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

## 7:00pm October 24, 2022 Regular Meeting Agenda

Montour Preserve Environmental Education Center, 374 Preserve Rd, Danville, PA 17821  
or <https://us02web.zoom.us/j/83986879719?pwd=NmxOeHUveURPTEY4bDcvS1lMdzY5UT09>

To connect by phone: (929) 205 6099 | Meeting ID: 839 8687 9719 | Passcode: 547066

### Call to Order

### Public Comment

### Officer Reports

- Chairman's Report (Tyler Dombroski)
- Treasurer's Report (Dr. John Bulger) (*pages 2 - 20*)
- Secretary's Report (Chris Johns)

### Partner Reports

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

### Assistant Director's Report (Julian Brehm) (*page 21*)

### Naturalist's Report (Jon Beam) (*page 21*)

### Senior Maintenance Technician's Report (Denny Piatt) (*page 21*)

### Director's Report (Bob Stoudt) (*pages 22 - 31*)

- 2023 Budget Preparation

### Old Business

### New Business

- Open / Award 2023 Lawn Care Invitation to Bid
- Open / Award 2022/2023 Snow Removal Invitation to Bid
- McKonly & Asbury 2022 Audit Agreement (*pages 32 - 38*)
- Request to Manage Montour County-Owned Mill Road (Derry Township) Parcels (*page 39*)
- Request to Pay Bills
  - Press Enterprise (Montour Preserve Fossil Pit brochures) (*page 40*)

### Other Items

### Adjournment

next meeting: 7:00pm Monday, November 21, 2022



## MARC 2022 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
automatic payment	9/23/2022	10/4/2022	9/1 - 9/30/22	Zoom	dues and licensing fees	dues and licensing fees	Montour County Hotel Tax	14.99		101,683.88
debit card	9/26/2022	10/4/2022	9/1 - 9/30/22	Cole's Hardware (light bulbs)	Montour Preserve (maintenance / miscellaneous)	park and trail maintenance	Montour County Hotel Tax	76.25		101,607.63
debit card	9/26/2022	10/4/2022	9/1 - 9/30/22	MailChimp (monthly email service)	\$12.19 Montour Preserve (email); \$12.19 administration / miscellaneous	\$12.19 park & trail maintenance; \$12.19 miscellaneous expenses	Montour County Hotel Tax	24.38		101,583.25
debit card	9/27/2022	10/4/2022	9/1 - 9/30/22	Amazon.com (light bulbs)	Montour Preserve (maintenance / miscellaneous)	park and trail maintenance	Montour County Hotel Tax	21.19		101,562.06
debit card	9/28/2022	10/4/2022	9/1 - 9/30/22	Turbotville Great Valu (diesel fuel)	Montour Preserve (maintenance / miscellaneous)	park and trail maintenance	Montour County Hotel Tax	73.09		101,488.97
7165	9/28/2022	10/4/2022		H.A. Thomson Co. (employee theft insurance)	insurance	insurance	Montour County Hotel Tax	1,500.00		99,988.97
7166	9/28/2022	10/4/2022		PIRMA (general liability, auto liability, public officials' liability, property & equipment insurance)	insurance	insurance	Montour County Hotel Tax	9,813.00		90,175.97
7167	9/28/2022	10/4/2022		21st Century Signs (Montour Preserve signs)	Montour Preserve (signage)	park and trail maintenance	Montour County Hotel Tax	3,816.00		86,359.97
7168	9/28/2022	10/4/2022		Jon Beam (payroll 9/11 - 9/24)	payroll - Beam	wages	Montour County Hotel Tax	30.16		86,329.81
7169	9/28/2022	10/4/2022		Dennis Piatt (payroll 9/11 - 9/24)	payroll - Piatt	wages	Montour County Hotel Tax	434.49		85,895.32
7170	9/28/2022	10/4/2022		Lesley Yeich (payroll 9/11 - 9/24)	payroll - Yeich	wages	Montour County Hotel Tax	189.16		85,706.16
7171	9/28/2022	10/4/2022		Craig Reinard (payroll 9/11 - 9/24)	payroll - Reinard	wages	Montour County Hotel Tax	504.60		85,201.56
7172	9/28/2022	10/4/2022		Doug Fought (payroll 9/11 - 9/24)	payroll - Fought	wages	Montour County Hotel Tax	126.46		85,075.10
7173	9/28/2022	10/4/2022	9/1 - 9/30/22	Julian Brehm (payroll 9/11 - 9/24)	payroll - Brehm	wages	Montour County Hotel Tax	936.48		84,138.62
7174	9/28/2022	10/4/2022		Valentina Shevchenko (payroll 9/11 - 9/24)	payroll - Shevchenko	wages	Montour County Hotel Tax	508.41		83,630.21
7175	9/28/2022	10/4/2022	9/1 - 9/30/22	Robert Stoudt (payroll 9/11 - 9/24)	payroll - Stoudt	wages	Montour County Hotel Tax	2,174.80		81,455.41
7176	9/28/2022	10/4/2022		PPL Electric Utilities	Hess Recreation Area (electricity)	park and trail maintenance	Montour County Hotel Tax	41.12		81,414.29
7177	9/28/2022	10/4/2022		Pace Analytical Services, LLC (Montour Preserve water testing)	Montour Preserve (water testing)	park and trail maintenance	Montour County Hotel Tax	42.35		81,371.94
7178	9/28/2022	10/4/2022		Pace Analytical Services, LLC (Montour Preserve water testing)	Montour Preserve (water testing)	park and trail maintenance	Montour County Hotel Tax	42.35		81,329.59
7179	9/28/2022	10/4/2022		Ski Valley Bike, Board, Ski & Skate (youth bicycle for Girls ROC Camp)	Girls ROC	special events		324.35		81,005.24
automatic payment	9/28/2022	10/4/2022	9/1 - 9/30/22	Ride With GPS (monthly fee)	dues and licensing fees	dues and licensing fees	Montour County Hotel Tax	10.00		80,995.24
deposit	9/29/2022	10/4/2022	9/1 - 9/30/22	deposit	\$325 Montour Preserve pavilion reservations; \$133 Montour Preserve donations	\$325 contributions and user fees (Montour Preserve); \$133 contributions and user fees (Montour Preserve)			458.00	81,453.24
interest	9/30/2022	10/4/2022	9/1 - 9/30/22	interest earned 9/1 - 9/30	interest	interest			12.01	81,465.25
debit card	9/30/2022	10/4/2022		Cole's Hardware (fuel can spout)	park maintenance tools & supplies	park and trail maintenance	Montour County Hotel Tax	12.71		81,452.54



## MARC 2022 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
7180	10/3/2022			MePush (website hosting)	\$52.47 Montour Preserve (website); \$52.47 admin/misc	\$52.47 park and trail maintenance / \$52.47 miscellaneous expenses	Montour County Hotel Tax	104.94		81,347.60
debit card	10/4/2022			Cole's Hardware (Flex paste, putty knife, hooks)	Montour Preserve (maintenance / miscellaneous)	park and trail maintenance	Montour County Hotel Tax	30.58		81,317.02
debit card	10/4/2022			NAPA Auto Parts (trailer ball hitch and pin)	park maintenance tools & supplies	park and trail maintenance	Montour County Hotel Tax	136.19		81,180.83
debit card	10/4/2022			Amazon.com (safety vests)	park maintenance tools & supplies	park and trail maintenance	Montour County Hotel Tax	119.71		81,061.12
7181	10/5/2022			SkyPacket Networks	Montour Preserve (internet)	park and trail maintenance	Montour County Hotel Tax	79.00		80,982.12
7182	10/5/2022			Heaps Container Service	\$130 Montour Preserve (trash); \$70 Hess Recreation Area (trash)	park and trail maintenance	Montour County Hotel Tax	200.00		80,782.12
7183	10/6/2022			Pace Analytical Services, LLC (Montour Preserve water testing)	Montour Preserve (water testing)	park and trail maintenance	Montour County Hotel Tax	136.84		80,645.28
debit card	10/6/2022			Amazon.com (toilet parts)	Montour Preserve (maintenance / miscellaneous)	park and trail maintenance	Montour County Hotel Tax	77.88		80,567.40
debit card	10/6/2022			Amazon.com (toilet parts)	Montour Preserve (maintenance / miscellaneous)	park and trail maintenance	Montour County Hotel Tax	65.04		80,502.36
debit card	10/6/2022			PartsWarehouse.com (power washer fittings)	Montour Preserve (maintenance / miscellaneous)	park and trail maintenance	Montour County Hotel Tax	20.40		80,481.96
debit card	10/6/2022			Amazon.com (toilet paper and urinal screens)	Montour Preserve (maintenance / miscellaneous)	park and trail maintenance	Montour County Hotel Tax	123.28		80,358.68
debit card	10/6/2022			Amazon.com (ScotchBrite pads)	Montour Preserve (maintenance / miscellaneous)	park and trail maintenance	Montour County Hotel Tax	42.39		80,316.29
debit card	10/6/2022			Amazon.com (paper towels)	Montour Preserve (maintenance / miscellaneous)	park and trail maintenance	Montour County Hotel Tax	35.50		80,280.79
automatic payment	10/7/2022			CalTopo (one-year license renewal)	dues and licensing fees	dues and licensing fees	Montour County Hotel Tax	100.00		80,180.79
debit card	10/7/2022			Cole's Hardware (trash bags, hitch pin, batteries)	Montour Preserve (maintenance / miscellaneous)	park and trail maintenance	Montour County Hotel Tax	85.79		80,095.00
7184	10/12/2022			US Department of Agriculture (Montour Preserve wildlife management)	Montour Preserve (wildlife management)	park and trail maintenance	Montour County Hotel Tax	1,163.47		78,931.53
7185	10/12/2022			Shawn's Lawn & Excavating, LLC	\$956 Hess Recreation Area (mowing); \$159 Hopewell Park (mowing); \$200 North Branch Canal Trail (mowing); \$1,619 Montour Preserve (mowing); \$200 Columbia County projects	park and trail maintenance	\$2,934.00 Montour County Hotel Tax	3,134.00		75,797.53
7186	10/13/2022			Dennis Piatt (payroll 9/25 - 10/8)	payroll - Piatt	wages	Montour County Hotel Tax	365.46		75,432.07
7187	10/13/2022			Lesley Yeich (payroll 9/25 - 10/8)	payroll - Yeich	wages	Montour County Hotel Tax	78.81		75,353.26
7188	10/13/2022			Craig Reinard (payroll 9/25 - 10/8)	payroll - Reinard	wages	Montour County Hotel Tax	331.24		75,022.02
7189	10/13/2022			Julian Brehm (payroll 9/25 - 10/8)	payroll - Brehm	wages	Montour County Hotel Tax	913.23		74,108.79
7190	10/13/2022			Robert Stoudt (payroll 9/25 - 10/8)	payroll - Stoudt	wages	Montour County Hotel Tax	1,707.97		72,400.82
7191	10/13/2022			Valentina Shevchenko (payroll 9/25 - 10/8)	payroll - Shevchenko	wages	Montour County Hotel Tax	561.40		71,839.42
automatic payment	10/17/2022			PA Dept. of Revenue (September payroll taxes)	payroll taxes	wages	Montour County Hotel Tax	338.63		71,500.79
automatic payment	10/17/2022			US Treasury (September payroll taxes)	payroll taxes	wages	Montour County Hotel Tax	2,384.44		69,116.35
7192	10/19/2022			PPL Electric Utilities	Montour Preserve (electricity)	park and trail maintenance	Montour County Hotel Tax	374.59		68,741.76
7193	10/19/2022			PPL Electric Utilities	Montour Preserve (electricity)	park and trail maintenance	Montour County Hotel Tax	36.42		68,705.34
7194	10/19/2022			PPL Electric Utilities	Montour Preserve (electricity)	park and trail maintenance	Montour County Hotel Tax	697.76		68,007.58
7195	10/19/2022			PPL Electric Utilities	Montour Preserve (electricity)	park and trail maintenance	Montour County Hotel Tax	75.81		67,931.77
7196	10/19/2022			Johnson Controls Security Solutions (quarterly security system monitoring fee)	Montour Preserve (security system)	park and trail maintenance	Montour County Hotel Tax	198.00		67,733.77
7197	10/19/2022			Candy Fisher (cleaning services)	\$1,056 Montour Preserve (cleaning); \$256 Hess Recreation Area (restrooms)	park and trail maintenance	Montour County Hotel Tax	1,312.00		66,421.77
7198	10/19/2022			Verizon (Montour Preserve telephone)	Montour Preserve (telephone)	park and trail maintenance	Montour County Hotel Tax	109.72		66,312.05

