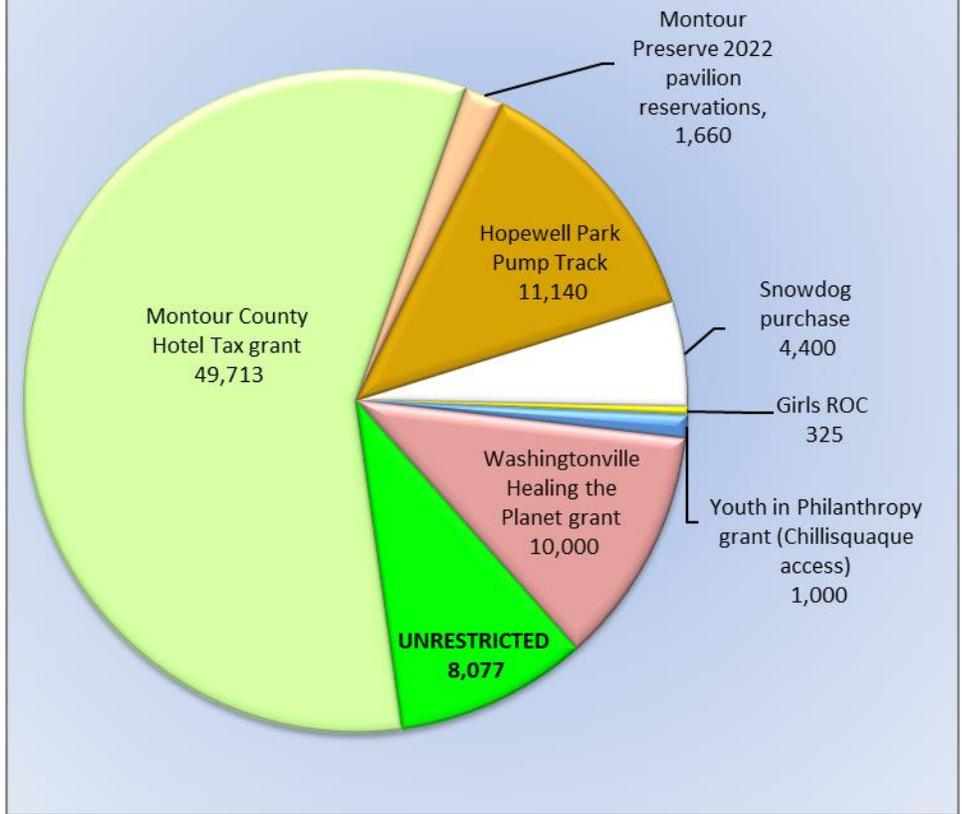
**DEPOSITS NOT YET POSTED**

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

**WITHDRAWALS NOT YET CLEARED**

TRANSACTION DATE	CHECK #	DESCRIPTION OF TRANSACTION	AMOUNT
10/14/2021	6800	Craig Reinard (payroll 9/26 - 10/9)	78.15
10/22/2021	6803	PPL Electric Utilities	291.75
10/22/2021	6804	PPL Electric Utilities	491.33
10/22/2021	6805	PPL Electric Utilities	46.26
10/22/2021	6806	PPL Electric Utilities	37.69
10/22/2021	6807	Verizon	109.71
10/25/2021	6808	Jon Beam (payroll 10/10 - 10/23)	459.56
10/25/2021	6809	Dennis Piatt (payroll 10/10 - 10/23)	231.05
10/25/2021	6810	Lesley Yeich (payroll 10/10 - 10/23)	86.71
10/25/2021	6811	Craig Reinard (payroll 10/10 - 10/23)	104.22
10/25/2021	6812	Doug Fought (payroll 10/10 - 10/23)	89.28
10/25/2021	6813	Hannah Reavy (payroll 10/10 - 10/23)	189.58
10/25/2021	6815	Susan Shultz, CPA	375.00
10/26/2021	6817	PPL Electric Utilities	47.29
10/27/2021	6818	Tom Snyder (Montour Preserve pavilion REFUND)	30.00
10/28/2021	6819	Starr Portables (Montour Preserve restrooms sewage pumping)	450.00
10/28/2021	6820	Johnson Controls (50% payment for Montour Preserve security/fire system replacement)	2,745.91
10/29/2021	debit card	US Supply Co. Lewisburg (restroom sink plumbing parts)	219.25
10/30/2021	6821	Ted Heaps Container Service	190.00
10/31/2021	auto pay	Johnson Controls Security Solutions (quarterly security system monitoring)	240.75
10/31/2021	auto pay	PA UC Fund (Q3 taxes)	175.69
10/31/2021	auto pay	Danville Area Earned Income Tax Office (Q3 taxes)	408.97
<b>TOTAL</b>			\$ 7,098.15

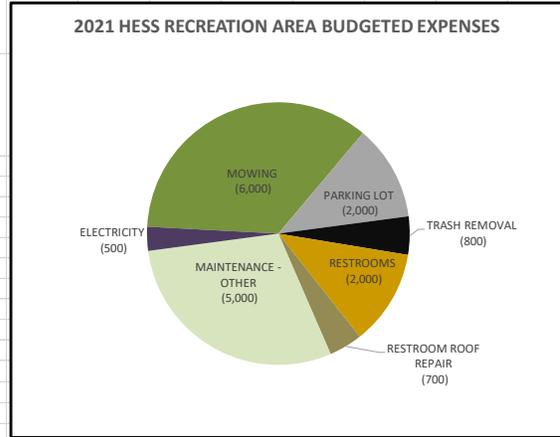
**MARC FUNDS EARMARKS AS OF 11/11/21**  
**COMBINED ACCOUNT BALANCE: \$86,314.98**



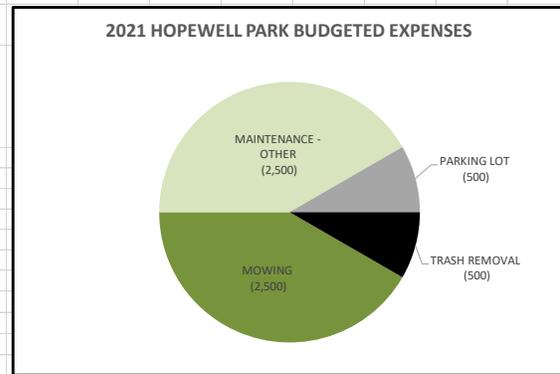
**MONTOUR AREA RECREATION COMMISSION MANAGED SITES 2021 BUDGETS W/ STOUTD YEAR-END PROJECTIONS AND DRAFT 2022 BUDGET**

BUDGET ADOPTED 11/23/2020; YEAR-TO-DATE INFORMATION UPDATED 11/9/21

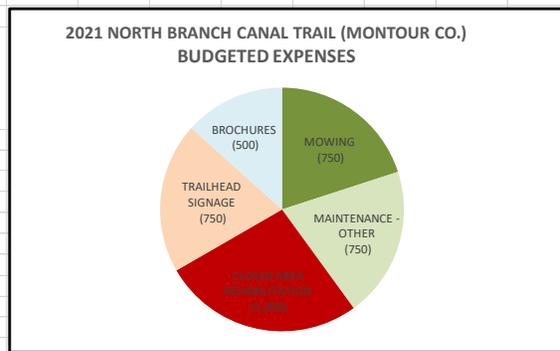
HESS RECREATION AREA 2021 BUDGET				
EXPENSE	YEAR-TO-DATE ACTUAL	BUDGET	STOUTD 11/9/21 PROJECTED YEAR-END ACTUAL	STOUTD 2022 DRAFT BUDGET
MOWING	(6,387.00)	(6,000)	(6,700)	(7,700)
PARKING LOT	(7,642.50)	(2,000)	(7,643)	-
TRASH REMOVAL	(815.00)	(800)	(945)	(1,100)
RESTROOMS	(1,082.76)	(2,000)	(1,300)	(1,500)
RESTROOM ROOF REPAIR	-	(700)	-	-
MAINTENANCE - OTHER	(10,073.55)	(5,000)	(10,500)	(7,350)
TRAIL ENGINEERING	-	-	(10,000)	-
ROBBINS TRAIL RECONSTRUCTION	-	-	-	-
ROAD REPAVING	-	-	-	-
ELECTRICITY	(524.40)	(500)	(625)	(750)
<b>TOTAL</b>	<b>(26,525.21)</b>	<b>(17,000)</b>	<b>(37,713)</b>	<b>(18,400)</b>



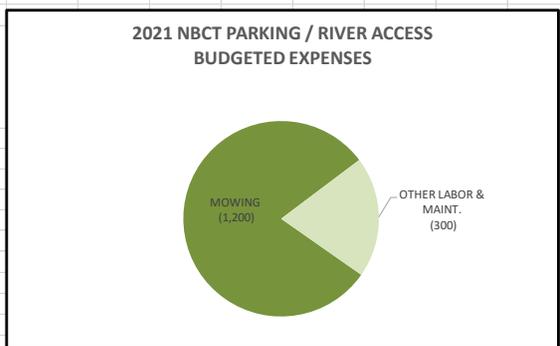
HOPEWELL PARK 2021 BUDGET (EXCLUDES PROPOSED PUMP TRACK PROJECT EXPENSES - SEPARATE LINE ITEM)				
EXPENSE	YEAR-TO-DATE ACTUAL	BUDGET	STOUTD 11/9/21 PROJECTED YEAR-END ACTUAL	STOUTD 2022 DRAFT BUDGET
MOWING	(1,220.00)	(2,500)	(1,400)	(1,800)
MAINTENANCE - OTHER	(6,933.95)	(2,500)	(7,100)	(4,100)
PARKING LOT	-	(500)	-	-
TRASH REMOVAL	(50.00)	(500)	(50)	(100)
<b>TOTAL</b>	<b>(8,203.95)</b>	<b>(6,000)</b>	<b>(8,550)</b>	<b>(6,000)</b>



NORTH BRANCH CANAL TRAIL (MONTOUR) 2021 BUDGET				
EXPENSE	YEAR-TO-DATE ACTUAL	BUDGET	STOUTD 11/9/21 PROJECTED YEAR-END ACTUAL	STOUTD 2022 DRAFT BUDGET
MOWING	(290.00)	(750)	(350)	(750)
MAINTENANCE - OTHER	(591.56)	(750)	(750)	(1,500)
CLOSED AREA REHABILITATION	-	(1,000)	-	(1,500)
TRAILHEAD SIGNAGE	(72.02)	(750)	(72)	(750)
BROCHURES	(238.50)	(500)	(239)	-
<b>TOTAL</b>	<b>(1,192.08)</b>	<b>(3,750)</b>	<b>(1,411)</b>	<b>(4,500)</b>



