

7:00pm October 23, 2023 Regular Meeting Agenda

Montour Preserve Environmental Education Center, 374 Preserve Rd, Danville, PA 17821
or <https://us02web.zoom.us/j/86004157248?pwd=ekJ2Y3laUnNUV0tKTzFDR09vTHZ0QT09>

To connect by phone: (929) 205 6099 | Meeting ID: 860 0415 7248 | Passcode: 203729

Call to Order

Public Comment

Open and Award 2024 Lawn Care Invitation to Bid

Presentation by John Zaktansky (Middle Susquehanna Riverkeeper Association)

Officer Reports

- Chairman's Report
- Treasurer's Report (*pages 2 - 19*)
- Secretary's Report

Partner Reports

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

Assistant Director's Report (Julian Brehm) (*page 20*)

Director's Report (Bob Stoudt) (*pages 21 - 32*)

- Project status updates:
 - Hopewell Park Pump Track
 - Hess Field access road
 - DeLong Park pathway
 - Hess Recreation Area restroom roof
 - Montour Preserve trail bridge
- 2024 budget preparation

Old Business

New Business

- Amendment to Montour County Hotel Tax Memorandum of Understanding (*pages 35 - 46*)
- Montour Preserve Concessionaire Agreement Renewal (*pages 33 - 34*)

Other Items

Adjournment

next meeting: 7:00pm Monday, November 20, 2023

MARC 2023 Checking Account Register (ID 40)

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
7522	9/24/2023	10/3/2023	9/1 - 9/30/23	Robert Stoudt (personal vehicle usage mileage reimbursement 9/17 - 9/24)	personal vehicle usage reimbursement	park and trail maintenance	Montour County Hotel Tax	232.53		82,816.35
7523	9/25/2023	10/3/2023	9/1 - 9/30/23	PPL Electric Utilities	Montour Preserve (electricity)	park and trail maintenance	Montour County Hotel Tax	351.82		82,464.53
7524	9/25/2023	10/3/2023		PPL Electric Utilities	Montour Preserve (electricity)	park and trail maintenance	Montour County Hotel Tax	837.00		81,627.53
7525	9/25/2023	10/3/2023	9/1 - 9/30/23	PPL Electric Utilities	Montour Preserve (electricity)	park and trail maintenance	Montour County Hotel Tax	72.40		81,555.13
7526	9/25/2023	10/3/2023	9/1 - 9/30/23	PPL Electric Utilities	Montour Preserve (electricity)	park and trail maintenance	Montour County Hotel Tax	41.31		81,513.82
deposit	9/25/2023	10/3/2023	9/1 - 9/30/23	deposit	\$423 Montour Preserve (donations); \$325 Montour Preserve (pavilion reservations); \$175 Hess Recreation Area (users' fees)	\$423 contributions and user fees (Montour Preserve); \$325 contributions and user fees (Montour Preserve); \$175 contributions and user fees (Hess Recreation Area)			923.00	82,436.82
7527	9/25/2023	10/3/2023		Dennis Platt (payroll 9/10 - 9/23)	payroll - Platt	wages	Montour County Hotel Tax	428.80		82,008.02
7528	9/25/2023	10/3/2023		Lesley Yeich (payroll 9/10 - 9/23)	payroll - Yeich	wages	Montour County Hotel Tax	31.52		81,976.50
7529	9/25/2023	10/3/2023	9/1 - 9/30/23	Julian Brehm (payroll 9/10 - 9/23)	payroll - Brehm	wages	Montour County Hotel Tax	1,271.22		80,705.28
7530	9/25/2023	10/3/2023	9/1 - 9/30/23	Robert Stoudt (payroll 9/10 - 9/23)	payroll - Stoudt	wages	Montour County Hotel Tax	2,340.13		78,365.15
automatic payment	9/23/2023	10/3/2023	9/1 - 9/30/23	Zoom	dues & fees	dues & fees	Montour County Hotel Tax	16.95		78,348.20
automatic payment	9/24/2023	10/3/2023	9/1 - 9/30/23	Ride With GPS (monthly fee)	dues & fees	dues & fees	Montour County Hotel Tax	10.00		78,338.20
automatic payment	9/26/2023	10/3/2023	9/1 - 9/30/23	MailChimp (monthly email plan subscription)	\$14.31 Montour Preserve (email); \$14.31 admin/misc.	\$14.31 park & trail maintenance; \$14.31 miscellaneous expenses	Montour County Hotel Tax	28.62		78,309.58
debit card	9/26/2023	10/3/2023	9/1 - 9/30/23	Cole's Hardware (saw blade and mason line)	park maintenance tools & supplies	park and trail maintenance	Montour County Hotel Tax	58.28		78,251.30
debit card	9/26/2023	10/3/2023	9/1 - 9/30/23	Turbotville Great Valu (diesel fuel)	Montour Preserve (maintenance/misc)	park and trail maintenance	Montour County Hotel Tax	16.22		78,235.08
debit card	9/26/2023	10/3/2023	9/1 - 9/30/23	Turbotville Great Valu (diesel fuel)	Washingtonville Revitalization projects	park and trail maintenance	Community Giving Foundation - Washingtonville	74.00		78,161.08
debit card	9/26/2023	10/3/2023	9/1 - 9/30/23	Turbotville Great Valu (unleaded gasoline for power tools)	Montour Preserve (maintenance/misc)	park and trail maintenance	Montour County Hotel Tax	13.09		78,147.99
debit card	9/26/2023	10/3/2023		Amazon (toilet paper and paper towels)	Montour Preserve (maintenance/misc)	park and trail maintenance	Montour County Hotel Tax	200.94		77,947.05
7531	9/29/2023	10/3/2023		Press Enterprise Commercial Printing (brochures)	\$2,915 Montour Preserve (brochures); \$874.50 Hess Recreation Area (brochures)	park and trail maintenance	Montour County Hotel Tax	3,789.50		74,157.55
7532	9/29/2023	10/3/2023		SkyPacket (Montour Preserve internet service)	Montour Preserve (internet service)	park and trail maintenance	Montour County Hotel Tax	79.00		74,078.55
7533	9/29/2023	10/3/2023		Airiam MDT, LLC (website hosting)	\$52.47 admin/misc; \$52.47 Montour Preserve (website)	\$52.47 admin/misc; \$52.47 park & trail maintenance	Montour County Hotel Tax	104.94		73,973.61
7534	9/29/2023	10/3/2023		PPL Electric Utilities	Hess Recreation Area (electricity)	park and trail maintenance	Montour County Hotel Tax	47.04		73,926.57
7535	9/29/2023	10/3/2023		Connie Scheunemann (expense reimbursement for 2023 Girls ROC events)	Girls ROC	special projects		216.06		73,710.51
interest	9/30/2023	10/3/2023	9/1 - 9/30/23	interest	interest	interest			22.20	73,732.71
7536	10/2/2023			Robert Stoudt (9/25 - 10/1 personal vehicle usage reimbursement)	personal vehicle usage reimbursement	park and trail maintenance	Montour County Hotel Tax	120.52		73,612.19
7537	10/2/2023			Harris Pest Control	\$763.20 Hess Recreation Area (mowing); \$106 Hopewell Park (mowing); \$106 River Drive parcel (mowing); \$53 Columbia County projects; \$318 North Branch Canal Trail (mowing); \$2,875.33 Montour Preserve (mowing)	park and trail maintenance	\$4,168.53 Montour County Hotel Tax	4,221.53		69,390.66
7538	10/2/2023			Heaps Container Service, LLC (Hess Recreation Area and Montour Preserve trash service)	\$130 Montour Preserve (trash); \$70 Hess Recreation Area (trash)	park and trail maintenance	Montour County Hotel Tax	200.00		69,190.66
debit card	10/2/2023			Clark's Ag Center (bird feed, toilet paper, mouse traps, mouse poison, chainsaw chain sharpening)	\$109.32 Montour Preserve (maint/misc.); \$43.63 Hess Recreation Area (restrooms); \$19.08 park & trail maintenance	park and trail maintenance	Montour County Hotel Tax	172.03		69,018.63
debit card	10/4/2023			Millville Hardware (o-rings, wire bristle brushes)	Montour Preserve (maintenance/misc)	park and trail maintenance	Montour County Hotel Tax	32.91		68,985.72
debit card	10/4/2023			Dog Gone Good Fuel (diesel fuel)	Montour Preserve (maintenance/misc)	park and trail maintenance	Montour County Hotel Tax	41.89		68,943.83
7539	10/5/2023			Robert Stoudt (expense reimbursement - Larry's Lumber (shingles, roofing felt, nails, caulk, utility knife blades, pipe) for Hess Recreation Area restroom roof repair)	Hess Recreation Area (restroom roof repair)	park and trail maintenance	Community Giving Foundation - Hess Recreation Area Roof Repair Grant	1,034.32		67,909.51
7540	10/5/2023			Press Enterprise (public notice - 2024 lawn care)	public notices	public notices	Montour County Hotel Tax	79.80		67,829.71

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MARC 2023 Checking Account Register (ID 40)

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
transfer	10/5/2023			transfer of Montour County Hotel Tax grant funds from savings account to reimburse grant-eligible expenses incurred 6/6/23 - 8/20/23			Montour County Hotel Tax		47,227.57	115,057.28
transfer	10/5/2023			transfer of Community Giving Foundation - Danville grant funds for Hess Recreation Area restroom expenses			Community Giving Foundation - Hess Recreation Area Roof Repair Grant		1,034.32	116,091.60
transfer	10/5/2023			transfer of Community Giving Foundation - Danville grant funds for Washingtonville DeLong Park pathway expenses			Community Giving Foundation - Washingtonville DeLong Park grant		1,532.07	117,623.67
automatic payment	10/8/2023			CalTopo (mapping software) (annual license renewal)	dues & fees	dues & fees	Montour County Hotel Tax	100.00		117,523.67
debit card	10/11/2023			Cole's Hardware (nails, roofing caulk, carpenter's belt, knee pads)	Hess Recreation Area (restroom roof repair)	park and trail maintenance	Community Giving Foundation - Hess Recreation Area Roof Repair Grant	132.96		117,390.71
debit card	10/11/2023			Lowe's (roofing nailer)	Hess Recreation Area (restroom roof repair)	park and trail maintenance	Community Giving Foundation - Hess Recreation Area Roof Repair Grant	316.94		117,073.77
debit card	10/12/2023			Cole's Hardware (utility knife and replacement blades)	Hess Recreation Area (restroom roof repair)	park and trail maintenance	Community Giving Foundation - Hess Recreation Area Roof Repair Grant	22.24		117,051.53
7541	10/14/2023			Robert Stoudt (expense reimbursement - Clark's Ag Center (chainsaw chain sharpening, chainsaw chain, bar and chain oil, oil)	park maintenance tools & supplies	park and trail maintenance	Montour County Hotel Tax	68.67		116,982.86
7542	10/14/2023			US Dept. of Agriculture (Montour Preserve wildlife management)	Montour Preserve (wildlife management)	park and trail maintenance	Montour County Hotel Tax	632.49		116,350.37
7543	10/14/2023			Pace Analytical Services, LLC	Montour Preserve (water testing)	park and trail maintenance	Montour County Hotel Tax	208.80		116,141.57
7544	10/14/2023			Dennis Platt (payroll 9/24 - 10/7)	payroll - Platt	wages	Montour County Hotel Tax	369.42		115,772.15
7545	10/14/2023			Craig Reinard (payroll 9/24 - 10/7)	payroll - Reinard	wages	Montour County Hotel Tax	14.90		115,757.25
7546	10/14/2023			Lelsey Yeich (payroll 9/24 - 10/7)	payroll - Yeich	wages	Montour County Hotel Tax	47.28		115,709.97
7547	10/14/2023			Julian Brehm (payroll 9/24 - 10/7)	payroll - Brehm	wages	Montour County Hotel Tax	1,271.21		114,438.76
7548	10/14/2023			Robert Stoudt (payroll 9/24 - 10/7)	payroll - Stoudt	wages	Montour County Hotel Tax	2,056.78		112,381.98
7549	10/14/2023			Robert Stoudt (mileage reimbursement 10/2 - 10/14)	personal vehicle usage reimbursement	park and trail maintenance	Montour County Hotel Tax	329.47		112,052.51
transfer	10/14/2023			transfer of Community Giving Foundation - Danville grant funds for Hess Recreation Area restroom expenses (including MARC labor)			Community Giving Foundation - Hess Recreation Area Roof Repair Grant		965.68	113,018.19
debit card	10/14/2023			Amazon.com (printer toner cartridges)	office expenses	office expenses	Montour County Hotel Tax	142.76		112,875.43
automatic payment	10/16/2023			US Treasury (September payroll taxes)	payroll taxes	wages	Montour County Hotel Tax	2,133.72		110,741.71
automatic payment	10/16/2023			PA Dept. of Revenue (September payroll taxes)	payroll taxes	wages	Montour County Hotel Tax	286.68		110,455.03
7550	10/17/2023			Verizon	Montour Preserve (telephone)	park and trail maintenance	Montour County Hotel Tax	116.20		110,338.83
deposit	10/17/2023			deposit	\$1,102 Montour Preserve (donations); \$350 Montour Preserve (pavilion reservations); \$1,150 unrestricted donations	\$1,102 contributions and user fees (Montour Preserve); \$350 contributions and user fees (Montour Preserve); \$1,150 contributions and user fees (unrestricted)			2,602.00	112,940.83
debit card	10/17/2023			Cole's Hardware (rain spouting connections)	Hess Recreation Area (restroom roof repair)	park and trail maintenance	Community Giving Foundation - Hess Recreation Area Roof Repair Grant	37.67		112,903.16
debit card	10/17/2023			Weis (bottled water)	Montour Preserve (maintenance/misc)	park and trail maintenance	Montour County Hotel Tax	70.50		112,832.66
7551	10/18/2023			Harris Pest Control	\$424 Hess Recreation Area (mowing); \$106 Hopewell Park (mowing); \$106 River Drive parcel (mowing); \$53 Columbia County projects; \$318 North Branch Canal Trail (mowing); \$1,600 Montour Preserve (mowing)	park and trail maintenance	\$2,554 Montour County Hotel Tax	2,607.00		110,225.66
debit card	10/18/2023			Cole's Hardware (respirator masks)	Montour Preserve (maintenance/misc)	park and trail maintenance	Montour County Hotel Tax	16.98		110,208.68

