



## 7:00pm February 24, 2025 Regular Meeting Agenda

Montour Preserve Environmental Education Center, 374 Preserve Rd, Danville, PA 17821  
or <https://us02web.zoom.us/j/86809523558?pwd=lbyKDa6fBHGT3eNBGdWYwnfBYOXPQo.1>  
To connect by phone: (929) 205 6099 | Meeting ID: 868 0952 3558 | Passcode: 832362

### Call to Order

### Public Comment

### Officer Reports

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

### Representative 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 - 33*)

- State Ethics Commission Statements of Financial Interest Reminder
- MARC / CMVB Visitor Management Suggestions for Montour & Columbia County Park & Trail Managers (*provided separately*)

### Old Business

### New Business

- Approval of Summer Intern
- Approval of Tourism-Related Recreation Development Project Management Memorandum of Understanding Between Columbia County and Montour Area Recreation Commission (*pages 34 - 46*)
- Approval to Advertise for Part-Time Park & Trail Maintenance Technician (*page 47*)
- Expense Approvals
  - \$5,872.40 Press Enterprise Commercial Printing (20,000 brochures) (*pages 48 - 49*)

### Other Items

### Adjournment

next meeting: 7:00pm Monday, March 24, 2025

### MARC 2025 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
				2025 beginning balance			10.16
deposit	2/21/25			deposit of Q4 2024 Montour County Hotel Tax Grant		59,022.52	59,032.68

### MARC 2025 SRBC Grant 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
				beginning balance			-

### MARC 2025 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
				2025 beginning balance			15,790.40
interest	1/31/25	2/5/25	1/1 - 1/31/25	interest		3.35	15,793.75

### MARC 2025 CGF Grant - DeLong Park Pathway 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
				2025 beginning balance			-

### MARC 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
				2025 beginning balance			-

### MARC 2025 SGP Hess Grant 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
				2025 beginning balance			800.00

## MARC 2025 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
automatic payment	1/21/2025	2/5/2025	1/1 - 1/31/25	PA Dept. of Revenue (payroll taxes)	payroll taxes	wages	Montour County Hotel Tax	193.29		115,683.79
automatic payment	1/23/2025	2/5/2025	1/1 - 1/31/25	Ride with GPS	dues & fees	dues & fees	Montour County Hotel Tax	10.00		115,673.79
automatic payment	1/23/2025	2/5/2025	1/1 - 1/31/25	Zoom	dues & fees	dues & fees	Montour County Hotel Tax	16.95		115,656.84
automatic payment	1/26/2025	2/5/2025	1/1 - 1/31/25	MailChimp	\$16.43 admin/misc.; \$16.43 Montour Preserve (email)	\$16.43 admin/misc.; \$16.43 park & trail maintenance	Montour County Hotel Tax	32.86		115,623.98
7933	1/27/2025	2/5/2025		PPL Electric Utilities	Montour Preserve (electricity)	park & trail maintenance	Montour County Hotel Tax	1,466.38		114,157.60
7934	1/27/2025	2/5/2025		PPL Electric Utilities	Montour Preserve (electricity)	park & trail maintenance	Montour County Hotel Tax	2,597.11		111,560.49
7935	1/27/2025	2/5/2025		PPL Electric Utilities	Montour Preserve (electricity)	park & trail maintenance	Montour County Hotel Tax	55.34		111,505.15
7936	1/27/2025	2/5/2025		PPL Electric Utilities	Montour Preserve (electricity)	park & trail maintenance	Montour County Hotel Tax	32.16		111,472.99
7937	1/27/2025	2/5/2025		Craig Reinard (payroll 1/12 - 1/25)	payroll - Reinard	wages	Montour County Hotel Tax	70.04		111,402.95
7938	1/27/2025	2/5/2025		Dennis Piatt (payroll 1/12 - 1/25)	payroll - Piatt	wages	Montour County Hotel Tax	204.79		111,198.16
7939	1/27/2025	2/5/2025		Julian Brehm (payroll 1/12 - 1/25)	payroll - Brehm	wages	Montour County Hotel Tax	1,927.99		109,270.17
7940	1/27/2025	2/5/2025	1/1 - 1/31/25	Robert Stoudt (payroll 1/12 - 1/25)	payroll - Stoudt	wages	Montour County Hotel Tax	3,393.27		105,876.90
7941	1/27/2025	2/5/2025		Johnson Controls Security Solutions	Montour Preserve (security system)	park & trail maintenance	Montour County Hotel Tax	228.82		105,648.08
7942	1/27/2025	2/5/2025	1/1 - 1/31/25	Julian Brehm (12/3/24 - 1/7/25 personal vehicle mileage reimbursement)	personal vehicle usage reimbursement	park & trail maintenance	Montour County Hotel Tax	152.60		105,495.48
7943	1/27/2025	2/5/2025	1/1 - 1/31/25	Verizon	Montour Preserve (telephone)	park & trail maintenance	Montour County Hotel Tax	117.93		105,377.55
debit card	1/27/2025	2/5/2025	1/1 - 1/31/25	Sheetz (diesel fuel)	Montour Preserve (maintenance/misc.)	park & trail maintenance	Montour County Hotel Tax	31.71		105,345.84
debit card	1/27/2025	2/5/2025	1/1 - 1/31/25	WalMart (bird feed, Ziploc bags, lighter, tape, sponges, vinegar)	\$44.05 Montour Preserve (maint/misc); \$32.90 Montour Preserve (programming supplies)	park & trail maintenance	Montour County Hotel Tax	76.95		105,268.89
debit card	1/27/2025	2/5/2025	1/1 - 1/31/25	Lowes (light bulbs, plywood, propane cylinder, hardware, welders' gloves)	\$314.33 Montour Preserve (maint/misc); \$96.86 Montour Preserve (programming supplies)	park & trail maintenance	Montour County Hotel Tax	411.19		104,857.70
7944	1/29/2025	2/5/2025		Susan Shultz CPA Tax & Accounting	accounting	professional fees	Montour County Hotel Tax	130.00		104,727.70
7945	1/29/2025	2/5/2025		Julian Brehm (reimbursement for sugar shack firewood purchase)	Montour Preserve (programming supplies)	park & trail maintenance	Montour County Hotel Tax	225.00		104,502.70
7946	1/29/2025	2/5/2025		PPL Electric Utilities	Hess Recreation Area (electricity)	park & trail maintenance	Montour County Hotel Tax	97.96		104,404.74
7947	1/29/2025	2/5/2025		Starr Portables	Hopewell Park (porta-potty)	park & trail maintenance	Montour County Hotel Tax	148.40		104,256.34
debit card	1/30/2025	2/5/2025		ABL Graphics (Danville forestry maps printing and laminating)	Hopewell Park (misc)	park & trail maintenance	Montour County Hotel Tax	126.72		104,129.62
automatic payment	1/31/2025	2/5/2025	1/1 - 1/31/25	PA Dept. of Revenue (payroll taxes)	payroll taxes	wages	Montour County Hotel Tax	483.92		103,645.70
automatic payment	1/31/2025	2/5/2025	1/1 - 1/31/25	PA UC Fund	payroll taxes	wages	Montour County Hotel Tax	29.54		103,616.16
automatic payment	1/31/2025	2/5/2025		Keystone Collections Group	payroll taxes	wages	Montour County Hotel Tax	705.08		102,911.08
deposit	1/31/2025	2/5/2025	1/1 - 1/31/25	deposit	\$32 Montour Preserve (donations); \$125 unrestricted donations	\$32 contributions and user fees (Montour Preserve); \$125 contributions and user fees (unrestricted)			157.00	103,068.08
interest	1/31/2025	2/5/2025	1/1 - 1/31/25	interest	interest	interest			31.91	103,099.99

## MARC 2025 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
7948	2/5/2025			Heaps Container Service	\$130 Montour Preserve (trash); \$70 Hess Recreation Area (trash)	park & trail maintenance	Montour County Hotel Tax	200.00		102,899.99
automatic payment	2/5/2025			PA Dept. of Revenue (payroll taxes)	payroll taxes	wages	Montour County Hotel Tax	218.77		102,681.22
debit card	2/5/2025			AgPro (ice melt and bird feeders)	Montour Preserve (maintenance/misc.)	park & trail maintenance	Montour County Hotel Tax	161.81		102,519.41
debit card	2/5/2025			AgPro (leaf blower filters)	Montour Preserve (maintenance/misc.)	park & trail maintenance	Montour County Hotel Tax	23.30		102,496.11
debit card	2/10/2025			Staples (binders, folders, index cards, ticket card stock)	\$28.60 fundraising expenses; \$55.59 office supplies	\$28.60 fundraising expenses; \$55.59 office supplies	Montour County Hotel Tax	84.19		102,411.92
debit card	2/10/2025			ABL Graphics (Danville Borough Farm map printing)	Hopewell Park (misc)	park & trail maintenance	Montour County Hotel Tax	40.55		102,371.37
7949	2/10/2025			Montour County Treasurer (Small Games of Chance License fee)	fundraising expenses	fundraising	Montour County Hotel Tax	125.00		102,246.37
7950	2/11/2025			Press Enterprise (meeting advertising)	public notices	public notices	Montour County Hotel Tax	56.30		102,190.07
7951	2/11/2025			Dennis Piatt (payroll 1/26 - 2/8)	payroll - Piatt	wages	Montour County Hotel Tax	307.14		101,882.93
7952	2/11/2025			Julian Brehm (payroll 1/26 - 2/8)	payroll - Brehm	wages	Montour County Hotel Tax	2,148.03		99,734.90
7953	2/11/2025			Robert Stoudt (payroll 1/26 - 2/8)	payroll - Stoudt	wages	Montour County Hotel Tax	2,817.73		96,917.17
debit card	2/11/2025			AgPro (bird seed, suet cakes, ice melter, mouse traps)	Montour Preserve (maintenance/misc.)	park & trail maintenance	Montour County Hotel Tax	160.83		96,756.34
debit card	2/11/2025			Amazon (printer cartridges)	office supplies	office supplies	Montour County Hotel Tax	73.14		96,683.20
debit card	2/11/2025			Amazon (printer cartridges, laminator pouches, garbage bags, paper towels)	\$184.39 office supplies; \$154.76 Montour Preserve (maintenance/misc)	\$184.39 office supplies; \$154.76 park & trail maintenance	Montour County Hotel Tax	339.15		96,344.05
debit card	2/12/2025			Millville Hardware (putty knives, putty, mineral spirits)	Montour Preserve (maintenance/misc.)	park & trail maintenance	Montour County Hotel Tax	24.44		96,319.61
debit card	2/14/2025			Amazon (bearings)	Montour Preserve (maintenance/misc.)	park & trail maintenance	Montour County Hotel Tax	24.89		96,294.72
debit card	2/15/2025			Amazon (cord organizers and cable ties)	office supplies	office supplies	Montour County Hotel Tax	32.61		96,262.11
7954	2/16/2025			Dennis Piatt (reimbursement for floor adhesive and trowel)	Montour Preserve (maintenance/misc.)	park & trail maintenance	Montour County Hotel Tax	35.28		96,226.83
automatic payment	2/17/2025			US Treasury (payroll taxes)	payroll taxes	wages	Montour County Hotel Tax	3,250.36		92,976.47
debit card	2/17/2025			Staples (mailing tube)	office supplies	office supplies	Montour County Hotel Tax	7.20		92,969.27
debit card	2/17/2025			ABL Graphics (Briar Creek Disc Golf Course map printing)	Columbia County projects (Briar Creek Disc Golf Course)	park & trail maintenance	Columbia County Hotel Tax	100.17		92,869.10
debit card	2/17/2025			Amazon (telescoping document tubes)	office supplies	office supplies	Montour County Hotel Tax	52.99		92,816.11
debit card	2/18/2025			Home Depot (ice melter and broadcast spreader)	Montour Preserve (maintenance/misc.)	park & trail maintenance	Montour County Hotel Tax	384.27		92,431.84
7955	2/19/2025			Airiam	\$52.47 Montour Preserve (website hosting); \$52.47 admin/misc	\$52.47 park & trail maintenance; \$52.47 admin/misc	Montour County Hotel Tax	104.94		92,326.90
7956	2/19/2025			Verizon	Montour Preserve (telephone)	park & trail maintenance	Montour County Hotel Tax	117.95		92,208.95
debit card	2/19/2025			Original Italian Pizza (lunch for sugaring volunteers)	Montour Preserve (programming supplies)	park & trail maintenance		77.13		92,131.82
debit card	2/19/2025			Burst Landscape Supply (anti-skid material delivered)	Montour Preserve (maintenance/misc.)	park & trail maintenance	Montour County Hotel Tax	313.76		91,818.06
automatic payment	2/20/2025			PA Dept. of Revenue (payroll taxes)	payroll taxes	wages	Montour County Hotel Tax	206.85		91,611.21
debit card	2/20/2025			Great Valu (food and drinks for sugaring volunteers)	Montour Preserve (programming supplies)	park & trail maintenance		37.81		91,573.40
7957	2/21/2025			Susquehanna River Valley Visitors Bureau (annual dues)	dues & fees	dues & fees		125.00		91,448.40
7958	2/21/2025			Robert Stoudt (reimbursement for Washingtonville Revitalization banners purchase)	Washingtonville Revitalization projects (banners project)	special projects		678.91		90,769.49
deposit	2/21/2025			deposit	\$125 Montour Preserve (pavilion reservations); \$850 Montour Preserve (donations); \$135 Hess Recreation Area (user fee)	\$125 contribution and user fee (Montour Preserve); \$850 contribution and user fee (Montour Preserve); \$135 contribution and user fee (Hess Recreation Area)			1,110.00	91,879.49



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## Account Statement

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Member Number:  
Statement For: 01/01/2025 - 01/31/2025  
Page: 1 of 4

ADDRESS SERVICE REQUESTED  
857646 8195 1/4 UNQ 02-01-25 CLT  
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DANVILLE PA 17821

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#### Your Account Balances as of 01/31

Regular Savings ID 01	\$10.16
Checking ID 40	111,115.78
Srbc Grant ID 41	0.00
Mahoning Arp Grant ID 43	15,793.75
Cgf Delong Park Pathway ID 45	0.00
Act 13 Grant ID 48	0.00
Sgp Hess Grant ID 49	800.00
<b>Account Balance Total</b>	<b>\$127,719.69</b>
Total Dividends Year-To-Date	\$35.26

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#### REGULAR SAVINGS ID 01

Beginning Balance	\$10.16
0 Total Deposits for	0.00
0 Total Withdrawals for	0.00
Ending Balance	\$10.16

#### CHECKING ID 40

Dividends Year-To-Date \$31.91

Beginning Balance	\$132,954.39
2 Total Deposits for	188.91
41 Total Withdrawals for	22,027.52
Ending Balance	\$111,115.78

Annual Percentage Yield earned 0.300% from 01/01/2025 through 01/31/2025



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## Account Statement

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Member Number

Statement For: 01/01/2025 - 01/31/2025

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CHECKING ID 40		Continued from previous page.		
Date	Transaction Description	Deposit	Withdrawal	Balance
01/02	Draft 7909		\$79.00-	\$132,875.39
01/03	Draft 7914		117.76-	132,757.63
01/06	Withdrawal Debit Card Sffcu Chk Crd Merch. Post: 01/04 Amazon.com*ZP8QE9LN1 Amzn.com/bill WA 0 5004162529 8		190.79-	132,566.84
01/06	Draft 7919		296.80-	132,270.04
01/07	Withdrawal ACH IRS TYPE: USATAXPYMT ID: 3387702000 CO: IRS		3,692.74-	128,577.30
01/07	Draft 7915		72.97-	128,504.33
01/08	Withdrawal Debit Card Sffcu Chk Crd Merch. Post: 01/06 AGPRO FARM & HOME TURBOTVILLE PA 0 5006367783 0		212.35-	128,291.98
01/09	Withdrawal Debit Card Sffcu Chk Crd Merch. Post: 01/07 STAPLES 0634 BLOOMSBURG PA 0 5007180519 0		149.43-	128,142.55
01/10	Withdrawal Debit Card Sffcu Chk Crd Merch. Post: 01/08 USPS PO 4119000821 DANVILLE PA 0 5008203219 2		29.20-	128,113.35
01/13	Withdrawal Debit Card Sffcu Chk Crd Merch. Post: 01/11 Amazon.com*Z528I0632 Amzn.com/bill WA 0 5011692602 4		148.32-	127,965.03
01/13	Withdrawal Debit Card Sffcu Chk Crd Merch. Post: 01/09 MILLVILLE HARDWARE MILLVILLE PA 1 5009494376 3		26.49-	127,938.54
01/13	Draft 7918		240.65-	127,697.89
01/14	Draft 7916		1,509.95-	126,187.94
01/15	Withdrawal Debit Card Sffcu Chk Crd Merch. Post: 01/14 SP VINYL DISORDER HTTPSVINYLDIS CA 0 5014931560 3		299.00-	125,888.94
01/18	Withdrawal Debit Card Sffcu Chk Crd Merch. Post: 01/16 LOWE'S #1868 BLOOMSBURG PA 0 5016540634 0		132.86-	125,756.08
01/20	Withdrawal POS #000019546250 SQ *KLEIN ARTWORKS SQUARE PURCHASE DANVILLE PA		317.50-	125,438.58
01/21	Withdrawal ACH Commwlthofpapath TYPE: PAEMPLOYTX ID: 1236003133 CO: COMMWLTHOFAPATH NAME: MONTOUR AREA RECREATIO		193.29-	125,245.29
01/21	Draft 7932		3,152.92-	122,092.37
01/25	Withdrawal Debit Card Sffcu Chk Crd Merch. Post: 01/23 RIDE WITH GPS 4154729809 OR 0 5023643135 7		10.00-	122,082.37
01/25	Recurring Withdrawal Debit Card Sffcu Chk Crd Merch. Post: 01/23 ZOOM.COM 888-799-9666 ZOOM.US CA 0 5023805791 5		16.95-	122,065.42
01/27	Withdrawal POS #000000283770 WM SUPERCENTER #1794 Wal-Mart Super Center BLOOMSBURG PA		76.95-	121,988.47
01/27	Draft 7921		104.94-	121,883.53
01/27	Draft 7920		200.00-	121,683.53
01/28	Recurring Withdrawal Debit Card Sffcu Chk Crd Merch. Post: 01/26 MAILCHIMP *MISC MAILCHIMP.COM GA 0 5026452202 4		32.86-	121,650.67
01/28	Draft 7923		79.00-	121,571.67
01/28	Draft 7924		79.00-	121,492.67
01/28	Draft 7930		182.00-	121,310.67
01/28	Draft 7929		446.00-	120,864.67
01/28	Draft 7831		1,621.70-	119,242.97
01/29	Withdrawal Debit Card Sffcu Chk Crd Merch. Post: 01/27 LOWE'S #1868 BLOOMSBURG PA 0 5027062878 0		411.19-	118,831.78
01/29	Draft 7940		3,393.27-	115,438.51
01/29	Draft 7928		32.02-	115,406.49
01/29	Draft 7927		59.09-	115,347.40
01/29	Draft 7942		152.60-	115,194.80
01/29	Draft 7922		445.00-	114,749.80
01/29	Draft 7925		1,123.29-	113,626.51
01/29	Draft 7926		2,036.54-	111,589.97

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## Account Statement

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Member Number:

Statement For: 01/01/2025 - 01/31/2025

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### CHECKING ID 40

Continued from previous page.