NBCT PARKING / RIVER ACCESS 2021 BUDGET				
EXPENSE	YEAR-TO-DATE ACTUAL	BUDGET	STOUTD 11/9/21 PROJECTED YEAR-END ACTUAL	STOUTD 2022 DRAFT BUDGET
MOWING	(1,100.00)	(1,200)	(1,200)	(1,500)
OTHER LABOR & MAINT.	(69.57)	(300)	(150)	(400)
<b>TOTAL</b>	<b>(1,169.57)</b>	<b>(1,500)</b>	<b>(1,350)</b>	<b>(1,900)</b>



2021 MONTOUR PRESERVE INCOME		AMOUNT
Carryover starting balance from 2020	\$	-
2021 donations received direct to MARC checking	\$	6,538.82
2021 pavilion / auditorium reservations completed YTD	\$	12,470.00
donations granted from CSCF fund	\$	40,000.00
Montour County Hotel Tax expense reimbursements	\$	47,465.50
<b>2021 YTD INCOME TOTAL</b>	<b>\$</b>	<b>106,474.32</b>
MONTOUR PRESERVE INCOME (RESTRICTED)		AMOUNT
pavilion & auditorium reservations	\$	1,660.00
<b>TOTAL RESTRICTED INCOME</b>	<b>\$</b>	<b>1,660.00</b>
MARC 2021 MONTOUR PRESERVE LABOR SUMMARY		
EMPLOYEE	HOURS	AMOUNT
STOUDT	899.88	\$ (24,265.20)
BEAM	372.75	\$ (9,385.85)
PIATT	481.50	\$ (11,594.52)
YEICH	221.00	\$ (4,353.70)
FOUGHT	88.50	\$ (1,646.99)
REINARD	18.00	\$ (334.98)
REAVY	30.00	\$ (558.30)
<b>TOTAL</b>	<b>2,111.63</b>	<b>\$ (52,139.53)</b>
2021 MONTOUR PRESERVE ACCOUNTING SUMMARY		AMOUNT
Carryover starting balance from 2020	\$	-
donations received direct to MARC checking	\$	6,538.82
pavilion / auditorium reservations completed YTD	\$	12,470.00
donations granted from CSCF Montour Preserve Fund	\$	40,000.00
Montour County Hotel Tax reimbursements	\$	47,465.50
expenses incurred	\$	(75,102.26)
MARC labor year-to-date	\$	(52,139.53)
<b>2021 YEAR-TO-DATE PROJECT BALANCE</b>	<b>\$</b>	<b>(20,767.47)</b>



## MONTOUR PRESERVE 2021 BUDGET

W/ STOUDT YEAR-END PROJECTIONS AND PROPOSED 2022 BUDGET

BUDGET ADOPTED 11/23/20; YEAR-TO-DATE ACTUAL AS OF 11/9/21

	YEAR-TO-DATE ACTUAL	BUDGET	STOUDT 11/9/21 PROJECTED YEAR-END	STOUDT DRAFT 2022 BUDGET	
personnel	(51,951.16)	(49,000.00)	(54,000.00)	(58,000.00)	
<b>SITE MAINTENANCE &amp; OPERATIONS</b>	cleaning service	(4,432.00)	(4,000.00)	(5,500.00)	(6,000.00)
	HVAC system maintenance	(1,552.13)	(500.00)	(1,552.13)	(500.00)
	lawn care	(25,795.00)	(21,000.00)	(28,000.00)	(33,000.00)
	parking lot / road maintenance	-	(1,000.00)	-	(4,000.00)
	security system	(3,894.89)	(1,200.00)	(6,650.00)	(1,500.00)
	sewage pumping	(900.00)	(1,000.00)	(900.00)	(1,000.00)
	supplies / misc.	(14,852.58)	(14,000.00)	(15,500.00)	(18,000.00)
	water testing	(1,072.00)	(1,200.00)	(1,072.00)	(1,300.00)
	wildlife management	(2,222.52)	(3,000.00)	(2,500.00)	(3,000.00)
	picnic area restroom plumbing repair	(1,944.50)	(2,500.00)	(2,000.00)	(2,000.00)
	trail markers and signage	(898.75)	(2,000.00)	(900.00)	(4,000.00)
<b>UTILITIES</b>	electric	(11,517.18)	(15,000.00)	(14,000.00)	(15,000.00)
	internet service	(645.96)	(1,100.00)	(800.00)	(1,200.00)
	telephone	(1,115.47)	(1,300.00)	(1,300.00)	(1,300.00)
	trash service	(1,375.00)	(1,800.00)	(1,700.00)	(2,000.00)
	website hosting / email service	(572.31)	(900.00)	(750.00)	(1,000.00)
brochures and promotional materials	(2,248.00)	(2,000.00)	(2,248.00)	(4,000.00)	
programming and educational supplies	(63.97)	(500.00)	(200.00)	(2,200.00)	
<b>EXPENSE TOTAL</b>	<b>\$ (127,053.42)</b>	<b>\$ (123,000.00)</b>	<b>\$ (139,572.13)</b>	<b>\$ (159,000.00)</b>	



**MARC 2021 BUDGET w/ Stoudt End-of-Year Forecast**  
 ADOPTED 11/23/2020; YEAR-TO-DATE INFORMATION UPDATED AS OF 11/11/21

EXPENSE	YEAR-TO-DATE ACTUAL EXPENSES	BUDGETED EXPENSES	STOUDT 11/9/21 PROJECTED YEAR-END	FUNDING SOURCES	YEAR-TO-DATE ACTUAL INCOME	BUDGETED INCOME	STOUDT 11/9/21 PROJECTED YEAR-END	YEAR-TO-DATE LINE ITEM SURPLUS / (DEFICIT)	BUDGETED LINE ITEM SURPLUS / (DEFICIT)	STOUDT 11/9/21 PROJECTED YEAR-END
PARK & TRAIL MAINTENANCE	Columbia County Projects (including North Branch Canal Trail)	(1,180.72)	(2,000.00)	(1,400.00)	Columbia County Hotel Tax Grant	-	2,000.00	(1,180.72)	-	2,000.00
	Hess Recreation Area	(26,538.67)	(17,000.00)	(9,712.50)	User Fees	1,496.00	1,000.00	(1,496.00)	(25,042.67)	(16,000.00)
	Hopewell Park / Danville Borough Farm Trails	(8,203.95)	(6,000.00)	(8,550.00)		-	-	-	(8,203.95)	(6,000.00)
	Montour Preserve	(127,241.79)	(123,000.00)	(141,572.13)	Pavilion / Auditorium Rental Fees	12,470.00	9,000.00	12,500.00	(68,232.97)	(65,000.00)
	North Branch Canal Trail (Montour County)	(1,192.08)	(3,750.00)	(1,410.52)	Donations	6,538.82	9,000.00	7,000.00	(1,192.08)	(3,750.00)
	North Branch Canal Trail Parking / River Access	(1,169.57)	(1,500.00)	(1,350.00)	Transfer From Central Susquehanna Community Foundation Fund	40,000.00	40,000.00	40,000.00	(1,169.57)	(1,500.00)
	Tools & Supplies	(2,219.09)	(2,500.00)	(2,500.00)		-	-	-	(2,219.09)	(2,500.00)
	All-Terrain Vehicle Purchase (*)	-	(13,000.00)	-	Grants (*)	-	13,000.00	-	-	-
	Bicycle / Pedestrian Safety Projects	(342.27)	(2,500.00)	(500.00)		-	-	-	(342.27)	(2,500.00)
	Bicycle Routes Mapping and Promotion	(40.60)	(1,000.00)	(1,000.00)		-	-	-	(40.60)	(1,000.00)
SPECIAL PROJECTS & EVENTS	Chilli Challenge Adventure Triathlon	(87.46)	(6,000.00)	(87.46)	Race Registration Fees (\$5,500) and Sponsorships	-	6,000.00	-	(87.46)	(87.46)
	Danville Borough Play Set Installation	-	(2,000.00)	-		-	-	-	-	(2,000.00)
	Girls ROC Camp (*)	(350.04)	(1,000.00)	(350.04)	Grants, Donations, and Participant Fees (*)	674.71	1,000.00	674.71	324.67	324.67
	Hopewell Park Pump Track Design and Planning	(40.00)	(2,500.00)	(40.00)	donations	11,180.00	-	11,180.00	11,140.00	11,140.00
	Regional Mountain Biking Promotion	(2,418.55)	(2,000.00)	(2,800.00)		-	-	-	(2,418.55)	(2,000.00)
	Riverside Borough Parks Revitalization	-	(2,000.00)	-		-	-	-	-	(2,000.00)
	Snowdog Trail Groomer Purchase (*)	-	-	(5,000.00)	Grants and Donations	4,400.00	-	4,400.00	-	(600.00)
	Special Projects and Events - Other	(3,278.87)	(1,500.00)	(3,400.00)		-	-	-	(3,278.87)	(1,500.00)
	Tourism Promotion Special Projects - Other	(1,608.22)	(1,500.00)	(1,800.00)		-	-	-	(1,608.22)	(1,500.00)
	Washingtonville Revitalization Projects	(3,751.14)	(4,000.00)	(4,000.00)	Donations and grants (Youth in Philanthropy Chilliisque access)	1,711.75	2,000.00	1,711.75	(2,039.39)	(2,000.00)
ADMIN / INSURANCE	Wellness Special Projects	(162.15)	(1,000.00)	(200.00)		-	-	-	(162.15)	(1,000.00)
	Accounting	(1,490.00)	(1,500.00)	(1,500.00)		-	-	-	(1,490.00)	(1,500.00)
	Administration / Misc. Other (Includes Stoudt Admin. Labor)	(21,717.67)	(17,000.00)	(23,500.00)		-	-	-	(21,717.67)	(17,000.00)
	Audit	(6,800.00)	(3,000.00)	(6,800.00)		-	-	-	(6,800.00)	(3,000.00)
	Dues & Licensing Fees	(1,367.90)	(2,500.00)	(1,367.90)		-	-	-	(1,367.90)	(2,500.00)
	Fundraising	(1,156.40)	(1,000.00)	(1,156.40)		-	-	-	(1,156.40)	(1,000.00)
	Insurance (D&O, General, & Workers' Comp)	(12,423.00)	(13,000.00)	(13,050.00)		-	-	-	(12,423.00)	(13,050.00)
	Office Supplies	(1,384.76)	(1,500.00)	(1,750.00)		-	-	-	(1,384.76)	(1,500.00)
	Public Notices	(669.00)	(500.00)	(750.00)		-	-	-	(669.00)	(500.00)
					2020 Year-End Carryover Unrestricted Balance	6,859.38	10,000.00	6,859.38	6,859.38	10,000.00
OTHER				Geisinger Contribution (unrestricted)	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	
				Montour County Hotel Tax 2020 Carryover Balance	33,542.07	20,000.00	33,542.07	33,542.07	20,000.00	
				Montour County Hotel Tax 2021 Grants	133,634.81	90,000.00	133,634.81	133,634.81	90,000.00	
				Other Income	4,348.91	500.00	4,400.00	4,348.91	500.00	
				Unrestricted Donations	21,800.00	10,000.00	22,000.00	21,800.00	10,000.00	
<b>TOTAL EXPENSES</b>	<b>(226,833.88)</b>	<b>(235,750.00)</b>	<b>(263,546.95)</b>	<b>TOTAL INCOME</b>	<b>303,656.45</b>	<b>238,500.00</b>	<b>308,398.72</b>	<b>72,422.57</b>	<b>2,750.00</b>	<b>44,851.77</b>

NOTE: Budget line items marked with (\*) will occur only if grants and/or donations can be secured to fully fund the projects.