 <b>2022 CGF Grant - All-Terrain Vehicle Purchase Checking Account Register</b>							
Number or Code	Transaction Date	Date Sent to Accounting	Recorded on Bank Statement	Description of Transaction	Debit (-)	Credit (+)	Account Balance
				2022 beginning balance			-
deposit	7/27/22	8/8/22	7/1 - 7/31/22	Community Giving Foundation grant initial deposit		1,500.00	1,500.00

**NO TRANSACTIONS SINCE LAST MEETING**

 <b>2022 CGF Grant - Washingtonville Pavilion Checking Account Register</b>							
Number or Code	Transaction Date	Date Sent to Accounting	Recorded on Bank Statement	Description of Transaction	Debit (-)	Credit (+)	Account Balance
				2022 beginning balance			-
deposit	7/27/22	8/8/22	7/1 - 7/31/22	Community Giving Foundation grant initial deposit (transferred from general checking account)		1,000.00	1,000.00

**NO TRANSACTIONS SINCE LAST MEETING**

 <b>MARC 2022 Mahoning Township ARP Grant Checking Account Register</b>							
Number or Code	Transaction Date	Date Sent to Accounting	Recorded on Bank Statement	Description of Transaction	Debit (-)	Credit (+)	Account Balance
				2022 beginning balance			15,695.00
interest	1/31/22	2/2/22	1/1 - 1/31/22	interest earned 1/1 - 1/31/22		0.78	15,695.78
interest	2/28/22	3/10/22	2/1 - 2/28/22	interest earned 2/1 - 2/28/22		0.60	15,696.38
interest	3/31/22	4/4/22	3/1 - 3/31/22	interest earned 3/1 - 3/31/22		0.67	15,697.05
interest	4/30/22	5/17/22	4/1 - 4/30/22	interest earned 4/1 - 4/30/22		0.65	15,697.70
interest	5/31/22	7/6/22	5/1 - 5/31/22	interest earned 5/1 - 5/31/22		0.67	15,698.37
interest	6/30/22	7/6/22	6/1 - 6/30/22	interest earned 6/1 - 6/30/22		0.65	15,699.02
interest	7/31/22	8/8/22	7/1 - 7/31/22	interest earned 7/1 - 7/31/22		0.67	15,699.69
interest	8/31/22	9/5/22	8/1 - 8/31/22	interest earned 8/1 - 8/31/22		0.67	15,700.36
interest	9/30/22	10/4/22	9/1 - 9/30/22	interest earned 9/1 - 9/30/22		1.29	15,701.65



## MARC 2022 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
				2022 beginning balance			12.74
deposit	2/18/22	3/10/22	2/1 - 2/28/22	deposit of Montour County Q4 2021 Hotel Tax grant		37,530.95	<b>37,543.69</b>
interest	3/31/22	4/4/22	3/1 - 3/31/22	interest earned 1/1 - 3/31/22		4.32	<b>37,548.01</b>
transfer	4/29/22	5/17/22	4/1 - 4/30/22	Montour County Hotel Tax transfer to checking account to reimburse eligible expenses 1/1 - 4/25/22	37,542.38		<b>5.63</b>
deposit	5/20/22	7/6/22	5/1 - 5/31/22	deposit of Montour County Q1 2022 Hotel Tax grant		25,709.87	<b>25,715.50</b>
transfer	6/25/22	7/6/22	6/1 - 6/30/22	Montour County Hotel Tax transfer to checking account to reimburse eligible expenses 1/1 - 4/25/22	25,709.87		<b>5.63</b>
interest	6/30/22	7/6/22	6/1 - 6/30/22	interest earned 4/1 - 6/30/22		5.42	<b>11.05</b>
deposit	8/25/22	9/5/22	8/1 - 8/31/22	deposit of Montour County Q2 2022 Hotel Tax grant		42,136.16	<b>42,147.21</b>
transfer	9/21/22	10/4/22	9/1 - 9/30/22	Montour County Hotel Tax transfer to checking account to reimburse eligible expenses 6/21 - 9/7/22	42,141.58		<b>5.63</b>
interest	9/30/22	10/4/22	9/1 - 9/30/22	interest earned 7/1 - 9/30/22		3.12	<b>8.75</b>



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

ADDRESS SERVICE REQUESTED

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Statement Period: 09/01/2022-09/30/2022

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**Summary of Accounts:**

Savings	Ending Balance	YTD Dividend	Member Number: 584727
01 - REGULAR SAVINGS	8.75	12.86	
40 - CHECKING	103,355.14	93.90	
43 - MAHONING ARP GRANT	15,701.65	6.65	
44 - CGF ATV GRANT	1,500.00	0.00	
45 - CGF WASHINGTONVILLE PAVILION	1,000.00	0.00	
<b>Total</b>	<b>121,565.54</b>	<b>113.41</b>	

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

**ID 01 REGULAR SAVINGS**

Trans	Eff Date	Transaction	Deposit	Withdrawal	Balance
Sep 1		Balance Forward			42,147.21
Sep 21		Withdrawal Home Banking Transfer To Share 40		-42,141.58	5.63
Sep 30		Deposit Dividend Dividend Post	3.12		8.75
Annual Percentage Yield Earned 0.100% from 07/01/2022 through 09/30/2022 On Average Daily Balance of 12,376.51					
Sep 30		Ending Balance			8.75
Total Deposits 3.12 Total Withdrawals 42,141.58					

**ID 40 CHECKING**

Trans	Eff Date	Transaction	Deposit	Withdrawal	Balance
Sep 1		Balance Forward			81,154.90
Sep 3		Withdrawal Debit Card		-317.99	80,836.91
9/2 DMI* DELL SALES & SERV 800-624-9897 TX					
Sep 3		Withdrawal Adjustment POS #0000D2LIQHKC	50.96		80,887.87
AMAZON.COM SEATTLE WA					
Sep 3		Withdrawal POS #0000CNEH0S14		-50.96	80,836.91
AMAZON.COM*1V9HU2XY0 SEATTLE WA					
Sep 6		Certified Draft 0000007137 for \$2,444.77			
Sep 6		Withdrawal POS #000015292295		-137.50	80,699.41
SQ *KLEIN ARTWORKS SQUARE PURCHASE DANVILLE PA					
Sep 7		Withdrawal POS #0000EIHIOG3G		-73.95	80,625.46
AMAZON.COM*1V9N55QX2 SEATTLE WA					
Sep 7		Certified Draft 0000007124 for \$29.78			
Sep 7		Certified Draft 0000007134 for \$81.87			
Sep 7		Draft 7137		-2,444.77	78,180.69
Sep 8		Withdrawal POS #0000INB49369		-58.28	78,122.41
AMAZON.COM*1F5ET1NV0 SEATTLE WA					

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In addition to reviewing your monthly statement(s), please take a moment to review our updated membership and account agreements.

\* [www.service1.org/promo-landing-pages/inserts](http://www.service1.org/promo-landing-pages/inserts)

**Member Number:** 584727  
**Statement Period:** 09/01/2022-09/30/2022

**ID 40 CHECKING - Continued**

Trans	Eff Date	Transaction	Deposit	Withdrawal	Balance
Sep 8		Draft 7124		-29.78	78,092.63
Sep 8		Draft 7133		-55.16	78,037.47
Sep 8		Draft 7134		-81.87	77,955.60
Sep 9		Draft 7142		-457.50	77,498.10
Sep 12		Withdrawal Debit Card 9/9 ABL GRAPHICS 570-3890699 PA		-45.39	77,452.71
Sep 12		Draft 7122		-20.10	77,432.61
Sep 12		Draft 7143		-59.88	77,372.73
Sep 12		Draft 7140		-79.00	77,293.73
Sep 12		Draft 7136		-1,215.31	76,078.42
Sep 12		Draft 7139		-3,116.54	72,961.88
Sep 13		Draft 7118		-100.00	72,861.88
Sep 14		Certified Draft 0000007147 for \$3,634.00			
Sep 14		Draft 7145		-104.94	72,756.94
Sep 15		Withdrawal ACH COMMWLTHOFPA INT TYPE: PAEMPLOYTX ID: 1236003133 CO: COMMWLTHOFPA INT		-320.93	72,436.01
Sep 15		Withdrawal ACH IRS TYPE: USATAXPYMT ID: 3387702000 CO: IRS		-2,391.46	70,044.55
Sep 15		Draft 7148		-200.00	69,844.55
Sep 15		Draft 7144		-358.83	69,485.72
Sep 15		Draft 7147		-3,634.00	65,851.72
Sep 16		Draft 7146		-497.91	65,353.81
Sep 16		Processed Check - USDA APHIS GENL TYPE: PAYMENT ID: 1240340003			
Sep 16		Deposit	532.00		65,885.81
Sep 16		Deposit by Check	782.00		66,667.81
Sep 17		Withdrawal Debit Card 9/15 CLARKS AG CENTER TURBOTVILLE PA		-9.09	66,658.72
Sep 19		Draft 7149		-400.00	66,258.72
Sep 20	Sep 21	Withdrawal POS #00001FYQSRPX AMAZON.COM*1M9KD58Q2 SEATTLE WA		-104.41	66,154.31
Sep 21		Deposit Home Banking Transfer From Share 01	42,141.58		108,295.89
Sep 26		Withdrawal Debit Card 9/24 RIDE WITH GPS 4154729809 OR		-10.00	108,285.89
Sep 26		Recurring Withdrawal Debit Card SFFCU CHK CRD 9/23 ZOOM.US 888-799-9666 WWW.ZOOM.US CA		-14.99	108,270.90
Sep 26		Draft 7132		-223.13	108,047.77
Sep 26		Draft 7141		-223.13	107,824.64
Sep 26		Draft 7135		-482.41	107,342.23
Sep 27		Withdrawal POS #0000OHGQC9EZ AMAZON.COM*1U4C236C2 SEATTLE WA		-21.19	107,321.04
Sep 28		Recurring Withdrawal Debit Card SFFCU CHK CRD 9/26 MAILCHIMP *MISC MAILCHIMP.COM GA		-24.38	107,296.66
Sep 28		Withdrawal Debit Card 9/26 SQ *COLE'S HARDWARE IN Danville PA		-76.25	107,220.41
Sep 29		Deposit by Check	245.00		107,465.41
Sep 29		Deposit	213.00		107,678.41
Sep 29		Certified Draft 0000007175 for \$2,174.80			
Sep 30		Withdrawal Debit Card 9/28 TURBOTVILLE GREAT VAL TURBOTVILLE PA		-73.09	107,605.32
Sep 30		Draft 7173		-936.48	106,668.84
Sep 30		Draft 7155		-1,150.91	105,517.93

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In addition to reviewing your monthly statement(s), please take a moment to review our updated membership and account agreements.