MARC 2023 Savings Account Register (ID 01)

Number or Code	Transaction Date	Date Sent to Accounting	Recorded on Bank Statement	Description of Transaction	Debit (-)	Credit (+)	Account Balance
interest	9/30/23	10/3/23	9/1 - 9/30/23	interest earned 7/1 - 9/30/23		14.88	47,233.20
transfer	10/5/23			transfer of Montour County Hotel Tax grant funds to checking account to reimburse grant-eligible expenses incurred 6/6/23 - 8/20/23	47,227.57		5.63

2023 CGF Grant - Hess Recreation Area Restroom Checking Account Register (ID 41)

Number or Code	Transaction Date	Date Sent to Accounting	Recorded on Bank Statement	Description of Transaction	Debit (-)	Credit (+)	Account Balance
X	7/5/23	8/3/23	7/1 - 7/31/23	initial deposit		2,000.00	2,000.00
transfer	10/5/23			transfer to general checking account to reimburse grant-eligible expenses	1,034.32		965.68
transfer	10/14/23			transfer to general checking account to reimburse grant-eligible expenses	965.68		0.00

MARC 2023 Mahoning Township ARP Grant Checking Account Register (ID 43)

Number or Code	Transaction Date	Date Sent to Accounting	Recorded on Bank Statement	Description of Transaction	Debit (-)	Credit (+)	Account Balance
interest	9/30/23	10/3/23	9/1 - 9/30/23	interest earned 9/1 - 9/30/23		3.23	15,740.95

2023 CGF Grant - Washingtonville Pavilion Checking Account Register (ID 45)

Number or Code	Transaction Date	Date Sent to Accounting	Recorded on Bank Statement	Description of Transaction	Debit (-)	Credit (+)	Account Balance
X	X	X	X	2023 beginning balance	X	X	1,000.00

Montour County Act 13 Grant Checking Account Register (ID 48)

Number or Code	Transaction Date	Date Sent to Accounting	Recorded on Bank Statement	Description of Transaction	Debit (-)	Credit (+)	Account Balance
interest	9/30/23	10/3/23	9/1 - 9/30/23	interest earned 9/1 - 9/30/23		6.17	30,019.53

2023 CGF Grant - Washingtonville DeLong Park Checking Account Register (ID 49)

Number or Code	Transaction Date	Date Sent to Accounting	Recorded on Bank Statement	Description of Transaction	Debit (-)	Credit (+)	Account Balance
deposit	7/31/23	8/3/23	7/1 - 7/31/23	initial deposit - CGF Washingtonville DeLong Park grant		1,750.00	1,750.00
transfer	10/5/23			transfer to general checking to reimburse grant-eligible expenses	1,532.07		217.93



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Account Statement

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Member Number:

Statement For: **09/01/2023 - 09/30/2023**

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ADDRESS SERVICE REQUESTED

675067 8576 1/4 UNQ 10-01-23 CLT
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Your Account Balances as of 09/30

Regular Savings ID 01	\$47,233.20
Checking ID 40	82,582.99
Cgf Hess Grant ID 41	2,000.00
Mahoning Arp Grant ID 43	15,740.95
Cgf Washingtonville Pavilion ID 45	1,000.00
Act 13 Grant ID 48	30,019.53
Washingtonville Delong Park ID 49	1,750.00
Account Balance Total	\$180,326.67
Total Dividends Year-To-Date	\$284.29

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REGULAR SAVINGS ID 01

Dividends Year-To-Date \$24.94

Annual Percentage Yield earned 0.250% from 07/01/2023 through 09/30/2023, based on Avg Daily Balance of \$23,613.57

Beginning Balance	\$47,218.32
1 Total Deposits for	14.88
0 Total Withdrawals for	0.00
Ending Balance	\$47,233.20

Date Transaction Description

09/30 Deposit Dividend Dividend Post

Deposit	Withdrawal	Balance
\$14.88		\$47,233.20

CHECKING ID 40

Dividends Year-To-Date \$210.42

Annual Percentage Yield earned 0.270% from 09/01/2023 through 09/30/2023

Beginning Balance	\$118,460.13
3 Total Deposits for	2,112.20
63 Total Withdrawals for	37,989.34
Ending Balance	\$82,582.99



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Account Statement

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Member Number:

Statement For: **09/01/2023 - 09/30/2023**

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CHECKING ID 40		Continued from previous page.		
Date	Transaction Description	Deposit	Withdrawal	Balance
09/01	Withdrawal Debit Card Sffcu Chk Crd Merch. Post: 08/30 SQ *COLE'S HARDWARE IN Danville PA 0 3242888385 6		\$69.35-	\$118,390.78
09/01	Withdrawal POS #000000Hwn8T6 AMAZON.COM*T313R47B1 SEATTLE WA		43.16-	118,347.62
09/02	Withdrawal Debit Card Sffcu Chk Crd Merch. Post: 08/29 PAYPAL *DINNTROPHY 402-935-7733 MA 0 3241227629 7		89.36-	118,258.26
09/02	Withdrawal Adjustment Debit Card Credit Voucher Merch. Post: 08/31 PAYPAL *DINNTROPHY 402-935-7733 MA 0 3243057672 5	1.34		118,259.60
09/02	Withdrawal POS #000000Hwnjwl AMAZON.COM*T305V5RW1 SEATTLE WA Eff. Date 09/01		70.37-	118,189.23
09/04	Withdrawal Debit Card Sffcu Chk Crd Merch. Post: 09/01 AMZN Mktp US*TL5042AK2 Amzn.com/bill WA 1 3244093028 2		42.41-	118,146.82
09/05	Draft 7488		912.00-	117,234.82
09/06	Draft 7499		933.61-	116,301.21
09/06	Draft 7500		1,482.84-	114,818.37
09/07	Withdrawal Debit Card Sffcu Chk Crd Merch. Post: 09/05 CLARKS AG CENTER TURBOTVILLE PA 0 3248534539 0		121.89-	114,696.48
09/07	Withdrawal Debit Card Sffcu Chk Crd Merch. Post: 09/05 Amazon.com*TL8G947K2 Amzn.com/bill WA 0 3248921996 5		101.66-	114,594.82
09/07	Draft 7505		1,383.96-	113,210.86
09/08	Draft 7495		1,073.20-	112,137.66
09/11	Draft 7496		221.39-	111,916.27
09/12	Draft 7494		52.23-	111,864.04
09/12	Draft 7497		126.08-	111,737.96
09/12	Draft 7501		4,221.33-	107,516.63
09/12	Draft 7493		10,065.00-	97,451.63
09/13	Draft 7502		79.00-	97,372.63
09/14	Draft 7492		39.06-	97,333.57
09/14	Draft 7491		59.99-	97,273.58
09/14	Draft 7504		112.50-	97,161.08
09/14	Draft 7489		344.73-	96,816.35
09/14	Draft 7490		861.94-	95,954.41
09/15	Withdrawal ACH Commwlthofpapath TYPE: PAEMPLOYTX ID: 1236003133 CO: COMMWLTHOFAPATH NAME: MONTOUR AREA RECREATIO		189.28-	95,765.13
09/15	Withdrawal ACH IRS TYPE: USATAXPYMT ID: 3387702000 CO: IRS		1,283.34-	94,481.79
09/16	Withdrawal Debit Card Sffcu Chk Crd Merch. Post: 09/14 CLARKS AG CENTER TURBOTVILLE PA 0 3257628434 0		60.16-	94,421.63
09/18	Withdrawal Debit Card Sffcu Chk Crd Merch. Post: 09/15 HANSON NE MILTON 5704372041 PA 1 3258802929 2		492.72-	93,928.91
09/18	Withdrawal Debit Card Sffcu Chk Crd Merch. Post: 09/15 HANSON NE MILTON 5704372041 PA 1 3258802928 2		493.60-	93,435.31
09/18	Deposit By Check	1,167.00		94,602.31
09/19	Withdrawal POS #000011950597 LOWE'S #1868 50 LUNGER DRIVE BLOOMSBURG PA		402.40-	94,199.91
09/19	Draft 7517		102.84-	94,097.07
09/19	Draft 7513		273.79-	93,823.28
09/19	Draft 7511		1,943.44-	91,879.84
09/20	Withdrawal Debit Card Sffcu Chk Crd Merch. Post: 09/18 HANSON NE MILTON 570-437-2041 PA 0 3261456166 4		779.77-	91,100.07
09/20	Withdrawal POS #000014354696 SQ *COLE'S HARDWARE INC. SQUARE PURCHASE DANVILLE PA		53.57-	91,046.50
09/20	Draft 7510		1,001.38-	90,045.12
09/22	Withdrawal Debit Card Sffcu Chk Crd Merch. Post: 09/19 STAPLES 00106344 BLOOMSBURG PA 0 3262970723 7		129.02-	89,916.10
09/22	Withdrawal Debit Card Sffcu Chk Crd Merch. Post: 09/20 USPS PO 4119000821 DANVILLE PA 0 3263395845 1		39.60-	89,876.50
09/23	Withdrawal Debit Card Sffcu Chk Crd Merch. Post: 09/21 ABL GRAPHICS BLOOMSBURG PA 0 3264927542 2		95.29-	89,781.21

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CHECKING ID 40

Continued from previous page.

Date	Transaction Description	Deposit	Withdrawal	Balance
09/23	Withdrawal Debit Card Sffcu Chk Crd Merch. Post: 09/20 TURBOTVILLE GREAT VAL TURBOTVILLE PA 0 3263740882 4		70.52-	89,710.69
09/25	Recurring Withdrawal Debit Card Sffcu Chk Crd Merch. Post: 09/23 ZOOM.US 888-799-9666 WWW.ZOOM.US CA 0 3266389277 5		16.95-	89,693.74
09/25	Deposit By Check	923.00		90,616.74
09/25	Draft 7512		104.94-	90,511.80
09/25	Draft 7514		200.00-	90,311.80
09/25	Draft 7507		437.43-	89,874.37
09/25	Draft 7516		500.00-	89,374.37
09/26	Withdrawal Debit Card Sffcu Chk Crd Merch. Post: 09/24 RIDE WITH GPS 4154729809 OR 0 3267174752 6		10.00-	89,364.37
09/26	Draft 7506 Processed Check - USDA APHIS GENL TYPE: PAYMENT ID: 1240340003		736.77-	88,627.60
09/26	Withdrawal POS #000018355794 SQ *COLE'S HARDWARE INC. SQUARE PURCHASE DANVILLE PA		58.28-	88,569.32
09/26	Draft 7515		100.00-	88,469.32
09/27	Draft 7509		15.76-	88,453.56
09/27	Draft 7522		232.53-	88,221.03
09/27	Draft 7529		1,271.22-	86,949.81
09/27	Draft 7530		2,340.13-	84,609.68
09/28	Recurring Withdrawal Debit Card Sffcu Chk Crd Merch. Post: 09/26 MAILCHIMP *MISC MAILCHIMP.COM GA 0 3269295792 4		28.62-	84,581.06
09/28	Withdrawal Debit Card Sffcu Chk Crd Merch. Post: 09/26 TURBOTVILLE GREAT VAL TURBOTVILLE PA 0 3269204752 0		13.09-	84,567.97
09/28	Withdrawal Debit Card Sffcu Chk Crd Merch. Post: 09/26 TURBOTVILLE GREAT VAL TURBOTVILLE PA 0 3269037793 0		74.00-	84,493.97
09/28	Withdrawal Debit Card Sffcu Chk Crd Merch. Post: 09/26 TURBOTVILLE GREAT VAL TURBOTVILLE PA 0 3269037902 0		16.22-	84,477.75
09/28	Draft 7436		250.00-	84,227.75
09/29	Draft 7518 Processed Check - VERIZON FINANCIA TYPE: PAYMENTS ID: 7204096069		116.55-	84,111.20
09/29	Draft 7526		41.31-	84,069.89
09/29	Draft 7525		72.40-	83,997.49
09/29	Draft 7523		351.82-	83,645.67
09/29	Draft 7519		1,084.88-	82,560.79
09/30	Deposit Dividend Dividend Post	22.20		82,582.99

Fees Paid

Description	Current	YTD	Description	Current	YTD
Acct-40 Total Return Item Fees	\$0.00	\$0.00	Acct-40 Total Overdraft Fees	\$0.00	\$0.00

Summary by Check Number

* Asterisk next to number indicates skip in sequence

36 Checks Cleared for \$33,146.05

Number	Cleared	Amount	Number	Cleared	Amount	Number	Cleared	Amount
7436	09/28/23	\$250.00	7500	09/06/23	\$1,482.84	7514	09/25/23	\$200.00
7488 *	09/05/23	912.00	7501	09/12/23	4,221.33	7515	09/26/23	100.00
7489	09/14/23	344.73	7502	09/13/23	79.00	7516	09/25/23	500.00
7490	09/14/23	861.94	7504 *	09/14/23	112.50	7517	09/19/23	102.84
7491	09/14/23	59.99	7505	09/07/23	1,383.96	7518	09/29/23	116.55
7492	09/14/23	39.06	7506	09/26/23	736.77	7519	09/29/23	1,084.88
7493	09/12/23	10,065.00	7507	09/25/23	437.43	7522 *	09/27/23	232.53
7494	09/12/23	52.23	7509 *	09/27/23	15.76	7523	09/29/23	351.82
7495	09/08/23	1,073.20	7510	09/20/23	1,001.38	7525 *	09/29/23	72.40
7496	09/11/23	221.39	7511	09/19/23	1,943.44	7526	09/29/23	41.31
7497	09/12/23	126.08	7512	09/25/23	104.94	7529 *	09/27/23	1,271.22
7499 *	09/06/23	933.61	7513	09/19/23	273.79	7530	09/27/23	2,340.13