**ACCOUNTING REPORT DISCLAIMER**

The following financial reports have been provided by Susan Shultz, CPA, 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.

Susan Shultz, CPA does not verify the accuracy or completeness of the information provided by MARC's management and expresses no assurance on the financial statements. Susan Shultz, CPA 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.

**REPORT UNAVAILABLE AT TIME OF AGENDA DISTRIBUTION**

<b>COMMUNITY GIVING FOUNDATION (CGF) FUND BALANCES AS OF 11/11/21</b>	
<b>FUND</b>	<b>BALANCE</b>
MARC Non-Endowed Fund	\$ 9,168.79
MARC Endowed Fund	\$ 4,474.39
Hopewell Park Pump Track Fund	\$ 31,639.66
Washingtonville Revitalization Fund	\$ 2,125.40
Montour Preserve Fund	\$ 76,719.75
<b>TOTAL</b>	<b>\$ 124,127.99</b>
<b>NOTES AND DISCLAIMERS REGARDING CGF FUNDS</b>	
<p><i>MARC is the designated beneficiary of five funds at the Community Giving Foundation (CGF). The CGF has been granted variance power to redirect these funds at their discretion and, accordingly, these funds are not deemed to be an asset of MARC and are not reported in MARC's financial statements.</i></p>	
<p><i>All contributions are administered through the Community Giving Foundation, a 501(c)(3) organization, and are tax-deductible to the extent provided by law. IRS regulations require us to state that no goods or services were provided in consideration for gifts and the Community Giving Foundation has exclusive legal control over the contributed assets. The official registration and financial information of the Community Giving Foundation may be obtained from the PA Dept. of State by calling toll free, within PA, 1-800-732-0999. Registration does not imply endorsement.</i></p>	
	
<p>I do hereby attest this to be an accurate and complete accounting of MARC-affiliated funds at the Community Giving Foundation.</p>	
	11/11/2021
Robert Stoudt, MARC Director	Date

## **ASSISTANT DIRECTOR / NATURALIST'S REPORT**

In the past month the assistant director has offered two public programs and hosted the annual Wildlife Art Expo at the preserve. He has finished the design of interpretive signs for the sugarbush. He assisted MARC staff with moving the boat dock and fishing pier to their winter location and also assisted in shutting down the water in the picnic areas.

Jon Beam

11/8/21

## **SENIOR MAINTENANCE TECHNICIAN'S REPORT**

completed winterizing outside restrooms

Doug and I fixed hole in culvert pipe on Chilisuagi trail

worked on ceiling in EEC (loose trim boards)

dug holes for new fossil pit sign

anchor donated bench in concrete

fixed noisy vent fan in restroom at Goose Cove

removed down tree on Chilisuagi trail and took more 2rc stone to complete culvert pipe repairs

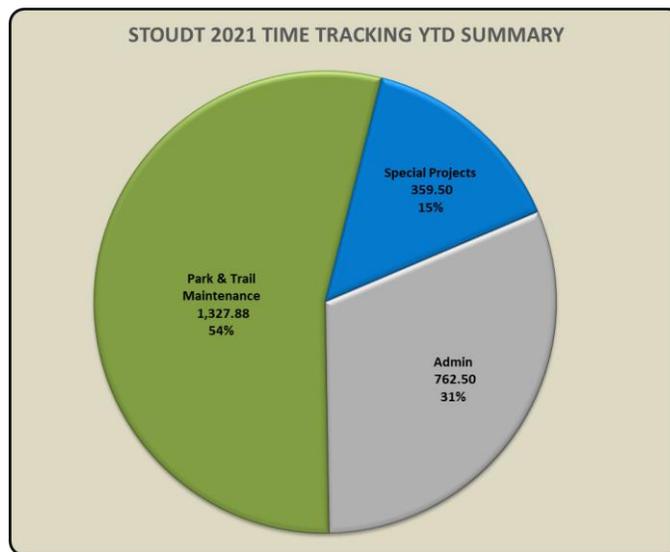
SPTMT

Dennis Piatt

11/8/21

# DIRECTOR'S REPORT

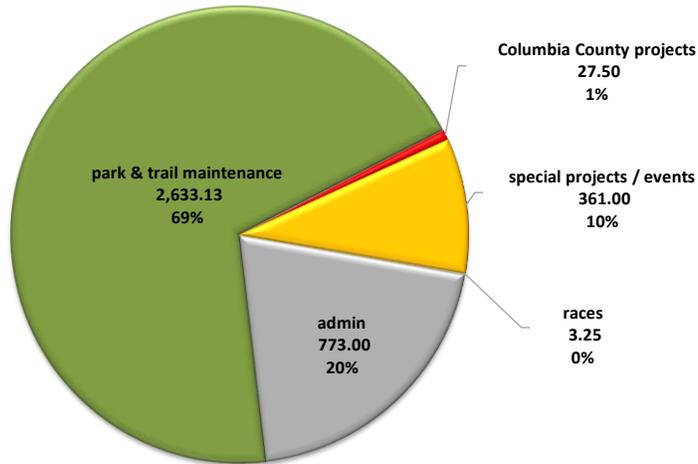
	STOUDT	PROJECT YTD TOTAL HOURS	OCTOBER							NOVEMBER											
			24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11
admin	MARC admin	701.50	0.50	6.00	2.50	2.50	2.50	1.50		0.50	4.50	2.50	2.50	3.00	1.25		0.25	4.00	4.00	3.00	6.50
PARK & TRAIL MAINTENANCE	Hess Recreation Area	228.25		0.25	0.25	0.25	0.25	0.25	0.25		0.25	0.25	0.25	0.25				0.25	0.25	0.25	0.25
	Hopewell Park / Danville Farm Trails	132.50		0.25	1.00	0.25	0.25	1.50	0.25					0.25							
	Montour Preserve admin / maintenance	819.00	0.25	1.00	2.50	2.00	2.75			0.25	3.00	3.50	2.50	4.00	1.50	1.25	1.50	3.00	4.00	1.50	2.00
	Montour Preserve programming	2.25																			
	North Branch Canal Trail (Montour Co.)	18.50							1.00												
	River Drive trailhead / river access	1.25																			
SPECIAL PROJECTS & EVENTS	bicycle routes mapping & promotion	1.50		0.50	0.25	0.25															
	bike / pedestrian safety special projects	14.25																		2.50	
	Chilli Challenge	3.25																			
	Columbia County projects	26.00			2.00	0.50		1.25	3.00	0.25											
	Danville Borough play set installation																				
	mountain biking special projects	71.75											0.25								0.75
	Riverside Borough parks revitalization																				
	special projects / events - other	73.00																			
	tourism promotion special projects	52.25												1.00							
	Washingtonville revitalization projects	66.25	0.50	0.50	0.25	0.50	0.50					0.25	0.25			3.50	5.50	3.00	1.50		
	wellness special projects	6.00																			
<b>DAILY TOTALS</b>		<b>2217.50</b>	1.25	8.50	8.75	6.25	6.25	4.50	4.50	1.00	7.75	6.50	5.50	8.75	2.75	4.75	7.25	10.25	9.75	7.25	9.50
<b>WEEKLY PAYROLL TOTAL</b>			40.00							37.00							44.00				
<b>BIWEEKLY PAYROLL TOTAL</b>			77.00																		
<b>PAYROLL PERIOD</b>			23																		



## DIRECTOR'S REPORT (continued)

MARC STAFF 2021 YEAR-TO-DATE COMBINED TIME ACCOUNTING								
STOUDT AS OF 11/11/21 / OTHERS AS OF 11/6/21; INCLUDES OVERTIME HOURS								
TASK	STOUDT	BEAM	FOUGHT	PIATT	REAVY	REINARD	YEICH	PROJECT TOTAL HOURS
MARC admin	762.50	-	3.00	-	1.50	6.00	-	773.00
Hess Recreation Area	254.13	-	-	42.50	-	41.75	7.50	345.88
Hopewell Park / Danville Farm Trails	148.88	-	-	-	-	-	-	148.88
Montour Preserve admin / maintenance	901.13	99.00	88.50	481.50	30.00	18.00	221.00	1,839.13
Montour Preserve programming	2.25	273.75	-	-	-	-	-	276.00
North Branch Canal Trail (Montour Co.)	20.13	-	-	-	-	-	-	20.13
River Drive trailhead / river access	1.38	-	-	-	-	1.75	-	3.13
bicycle routes mapping & promotion	1.50	-	-	-	-	-	-	1.50
bike / pedestrian safety special projects	15.13	-	-	-	-	-	-	15.13
Chilli Challenge	3.25	-	-	-	-	-	-	3.25
Columbia County projects	27.50	-	-	-	-	-	-	27.50
Danville Borough play set installation	-	-	-	-	-	-	-	-
mountain biking special projects	85.38	-	-	-	-	2.25	-	87.63
Riverside Borough parks revitalization	-	-	-	-	-	-	-	-
special projects / events - other	83.13	2.00	-	2.00	-	1.00	2.00	90.13
tourism promotion special projects	59.75	-	-	-	-	-	-	59.75
Washingtonville revitalization projects	77.88	-	-	7.50	-	9.50	6.00	100.88
wellness special projects	6.00	-	-	-	-	-	-	6.00
<b>TOTALS</b>	<b>2,449.88</b>	<b>374.75</b>	<b>91.50</b>	<b>533.50</b>	<b>31.50</b>	<b>80.25</b>	<b>236.50</b>	<b>3,797.88</b>