\* [www.service1.org/promo-landing-pages/inserts](http://www.service1.org/promo-landing-pages/inserts)

**Member Number:** 584727 **Statement Period:** 09/01/2022-09/30/2022

**ID 40 CHECKING - Continued**

Trans	Eff Date	Transaction	Deposit	Withdrawal	Balance
Sep 30		Draft 7175		-2,174.80	103,343.13
Sep 30		Deposit Dividend Dividend Post	12.01		103,355.14
Annual Percentage Yield Earned 0.170% from 09/01/2022 through 09/30/2022					
<b>Sep 30</b>		<b>Ending Balance</b>			<b>103,355.14</b>
		<b>Total Deposits 43,925.59</b>			
		<b>Total Withdrawals 21,725.35</b>			

**Drafts for 40 - CHECKING**

Date	Draft Number	Amount	Date	Draft Number	Amount	Date	Draft Number	Amount
Sep 13	<input type="checkbox"/> 7118	100.00	Sep 7	<input type="checkbox"/> 7137	2,444.77	Sep 16	<input type="checkbox"/> 7146	497.91
Sep 12	<input type="checkbox"/> 7122*	20.10	Sep 12	<input type="checkbox"/> 7139*	3,116.54	Sep 15	<input type="checkbox"/> 7147	3,634.00
Sep 8	<input type="checkbox"/> 7124*	29.78	Sep 12	<input type="checkbox"/> 7140	79.00	Sep 15	<input type="checkbox"/> 7148	200.00
Sep 26	<input type="checkbox"/> 7132*	223.13	Sep 26	<input type="checkbox"/> 7141	223.13	Sep 19	<input type="checkbox"/> 7149	400.00
Sep 8	<input type="checkbox"/> 7133	55.16	Sep 9	<input type="checkbox"/> 7142	457.50	Sep 30	<input type="checkbox"/> 7155*	1,150.91
Sep 8	<input type="checkbox"/> 7134	81.87	Sep 12	<input type="checkbox"/> 7143	59.88	Sep 30	<input type="checkbox"/> 7173*	936.48
Sep 26	<input type="checkbox"/> 7135	482.41	Sep 15	<input type="checkbox"/> 7144	358.83	Sep 30	<input type="checkbox"/> 7175*	2,174.80
Sep 12	<input type="checkbox"/> 7136	1,215.31	Sep 14	<input type="checkbox"/> 7145	104.94			

\* denotes skipped sequence

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

**ID 43 MAHONING ARP GRANT**

Trans	Eff Date	Transaction	Deposit	Withdrawal	Balance
<b>Sep 1</b>		<b>Balance Forward</b>			<b>15,700.36</b>
Sep 30		Deposit Dividend Dividend Post	1.29		15,701.65
Annual Percentage Yield Earned 0.100% from 09/01/2022 through 09/30/2022					
<b>Sep 30</b>		<b>Ending Balance</b>			<b>15,701.65</b>
		<b>Total Deposits 1.29</b>			

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

**ID 44 CGF ATV GRANT**

Trans	Eff Date	Transaction	Deposit	Withdrawal	Balance
<b>Sep 1</b>		<b>Balance Forward</b>			<b>1,500.00</b>
<b>Sep 30</b>		<b>Ending Balance</b>			<b>1,500.00</b>

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

**ID 45 CGF WASHINGTONVILLE PAVILION**

Trans	Eff Date	Transaction	Deposit	Withdrawal	Balance
<b>Sep 1</b>		<b>Balance Forward</b>			<b>1,000.00</b>
<b>Sep 30</b>		<b>Ending Balance</b>			<b>1,000.00</b>

Refinance or consolidate your loans to take advantage of our great rates today at [www.service1.org](http://www.service1.org)



In addition to reviewing your monthly statement(s), please take a moment to review our updated membership and account agreements.

• [www.service1.org/promo-landing-pages/inserts](http://www.service1.org/promo-landing-pages/inserts)

**Member Number:** 584727      **Statement Period:** 09/01/2022-09/30/2022

Page 4 of 4

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

*Refinance or consolidate your loans to take advantage of our great rates today at [www.service1.org](http://www.service1.org)*

**MARC Account Reconciliation - Service 1st Accounts**

UPDATED 9/30/2022

ending balance from 9/30/2022 bank statement	\$ 121,565.54
deposits not yet posted (detailed below)	\$ -
subtotal	\$ 121,565.54
withdrawals not yet cleared (detailed below)	\$ 21,902.60
calculated balance (should agree with actual combined balance)	\$ 99,662.94
balance savings account (ID 01)	\$ 8.75
balance checking account (ID 40)	\$ 81,452.54
balance Mahoning Twp. ARP Grant checking account (ID 43)	\$ 15,701.65
balance CGF ATV purchase grant checking account (ID44)	\$ 1,500.00
balance CGF Washingtonville Pavilion grant checking account (ID45)	\$ 1,000.00
actual combined balance	\$ 99,662.94
difference	\$ -

**DEPOSITS NOT YET POSTED**

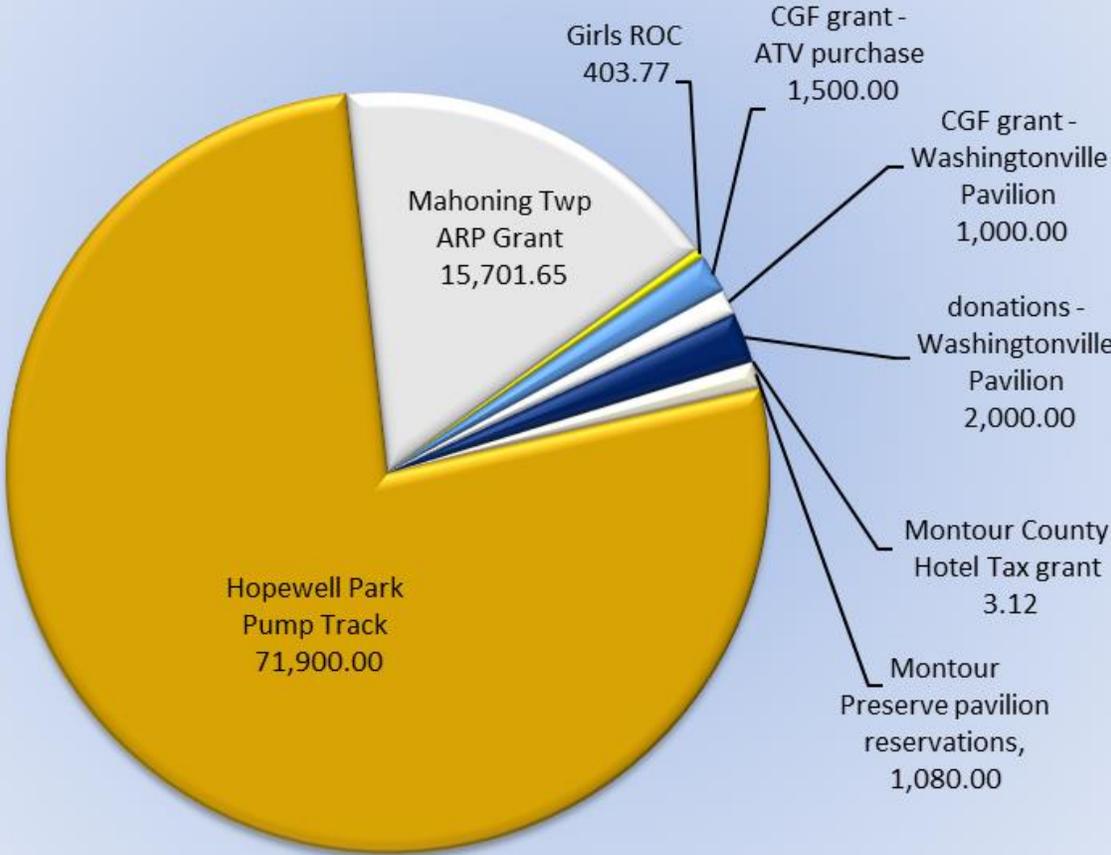
TRANSACTION DATE	CHECK #	DESCRIPTION OF TRANSACTION	AMOUNT
			<b>TOTAL</b>
			\$ -

**WITHDRAWALS NOT YET CLEARED**

TRANSACTION DATE	CHECK #	DESCRIPTION OF TRANSACTION	AMOUNT
9/15/2022	7150	Jon Beam (payroll 8/28 - 9/10)	70.37
9/15/2022	7151	Dennis Piatt (payroll 8/28 - 9/10)	173.27
9/15/2022	7152	Lesley Yeich (payroll 8/28 - 9/10)	189.16
9/15/2022	7153	Craig Reinard (payroll 8/28 - 9/10)	52.10
9/15/2022	7154	Valentina Shevchenko (payroll 8/28 - 9/10)	434.92
9/15/2022	7156	Robert Stoudt (payroll 8/28 - 9/10)	1,991.36
9/16/2022	7157	Verizon (Montour Preserve telephone)	112.77
9/16/2022	7158	Connie Scheunemann (Girls ROC expenses reimbursement)	90.55
9/21/2022	7159	Pace Analytical Services, LLC (Montour Preserve water testing)	68.42
9/21/2022	7160	Pace Analytical Services, LLC (Montour Preserve water testing)	68.42
9/21/2022	7161	PPL Electric Utilities	323.21
9/21/2022	7162	PPL Electric Utilities	836.70
9/21/2022	7163	PPL Electric Utilities	61.92
9/21/2022	7164	PPL Electric Utilities	44.27
9/28/2022	7165	H.A. Thomson Co. (employee theft insurance)	1,500.00
9/28/2022	7166	PIRMA (general liability, auto liability, public officials' liability, property & equipment insurance)	9,813.00
9/28/2022	7167	21st Century Signs (Montour Preserve signs)	3,816.00
9/28/2022	7168	Jon Beam (payroll 9/11 - 9/24)	30.16
9/28/2022	7169	Dennis Piatt (payroll 9/11 - 9/24)	434.49
9/28/2022	7170	Lesley Yeich (payroll 9/11 - 9/24)	189.16
9/28/2022	7171	Craig Reinard (payroll 9/11 - 9/24)	504.60
9/28/2022	7172	Doug Fought (payroll 9/11 - 9/24)	126.46
9/28/2022	7174	Valentina Shevchenko (payroll 9/11 - 9/24)	508.41
9/28/2022	7176	PPL Electric Utilities	41.12
9/28/2022	7177	Pace Analytical Services, LLC (Montour Preserve water testing)	42.35
9/28/2022	7178	Pace Analytical Services, LLC (Montour Preserve water testing)	42.35
9/28/2022	7179	Ski Valley Bike, Board, Ski & Skate (youth bicycle for Girls ROC Camp)	324.35
9/30/2022	debit card	Cole's Hardware (fuel can spout)	12.71
			<b>TOTAL</b>
			\$ 21,902.60