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Account Statement

800.562.6049 | service1.org

Member Number:

Statement For: 09/01/2023 - 09/30/2023

Page: 4 of 4

CGF HESS GRANT ID 41

Beginning Balance	\$2,000.00
0 Total Deposits for	0.00
0 Total Withdrawals for	0.00
Ending Balance	\$2,000.00

Fees Paid

Description	Current	YTD	Description	Current	YTD
Acct-41 Total Return Item Fees	\$0.00	\$0.00	Acct-41 Total Overdraft Fees	\$0.00	\$0.00

MAHONING ARP GRANT ID 43

Dividends Year-To-Date \$29.40

Beginning Balance	\$15,737.72
1 Total Deposits for	3.23
0 Total Withdrawals for	0.00
Ending Balance	\$15,740.95

Annual Percentage Yield earned 0.250% from 09/01/2023 through 09/30/2023

Date	Transaction Description	Deposit	Withdrawal	Balance
09/30	Deposit Dividend Dividend Post	\$3.23		\$15,740.95

Fees Paid

Description	Current	YTD	Description	Current	YTD
Acct-43 Total Return Item Fees	\$0.00	\$0.00	Acct-43 Total Overdraft Fees	\$0.00	\$0.00

CGF WASHINGTONVILLE PAVILION ID 45

Beginning Balance	\$1,000.00
0 Total Deposits for	0.00
0 Total Withdrawals for	0.00
Ending Balance	\$1,000.00

Fees Paid

Description	Current	YTD	Description	Current	YTD
Acct-45 Total Return Item Fees	\$0.00	\$0.00	Acct-45 Total Overdraft Fees	\$0.00	\$0.00

ACT 13 GRANT ID 48

Dividends Year-To-Date \$19.53

Beginning Balance	\$30,013.36
1 Total Deposits for	6.17
0 Total Withdrawals for	0.00
Ending Balance	\$30,019.53

Annual Percentage Yield earned 0.250% from 09/01/2023 through 09/30/2023

Date	Transaction Description	Deposit	Withdrawal	Balance
09/30	Deposit Dividend Dividend Post	\$6.17		\$30,019.53

Fees Paid

Description	Current	YTD	Description	Current	YTD
Acct-48 Total Return Item Fees	\$0.00	\$0.00	Acct-48 Total Overdraft Fees	\$0.00	\$0.00

WASHINGTONVILLE DELONG PARK ID 49

Beginning Balance	\$1,750.00
0 Total Deposits for	0.00
0 Total Withdrawals for	0.00
Ending Balance	\$1,750.00

Fees Paid

Description	Current	YTD	Description	Current	YTD
Acct-49 Total Return Item Fees	\$0.00	\$0.00	Acct-49 Total Overdraft Fees	\$0.00	\$0.00

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MARC Account Reconciliation - Service 1st Accounts

UPDATED 9/30/23

ending balance from 9/30/23 bank statement	\$ 180,326.67
deposits not yet posted (detailed below)	\$ -
subtotal	\$ 180,326.67
withdrawals not yet cleared (detailed below)	\$ 8,850.28
calculated balance (should agree with actual combined balance)	\$ 171,476.39
balance savings account (ID 01)	\$ 47,233.20
balance checking account (ID 40)	\$ 73,732.71
balance CGF Hess Recreation Area restroom roof repair grant account (ID 41)	\$ 2,000.00
balance Mahoning Twp. ARP Grant checking account (ID 43)	\$ 15,740.95
balance CGF Washingtonville Pavilion grant checking account (ID45)	\$ 1,000.00
balance Act 13 Grant checking account (ID 48)	\$ 30,019.53
balance GGF Washingtonville DeLong Park trail grant (ID 49)	\$ 1,750.00
actual combined balance	\$ 171,476.39
difference	\$ -

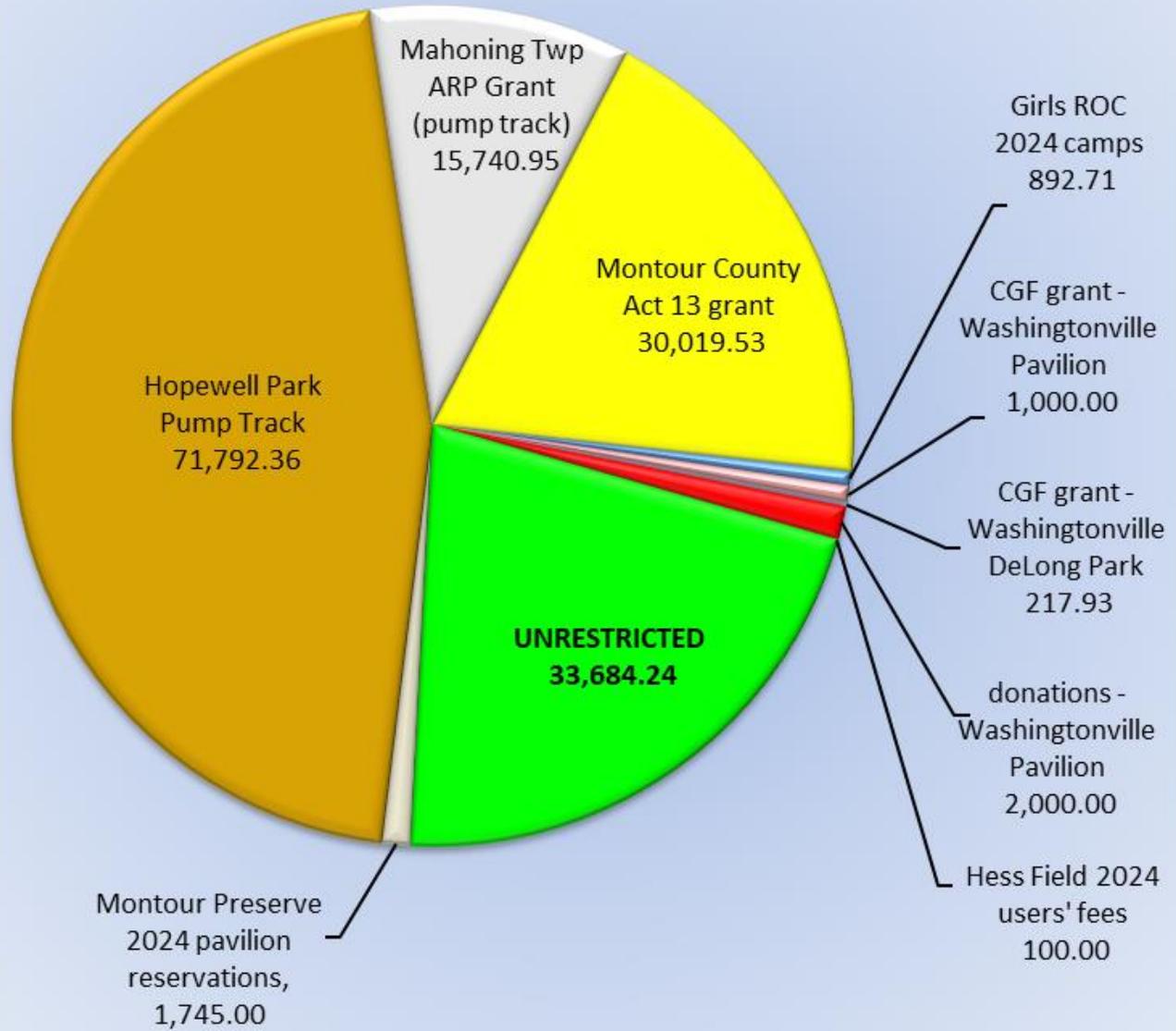
DEPOSITS NOT YET POSTED

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

WITHDRAWALS NOT YET CLEARED

TRANSACTION DATE	CHECK #	DESCRIPTION OF TRANSACTION	AMOUNT
5/17/23	7402	Valentina Shevchenko (payroll 4/23 - 5/6)	209.93
6/19/23	7431	Craig Reinard (payroll 6/4 - 6/17)	33.49
7/31/23	7475	Lesley Yeich (payroll 7/16 - 7/29)	7.89
7/31/23	7476	Craig Reinard (payroll 7/16 - 7/29)	22.33
8/30/23	7498	Craig Reinard (payroll 8/13 - 8/26)	26.04
9/20/23	7520	Harris Pest Control	2,607.00
9/20/23	7521	Pace Analytical Services, LLC	208.80
9/25/23	7524	PPL Electric Utilities	837.00
9/25/23	7527	Dennis Piatt (payroll 9/10 - 9/23)	428.80
9/25/23	7528	Lesley Yeich (payroll 9/10 - 9/23)	31.52
9/26/23	debit card	Amazon (toilet paper and paper towels)	200.94
9/29/23	7531	Press Enterprise Commercial Printing (brochures)	3,789.50
9/29/23	7532	SkyPacket (Montour Preserve internet service)	79.00
9/29/23	7533	Airiam MDT, LLC (website hosting)	104.94
9/29/23	7534	PPL Electric Utilities	47.04
9/29/23	7535	Connie Scheunemann (expense reimbursement for 2023 Girls ROC events)	216.06
TOTAL			\$ 8,850.28

MARC FUNDS EARMARKS AS OF 10/20/23
COMBINED ACCOUNT BALANCE: \$157,192.72





MARC 2023 BUDGET

ADOPTED 11/22/22; YEAR-TO-DATE AS OF 10/20/23

EXPENSE	YEAR-TO-DATE	2023 BUDGET	FUNDING SOURCES	YEAR-TO-DATE	2023 BUDGET	YEAR-TO-DATE LINE ITEM SURPLUS / (DEFICIT)	BUDGETED LINE ITEM SURPLUS / (DEFICIT)		
PARK & TRAIL MAINTENANCE	Columbia County Projects (including North Branch Canal Trail)	(897.42)	(4,000.00)	Columbia County grants	-	4,000.00	(897.42)	-	
	Hess Recreation Area	(22,294.95)	(22,000.00)	user fees [\$2,500] and CGF Grant [\$2,000]	4,290.00	4,500.00	(18,004.95)	(17,500.00)	
	Hopewell Park / Danville Borough Farm Trails	(3,011.83)	(5,000.00)		-	-	(3,011.83)	(5,000.00)	
	Mill Park	(1,065.15)	(1,000.00)		-	-	(1,065.15)	(1,000.00)	
	Montour Preserve	(122,120.63)	(149,000.00)	pavilion / auditorium rental fees	14,742.50	13,000.00	(68,074.13)	(107,500.00)	
				donations	9,304.00	7,500.00			
				carryover balance from 2022	-	-			
				concessionaire contribution	-	1,000.00			
				transfer From Community Giving Foundation Montour Preserve Fund	30,000.00	20,000.00			
	North Branch Canal Trail (Montour County)	(4,659.23)	(5,750.00)		-	-	(4,659.23)	(5,750.00)	
North Branch Canal Trail Parking / River Access	(1,423.48)	(1,300.00)		-	-	(1,423.48)	(1,300.00)		
Tools & Supplies	(2,922.00)	(3,000.00)		-	-	(2,922.00)	(3,000.00)		
SPECIAL PROJECTS & EVENTS	All-Terrain Vehicle Purchase (*)	-	-		-	-	-	-	
	Bicycle / Pedestrian Safety Projects	(108.13)	(250.00)		-	-	(108.13)	(250.00)	
	Bicycle Routes Mapping and Promotion	(317.05)	(500.00)		-	-	(317.05)	(500.00)	
	Chilli Challenge Adventure Triathlon	-	-		-	-	-	-	
	Chillisquaque Creek Cleanup and Promotion	-	(500.00)		-	-	-	(500.00)	
	Danville Borough Play Set Installation	(40.37)	-		-	-	(40.37)	-	
	Dirty Grin Mountain Bike Festival	(6,942.50)	(8,000.00)	race registration fees and sponsorships	8,253.00	8,000.00	1,310.50	-	
	Girls ROC Camp (*)	(216.06)	(750.00)	donations and fees	1,108.77	750.00	892.71	-	
	Hopewell Park Pump Track Construction (*)	-	(220,000.00)	donations [95,000] and DCNR grant [\$125,000]	41,900.00	220,000.00	41,900.00	-	
	Hopewell Park Pump Track Engineering & Permitting	(107.64)	(30,000.00)	donations	30,000.00	30,000.00	29,892.36	-	
	Humdinger Trail Races	-	-		-	-	-	-	
	Regional Mountain Biking Promotion	(743.42)	(1,000.00)		-	-	(743.42)	(1,000.00)	
	Riverside Borough Parks Revitalization	(6.73)	(500.00)		-	-	(6.73)	(500.00)	
	Special Projects and Events - Other	(3,083.79)	(2,000.00)		-	-	(3,083.79)	(2,000.00)	
	Tourism Promotion Special Projects - Other	(985.66)	(1,500.00)		-	-	(985.66)	(1,500.00)	
	Truck Purchase	-	-		-	-	-	-	
	Washingtonville Revitalization Projects	(5,600.94)	(1,500.00)	CGF Grant DeLong Park path project	1,750.00	-	(3,850.94)	(1,500.00)	
	Washingtonville - DeLong Park Pavilion Project (*)	-	(3,000.00)	donations [\$2,000] and grants [\$1,000 Community Giving Foundation]	3,000.00	3,000.00	3,000.00	-	
Wellness Special Projects	(6.73)	(250.00)		-	-	(6.73)	(250.00)		
ADMIN / INSURANCE	Accounting	(885.00)	(1,800.00)		-	-	(885.00)	(1,800.00)	
	Administration / Misc. Other (includes Stoudt Admin. Labor)	(21,035.75)	(22,000.00)		-	-	(21,035.75)	(22,000.00)	
	Audit	(5,720.00)	(5,720.00)		-	-	(5,720.00)	(5,720.00)	
	Dues & Licensing Fees	(1,877.27)	(2,300.00)		-	-	(1,877.27)	(2,300.00)	
	Fundraising	(393.00)	(500.00)		-	-	(393.00)	(500.00)	
	Insurance (D&O, General, & Workers' Comp)	(13,767.00)	(14,500.00)		-	-	(13,767.00)	(14,500.00)	
	Internship Stipends	-	-		-	-	-	-	
	Office Supplies	(1,072.69)	(2,000.00)		-	-	(1,072.69)	(2,000.00)	
	Public Notices	(79.80)	(750.00)		-	-	(79.80)	(750.00)	
	Staff Personal Vehicle Mileage Reimbursement	(1,267.44)	-		-	-	(1,267.44)	-	
OTHER				2021 Year-End Carryover Unrestricted Balance	13,271.61	10,000.00	13,271.61	10,000.00	
				Geisinger Contribution (unrestricted)	25,000.00	25,000.00	25,000.00	25,000.00	
				Montour County Hotel Tax 2022 Carryover Balance	-	-	-	-	
				Montour County Hotel Tax 2022 Grants	112,832.36	150,000.00	112,832.36	150,000.00	
				Montour County Act 13 Grant	30,019.53	-	30,019.53	-	
				Mahoning Township ARP Grant Carryover Balance	15,711.55	15,695.00	15,711.55	15,695.00	
				Mahoning Township ARP Grant Interest	29.40	7.00	29.40	7.00	
				transfer From Community Giving Foundation Non-Endowed Fund	-	-	-	-	
				other income	994.66	500.00	994.66	500.00	
				unrestricted donations (including Service 1st Golf Tournament)	32,335.00	2,418.00	32,335.00	2,418.00	
TOTAL EXPENSES		(222,651.64)	(510,370.00)	TOTAL INCOME		374,542.38	515,370.00	151,890.74	5,000.00