**MARC STAFF TIME TRACKING 2021 YEAR-TO-DATE SUMMARY**



## DIRECTOR'S REPORT (continued)

### GRANTS

#### • **Montour County Hotel Tax**

- MARC on 11/10/21 received and deposited \$49,713.25 in Q3 2021 Montour County Hotel Tax grant revenue
  - Year-to-date (and anticipated year-end total), MARC has received \$133,634.81 in Montour County Hotel Tax revenue (including interest earned)
    - This amount exceeds the initial budget projection of \$90,000, but remains short of the anticipated 'normal' annual projection of \$160,000
- Stoudt anticipates all Montour County Hotel Tax funds will be used to reimburse grant-eligible expenses, leaving a zero carry-over balance to begin 2022
- The next Montour County Hotel Tax grant installment (for Q4 2021) is anticipated in mid-February 2022
- Stoudt on 11/10/21 submitted MARC's 2022 Montour County Hotel Tax grant application to the Columbia Montour Visitors Bureau and Montour County Commissioners
- Stoudt will attend (online) the 12/1/21 meeting of the Columbia Montour Visitors Bureau's Executive Committee to provide the required semi-annual grant update
- Stoudt's proposed 2022 budget projects \$130,000 in Montour County Hotel Tax revenue (essentially steady)
- Stoudt has contacted McKonly & Asbury to begin preparation for MARC's required 2021 audit and has budgeted accordingly

#### • **DCNR 2020 Non-Motorized Trails Grant - Danville Borough Levee North Branch Canal Trail Construction (administered by Danville Borough) (NO UPDATES SINCE LAST MEETING)**

- Danville Borough staff continue working to identify final trail alignments and secure final agreements for affected properties
- Project construction is not anticipated until 2022 at the earliest
- project mapping available at <https://www.google.com/maps/d/edit?mid=17se2PMghOEBzg70bdSTOg3HPCTTO9drE&usp=sharing>

#### • **Community Giving Foundation Danville Youth in Philanthropy**

- MARC on 5/22/21 received and deposited \$1,000 in grant funding for the Chillisquaque Creek Access Project to fund the construction of Chillisquaque Creek access locations, perform stream cleanup events, and purchase signage, brochures, and other promotional materials for the project
- MARC will provide matching funds for the grant
- Stoudt, Tyler Dombroski, Kit Kelly, and others have begun project mapping and field research and anticipate production of project brochures and/or signage in December
  - Stoudt at this meeting will request approval to spend \$1,000 in grant funds to purchase the brochures and/or signage
- Work must be completed, and close-out reports submitted, before 12/31/21

## DIRECTOR'S REPORT (continued)

### GRANTS

- **DCNR 2021 Park Rehabilitation and Development Grant (Hopewell Park Pump Track)**
  - Stoudt on 4/14/21 submitted to DCNR an application for \$125,000 in grant funding to rehabilitate Hopewell Park in Mahoning Township, Montour County, by expanding and improving parking, improving site drainage, creating bicycle skills features, reconstructing the existing earthen beginner-level pump track and jumps area, creating a new asphalt-paved pump track, and adding new universally-accessible parking and access features.
  - If approved, MARC will be required to provide \$125,000 in matching funds
    - As of 11/12/21, MARC has so far secured \$149,000.95 in donations and pledges from 53 donors, including a \$50,000 pledge from the Columbia-Montour Visitors Bureau
  - DCNR on 6/3/21 notified MARC that it had completed the technical review of MARC's grant application and found the project "not ready to go" for three reasons, including:
    - Site is owned by Montour County (not MARC, the grant applicant); a copy of an executed lease between Montour County and Montour Area Recreation Commission will be preferred, but DCNR will accept a copy of a draft lease to enable ready-to-go status, with a minimum 25-year lease term. DCNR will need to review draft lease before it is accepted.
    - The grant application's site development drawing (an aerial overlay with labels) was not prepared by a design consultant. The site development drawing was missing accessible connections to proposed bike skills features (mulch), reconstructed beginners' pump track (dirt), and reconstructed bike jumps area (dirt). Existing parking lot closer to these improvements should have designated ADA parking, in addition to the proposed ADA parking on the other side of the pump track. Proposed ADA parking does not offer an accessible route to these improvements, although existing parking lot provides an opportunity to make these improvements accessible.
    - Budget attached, missing details on materials planned for ADA parking spaces and accessible connections. Project needs a clear scope of work.
  - Stoudt on 6/28/21 requested and received MARC Board approval to address identified deficiencies
    - Stoudt on 7/27/21 attended the Montour County Commissioners' meeting to request consideration of a lease agreement
      - Montour County Commissioners prefer to reapply for grant funding through Montour County (not MARC) to address the DCNR concern
    - Stoudt has reached out to engineering firms to discuss details of a request for proposals, but is waiting for schedules to allow a meeting
  - Stoudt cautions that even if deficiencies are corrected, MARC's application may not be approved for grant funding during the 2021 round, but would be significantly more competitive in the 2022 grant round (or possibly for other grant funding sources)
  - A final grant decision is expected in mid- to late-November 2021
  - Stoudt's updated project presentation, including a listing of project donors, is available at <https://docs.google.com/presentation/d/1b1DRhttSDZ3OfL0aYTa1uFPhW1XYNO7x/edit?usp=sharing&ouid=117951050608712833238&rtpof=true&sd=true>

## DIRECTOR'S REPORT (continued)

### MANAGED SITES

- **Hopewell Park / Danville Borough Farm**
  - Hunting season trail closures remain in effect
    - MARC reminds trail users of Sunday trail closures on November 14, November 21, and November 28
  - MARC staff will post traffic bollards, caution tape, and additional signage at all trail entrances for the duration of the regular firearms season for deer (Saturday, November 27, through Saturday, December 11)
  - MARC will work with Eagle Scout candidate Gabe Bittner to create a concrete pad to properly secure the new bike rack recently constructed and donated by Kris Huber and Nick Craven
  - New trailhead kiosk signs will be installed in December
  - MARC staff and volunteers will work in December to removed accumulated brush piles from the site and perform additional trimming around the jumps/pump track and pavilion area
  
- **Montour Township (Columbia County) Legion Road parcel**
  - No concerns noted since last meeting
  
- **River Drive parcel (North Branch Canal Trail trailhead and river access)**
  - Stoudt continues to monitor for site encroachments by a neighboring landowner
  - MARC staff and volunteers will do trimming and dead tree removal at the site in December
  
- **North Branch Canal Trail**
  - Land Stewards Wayne Kashner and Jennifer Hunsinger continue to monitor and maintain the trail
  - Hunting season trail closure signage for 11/27/21 – 12/11/21 has been posted; MARC staff will post traffic bollards, caution tape, and additional signage at the trailhead for the duration of the regular firearms season for deer
  - No progress has been made on resolving the ongoing legal dispute with the owners of the Bear Hunters' Grove Campground
    - Legal action is temporarily on hold at the request of a MARC partner agency
  - Stoudt, Wayne Kashner, and Tyler Servose from the Montour County Conservation District met on 3/16/21 to consider options to improve the ford crossing at trail mile 2.72 (no change since last meeting)
    - It is recommended that MARC rebuild the crossing with R6 rock and a log cross-vane to provide better long-term stability for the crossing
    - Stoudt will investigate costs and will schedule the work when funding and staff availability allow
  - Stoudt will contact the Columbia County Conservation District to determine permitting requirements to install a new culvert at trail mile 5.4 (culvert was permitted under NPDES permit, but not installed) (no change since last meeting)

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

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

- **Hess Recreation Area**

- MARC has received no new updates from Kleinfelder regarding the engineering evaluation of the section of the Hess Loop Trail – J. Manley Robbins Trail Segment between mile markers 1.3 - 1.5 which has been partially collapsing
  - The engineering evaluation is substantially complete; a final report is anticipated at any time
  - Stoudt continues to monitor the problem section of trail on a regular basis; no significant changes have been noticed since the last meeting
- One road culvert pipe remains significantly blocked from repeated storm erosion; Stoudt has reached out to Danville area contacts for assistance (no change since last meeting)
- Stoudt continues design work for the new J. Manley Robbins Trail interpretive sign for installation at the Beaver Place Trailhead (no progress since last meeting)
- A section of the Mahoning Flats Trail boardwalk has again been damaged by recent flooding
  - MARC staff and volunteers will attempt to put the section back into place when conditions allow (no change since last meeting)
- Stoudt has consulted with R.C. Young, Inc. regarding probable costs to repair the park access road
  - The recommendation is to clean existing potholes and install 9.5mm asphalt repairs, then furnish and install two coats of 1b tar and chip (assuming a road length of 3,600ft and width of 16ft)
  - Total cost is estimated at \$45,000 - \$50,000
  - Stoudt hoped to include this project in the 2022 budget, but MARC does not have sufficient funds to complete the project

## DIRECTOR'S REPORT (continued)

### MANAGED SITES (continued)

- **Montour Preserve**

- MARC has paid the one-half deposit for the repair of the Visitors' Center / Environmental Education Center security system
  - Stoudt anticipates repairs will begin as soon as Johnson Controls receives the necessary equipment
- SkyPacket internet service continues to work very well with no service interruptions since MARC's last meeting
- Eagle Scout candidate Jayce Heckman has completed the rehabilitation and reinstallation of the fossil pit sign and has donated \$300 in surplus funds



- MARC is working with Eagle Scout candidate Sam Roup to install new fish habitat structures in Lake Chillisquaque, subject to approval by Talen Energy Supply, the PA Fish & Boat Commission, and PA DEP
  - MARC must apply for and receive a DEP GP-1 (Fish Habitat Enhancement Structures) permit before installation may proceed (NO CHANGE SINCE LAST MEETING)
- MARC is working with Eagle Scout candidate Jay Moyer to create several new picnic tables and rehabilitate several existing tables in need of significant repair

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

### **SPECIAL PROJECTS AND EVENTS**

- **Bicycle / Pedestrian Safety Projects**
  - Stoudt attended the 11/10/21 meeting of the Middle Susquehanna Active Transportation Committee
  