# MARC FUNDS EARMARKS AS OF 10/20/22

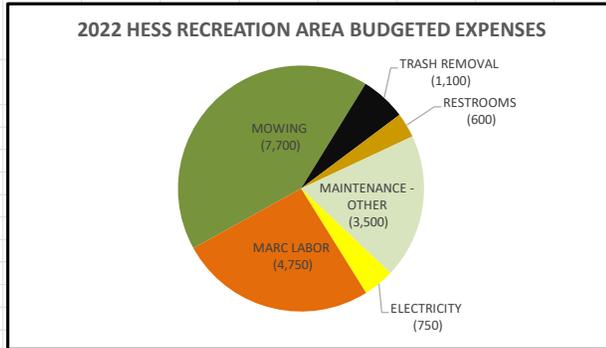
COMBINED ACCOUNT BALANCE: \$84,522.45



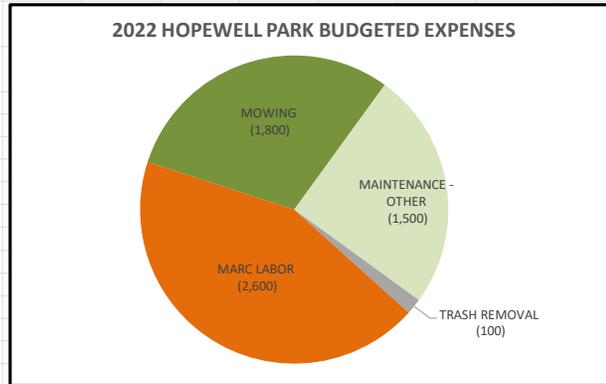
**MONTOUR AREA RECREATION COMMISSION MANAGED SITES 2022 BUDGETS**

BUDGET ADOPTED 11/22/21; YEAR-TO-DATE AS OF 10/20/22

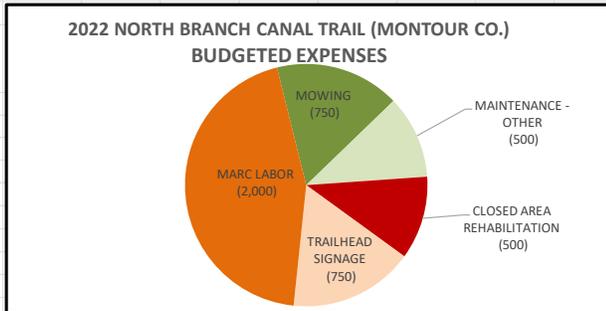
HESS RECREATION AREA 2022 BUDGET		
EXPENSE	YEAR-TO-DATE ACTUAL	BUDGET
MOWING	(4,586.00)	(7,700)
PARKING LOT	-	
TRASH REMOVAL	(820.00)	(1,100)
RESTROOMS	(1,159.94)	(600)
RESTROOM ROOF REPAIR	-	
MAINTENANCE - OTHER	(853.51)	(3,500)
ROBBINS TRAIL RECONSTRUCTION	-	
ROAD REPAVING		
ELECTRICITY	(608.01)	(750)
MARC LABOR	(5,972.41)	(4,750)
<b>TOTAL</b>	<b>(13,999.87)</b>	<b>(18,400)</b>



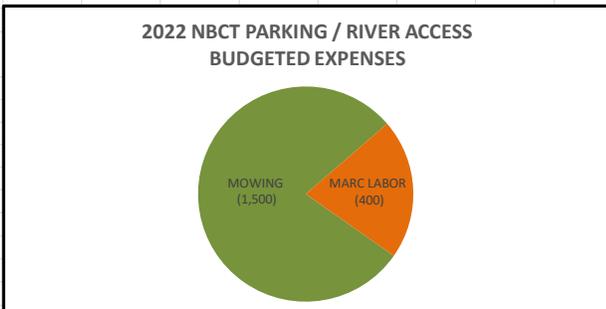
HOPEWELL PARK 2022 BUDGET		
EXPENSE	YEAR-TO-DATE ACTUAL	BUDGET
MOWING	(636.00)	(1,800)
MAINTENANCE - OTHER	(1,236.74)	(1,500)
TRASH REMOVAL	-	(100)
MARC LABOR	(1,482.92)	(2,600)
<b>TOTAL</b>	<b>(3,355.66)</b>	<b>(6,000)</b>



NORTH BRANCH CANAL TRAIL (MONTOUR) 2022 BUDGET		
EXPENSE	YEAR-TO-DATE ACTUAL	BUDGET
MOWING	(1,500.00)	(750)
MAINTENANCE - OTHER	(371.00)	(500)
CLOSED AREA REHABILITATION	-	(500)
TRAILHEAD SIGNAGE	-	(750)
MARC LABOR	(800.57)	(2,000)
<b>TOTAL</b>	<b>(2,671.57)</b>	<b>(4,500)</b>

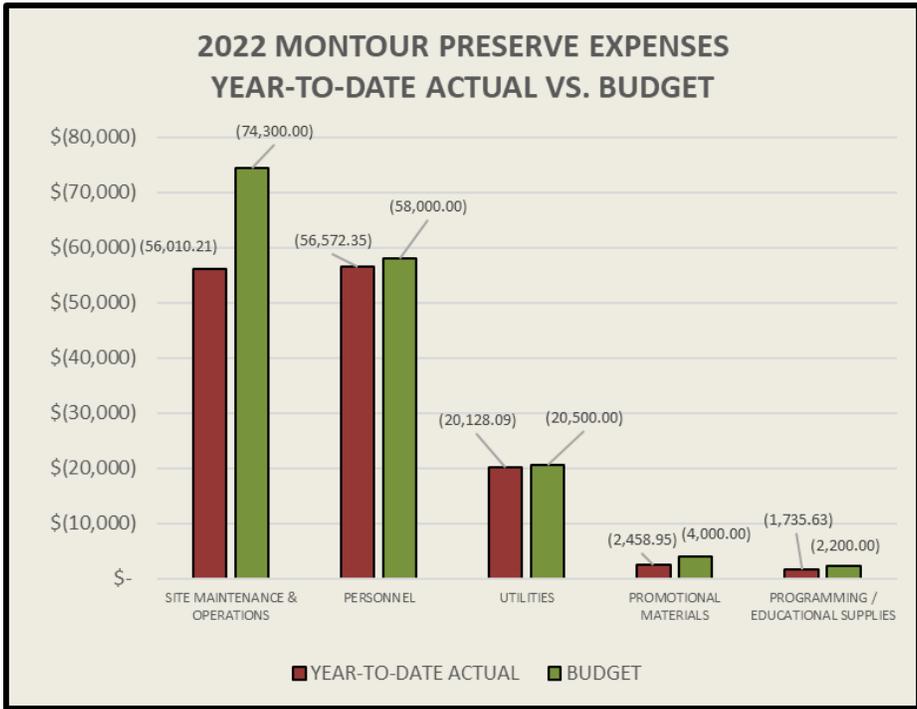


NBCT PARKING / RIVER ACCESS 2022 BUDGET		
EXPENSE	YEAR-TO-DATE ACTUAL	BUDGET
MOWING	(500.00)	(1,500)
MARC LABOR	(424.48)	(400)
<b>TOTAL</b>	<b>(924.48)</b>	<b>(1,900)</b>



2022 MONTOUR PRESERVE INCOME		AMOUNT
Carryover starting balance from 2021	\$	9,330.30
2022 donations received direct to MARC checking	\$	7,911.00
Concessionaire donation	\$	1,000.00
2022 pavilion / auditorium reservations completed YTD	\$	11,498.00
donations granted from CGF fund	\$	30,000.00
Montour County Hotel Tax expense reimbursements	\$	64,918.18
<b>2022 YTD INCOME TOTAL</b>	<b>\$</b>	<b>124,657.48</b>
MONTOUR PRESERVE INCOME (RESTRICTED)		AMOUNT
pavilion & auditorium reservations	\$	1,080.00
<b>TOTAL RESTRICTED INCOME</b>	<b>\$</b>	<b>1,080.00</b>
MARC 2022 MONTOUR PRESERVE LABOR SUMMARY		
EMPLOYEE	HOURS	AMOUNT
STOUDT	1,020.88	\$ (27,536.03)
BEAM	303.00	\$ (7,629.54)
PIATT	383.50	\$ (9,234.68)
YEICH	186.00	\$ (3,664.20)
FOUGHT	39.50	\$ (735.10)
REINARD	85.50	\$ (1,591.16)
BREHM	500.00	\$ (3,715.83)
SHEVCHENKO	286.50	\$ (1,609.77)
REAVY	46.00	\$ (856.06)
<b>TOTAL</b>	<b>2,850.88</b>	<b>\$ (56,572.35)</b>
2022 MONTOUR PRESERVE ACCOUNTING SUMMARY		AMOUNT
Carryover starting balance from 2021	\$	9,330.30
donations received direct to MARC checking	\$	7,911.00
Concessionaire donation	\$	1,000.00
pavilion / auditorium reservations completed YTD	\$	11,498.00
donations granted from CGF Montour Preserve Fund	\$	30,000.00
Montour County Hotel Tax reimbursements	\$	64,918.18
expenses incurred	\$	(81,717.11)
MARC labor year-to-date	\$	(56,572.35)
<b>2022 YEAR-TO-DATE PROJECT BALANCE</b>	<b>\$</b>	<b>(13,631.98)</b>

 <b>MONTOUR PRESERVE 2022 BUDGET</b> YEAR-TO-DATE		
EXPENSE	YEAR-TO-DATE ACTUAL	BUDGET
personnel	(56,572.35)	(58,000.00)
<b>SITE MAINTENANCE &amp; OPERATIONS</b>		
cleaning service	(4,336.00)	(6,000.00)
HVAC system maintenance	(12,362.96)	(500.00)
lawn care	(11,064.00)	(33,000.00)
parking lot / road maintenance	-	(4,000.00)
security system	(3,641.48)	(1,500.00)
sewage pumping	(875.00)	(1,000.00)
supplies / misc.	(15,202.87)	(18,000.00)
water testing	(1,058.90)	(1,300.00)
wildlife management	(3,146.44)	(3,000.00)
picnic area restroom plumbing repair	(506.56)	(2,000.00)
trail markers and signage	(3,816.00)	(4,000.00)
<b>UTILITIES</b>		
electric	(16,199.57)	(15,000.00)
internet service	(790.00)	(1,200.00)
telephone	(1,094.48)	(1,300.00)
trash service	(1,285.00)	(2,000.00)
website hosting / email service	(759.04)	(1,000.00)
brochures and promotional materials	(2,458.95)	(4,000.00)
programming and educational supplies	(1,735.63)	(2,200.00)
50th anniversary event	(1,384.23)	-
<b>EXPENSE TOTAL</b>	<b>\$ (138,289.46)</b>	<b>\$(159,000.00)</b>