Date	Transaction Description	Deposit	Withdrawal	Balance
01/30	Withdrawal Debit Card Sffcu Chk Crd Merch. Post: 01/27 SHEETZ 2769 00027698 BLOOMSBURG PA 0 5027276103 6		31.71-	111,558.26
01/31	Withdrawal ACH Unemp Comp Eft TYPE: PADLIUCCON ID: 1236003133 CO: UNEMP COMP EFT		29.54-	111,528.72
01/31	Draft 7943 Processed Check - VERIZON FINANCA TYPE: PAYMENTS ID: 7204096069		117.93-	111,410.79
01/31	Withdrawal ACH Commwlthofpapath TYPE: PANOTICEPY ID: 1236003133 CO: COMMWLTHOFAPATH NAME: MONTOUR AREA RECREATIO		483.92-	110,926.87
01/31	Deposit By Check	157.00		111,083.87
01/31	Deposit Dividend Dividend Post	31.91		111,115.78

### 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

22 Checks Cleared for \$15,542.43

Number	Cleared	Amount	Number	Cleared	Amount	Number	Cleared	Amount
7831	01/28/25	\$1,621.70	7921	01/27/25	\$104.94	7929	01/28/25	\$446.00
7909 *	01/02/25	79.00	7922	01/29/25	445.00	7930	01/28/25	182.00
7914 *	01/03/25	117.76	7923	01/28/25	79.00	7932 *	01/21/25	3,152.92
7915	01/07/25	72.97	7924	01/28/25	79.00	7940 *	01/29/25	3,393.27
7916	01/14/25	1,509.95	7925	01/29/25	1,123.29	7942 *	01/29/25	152.60
7918 *	01/13/25	240.65	7926	01/29/25	2,036.54	7943	01/31/25	117.93
7919	01/06/25	296.80	7927	01/29/25	59.09			
7920	01/27/25	200.00	7928	01/29/25	32.02			

### SRBC GRANT ID 41

Beginning Balance	\$0.00
0 Total Deposits for	0.00
0 Total Withdrawals for	0.00
Ending Balance	\$0.00

### 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 \$3.35

Beginning Balance	\$15,790.40
1 Total Deposits for	3.35
0 Total Withdrawals for	0.00
Ending Balance	\$15,793.75

Annual Percentage Yield earned 0.250% from 01/01/2025 through 01/31/2025

Date	Transaction Description	Deposit	Withdrawal	Balance
01/31	Deposit Dividend Dividend Post	\$3.35		\$15,793.75

### 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 DELONG PARK PATHWAY ID 45

Beginning Balance	\$0.00
0 Total Deposits for	0.00
0 Total Withdrawals for	0.00
Ending Balance	\$0.00

### 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

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## Account Statement

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Member Number

Statement For: **01/01/2025 - 01/31/2025**

Page: **4 of 4**

### ACT 13 GRANT ID 48

Beginning Balance	\$0.00
0 Total Deposits for	0.00
0 Total Withdrawals for	0.00
Ending Balance	\$0.00

#### 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

### SGP HESS GRANT ID 49

Beginning Balance	\$800.00
0 Total Deposits for	0.00
0 Total Withdrawals for	0.00
Ending Balance	\$800.00

#### 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 1/31/25

ending balance from 1/31/25 bank statement	\$ 127,719.69
deposits not yet posted (detailed below)	\$ -
subtotal	\$ 127,719.69
withdrawals not yet cleared (detailed below)	\$ 8,015.79
calculated balance (should agree with actual combined balance)	\$ 119,703.90
balance savings account (ID 01)	\$ 10.16
balance checking account (ID 40)	\$ 103,099.99
balance SRBC grant account (ID 41)	\$ -
balance Mahoning Twp. ARP Grant checking account (ID 43)	\$ 15,793.75
balance CGF Washingtonville Pavilion grant checking account (ID45)	\$ -
balance Act 13 Grant checking account (ID 48)	\$ -
balance SGP Hess sign grant (ID 49)	\$ 800.00
actual combined balance	\$ 119,703.90
difference	\$ -

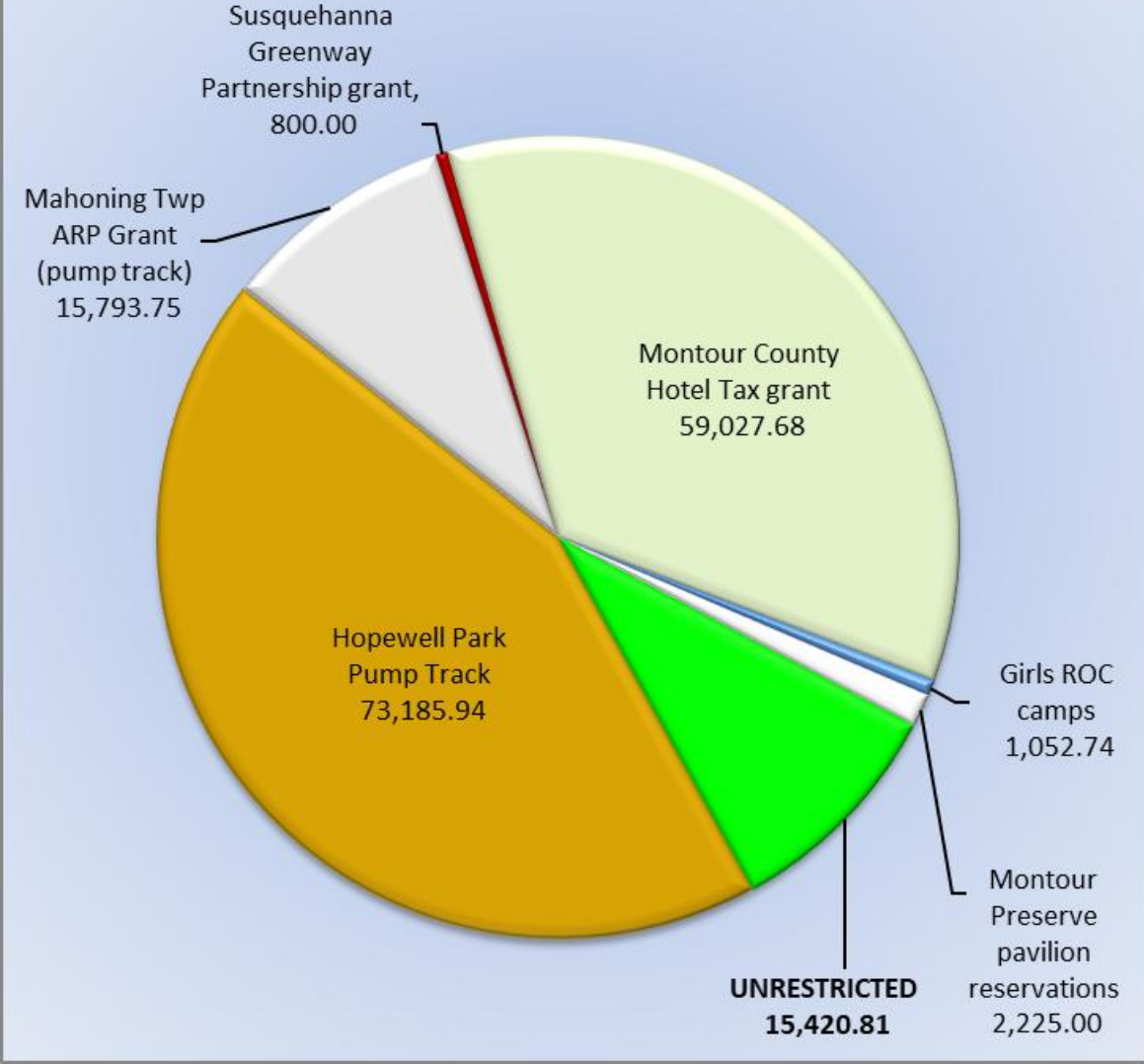
**DEPOSITS NOT YET POSTED**

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

**WITHDRAWALS NOT YET CLEARED**

TRANSACTION DATE	CHECK #	DESCRIPTION OF TRANSACTION	AMOUNT
1/27/25	7933	PPL Electric Utilities	1,466.38
1/27/25	7934	PPL Electric Utilities	2,597.11
1/27/25	7935	PPL Electric Utilities	55.34
1/27/25	7936	PPL Electric Utilities	32.16
1/27/25	7937	Craig Reinard (payroll 1/12 - 1/25)	70.04
1/27/25	7938	Dennis Piatt (payroll 1/12 - 1/25)	204.79
1/27/25	7939	Julian Brehm (payroll 1/12 - 1/25)	1,927.99
1/27/25	7941	Johnson Controls Security Solutions	228.82
1/29/25	7944	Susan Shultz CPA Tax & Accounting	130.00
1/29/25	7945	Julian Brehm (reimbursement for sugar shack firewood purchase)	225.00
1/29/25	7946	PPL Electric Utilities	97.96
1/29/25	7947	Starr Portables	148.40
1/30/25	debit card	ABL Graphics (Danville forestry maps printing and laminating)	126.72
1/31/25	automatic payment	Keystone Collections Group	705.08
<b>TOTAL</b>			\$ 8,015.79

**MARC FUNDS EARMARKS AS OF 2/21/25**  
**COMBINED ACCOUNT BALANCE: \$167,505.92**



MARC 2025 WASHINGTONVILLE REVITALIZATION-RELATED PROJECTS EXPENSE TRACKING															
PROJECT	WASHINGTONVILLE BOROUGH 250 <sup>TH</sup> ANNIVERSARY EVENT	BROCHURES	BANNERS PROJECT EXPENSES	BANNERS PROJECT INCOME	REVITALIZATION PROJECTS (OTHER) EXPENSES	REVITALIZATION PROJECTS (OTHER) DONATIONS (INCOME)	DELONG PARK PATHWAY CONSTRUCTION EXPENSES	DELONG PARK PATHWAY CONSTRUCTION GRANT INCOME	MILL PARK WALKING PATH CONSTRUCTION MATERIALS	MILL PARK SIGNAGE	MILL PARK STREAM ACCESS CONSTRUCTION MATERIALS	MILL PARK MOWING	MILL PARK / CHILLSQUAQUE CREEK BROCHURES	MILL PARK PROJECTS MARC LABOR	CHILLSQUAQUE CREEK PROJECT EXPENSES
			(678.91)												
<b>CATEGORY YTD TOTAL (EXCL. LABOR)</b>			(678.91)												
LABOR - BEAM															
LABOR - BREHM														(111.27)	
LABOR - PIATT															
LABOR - REINARD															
LABOR - STOUDT					(59.10)		(29.81)							(38.20)	(9.94)
LABOR - NEWHIRE1															
LABOR - NEWHIRE2															
<b>PROJECT YTD EXPENSES</b>	\$ -	\$ -	\$ (678.91)	\$ -	\$ (59.10)	\$ -	\$ (29.81)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (149.46)	\$ (9.94)
<b>BUDGET</b>	\$ (500.00)	\$ (500.00)	\$ (2,500.00)	\$ 2,500.00	\$ (1,500.00)		\$ (4,000.00)	\$ 2,500.00	\$ (250.00)	\$ (1,250.00)	\$ (250.00)	\$ (1,200.00)	\$ (500.00)	\$ (2,550.00)	\$ (1,500.00)

MARC 2025 HOPEWELL PARK PUMP TRACK PROJECT EXPENSE TRACKING										
2025 beginning balance (if applicable)	\$ 73,399.36	\$ 15,790.40								
CATEGORY	PUMP TRACK DONATIONS	MAHONING TWP ARP GRANT	ENGINEERING EXPENSES	PERMITTING EXPENSES	CONSTRUCTION EXPENSES	PROJECT ADMIN EXPENSES				
		3.35								
<b>CATEGORY YTD TOTAL (EXCL. LABOR)</b>	-	3.35	-	-	-	-	-	-	-	-
LABOR - BEAM										
LABOR - BREHM										
LABOR - PIATT										
LABOR - REINARD										
LABOR - STOUDT						(213.42)				
LABOR - NEWHIRE1										
LABOR - NEWHIRE2										
<b>PROJECT YTD BALANCE</b>	\$ 73,399.36	\$ 15,793.75	\$ -	\$ -	\$ -	\$ (213.42)	\$ -	\$ -	\$ -	\$ -