- **Bicycle Routes Mapping and Promotion**
  - Kit Kelly, Dr. Victor Marks, and others have contributed GPS routes and mapping for numerous road routes for cycling in and around northern Montour County
    - MARC is working with the Columbia Montour Visitors Bureau and the Susquehanna River Valley Visitors Bureau to promote bicycling route mapping and online distribution, likely through the RideWithGPS platform ([www.RideWithGPS.com](http://www.RideWithGPS.com))
  - Stoudt anticipates also creating and distributing hard copy brochures of routes within MARC's service area, including those created by the Washingtonville Revitalization Committee
  - Stoudt will update mapping for other known routes, including the Chilli Challenge, 75 Miles of MonTour, and others, for publication and promotion
  
- **Chilli Challenge Adventure Triathlon**
  - Stoudt proposes to host the event on Saturday, October 1, 2022 (action item during this meeting)
  
- **Danville Borough Play Set Installation (no updates since last meeting)**
  - St. Joseph Catholic School in Danville has donated to MARC the play set formerly in place at the school's playground
  - MARC staff and volunteers, with major support from the Danville Borough Street Department, on 10/30/20 disassembled the play set and moved it to the pig barn for storage
  - MARC staff will repair and possibly repaint play set materials in preparation for reassembly
  - It is anticipated the play set will be reconstructed at the F.Q. Hartman Recreation Area next spring
  
- **Girls ROC Camp**
  - All 2021 camps have been successfully completed and final accounting is complete
  - \$324.67 remains earmarked in MARC's checking account for next year's event
  - Stoudt will recommend MARC partner with event organizers again in 2022

## DIRECTOR'S REPORT (continued)

### **SPECIAL PROJECTS AND EVENTS (continued)**

- **Regional Mountain Biking Promotion**

- Stoudt continues to meet with organizers of the Dirty Grin Mountain Bike Festival to discuss planning for a 2022 event
  - A tentative date of 6/10 – 6/12/22 has been set, pending final approval
  - Stoudt anticipates that MARC will again host event activities at the Hess Recreation Area and Hopewell Park / Danville Borough Farm Trail System
- Stoudt continues to consult with representatives of the Columbia-Montour Visitors Bureau, the Susquehanna River Valley Visitors Bureau, and other regional partners to identify branding and promotional potential for regional mountain biking assets
  - Stoudt plans to create a new mountain biking page with mapping on MARC's website before year's end

- **Riverside Borough Parks Revitalization**

- The replacement sign for the river access will be reinstalled next spring
- Stoudt will continue to remain in contact with Riverside Borough representatives to discuss opportunities for MARC to assist with revitalizing the Borough's parks and outdoor recreation areas, particularly at the recently acquired former school property

- **Special Projects and Events – Other**

- No updates since last meeting

- **Tourism Promotion Special Projects – Other**

- Stoudt has been in communication with Bloomsburg area representatives about possible options to extend the North Branch Canal Trail to Bloomsburg
- Stoudt worked with the Columbia Montour Visitors Bureau and Fishing Creek Sportsmen's Association to update and reprint the Public Access Guide to Fishing Creek, Little Fishing Creek, and Huntington Creek
- No new updates are available regarding the ongoing navigable waters dispute along Fishing Creek in Columbia County

- **Wellness Special Projects**

- No updates since last meeting

- **Washingtonville Revitalization Projects**

- Stoudt continues to coordinate with the Washingtonville Revitalization Committee to focus on projects of interest to the group and Washingtonville Borough
- Stoudt and Mayor Tyler Dombroski are exploring options to identify new stream access locations along Chillisquaque Creek
- Stoudt and Dombroski have begun Chillisquaque Creek watershed reconnaissance, photography, and mapping
- Stoudt continues to work with Washingtonville Revitalization Committee members to identify, map, and promote bicycling routes in the Washingtonville area
  - Additional photos have been secured and Stoudt anticipates project completion before the end of the year

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

### **OTHER UPDATES**

- Stoudt on 10/10/21 attended a DCNR grants webinar for 2022 grant programs
- Stoudt remains in contact with Shank's Lawn Equipment in Chambersburg, PA regarding MARC's planned purchase of the SnowDog trail grooming machine and accessories
  - Shank's anticipates receiving a shipment of equipment in coming weeks and Stoudt will coordinate the pick-up of MARC's purchase

### **UPCOMING MEETINGS AND SPECIAL EVENTS**

- 11/13 & 11/14/21 Montour Preserve Wildlife Art Expo
- 12/4 Montour Preserve Waterbirds program
- 12/19 Liberty Furnace Hike (State Game Lands #115) w/ Stoudt & Van Wagner
- 1/18/22 MARC Mountain Biking Advisory Group meeting
- 1/24/22 MARC Board meeting (proposed)

## **MARC 2022 MEETING SCHEDULE (PROPOSED)**

All meetings to begin at 7:00pm on the 4<sup>th</sup> Monday of each month (except as needed to avoid holidays), except no meeting in July or December

MEETING LOCATION: Montour Preserve Environmental Education Center, 374 Preserve Road, Danville, PA 17821

### MEETING DATES:

- January 24
- February 28
- March 28
- April 25
- May 23
- June 27
- NO JULY MEETING
- August 22
- September 26
- October 24
- November 21 (one week early to avoid Thanksgiving weekend / deer season)
- NO DECEMBER MEETING

## 2022 SPECIAL EVENT SCHEDULE (PROPOSED)

NOTE: additional events may be added at later dates.

### MARC EVENTS

- Saturday, February 26 Montour Preserve Maple Sugaring Open House
- Saturday, March 5 Humdinger Trail Races
- Sunday, March 13 Montour Preserve Maple Sugaring Open House
- Saturday, April 9 MARC Countywide Parks & Trails Cleanup Day
- Saturday, October 1 Chilli Challenge
- DATES TO BE DETERMINED Montour Preserve 50<sup>th</sup> Anniversary Celebrations
- DATE TO BE DETERMINED Chillisquaque Creek Paddle Event

### MARC-AFFILIATED EVENTS (MARC TO ASSIST)

- Friday, June 10 – Sunday, June 12 Dirty Grin Mountain Bike Festival
- DATES TO BE DETERMINED Girls / Women ROC Events
- DATE TO BE DETERMINED Danville Heritage Festival

# 2022 BUDGETING

**MARC 2021 BUDGET w/ Stoudt End-of-Year Forecast**

ADOPTED 11/23/2020; YEAR-TO-DATE INFORMATION UPDATED AS OF 11/10/21



EXPENSE	YEAR-TO-DATE ACTUAL EXPENSES	BUDGETED EXPENSES	STOUDT 11/9/21 PROJECTED YEAR-END	FUNDING SOURCES	YEAR-TO-DATE ACTUAL INCOME	BUDGETED INCOME	STOUDT 11/9/21 PROJECTED YEAR-END	YEAR-TO-DATE LINE ITEM SURPLUS / (DEFICIT)	BUDGETED LINE ITEM SURPLUS / (DEFICIT)	STOUDT 11/9/21 PROJECTED YEAR-END	
PARK & TRAIL MAINTENANCE	Columbia County Projects (Including North Branch Canal Trail)	(1,180.72)	(1,400.00)	Columbia County Hotel Tax Grant	-	2,000.00	4,000.00	(1,180.72)	-	2,800.00	
	Hess Recreation Area	(26,538.67)	(37,712.50)	User Fees	1,496.00	1,000.00	1,496.00	(25,042.67)	(16,000.00)	(36,216.50)	
	Hopewell Park / Danville Borough Farm Trails	(8,203.95)	(8,550.00)		-	-	-	(8,203.95)	(6,000.00)	(8,550.00)	
	Montour Preserve	(127,241.79)	(123,000.00)	Pavilion / Auditorium Rental Fees	12,470.00	9,000.00	12,500.00	(68,232.97)	(65,000.00)	(82,072.13)	
	North Branch Canal Trail (Montour County)	(1,192.08)	(3,750.00)	Donations	6,538.82	9,000.00	7,000.00	(1,192.08)	(3,750.00)	(1,410.52)	
	North Branch Canal Trail Parking / River Access	(1,169.57)	(1,500.00)	Transfer From Central Susquehanna Community Foundation Fund	40,000.00	40,000.00	40,000.00	(1,169.57)	(1,500.00)	(1,350.00)	
	Tools & Supplies	(2,219.09)	(2,500.00)		-	-	-	(2,219.09)	(2,500.00)	(2,500.00)	
	All-Terrain Vehicle Purchase (*)	-	(13,000.00)	Grants (*)	-	13,000.00	-	-	-	-	-
	Bicycle / Pedestrian Safety Projects	(342.27)	(2,500.00)		-	-	-	(342.27)	(2,500.00)	(500.00)	
	Bicycle Routes Mapping and Promotion	(40.60)	(1,000.00)	Race Registration Fees (\$5,500) and Sponsorships (\$500)	-	6,000.00	-	(40.60)	(1,000.00)	(1,000.00)	
SPECIAL PROJECTS & EVENTS	Chilli Challenge Adventure Triathlon	(87.46)	(87.46)		-	6,000.00	-	(87.46)	-	(87.46)	
	Danville Borough Play Set Installation	-	(2,000.00)		-	-	-	-	(2,000.00)	-	
	Girls ROC Camp (*)	(350.04)	(1,000.00)	Grants, Donations, and Participant Fees (*)	674.71	1,000.00	674.71	324.67	-	324.67	
	Hopewell Park Pump Track Design and Planning	(40.00)	(2,500.00)	donations	11,180.00	-	11,180.00	11,140.00	(2,500.00)	11,140.00	
	Regional Mountain Biking Promotion	(2,418.55)	(2,000.00)		-	-	-	(2,418.55)	(2,000.00)	(2,800.00)	
	Riverside Borough Parks Revitalization	-	(2,000.00)		-	-	-	-	(2,000.00)	-	
	Snowdow Trail Groomer Purchase (*)	-	(5,000.00)	Grants and Donations	4,400.00	-	4,400.00	-	-	(600.00)	
	Special Projects and Events - Other	(3,278.87)	(1,500.00)		-	-	-	(3,278.87)	(1,500.00)	(3,400.00)	
	Tourism Promotion Special Projects - Other	(1,608.22)	(1,500.00)		-	-	-	(1,608.22)	(1,500.00)	(1,800.00)	
	Washingtonville Revitalization Projects	(3,751.14)	(4,000.00)	Donations and grants (Youth in Philanthropy Chilisquaque access)	1,711.75	2,000.00	1,711.75	(2,039.39)	(2,000.00)	(2,288.25)	
ADMIN / INSURANCE	Wellness Special Projects	(162.15)	(1,000.00)		-	-	-	(162.15)	(1,000.00)	(200.00)	
	Accounting	(1,490.00)	(1,500.00)		-	-	-	(1,490.00)	(1,500.00)	(1,500.00)	
	Administration / Misc. Other (Includes Stoudt Admin. Labor)	(21,717.67)	(17,000.00)		-	-	-	(21,717.67)	(17,000.00)	(23,500.00)	
	Audit	(6,800.00)	(3,000.00)		-	-	-	(6,800.00)	(3,000.00)	(6,800.00)	
	Dues & Licensing Fees	(1,367.90)	(2,500.00)		-	-	-	(1,367.90)	(2,500.00)	(1,367.90)	
	Fundraising	(1,156.40)	(1,000.00)		-	-	-	(1,156.40)	(1,000.00)	(1,156.40)	
	Insurance (D&O, General, & Workers' Comp)	(12,423.00)	(13,000.00)		-	-	-	(12,423.00)	(13,000.00)	(13,050.00)	
	Office Supplies	(1,349.96)	(1,500.00)		-	-	-	(1,349.96)	(1,500.00)	(1,750.00)	
	Public Notices	(669.00)	(500.00)		-	-	-	(669.00)	(500.00)	(750.00)	
				2020 Year-End Carryover Unrestricted Balance	6,859.38	10,000.00	6,859.38	6,859.38	10,000.00	6,859.38	
OTHER			Geisinger Contribution (unrestricted)	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	
			Montour County Hotel Tax 2020 Carryover Balance	33,542.07	20,000.00	20,000.00	33,542.07	33,542.07	20,000.00	33,542.07	
			Montour County Hotel Tax 2021 Grants	133,634.81	90,000.00	90,000.00	133,634.81	133,634.81	90,000.00	133,634.81	
			Other Income	4,348.91	500.00	500.00	4,348.91	4,348.91	500.00	4,400.00	
			Unrestricted Donations	21,800.00	10,000.00	10,000.00	22,000.00	21,800.00	10,000.00	22,000.00	
<b>TOTAL EXPENSES</b>	<b>(266,799.08)</b>	<b>(235,750.00)</b>	<b>(263,546.95)</b>	<b>TOTAL INCOME</b>	<b>303,656.45</b>	<b>238,500.00</b>	<b>308,398.72</b>	<b>72,457.37</b>	<b>2,750.00</b>	<b>44,851.77</b>	