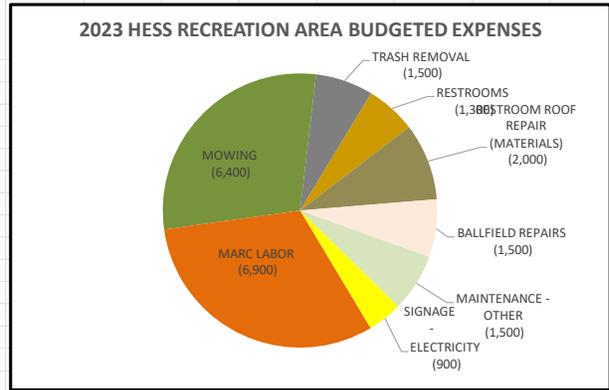
NOTE: Budget line items marked with (*) will occur only if grants and/or donations can be secured to fully fund the projects.

MONTOUR AREA RECREATION COMMISSION		
DEFERRED / UNFUNDED BUDGET ITEMS		
UPDATED 10/20/23		
EXPENSE	LINE ITEM AMOUNT	TOTALS
MONTOUR PRESERVE	Montour Preserve MARC labor	(25,000)
	Montour Preserve parking lot / road maintenance	(95,000)
	Montour Preserve supplies / misc.	(5,000)
	Montour Preserve picnic area restroom plumbing repair	(8,000)
	Montour Preserve electrical surge protector installation	(8,500)
	Montour Preserve trail bridge (3) repair / replacement	(100,000)
	Montour Preserve boat dock replacement / handicapped accessibility improvement	(40,000)
	Montour Preserve Muskrat Blind foundation emergency repair (<i>NOTE: Stoudt recommends demolition and removal if repairs unfunded</i>)	(40,000)
	Montour Preserve trail surfacing (handicapped accessibility improvements)	(43,500)
	Montour Preserve Visitors' Center exhibit repair and replacement	(15,000)
	Montour Preserve Visitors' Center outdoor light fixture repair and replacement	(750)
	Montour Preserve Heron Cove Boat Launch light fixture repair and replacement	(3,000)
	Montour Preserve Goose Cove #2 Pavilion concrete pad replacement	(2,500)
	Montour Preserve trail markers and signage	(10,000)
	Montour Preserve brochures and promotional materials	(4,000)
	MONTOUR PRESERVE SUBTOTAL	(400,250)
HESS RECREATION AREA	Hess Recreation Area wildlife observation blind repair (<i>NOTE: Stoudt recommends demolition and removal</i>)	(3,000)
	Hess Recreation Area ballfield dugouts and fencing repairs (<i>NOTE: Stoudt recommends removal of dugouts</i>)	(2,500)
	Hess Recreation Area shed repairs	(3,000)
	Hess Recreation Area trail bridge repairs	(3,000)
	Hess Recreation Area trail surface repairs	(1,000)
	Hess Recreation Area maintenance (other)	(4,500)
	Hess Recreation Area Robbins Trail damaged area reconstruction	(40,000)
	Hess Recreation Area road repaving (<i>NOTE: Stoudt recommends conversion of the park access road to a gravel surface</i>)	(40,000)
	Hess Recreation Area signage	(5,000)
	HESS RECREATION AREA SUBTOTAL	(102,000)
HOPEWELL PARK	Hopewell Park / Danville Borough Farm maintenance/other	(1,000)
	Hopewell Park / Danville Borough Farm signage	(3,000)
	Hopewell Park / Danville Borough Farm Down & Dirty Trail subsidence repair	(1,500)
	Hopewell Park / Danville Borough Farm MARC labor	(1,500)
	Hopewell Park / Danville Borough Farm dump road drainage and grading repairs	(4,000)
	HOPEWELL PARK SUBTOTAL	(11,000)
NORTH BRANCH CANAL TRAIL	North Branch Canal Trail maintenance (other)	(2,500)
	North Branch Canal Trail mile 2.72 ford crossing reconstruction	(5,000)
	North Branch Canal Trail closed area surveying, litigation, and rehabilitation	(8,000)
	North Branch Canal Trail signage	(3,000)
	North Branch Canal Trail MARC labor	(400)
	NORTH BRANCH CANAL TRAIL SUBTOTAL	(18,900)
OTHER	North Branch Canal Trail Parking Area / River Access maintenance	(1,900)
	park and trail maintenance tools and supplies	(1,500)
	Danville Borough play set installation	(5,000)
	Mill Park (Derry Township / Washingtonville) development	(10,000)
	truck purchase (<i>NOTE: Stoudt recommends against vehicle purchase at this time</i>)	-
	ATV purchase	(20,000)
	other projects	(6,500)
	internship stipends	(8,000)
	staff compensation adjustments	(35,000)
	OTHER SUBTOTAL	(87,900)
	TOTAL DEFERRED / UNFUNDED BUDGET ITEMS	\$ (620,050)

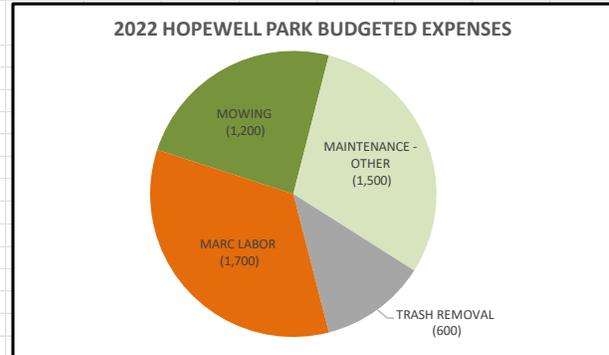
MONTOUR AREA RECREATION COMMISSION MANAGED SITES 2023 BUDGETS

BUDGET ADOPTED 11/22/22; YEAR-TO-DATE ACTUAL

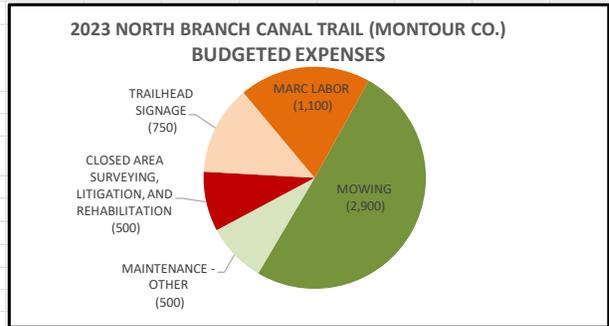
HESS RECREATION AREA 2023 BUDGET			DEFERRED MAINTENANCE (INADEQUATE FUNDING)
EXPENSE	YEAR-TO-DATE	BUDGET	
MOWING	(7,229.20)	(6,400)	
PARKING LOT	-		
TRASH REMOVAL	(1,068.00)	(1,500)	
RESTROOMS	(669.46)	(1,300)	
RESTROOM ROOF REPAIR (MATERIALS)	(1,544.13)	(2,000)	
OBSERVATION BLIND REPAIRS	-		(3,000)
BALLFIELD REPAIRS	-	(1,500)	(2,500)
MAINTENANCE - OTHER	(1,812.03)	(1,500)	(10,000)
ROBBINS TRAIL RECONSTRUCTION	-		(40,000)
ROAD RESURFACING	-		(40,000)
SIGNAGE	(1,094.71)	-	(5,000)
ELECTRICITY	(592.94)	(900)	
MARC LABOR	(8,284.48)	(6,900)	(1,500)
TOTAL	(22,294.95)	(22,000)	(102,000)



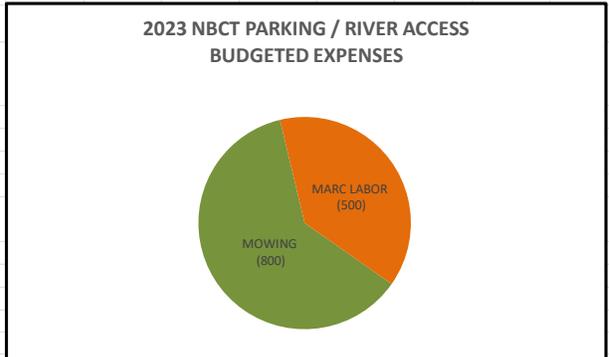
HOPEWELL PARK 2023 BUDGET			DEFERRED MAINTENANCE (INADEQUATE FUNDING)
EXPENSE	YEAR-TO-DATE	BUDGET	
MOWING	(1,272.00)	(1,200)	
MAINTENANCE - OTHER	(72.04)	(1,500)	(7,000)
TRASH REMOVAL	-	(600)	
MARC LABOR	(935.36)	(1,700)	
DUMP ROAD REPAIRS	-		(4,000)
SIGNAGE	(732.43)	-	
TOTAL	(3,011.83)	(5,000)	(11,000)



NORTH BRANCH CANAL TRAIL (MONTOUR) 2023 BUDGET			DEFERRED MAINTENANCE (INADEQUATE FUNDING)
EXPENSE	YEAR-TO-DATE	BUDGET	
MOWING	(4,134.00)	(2,900)	
MAINTENANCE - OTHER	(15.00)	(500)	(10,900)
CLOSED AREA SURVEYING, LITIGATION, AND REHABILITATION	-	(500)	(8,000)
TRAILHEAD SIGNAGE	-	(750)	
MARC LABOR	(510.23)	(1,100)	
TOTAL	(4,659.23)	(5,750)	(18,900)



NBCT PARKING / RIVER ACCESS 2023 BUDGET			DEFERRED MAINTENANCE (INADEQUATE FUNDING)
EXPENSE	YEAR-TO-DATE	BUDGET	
MOWING	(1,378.00)	(800)	
MARC LABOR	(45.48)	(500)	(250)
ACCESS ROAD GRAVEL		-	(900)
SIGN REPAIR			(750)
TOTAL	(1,423.48)	(1,300)	(1,900)