## MONTOUR AREA RECREATION COMMISSION 2025 BUDGET

ADOPTED 11/22/24; YEAR-TO-DATE AS OF 2/21/25

	YEAR-TO-DATE ACTUAL	BUDGET	FUNDING SOURCES	YEAR-TO-DATE ACTUAL	BUDGET	YEAR-TO-DATE ACTUAL SITE / PROJECT SURPLUS /	SURPLUS / (DEFICIT)
PARK & TRAIL MAINTENANCE	COLUMBIA COUNTY PROJECTS	(4,518.17)	(9,400)	Columbia County grant funding (proposed)	-	21,400	(4,518.17) 12,000
	HESS RECREATION AREA	(574.61)	(26,250)	sports field and pavilion user fees [750] and SGP Robbins Trail sign grant [1,000]	935.00	1,750	360.39 (24,500)
	HOPEWELL PARK / DANVILLE BOROUGH FARM TRAIL SYSTEM	(2,217.58)	(9,750)		-	-	(2,217.58) (9,750)
	MILL PARK	(149.46)	(6,000)		-	-	(149.46) (6,000)
	MONTOUR PRESERVE	(22,177.89)	(196,750)	pavilion / auditorium rental fees [17,500], donations [7,000], withdrawal from Community Giving Foundation Montour Preserve Fund [10,000], and watercraft concessionaire contribution [1,500]	882.00	36,000	(21,295.89) (160,750)
	NORTH BRANCH CANAL TRAIL	(59.61)	(6,800)		-	-	(59.61) (6,800)
	NORTH BRANCH CANAL TRAIL PARKING AREA/ RIVER ACCESS	-	(4,250)		-	-	- (4,250)
PARK & TRAIL MAINTENANCE TOOLS AND SUPPLIES	(360.67)	(16,500)		-	-	(360.67) (16,500)	
SPECIAL PROJECTS & EVENTS	ALL-TERRAIN VEHICLE PURCHASE	-	-		-	-	- -
	BICYCLE / PEDESTRIAN SAFETY PROJECTS	(175.74)	(2,000)		-	-	(175.74) (2,000)
	BICYCLE ROUTES MAPPING AND PROMOTION	-	(700)		-	-	- (700)
	CHILLI CHALLENGE ADVENTURE TRIATHLON	-	-		-	-	- -
	CHILLISQUAQUE CREEK CLEANUP AND PROMOTION	(9.94)	(1,500)		-	-	(9.94) (1,500)
	DANVILLE BOROUGH LEVEE NORTH BRANCH CANAL TRAIL EXTENSION	-	(20,000)	grant funding (proposed)	-	20,000	- -
	DANVILLE BOROUGH PLAY SET INSTALLATION	-	-		-	-	- -
	DIRTY GRIN MOUNTAIN BIKE FESTIVAL / PIG IRON ENDURO	-	(2,000)		-	-	- (2,000)
	GIRLS ROC CAMPS	-	(1,500)	carryover balance from 2024 [1,052.74] and donations	1,052.74	1,500	1,052.74 -
	HOPEWELL PARK PUMP TRACK CONSTRUCTION	-	(210,000)	donations [85,000] and DCNR grant [5125,000]	33,399.36	210,000	33,399.36 -
	HOPEWELL PARK PUMP TRACK ENGINEERING, PERMITTING, AND PROJECT ADMINISTRATION	(213.42)	(40,000)	donations	40,000.00	24,210	39,786.58 (15,790)
	HOPEWELL PARK ADJACENT LAND ACQUISITION	-	(6,000)	grant funding (proposed)	-	6,000	- -
	HUMDINGER TRAIL RACES	-	-		-	-	- -
	MARC 20TH ANNIVERSARY CELEBRATION	-	(5,000)	donations and sponsorships	-	5,000	- -
	PICL COACHES' CONFERENCE	(69.03)	(1,000)		-	-	(69.03) (1,000)
	REGIONAL MOUNTAIN BIKING PROMOTION	(14.90)	(2,000)		-	-	(14.90) (2,000)
	RIVERSIDE BOROUGH PARKS REVITALIZATION	-	(1,000)		-	-	- (1,000)
	SPECIAL PROJECTS AND EVENT - OTHER	(555.04)	(6,500)		-	-	(555.04) (6,500)
	TOURISM PROMOTION SPECIAL PROJECTS - OTHER	(542.31)	(2,000)		-	-	(542.31) (2,000)
	TRUCK PURCHASE	-	-		-	-	- -
WASHINGTONVILLE REVITALIZATION PROJECTS	(767.81)	(9,000)	grant funding (proposed)	-	5,000	(767.81) (4,000)	
WELLNESS SPECIAL PROJECTS	-	(500)		-	-	- (500)	
ADMIN / INSURANCE	ACCOUNTING	(130.00)	(1,000)		-	-	(130.00) (1,000)
	ADMINISTRATION / MISCELLANEOUS OTHER	(6,907.45)	(44,000)		-	-	(6,907.45) (44,000)
	AUDIT	-	(6,250)		-	-	- (6,250)
	DUES & LICENSING FEES	(1,042.95)	(3,200)		-	-	(1,042.95) (3,200)
	FUNDRAISING	(732.60)	(1,000)		-	-	(732.60) (1,000)
	INSURANCE	-	(15,500)		-	-	- (15,500)
	INTERNSHIP STIPEND	-	(3,000)		-	-	- (3,000)
	OFFICE SUPPLIES	(775.34)	(2,000)		-	-	(775.34) (2,000)
	PAID TIME OFF	(796.16)	(12,800)		-	-	(796.16) (12,800)
	PUBLIC NOTICES	(56.30)	(750)		-	-	(56.30) (750)
	STAFF PERSONAL VEHICLE USAGE REIMBURSEMENT	(152.60)	(2,000)		-	-	(152.60) (2,000)
	STAFF TRAINING AND DEVELOPMENT	(222.53)	(2,500)		-	-	(222.53) (2,500)
	OTHER				2024 YEAR-END CARRYOVER UNRESTRICTED BALANCE	54,090.16	-
				GEISINGER CONTRIBUTION (UNRESTRICTED)	-	-	- -
				MONTOUR COUNTY 2024 HOTEL TAX GRANTS CARRYOVER BALANCE	5.16	31,000	5.16 31,000
				MONTOUR COUNTY 2025 HOTEL TAX GRANTS	59,022.52	245,000	59,022.52 245,000
				MONTOUR COUNTY ACT 13 GRANT	-	25,000	- 25,000
				MAHONING TOWNSHIP ARP GRANT CARRYOVER BALANCE & INTEREST (HOPEWELL PARK PUMP TRACK ENGINEERING)	15,793.75	15,790	15,793.75 15,790
				WITHDRAWAL FROM COMMUNITY GIVING FOUNDATION NON-ENDOWED FUND	-	7,500	- 7,500
				UNRESTRICTED DONATIONS	125.00	35,000	125.00 35,000
				PENDING RENTAL / USER FEES (RESTRICTED EARMARK)	2,225.00	-	2,225.00 -
				OTHER INCOME	31.91	250	31.91 250
<b>TOTAL EXPENSES</b>				<b>(43,222.09)</b>	<b>\$ (680,400)</b>		
<b>TOTAL INCOME</b>				<b>207,562.60</b>	<b>\$ 690,400</b>	<b>164,340.51</b>	<b>\$ 10,000</b>



**MONTOUR AREA RECREATION COMMISSION 2025 BUDGET LINE ITEM DETAIL**

BUDGET ADOPTED 11/22/24; YEAR-TO-DATE AS OF 2/21/25

PROJECT	EXPENSES			INCOME			SITE / PROJECT TOTALS	
	YEAR-TO-DATE ACTUAL	BUDGET	UNFUNDED / DEFERRED	FUNDING SOURCES	YEAR-TO-DATE ACTUAL	BUDGET	YEAR-TO-DATE ACTUAL SURPLUS / (DEFICIT)	SURPLUS / (DEFICIT)
Columbia County North Branch Canal Trail mile 5.4 culvert construction (labor & materials)	-	(3,000)		Columbia County grants		3,000		
Columbia County North Branch Canal Trail trailhead signage (labor & materials)	-	(2,500)		Columbia County grants		2,500		
Columbia County Legion Road Parcel (North Branch Canal Trail maintenance access) mowing and maintenance	-	(1,100)		Columbia County grants		1,100		
Columbia County North Branch Canal Trail mowing and maintenance	(60.00)	(2,800)		Columbia County grants		2,800		
Columbia County Briar Creek Disc Golf Course project	(2,850.17)							
Columbia County Fishing Creek access projects	(744.00)							
Columbia County North Branch Canal Trail feasibility study	-							
Columbia County Greenway Plan	(12.00)							
Columbia County project (other reserved)	-							
Columbia County reimbursement for prior year expenses	-	-		Columbia County grants		12,000		
Columbia County projects - grant admin / other	(852.00)			Columbia County grants				
<b>COLUMBIA COUNTY PROJECTS (TOTAL) (NOTE #1)</b>	<b>(4,518.17)</b>	<b>(9,400)</b>	<b>-</b>		<b>-</b>	<b>21,400</b>	<b>(4,518.17)</b>	<b>12,000</b>
Hess Recreation Area mowing	-	(9,000)						
Hess Recreation Area trash removal (includes removal of planned demolition materials)	(140.00)	(1,500)						
Hess Recreation Area restroom supplies and repairs (materials only)	-	(600)						
Hess Recreation Area wildlife observation blind removal (labor)	-	(1,500)						
Hess Recreation Area ballfield dugouts removal / fencing repairs (labor)	-	(600)						
Hess Recreation Area shed roofing and siding repairs (labor [1,500] & materials [1,000])	-	-	(2,500)					
Hess Recreation Area Lucille Roberts Covered Bridge repairs (labor [500] & materials [250])	-	(750)						
Hess Recreation Area Mahoning Flats Trail bridge repairs (labor [250] & materials [250])	-	(500)						
Hess Recreation Area Hess Loop Trail and Mahoning Flats Trail surface repairs (labor)	-	(750)						
Hess Recreation Area maintenance materials (other)	-	(1,000)						
Hess Recreation Area Hess Loop Trail (Robbins Trail) damaged area reconstruction (labor & materials) (NOTE #2)	-	-	(50,000)					
Hess Recreation Area road reconstruction (NOTE #3)	-	-		Dirt, Gravel, & Low Volume Road grant (NOTE #3)		-		
Hess Recreation Area brochures	-	(500)						
Hess Recreation Area signage	-	(1,250)	(4,000)	Susquehanna Greenway Partnership Robbins Trail sign grant	800.00			
Hess Recreation Area electricity	(97.96)	(800)						
Hess Recreation Area MARC labor - other	(336.65)	(7,500)						
				sports field and pavilion user fees	135.00	1,750		
<b>HESS RECREATION AREA (TOTAL)</b>	<b>(574.61)</b>	<b>(26,250)</b>	<b>(56,500)</b>		<b>935.00</b>	<b>1,750</b>	<b>360.39</b>	<b>(24,500)</b>
Hopewell Park / Danville Borough Farm mowing	-	(1,700)						
Hopewell Park / Danville Borough Farm maintenance materials - other	(167.27)	(500)						
Hopewell Park / Danville Borough Farm trailhead and trail signage	-	(750)	(1,500)					
Hopewell Park / Danville Borough Farm Down & Dirty Trail subsidence repair (labor [2,000] & materials [3,000])	-	-	(5,000)					
Hopewell Park / Danville Borough Farm trash removal	-	(750)						
Hopewell Park / Danville Borough Farm porta-potty service	(148.40)	(1,800)						
Hopewell Park / Danville Borough Farm brochures	-	(750)						
Hopewell Park / Danville Borough Farm MARC labor - other	(1,901.91)	(3,500)						
Hopewell Park / Danville Borough Farm trail connection to Danville Area School District campus (NOTE #4)	-	-	(75,000)					
Hopewell Park / Danville Borough Farm dump road drainage and grading (labor [3,000] & materials [3,500]) (NOTE #5)	-	-	(6,500)					
<b>HOPEWELL PARK / DANVILLE BOROUGH FARM TRAIL SYSTEM (TOTAL)</b>	<b>(2,217.58)</b>	<b>(9,750)</b>	<b>(88,000)</b>				<b>(2,217.58)</b>	<b>(9,750)</b>

PARK & TRAIL MAINTENANCE

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**MONTOUR AREA RECREATION COMMISSION 2025 BUDGET LINE ITEM DETAIL**

BUDGET ADOPTED 11/22/24; YEAR-TO-DATE AS OF 2/21/25

PROJECT	EXPENSES			INCOME			SITE / PROJECT TOTALS	
	YEAR-TO-DATE ACTUAL	BUDGET	UNFUNDED / DEFERRED	FUNDING SOURCES	YEAR-TO-DATE ACTUAL	BUDGET	YEAR-TO-DATE ACTUAL SURPLUS / (DEFICIT)	SURPLUS / (DEFICIT)
Mill Park walking path construction (labor and materials)	-	(1,000)						
Mill Park signage (labor [750] & materials [1,250]) (NOTE #6)	-	(2,000)						
Mill Park Chillisquaque Creek access construction (NOTE #7)	-	(500)						
Mill Park / Chillisquaque Creek brochures	-	(500)						
Mill Park mowing	-	(1,200)						
Mill Park MARC labor - other	(149.46)	(800)						
<b>MILL PARK (TOTAL)</b>	<b>(149.46)</b>	<b>(6,000)</b>	<b>-</b>				<b>(149.46)</b>	<b>(6,000)</b>
Montour Preserve MARC labor	(11,431.91)	(88,000)						
Montour Preserve cleaning service	-	(5,500)						
Montour Preserve HVAC system maintenance	-	(3,000)						
Montour Preserve lawn care	-	(30,000)						
Montour Preserve parking lot / road maintenance (NOTE #8)	-	-						
Montour Preserve security system (NOTE #9)	(228.82)	(2,000)	(5,000)					
Montour Preserve sewage pumping	-	(900)						
Montour Preserve maintenance supplies / misc.	(1,870.28)	(11,000)						
Montour Preserve water testing	-	(2,000)						
Montour Preserve wildlife management	-	(3,500)						
Montour Preserve electrical surge protector installation	-	-	(5,000)					
Montour Preserve Chillisquaque Trail Middle Branch Chillisquaque Creek bridge replacement (engineering, permitting, labor & materials) (NOTE #10)	-	(4,000)	(45,000)					
Montour Preserve Muskrat Blind reconstruction (NOTE #8)	-	-						
Montour Preserve Goose Woods Trail resurfacing (universal accessibility improvements) (materials)	-	-	(1,500)					
Montour Preserve Visitors' Center exhibit repair and replacement (NOTE #8)	-	-						
Montour Preserve Visitors' Center outdoor light fixture repair and replacement	-	(750)						
Montour Preserve Heron Cove Boat Launch light fixture replacement and rewiring	-	(3,000)						
Montour Preserve Goose Cove #2 Pavilion concrete pad repair	-	-	(7,500)					
Montour Preserve Heron Cove A Pavilion concrete pad repair	-	-	(2,500)					
Montour Preserve snow & ice removal	-	(1,000)						
Montour Preserve signage	-	(3,500)	(1,500)					
Montour Preserve electricity	(7,401.93)	(25,000)						
Montour Preserve internet service	(158.00)	(1,300)						
Montour Preserve Visitors' Center / Environmental Education Center universal accessibility upgrades (NOTE #8)	-	-						
Montour Preserve Visitors' Center / Environmental Education Center paint / carpet, light fixtures, etc. repairs (NOTE #8)	-	-						
Montour Preserve storage container	-	(3,500)						
Montour Preserve picnic table repair / replacement	-	-	(1,000)					
Montour Preserve telephone service	(235.88)	(1,300)						
Montour Preserve trash removal	(260.00)	(2,000)						
Montour Preserve website hosting / email service	(121.37)	(1,000)						
Montour Preserve brochures and promotional materials	-	(3,500)						
Montour Preserve programming and educational supplies	(469.70)	(1,000)						
				Montour Preserve pavilion / auditorium rental fees	-	17,500		
				Montour Preserve donations	882.00	7,000		
				withdrawal from Community Giving Foundation Montour Preserve Fund	-	10,000		
				Montour Preserve watercraft concessionaire contribution	-	1,500		
<b>MONTOUR PRESERVE (TOTAL)</b>	<b>(22,177.89)</b>	<b>(196,750)</b>	<b>(69,000)</b>		<b>882.00</b>	<b>36,000</b>	<b>(21,295.89)</b>	<b>(160,750)</b>

PARK & TRAIL MAINTENANCE

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 <b>MONTOUR AREA RECREATION COMMISSION 2025 BUDGET LINE ITEM DETAIL</b> BUDGET ADOPTED 11/22/24; YEAR-TO-DATE AS OF 2/21/25									
PROJECT	EXPENSES			INCOME			SITE / PROJECT TOTALS		
	YEAR-TO-DATE ACTUAL	BUDGET	UNFUNDED / DEFERRED	FUNDING SOURCES	YEAR-TO-DATE ACTUAL	BUDGET	YEAR-TO-DATE ACTUAL SURPLUS / (DEFICIT)	SURPLUS / (DEFICIT)	
North Branch Canal Trail mowing	-	(2,800)							
North Branch Canal Trail maintenance other (materials)	-	(500)							
North Branch Canal Trail mile 2.72 ford crossing reconstruction (contractor labor [3,500] & materials [4,000])	-	-	(7,500)						
North Branch Canal Trail closed area surveying, litigation, and rehabilitation	-	-	(8,000)						
North Branch Canal Trail brochures	-	(500)							
North Branch Canal Trail signage	-	(1,500)							
North Branch Canal Trail MARC labor - other	(59.61)	(1,500)							
<b>NORTH BRANCH CANAL TRAIL (TOTAL)</b>	<b>(59.61)</b>	<b>(6,800)</b>	<b>(15,500)</b>				<b>(59.61)</b>	<b>(6,800)</b>	
North Branch Canal Trail Parking Area / River Access (River Drive parcel) mowing	-	(2,000)							
North Branch Canal Trail Parking Area / River Access (River Drive parcel) MARC labor	-	(750)							
North Branch Canal Trail Parking Area / River Access (River Drive parcel) access road gravel	-	-	(600)						
North Branch Canal Trail Parking Area / River Access (River Drive parcel) signage	-	(500)							
North Branch Canal Trail Parking Area / River Access (River Drive parcel) surveying	-	(1,000)							
<b>NORTH BRANCH CANAL TRAIL PARKING AREA/ RIVER ACCESS (TOTAL)</b>	<b>-</b>	<b>(4,250)</b>	<b>(600)</b>				<b>-</b>	<b>(4,250)</b>	
tools and supplies - tractor mounted leaf blower	-	-	(4,000)						
tools and supplies - equipment maintenance and repair	(212.35)	(3,000)							
tools and supplies - fuel (NOTE #11)	-	(7,000)							
tools and supplies - vehicle maintenance (NOTE #11)	-	(3,000)							
tools and supplies - other misc.	(148.32)	(3,500)							
<b>PARK &amp; TRAIL MAINTENANCE TOOLS AND SUPPLIES (TOTAL)</b>	<b>(360.67)</b>	<b>(16,500)</b>					<b>(360.67)</b>	<b>(16,500)</b>	
<b>PARK &amp; TRAIL MAINTENANCE</b>									
ALL-TERRAIN VEHICLE PURCHASE	-	-	(20,000)						
BICYCLE / PEDESTRIAN SAFETY PROJECTS	(175.74)	(2,000)					(175.74)	(2,000)	
BICYCLE ROUTES MAPPING AND PROMOTION	-	(700)						(700)	
CHILLI CHALLENGE ADVENTURE TRIATHLON	-	-							
CHILLUSQUAQUE CREEK CLEANUP, ACCESS, AND PROMOTION	(9.94)	(1,500)					(9.94)	(1,500)	
DANVILLE BOROUGH LEVEE NORTH BRANCH CANAL TRAIL EXTENSION (NOTE #12)	-	(20,000)		grant funds (NOTE #12)	20,000				
DANVILLE BOROUGH PLAY SET INSTALLATION (NOTE #13)	-	-	(7,500)						
DIRTY GRIN MOUNTAIN BIKE FESTIVAL / PIG IRON ENDURO	-	(2,000)						(2,000)	
GIRLS ROC CAMPS	-	(1,500)		carryover balance from 2024 [1,052.74] and donations	1,052.74	1,500	1,052.74		
HOPEWELL PARK PUMP TRACK CONSTRUCTION	-	(210,000)		donations [85,000] and DCNR grant [5125,000] (NOTE #14)	33,399.36	210,000	33,399.36		
HOPEWELL PARK PUMP TRACK ENGINEERING, PERMITTING, AND PROJECT ADMINISTRATION	(213.42)	(40,000)		donations	40,000.00	24,210	39,786.58	(15,790)	
HOPEWELL PARK ADJACENT LAND ACQUISITION (NOTE #15)	-	(6,000)		grant funds (NOTE #15)		6,000			
HUMDINGER TRAIL RACES	-	-							
MARC 20TH ANNIVERSARY CELEBRATION (NOTE #16)	-	(5,000)		donations and sponsorships		5,000			
PICL COACHES' CONFERENCE	(69.03)	(1,000)					(69.03)	(1,000)	
REGIONAL MOUNTAIN BIKING PROMOTION	(14.90)	(2,000)					(14.90)	(2,000)	
RIVERSIDE BOROUGH PARKS REVITALIZATION	-	(1,000)						(1,000)	
SPECIAL PROJECTS AND EVENTS - OTHER	(555.04)	(6,500)					(555.04)	(6,500)	
TOURISM PROMOTION SPECIAL PROJECTS - OTHER	(542.31)	(2,000)					(542.31)	(2,000)	
TRUCK PURCHASE (NOTE #11)	-	-	(85,000)						
<b>SPECIAL PROJECTS &amp; EVENTS</b>									
Washingtonville Revitalization - 250 <sup>th</sup> anniversary celebration	-	(500)							
Washingtonville Revitalization - DeLong Park pathway construction	(29.81)	(4,000)		grant funds (NOTE #17)		2,500			
Washingtonville Revitalization - brochures	-	(500)							
Washingtonville Revitalization - banners (purchase and installation)	(678.91)	(2,500)		donations (to be withdrawn from Community Giving Foundation Washingtonville Revitalization Fund)		2,500			
Washingtonville Revitalization - other projects labor and materials	(59.10)	(1,500)							
<b>WASHINGTONVILLE REVITALIZATION PROJECTS (TOTAL)</b>	<b>(767.81)</b>	<b>(9,000)</b>				<b>5,000</b>	<b>(767.81)</b>	<b>(4,000)</b>	
<b>WELLNESS SPECIAL PROJECTS</b>									
	-	(500)						(500)	