NOTE: Budget line items marked with (\*) will occur only if grants and/or donations can be secured to fully fund the projects.

## STOUDT NOTES RE: 2021 KEY BUDGETING CHALLENGES / 2022 IMPLICATIONS

- 1) Since the beginning of the COVID-19 pandemic, MARC has received a total of \$10,000 in supplemental funding (from Montour County's 2020 Act 13 Marcellus Shale Fund) to offset lost revenues. MARC has been ineligible for all loan-based grant programs such as the Paycheck Protection Program (because MARC may not borrow funds on its own behalf) and has similarly been ineligible for all non-profit grant funding programs (because MARC is structured as a governmental entity, rather than as a non-profit). Though recent federal funding programs such as the American Rescue Plan Act have provided funds directly to governmental entities, MARC - as a governmental commission - has received no allocation. As a result, if 2022 budget projections hold true, MARC will be forced to spend \$87,500 (\$40,000 in 2021 and budgeted \$47,500 in 2022) in saved funds at the Community Giving Foundation to continue operations. **2022 IMPLICATION:** MARC will apply for any ARPA funding opportunities that may become available for which MARC is eligible. Barring new grant funding or a dramatic resurgence in the travel and tourism industry (resulting in significantly improved Montour County Hotel Tax revenues), MARC will have to utilize all available saved funds by no later than 2023.
- 2) Montour County Hotel Tax revenues remain far below levels originally anticipated, though 2021 year-end numbers exceeded initial budget forecasts (\$133,634.81 actual versus \$90,000 budget; note: "normal year" budgeting was anticipated to be \$160,000). As of 12/31/21, MARC will have received \$56,217.98 less than originally forecast in Montour County Hotel Tax revenues for the 2020 and 2021 calendar/fiscal years; if 2022 budget projections hold true, the shortfall will increase to \$86,217.98. **2022 IMPLICATION:** Stoudt will request approval to withdraw funds from MARC's funds at the Community Giving Foundation to cover the anticipated budget shortfall as needed, but will aggressively seek other grant funding opportunities.
- 3) Despite significant inflationary pressures and an extraordinarily challenging employment environment, MARC staff have received no compensation increases since December 2020. No compensation increase is budgeted in Stoudt's proposed 2022 budget. All MARC staff remain part-time hourly employees with no benefits, no paid holidays, and no paid vacation, and provide their own vehicles, computers, cell phones, and work clothes without reimbursement. **2022 IMPLICATION:** MARC runs the risk of losing employees to other, higher-paying organizations and will have an exceedingly difficult challenge in attracting new leadership when needed.
- 4) MARC has seen a dramatic reduction in volunteer hours in 2021 as compared to 2020, resulting in the need for MARC staff to perform more tasks. Year-to-date, volunteers have contributed 1,843.25 hours of volunteer labor at MARC sites. In comparison, 3,226.5 hours of volunteer labor were contributed in 2020. The reduction in hours is most dramatic at the Montour Preserve (671.75 hours in 2021 year-to-date as compared to 2,014.75 hours in 2020). **2022 IMPLICATIONS:** Stoudt anticipates continued COVID-19 and political/social uncertainty in 2022 and anticipates volunteer hours will continue to remain lower than in past years. Paid MARC staffing will be needed for more tasks.
- 5) Inflation has increased the cost of nearly all supplies and most outsourced labor not bound by contracts, resulting in an across-the-board budget impact. **2022 IMPLICATION:** Stoudt anticipates continued inflationary pressures into 2022 and beyond. Budgets have been adjusted to the extent possible, but Stoudt anticipates continued challenges.
- 6) Storm damage repairs at the Hess Recreation Area and Montour Preserve were significantly more frequent and costly than budgeted. Stoudt anticipates continued severe weather challenges - particularly flooding - and anticipates an ongoing need to upgrade drainage infrastructure at all sites. **2022 IMPLICATION:** Stoudt will budget for more unanticipated maintenance labor costs and would like to budget for additional culvert replacements, but inadequate funding is anticipated to allow necessary drainage infrastructure upgrades. Stoudt anticipates this will be an ongoing budgeting/maintenance challenge in future years.
- 7) Lawn care expenses at all sites were under-budgeted, in part because 2021 budgeting was completed before lawn care bids were received. Additionally, though expenses at all sites remain below contracted amounts, Stoudt underestimated the number of times mowing would actually be required. 2021 growing conditions were not typical of past years. **2022 IMPLICATION:** Stoudt will use 2021 actual numbers as the basis for 2022 budgeting. However, lawn care bids will again not be available until the same meeting during which the 2022 budget will be considered. Stoudt has significant concerns about 2022 lawn care expense uncertainty and is working to estimate potential costs for MARC to perform most tasks (excluding herbicide application) internally.
- 8) Hess Recreation Area parking lot expenses far exceeded budget (\$7,642.50 actual versus \$2,000 budget). This one-time expense was unanticipated but necessary to take advantage of the donation of more than 11,000 tons of asphalt millings from Danville Borough, valued at more than \$22,000. **2022 IMPLICATION:** MARC can eliminate the anticipated \$2,000 annual expense of re-grading the parking lot. Ongoing cost savings are anticipated for several years.
- 9) Several budgeted 2020 expenses were incurred during the 2021 budget year, resulting in 2020 budget improvements but challenges for the 2021 budget. Specific costs included Hopewell Park parking lot drainage improvements (\$958.28) and grant audits (\$6,800 actual versus \$3,000 budget). **2022 IMPLICATION:** Stoudt is tracking remaining 2020 budgeted expenses and is adjusting 2022 budgeting accordingly.
- 10) Several other major unanticipated expenses occurred, including: Montour Preserve security system replacement (\$5,491.83), Montour Preserve HVAC system repair (\$1,056.43), and Hess Loop Trail (Robbins Trail) engineering (\$10,000). **2022 IMPLICATION:** Stoudt will include budget allowances for a limited number of unanticipated expenses, but recognizes that not all situations can be anticipated.
- 11) MARC assisted with more special events than anticipated, resulting in higher than expected labor costs (~\$3,400 actual versus \$1,500 budget). **2022 IMPLICATION:** Stoudt anticipates a continued trend of more special events and will budget accordingly to the extent possible.
- 12) MARC continues to defer necessary maintenance because of insufficient funds. Specific projects include: Hess Recreation Area restroom roof repair (estimated \$2,000), Hess Recreation Area road resurfacing (estimated \$75,000), Hess Loop Trail (Robbins Trail) reconstruction (estimated \$100,000+, but significant uncertainty remains), Montour Preserve parking lot/road asphalt sealing / repainting ( estimated \$10,000 - \$30,000), Montour Preserve trail bridge replacements ( estimated \$20,000 - \$50,000), and others. MARC continues to defer the purchase of a vehicle. **2022 IMPLICATION:** Projects will continue to be deferred until safety concerns require action and/or funding is secured.
- 13) MARC has made little to no progress on general operational fundraising or securing new major donors. **2022 IMPLICATION:** Stoudt needs additional help with fundraising outreach.
- 14) 2022 will be the third year of Geisinger's pledged five-year commitment of \$25,000 in annual general operating support. **2022 IMPLICATION:** Though funding for 2022 is reasonably assured, MARC cannot presume funding will continue beyond Geisinger's five-year pledge and must begin to plan accordingly for 2025 and beyond.