## MARC 2022 BUDGET

ADOPTED 11/22/21; YEAR-TO-DATE ACTUAL AS OF 10/20/22

EXPENSE	YEAR-TO-DATE ACTUAL	BUDGETED EXPENSES	FUNDING SOURCES	YEAR-TO-DATE ACTUAL	BUDGETED INCOME	YEAR-TO-DATE LINE ITEM SURPLUS / (DEFICIT)	BUDGETED LINE ITEM SURPLUS / (DEFICIT)	
PARK & TRAIL MAINTENANCE	Columbia County Projects (including North Branch Canal Trail)	(1,262.37)	(4,000.00)	Columbia County Hotel Tax Grant	-	4,000.00	(1,262.37)	-
	Hess Recreation Area	(13,999.87)	(18,400.00)	User Fees	1,100.00	1,750.00	(12,899.87)	(16,650.00)
	Hopewell Park / Danville Borough Farm Trails	(3,355.66)	(6,000.00)		-	-	(3,355.66)	(6,000.00)
	Montour Preserve	(138,289.46)	(159,000.00)	Pavilion / Auditorium Rental Fees	11,498.00	12,500.00	(78,550.16)	(100,500.00)
				Donations	7,911.00	6,000.00		
				Carryover balance from 2021	9,330.30	-		
				Concessionaire contribution	1,000.00	-		
				Transfer From Community Giving Foundation Montour Preserve Fund	30,000.00	40,000.00		
	North Branch Canal Trail (Montour County)	(2,671.57)	(4,500.00)		-	-	(2,671.57)	(4,500.00)
North Branch Canal Trail Parking / River Access	(924.48)	(1,900.00)		-	-	(924.48)	(1,900.00)	
Tools & Supplies	(3,560.23)	(2,500.00)		-	-	(3,560.23)	(2,500.00)	
SPECIAL PROJECTS & EVENTS	All-Terrain Vehicle Purchase (*)	-	(15,000.00)	Grants (*)	1,500.00	15,000.00	1,500.00	-
	Bicycle / Pedestrian Safety Projects	(189.52)	(500.00)		-	-	(189.52)	(500.00)
	Bicycle Routes Mapping and Promotion	(136.02)	(1,000.00)		-	-	(136.02)	(1,000.00)
	Chilli Challenge Adventure Triathlon	(27.14)	(6,000.00)	Race Registration Fees and Sponsorships	-	6,500.00	(27.14)	500.00
	Danville Borough Play Set Installation	-	(2,000.00)		-	-	-	(2,000.00)
	Dirty Grin Mountain Bike Festival	(4,844.09)	-		3,130.00	-	(1,714.09)	-
	Girls ROC Camp (*)	(414.90)	(1,000.00)	Grants, Donations, and Participant Fees (*)	818.67	1,000.00	403.77	-
	Hopewell Park Pump Track Construction (*)	-	(220,000.00)	Grants [\$125,000] and Donations [\$95,000] (*)	56,645.00	220,000.00	56,645.00	-
	Hopewell Park Pump Track Engineering & Permitting	-	(30,000.00)	Donations [15,255] and Mahoning Twp. ARP Grant	15,255.00	30,000.00	15,255.00	-
	Humdinger Trail Races	(11,462.31)	(11,000.00)	Race Registration Fees and Sponsorships	7,304.00	11,500.00	(4,158.31)	500.00
	Regional Mountain Biking Promotion	(5,421.70)	(2,500.00)		-	-	(5,421.70)	(2,500.00)
	Riverside Borough Parks Revitalization	-	(2,000.00)		-	-	-	(2,000.00)
	Special Projects and Events - Other	(2,221.67)	(3,500.00)		-	-	(2,221.67)	(3,500.00)
	Tourism Promotion Special Projects - Other	(1,586.15)	(2,500.00)		-	-	(1,586.15)	(2,500.00)
	Washingtonville Revitalization Projects	(16,538.92)	(15,000.00)	Donations and grants [\$10,000 Giant Healing the Planet]	10,000.00	13,000.00	(6,538.92)	(2,000.00)
	Washingtonville - DeLong Park Pavilion Project (*)	-	-	donations [\$2,000] and grants [\$1,000 Community Giving Foundation]	3,000.00	-	3,000.00	-
	Wellness Special Projects	(95.11)	(500.00)		-	-	(95.11)	(500.00)
ADMIN / INSURANCE	Accounting	(1,155.00)	(1,800.00)		-	-	(1,155.00)	(1,800.00)
	Administration / Misc. Other (includes Stoudt Admin. Labor)	(22,164.13)	(23,000.00)		-	-	(22,164.13)	(23,000.00)
	Audit	(4,820.40)	(4,820.00)		-	-	(4,820.40)	(4,820.00)
	Dues & Licensing Fees	(1,988.48)	(1,500.00)		-	-	(1,988.48)	(1,500.00)
	Fundraising	(3,920.67)	(1,000.00)		-	-	(3,920.67)	(1,000.00)
	Insurance (D&O, General, & Workers' Comp)	(13,102.00)	(13,500.00)		-	-	(13,102.00)	(13,500.00)
	Internship Stipends	(8,250.00)	-		-	-	(8,250.00)	-
	Office Supplies	(2,490.42)	(1,750.00)		-	-	(2,490.42)	(1,750.00)
	Public Notices	(46.25)	(750.00)		-	-	(46.25)	(750.00)
OTHER			2022 Year-End Carryover Unrestricted Balance	31,687.97	23,000.00	31,687.97	23,000.00	
			Geisinger Contribution (unrestricted)	25,000.00	25,000.00	25,000.00	25,000.00	
			Montour County Hotel Tax 2021 Carryover Balance	7.11	-	7.11	-	
			Montour County Hotel Tax 2022 Grants	105,389.84	130,000.00	105,389.84	130,000.00	
			Mahoning Township ARP Grant Carryover Balance	15,695.00	-	15,695.00	-	
			Mahoning Township ARP Grant Interest	6.65	-	6.65	-	
			Transfer From Community Giving Foundation Non-Endowed Fund	7,500.00	7,500.00	7,500.00	7,500.00	
			Other Income	531.67	500.00	531.67	500.00	
		Unrestricted Donations	1,905.00	10,000.00	1,905.00	10,000.00		
<b>TOTAL EXPENSES</b>		<b>(264,938.51)</b>	<b>(556,920.00)</b>	<b>TOTAL INCOME</b>	<b>346,215.21</b>	<b>557,250.00</b>	<b>81,276.70</b>	<b>330.00</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.

9:44 AM  
 10/20/22  
 Cash Basis

**Montour Area Recreation Commission**  
**Statement of Financial Position**  
 As of September 30, 2022

	<u>Sep 30, 22</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Mahoning Twp ARP Grant Cking	15,701.65
Service 1st - Savings	8.75
Service 1st #44 -CGF ATV Grant	1,500.00
Service 1st #45 Washvl Pavilion	1,000.00
Service 1st FCU	<u>81,081.25</u>
Total Checking/Savings	<u>99,291.65</u>
Total Current Assets	<u>99,291.65</u>
<b>TOTAL ASSETS</b>	<b><u>99,291.65</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Advance Payments Received	
Preserve Reservations	<u>1,919.50</u>
Total Advance Payments Received	1,919.50
Payroll Liabilities	<u>3,444.48</u>
Total Other Current Liabilities	<u>5,363.98</u>
Total Current Liabilities	<u>5,363.98</u>
Total Liabilities	5,363.98
Equity	
Retained Earnings	75,063.56
Net Income	<u>18,864.11</u>
Total Equity	<u>93,927.67</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>99,291.65</u></b>

No Assurance Provided

Page 1

9:45 AM  
 10/20/22  
 Cash Basis

**Montour Area Recreation Commission  
 Statement of Financial Activities  
 September 2022**

	<u>Sep 22</u>	<u>Jan - Sep 22</u>
Ordinary Income/Expense		
Income		
Donations Received		
CSCF Preserve Donations	0.00	30,000.00
Montour Preserve Donations	191.00	8,911.00
Donations Received - Other	494.00	85,159.00
Total Donations Received	685.00	124,070.00
Field & Park User Fees	1,760.00	11,758.50
Grants		
Community Giving Foundation Gra	0.00	10,000.00
Montour County Hotel Tax Grant	0.00	105,376.98
Total Grants	0.00	115,376.98
Healing the Planet Grant	0.00	6,500.00
Miscellaneous Income	0.00	437.77
River Town Race Series		
Event Sponsorship	0.00	100.00
Racer Registrations	0.00	10,334.00
Total River Town Race Series	0.00	10,434.00
Total Income	2,445.00	268,577.25
Gross Profit	2,445.00	268,577.25
Expense		
Administrative/Overhead		
Dues & Subscriptions	24.99	1,888.48
Fundraising Expenses	0.00	3,920.67
Insurance	11,313.00	13,102.00
Legal Notices	0.00	46.25
Miscellaneous	12.19	1,679.39
Office Expense	317.99	2,490.42
Organization Donations	0.00	100.00
Payroll Expenses		
Intern Stipend	0.00	8,250.00
Payroll Expenses - Other	11,999.12	98,038.89
Total Payroll Expenses	11,999.12	106,288.89
Professional Fees	0.00	5,975.40
Total Administrative/Overhead	23,667.29	135,491.50
Park & Trail Maintenance		
Columbia Cnty -NBCT	200.00	800.00
General -Tools & Supplies	12.71	3,304.33
Hess Recreation Area	853.12	6,745.46
Hopewell Park	45.39	1,713.74
Montour Preserve	9,164.77	75,878.46
North Branch Canal Trail	400.00	1,671.00
River Drive Parcel	0.00	500.00
Total Park & Trail Maintenance	10,675.99	90,612.99
Projects		
Mountain Bike Special Proj.	0.00	1,518.77
Special Projects	90.55	166.02
Washingtonvl Revitalization Exp	137.50	12,735.90
Total Projects	228.05	14,420.69

No Assurance Provided

Page 1

9:45 AM  
10/20/22  
Cash Basis

**Montour Area Recreation Commission**  
**Statement of Financial Activities**  
**September 2022**

	<u>Sep 22</u>	<u>Jan - Sep 22</u>
Special Events		
Other Events	324.35	324.35
RTRS	0.00	8,815.98
Special Events - Other	0.00	161.04
<b>Total Special Events</b>	<u>324.35</u>	<u>9,301.37</u>
<b>Total Expense</b>	<u>34,895.68</u>	<u>249,826.55</u>
<b>Net Ordinary Income</b>	-32,450.68	18,750.70
Other Income/Expense		
Other Income		
Interest Income		
Grant Interest Earned	1.29	19.51
Interest Income - Other	<u>12.01</u>	<u>93.90</u>
<b>Total Interest Income</b>	<u>13.30</u>	<u>113.41</u>
<b>Total Other Income</b>	<u>13.30</u>	<u>113.41</u>
<b>Net Other Income</b>	<u>13.30</u>	<u>113.41</u>
<b>Net Income</b>	<u><u>-32,437.38</u></u>	<u><u>18,864.11</u></u>

<b>COMMUNITY GIVING FOUNDATION (CGF) FUND BALANCES AS OF 10/6/22</b>	
<b>FUND</b>	<b>BALANCE</b>
MARC Non-Endowed Fund	\$ 4,498.54
MARC Endowed Fund	\$ 5,135.68
Hopewell Park Pump Track Fund	\$ 43,042.23
Washingtonville Revitalization Fund	\$ 2,633.94
Montour Preserve Fund	\$ 50,571.15
<b>TOTAL</b>	<b>\$ 105,881.54</b>
<b>NOTES AND DISCLAIMERS REGARDING CGF FUNDS</b>	
<p>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.</p>	
<p>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.</p>	
	
<p>I do hereby attest this to be an accurate and complete accounting of MARC-affiliated funds at the Community Giving Foundation.</p>	
	<p>10/6/2022</p>
<p>Robert Stoudt, MARC Director</p>	<p>Date</p>

## **ASSISTANT DIRECTOR'S REPORT**

This month I worked with the team trimming low/dead limbs at Heron and Goose Cove, mulching gardens around Heron Cove, and clearing drainage pipes around the Montour Preserve property. I also worked with the director to complete the final edits to the regional mountain biking map, worked on the grant application for Delong Park, and began creating interpretive signage for the proposed Mill Park in Derry township outside of Washingtonville.