CONTINUED NEXT PAGE





## MONTOUR AREA RECREATION COMMISSION 2025 BUDGET LINE ITEM DETAIL

BUDGET ADOPTED 11/22/24; YEAR-TO-DATE AS OF 2/21/25

	PROJECT	EXPENSES			INCOME			SITE / PROJECT TOTALS	
		YEAR-TO-DATE ACTUAL	BUDGET	UNFUNDED / DEFERRED	FUNDING SOURCES	YEAR-TO-DATE ACTUAL	BUDGET	YEAR-TO-DATE ACTUAL SURPLUS / (DEFICIT)	SURPLUS / (DEFICIT)
ADMIN / INSURANCE	ACCOUNTING	(130.00)	(1,000)					(130.00)	(1,000)
	ADMINISTRATION / MISCELLANEOUS OTHER	(6,907.45)	(44,000)					(6,907.45)	(44,000)
	AUDIT	-	(6,250)					-	(6,250)
	DUES AND LICENSING FEES	(1,042.95)	(3,200)					(1,042.95)	(3,200)
	FUNDRAISING	(732.60)	(1,000)					(732.60)	(1,000)
	INSURANCE	-	(15,500)					-	(15,500)
	INTERNSHIP STIPEND	-	(3,000)					-	(3,000)
	OFFICE SUPPLIES	(775.34)	(2,000)					(775.34)	(2,000)
	PAID TIME OFF	(796.16)	(12,800)					(796.16)	(12,800)
	PUBLIC NOTICES	(56.30)	(750)					(56.30)	(750)
	STAFF PERSONAL VEHICLE USAGE REIMBURSEMENT (NOTE #11)	(152.60)	(2,000)					(152.60)	(2,000)
STAFF TRAINING / DEVELOPMENT	(222.53)	(2,500)					(222.53)	(2,500)	
OTHER					2024 YEAR-END CARRYOVER UNRESTRICTED BALANCE	54,090.16		54,090.16	-
					GEISINGER CONTRIBUTION (UNRESTRICTED)	-		-	-
					MONTOUR COUNTY 2024 HOTEL TAX GRANTS CARRYOVER BALANCE	5.16	31,000	5.16	31,000
					MONTOUR COUNTY 2025 HOTEL TAX GRANTS	59,022.52	245,000	59,022.52	245,000
					MONTOUR COUNTY ACT 13 GRANT	-	25,000	-	25,000
					MAHONING TOWNSHIP ARP GRANT CARRYOVER BALANCE & INTEREST (HOPEWELL PARK PUMP TRACK ENGINEERING)	15,793.75	15,790	15,793.75	15,790
					WITHDRAWAL FROM COMMUNITY GIVING FOUNDATION NON-ENDOWED FUND	-	7,500	-	7,500
					UNRESTRICTED DONATIONS	125.00	35,000	125.00	35,000
					PENDING RENTAL / USER FEES (RESTRICTED EARMARK)	2,225.00		2,225.00	
					OTHER INCOME	31.91	250	31.91	250
					<b>TOTAL EXPENSES</b>	<b>\$ (43,222.09)</b>	<b>\$ (680,400)</b>	<b>\$ (342,100)</b>	<b>TOTAL INCOME</b>
								<b>\$ 690,400</b>	<b>\$ 164,340.51</b>
									<b>\$ 10,000</b>

- NOTE #1: MARC's work on Columbia County projects is contingent upon the successful negotiation of an updated memorandum of understanding. Stouff anticipates discussions with Columbia County will be completed before MARC's January 2025 meeting.
- NOTE #2: Project costs remain uncertain while MARC awaits engineering proposal and cost estimates. New funding sources will need to be secured to allow this project to proceed.
- NOTE #3: Stouff anticipates \$220,000 - \$250,000 in Hess Recreation Area access road reconstruction costs will be funded by the Montour County Conservation District's Dirt, Gravel, and Low-Volume Road grant program in 2024/2025, but funds will be administered through Danville Borough (as the land owner). As a result, costs will not be reflected in MARC's budget.
- NOTE #4: Project is an indefinite hold pending Danville Area School District acquisition of land and successful negotiation of inclusion of trail connection in land development plans.
- NOTE #5: Project is an indefinite hold while Danville Borough considers site land management decisions.
- NOTE #6: Project is an indefinite hold while Montour County awaits required PEMA / FEMA approvals.
- NOTE #7: Project is an indefinite hold while Montour County awaits required PEMA / FEMA approvals and while MARC negotiates an easement agreement with the Washingtonville Municipal Authority (anticipated by end of 2024).
- NOTE #8: Projects identified with this note are anticipated for funding through the Middle Susquehanna Riverkeeper Association's (MSRKA) Vernal School program. Funds will be paid directly through the MSRKA and will not be reflected in MARC's accounting.
- NOTE #9: The Montour Preserve's smoke/fire detection system is nearing the end of its expected lifespan. Repairs were made in 2024, but if additional problems develop in 2025, MARC may have no choice but to replace the system.
- NOTE #10: The Montour Preserve's Chillisqui Trail bridge across the Middle Branch Chillisquaque Creek has been repeatedly damaged by floods and must be replaced. MARC is considering engineering options and will need to seek new funding sources to allow this project to proceed.
- NOTE #11: MARC's staff is exploring the possibility to accept a donated used truck, possibly in Q1 2025. If the donation is able to proceed and if approved by MARC's Board, MARC will incur fuel and vehicle maintenance costs identified with this note, but will see a reduced cost for staff personal vehicle usage reimbursement.
- NOTE #12: Project added 7/26/24 to assist Danville Borough with completion of the Danville Borough Levee North Branch Canal Trail extension project. Additional funds are required because of mandated scope of work changes to protect Danville Borough's flood certification status. MARC will need to seek new funding sources to allow this project to proceed.
- NOTE #13: Project materials are in MARC storage. Funding must be secured to allow this project to proceed.
- NOTE #14: DCNR grant funds will be provided directly to Montour County. MARC will provide project earmarked donations to Montour County.
- NOTE #15: MARC staff are investigating the potential to facilitate the purchase of a parcel of land being offered for sale adjacent to Hopewell Park and the Danville Borough Farm. MARC will need to secure new funding and a willing owner to allow the purchase to proceed.
- NOTE #16: MARC will celebrate its 20th anniversary on May 18, 2025. MARC staff will coordinate a celebration event at the Montour Preserve and will seek donors and sponsors to help fund the event.
- NOTE #17: MARC anticipates Washingtonville Borough will apply for grant funding to help fund this project.

**COMMUNITY GIVING FOUNDATION (CGF) FUND BALANCES**

FUND	BALANCE
MARC Non-Endowed Fund	\$ 16,797.31
MARC Endowed Fund	\$ 24,498.25
Hopewell Park Pump Track Fund	\$ 54,807.62
Washingtonville Revitalization Fund	\$ 4,209.82
Montour Preserve Fund	\$ 35,505.02
<b>TOTAL</b>	<b>\$ 135,818.02</b>

**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.

*Handwritten signature*

IC Director

2/19/2025

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.

**REPORT UNAVAILABLE AT TIME OF AGENDA DISTRIBUTION**

## ASSISTANT DIRECTOR'S REPORT

MARC's Assistant Director has been focused on preparing for the Montour Preserve's Maple Sugaring programs. Please find a list of items related to this preparation below, along with several other events and project MARC's Assistant Director has completed or helped with:

Maple sugaring program preparation:

- Organized MARC's sugar shack setup day on January 29. On this day MARC staff and volunteers installed the evaporator and sap holding tank. The team also tapped 21 maple trees and stocked the sugar shack with a cord of firewood.
- With the help of Denny Piatt, constructed a new sap holding tank lid, made small repairs to the sugar shack, and cleaned the evaporator.
- Coordinated and scheduled school groups.
- Gathered or purchased all materials and supplies used during the maple sugaring programs.
- With the help of MARC staff, monitored and emptied sap buckets as needed.

Attended PA State Outdoor Recreation Plan Webinar, representing MARC to meet DCNR grant eligibility requirements.

Assisted with setup, and attended Vernal School Expo, on February 8 at the Montour Preserve.

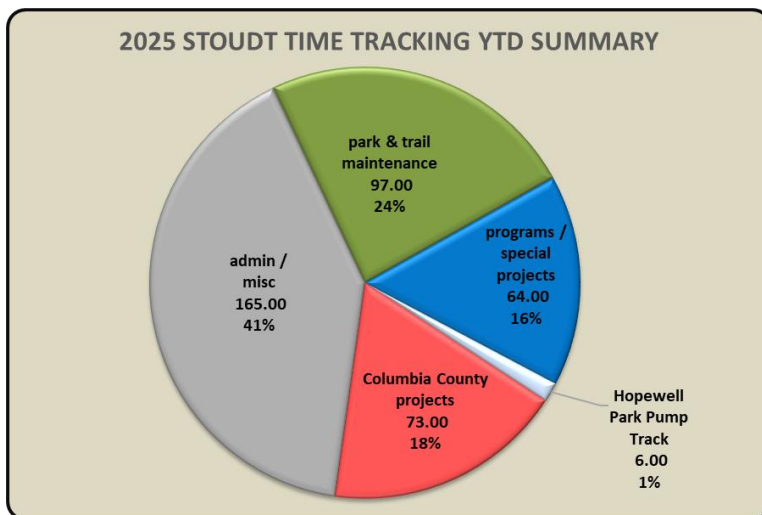
Cleared ice and snow from parking lots, entrances, and walkways at the Montour Preserve during the last several storms.

Julian Brehm  
02/17/2025

# DIRECTOR'S REPORT

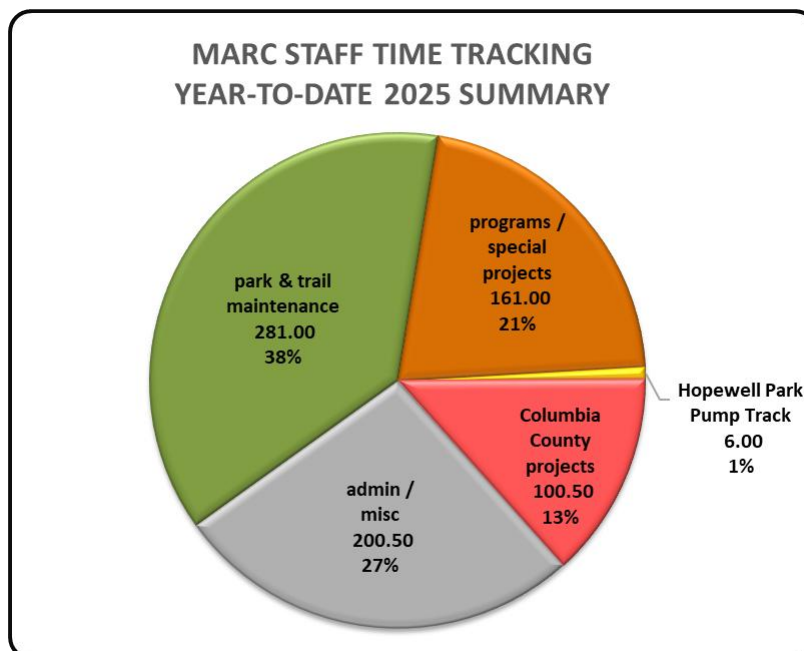
	STOUDT	PROJECT YTD TOTAL HOURS	FEBRUARY																											
			26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
PARK & TRAIL MAINTENANCE	Hess Recreation Area	7.50	0.25	0.25	0.25	0.25						0.25	0.25				0.25	0.25	0.25	0.25							0.25	0.25	0.25	
	Hopewell Park / Danville Farm Trails	46.25	4.00	0.50	3.50	1.00	1.50	1.00				0.75	2.00	4.50	7.00	5.00			1.50	4.00	0.25	0.25							1.00	0.25
	Mill Park	1.00																		0.75										
	Montour Preserve admin / maintenance	40.75		2.50	0.25	0.50	0.25				0.50	1.00	0.25					3.00	1.00	0.25	0.25	0.25						0.50		
	Montour Preserve programs / events	30.75		0.50							0.25	0.50		1.50				0.50		0.25				2.00	0.50	5.00	3.50	4.00		
	North Branch Canal Trail (Montour Co.)	1.50																												
	NBCT Trailhead / River Access	-																												
SPECIAL PROJECTS	bike / ped safety projects	4.50																	1.50											
	bicycle routes mapping & promotion	-																												
	Chillisquaque Creek projects	0.25																												
	Danville Borough play set installation	-																												
	Dirty Grin (Pig Iron Enduro)	-																												
	Hopewell Park Pump Track admin	6.00																	0.25					1.00	0.50	0.75	0.50	0.75		
	Hopewell Park Pump Track construction	-																												
	MARC 20th anniversary event	-																												
	PICL Coaches' conference	1.25									0.25																			
	regional mountain biking promotion	0.25																												
	Riverside Borough projects	-																												
	special projects & events - other	13.00		3.00	4.50								2.00								2.50									
	tourism promotion special projects - other	11.75					1.00	1.00																	0.50					
	Washingtonville - DeLong Park pathway	0.75	0.75																											
	Washingtonville Revitalization - other	1.50					1.00													0.25										
wellness special projects	-																													
COLUMBIA COUNTY PROJECTS	Columbia County North Branch Canal Trail	1.25									0.25																			
	Columbia County Legion Road parcel	-																												
	Columbia County Briar Creek Disc Golf	37.50	0.75		0.50	1.50			0.50	0.50	0.75						0.50	4.00	0.75	0.25		1.25	2.00	2.00	0.50	0.75				
	Columbia County Fishing Creek	15.50								0.50	3.00	2.00		0.50							1.50									
	Columbia County NBCT feasibility study	-																												
	Columbia County Greenway Plan	0.25									0.25																			
	Columbia County other 5	-																												
	Columbia County admin / other	18.50	0.25				2.00	2.00		0.50	0.25							0.50	1.00					0.25	1.50			0.75		
ADMIN / PTO	admin / misc. other	157.00	1.50	8.00	0.75	0.75	3.50	3.00	1.50	0.50	2.00	2.00	0.50	1.50		0.75	4.00	4.00	4.50	3.50	1.00		2.00	2.50	4.00	2.00	3.50	7.50		
	training / professional development	-																												
	PAID TIME OFF (160HRS)	-																												
	HOLIDAY (32HRS)	8.00																												
<b>DAILY TOTALS</b>	<b>405.00</b>	5.50	13.00	8.25	7.50	11.00	7.00	1.50	2.00	8.00	8.50	7.50	8.50	7.00	0.75	8.75	11.00	12.50	5.00	4.50	1.50	3.50	9.50	7.25	9.50	10.00	12.25			
<b>WEEKLY PAYROLL TOTAL</b>		52.25					43.00					44.00					52.00													
<b>BIWEEKLY PAYROLL TOTAL</b>		95.25											96.00																	
<b>PAYROLL PERIOD</b>		3											4																	

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## DIRECTOR'S REPORT (continued)