MONTOUR PRESERVE 2023 BUDGET

ADOPTED 11/21/22; YEAR-TO-DATE AS OF 10/20/23

**DEFERRED
MAINTENANCE
(INADEQUATE
FUNDING)**

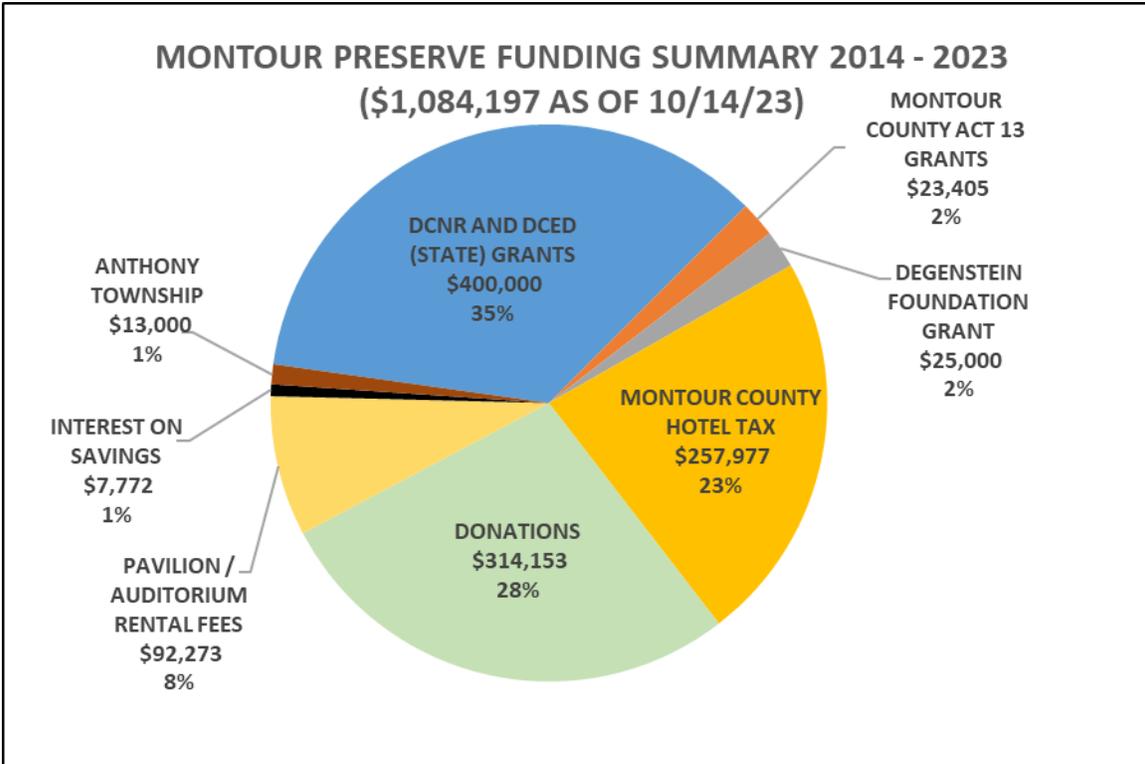
EXPENSE		YEAR-TO-DATE ACTUAL	BUDGET	
personnel		(49,565.35)	(56,000.00)	(25,000.00)
SITE MAINTENANCE & OPERATIONS	cleaning service	(2,016.00)	(6,000.00)	
	HVAC system maintenance	-	(3,000.00)	
	lawn care	(26,967.98)	(24,000.00)	
	parking lot / road maintenance	-	(2,500.00)	(95,000.00)
	security system	(1,357.59)	(1,500.00)	
	sewage pumping	(385.00)	(1,000.00)	
	supplies / misc.	(13,775.53)	(15,000.00)	(26,250.00)
	water testing	(1,949.00)	(1,300.00)	
	wildlife management	(2,600.11)	(4,000.00)	
	picnic area restroom plumbing repair	-	-	(8,000.00)
	electrical surge protector installation	-	-	(8,500.00)
	trail bridge repair / replacement	-	-	(100,000.00)
	boat dock replacement	-	-	(40,000.00)
	Muskrat Blind foundation work	-	-	(40,000.00)
	trail surfacing (handicapped accessibility)	-	-	(43,500.00)
	snow & ice removal	-	(2,500.00)	
trail markers and signage	-	(1,000.00)	(10,000.00)	
UTILITIES	electric	(16,396.15)	(21,000.00)	
	internet service	(790.00)	(1,100.00)	
	telephone	(1,117.40)	(1,300.00)	
	trash service	(1,332.50)	(1,800.00)	
	website hosting / email service	(624.75)	(1,000.00)	
brochures and promotional materials		(2,915.00)	(4,000.00)	(4,000.00)
programming and educational supplies		(328.27)	(1,000.00)	
EXPENSE TOTAL		\$ (122,120.63)	\$(149,000.00)	\$ (400,250.00)



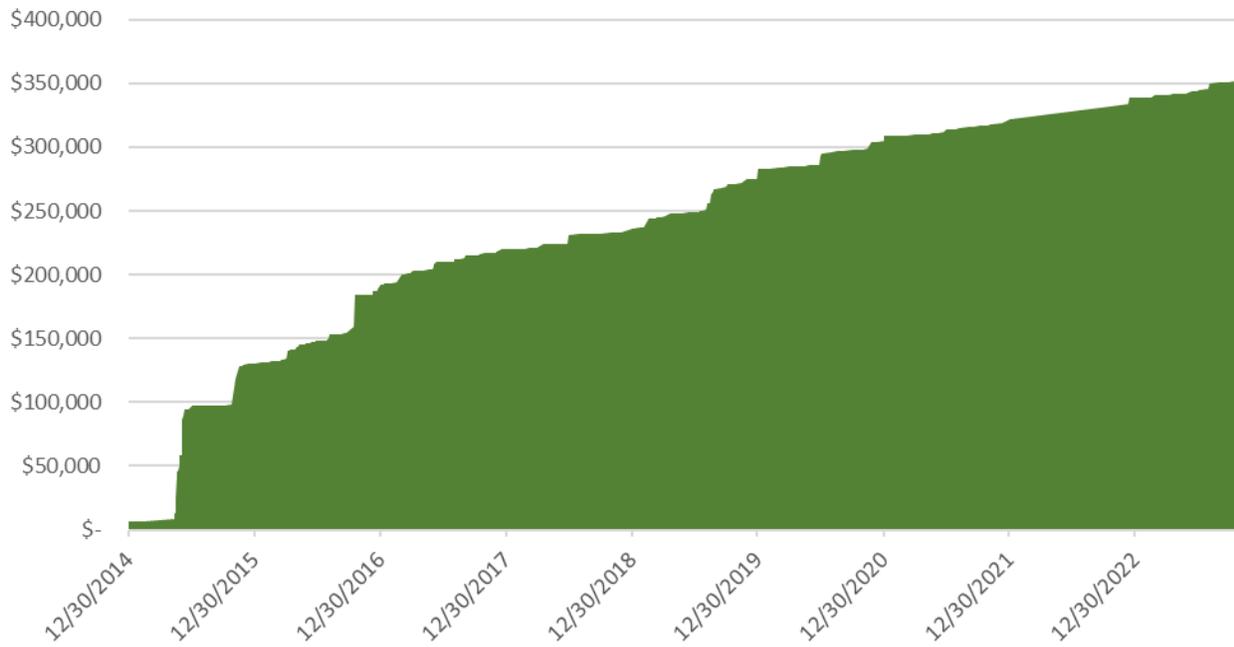
MONTOUR PRESERVE BUDGET HISTORY
INCLUDING 2023 EXPENSES YEAR-TO-DATE

EXPENSE	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023 YEAR-TO-DATE	TOTALS 2014 - PRESENT	DEFERRED MAINTENANCE (INADEQUATE FUNDING) AS OF 10/14/23
personnel	(1,262.00)	(11,528.81)	(26,335.51)	(42,455.88)	(44,759.03)	(51,897.97)	(41,152.77)	(56,652.87)	(69,130.67)	(49,565.35)	(394,740.85)	(25,000.00)
cleaning service	-	-	(2,200.00)	(4,480.00)	(4,000.00)	(4,130.00)	(3,280.00)	(5,232.00)	(5,408.00)	(2,016.00)	(30,746.00)	-
HVAC system maintenance	-	-	(2,191.32)	-	(1,700.00)	(59,984.05)	-	(2,114.36)	(13,352.54)	-	(79,342.27)	-
lawn care	-	(1,010.00)	(11,045.00)	(14,910.00)	(10,875.00)	(19,410.00)	(19,765.24)	(27,295.00)	(16,110.00)	(26,967.98)	(147,388.22)	-
parking lot / road maintenance	-	-	-	-	-	-	(683.37)	-	-	-	(683.37)	(95,000.00)
security system	-	-	(4,836.05)	(645.85)	(1,263.84)	(835.98)	(869.98)	(3,894.89)	(3,641.48)	(1,357.59)	(17,345.66)	-
sewage pumping	-	-	(980.00)	(1,558.00)	(955.00)	(900.00)	(900.00)	(900.00)	(875.00)	(385.00)	(7,453.00)	-
supplies / misc.	-	(2,777.81)	(6,732.36)	(8,555.35)	(29,668.11)	(69,467.77)	(16,264.96)	(16,729.21)	(16,616.49)	(13,775.53)	(180,587.59)	(206,250.00)
water testing	-	-	(1,268.00)	(1,440.00)	(562.00)	(715.00)	(998.00)	(1,072.00)	(1,205.55)	(1,949.00)	(9,209.55)	-
wildlife management	-	-	(2,364.28)	(1,241.50)	(2,077.96)	(4,006.14)	(3,010.44)	(2,335.65)	(3,270.71)	(2,600.11)	(20,906.79)	-
picnic area restroom plumbing repair	-	-	(182.71)	-	-	-	-	(1,944.50)	(506.56)	-	(2,633.77)	(8,000.00)
electrical surge protector installation	-	-	-	-	-	-	-	-	-	-	-	(8,500.00)
trail surfacing (handicapped access)	-	-	-	-	-	-	-	-	-	-	-	(43,500.00)
snow & ice removal	-	-	(630.00)	(945.00)	-	-	-	-	-	-	(1,575.00)	-
trail markers and signage	-	-	-	-	-	-	(8,648.69)	(898.75)	(3,816.00)	-	(13,363.44)	(10,000.00)
electric	-	(1,730.80)	(15,109.59)	(15,948.92)	(14,713.72)	(12,145.31)	(14,751.39)	(15,010.23)	(20,713.32)	(16,396.15)	(126,519.43)	-
internet service	-	(300.00)	(1,058.26)	(1,814.06)	(1,918.54)	(2,067.96)	(2,239.30)	(724.96)	(948.00)	(790.00)	(11,861.08)	-
telephone	-	-	(1,282.39)	(1,460.98)	(1,252.39)	(1,311.96)	(1,281.68)	(1,334.90)	(1,314.10)	(1,117.40)	(10,355.80)	-
trash service	-	(170.00)	(1,260.00)	(1,500.00)	(1,565.00)	(1,500.00)	(1,516.00)	(1,500.00)	(1,545.00)	(1,332.50)	(11,888.50)	-
website hosting / email service	-	(361.61)	(592.83)	(524.29)	(458.56)	(633.26)	(799.78)	(707.64)	(953.02)	(624.75)	(5,655.74)	-
brochures and promotional materials	-	(300.00)	(609.50)	(3,915.99)	(1,078.10)	(75.00)	(1,876.50)	(2,248.00)	(3,015.45)	(2,915.00)	(16,033.54)	(4,000.00)
programming and educational supplies	-	(549.82)	(125.00)	(759.89)	(98.02)	(692.60)	(2,630.97)	(174.69)	(3,119.86)	(328.27)	(8,479.12)	-
EXPENSE TOTAL	\$ (1,262.00)	\$ (18,728.85)	\$ (79,754.16)	\$ (102,155.71)	\$ (116,945.27)	\$ (229,773.00)	\$ (120,669.07)	\$ (140,769.65)	\$ (165,541.75)	\$ (122,120.63)	\$ (1,097,720.08)	\$ (400,250.00)

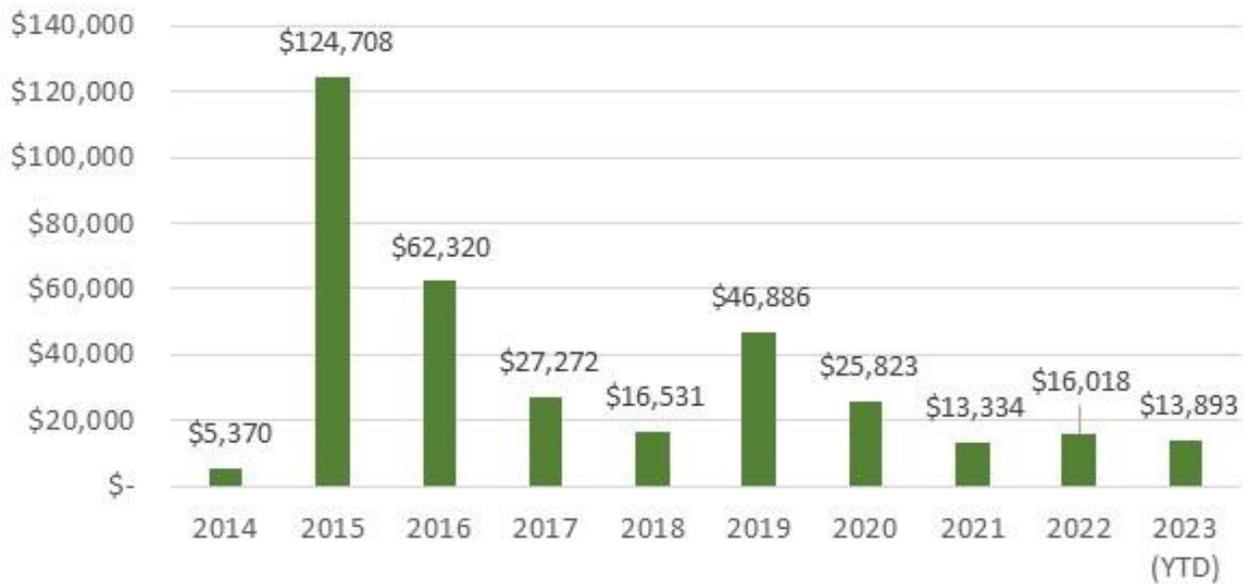
- Notes:
- MARC first became involved with the Montour Preserve in 2014; expenses that year included only labor for meetings and negotiations.
 - 2015 expenses included maple sugaring programming, then all expenses after October 1.
 - \$100,000/year DCNR grant funding 2017 - 2019
 - \$100,000 DCED grant in 2019 (included purchase of tractor, HVAC units, and Visitors' Center roof repair)
 - 2019 total expenses, excluding DCED grant-funded purchases, totaled \$129,773
 - Electricity costs reduced in 2019 because HVAC units offline for several weeks
 - Brochure/promotional costs reduced in 2019 because Columbia Montour Visitors Bureau provided materials
 - Montour County Hotel Tax grant funding began in 2020
 - COVID pandemic significantly affected personnel costs and other line items in 2020; several projects postponed
 - Electricity costs increased significantly in 2022 because of increased PPL rates



MONTOUR PRESERVE CUMULATIVE DONATIONS
12/30/2014 - 10/17/23
\$352,154 TOTAL DONATIONS (EXCLUDING STATE GRANTS)



MONTOUR PRESERVE ANNUAL DONATIONS
2014 - 2023 (YTD)



**COMMUNITY GIVING FOUNDATION (CGF) FUND BALANCES
AS OF 10/14/23**

FUND	BALANCE
MARC Non-Endowed Fund	\$ 7,480.68
MARC Endowed Fund	\$ 16,063.46
Hopewell Park Pump Track Fund	\$ 44,550.24
Washingtonville Revitalization Fund	\$ 2,884.91
Montour Preserve Fund	\$ 27,459.04
TOTAL	\$ 98,438.33

NOTES AND DISCLAIMERS REGARDING CGF FUNDS

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.