Julian Brehm  
10/18/2022

## **NATURALIST'S REPORT**

In the past month the naturalist has scheduled and arranged for educational programs for several school groups. He has also been working on the interpretive booklet for the Chilisuagi Trail.

Jon Beam  
10/17/22

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

cleaned up plantings at butterfly wall for the winter

installed new ballast in office light that would not come on

cleaned out culvert pipes that were full of debris

fixed 5 toilets that would not flush after well people were here

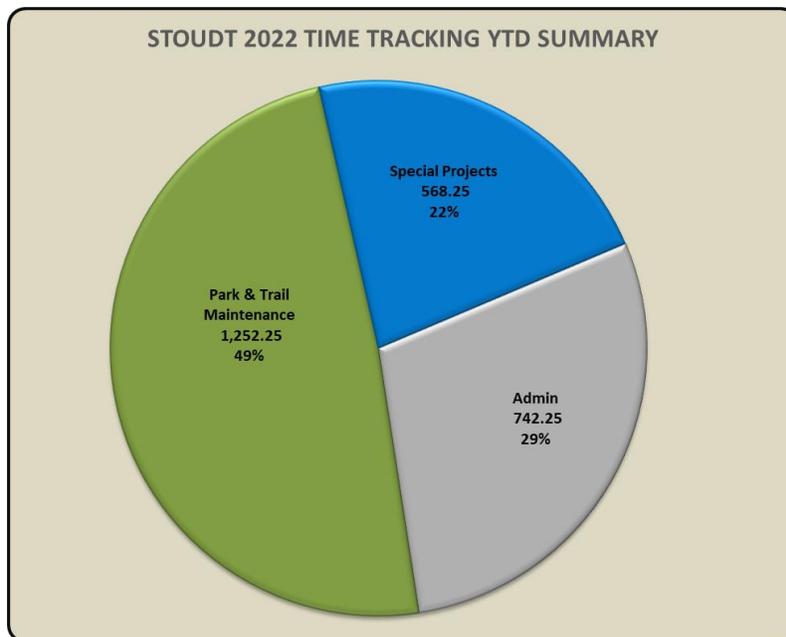
spread wood chips at Heron Cove

SPTMT Denny Piatt  
10/12/22

# DIRECTOR'S REPORT

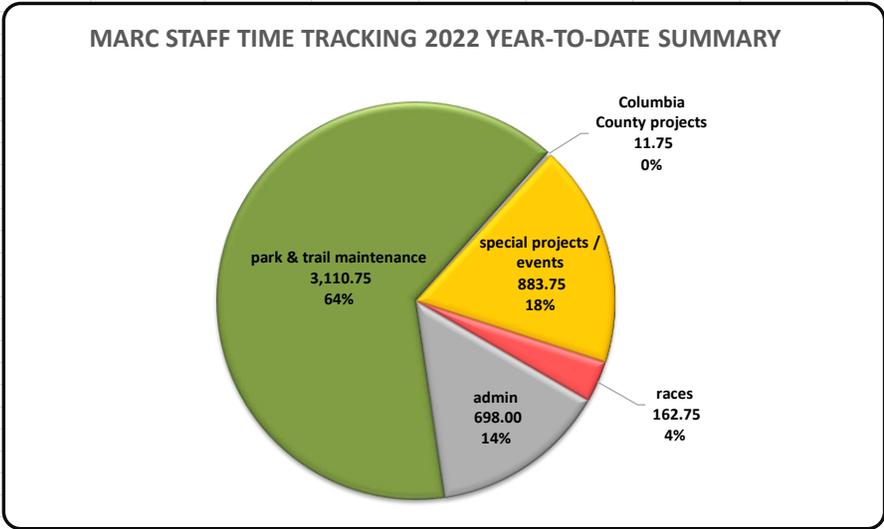
	STOUDT	PROJECT YTD TOTAL HOURS	OCTOBER																											
			25	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
admin	MARC admin	675.50	2.50	2.50	2.50	2.00	3.50	2.00	3.00	3.00	5.50	3.50	4.00	1.50	1.00		0.25	3.50	2.00	3.00	2.50	0.50		1.50	1.00	1.25	1.00	3.00		
PARK & TRAIL MAINTENANCE	Hess Recreation Area	133.50		0.25	0.25	0.25	0.25	0.25			0.75	0.25	0.25	0.25	0.25			0.50	1.50	0.25	0.25	0.75	1.25		0.25	0.25	0.25	0.75		
	Hopewell Park / Danville Farm Trails	47.75																		1.00	0.50				0.25					
	Montour Preserve admin / maintenance	791.00	1.50	0.50	4.50	6.00	2.00	4.00	1.00		3.50	4.00	4.00	3.00	0.75	0.25	0.25	3.00	2.50	2.50	2.00	3.00	1.50	2.00	5.00	2.00	1.00	2.00		
	Montour Preserve programming	102.25	1.50										0.50	0.25																
	North Branch Canal Trail (Montour Co.)	23.50																				0.25								
	River Drive trailhead / river access	2.50																				0.25								
SPECIAL PROJECTS & EVENTS	bicycle routes mapping & promotion	2.25																									0.50			
	fire / pedestrian safety special projects	7.00																												
	Chilli Challenge	1.00																												
	Columbia County projects	8.75																												
	Danville Borough play set installation																													
	Dirty Grin MTB Festival	94.00												0.25																
	Humdinger Trail Races	98.50																												
	mountain biking special projects	41.75											0.50	0.50													0.25			
	Riverside Borough parks revitalization																													
	special projects / events - other	66.75						1.00																			3.00			
	tourism promotion special projects	54.75									1.00																1.00			
	Washingtonville revitalization projects	118.25	0.75	1.00	0.25	1.00					1.00			0.25					1.50	0.25	1.50	3.00			0.25	2.50	5.50	2.00		
	wellness special projects	3.50																		0.75										
<b>DAILY TOTALS</b>	<b>2272.50</b>	5.50	4.00	8.25	8.50	6.75	7.25	4.00	3.00	11.75	8.25	9.25	5.50	2.00	0.25	0.50	7.00	7.50	6.75	7.25	8.25	2.75	3.50	8.00	9.00	8.25	7.75			
<b>WEEKLY PAYROLL TOTAL</b>		44.25							40.00							40.00							36.50							
<b>BIWEEKLY PAYROLL TOTAL</b>		84.25														76.50														
<b>PAYROLL PERIOD</b>		21														22														

**NOTE: 580.50 HOURS OF OVERTIME WORKED YEAR-TO-DATE AS OF 10/20/22**



## DIRECTOR'S REPORT (continued)

MARC STAFF 2022 YEAR-TO-DATE COMBINED TIME ACCOUNTING											
STOUDT UPDATED AS OF 10/20/22; OTHERS AS OF 10/8/22 (ALL ADJUSTED PER START/END DATES)											
TASK	STOUDT	BEAM	BREHM	FOUGHT	PIATT	REAVY	REINARD	SHEVCHENKO	YEICH	PROJECT TOTAL HOURS	
MARC admin	675.50	-	1.00	2.00	1.00	2.50	11.00	1.00	4.00	698.00	
Hess Recreation Area	133.50	7.00	35.50	-	10.00	8.50	44.50	27.00	21.00	287.00	
Hopewell Park / Danville Farm Trails	47.75	-	3.50	-	-	-	-	3.00	-	54.25	
Montour Preserve admin / maintenance	791.00	134.50	487.00	29.00	364.50	40.00	71.00	273.50	174.00	2,364.50	
Montour Preserve programming	102.25	168.50	13.00	10.50	19.00	6.00	14.50	13.00	12.00	358.75	
North Branch Canal Trail (Montour Co.)	23.50	-	0.50	-	-	-	-	0.50	0.50	25.00	
River Drive trailhead / river access	2.50	-	-	-	-	-	14.25	-	4.50	21.25	
bicycle routes mapping & promotion	2.25	-	25.75	-	-	-	-	88.00	-	116.00	
bike / pedestrian safety special projects	7.00	-	-	-	-	-	-	-	-	7.00	
Chilli Challenge	1.00	-	-	-	-	-	-	-	-	1.00	
Columbia County projects	8.75	-	3.00	-	-	-	-	-	-	11.75	
Danville Borough play set installation	-	-	-	-	-	-	-	-	-	-	
Dirty Grin MTB Festival	94.00	-	17.00	-	-	-	-	24.00	-	135.00	
Humdinger Trail Races	98.50	10.00	6.50	10.00	9.00	11.50	7.75	-	8.50	161.75	
mountain biking special projects	41.75	-	171.00	-	-	-	-	114.00	-	326.75	
Riverside Borough parks revitalization	-	-	-	-	-	-	-	-	-	-	
special projects / events - other	66.75	-	-	-	-	-	-	8.50	-	75.25	
tourism promotion special projects	54.75	-	3.00	-	4.00	-	-	-	-	61.75	
Washingtonville revitalization projects	118.25	-	18.00	6.00	-	3.75	12.00	-	0.50	158.50	
wellness special projects	3.50	-	-	-	-	-	-	-	-	3.50	
<b>TOTALS</b>	<b>2,272.50</b>	<b>320.00</b>	<b>784.75</b>	<b>57.50</b>	<b>407.50</b>	<b>72.25</b>	<b>175.00</b>	<b>552.50</b>	<b>225.00</b>	<b>4,867.00</b>	
<b>YTD AVERAGE HOURS WORKED PER WEEK</b>	<b>51.65</b>	<b>7.62</b>	<b>28.03</b>	<b>1.37</b>	<b>9.70</b>	<b>3.61</b>	<b>4.17</b>	<b>30.69</b>	<b>5.36</b>		



## DIRECTOR'S REPORT (continued)

### GRANTS

- **Montour County Hotel Tax**
  - As of 10/21/22, \$3.12 in Montour County Hotel Tax funds remain earmarked in MARC's accounts
  - MARC anticipates receipt of Q3 grant funds in mid-November
    - Based upon 2020 and 2021 receipts and current economic conditions, Stoudt projects the Q3 grant will likely be approximately \$50,000
  
- **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 will not begin until 2023 at the earliest
  - project mapping is available at <https://www.google.com/maps/d/edit?mid=17se2PMghOEBzg70bdSTOg3HPCTTO9drE&usp=sharing>
  
- **Mahoning Township American Rescue Plan Grant (no updates since last meeting)**
  - MARC on 12/13/21 was awarded \$25,000 in American Rescue Act grant funding from Mahoning Township
  - Funds are to be used to offset the negative economic impact of COVID-19 on MARC's operations and to be focused on projects of importance to Mahoning Township residents
  - MARC on 12/30/21 expended \$9,305 to pay Kleinfelder for engineering work for the Hess Loop Trail (J. Manley Robbins Trail) at the Hess Recreation Area
  - \$15,701.65 (with earned interest) remains earmarked in a dedicated checking account to pay a portion of the costs for the planned engineering, permitting, and design work for the Hopewell Park Pump Track
    - Stoudt is consulting with DCNR and Chairman Dombroski to determine the implications of using federal funds as match for the project