MARC STAFF 2025 COMBINED TIME ACCOUNTING										
STOUDT AS OF 2/21/25; BREHM AS OF 2/17/25; OTHERS AS OF 2/8/25										
TASK	BEAM	BREHM	PIATT	REINARD	STOUDT	NEWHIRE1	NEWHIRE2	(INTERN)	BULGER (DASD CO-OP)	PROJECT TOTAL HOURS
Hess Recreation Area	-	1.50	-	-	7.50	-	-	-	-	9.00
Hopewell Park / Danville Farm Trails	-	-	-	-	46.25	-	-	-	-	46.25
Mill Park	-	3.50	-	-	1.00	-	-	-	-	4.50
Montour Preserve admin / maintenance	-	167.50	7.00	-	40.75	-	-	-	4.50	219.75
Montour Preserve programs / events	-	78.00	10.50	4.00	30.75	-	-	-	3.00	126.25
North Branch Canal Trail (Montour Co.)	-	-	-	-	1.50	-	-	-	-	1.50
NBCT Trailhead / River Access	-	-	-	-	-	-	-	-	-	-
bike / ped safety projects	-	-	-	-	4.50	-	-	-	-	4.50
bicycle routes mapping & promotion	-	-	-	-	-	-	-	-	-	-
Chillisquaque Creek projects	-	-	-	-	0.25	-	-	-	-	0.25
Danville Borough play set installation	-	-	-	-	-	-	-	-	-	-
Dirty Grin (Pig Iron Enduro)	-	-	-	-	-	-	-	-	-	-
Hopewell Park Pump Track admin	-	-	-	-	6.00	-	-	-	-	6.00
Hopewell Park Pump Track construction	-	-	-	-	-	-	-	-	-	-
MARC 20th anniversary event	-	-	-	-	-	-	-	-	-	-
PICL Coaches' conference	-	-	-	-	1.25	-	-	-	-	1.25
regional mountain biking promotion	-	-	-	-	0.25	-	-	-	-	0.25
Riverside Borough projects	-	-	-	-	-	-	-	-	-	-
special projects & events - other	-	1.50	-	-	13.00	-	-	-	-	14.50
tourism promotion special projects - other	-	-	-	-	11.75	-	-	-	-	11.75
Washingtonville - DeLong Park pathway	-	-	-	-	0.75	-	-	-	-	0.75
Washingtonville Revitalization - other	-	-	-	-	1.50	-	-	-	-	1.50
wellness special projects	-	-	-	-	-	-	-	-	-	-
Columbia County North Branch Canal Trail	-	-	-	-	1.25	-	-	-	-	1.25
Columbia County Legion Road parcel	-	-	-	-	-	-	-	-	-	-
Columbia County Briar Creek Disc Golf	-	21.00	5.00	-	37.50	-	-	-	1.50	65.00
Columbia County Fishing Creek	-	-	-	-	15.50	-	-	-	-	15.50
Columbia County NBCT Feasibility Study	-	-	-	-	-	-	-	-	-	-
Columbia County Greenway Plan	-	-	-	-	0.25	-	-	-	-	0.25
Columbia County other 5	-	-	-	-	-	-	-	-	-	-
Columbia County admin / other	-	-	-	-	18.50	-	-	-	-	18.50
admin / misc. other	-	12.50	-	-	157.00	-	-	-	-	169.50
training / professional development	-	7.00	-	-	-	-	-	-	-	7.00
PAID TIME OFF	-	-	-	-	-	-	-	-	-	-
HOLIDAY	-	8.00	8.00	-	8.00	-	-	-	-	24.00
<b>TOTALS</b>	<b>-</b>	<b>300.50</b>	<b>30.50</b>	<b>4.00</b>	<b>405.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>9.00</b>	<b>749.00</b>
<b>YTD AVERAGE HOURS WORKED / WEEK</b>	<b>-</b>	<b>38.5</b>	<b>3.9</b>	<b>0.5</b>	<b>51.9</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1.2</b>	<b>-</b>



## DIRECTOR'S REPORT (continued)

### GRANTS

- **Montour County Hotel Tax**

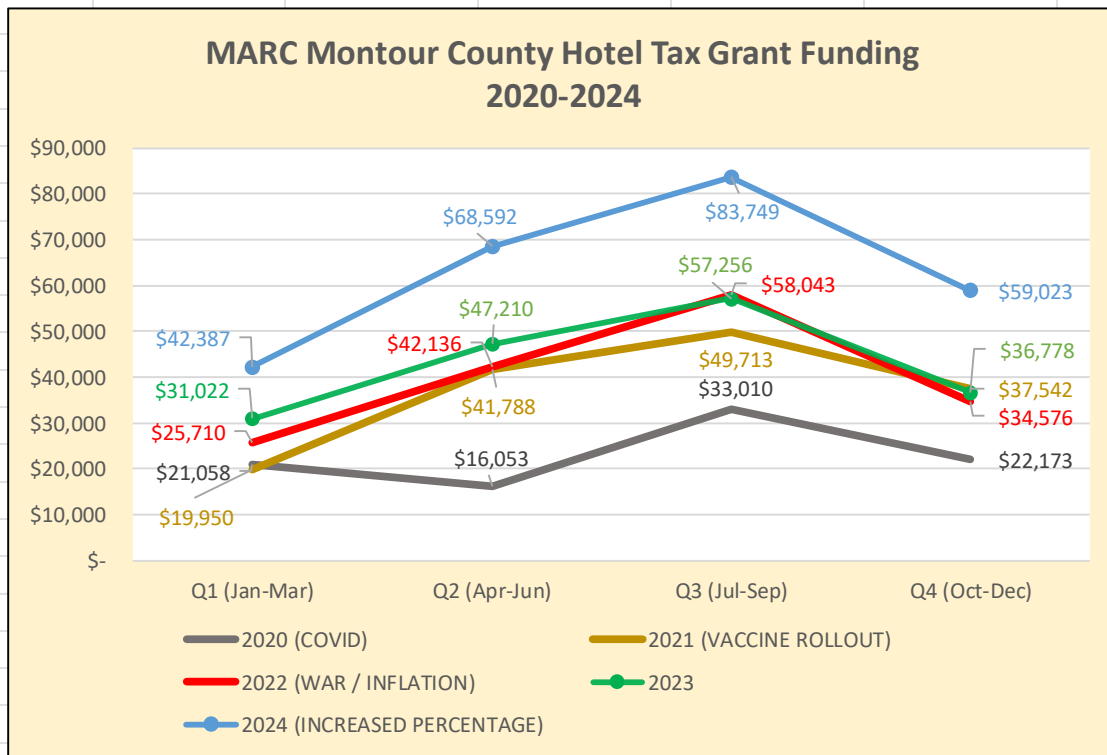
- MARC on 2/21/25 deposited \$59,022.52 in Q4 2024 Montour County Hotel Tax grant funds
- As of 2/21/25, \$59,027.68 in Montour County Hotel Tax grant funds remain earmarked in MARC's accounts

MARC MONTOUR COUNTY HOTEL TAX GRANT FUNDING SUMMARY						
QUARTER	2020 (COVID)	2021 (VACCINE ROLLOUT)	2022 (WAR / INFLATION)	2023	2024 (INCREASED PERCENTAGE)	2025
Q1 (Jan-Mar)	\$ 21,058	\$ 19,950	\$ 25,710	\$ 31,022	\$ 42,387	
Q2 (Apr-Jun)	\$ 16,053	\$ 41,788	\$ 42,136	\$ 47,210	\$ 68,592	
Q3 (Jul-Sep)	\$ 33,010	\$ 49,713	\$ 58,043	\$ 57,256	\$ 83,749	
Q4 (Oct-Dec)	\$ 22,173	\$ 37,542	\$ 34,576	\$ 36,778	\$ 59,023	
<b>TOTAL</b>	<b>\$ 92,294</b>	<b>\$ 148,993</b>	<b>\$ 160,466</b>	<b>\$ 172,265</b>	<b>\$ 253,751</b>	<b>\$ -</b>

*Note: annual totals do not match MARC annual accounting because of timing of grant receipts*

*(funds are typically received by MARC 6 - 8 weeks after the end of each quarter)*

**TOTAL MONTOUR COUNTY HOTEL TAX FUNDS RECEIVED BY MARC 2020 - 2024 \$ 827,768**



## DIRECTOR'S REPORT (continued)

### GRANTS (continued)

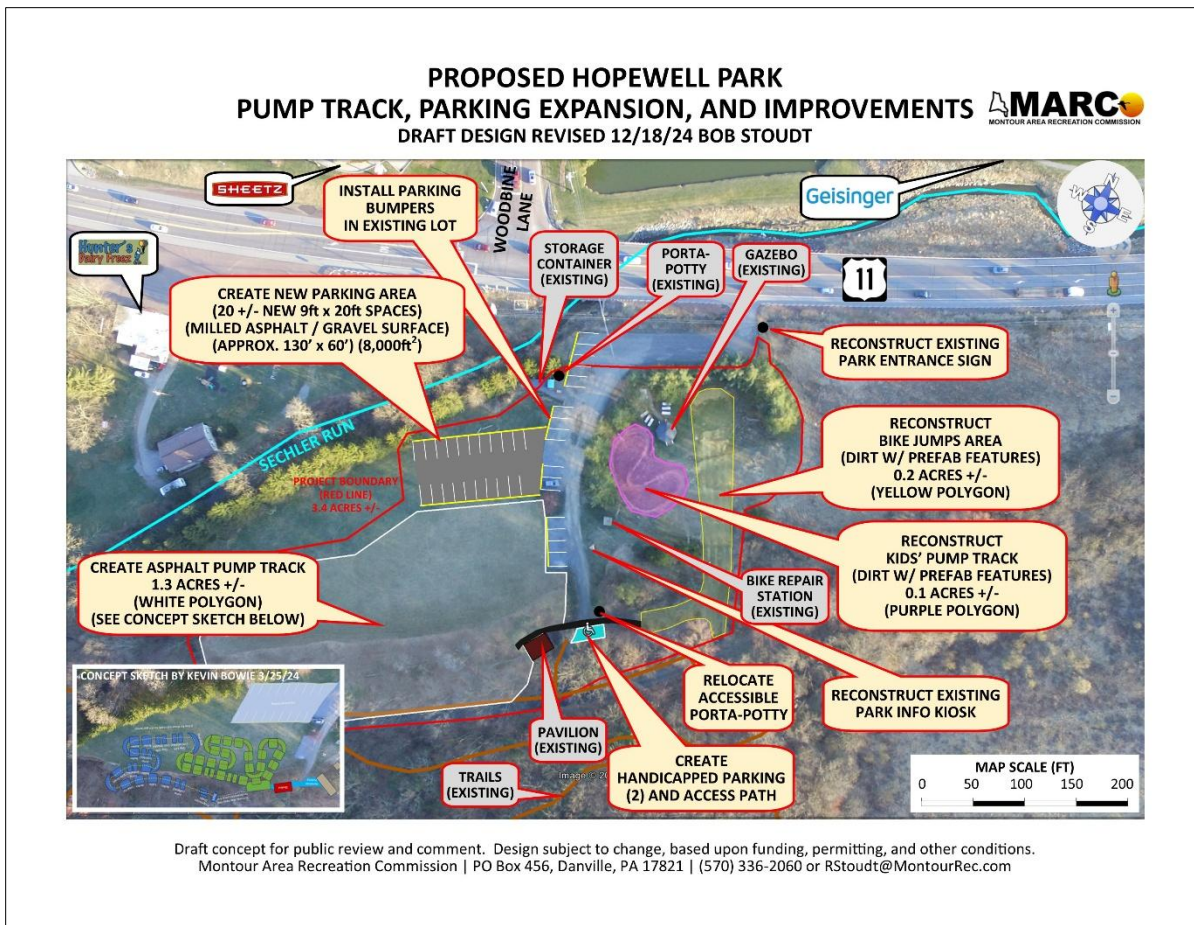
- **DCNR 2020 Non-Motorized Trails Grant - Danville Borough Levee North Branch Canal Trail Construction (administered by Danville Borough) (no updates since last meeting)**
  - After receiving negative feedback from reviewing agencies, LIVIC Civil has proposed a realignment of the Danville Borough Levee North Branch Canal Trail connection from the levee system to the adjacent Danville Soccer Park
    - The proposed realignment will increase project costs by \$20,000
      - MARC will work in 2025 to help find the necessary funding
    - Draft mapping of this and other proposed trail connections is available at <https://www.google.com/maps/d/edit?mid=17se2PMghOEBzg70bdSTOg3HPCTT09drE&usp=sharing>
    - Additional reviews are ongoing
    - Once complete, Danville Borough will be able to acquire the necessary project right-of-ways
    - Final designs will be subject for permit review by DEP and the US Army Corps of Engineers
    - Construction may occur in late 2025 or 2026
  
- **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
  - \$15,793.75 (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
  
- **Susquehanna River Basin Commission Stream and Watershed Enhancement Grant Program**
  - MARC in 2024 was awarded \$5,000 for Chillisquaque Creek watershed restoration and promotion projects to include:
    - Cleanup of in-stream trash in Chillisquaque Creek
    - Wildflower meadow and parking area creation at the Mill Park Natural Area, under construction in Derry Township, Montour County
    - MARC staff negotiations with streamside landowners in Montour County to secure at least two new fishing and boating access easements
  - MARC has expended all grant funds and must submit grant closeout documentation by 2/28/25
  
- **Susquehanna Greenway Partnership 2023 Mini-Grant Program**
  - MARC in 2024 was awarded \$1,000 to create and install an interpretive sign at the Beaver Place Trailhead for the Robbins Trail, documenting the trail's history as the oldest Rail to Trail in the United States
  - MARC has received and deposited to a dedicated checking account \$800 in grant funding
  - Stoudt has provided a draft design to the Susquehanna Greenway Partnership for approval before fabrication and installation
  - All work and grant closeout documentation must be completed by 6/30/25



## DIRECTOR'S REPORT (continued)

### GRANTS (continued)

- **DCNR 2021 Park Rehabilitation and Development Grant (Hopewell Park Pump Track)**
  - 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 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 documentation is in place
  - MARC has received the necessary information from the solar development project planned for lands adjacent to Hopewell Park and is able to proceed with the next phase of project engineering and design
  - Stoudt has met with project stakeholders and representatives of the American Ramp Company in recent weeks to finalize the tasks needed to allow the project to move forward
  - As of 2/21/25, Stoudt anticipates construction may begin in August 2025, subject to the successful completion of all required permitting
  - All work must be completed, including grant closeout, by 12/31/25



## DIRECTOR'S REPORT (continued)

### GRANTS (continued)

- DCNR 2021 Park Rehabilitation and Development Grant (Hopewell Park Pump Track) (continued)**

HOPEWELL PARK PUMP TRACK FUNDRAISING SUMMARY (updated 1/24/25)									
DONOR	DATE	PLEGGED AMOUNTS (NOT YET RECEIVED)	DONATION MADE TO COMMUNITY GIVING FOUNDATION FUND	DONATION DIRECT TO MARC	MAHONING TOWNSHIP ARP GRANT	DCNR GRANT (FUNDS NOT YET REQUESTED / RELEASED)	EXPENSES	NOTES	
<b>CATEGORY TOTALS</b>		34,970.00	54,810.10	75,940.00	15,790.40	125,000.00	(2,659.86)		
<b>PROJECT FUNDING AS OF 1/24/25</b>				<b>303,850.64</b>					

HOPEWELL PARK PUMP TRACK PROJECT TASK RESPONSIBILITIES									
PROJECT PHASE	TASK #	TASK TO BE COMPLETED	AMERICAN RAMP COMPANY (PROJECT CONSTRUCTION)	MONTOUR AREA RECREATION COMMISSION (ACTING THROUGH MONTOUR COUNTY)	BRINKASH & ASSOCIATES, INC. (PROJECT ENGINEERING)	OTHER CONTRACTOR	TASK IN PROGRESS	TASK COMPLETED	
L = LEAD ENTITY, A = ASSISTING ENTITY									
STARTUP	1	SECURE PROJECT FUNDING		X				X	
STARTUP	2	DCNR GRANT APPLICATION AND ADMINISTRATION (ONGOING)		X				X	
STARTUP	3	SECURE PROJECT ENGINEER		X				X	
STARTUP	4	SECURE PROJECT DESIGNER / BUILDER		X				X	
STARTUP	5	SECURE UPDATED PNDI REVIEW RECEIPT		X					
STARTUP	6	SECURE LOCAL AND COUNTY PLANNING AGENCY RESPONSE LETTERS FOR DCNR		X					
STARTUP	7	SECURE UPDATED BUDGETING FOR ENGINEERING, PERMITTING, AND CONSTRUCTION	A	L	A		X		
STARTUP	8	SECURE CONSULTANT CONTRACT OR RESOLUTION FOR PROFESSIONAL SERVICES	A	L	A				
STARTUP	9	SUBMIT MUNICIPAL AGENCY / AUTHORITY INTERGOVERNMENTAL AGREEMENT		X					
STARTUP	10	SUBMIT GRANT MANAGEMENT AGREEMENT (IF APPLICABLE) TO DCNR		X					
STARTUP	11	SUBMIT UPDATED PROJECT TIMELINE TO DCNR		X					
STARTUP	12	PUMP TRACK, BIKE JUMPS AREA, AND BEGINNER PUMP TRACK DESIGN	X						
STARTUP	13	SITE SURVEYING / WETLAND DELINEATION			X				
STARTUP	14	SECURE NPDES PERMITTING		A	L				
STARTUP	15	SECURE MAHONING TOWNSHIP ZONING PERMIT / OTHER LOCAL PERMITS		A	L				
STARTUP	16	SUBMIT UPDATED DETAILED BUDGET AND PURCHASING PLAN TO DCNR		X					
STARTUP	17	SUBMIT COOPERATIVE PURCHASING PROGRAM QUOTES TO DCNR		X					
STARTUP	18	SUBMIT DRAFT BID DOCUMENTS TO DCNR		X					
STARTUP	19	CREATE / SUBMIT DRAFT SITE DRAWINGS TO DCNR			X				
STARTUP	20	SUBMIT APPROVAL LETTERS FROM MUNICIPAL AGENCY / AUTHORITY GOVERNING BODIES (AFTER PERMIT APPROVALS) TO DCNR		X					
STARTUP	21	SUBMIT DCNR CERTIFICATION OF TITLE FORM FOR PROJECT SITE		X					
CONSTRUCTION	22	EROSION AND SEDIMENTATION CONTROL INSTALLATION AND MAINTENANCE		X					
CONSTRUCTION	23	SITE PREPARATION (CONSTRUCTION SIGNAGE, VEGETATION CLEARING, AND EARTHWORK PREP)		X		X			
CONSTRUCTION	24	PARKING LOT EXPANSION (USING DONATED ASPHALT MILLINGS)				X			
CONSTRUCTION	25	PARKING BLOCK PURCHASE AND PLACEMENT		X					
CONSTRUCTION	26	PUMP TRACK, BIKE JUMPS AREA, AND BEGINNER PUMP TRACK CONSTRUCTION	X						
CONSTRUCTION	27	HANDICAPPED-ACCESSIBLE PARKING SPACE AND ACCESS ROUTE ASPHALT PAVING				X			
CONSTRUCTION	28	PARK ENTRANCE / DCNR ACKNOWLEDGMENT SIGNAGE FABRICATION AND INSTALLATION		X					
CONSTRUCTION	29	SITE SEEDING AND FINAL CLEANUP		X					
CLOSE-OUT	30	CREATE / SUBMIT FINAL SITE DRAWINGS			X				
CLOSE-OUT	31	SUBMIT FINAL BID DOCUMENTS		X					
CLOSE-OUT	32	SUBMIT DCNR CERTIFICATION OF DESIGN FORM		X					
CLOSE-OUT	33	SUBMIT DCNR CERTIFICATION OF COMPLIANCE WITH BID REQUIREMENTS FORM		X					
CLOSE-OUT	34	COMPLETE GRANT CLOSEOUT DOCUMENTATION		X					
CLOSE-OUT	35	REMOVE EROSION AND SEDIMENTATION CONTROLS AFTER FINAL INSPECTIONS		X					