# MARC 2022 BUDGET DRAFT

STOUDT DRAFT REVISED 11/11/21

EXPENSE		BUDGETED EXPENSES	FUNDING SOURCES	BUDGETED INCOME	BUDGETED LINE ITEM SURPLUS / (DEFICIT)
PARK & TRAIL MAINTENANCE	Columbia County Projects (including North Branch Canal Trail)	(4,000.00)	Columbia County Hotel Tax Grant	4,000.00	-
	Hess Recreation Area	(18,400.00)	User Fees	1,750.00	(16,650.00)
	Hopewell Park / Danville Borough Farm Trails	(6,000.00)		-	(6,000.00)
	Montour Preserve	(159,000.00)	Pavilion / Auditorium Rental Fees	12,500.00	(100,500.00)
			Donations	6,000.00	
			Transfer From Community Giving Foundation Montour Preserve Fund	40,000.00	
	North Branch Canal Trail (Montour County)	(4,500.00)		-	(4,500.00)
North Branch Canal Trail Parking / River Access	(1,900.00)		-	(1,900.00)	
Tools & Supplies	(2,500.00)		-	(2,500.00)	
SPECIAL PROJECTS & EVENTS	All-Terrain Vehicle Purchase (*)	(15,000.00)	Grants (*)	15,000.00	-
	Bicycle / Pedestrian Safety Projects	(500.00)		-	(500.00)
	Bicycle Routes Mapping and Promotion	(1,000.00)		-	(1,000.00)
	Chilli Challenge Adventure Triathlon	(6,000.00)	Race Registration Fees and Sponsorships	6,500.00	500.00
	Danville Borough Play Set Installation	(2,000.00)		-	(2,000.00)
	Girls ROC Camp (*)	(1,000.00)	Grants, Donations, and Participant Fees (*)	1,000.00	-
	Hopewell Park Pump Track Construction (*)	(220,000.00)	Grants [\$125,000] and Donations [\$95,000] (*)	220,000.00	-
	Hopewell Park Pump Track Engineering & Permitting	(30,000.00)	Donations	30,000.00	-
	Humdinger Trail Races	(11,000.00)	Race Registration Fees and Sponsorships	11,500.00	500.00
	Regional Mountain Biking Promotion	(2,500.00)		-	(2,500.00)
	Riverside Borough Parks Revitalization	(2,000.00)		-	(2,000.00)
	Special Projects and Events - Other	(3,500.00)		-	(3,500.00)
	Tourism Promotion Special Projects - Other	(2,500.00)		-	(2,500.00)
	Washingtonville Revitalization Projects	(15,000.00)	Donations and grants	13,000.00	(2,000.00)
Wellness Special Projects	(500.00)		-	(500.00)	
ADMIN / INSURANCE	Accounting	(1,800.00)		-	(1,800.00)
	Administration / Misc. Other (Includes Stoudt Admin. Labor)	(23,000.00)		-	(23,000.00)
	Audit	(4,820.00)		-	(4,820.00)
	Dues & Licensing Fees	(1,500.00)		-	(1,500.00)
	Fundraising	(1,000.00)		-	(1,000.00)
	Insurance (D&O, General, & Workers' Comp)	(13,500.00)		-	(13,500.00)
	Office Supplies	(1,750.00)		-	(1,750.00)
Public Notices	(750.00)		-	(750.00)	
OTHER			2021 Year-End Carryover Unrestricted Balance	23,000.00	23,000.00
			Geisinger Contribution (unrestricted)	25,000.00	25,000.00
			Montour County Hotel Tax 2021 Carryover Balance	-	-
			Montour County Hotel Tax 2022 Grants	130,000.00	130,000.00
			Transfer From Community Giving Foundation Non-Endowed Fund	7,500.00	7,500.00
			Other Income	500.00	500.00
		Unrestricted Donations	10,000.00	10,000.00	
<b>TOTAL EXPENSES</b>		<b>(556,920.00)</b>	<b>TOTAL INCOME</b>	<b>557,250.00</b>	<b>330.00</b>

NOTES: 1) Budget line items marked with (\*) will occur only if grants and/or donations can be secured to fully fund the projects.

2) Budget excluding conditional line items (\$236,000) totals \$320,920.

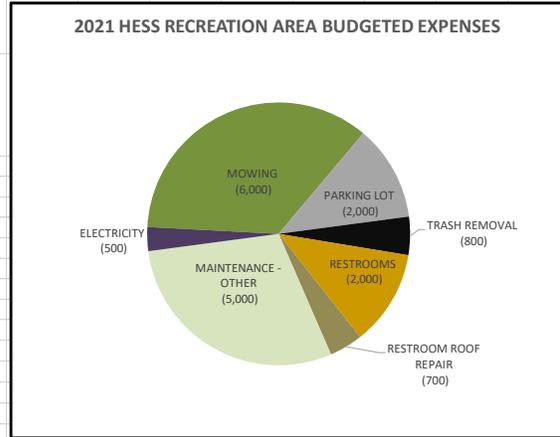
3) For reference, projected 2021 year-end budget totals \$263,546.95 (21.8% increase)



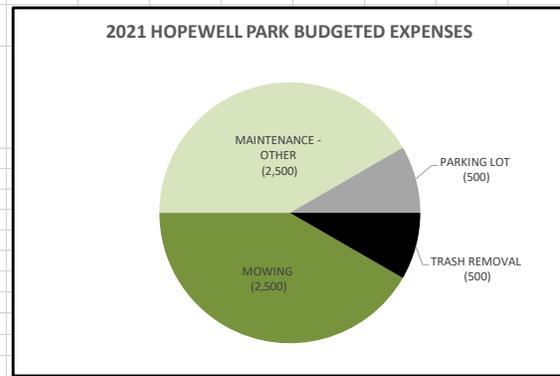
**MONTOUR AREA RECREATION COMMISSION MANAGED SITES 2021 BUDGETS W/ STOUTD YEAR-END PROJECTIONS AND DRAFT 2022 BUDGET**

BUDGET ADOPTED 11/23/2020; YEAR-TO-DATE INFORMATION UPDATED 11/9/21

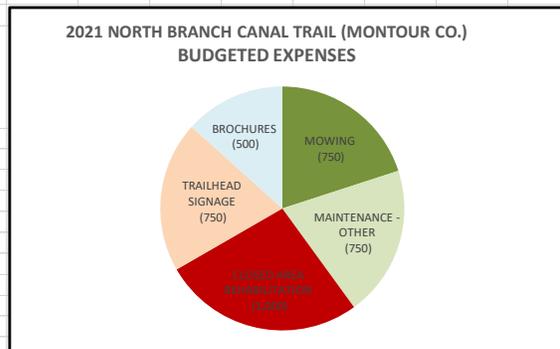
HESS RECREATION AREA 2021 BUDGET				
EXPENSE	YEAR-TO-DATE ACTUAL	BUDGET	STOUTD 11/9/21 PROJECTED YEAR-END ACTUAL	STOUTD 2022 DRAFT BUDGET
MOWING	(6,387.00)	(6,000)	(6,700)	(7,700)
PARKING LOT	(7,642.50)	(2,000)	(7,643)	-
TRASH REMOVAL	(815.00)	(800)	(945)	(1,100)
RESTROOMS	(1,084.11)	(2,000)	(1,300)	(1,500)
RESTROOM ROOF REPAIR	-	(700)	-	-
MAINTENANCE - OTHER	(10,085.66)	(5,000)	(10,500)	(7,350)
TRAIL ENGINEERING	-	-	(10,000)	-
ROBBINS TRAIL RECONSTRUCTION	-	-	-	-
ROAD REPAVING	-	-	-	-
ELECTRICITY	(524.40)	(500)	(625)	(750)
<b>TOTAL</b>	<b>(26,538.67)</b>	<b>(17,000)</b>	<b>(37,713)</b>	<b>(18,400)</b>



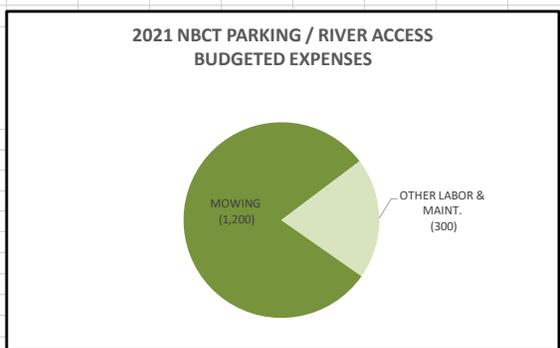
HOPEWELL PARK 2021 BUDGET (EXCLUDES PROPOSED PUMP TRACK PROJECT EXPENSES - SEPARATE LINE ITEM)				
EXPENSE	YEAR-TO-DATE ACTUAL	BUDGET	STOUTD 11/9/21 PROJECTED YEAR-END ACTUAL	STOUTD 2022 DRAFT BUDGET
MOWING	(1,220.00)	(2,500)	(1,400)	(1,800)
MAINTENANCE - OTHER	(6,933.95)	(2,500)	(7,100)	(4,100)
PARKING LOT	-	(500)	-	-
TRASH REMOVAL	(50.00)	(500)	(50)	(100)
<b>TOTAL</b>	<b>(8,203.95)</b>	<b>(6,000)</b>	<b>(8,550)</b>	<b>(6,000)</b>



NORTH BRANCH CANAL TRAIL (MONTOUR) 2021 BUDGET				
EXPENSE	YEAR-TO-DATE ACTUAL	BUDGET	STOUTD 11/9/21 PROJECTED YEAR-END ACTUAL	STOUTD 2022 DRAFT BUDGET
MOWING	(290.00)	(750)	(350)	(750)
MAINTENANCE - OTHER	(591.56)	(750)	(750)	(1,500)
CLOSED AREA REHABILITATION	-	(1,000)	-	(1,500)
TRAILHEAD SIGNAGE	(72.02)	(750)	(72)	(750)
BROCHURES	(238.50)	(500)	(239)	-
<b>TOTAL</b>	<b>(1,192.08)</b>	<b>(3,750)</b>	<b>(1,411)</b>	<b>(4,500)</b>



NBCT PARKING / RIVER ACCESS 2021 BUDGET				
EXPENSE	YEAR-TO-DATE ACTUAL	BUDGET	STOUTD 11/9/21 PROJECTED YEAR-END ACTUAL	STOUTD 2022 DRAFT BUDGET
MOWING	(1,100.00)	(1,200)	(1,200)	(1,500)
OTHER LABOR & MAINT.	(69.57)	(300)	(150)	(400)
<b>TOTAL</b>	<b>(1,169.57)</b>	<b>(1,500)</b>	<b>(1,350)</b>	<b>(1,900)</b>