## DIRECTOR'S REPORT (continued)

### GRANTS (continued)

- **DCNR 2021 Park Rehabilitation and Development Grant (Hopewell Park Pump Track) (no updates since last meeting)**
  - MARC was notified on 12/30/21 that its application to DCNR for \$125,000 in grant funding to rehabilitate Hopewell Park had been conditionally approved
  - Project activities will include 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
  - As of 10/21/22, MARC has so far secured \$168,489.15 in pledges and donations to match the DCNR grant
  - As recently authorized by MARC's Board, all necessary documentation has been provided to DCNR to allow the redesignation of grant funds from MARC to Montour County to satisfy DCNR's requirements
    - An updated grant agreement has been provided to Montour County, allowing work to proceed once final questions are resolved
  - Stoudt on 3/31/22 met with DCNR, Montour County, Brinkash & Associates, and Kleinfelder to discuss grant terms and conditions and to prepare for project engineering and permitting
    - As of 10/21/22, MARC is awaiting word from DCNR regarding engineering requirements for pump track design before work can begin
  - Stoudt's updated project presentation, including a listing of project donors, is available at <https://docs.google.com/presentation/d/1b1DRhttSDZ3OfL0aYTaluFPhW1XYNO7x/edit?usp=sharing&oid=117951050608712833238&rtpof=true&sd=true>

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

### **MANAGED SITES**

- **Hopewell Park / Danville Borough Farm**
  - Signage for the 2022/2023 hunting season trail closures were posted on 9/23/22
    - Notices regarding trail closure dates are posted to MARC's website at <https://montourec.com/hopewell-parkdanville-borough-farm/> and on MARC's Facebook page
  - MARC will work with an Eagle Scout candidate to create a concrete pad to properly secure the new bike rack recently constructed and donated by Kris Huber and Nick Craven
  - Work is ongoing to prepare for the planned pump track construction and related redevelopment activities as reported elsewhere in this meeting packet
  
- **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 ongoing property encroachments by an adjacent landowner
  
- **North Branch Canal Trail**
  - Land Stewards Wayne Kashner and Jennifer Hunsinger continue to maintain the trail
  - Land Steward Wayne Kashner continues work to realign portions of the trail near the Catawissa Boat Club to avoid chronically wet areas
  - Montour County and the SEDA-COG Joint Rail Authority have resumed legal action against the owner of the Bear Hunters' Grove Campground to resolve the years-long property ownership dispute
    - Stoudt has been in communication with MARC's legal counsel regarding proposed next steps for legal action and anticipates legal proceedings will be ongoing through the winter
    - MARC will continue to enforce the trail closure through the disputed lands between trail miles 3.5 – 4.2; no MARC staff or volunteers will enter the disputed lands until the matter is resolved
  - 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)
  - Stoudt will consult with the Montour County Conservation District 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 schedule the work when funding and staff availability allow

## DIRECTOR'S REPORT (continued)

### MANAGED SITES (continued)

- **Hess Recreation Area**

- MARC staff worked on 10/21/22 to fill road / parking lot potholes
  - Additional work will be required in coming days
- MARC staff will work in coming weeks to regrade sections of the Hess Loop Trail
- Stoudt has consulted with Elijah Evans regarding anticipated costs to properly repair failing sections of the Hess Loop Trail between trail miles 1.3 – 1.5 (*no change since last meeting*)
  - Cost estimates far exceed MARC's current financial ability to do the necessary work
  - Stoudt will consider options for future grant funding and other alternatives
  - Stoudt continues to find little change in the condition of the partially collapsed sections of trail
- 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; work must wait until conditions and volunteer schedules allow*)
- Stoudt and Shevchenko have continued design work for the new J. Manley Robbins Trail interpretive sign for installation at the Beaver Place Trailhead (*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 asphalt repairs, then furnish and install two coats of tar and chip (*no change since last meeting*)
  - Total cost is estimated at \$45,000 - \$50,000 (assuming a road length of 3,600ft and width of 16ft), however cost estimates were secured before the recent dramatic increase in oil and fuel prices
  - Stoudt will continue to seek funding to allow this high-priority project to be completed
- The Hess Recreation Area Field Usage and Maintenance Agreement between MARC and the Danville Lady Rainers, with consent by Danville Borough, has expired
  - Stoudt has contacted representatives of the Danville Lady Rainers to discuss possible updates to the agreement and expects to have an updated agreement available for consideration at MARC's next meeting (*no update since last meeting*)
- Stoudt on 2/13/22 met with the 4H Outdoor Explorers group to discuss a project to update the tree identification markers, mapping, and brochure for the Hess Recreation Area
  - Stoudt hopes to complete the project in October (*no update since last meeting*)

## DIRECTOR'S REPORT (continued)

### MANAGED SITES (continued)

#### • Montour Preserve

- Stoudt, Piatt, and Brehm on 9/21/22 and 10/20/22 met with representatives of Williamsport Electric and Selsyn Electric to discuss options for electrical surge protection for the Visitors' Center / Environmental Education Center
  - MARC is awaiting proposals for services
- Eagle Scout candidate Logan Maciejewski repainted the Heron Cove A Pavilion during the week of 9/24 – 9/28/22
- Stoudt on 9/28/22 provided a guided tour of the Montour Preserve to a Columbia Montour Visitors Bureau organized tour by state travel representatives and writers
- The Riverside Adventure Company on 10/17/22 removed the 'Kayak Kiosk' from the Preserve to end the 2022 watercraft rental season
- MARC staff on 10/25/22 will plan to shut down the Goose Cove and Heron Cove Picnic Area water systems (weather permitting)
- MARC staff on 10/26/22 will plan to remove the fishing pier and boat dock (weather permitting)
- Pipeline construction work is ongoing at and near the Preserve
  - Work is being conducted, weather permitting, every day – including weekends
  - MARC has stopped accepting new reservations for the Goose Cove #1 and #3 Pavilions because of concerns about nearby construction noise and dust (the Goose Cove #2 Pavilion remains closed to all use)
  - temporary closures of portions of several trails are expected to remain in effect through at least mid-November, including:
    - Goose Woods Trail (partial)
    - Wildlife Management Trail (partial)
    - Chilisuagi Trail (between the Goose Cove Picnic Area and the Ridgefield Point Loop Trail)
- 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 Girl Scout Gold Award candidate Hailey Exley and possibly with an Eagle Scout candidate to create and install new bluebird boxes, as well as related bluebird habitat restoration work
- Stoudt will meet on 10/23/22 with a Girl Scout Gold Award candidate to consider options for a possible bat habitat improvement project

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

### **SPECIAL PROJECTS AND EVENTS**

- **Bicycle / Pedestrian Safety Projects (no updates since last meeting)**
  - Stoudt on 8/24/22 attended (online) the meeting of the Middle Susquehanna Active Transportation Committee
  - The committee will next meet on 11/2/22
  
- **Bicycle Routes Mapping and Promotion**
  - Valentina Shevchenko has completed the mapping, driving, and photographing of several bicycling routes in and around northern Montour County as identified by volunteers Kit Kelly, Dr. Victor Marks, and others
    - MARC is working with the Columbia Montour Visitors Bureau and the Susquehanna River Valley Visitors Bureau to promote bicycling route mapping and online distribution 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 and Shevchenko will update mapping for other known routes, including the 75 Miles of MonTour, and others, for publication and promotion
  
- **Chilli Challenge Adventure Triathlon**
  - 2022 event canceled
  
- **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
  - Stoudt does not anticipate reconstruction of the play set until 2023 because of ongoing staffing and budgeting challenges
  
- **Dirty Grin Mountain Biking Festival**
  - Monthly meetings of the event organizing committee have resumed and preparations are well underway for the 2023 event, planned for June 23 – 25, 2023
  
- **Girls ROC Camps**
  - As of 10/22/22, MARC has \$403.77 in its account to carry over for 2023 events

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

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

- **Regional Mountain Biking Promotion**

- Julian Brehm and Valentina Shevchenko have completed the field verification of mountain biking trails in the Bald Eagle State Forest for inclusion in MARC's mapping of regional mountain biking assets
- Brehm has completed the map data entry and will meet with Stoudt in coming days to review all mapping for accuracy before MARC releases the mapping to the public
  - The working draft of the five-county map is available on the Dirty Grin Mountain Bike Festival website at <https://dirtygrinmtbfestival.squarespace.com/thetrails>
- Stoudt continues to collaborate with the Columbia Montour Visitors Bureau, Susquehanna River Valley Visitors Bureau, and numerous other partners to prepare for a possible application to the International Mountain Bicycling Association's Ride Center program (<https://ride.imba.com/node/2169>)
- 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 will plan to schedule a meeting of MARC's Mountain Biking Advisory Group in coming weeks

- **Riverside Borough Parks Revitalization (no updates since last meeting)**

- Stoudt anticipates installing the replacement sign for the Riverside Borough river access in April 2023
- 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**

- Stoudt continues to participate in the Danville Business Alliance's Design Committee
- Stoudt continues to participate in the Columbia Montour Chamber of Commerce's Joint Governmental Affairs Committee
- Stoudt continues to participate in the Columbia Montour Chamber of Commerce's Montour County Task Force
- Stoudt continues to participate in the Going Gold committee

- **Tourism Promotion Special Projects – Other**

- Stoudt continues to participate in the Danville Heritage Festival Committee

- **Wellness Special Projects**

- No updates since last meeting

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

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

#### **• Washingtonville Revitalization Projects**

- Stoudt and Chairman Dombroski continue preparing a possible application to the DCNR Special Fall grant round for improvements to DeLong Park
  - Applications are due by 10/27/22
- Stoudt, Brehm, Shevchenko, and Danville Area School District co-op student Levi Culver on 10/19/22 replaced two pin oak trees at DeLong Park which had been planted earlier this year but failed to thrive
  - MARC thanks Brookside Nursery for providing the new trees at no charge as part of their warranty pledge
- Stoudt, Brehm, and Shevchenko on 10/14/22 took drone aerial images of sites around Washingtonville Borough in support of grant applications and project development
- Stoudt and Dombroski have continued to discuss options for the maintenance and public use of flood buyout parcels along Mill Road in Derry Township
  - Stoudt will present a proposal at this meeting to request approval to seek Montour County's approval for MARC's management of the parcels
- Stoudt, Chairman Dombroski, and members of the Washingtonville Revitalization Committee continue to explore options for new stream access locations along Chillisquaque Creek
- Stoudt continues to participate in meetings of the Washingtonville Revitalization Committee to assist with projects of mutual interest

### **OTHER UPDATES**

- MARC's Kioti tractor had to go in for service to repair the front axle spindle seals
  - Most work was covered by warranty, but MARC has paid \$237.44 for other necessary service work
  - Hoover Tractor returned the tractor to the Montour Preserve on 10/21/22
- Stoudt and Brehm on 10/18/22 participated in the Montour County Emergency Management Agency's Emergency Operations Center exercise

### **UPCOMING MEETINGS AND EVENTS**

- 10/25/22 Montour Preserve picnic area water systems shutdown
- 10/25/22 Dirty Grin Mountain Bike Festival planning meeting
- 10/26/22 Lake Chillisquaque boat dock and fishing pier removal
- 11/2/22 Middle Susquehanna Active Transportation Committee meeting
- 11/3/22 DCNR grants workshop
- 11/6/22 Natural history hike w/ Van Wagner (2pm)
- 11/8/22 Election Day
- 11/9/22 Columbia Montour Chamber of Commerce Montour County Taskforce meeting
- 11/21/22 MARC meeting

MEMBERS

AMERICAN AND PENNSYLVANIA INSTITUTES  
OF CERTIFIED PUBLIC ACCOUNTANTS

INDEPENDENT MEMBER OF

 PrimeGlobal

October 11, 2022

Board of Directors  
Montour Area Recreation Commission  
P.O. Box 456  
Danville, PA 17821

**RE: Montour Area Recreation Commission**

Dear Members of the Board of Directors:

We are pleased to confirm our understanding of the services McKonly & Asbury, LLP (M&A) will provide to the above listed organization (the Organization) for the year ended December 31, 2022.