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 do hereby attest this to be an accurate and complete accounting of MARC-affiliated funds at the Community Giving Foundation.

Robert Stoudt

10/14/2023

Robert Stoudt, MARC Director

Date

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.

1:03 PM
 10/20/23
 Cash Basis

Montour Area Recreation Commission
Statement of Financial Position
 As of September 30, 2023

	<u>Sep 30, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
CGF Hess Grant Cking #41	2,000.00
Mahoning Twp ARP Grant Cking	15,740.95
Montour Cnty Act 13 Grant Ckng	30,019.53
Service 1st - Savings	47,233.20
Service 1st #45 Washvl Pavilion	1,000.00
Service 1st FCU	73,732.71
Washingtonvl Delong Park Cking	1,750.00
Total Checking/Savings	<u>171,476.39</u>
Total Current Assets	<u>171,476.39</u>
TOTAL ASSETS	<u><u>171,476.39</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Advance Payments Received	
Hess Field User Fees	175.00
Preserve Reservations	1,520.00
Total Advance Payments Received	<u>1,695.00</u>
Payroll Liabilities	2,929.83
Washingtonvl Boro -Agency Funds	217.93
Total Other Current Liabilities	<u>4,842.76</u>
Total Current Liabilities	<u>4,842.76</u>
Total Liabilities	4,842.76
Equity	
Retained Earnings	102,212.54
Net Income	64,421.09
Total Equity	<u>166,633.63</u>
TOTAL LIABILITIES & EQUITY	<u><u>171,476.39</u></u>

No Assurance Provided

Page 1

ASSISTANT DIRECTOR'S REPORT

In the past month the team and I have been taking advantage of the cool fall weather by completing some larger projects that have been on our radar. At the Montour Preserve, Denny and I rehabilitated the pipeline sections of the Wildlife Management Trail and officially reopened it. At DeLong Park in Washingtonville, I assisted with the installation of the new walking trail. The trail extends from the playground area and parallels the outside of the ball field. Finally, at Hess Recreation Area, I assisted with the installation of a new shingle roof on the restroom building.

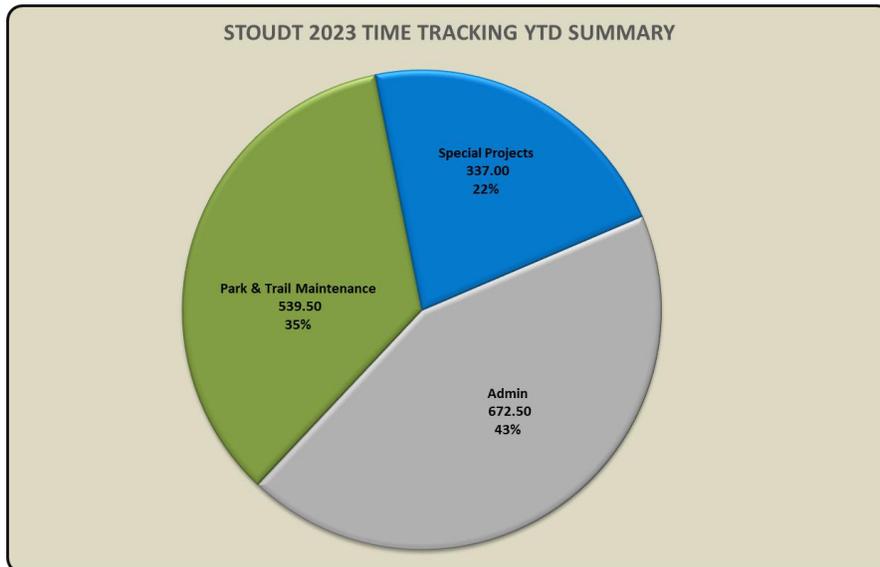
Julian Brehm

10/16/2023

DIRECTOR'S REPORT

	STOUDT	PROJECT YTD TOTAL HOURS	OCTOBER																																									
			24	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														
admin	MARC admin	672.50	2.00	6.50	3.00	0.75	2.50	1.75	0.25	1.50	4.75	4.50	3.00	4.00	4.00	1.50	4.00	3.00	1.25	4.00	1.50	3.00	8.00	3.50	5.00	3.00	6.50	3.00	8.50															
PARK & TRAIL MAINTENANCE	Hess Recreation Area	151.00			0.25	0.25	0.25				1.25	0.25		0.25	0.25			0.25	2.00	8.00	4.00	5.75	6.50		0.25	0.25		0.25																
	Hopewell Park / Danville Farm Trails	18.25																		0.25	0.75				0.25	0.25																		
	Mill Park	14.75																																										
	Montour Preserve admin / maintenance	316.00	1.25	2.50	0.50	0.50	0.25	1.25	0.25	0.50	1.25	2.00	1.00	2.50	2.00	0.50	1.50	1.00	0.25	0.50	0.50	1.00	1.50		1.50	0.50	0.50	3.50	1.00															
	Montour Preserve programming	33.50								2.00																		1.00	0.25															
	North Branch Canal Trail (Montour Co.)	4.75																										0.25																
	NBCT Trailhead / River Access	1.25																										0.25																
SPECIAL PROJECTS & EVENTS	bicycle routes mapping & promotion	0.50																																										
	bike / pedestrian safety special projects	4.00																																										
	Chillisquaque Creek cleanup																																											
	Columbia County projects	6.50																																										
	Danville Borough play set installation	1.50																																										
	Dirty Grin MTB Festival	121.75																																										
	Hopewell Park Pump Track project	4.00																																										
	mountain biking special projects	22.00																																										
	Riverside Borough parks revitalization	0.25																																										
	special projects / events - other	78.50									0.50																3.00	2.00																
	tourism promotion special projects	30.00									1.00																																	
	Washingtonville revitalization projects	67.75		0.50	6.50	9.00	6.50	4.50		0.25		6.00			0.50																													
	wellness special projects	0.25																																										
DAILY TOTALS		1549.00	3.25	9.50	10.25	10.50	9.25	7.75	0.50	4.25	8.75	12.75	4.00	6.75	6.75	2.00	5.75	6.00	11.00	8.75	8.50	10.50	9.50	3.50	7.00	7.00	9.00	8.00	10.00															
WEEKLY PAYROLL TOTAL			51.00							45.25							60.00							44.50																				
BIWEEKLY PAYROLL TOTAL			96.25																					104.50																				
PAYROLL PERIOD			21																					22																				

NOTE: 151.25 HOURS OVERTIME WORKED YEAR-TO-DATE



DIRECTOR'S REPORT (continued)

GRANTS

- **Montour County Hotel Tax**

- As of 10/20/23, all Montour County Hotel Tax grant funds received year-to-date have been expended; no Montour County Hotel Tax funds remain earmarked in MARC's account
- MARC anticipates receipt of Q3 2023 Montour County Hotel Tax grant funding in mid-November
- MARC conservatively budgeted for \$150,000 in Montour County Hotel Tax grant funding in 2023, down 8.9% from 2022 receipts
 - As of 9/22/23, Stoudt projects a year-end receipt of approximately \$175,000 (16.7% or \$25,000 greater than budget and 7.1% greater than 2022 receipts (\$163,433.15))
- A proposal to amend the terms of the Montour County Hotel Tax MOU is provided with this agenda packet for possible action under New Business
 - If approved, the agreement would annually provide approximately \$100,000 in new funding to MARC (approximately \$75,000 from the Montour County Hotel Tax and \$25,000 from Montour County's Act 13 grant funds) while also authorizing MARC to potentially receive additional funds from the Montour County Commissioners' Tourism Fund, as administered by the Columbia Montour Visitors Bureau

- **DCNR 2020 Non-Motorized Trails Grant - Danville Borough Levee North Branch Canal Trail Construction (administered by Danville Borough)** (no update since last meeting)

- Per Danville Borough staff on 4/24/23, project design by LIVIC Civil is nearly complete
 - PennDOT is currently completing the required environmental review
 - Once complete, Danville Borough will be able to acquire the necessary right-of-way from the Washies organization
 - Final designs will be subject to permit review by DEP and the US Army Corps of Engineers
 - Project bidding is tentatively anticipated in spring 2024
 - Construction may occur in 2024
- Draft project mapping is available at <https://www.google.com/maps/d/edit?mid=17se2PMghOEBzg70bdSTOg3HPCTTO9drE&usp=sharing>

- **Mahoning Township American Rescue Plan Grant** (no update 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
- \$15,737.72 (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

DIRECTOR'S REPORT (continued)

GRANTS (continued)

- **DCNR 2021 Park Rehabilitation and Development Grant (Hopewell Park Pump Track)** (no update 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 10/20/23, MARC has so far secured \$168,489.15 in pledges and donations to match the DCNR grant
 - As 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 3/22/23 met at Hopewell Park with a representative of the American Ramp Company / VeloSolutions to discuss project bidding and construction options
 - Attendees included Julian Brehm and Levi Culver (MARC), Otto Kurecian (Columbia Montour Visitors Bureau), and Dave Decoteau, Liz Begosh, and Jared Hafer (Central Susquehanna Hammers Interscholastic Mountain Biking Team)
 - Stoudt on 4/4/23 attended (online) the COSTARS: Search Contracts Like a Pro webinar
 - Stoudt on 4/14/23 spoke by phone with Ashley Shultz from DCNR regarding project status and options for project bidding and construction
 - Stoudt on 4/18/23 spoke by phone with Dave King from DirtSculpt to provide a project update
 - Stoudt on 5/16/23 spoke by phone with Cole Beckham from the American Ramp Company to discuss project bidding options
 - Work on the project has been idle since late May because of reductions in staffing and financial uncertainty
 - Stoudt's updated project presentation, including a listing of project donors, is available at <https://docs.google.com/presentation/d/1b1DRhttSDZ3OfL0aYTal1uFPhW1XYNO7x/edit?usp=sharing&oid=117951050608712833238&rtpof=true&sd=true>

DIRECTOR'S REPORT (continued)

GRANTS (continued)

- **Community Giving Foundation – Danville 2022 Grant Program**
 - MARC continues to hold in a dedicated checking account \$1,000 on behalf of Washingtonville Borough for the construction of a new pavilion at DeLong Park
 - MARC is coordinating with Washingtonville Borough officials for project permitting, design, engineering, and construction
 - Work must be completed, and grant funds expended, by 12/31/23, but Stoudt anticipates an extension will be needed to allow successful project completion
 - Note: MARC also continues to hold in its general checking account another \$2,000 in restricted donations (not grant funds) for this project on behalf of Washingtonville Borough
- **Community Giving Foundation – Danville 2023 Grant Program (Hess Restroom Roof)**
 - MARC on 7/25/23 received and deposited to a dedicated checking account \$2,000 to replace the shingles on the Hess Recreation Area Restroom building
 - After receiving estimates far in excess of available grant funds, MARC staff chose to purchase the necessary materials and perform the work in-house
 - Piatt, Brehm, and Stoudt on 10/9 – 10/13/23 removed the existing shingles and damaged rain spouting and replaced with new materials
 - As of 10/20/23, all grant funds have been expended for labor and material
 - Stoudt will submit the required grant closeout reporting by the 12/31/23 deadline



DIRECTOR'S REPORT (continued)

GRANTS (continued)

- **Community Giving Foundation – Danville 2023 Grant Program (DeLong Park Pathway)**
 - Washingtonville Borough has received \$1,750 to construct a new gravel pathway at DeLong Park
 - Funds were received by Washingtonville Borough and passed through to MARC to be deposited on 7/5/23 to a dedicated checking account
 - Stoudt, Brehm, and Piatt on 9/26 – 9/29/23 completed the work required to construct approximately 300ft of new pathway and resurface existing park pathways
 - As of 10/20/23, \$1,458.07 of grant funds have been spent; \$291.93 remains earmarked in MARC's account
 - Work must be completed, and grant funds expended, by 12/31/23



DIRECTOR'S REPORT (continued)

MANAGED SITES

- **Hopewell Park / Danville Borough Farm**

- Stoudt on 9/21/23 posted hunting season trail closure signage at all trailheads
 - The Hopewell Park / Danville Borough Farm Trail System is closed on the following dates to all users except hunters possessing a Danville Borough hunting permit and 2023/2024 Pennsylvania hunting license:
 - SATURDAY, SEPTEMBER 30
 - SATURDAY, OCTOBER 7
 - SATURDAY, OCTOBER 14 – SATURDAY, OCTOBER 21
 - SATURDAY, OCTOBER 28
 - SATURDAY, NOVEMBER 4
 - SATURDAY, NOVEMBER 11 AND SUNDAY, NOVEMBER 12
 - SATURDAY, NOVEMBER 25 — SATURDAY, DECEMBER 9
 - SATURDAY, DECEMBER 30
 - SATURDAY, JANUARY 6, 2024
 - SATURDAY, JANUARY 13
 - Note: the Hopewell Park pump track and jumps area remains open on these dates
 - Closure dates are posted to MARC's website at <https://montourec.com/hopewell-parkdanville-borough-farm/>
 - MARC has received several reports of riders on closed trails, but MARC staff have not made contact with any violators
 - MARC staff will make additional patrols to attempt to identify and deter repeat violators
 - MARC will request law enforcement assistance for riders found to be defiantly trespassing on the site
- Eagle Scout candidate Carter Kishbaugh and volunteers have created a concrete pad to properly secure the bike rack constructed and donated by Kris Huber and Nick Craven
 - Project completion is anticipated by the end of October
- Stoudt continues to receive reports of aggressive dogs off leash along the trails