REVISED 1/24/25 BOB STOUDE, MARC

## DIRECTOR'S REPORT (continued)

### MANAGED SITES

- **Hess Recreation Area**

- The final phase of the resurfacing of the roadway with Driving Surface Aggregate is anticipated in summer 2025, subject to receipt of grant funding
- Stoudt has met with representatives of Kleinfelder (the engineering firm that initially evaluated the site in 2021) to evaluate the needed repairs to the Hess Loop Trail in areas between trail miles 1.1 – 1.6 where slumping has occurred in recent years
  - MARC continues to await a proposal for engineering services and bid document preparation
  - No significant changes to trail conditions have been noted by MARC's staff or volunteers
  - MARC's staff will work in coming months to repair several minor drainage issues, allowing easier access by contractors for future work
- MARC continues to clear downed trees and other issues on a regular basis
- 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*)
- MARC has been awarded \$1,000 in grant funds from the Susquehanna Greenway Partnership's Mini-Grant program to allow the fabrication and installation of a new J. Manley Robbins Trail interpretive sign for installation at the Beaver Place Trailhead
  - Stoudt has completed the draft design of the sign and has provided it to Susquehanna Greenway Partnership staff for review and approval before fabrication and installation
  - Grant funds must be expended and close-out documentation submitted by 6/30/25
- SEDA-COG on 9/30/24 installed two trail counters at the Beaver Place trailhead and near the park entrance trailhead to record trail usage for one year
  - A SEDA-COG Metropolitan Planning Organization-created story map of regional trail demand patterns is available at <https://storymaps.arcgis.com/stories/b55ba5dda05440928c763dcf248e14ab>
    - Data from the trail counters at Hopewell Park and the Hess Loop Trail will be added to the story map in coming months as information becomes available
- MARC thanks Eagle Scout candidate Jack Rarig, his family and fellow Scouts, for their work to repaint the handicapped parking areas and repair / repaint park picnic tables

## DIRECTOR'S REPORT (continued)

### MANAGED SITES (continued)

- **Hopewell Park / Danville Borough Farm Trail System**

- SEDA-COG on 9/30/24 installed a trail counter at the trailhead to record trail usage for one year
  - A SEDA-COG Metropolitan Planning Organization-created story map of regional trail demand patterns is available at <https://storymaps.arcgis.com/stories/b55ba5dda05440928c763dcf248e14ab>
    - Data from the trail counters at Hopewell Park and the Hess Loop Trail will be added to the story map in coming months as information becomes available
- Stoudt remains engaged with Danville Borough regarding the ongoing discussion of forest management planning at the Danville Borough Farm and other Borough-owned properties and has assisted with mapping of Danville Borough-owned properties and forested areas
  - Stoudt anticipates discussions will continue through March
- The Danville Borough Farm Land / Facility Use Memorandum of Understanding between the Borough of Danville and MARC is set to expire in October 2025
  - Danville Borough Council on 1/15/25 began discussion of the agreement and recommended Borough staff prepare updates for Council's consideration at upcoming meetings
    - Stoudt attended Danville Council's meeting on 2/11/25 to continue the discussion
    - Stoudt will present the updated agreement for MARC's consideration at an upcoming meeting, once approved by Danville Borough

- **Mill Park Natural Area**

- MARC staff are preparing for spring cleanup and improvement efforts at the newly created Mill Park Natural Area in Derry Township, near Washingtonville
  - Efforts will include walking path creation, stream access creation, litter cleanup, vegetation management, signage, and placement of a picnic table
- The Washingtonville Municipal Authority has approved the fishing and boating access easement on lands adjacent to the Mill Park Natural Area
  - Stoudt and Secretary Chris Johns have gotten the agreement notarized as required
  - Stoudt will now have the agreement recorded at the Montour County Courthouse to complete the process



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

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

#### **• Montour Preserve**

- Usage of Lake Chillisquaque by ice fishermen has remained steady in recent weeks
- MARC has continued to coordinate with the Middle Susquehanna Riverkeeper Association's Vernal School to prioritize maintenance needs and 2025 funding priorities at the Montour Preserve
  - Work is ongoing to stabilize the Muskrat Blind
    - Work resumed in January and is hoped to be complete by this spring
    - The blind remains closed to all use until repairs are complete
- MARC worked with the Middle Susquehanna Riverkeeper Association, Vernal School, and numerous partners to host an Environmental Education Expo on 2/8/25
- MARC will host school groups for maple sugaring educational programs on 2/20 and 2/21 and will host the annual Maple Sugaring Open House on Saturday, 2/22/25
- MARC has requested a quote from Johnson Controls to update the visitors' center fire alarm system

#### **• Montour Township (Columbia County) Legion Road parcel (no updates since last meeting)**

- MARC staff and Trail Stewards will continue to monitor for trespassing concerns on the adjacent North Shore Railroad

#### **• North Branch Canal Trail**

- MARC will repair the failed culvert pipe between trail miles 1.3 – 1.4 as soon as conditions allow
  - Stoudt has consulted with Montour County Conservation District and PA DEP officials to satisfy permitting concerns for the project
- 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 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
  - It is anticipated this project will be funded by Columbia County as part of an updated Memorandum of Understanding
- Montour County continues legal action against the owner of the Bear Hunters' Grove Campground to resolve the years-long property ownership dispute
  - Stoudt 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

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

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

- **North Branch Canal Trail trailhead and river access (River Drive parcel)** (no updates since last meeting)
  - 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
  - The main site sign frame needs to be replaced; work will proceed as time allows
  - Stoudt has been advised that site visitors are confused with how to access the North Branch Canal Trail from the site
    - Stoudt will create new signage to be posted at the site directing visitors to the trail

### **SPECIAL PROJECTS AND EVENTS**

- **Bicycle / Pedestrian Safety Projects**
  - Stoudt continues to serve on the SEDA-COG Metropolitan Planning Organization Committee on behalf of Montour County and Multi-Modal Transportation interests
  - Stoudt continues to serve on the Middle Susquehanna Active Transportation Committee
- **Bicycle Routes Mapping and Promotion** (no updates since last meeting)
  - 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))
    - MARC has completed the mapping, driving, and photographing of several bicycling routes around 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 preparing 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 early 2025
- **Chilli Challenge Adventure Triathlon** (no update since last meeting)
  - Event will not be held in 2024
- **Chillisquaque Creek Cleanup and Promotion**
  - MARC staff will work with Washingtonville Borough and other partners to conduct litter cleanup and log jam removal efforts along the Chillisquaque Creek in 2025 when conditions allow
    - MARC will consult with the Montour County Conservation District, DEP, and other agencies to determine best practices and permitting requirements for log jam clearing
  - MARC will create a new brochure promoting the recreational potential and history of the Chillisquaque Creek watershed
  - As part of MARC's work at the Mill Park Natural Area, MARC will create a new hand-carry stream access
  - Stoudt and Chairman Dombroski continue to explore options for new stream access locations along Chillisquaque Creek

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

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

- **Columbia County projects**
  - MARC staff have been working since 2014 on Columbia County projects related to the development of tourism-related recreational attractions in Columbia County, operating under a Memorandum of Understanding (MOU)
  - Stoudt has been in communication with Columbia County officials to discuss options for updating the 2014 MOU to better align with current conditions and the priorities of Columbia County
    - Columbia County Commissioners on 2/20/25 approved a new MOU, defining the projects for possible MARC assistance, to include:
      - North Branch Canal Trail maintenance
      - North Branch Canal Trail Catawissa to Bloomsburg feasibility study grant application and execution
      - Briar Creek Park projects
        - Disc golf course construction and signage
        - Investigation / implementation of watercraft / other concessionaires
        - Other upgrades as desired by Columbia County
      - Grant application / execution of a Columbia County / Montour County (and possible other county) Greenway Plan
      - Assistance with Fishing Creek public access overuse / abuse challenges
      - Assistance to local site managers as directed by Columbia County
    - Stoudt will present the updated MOU for consideration during this meeting
  - MARC has been in communication with the Columbia Montour Visitors Bureau and various Columbia County land managers to offer recommendations for managing complications caused by excessive numbers of visitors
    - Stoudt will present the recommendations during this meeting
- **Danville Borough Play Set Installation**
  - All metal and wooden components of the donated St. Joseph Catholic School play set have been restored by students of the SUN Area Technical School, under the supervision of Don Gunther
  - All components are in MARC storage, awaiting reconstruction
  - It is anticipated the play set will be reconstructed at the F.Q. Hartman Recreation Area, per the wishes of Danville Borough, when MARC can secure the necessary funding for the project (estimated at \$7,500)
- **Girls ROC Camps (no update since last meeting)**
  - As of 2/21/25, MARC has \$1,052.74 earmarked in its general checking account for 2025 program expenses
  - Camp dates and information are available at <https://www.hammersmtb.com/girls-roc-camp>
- **MARC 20<sup>th</sup> Anniversary Celebration**
  - Saturday, 5/17/25, at the Montour Preserve
  - events will include a Van Wagner concert at 7pm
  - MARC staff are working to confirm other event details

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

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

- **PICL Coaches' Retreat**
  - Stoudt is assisting the Columbia Montour Visitors Bureau with planning for the 5/2 – 5/4/25 Pennsylvania Interscholastic Cycling League (PICL) Coaches' Retreat in Danville (in conjunction with the Danville Business Alliance's Spring Fling)
  
- **Pig Iron Enduro**
  - MARC is anticipating a tentative date of Sunday, 6/22/25, but has not received official confirmation
  
- **Regional Mountain Biking Promotion**
  - Stoudt has created a page on MARC's website at <https://montourrec.com/east-central-pennsylvania-mountain-biking/> to feature MARC's five-county mapping of regional mountain biking assets
    - As of 1/25/25, the map has been viewed 5,839 times
    - MARC will add additional content to the page as time allows
  - Stoudt continues to collaborate with the Columbia Montour Visitors Bureau and numerous other partners to prepare for a possible application to the International Mountain Bicycling Association's Ride Center program
  - Stoudt continues to consult with representatives of the Columbia-Montour Visitors Bureau and other regional partners to identify branding and promotional potential for regional mountain biking assets
  
- **Riverside Borough Parks Revitalization**
  - Stoudt anticipates installing the replacement sign for the Riverside Borough river access in early spring
  - Stoudt will remain in contact with Riverside Borough representatives to discuss opportunities for MARC to assist with revitalizing the Borough's parks and outdoor recreation areas
  
- **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
  
- **Tourism Promotion Special Projects – Other**
  - Stoudt continues to participate in meetings of the Danville Heritage Festival Committee
  - MARC is assisting the Columbia Montour Visitors Bureau with planning for several outdoor recreation-related special events planned for 2025 and 2026
  
- **Wellness Special Projects (in partnership with Geisinger)**
  - No updates



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

### **• Washingtonville Revitalization Projects**

- Stoudt and Chairman Dombroski are evaluating options for additional expansions of the DeLong Park pathway system in 2025, funding permitting
- Stoudt continues to participate in meetings of the Washingtonville Revitalization Committee to assist with projects of mutual interest
- MARC will assist with planned Washingtonville Borough 250<sup>th</sup> anniversary celebrations and related activities

### **OTHER UPDATES**

- Brehm continues to participate in the Foundation of the Columbia Montour Chamber of Commerce's Leadership Central Penn class

### **UPCOMING PROGRAMS AND EVENTS**

- For more details about upcoming Vernal School programs at the Montour Preserve, please visit <http://www.vernalschool.org/the-programs.html>
- 2/22/25 Montour Preserve Maple Sugaring Open House
- 5/2 – 5/4/25 PICL Coaches' Conference (Spring Fling)
- 5/17/25 MARC 20<sup>th</sup> Anniversary Celebration
- 6/22/25 Pig Iron Enduro (tentative)

**TOURISM-RELATED RECREATION DEVELOPMENT  
PROJECT MANAGEMENT  
MEMORANDUM OF UNDERSTANDING**

**BETWEEN**

**COUNTY OF COLUMBIA**

**AND**

**MONTOUR AREA RECREATION COMMISSION**

**WHEREAS**, the **COUNTY OF COLUMBIA**, (hereinafter “County”), a Pennsylvania County of the Sixth Class, wishes to develop tourism-related recreational attractions throughout the County; and

**WHEREAS**, the County wishes to employ the services of the **MONTOUR AREA RECREATION COMMISSION** (hereinafter “MARC”), a Pennsylvania Domestic Nonprofit Corporation (15 Pa C.S. § 5306), operating as a multi-governmental organization in Montour County, Pennsylvania, as authorized by an Intergovernmental Agreement of Cooperation, dated 13 May, 2020, to assist the County with the development of tourism-related recreational attractions throughout the County; and

**WHEREAS**, the County and MARC on 10 February, 2014 entered into a Memorandum of Understanding to develop recreation attractions and tourism, an agreement which remains in effect; and

**WHEREAS**, the County and MARC wish to terminate the 10 February, 2014 Memorandum of Understanding, intending to replace the agreement with the terms set forth herein; and

**WHEREAS**, the County acknowledges that MARC has the knowledge, expertise, and experience needed for the development of tourism-related recreational attractions in the County; and

**WHEREAS**, the County believes it to be in the best interests of the health, maintenance, and welfare of the citizens of the County to enter into this Memorandum of Understanding with MARC; and

**WHEREAS**, MARC wishes to enter into an agreement for the development of tourism-related recreational attractions throughout Columbia County as defined in this agreement.

**NOW THEREFORE**, in consideration of the mutual promises contained herein, and intending to be legally bound, the Participants agree as follows:

1. The 10 February, 2014 Memorandum of Understanding between the County and MARC, to develop recreation attractions and tourism, is hereby terminated.
2. The County shall identify tourism-related recreational development projects which the County wishes MARC to implement. This list shall be updated by the County as needed and as may be agreed by MARC. Projects shall include, but are not limited to:
  - a. North Branch Canal Trail maintenance
  - b. North Branch Canal Trail Catawissa to Bloomsburg feasibility study grant application and execution
  - c. Briar Creek Park projects
    - i. Disc golf course construction and signage
    - ii. Investigation / implementation of watercraft / other concessionaires
    - iii. Other upgrades as desired by Columbia County
  - d. Grant application / execution of a Columbia County / Montour County (and possible other county) Greenway Plan
  - e. Assistance with Fishing Creek public access overuse / abuse challenges
    - i. Assistance to local site managers as directed by Columbia County
3. MARC shall work with the County to develop project timelines and budget projections for staff time and materials and shall identify possible grant and other funding sources which might be secured to facilitate project completion. MARC shall work with the County, when needed, to identify third-party contractors for project implementation when MARC does not have qualified staff or equipment needed to perform requested tasks. MARC shall not proceed with any projects without County approval and shall not deviate from approved project scopes and budgets without County approval. MARC and the County shall abide by all applicable bidding, procurement, permitting, and other requirements.
4. It is anticipated that MARC shall provide 2,000 hours of MARC labor, more or less, during the one-year term of this Agreement. Hours worked each week will vary significantly throughout the year, as dictated by project needs. Any significant increase or decrease in total annual labor must be mutually agreed by the County and MARC.
5. Prior to execution of this Agreement, MARC shall provide to the County a summary of MARC staff pay rates as shall be applicable to County projects. Such rates shall remain unchanged during the one-year term of this Agreement and may only be changed at the time of Agreement renewals, if applicable.
6. If project funding is to come from the Columbia County Commissioners' Tourism Fund, as established by the County's Hotel Room Rental Tax Ordinance and enabled by the County Code, Act of August 9, 1955, P.L. 323, No. 130, as amended (16 P.S. 1770.6), administered by the Columbia Montour Visitors Bureau (CMVB), MARC and the County shall secure all necessary approvals from the CMVB before expending any funds.