You have requested that we audit the financial statements of the Organization, as of December 31, 2022, and for the year then ended and the related notes, which comprise the statement of net position – modified cash basis, the statement of revenues, expenses, and change in net position – modified cash basis, and the related notes to the financial statements, which collectively comprise the Organization’s basic financial statements as listed in the table of contents. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter.

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor’s report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America (GAAS) will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

**Auditor Responsibilities**

We will conduct our audit in accordance with GAAS. As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit. We will also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity’s internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.

HARRISBURG • LANCASTER • BLOOMSBURG  
570.784.1111 • www.macpas.com • Fax: 570.784.1114

MAILING ADDRESS

McKonly & Asbury • 420 West Fifth Street • Bloomsburg, Pennsylvania 17815

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- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Organization's ability to continue as a going concern for a reasonable period of time.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements may not be detected exists, even though the audit is properly planned and performed in accordance with GAAS.

Our responsibility as auditors is limited to the period covered by our audit and does not extend to any other periods.

**Compliance with Laws and Regulations**

As previously discussed, as part of obtaining reasonable assurance about whether the basic financial statements are free of material misstatement, we will perform tests of the Organization's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance, and we will not express such an opinion.

**Management Responsibilities**

Our audit will be conducted on the basis that management and, when appropriate, those charged with governance acknowledge and understand that they have responsibility:

- a. For the preparation and fair presentation of the basic financial statements in accordance with the modified cash basis of accounting;
- b. For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of basic financial statements that are free from material misstatement, whether due to error, fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements; and
- c. To provide us with:
  - i. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the basic financial statements such as records, documentation, and other matters;
  - ii. Additional information that we may request from management for the purpose of the audit; and
  - iii. Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.
- d. For including the auditor's report in any document containing basic financial statements that indicates that such basic financial statements have been audited by us;
- e. For identifying and ensuring that the entity complies with the laws and regulations applicable to its activities;
- f. For adjusting the basic financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current year period(s) under audit are immaterial, both individually and in the aggregate, to the basic financial statements as a whole; and
- g. For acceptance of nonattest services, including identifying the proper party to oversee nonattest work;
- h. For maintaining adequate records, selecting, and applying accounting principles, and safeguarding assets;

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- i. For informing us of any known or suspected fraud affecting the entity involving management, employees with significant role in internal control and others where fraud could have a material effect on the financials; and
- j. For the accuracy and completeness of all information provided.

As part of our audit process, we will request from management and, when appropriate, those charged with governance, written confirmation concerning representations made to us in connection with the audit.

**Nonattest Services**

With respect to any nonattest services we perform, at the end of the year, we agree to perform the following:

- Propose adjusting or correcting journal entries to be reviewed and approved by the Organization's management.
- Prepare a draft of the financial statements and related notes
- We will also assist in preparing the financial statements of the Organization in conformity with the modified cash basis of accounting based on information provided by you.

We will not assume management responsibilities on behalf of the Organization. However, we will provide advice and recommendations to assist management of the Organization in performing its responsibilities.

The Organization's management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual, preferably from senior management, to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) establishing and maintaining internal controls, including monitoring ongoing activities.

Our responsibilities and limitations of the nonattest services are as follows:

- We will perform the services in accordance with applicable professional standards.
- The nonattest services are limited to the financial statement services previously outlined. Our firm, in its sole professional judgment, reserves the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities, including determining account coding and approving journal entries.

**Reporting**

We will issue a written report upon completion of our audit of the Organization's basic financial statements. Our report will be addressed to the governing body of the Organization. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinion, add an emphasis-of-matter or other-matter paragraph(s) to our auditor's report, or if necessary, withdraw from the engagement. If our opinion on the basic financial statements is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express an opinion or to issue a report as a result of this engagement.

**Other**

We understand that your employees will prepare all confirmations we request and will locate any documents or support for any other transactions we select for testing.

If you intend to publish or otherwise reproduce the financial statements and make reference to our firm, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

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Regarding the electronic dissemination of audited financial statements, including financial statements published electronically on your Internet website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Professional standards prohibit us from being the sole host and/or the sole storage for your financial and non-financial data. As such, it is your responsibility to maintain your original data and records and we cannot be responsible to maintain such original information. By signing this engagement letter, you affirm that you have all the data and records required to make your books and records complete.

**Provisions of Engagement Administration, Timing and Fees**

During the course of the engagement, we may communicate with you or your personnel via fax or e-mail, and you should be aware that communication in those mediums contains a risk of misdirected or intercepted communications.

Your staff will provide us a trial balance that is in agreement with the general ledger for the year ended December 31, 2022, and supporting documentation for the financial statements prior to our commencement of final fieldwork. Your supporting documentation will include information detailed in future correspondence to you. These records remain your property and will be returned to you at the completion of our engagement. It is your responsibility to retain and protect these records for possible future use, including potential examination by any government or regulatory agency. Your records are provided to us only as needed to complete our engagement.

At the conclusion of this engagement, we will return all original records you supplied to us. Your Organization records are the primary records for your operations and comprise the backup and support for your financial reports and tax returns. For tax or consulting services, the records are your property; however, we reserve the right to maintain copies. Our firm destroys our client files and all pertinent work papers after a retention period of seven (7) years, after which time these items will no longer be available. Catastrophic events or physical deterioration may result in our firm's records being unavailable.

At the conclusion of our audit engagement, we will communicate to those charged with governance significant findings from the audit.

The audit documentation for this engagement is the property of M&A and constitutes confidential information. However, we may be requested to make certain audit documentation available to regulators pursuant to authority given to it by law or regulation, or to peer reviewers. If requested, access to such audit documentation will be provided under the supervision of M&A's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to regulators. The regulators may intend, or decide, to distribute the copies of information contained therein to others, including other governmental agencies.

By your signature on this letter, you acknowledge and agree that, upon the expiration of the 7-year period, M&A shall be free to destroy our records related to this engagement.

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. Third party service providers may be located outside of the United States of America. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

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If, during the course of our engagement, we encounter circumstances which we believe may create a conflict of interest or conflict with the ethical standards of our profession, we will inform you of our concerns in writing. If these concerns cannot be adequately addressed to our satisfaction, or we are compelled to do so by the professional standards of our profession, we may withdraw from the engagement. Additionally, we reserve the right to withdraw from the engagement should we encounter circumstances which conflict with the ethical standards of our firm.

Aaron B. Stagliano, CPA, is the engagement principal for the audit services specified in this letter. His responsibilities include supervising M&A's services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report.

To ensure that M&A's independence is not impaired under the AICPA Code of Professional Conduct, you agree to inform the engagement principal before entering into any substantive employment discussions with any of our personnel.

Our fee for these services will be \$5,500, which includes all reasonable out-of-pocket expenses. A technology/administrative fee of 4% will also be charged on each invoice. The fee estimate is based on anticipated cooperation from your personnel, and the assumption that unexpected circumstances will not be encountered during the work performed, and that management will provide to us on an agreed-upon date all items included on a list of items needed, which will be sent to you prior to the commencement of fieldwork. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Our invoices for these services will be rendered as follows and are payable on presentation:

April 2023	\$2,750
May 2023	\$2,750

During the course of the audit, we may observe opportunities for economy in, or improved controls over, your operations. We will bring such matters to the attention of the appropriate level of management either orally or in writing.

You may request that we perform additional services not addressed in this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fee. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

You agree to inform us of facts that may affect the financial statements of which you may become aware during the period from the date of the auditor's report to the date the financial statements are issued.

In accordance with our firm policies, work may be suspended if your account becomes sixty (60) days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination. A late charge of 1½ percent per month will be added to any account balance which remains outstanding for more than thirty (30) days from the date such balance is first invoiced. We will proceed with the understanding that any fees billed will be reasonable and mutually acceptable in the light of all circumstances and we will follow the practice of promptly discussing with you difficulties, if any, that we might encounter. By your signature below, you acknowledge and agree that in the event we stop work or withdraw from this engagement as a result of your failure to pay on a timely basis for services rendered as required by this engagement letter, we shall not be liable for any damages that occur as a result of our ceasing to render services.

In addition, you further agree that, in the event our firm or any of its employees or agents is called as a witness or requested to provide any information, whether oral, written, or electronic, in any judicial, quasi-judicial, or

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administrative hearing or trial regarding information or communications that you have provided to this firm, or any documents and workpapers prepared by M&A in accordance with the terms of this agreement, you agree to pay any and all reasonable expenses including fees and costs for our time at our standard rates at the time, as well as any legal or other fees that we incur as a result of such appearance or production of documents.

If any dispute, other than over fees, arises among the parties hereto, the parties agree to first try in good faith to settle the dispute by mediation. A mediator or mediation association will be chosen by M&A within thirty (30) days after written notice has been sent by either party to the other party regarding the dispute. The mediation shall be conducted under the mediator's or association's applicable rules for resolving professional accounting and related services disputes before either party resorts to litigation. The costs of any mediation proceeding shall be shared equally by all parties.

The Organization and M&A both agree that any dispute over fees charged by the accountant to the client will be submitted for resolution by arbitration in accordance with the applicable rules for resolving professional accounting and related services disputes of the arbitrator or the alternative dispute association chosen by M&A, except that under all circumstances the arbitrator must follow the laws of Pennsylvania and only address the fee dispute between or among the parties. Such arbitration shall be binding and final. **In agreeing to arbitration, we acknowledge that in the event of a dispute over fees charged by the accountant, each of us is giving up the right to have the dispute decided in a court of law before a judge or jury and instead we are accepting the use of arbitration for resolution.** The prevailing party shall be entitled to an award of reasonable attorneys' fees and costs incurred in connection with the arbitration of the dispute in an amount to be determined by the arbitrator.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you acknowledge and agree with the terms of our engagement as described in this letter, including our respective responsibilities, please sign and return to us.

Sincerely,

McKONLY & ASBURY, LLP



Aaron B. Stagliano, CPA

Principal

ABS/jlp

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**RESPONSE:**

This letter correctly sets forth the understanding of **Montour Area Recreation Commission:**

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_





**Press Enterprise, Inc**  
 3185 Lackawanna Ave  
 Bloomsburg, PA 17815  
 Ph: (570) 784-2121  
 FAX: (570) 784-3057  
 Email: info@pressenterprise.net  
 Web: http://www.pressenterprise.net/

# INVOICE

Please reference invoice number and job number when making payments

Invoice #: 6897  
 Invoice Date: 10/21/22  
 Job #: 64446

**Customer #** 121067  
**Billed To:** Montour Area Recreation Commission  
**Contact:** Robert Stoudt, Director  
**Address:** P.O. Box 456  
 Danville, PA 17821

**Created Date:** 10/21/2022 10:46:34AM  
**Salesperson:** Taryn Crayton

**Description:** Fossil Pit Trifold - 64446

		Quantity	Unit Price	Subtotal
<b>1</b>	<b>Product:</b> Small Format Prints <b>Description:</b> Small Format Prints • 2500- 8.5 in (H) x 11 in (W) Double Sided, Color Print(s) on IPT - 12x18 - 100# Gloss White Text stock material • Tri-Fold	2,500.00	\$0.21	\$525.00

**Order Subtotal:** \$525.00  
**Total Taxes:** \$31.50  
**Total:** \$556.50  
**Order Balance:** \$556.50

Payment Terms: Balance due upon receipt.

Print Date: 10/21/2022