DIRECTOR'S REPORT (continued)

MANAGED SITES (continued)

• North Branch Canal Trail

- Trail Steward Wayne Kashner found and reported to MARC staff a washout of a culvert pipe between trail miles 1.3 – 1.4
- Brehm on 10/17/23 investigated the washout and determined the trail must be closed until repairs can be made
 - An area of approximately 6ft by 5ft of trail material has been lost to the collapse
 - Brehm posted signage and fencing at the site to prevent trail users from crossing the failed pipe
 - Stoudt expects MARC will need to purchase and install riprap to repair the damage, at an estimated cost for materials and labor of approximately \$1,000



- As previously reported, Stoudt has consulted with the Montour County Conservation District to consider options to improve the ford crossing at mile marker 2.7 which has been repeatedly destroyed by recent heavy rains
 - 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
- Stoudt and Wayne Kashner on 1/18/23 met with a representative of 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)
 - Stoudt has received the necessary guidance for the permitting
 - Stoudt and Brehm will complete and submit the permit application and required fees as time and funding allow
 - Work must be completed as soon as possible to address ongoing challenges for MARC's lawn care contractor
- Montour County and the SEDA-COG Joint Rail Authority continue legal action against the owner of the Bear Hunters' Grove Campground to resolve the years-long property ownership dispute
 - Stoudt on 9/12/23 contacted MARC's legal counsel to seek guidance regarding next steps for legal action, but has not yet received a reply
 - Stoudt anticipates legal proceedings will be ongoing through the fall and 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

DIRECTOR'S REPORT (continued)

MANAGED SITES (continued)

- **Montour Township (Columbia County) Legion Road parcel**
 - No problems or complaints have been received since the last meeting
- **River Drive parcel (North Branch Canal Trail trailhead and river access)**
 - Stoudt continues to monitor ongoing property encroachments by an adjacent landowner and has notified Montour County officials
 - Stoudt hopes to hire a surveyor to relocate and re-mark property corner markers which have been removed
 - Stoudt will consult with Montour County officials regarding a plan to proceed
 - Stoudt on 1/18/23 discovered bullet damage to a sign on the site
 - Stoudt continues to monitor for additional problems and will request Mahoning Township Police Department assistance if deemed necessary
 - The main site sign frame needs to be replaced when funding allows
- **Hess Recreation Area**
 - As reported elsewhere in this report, MARC staff have completed the replacement of the restroom roof shingles and rain spout downspouts
 - Stoudt has consulted with the Montour County Conservation District and Danville Borough officials regarding options to resurface the park access road
 - Stoudt, Brehm, and Piatt, with representatives of Danville Borough, will attend a Penn State Center for Dirt and Gravel Road Studies Environmentally Sensitive Maintenance training on 10/25 and 10/26/23 at the Pine Barn Inn to learn more about gravel road maintenance and to allow possible eligibility for grant funds for road work
 - Stoudt continues to investigate the potential for MARC (using contractors) to mill down the existing road surface and rebuild the road as a gravel roadway in 2024 (subject to approval by DCNR (which previously funded road repairs with grant funding) and Danville Borough
 - 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 volunteer schedules allow*)
 - Stoudt and Shevchenko have completed most design work for the new J. Manley Robbins Trail interpretive sign for installation at the Beaver Place Trailhead (*no change since last meeting*)
 - Final details are yet to be completed, but funding does not yet allow for fabrication and installation of the planned signage (~\$1,500)
 - 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 before the end of this year (*no update since last meeting*)
 - No new changes to the erosion and slumps along miles 1.1 – 1.7 of Hess Loop Trail – Robbins Trail Segment have been noted since the last meeting
 - Eagle Scout candidate Carter Kishbaugh and volunteers have created a new concrete pad beside the pavilion (in a location specified by MARC) to properly secure the bike rack donated by the Danville Business Alliance
 - Work completion is anticipated by early November

DIRECTOR'S REPORT (continued)

MANAGED SITES (continued)

- **Montour Preserve**

- Weather permitting, MARC staff will move the fishing pier and boat dock to winter storage on 11/1/23
- MARC staff will shut down the Goose Cove and Heron Cove picnic area water systems on 10/30/23
- MARC staff have continued efforts to finalize the restoration of all trails which had been closed during pipeline construction
- The Muskrat Blind remains closed to all use because of 5/1/23 flood damages
- Stoudt continues to meet with organizations that might be able to assist with Montour Preserve funding and operations
- Repairs to the Chilisugi Trail bridge across the Middle Branch Chillisquaque Creek, near trail mile 1.6, have held up well to recent rain events
 - This bridge was badly damaged in flooding in 2018 and has become a chronic problem location
 - MARC is consulting with the Montour County Conservation District to investigate options for replacement of the bridge
 - Stoudt will continue to investigate funding options
- MARC on 10/1/23 hosted the DCNR Bureau of Forestry-led Walk in Penn's Woods
- MARC on 10/19/23 hosted the Leadership Central Penn class, including a guided walk along the Goose Woods Trail
- MARC on 10/19/23 worked with Starr Portables to pump the Goose Cove and Heron Cove picnic area restroom tanks
- MARC on 10/21 and 10/22/23 will host the Nature & Wildlife Art & Photo Show

SPECIAL PROJECTS AND EVENTS

- **Bicycle / Pedestrian Safety Projects**

- Stoudt on 8/16/23 attended (online) the meeting of the Middle Susquehanna Active Transportation Committee

- **Bicycle Routes Mapping and Promotion** (no updates since last meeting; project on hold)

- 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)
 - 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
 - Julian Brehm has completed the final quality assurance on the routes and is finalizing a new rack card for publication
 - Stoudt will create a new page on MARC's website for distribution of the content
 - Project release is anticipated spring 2024

- **Chilli Challenge Adventure Triathlon**

- 2023 event canceled because of budget concerns and anticipated construction

DIRECTOR'S REPORT (continued)

SPECIAL PROJECTS AND EVENTS (continued)

- **Danville Borough Play Set Installation**

- Stoudt and Brehm on 10/10/23 met with Don Gunther to load the wooden and metal components of the donated St. Joseph Catholic School play set for transport to SUN Area Technical School for restoration
- It is anticipated the play set will be reconstructed at the F.Q. Hartman Recreation Area in spring / summer 2024

- **Girls ROC Camps**

- As of 10/21/23, MARC has \$892.71 earmarked in its general checking account for 2024 event expenses

- **Dirty Grin Mountain Biking Festival**

- Stoudt will work with event organizers to schedule a meeting to discuss options for 2024 events

- **Regional Mountain Biking Promotion**

- Stoudt has created a new page on MARC's website at <https://montourec.com/east-central-pennsylvania-mountain-biking/> to feature MARC's five-county mapping of regional mountain biking assets
 - As of 10/21/23, the map has been viewed 4,040 times
 - Stoudt will add additional content to the page in coming weeks as time and funding allows
 - The map is also embedded in the Dirty Grin Mountain Bike Festival webpage
- Stoudt will plan to schedule a meeting of MARC's Mountain Biking Advisory Group in coming weeks as staffing and funding allows
- 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>) (no change since last meeting)
- 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 (no change since last meeting)

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

- Stoudt anticipates installing the replacement sign for the Riverside Borough river access in spring 2024
- 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 monthly meetings of the Columbia Montour Chamber of Commerce's Governmental Affairs Committee
- Stoudt continues to participate in bi-monthly meetings of the Columbia Montour Chamber of Commerce's Montour County Task Force
- Stoudt on 10/18/23 met with representatives of the proposed Sunnybrook Park pickleball courts project

- **Tourism Promotion Special Projects – Other**

- Stoudt continues to participate in meetings of the Danville Heritage Festival Committee
- Stoudt on 10/17/23 attended (online) the Middle Susquehanna River Water Trail Stakeholders' meeting

DIRECTOR'S REPORT (continued)

SPECIAL PROJECTS AND EVENTS (continued)

- **Washingtonville Revitalization Projects**

- As reported elsewhere in this report, MARC staff have completed the construction of the new pathway in DeLong Park
- Stoudt on 1/16/23 met with neighboring landowners for the proposed Mill Park property in Derry Township to discuss property boundaries and items of potential concern
 - MARC is awaiting the completion of additional survey work (previously anticipated in February), at which time Stoudt will again meet with neighboring landowners to continue the discussion
- Stoudt remains in communication with Chairman Dombroski regarding possible improvements to DeLong Park, including the desired construction of a new pavilion
 - Washingtonville Borough has secured \$3,000 to date in grants and donations for the project (being kept in MARC's accounts) and Chairman Dombroski continues working to secure additional donations
- 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

- **Wellness Special Projects (in partnership with Geisinger) (no updates)**

OTHER UPDATES

- Stoudt has completed the required workers' compensation insurance audit for Erie Insurance
- Stoudt has remained in contact with Senator Culver's office for possible grant funding opportunities for MARC and the Montour Preserve
- Stoudt on 10/3/23 attended (online) the Susquehanna River Basin Commission grant webinar for possible 2024 grant funding
- Stoudt on 10/11/23 attended the Community Giving Foundation's grant workshop for possible 2024 grant funding opportunities
- MARC has recently received annual contributions from Riverside Borough (\$500, for general operating support) and Anthony Township (\$1,000 for the Montour Preserve)

Riverside

ADVENTURE COMPANY

from the desk of

**DAVID
DECOTEAU**

10/20/23

Montour Preserve
Kayak Kiosk
Contract Summary
2021 - 2013 season

MARC

Physical address
476 D & H Avenue
Riverside, PA 17821

Mailing Address
1051 Charlene Drive
Danville, PA 17821

Business: 570-849-3010
Cell: 570-854-2437

Website:
www.RiversideAdventureCo.com

Email:
David@RiversideAdventureCo.com

It has been out honor and pleasure to serve as the "Chuck Yeagers" of kayak sales at the Montour Preserve. From the first conversations about the idea over 10 years ago, to the October 31st, 2023 conclusion of our initial contract; it's been an amazing experience for Riverside Adventure Company. Here is a little bit about how it's gone, and where we hope things can go:

2021 - Our initial year. We started renting kayaks, canoes and paddle boards using our green bus, because the Kayak Kiosk was not complete in the spring months. This was a mostly "manned" situation as we were trying to "learn" the Preserve, and how sales might trend over the season. We learned a lot in that first season. Didn't make a ton of money...but learned a good deal. The Kayak Kiosk was completed later that first season. In our first year, we had about \$14K in sales. If you deduct costs like labor, insurance and start-up costs...we lost money that year. However, we did learn.

2022 - This was our first year of every day not being a new "learning day". We went into the year with an operational Kayak Kiosk and some surprising new data in regard to what seemed to work, and what did not. In 2022, we tried to focus on what worked. As a result, our laborer was way down, and our profits up. In 2022 we grossed around \$20K and after costs, we had a profit. We gave MARC a donation (as per the contract) of \$1500 because we had made some money that year.

2023 - This season is not completely over, but it's pretty much over. We had a school group there last Monday, so we still might have some more sales this year, but so far it is looking like this year was very similar to last year. That being said, I feel like we worked for it a lot more intensely. We added quite a bit of PROGRAMMING this season, and we will continue to add more programming in future seasons if allowed to continue as kayak vendor beyond the 2023 season. We did a lot of work with Amy Housenecht and incorporated full moon paddles and yoga, and breathing to our standard sales. We also produced the first DAY AT THE LAKE celebration, that we hope to grow into an event of some stature. The idea being, put a full day of programming together at the lake that will entice folks to put that day on their calendar each year, and plan to attend. This year was fairly successful and featured activities from bike rides, to bird watching, to the Amy offerings mentioned above, to kayak lessons, to corn hole and kids fishing tournaments. It was a great start to something we hope grows in future years. We also continued our partnerships with area schools and state organizations like the Susquehanna Greenways Partnership to bring new and exciting learning opportunities to the region. We plan to make another donation to MARC at the end of this season.

2024? - If allowed, we would like to continue to develop this concession operation. This year we added a John Boat to the fleet. We have talked about adding pontoon bikes. We also have ideas for more events in 2024. We would love to continue this venture if for no other reason than people seem to like it, and it seems to be good for our region. We employed four part time people this year, and that's also something that would not happen if this concession is discontinued.

from the desk of

DAVID DECOTEAU

Hope that gives you a good general idea of how things went (without making the company secrets public knowledge). We hope to use those secrets going forward in continued partnership with MARC and the Montour Preserve.

Dave Decoteau
Owner
Riverside Adventure Company

address

Work Street
Work City, Work State Work ZIP

tel Work Phone
fax Work Fax Phone
url Work URL

Thank you,

David Decoteau
& Owner of RAC

Page 2

**MONTOUR COUNTY COMMISSIONERS’
MARC MONTOUR COUNTY HOTEL TAX FUNDING PROPOSAL**

BACKGROUND

Montour County and the Columbia Montour Visitors Bureau (CMVB) in October 2019 agreed to increase Montour County’s Hotel Tax rate from 3% to 5% and to allocate newly generated funds to the Montour Area Recreation Commission (MARC) for the development, maintenance, and enhancement of recreational facilities within Montour County. Allocations of Montour County Hotel Tax funds were set as 37% to the CMVB, 40% to MARC, and 23% to the Montour County Commissioners’ Tourism Fund (after deduction of the statutorily permitted administrative fee of 4% of the gross hotel tax revenue).