Per the terms of the County Code, the use of such funds is limited to the purposes of:

- a. Convention promotion;
  - b. Marketing the area served by the agency (CMVB) as a leisure travel destination;
  - c. Marketing the area served by the agency (CMVB) as a business travel destination;
  - d. Using all appropriate marketing tools to accomplish these purposes, including but not limited to: advertising, publicity, publications, direct marketing, direct sales and participation in industry trade shows;
  - e. Projects or programs that are directly and substantially related to tourism within the county, augment and do not unduly compete with private sector tourism efforts and improve and expand the county as a destination market;
  - f. Any other tourism marketing or promotion program deemed necessary by the recognized tourist promotion agency (CMVB).
7. Within thirty (30) days of execution of this Agreement, the County shall provide to MARC an initial payment of \$111,771.08 for anticipated MARC labor and material expenses to be incurred during this agreement (\$100,000) and to compensate MARC for previously unreimbursed expenses (\$11,771.08) incurred on the County's behalf under the terms of the previous 10 February, 2014 Agreement. Additional funding for capital purchases shall be released upon delivery of written cost estimates from material vendors and as approved by the County and CMVB (when applicable). Additional funding for labor or other MARC expenses shall be released as requested by MARC and as approved by the County and CMVB.
  8. Project funds shall be kept in a dedicated interest-bearing checking account established by MARC exclusively for Columbia County projects. The County and the CMVB shall receive monthly bank statements for this account so long as it remains open. In the event a project is cancelled or otherwise not completed, MARC shall refund any remaining account balance, plus any accrued interest, to the CMVB for redeposit into the Columbia County Commissioners' Tourism Fund account. In the event of breach of contract, MARC shall be liable to reimburse the Columbia County Commissioners' Tourism Fund for any funds improperly spent.
  9. MARC shall retain receipts for all expenses and shall provide such documentation to both the County and the CMVB at any time upon request and at the time of project completion. MARC shall document all staff time spent on projects in fifteen (15) minute increments, recorded on a daily basis. Time records shall be provided to both the County and the CMVB each month, at any time upon request, and at the time of project completion.
  10. MARC shall have an annual audit conducted using Generally Accepted Auditing Standards regarding the use of the funds granted by the County and CMVB to MARC. MARC shall present the audit to the County and CMVB within one hundred twenty (120) days of the end of MARC's fiscal year (by April 30).

11. MARC shall provide to the County proof of General Liability Insurance in the amount of \$10,000,000, provided through the Pennsylvania Intergovernmental Risk Management Association, naming the County as an additional insured party, and shall continue such coverage at all times during the duration of this Agreement.
12. The County is under no obligation to work exclusively through MARC for the development of tourism-related recreational attractions.
13. This Agreement shall expire one (1) year from its effective date and shall be renewable in one (1) year increments, if so agreed by both the County and MARC. This agreement may be terminated at any time by either the County or MARC if either violates the terms of this Agreement or upon mutual agreement, or upon sixty (60) days advance notice provided in writing by either party to the other.
14. The terms of this Agreement may not be modified, amended, assigned, supplemented or rescinded, nor any provision hereof waived, except through written agreement of both the County and MARC.
15. The County and MARC each represent and warrant that each has all necessary authority to enter into this Agreement and to contract for and perform all the rights and undertakings set forth herein.
16. All notices required or permitted to be given hereunder shall be in writing and shall be deemed given when delivered personally, by email, or when sent by registered or certified mail, return receipt requested, to the following addresses:

If to MARC:            Bob Stoudt, Director  
                                 Montour Area Recreation Commission  
                                 PO Box 456  
                                 Danville, PA 17821

If to the County:      Columbia County Commissioners  
                                 11 W. Main St  
                                 Bloomsburg, PA 17815

17. This Agreement shall be enforced, governed and construed under the laws of the Commonwealth of Pennsylvania.
18. In the event any provisions of this Agreement are found to be invalid, illegal, or unenforceable by a court of competent jurisdiction, the remaining provisions of this Agreement shall nevertheless be binding upon the parties with the same effect as though the void or unenforceable part had been severed and deleted.

**IN WITNESS WHEREOF**, the Participants hereto have set their hands.

\_\_\_\_\_  
Dean A. Brewer, Chairman                      Date                      Attest:  
Columbia County Commissioners

\_\_\_\_\_  
Tyler Dombroski, Chairman                      Date                      Attest: Robert T. Stoudt, Director  
Montour Area Recreation Commission                      Montour Area Recreation Commission

**MARC 2025 COST PROJECTIONS FOR COLUMBIA COUNTY PROJECTS**

REVISED STOUTD / BREHM 1/31/25

PROJECT	TASK	LINE ITEM EXPENSE	UNIT COST / HOURLY RATE	QUANTITY	LINE ITEM COST	TOTAL PROJECT COSTS	
NORTH BRANCH CANAL TRAIL MAINTENANCE	TRAIL MILE 5.4 CULVERT CONSTRUCTION	erosion & sedimentation permit fees	\$ 200.00	1.0	\$ 200.00		
		24in x 20ft culvert pipe	\$ 654.00	1.0	\$ 654.00		
		24" culvert pipe end flare	\$ 487.00	1.0	\$ 487.00		
		headwall stones	\$ 2.42	150.0	\$ 363.00		
		erosion & sedimentation control compost filter sock	\$ 150.00	1.0	\$ 150.00		
		geotextile fabric	\$ 40.00	1.0	\$ 40.00		
		2A stone (22 tons +/-)	\$ 550.00	1.0	\$ 550.00		
		grass seed (20lbs)	\$ 60.00	1.0	\$ 60.00		
		straw bales	\$ 5.00	2.0	\$ 10.00		
		diesel fuel	\$ 3.60	5.0	\$ 18.00		
		Stoudt labor	\$ 48.00	32.0	\$ 1,536.00		
		Brehm labor	\$ 38.50	33.0	\$ 1,270.50		
		Piatt labor	\$ 35.50	25.0	\$ 887.50		
		other labor	\$ 27.25	-	\$ -		
		vehicle usage	\$ 0.70	240.0	\$ 168.00		
		MARC tractor usage	\$ 40.00	15.0	\$ 600.00		
		MARC trailer usage	\$ 40.00	3.0	\$ 120.00		
	<b>PROJECT TOTAL</b>						<b>\$ 7,114.00</b>
	TRAILHEAD SIGN KIOSK INSTALLATION	permitting fees	\$ 140.00	1.00	\$ 140.00		
		sign panel	\$ 1,700.00	1.0	\$ 1,700.00		
		concrete	\$ 6.36	4.0	\$ 25.44		
		post hole digger rental	\$ 125.00	1.0	\$ 125.00		
		Stoudt labor	\$ 48.00	19.0	\$ 912.00		
		Brehm labor	\$ 38.50	16.0	\$ 616.00		
		Piatt labor	\$ 35.50	12.0	\$ 426.00		
		other labor	\$ 27.25	-	\$ -		
		vehicle usage	\$ 0.70	80.0	\$ 56.00		
		MARC tractor usage	\$ 40.00	-	\$ -		
		MARC trailer usage	\$ 40.00	3.0	\$ 120.00		
		<b>PROJECT TOTAL</b>					
	LEGION ROAD ACCESS MAINTENANCE	mowing (yearly total)	\$ 1,100.00	1.0	\$ 1,100.00		
		MARC labor (yearly total combined)	\$ 200.00	1.0	\$ 200.00		
		<b>PROJECT TOTAL</b>					
NORTH BRANCH CANAL TRAIL MOWING & MAINTENANCE	mowing (yearly total)	\$ 2,800.00	1.0	\$ 2,800.00			
	MARC labor (yearly total combined)	\$ 1,000.00	1.0	\$ 1,000.00			
	<b>PROJECT TOTAL</b>						<b>\$ 3,800.00</b>

**MARC 2025 COST PROJECTIONS FOR COLUMBIA COUNTY PROJECTS**

REVISED STOUTD / BREHM 1/31/25

PROJECT	TASK	LINE ITEM EXPENSE	UNIT COST / HOURLY RATE	QUANTITY	LINE ITEM COST	TOTAL PROJECT COSTS
NORTH BRANCH CANAL TRAIL CATAWISSA TO BLOOMSBURG FEASIBILITY STUDY		MARC labor (30 hours +/- yearly total combined; includes labor to research study requirements and prepare RFP; MARC anticipates Columbia County will evaluate proposals and determine how to proceed)	\$ 1,500.00	1.0	\$ 1,500.00	\$ 1,500.00
COLUMBIA / MONTOUR / OTHER(?) COUNTY GREENWAY PLAN		MARC labor (30 hours +/- yearly total combined; includes labor to research study requirements and prepare RFP; MARC anticipates Columbia County will evaluate proposals and determine how to proceed)	\$ 1,500.00	1.0	\$ 1,500.00	\$ 1,500.00
FISHING CREEK PUBLIC ACCESS PROJECTS		MARC labor (assumes 100 hours for yearly total)	\$ 4,500.00	1.0	\$ 4,500.00	
		MARC expenses (exact expenses unknown at time of document preparation; actual costs to be approved by Columbia County)	\$ 5,000.00	1.0	\$ 5,000.00	
<b>PROJECT TOTAL</b>						<b>\$ 9,500.00</b>
BRIAR CREEK PARK DISC GOLF COURSE		permit fees (E&S / NPDES, other) <i>(BEST GUESS)</i>	\$ 3,000.00	1.0	\$ 3,000.00	
		MARC material costs (see attached detail sheet)	\$ 20,613.52	1.0	\$ 20,613.52	
		MARC labor costs (see attached detail sheet)	\$ 45,837.00	1.0	\$ 45,837.00	
<b>PROJECT TOTAL</b>						<b>\$ 69,450.52</b>
GRANT ADMIN / OTHER		Stoudt labor	\$ 48.00	30.0	\$ 1,440.00	\$ 1,440.00
<b>GRAND TOTAL</b>						<b>\$ 99,584.96</b>

*I believe this to be an accurate estimation of expenses to be incurred by the Montour Area Recreation Commission for the completion of the proposed project as specified in the Tourism-Related Recreation Development Project Memorandum of Understanding between Columbia County and MARC.*



*Kit Stolt*

January 31, 2025



MARC LABOR CALCULATIONS - 2025 COLUMBIA COUNTY PROJECTS ALL														
PROJECT	STOUDT			BREHM			PIATT			OTHER			TOTALS	
	RATE	HOURS	COST	RATE	HOURS	COST	RATE	HOURS	COST	RATE	HOURS	COST	HOURS	COST
NORTH BRANCH CANAL TRAIL - CULVERT INSTALLATION	\$ 48.00	32	\$ 1,536	\$ 38.50	33	\$ 1,271	\$ 35.50	25	\$ 888	\$ 27.25	-	\$ -	90	\$ 3,694
NORTH BRANCH CANAL TRAIL - TRAILHEAD SIGN INSTALLATION	\$ 48.00	19	\$ 912	\$ 38.50	16	\$ 616	\$ 35.50	12	\$ 426	\$ 27.25	-	\$ -	47	\$ 1,954
NORTH BRANCH CANAL TRAIL - LEGION ROAD ACCESS MAINTENANCE	\$ 48.00	3	\$ 144	\$ 38.50	2	\$ 58	\$ 35.50	-	\$ -	\$ 27.25	-	\$ -	5	\$ 202
NORTH BRANCH CANAL TRAIL - MAINTENANCE	\$ 48.00	8	\$ 384	\$ 38.50	16	\$ 616	\$ 35.50	-	\$ -	\$ 27.25	-	\$ -	24	\$ 1,000
NORTH BRANCH CANAL TRAIL - CATAWISSA TO BLOOMSBURG FEASIBILITY STUDY	\$ 48.00	30	\$ 1,440	\$ 38.50	-	\$ -	\$ 35.50	-	\$ -	\$ 27.25	-	\$ -	30	\$ 1,440
COLUMBIA / MONTOUR GREENWAY PLAN	\$ 48.00	30	\$ 1,440	\$ 38.50	-	\$ -	\$ 35.50	-	\$ -	\$ 27.25	-	\$ -	30	\$ 1,440
FISHING CREEK PUBLIC ACCESS PROJECTS	\$ 48.00	50	\$ 2,400	\$ 38.50	50	\$ 1,925	\$ 35.50	-	\$ -	\$ 27.25	-	\$ -	100	\$ 4,325
BRIAR CREEK DISC GOLF COURSE PROJECT	\$ 48.00	396	\$ 19,008	\$ 38.50	565	\$ 21,753	\$ 35.50	143	\$ 5,077	\$ 27.25	416	\$ 11,336	1,520	\$ 57,173
GRANT ADMIN / OTHER	\$ 48.00	30	\$ 1,440	\$ 38.50	-	\$ -	\$ 35.50	-	\$ -	\$ 27.25	-	\$ -	30	\$ 1,440
<b>PROJECT TOTALS</b>		<b>598</b>	<b>\$ 28,704</b>		<b>682</b>	<b>\$ 26,238</b>		<b>180</b>	<b>\$ 6,390</b>		<b>416</b>	<b>\$ 11,336</b>	<b>1,876</b>	<b>\$ 61,332</b>
<b>EQUIVALENT WEEKS</b>		<b>15.0</b>			<b>17.0</b>			<b>4.5</b>			<b>10.4</b>		<b>46.9</b>	

REVISED 1/31/25 R. STOUDT

MARC LABOR CALCULATIONS - BRIAR CREEK DISC GOLF COURSE														
LABOR TASKS	STOUDT			BREHM			PIATT			OTHER			TOTAL	
	RATE	HOURS	COST	RATE	HOURS	COST	RATE	HOURS	COST	RATE	HOURS	COST		
PLANNING / PERMITTING / PA ONE CALL	\$ 48.00	119	\$ 5,712.00	\$ 38.50	71	\$ 2,733.50	\$ 35.50	5	\$ 177.50	\$ 27.25	-	\$ -		
MATERIALS ACQUISITION	\$ 48.00	1	\$ 48.00	\$ 38.50	16	\$ 616.00	\$ 35.50	4	\$ 142.00	\$ 27.25	-	\$ -		
MOBILIZATION (LOAD/UNLOAD)	\$ 48.00	10	\$ 480.00	\$ 38.50	10	\$ 385.00	\$ 35.50	4	\$ 142.00	\$ 27.25	4	\$ 109.00		
PROJECT EXECUTION	\$ 48.00	250	\$ 12,000.00	\$ 38.50	452	\$ 17,402.00	\$ 35.50	114	\$ 4,047.00	\$ 27.25	396	\$ 10,791.00		
DEMobilIZATION (LOAD/UNLOAD)	\$ 48.00	16	\$ 768.00	\$ 38.50	16	\$ 616.00	\$ 35.50	16	\$ 568.00	\$ 27.25	16	\$ 436.00		
<b>PROJECT TOTALS</b>		<b>396</b>	<b>\$ 19,008.00</b>		<b>565</b>	<b>\$ 21,752.50</b>		<b>143</b>	<b>\$ 5,076.50</b>		<b>416</b>	<b>\$ 11,336.00</b>	<b>\$45,837.00</b>	

REVISED 1/30/25 R. STOUDT & J. BREHM

TOTAL PROJECT HOURS 1,520

<b>MARC BRIAR CREEK MATERIAL CALCULATIONS</b>				
<b>ALL CALCULATIONS ASSUME ~ 9 ACRES OF LAND CLEARING AND PLANTING</b>				
<b>COSTS ASSUME CONTRACTOR SUPPORT AS NOTED HEREIN</b>				
FEATURE	MATERIAL	UNIT COST / HOURLY RATE	QTY	TOTAL
<b>TARGET BASKETS</b>	Quikrete (80# bags) for basket targets	\$ 6.36	36	\$ 228.96
	Quik tubes (18" diameter x 48" length (to be cut in half))	\$ 33.08	9	\$ 297.72
	bucket (for #8 green) (details TBD)	\$ 300.00	1	\$ 300.00
	<i>NOTE</i> : target baskets to be provided by Lost Valley Management Group	\$ -	-	\$ -
<b>SUBTOTAL FOR TARGET BASKETS</b>				<b>\$ 826.68</b>
<b>TEE SIGNS</b>	Quikrete (80# bags) for tee sign posts	\$ 6.36	18	\$ 114.48
	4x4x8 composite posts for tee signs	\$ 41.65	18	\$ 749.70
	1/2" x 3" lag screws	\$ 2.34	36	\$ 84.24
	<i>NOTE</i> : signs to be provided by Lost Valley Management Group	\$ -	-	\$ -
<b>SUBTOTAL FOR TEE SIGNS</b>				<b>\$ 948.42</b>
<b>TEE PADS (17)</b>	4x4x8 composite posts for tee pads (6 @ 8ft per pad x 17 pads)	\$ 41.65	102	\$ 4,248.30
	corner bracket (4 per pad x 17 pads)	\$ 6.36	68	\$ 432.48
	post end connectors (2 per pad x 17 pads)	\$ 10.60	34	\$ 360.40
	lag screws 3/8" x 3" (4 per corner x 4 corners x 17 pads (272 total) and 8 per connector x 2 connectors x 17 pads (272 total)	\$ 1.76	544	\$ 957.44
	2RC stone for beds of tee pads (0.3ft thick x 13.5ft long x 6.5ft wide) (1 cu. yd. per pad x 17 pads) (1 cu. yd. = ~ 1.3 tons) (~22 tons +/-)	\$ 600.00	1	\$ 600.00
	gravel fines (millings) for tee pads (0.08ft thick x 13.5ft long x 6.5ft wide) (.25 cu. yd. per pad x 17 pads) (1 cu. yd. = ~ 1.3 tons) (~22 tons +/-)	\$ 600.00	1	\$ 600.00
	industrial grade staples (to connect turf mats to composite posts)	\$ 20.00	1	\$ 20.00
	<i>NOTE</i> : turf mats (astroturf) to be provided by Lost Valley Management	\$ -	-	\$ -
<b>SUBTOTAL FOR TEE PADS</b>				<b>\$ 7,218.62</b>
<b>OTHER / MISC</b>	Quikrete for other signs	\$ 6.36	20	\$ 127.20
	4x4x8 composite posts for info kiosk signs	\$ 41.65	4	\$ 166.60
	4x4x8 composite posts for other signs	\$ 41.65	40	\$ 1,666.00
	drill bits, saw blades, misc. tools and hardware	\$ 500.00	1	\$ 500.00
	2RC stone to fill sinkhole area	\$ 600.00	1	\$ 600.00
	<i>OPTIONAL MARC-RECOMMENDED TASK</i> 2RC stone for Lake Road and Evansville Road parking area repairs (4 loads at ~22 tons each)	\$ 600.00	4	\$ 2,400.00
	dumpster rental / trash disposal	\$ 500.00	1	\$ 500.00
	post hole digger auger rental	\$ 260.00	1	\$ 260.00
	vehicle usage	\$ 0.70	1,500	\$ 1,050.00
	MARC tractor usage	\$ 40.00	80	\$ 3,200.00
	MARC trailer usage	\$ 40.00	8	\$ 320.00
	fuel (10 gallons/day for 10 days)	\$ 3.30	100	\$ 330.00
	other / misc. unanticipated expenses	\$ 500.00	1	\$ 500.00
				\$ -
<b>SUBTOTAL FOR OTHER / MISC</b>				<b>\$ 11,619.80</b>
<b>MARC MATERIALS GRAND TOTAL</b>				<b>\$ 20,613.52</b>