## MONTOUR PRESERVE 2021 BUDGET

W/ STOUDT YEAR-END PROJECTIONS AND PROPOSED 2022 BUDGET

BUDGET ADOPTED 11/23/20; YEAR-TO-DATE ACTUAL AS OF 11/9/21

EXPENSE	YEAR-TO-DATE ACTUAL	BUDGET	STOUDT 11/9/21 PROJECTED YEAR-END	STOUDT DRAFT 2022 BUDGET	
personnel	(52,139.53)	(49,000.00)	(54,000.00)	(58,000.00)	
SITE MAINTENANCE & OPERATIONS	cleaning service	(4,432.00)	(4,000.00)	(5,500.00)	(6,000.00)
	HVAC system maintenance	(1,552.13)	(500.00)	(1,552.13)	(500.00)
	lawn care	(25,795.00)	(21,000.00)	(28,000.00)	(33,000.00)
	parking lot / road maintenance	-	(1,000.00)	-	(4,000.00)
	security system	(3,894.89)	(1,200.00)	(6,650.00)	(1,500.00)
	sewage pumping	(900.00)	(1,000.00)	(900.00)	(1,000.00)
	supplies / misc.	(14,852.58)	(14,000.00)	(17,500.00)	(18,000.00)
	water testing	(1,072.00)	(1,200.00)	(1,072.00)	(1,300.00)
	wildlife management	(2,222.52)	(3,000.00)	(2,500.00)	(3,000.00)
	picnic area restroom plumbing repair	(1,944.50)	(2,500.00)	(2,000.00)	(2,000.00)
	trail markers and signage	(898.75)	(2,000.00)	(900.00)	(4,000.00)
UTILITIES	electric	(11,517.18)	(15,000.00)	(14,000.00)	(15,000.00)
	internet service	(645.96)	(1,100.00)	(800.00)	(1,200.00)
	telephone	(1,115.47)	(1,300.00)	(1,300.00)	(1,300.00)
	trash service	(1,375.00)	(1,800.00)	(1,700.00)	(2,000.00)
	website hosting / email service	(572.31)	(900.00)	(750.00)	(1,000.00)
brochures and promotional materials	(2,248.00)	(2,000.00)	(2,248.00)	(4,000.00)	
programming and educational supplies	(63.97)	(500.00)	(200.00)	(2,200.00)	
<b>EXPENSE TOTAL</b>	<b>\$ (127,241.79)</b>	<b>\$ (123,000.00)</b>	<b>\$ (141,572.13)</b>	<b>\$ (159,000.00)</b>	

<b>COMMUNITY GIVING FOUNDATION (CGF) FUND BALANCES AS OF 11/11/21</b>	
<b>FUND</b>	<b>BALANCE</b>
MARC Non-Endowed Fund	\$ 9,168.79
MARC Endowed Fund	\$ 4,474.39
Hopewell Park Pump Track Fund	\$ 31,639.66
Washingtonville Revitalization Fund	\$ 2,125.40
Montour Preserve Fund	\$ 76,719.75
<b>TOTAL</b>	<b>\$ 124,127.99</b>
<b>NOTES AND DISCLAIMERS REGARDING CGF FUNDS</b>	
<p><i>MARC is the designated beneficiary of five funds at the Community Giving Foundation (CGF). The CGF has been granted variance power to redirect these funds at their discretion and, accordingly, these funds are not deemed to be an asset of MARC and are not reported in MARC's financial statements.</i></p>	
<p><i>All contributions are administered through the Community Giving Foundation, a 501(c)(3) organization, and are tax-deductible to the extent provided by law. IRS regulations require us to state that no goods or services were provided in consideration for gifts and the Community Giving Foundation has exclusive legal control over the contributed assets. The official registration and financial information of the Community Giving Foundation may be obtained from the PA Dept. of State by calling toll free, within PA, 1-800-732-0999. Registration does not imply endorsement.</i></p>	
	
<p>I do hereby attest this to be an accurate and complete accounting of MARC-affiliated funds at the Community Giving Foundation.</p>	
	11/11/2021
Robert Stoudt, MARC Director	Date

2016 - 2021 MARC LAWN CARE EXPENSE COMPARISON							STOUDT 2022 PROJECTION
SITE	2016	2017	2018	2019	2020	2021	2022
HESS RECREATION AREA	6,105	6,462	6,666	6,666	6,176	7,686	8,839
HOPEWELL PARK	1,200	1,536	1,360	1,360	1,360	1,700	1,955
NBCT TRAILHEAD / RIVER ACCESS	1,500	1,500	1,500	1,500	1,500	1,500	1,725
LEGION ROAD PARCEL	600	640	680	600	600	600	690
NORTH BRANCH CANAL TRAIL	2,000	2,000	2,550	2,250	2,250	3,375	3,881
MONTOUR PRESERVE	11,025	15,800	17,775	22,800	26,900	32,910	37,847
<b>TOTAL ALL SITES</b>	<b>22,430</b>	<b>27,938</b>	<b>30,531</b>	<b>35,176</b>	<b>38,786</b>	<b>47,771</b>	<b>54,937</b>

NOTES:

- 1) Excludes East Branch Recreation Area costs in 2016 and 2017 (MARC site management ended).
- 2) Scope of mowing work reduced at Hopewell Park and Hess Recreation Area in 2018 - 2020.
- 3) Scope of mowing work reduced at Montour Preserve in 2018 - 2021, but scope of herbicide treatment increased.
- 4) Actual MARC year-end costs in all cases were less than maximum bid amounts.
- 5) Stoudt projects a 15% cost increase for 2022 due to inflation and significantly higher fuel costs.

MARC IN-HOUSE ANNUAL LAWN CARE ESTIMATES								NOTES
EXPENSE	LABOR HOURS/ WEEK	HOURLY LABOR RATE	FUEL/ WEEK (1GAL/HR @ \$3.90/GAL)	NUMBER OF WEEKS	TOTAL LABOR COST / YEAR	TOTAL FUEL COST / YEAR	SITE GRAND TOTAL / YEAR	
Montour Preserve	16.0	\$ 20.00	\$ 62.40	30	\$ 9,600.00	\$ 1,872.00	\$ 11,472.00	
Hess Recreation Area	8.0	\$ 20.00	\$ 31.20	30	\$ 4,800.00	\$ 936.00	\$ 5,736.00	
Hopewell Park	2.5	\$ 20.00	\$ 9.75	30	\$ 1,500.00	\$ 292.50	\$ 1,792.50	
North Branch Canal Trail	8.0	\$ 20.00	\$ 31.20	15	\$ 2,400.00	\$ 468.00	\$ 2,868.00	assumes every other week mowing
NBCT Trailhead	3.0	\$ 20.00	\$ 11.70	15	\$ 900.00	\$ 175.50	\$ 1,075.50	assumes every other week mowing
Legion Road parcel	2.0	\$ 20.00	\$ 7.80	15	\$ 600.00	\$ 117.00	\$ 717.00	assumes every other week mowing
<b>SUBTOTALS</b>	<b>39.5</b>		<b>\$ 154.05</b>			<b>\$ 3,861.00</b>	<b>\$ 23,661.00</b>	
Equipment maintenance (annual)							\$ 2,000.00	cost will be minimal in first year, increasing thereafter
Anticipated insurance increase (annual)							\$ 1,000.00	includes workers' compensation and general liability
Herbicide treatment (outsourced)							\$ 9,000.00	estimated per 2021 costs
<b>PROJECTED ANNUAL TOTAL COST</b>							<b>\$ 35,661.00</b>	

NOTES:

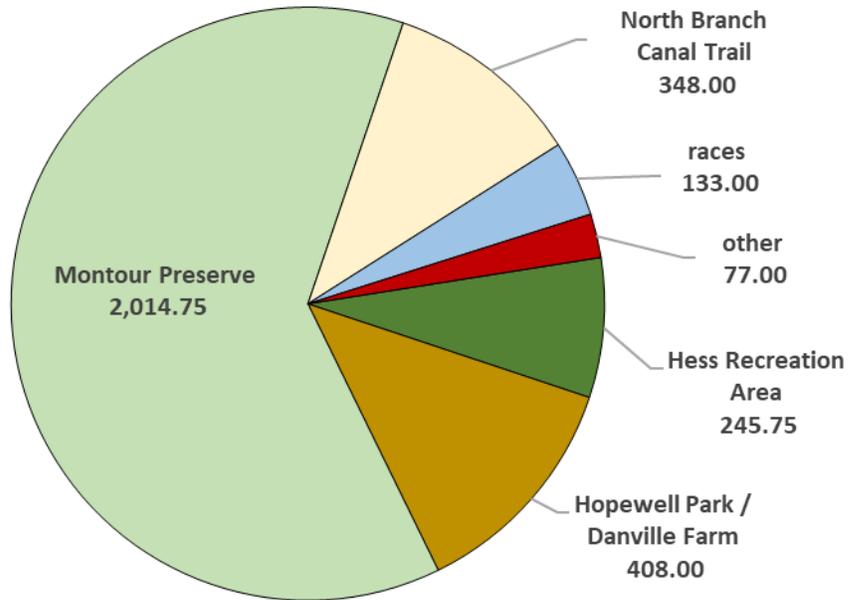
- 1) Herbicide treatments will have to be outsourced (MARC staff are not licensed applicators).
- 2) MARC owns no lawn care equipment and will have to purchase at an estimated one-time cost of \$25,000 and approximately every five years thereafter.
- 3) Assumes use of Stoudt personal vehicle to tow MARC trailer w/ equipment between sites.

Revised 11/11/21 Bob Stoudt

STAFF MEMBER	DATE OF HIRE	INITIAL PAY RATE	PAY RATE AS OF 11/9/21	EFFECTIVE PAY RATE W/ TAXES
STOUDT	1/4/2010	SALARIED \$40,000/YEAR	\$25/hr	\$26.91/hr
BEAM	1/5/2015	\$18/hr	\$23/hr	\$25.18/hr
PIATT	2/8/2016	\$17/hr	\$22/hr	\$24.08/hr
YEICH	4/23/2018	\$15/hr	\$18/hr	\$19.70/hr
FOUGHT	6/1/2021	\$17/hr	\$17/hr	\$18.61/hr
REINARD	6/1/2021	\$17/hr	\$17/hr	\$18.61/hr
REAVY	9/14/2021	\$17/hr	\$17/hr	\$18.61/hr

NOTE: All MARC staff members are part-time hourly employees. Staff receive no benefits, no paid holidays, and no paid vacation. Staff provide their own vehicles, computers, cell phones, and work clothes, without reimbursement.

**2020 TOTAL VOLUNTEER HOURS**  
**3,226.5 HOURS VALUED AT \$87,761 (\$27.20/hr)**



**2021 VOLUNTEER HOURS YEAR-TO-DATE (AS OF 11/8/21)**  
**1,843.25 HOURS VALUED AT \$52,606 (\$28.54/hr)**