While these funds have provided significant assistance to MARC since 2020, averaging approximately \$160,000 in a typical year, the Montour County Commissioners recognize MARC’s continued chronic funding shortfall for regular operations and maintenance of MARC-managed parks and trails, including the Montour Preserve, Hess Recreation Area, Hopewell Park / Danville Borough Farm Trail System, and the North Branch Canal Trail, as well as for other MARC sites, programs, and events. The Montour County Commissioners further recognize the troubling trend of MARC’s growing backlog of maintenance projects, now estimated at \$620,000. Finally, the Commissioners are aware that MARC has made significant cuts to staffing to allow continued operations in 2023 and will need to make additional cuts to staffing, maintenance, and programming in 2024 if new funding is not secured.

The Montour County Commissioners are committed to the proper care of the parks, trails, and outdoor recreational programming in Montour County for the benefit of the county’s residents and recognize these facilities and programs as the most important driver of the county’s travel and tourism industry. Accordingly, the Montour County Commissioners are recommending changes to the allocation of the Montour County Hotel Tax funds to better allow MARC to fulfil its mission.

PROPOSED ACTION

The Montour County Commissioners recommend the Memorandum of Understanding between Montour County, the CMVB, and MARC, governing the allocations and usage of Montour County Hotel Tax funds, as originally ratified October 28, 2019, be amended as follows:

- 1) Proposed changes in allocation percentages

ENTITY	CURRENT %	CURRENT \$	PROPOSED %	PROPOSED \$ (*)	PROPOSED % CHANGE IN REVENUE
CMVB	37%	\$152,625	28%	\$115,500	-24.3%
MARC	40%	\$165,000	58%	\$239,250	+45.0%
MONTOUR COUNTY	23%	\$94,875	14%	\$57,750	-39.1%
<i>*CALCULATIONS BASED UPON \$412,500 TOTAL ANNUAL REVENUE, PER 2023 REVENUES</i>					

- 2) Proposed deletion of text on Page 3 “and no other hotel taxes received by the Visitors Bureau from the County will be requested by the County and/or MARC for the benefit of MARC”, so that Montour County might, if so decided, request the release of funds from the Montour County Commissioners’ Tourism Fund for MARC projects.

ADDITIONAL NOTES

- 1) It is the intention of the Montour County Commissioners to additionally allocate \$25,000/year to MARC from Montour County’s annual allocation of Act 13 Unconventional (Marcellus) Gas Well Impact Fee funding (or other sources as needed).
- 2) It is the Montour County Commissioners’ intention that MARC shall continue to actively seek other funding sources, particularly for the continued operation of the Montour Preserve.
- 3) As required by the Memorandum of Understanding, MARC shall be required to provide not less than a 25% match of cash, labor, equipment usage, and/or other contributions.

Respectfully submitted for consideration,
Montour County Board of Commissioners
October 18, 2023

MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING (“MOU”) is entered into this _____ day of _____, 2019, as amended by resolutions of the parties in October 2023, by and among the County of Montour (the “County”), the Montour Area Recreation Commission (“MARC”) and the Columbia-Montour Visitors Bureau (the “Visitors Bureau”) to memorialize the agreement among the parties that concerns the use of hotel tax revenue remitted from the County to the Visitors Bureau for tourism promotion within the County.

BACKGROUND

WHEREAS, Governor Thomas W. Wolf signed Act 18 of 2016 into law, which amended The County Code and authorized the County to implement a Five Percent (5%) hotel tax as well as requiring other substantive amendments to the County hotel tax Ordinance; and

WHEREAS, the County currently has a Three Percent (3%) hotel tax; and

WHEREAS, the County, after deduction of the statutorily permitted administrative fee of Four Percent (4%) of the hotel tax revenue, remits the residual hotel tax revenue received to the recognized tourism promotion agency for the County; and

WHEREAS, the Visitors Bureau is the County’s recognized Tourism Promotion Agency; and

WHEREAS, MARC was incorporated on May 18, 2005 to maintain community parks and recreation services and facilities within the political boundaries of Montour County; and

WHEREAS, MARC's Strategic Plan states their vision is to make and promote Montour County, PA as a healthy and desirable place to live, work and play. MARC's mission shall be to:

1. (BUILD AND MAINTAIN) Improve the quality and quantity of outdoor recreational opportunities in and around Montour County, PA

2. (PARTNER) Collaborate with volunteers and public and private partners to create, maintain and promote an interconnected network of trails, parks, natural areas and other green spaces

3. (PROMOTE) Promote the economic, natural and cultural resources of our community

4. (FUND) Create an endowed funding source for the long-term operations of the Montour Area Recreation Commission, the Montour Preserve and the stewardship of Montour County's outdoor recreational resources

5. (ASSIST) Serve as a clearinghouse for information, technical and planning assistance related to outdoor recreation in and around Montour County.

WHEREAS, the Visitors Bureau, the County and MARC have mutually determined that the development, maintenance and enhancement of recreational facilities within Montour County is a project permitted under both 16 P.S. § 1770.10(d)(4) and (d)(5) that would promote tourism to the region; and

WHEREAS, the County intends to increase the hotel tax rate to the permitted Five Percent (5%) upon the understanding that the Visitors Bureau will allocate Fourteen Percent (14%) of such funds to the Montour County Commissioners Tourism Fund, and Fifty Eight Percent (58%) to support MARC's development, maintenance and enhancement of recreational facilities within Montour County; and

WHEREAS, the County, MARC and Visitors Bureau enter into this MOU to confirm the obligations of each party; and

NOW, THEREFORE, the Parties to this MOU mutually agree as follows:

1. to Increase Hotel Tax Revenue. The County plans to enact an ordinance to increase the hotel tax rate provided under 16 P.S. §1770.10(b) from Three Percent (3%) to Five Percent (5%), as well as incorporating the amended provisions of the hotel tax included in Act 18 of 2016. The County, MARC and the Visitors Bureau mutually agree that the Fourteen Percent (14%) allocation to the Montour County Commissioners' Tourism Fund and the Fifty Eight Percent (58%) allocation to MARC shall be limited to only initiatives authorized by Act 18 of 2016 and agreed to in this MOU.
2. Use of Hotel Tax Revenue. Once the County has undertaken the action item enumerated in Section 1, the Visitors Bureau agrees to allocate gross hotel tax revenue received from the County under 16 P.S. § 1770.10(d)(5), with Fourteen Percent (14%) of such funds to the Montour County Commissioners Tourism Fund, and Fifty Eight Percent (58%) to MARC, within thirty (30) days of receiving the same from the County. The Visitors Bureau's obligation to provide the funds to MARC is contingent upon MARC submitting the grant paperwork in accordance with Section 3 below. MARC shall provide the matching funds required by Act 18 of 2016 for the grants issued to MARC from the hotel tax revenue.

3. Grant Process. On an annual basis, MARC shall submit a written request to the Visitors Bureau for a grant for the funds covered by this MOU. The written request shall include a statement concerning the proposed use of the funds and specific references to the provision(s) of Act 18 of 2016 that authorize such use of funds. A copy of the MARC Grant Application form is attached to this document as Appendix A.
4. Grant Audit. MARC agrees to annually have an audit conducted using Generally Accepted Auditing Standards regarding the use of the funds granted by the Visitors Bureau to MARC for the purposes of determining if MARC has utilized the funds in accordance with the purposes stated in the grant request set forth in Section 3. MARC shall present the audit to the Visitors Bureau within one hundred twenty (120) days of the end of MARC's fiscal year.
5. Separate Entities and Authority. The three parties to this MOU hereby acknowledge that each entity is a separate legal entity independent of the other two entities. Each party shall have no authority over the operations of another party.
6. Certification of Visitors Bureau. During the existence of this MOU, the County agrees to maintain the certification of the Visitors Bureau as the County's official Tourism Promotion Agency.
7. Changes to MOU. The parties to this MOU may amend this Agreement at any time, by the mutual written agreement of the parties. This MOU may be terminated with one hundred eighty (180) days' notice by the County, Visitors Bureau or MARC.

APPENDIX A

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**COLUMBIA MONTOUR VISITORS BUREAU
MONTOUR AREA RECREATION COMMISSION
GRANT APPLICATION FORM**

GRANT TERM: 01/01/20 - 01/01/20

GRANT AMOUNT: Per current executed MOU

ORGANIZATION: Montour Area Recreation Commission

ADDRESS: PO Box 456, Danville, PA 17821

PROJECT MANAGER NAME:

PHONE #:

EMAIL:

TAX ID #: 26-1859983

We do hereby attest that this project fulfills the following purpose as defined in Act 18 of 2016, pertaining to the Hotel Room Rental Tax, as enacted by the General Assembly of the Commonwealth of Pennsylvania:

- MARKETING THE AREA SERVED BY THE CMVB AS A LEISURE TRAVEL DESTINATION.
- MARKETING THE AREA SERVED BY THE CMVB AS A BUSINESS, CONVENTION OR MEETING TRAVEL DESTINATION.
- PROGRAMS, EXPENDITURES OR GRANTS THAT ARE DIRECTLY AND SUBSTANTIALLY RELATED TO TOURISM OR A BUSINESS, CONVENTION OR MEETING TRAVEL DESTINATION WITHIN MONTOUR COUNTY, AUGMENT AND DO NOT COMPETE WITH PRIVATE SECTOR TOURISM OR TRAVEL EFFORTS AND IMPROVE AND EXPAND MONTOUR COUNTY AS A DESTINATION MARKET AS DEEMED NECESSARY BY THE CMVB. GRANTS MAY NOT BE USED FOR SIGNAGE THAT PROMOTES A SPECIFIC PRIVATE ENTITY ON THE SITUS OF THAT ENTITY, EXCEPT WHERE THE SIGNAGE ALSO CARRIES THE LOGO OF THE CMVB.
- ANY OTHER TOURISM OR TRAVEL MARKETING OR PROMOTION PROGRAM, EXPENDITURE OR PROJECT THAT DOES NOT COMPETE WITH PRIVATE SECTOR TOURISM OR TRAVEL EFFORTS AS DEEMED NECESSARY BY THE CMVB.

This agreement is entered into by and between the Columbia Montour Visitors Bureau, 121 Papermill Road, Bloomsburg, PA 17815 (hereinafter "CMVB") and the Montour Area Recreation Commission, PO Box 456, Danville, PA 17821 (hereinafter "MARC").



MARC Grant Application Form

page 1 of 5

MARC ACKNOWLEDGMENT OF TERMS AND CONDITIONS

The CMVB shall require an audit using Generally Accepted Auditing Standards to be presented by MARC to the CMVB within one hundred twenty (120) days of the end of MARC's fiscal year.

MARC hereby acknowledges the following grant terms and conditions:

1. Grant funds shall be used by MARC only for the purpose set forth in the MOU by and among the County of Montour, the Montour Area Recreation Commission and the Columbia Montour Visitors Bureau.
2. Grant funds shall not be used for political or sectarian religious purposes.
3. MARC shall assume all responsibility and the risk of operation related to programs supported by this grant. The CMVB's responsibility for the risk of operation under this agreement shall be limited to its own activities.
4. MARC shall carry all insurances as required by law.
5. MARC shall provide no less than a 25% match of cash, labor, equipment usage and/or other contributions. If the value of volunteer labor is to be used as partial match for this grant, MARC shall document such labor using copies of the form provided on Page 4 of this form. The value of in-kind labor shall be valued as published at:
https://www.independentsector.org/volunteer_time
6. MARC shall retain receipts for all project expenses. Receipts must be provided to the CMVB at their request. Any claimed, undocumented expenses may be rejected by the CMVB and/or its auditors and deemed ineligible expenses. MARC shall be required to reimburse to the CMVB any expenses deemed ineligible.
7. In any publicity produced for events covered by this Agreement, in any program or similar item announcing or describing the events, or in any product such as a publication, book, catalog, film, videotape, exhibition or similar product assisted under this Agreement, MARC shall credit the Montour County Board of Commissioners and the Columbia-Montour Visitors Bureau in the following manner:

	This project is supported by The Montour County Commissioners Tourism Fund, administered by the Columbia-Montour Visitors Bureau (CMVB). For more information, visit www.iTourColumbiaMontour.com .
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We hereby acknowledge that we have been made aware of and agree to abide by these grant terms and conditions. We further acknowledge that failure to abide by these terms and conditions shall require our repayment to the Columbia-Montour Visitors Bureau some or all grant funds awarded to this project.

For MARC:

Project Manager Name (printed)

Witness Name (printed)

Project Manager (signature)

Witness (signature)

Date

Date



MARC Grant Application Form

page 3 of 5

**COLUMBIA MONTOUR VISITORS BUREAU
MONTOUR AREA RECREATION COMMISSION
GRANT APPLICATION – CMVB REVIEW**

PROJECT NAME: _____

Date Proposal Considered by CMVB Board of Directors: _____

Proposal Accepted

Proposal Rejected

If rejected, reason for rejection: _____

For the Columbia Montour Visitors Bureau:

President, Board of Directors

Executive Director



MARC Grant Application Form

page 5 of 5

INTENDING TO BE LEGALLY BOUND, the parties hereto forth have set their hands below.

COLUMBIA-MONTOUR VISITORS BUREAU

Andrew Bower, Board President

David E. Kurecian, Executive Director

MONTOUR AREA RECREATION COMMISSION

Tyler J. Dombroski, Chairperson

Robert T. Stoudt, Director

COUNTY OF MONTOUR

Holly Brandon, Chief Clerk

Kenneth Holdren, Chairman

Dan Hartman, Vice-Chairman

Trevor Finn, Commissioner