<b>ANTICIPATED CONTRACTOR COSTS (BEST AVAILABLE ROUGH ESTIMATE)</b>	erosion & sedimentation control materials (silt socks, etc.) (rough estimate)	\$ 1,500.00	1	\$ 1,500.00
	grass seed (50lb bags, applied at 150lbs/acre)	\$ 175.00	27	\$ 4,725.00
	straw bales	\$ 5.00	450	\$ 2,250.00
	10-20-20 fertilizer (50lb bags, applied at 500lbs/acre)	\$ 23.00	90	\$ 2,070.00
	lime (50lb bags, applied at 1,000lbs/acre)	\$ 6.36	180	\$ 1,144.80
	water for hydroseeding (assumes water to be drawn from lake <i>NEED TO CONFIRM</i> )	\$ -	1	\$ -
	skid steer w/ forestry mulcher (one month usage)	\$ 7,800.00	1	\$ 7,800.00
	straw bale mulcher (one week rental)	\$ 900.00	1	\$ 900.00
	hydroseeder (one week rental)	\$ 1,100.00	1	\$ 1,100.00
	contractor labor & other costs	\$ 14,500.00	1	\$ 14,500.00
	<b>ROUGH ESTIMATE SUBTOTAL FOR CONTRACTOR COSTS</b>			

BRIAR CREEK PARK DISC GOLF COURSE PROJECT TASK RESPONSIBILITIES									MARC LABOR CALCULATIONS							
PROJECT PHASE	TASK #	TASK TO BE COMPLETED	LOST VALLEY MANAGEMENT GROUP (STEVE BRAUD)	MONTOUR AREA RECREATION COMMISSION	COLUMBIA COUNTY	OTHER CONTRACTOR	TASK IN PROGRESS	TASK COMPLETED	Bob	Julian	Denny	Other				
									L = LEAD ENTITY, A = ASSISTING ENTITY							
STARTUP	1	SITE ASSESSMENT AND INITIAL DESIGN	L		A				4	4	-	-				
STARTUP	2	PURCHASE AND ACQUIRE BASKETS (TARGETS)	L		A				-	-	-	-				
STARTUP	3	FINALIZE COURSE LAYOUT AND DESIGN	L	A			X		4	-	-	-				
STARTUP	4	FINALIZE COURSE MAPPING	A	L			X		4	-	-	-				
STARTUP	5	APPROVE COURSE LAYOUT AND DESIGN			X		X		-	-	-	-				
STARTUP	6	DETERMINE REQUIRED LEVEL OF EROSION & SEDIMENTATION (NPDES) PERMITTING		X			X		6	6	-	-				
STARTUP	7	UPDATE BUDGETING FOR PERMITTING, CONSTRUCTION, AND EVENTUAL MAINTENANCE		X			X		9	8	5	-				
STARTUP	8	MEET WITH PA FISH & BOAT COMMISSION / DEP DAM SAFETY RE: DAM SPILLWAY USAGE		X					4	4	-	-				
STARTUP	9	TENTATIVELY APPROVE PROJECT BUDGET AND EXECUTION			X				-	-	-	-				
STARTUP	10	CONDUCT PUBLIC INFORMATION SESSION	A	L	A				10	4	-	-				
STARTUP	11	CREATE PROJECT WEBSITE		L	A				8	-	-	-				
STARTUP	12	MODIFY PROJECT PLANNING IF NEEDED PER PUBLIC FEEDBACK	A	L	A				8	-	-	-				
STARTUP	13	SECURE PNDI REVIEW RECEIPT		X					4	-	-	-				
STARTUP	14	SECURE EROSION & SEDIMENTATION (NPDES) PERMITTING		X					16	16	-	-				
STARTUP	15	SECURE ANY REQUIRED LOCAL, COUNTY, STATE, FEDERAL PERMITS		X					16	8	-	-				
STARTUP	16	DISTRIBUTE / REVIEW RFP FOR POSSIBLE CONTRACTOR TASKS (VEGETATION CLEARING AND SEED / STRAW / HYDROSEEDING)		L	A				10	5	-	-				
STARTUP	17	PROVIDE ANTICIPATED PROJECT TIMELINE TO PROJECT PARTNERS		X					2	-	-	-				
STARTUP	18	SUBMIT UPDATED DETAILED BUDGET TO COLUMBIA COUNTY		X					1	-	-	-				
STARTUP	19	CONDUCT FINAL PRE-PROJECT SITE VISIT WITH PROJECT PARTNERS	A	L	A				8	8	-	-				
STARTUP	20	FINAL APPROVAL OF PROJECT BUDGET AND CONSTRUCTION			X				-	-	-	-				
STARTUP	21	SECURE PA ONE CALL APPROVALS		X					4	8	-	-				
STARTUP	22	DESIGN COURSE SIGNAGE	X						1	-	-	-				
STARTUP	23	PURCHASE AND ACQUIRE COURSE SIGNAGE (18 TEE SIGNS AND 2 INFO KIOSKS)	X						-	-	-	-				
MOBILIZATION	24	PURCHASE TEE PAD (ASTROTURF) MATERIALS (UNCLEAR IF ALREADY PURCHASED)	L	A					1	-	-	-				
MOBILIZATION	25	PURCHASE OTHER MATERIALS (CONCRETE, BUCKETS, WOOD, FASTENERS, MILLINGS / STONE) REQUIRED FOR TEE PADS AND BASKETS		X					-	8	4	-				
MOBILIZATION	26	PURCHASE POSTS FOR TEE SIGNS		X					-	4	-	-				
MOBILIZATION	27	RENT CONSTRUCTION EQUIPMENT (HYDROSEEDER AND SKID STEER W/ FORESTRY MULCHER AND POST HOLE DIGGER) (UNLESS OWNED BY CONTRACTOR)				X			-	-	-	-				
MOBILIZATION	28	PURCHASE EROSION AND SEDIMENTATION CONTROLS AND OTHER MATERIALS		X					-	4	-	-				
MOBILIZATION	29	MOVE EQUIPMENT AND MATERIALS TO SITE		X					10	10	4	4				
CONSTRUCTION	30	PLACE FINAL FLAGGING OF AREAS TO BE CLEARED	L	A					16	16	-	-				
CONSTRUCTION	31	CONDUCT LITTER CLEANUP (BEFORE VEGETATION CLEARING BEGINS)		X					8	8	4	8				
CONSTRUCTION	32	EROSION AND SEDIMENTATION CONTROL INSTALLATION				X			-	-	-	-				
CONSTRUCTION	33	VEGETATION CLEARING (8.7 ACRES +/-)		A		X			30	40	12	30				
CONSTRUCTION	34	SEEDING / STRAW PLACEMENT (HYDROSEED?)				X			-	-	-	-				
CONSTRUCTION	35	FILL OR OTHERWISE MAKE SAFE SINKHOLE AREA		X					8	8	8	8				
CONSTRUCTION	36	MOVE OR DISPOSE OF EXISTING PARK WASTE MATERIALS		X					20	20	8	20				
CONSTRUCTION	37	CONSTRUCT / INSTALL TEE BOXES	A	L					40	140	30	140				
CONSTRUCTION	38	INSTALL BASKETS	A	L					25	80	20	80				
CONSTRUCTION	39	INSTALL COURSE SIGNAGE	A	L					25	50	10	50				
CONSTRUCTION	40	EROSION AND SEDIMENTATION CONTROL MAINTENANCE AND MONITORING		X					8	8	2	4				
CONSTRUCTION	41	IMPROVE LAKE ROAD PARKING AREA (IF APPROVED BY COUNTY)		X					8	8	4	8				
CONSTRUCTION	42	IMPROVE EVANSVILLE ROAD BOAT PREP PULLOFF AREA (IF APPROVED BY COUNTY)		X					8	8	4	8				
CONSTRUCTION	43	SITE RE-SEEDING (WHERE NEEDED) AND FINAL CLEANUP		X					12	20	4	20				
CLOSE-OUT	44	POST-CONSTRUCTION INSPECTION WITH COLUMBIA COUNTY CONSERVATION DISTRICT		L	A				6	6	-	-				
CLOSE-OUT	45	FINAL WALK-THROUGHS WITH PROJECT PARTNERS	A	L	A				6	6	-	-				
CLOSE-OUT	46	REMOVE EROSION AND SEDIMENTATION CONTROLS AFTER FINAL INSPECTIONS		X					8	16	4	16				
CLOSE-OUT	47	DE-MOBILIZATION OF EQUIPMENT AND MATERIALS FROM SITE		X					16	16	16	16				
CLOSE-OUT	48	WITH COLUMBIA COUNTY MAINTENANCE STAFF, DEVELOP AND IMPLEMENT LONG-TERM MAINTENANCE PLAN	A	L	A				4	4	-	-				
CLOSE-OUT	49	ORGANIZE GRAND OPENING EVENT	L	A	A				10	10	4	4				
CLOSE-OUT	50	COMPLETE GRANT CLOSEOUT DOCUMENTATION		X					8	4	-	-				
									PER-PERSON TOTAL HOURS				396	565	143	416
									PER-PERSON EQUIVALENT WORK WEEKS				10	14	4	10
									GRAND TOTAL PROJECT HOURS				1,520			
									EQUIVALENT WORK WEEKS				38.0			

REVISED 1/30/25 BOB STOUDET & JULIAN BREHM, MARC



**MARC COLUMBIA COUNTY PROJECTS ACCOUNTING 2014 - PRESENT**

<b>YEAR</b>	<b>STARTING BALANCE</b>	<b>INCOME</b>	<b>EXPENSES</b>	<b>ENDING BALANCE</b>	<b>YEAR-END AUDIT ERROR CORRECTION (LABOR COSTS)</b>
2014	\$ -	\$ 10,000.00	\$ (4,214.17)	\$ 5,785.83	\$ -
2015	\$ 5,785.83	\$ -	\$ (6,395.67)	\$ (609.84)	\$ 10.88
2016	\$ (598.96)	\$ 8,146.44	\$ (4,839.95)	\$ 2,707.53	\$ 5.46
2017	\$ 2,712.99	\$ 2,639.56	\$ (4,413.00)	\$ 939.55	\$ -
2018	\$ 939.55	\$ -	\$ (1,953.41)	\$ (1,013.86)	\$ -
2019	\$ (1,013.86)	\$ -	\$ (1,541.29)	\$ (2,555.15)	\$ -
2020	\$ (2,555.15)	\$ -	\$ (445.95)	\$ (3,001.10)	\$ -
2021	\$ (3,001.10)	\$ -	\$ (1,180.72)	\$ (4,181.82)	\$ -
2022	\$ (4,181.82)	\$ -	\$ (1,462.37)	\$ (5,644.19)	\$ -
2023	\$ (5,644.19)	\$ -	\$ (924.33)	\$ (6,568.52)	\$ -
2024	\$ (6,568.52)	\$ -	\$ (5,202.56)	<b>\$ (11,771.08)</b>	\$ -

**INCOME NOTES:**

- 1) 2014 income: \$10,000 Columbia County grant
- 2) 2016 income: \$3,902.54 Susquehanna Greenway Partnership grant and \$4,243.90 Williams Atlantic Pipeline grant reimbursements for North Branch Canal Trail expenses
- 3) 2017 income: \$2,500 Columbia County grant and \$139.56 income from salvaged scrap metal

**MONTOUR AREA RECREATION COMMISSION  
2025 STAFF COMPENSATION FOR EXTERNAL CONTRACTS**

<b>STAFF MEMBER</b>	<b>POSITION</b>	<b>2025 HOURLY PAY RATE (INTERNAL)</b>	<b>2025 EFFECTIVE PAY RATE (W/ TAXES) (ESTIMATED)</b>	<b>2025 HOURLY RATE FOR EXTERNAL PROJECTS</b>
STOUDT, ROBERT	DIRECTOR	\$35.00	\$38.15	\$48.00
BEAM, JON	NATURALIST	\$25.00	\$27.25	\$34.00
PIATT, DENNIS	SENIOR MAINTENANCE TECHNICIAN	\$26.00	\$28.34	\$35.50
REINARD, CRAIG	MAINTENANCE TECHNICIAN	\$20.00	\$21.80	\$27.25
BREHM, JULIAN	ASSISTANT DIRECTOR	\$28.00	\$30.52	\$38.50

NOTES: All MARC staff members receive time and one-half pay for any hours worked in excess of 40 / calendar week.

**UPDATED 12/19/24 R. STOUDT**

## **JOB DESCRIPTION - PARK AND TRAIL MAINTENANCE TECHNICIAN**

MARC's Park and Trail Maintenance Technician will assist MARC's staff with operations and facilities maintenance at the park and trail properties managed by the organization. Duties will include:

- Park and trail maintenance, to include:
  - Facility repair
  - Facility cleaning and trash removal
  - Trail construction and maintenance
  - Vegetation management
- Race, special event, and program operation
- Other duties as might be assigned by MARC's Director

### **JOB QUALIFICATIONS**

#### **MANDATORY**

- Demonstrated experience with tasks as set forth herein
- Demonstrated ability to work well with others
- Demonstrated ability to work independently with minimal supervision
- Proficient in the use of power tools including, but not limited to: chain saw, hedge trimmer, weed trimmer, circular saw, small tractors, and vehicles with trailers
- Ability to work outdoors in all weather conditions and lift 75 pounds
- Valid driver's license with a safe driving record and reliable access to a personal vehicle
- Ability to work evenings and weekends when needed

#### **PREFERRED**

- Demonstrated experience with facility management, to include basic carpentry, plumbing, and electrical system repair
- Demonstrated experience with trail construction and maintenance

#### **OTHER**

MARC's Park and Trail Maintenance Technician must provide his/her own personal vehicle; MARC will reimburse mileage when vehicle use is required for travel to work sites

### **COMPENSATION**

MARC's Park and Trail Maintenance Technician will be a part-time hourly employee. Hours are expected to average 15 hours/week, though may range from 0 - 35 hours/week as dictated by weather and work demands. Hours worked will be tailored to suit the needs of the successful applicant.

MARC makes no guarantee of a minimum annual compensation. Compensation will be as follows:

- Compensation will start at \$15- \$20/hour, depending upon qualifications and experience
- Compensation will be paid at time and one-half the normal hourly rate for hours worked in excess of 40 hours/week
- No benefits
- No paid time off

### **EQUAL OPPORTUNITY EMPLOYER**

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



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# INVOICE

Please reference invoice number and job number when making payments

Invoice #: 8629

69227

**Customer #** 121087  
**Billed To:** Montour Area Recreation Commission  
**Contact:** Robert Stoudt, Director  
**Address:** P.O. Box 456  
 Danville, PA 17821

**Created Date:** 2/13/2025 11:59:30AM  
**Salesperson:** House Account

**Description:** Brochure Printing Request 2-12-25 - 89227

		Quantity	Unit Price	Subtotal
<b>1</b>	<b>Product:</b> Printing <b>Description:</b> <ul style="list-style-type: none"> <li>7500 Sets of 1 pages, 7500 14 in (W) x 8.5 in (H) Offset - 11"x17" Single Sheet</li> <li>Printed on RPT - 14x20 - 100# Blazer Gloss White Text</li> <li>Side 1, 4 Colors \ Coatings</li> <li>4 Color Process, With Bleed</li> <li>Side 2, 4 Colors \ Coatings</li> <li>4 Color Process, With Bleed</li> <li>Inside Cover, 0 Colors \ Coatings</li> </ul>	7,500.00	\$0.2333	<b>\$1,750.00</b>
<b>1.A</b>	<b>Product:</b> Folding <b>Description:</b> Folding - Creasing <ul style="list-style-type: none"> <li>4-panel fold</li> </ul>	7,500.00	\$0.00	<b>\$0.00</b>
<b>2</b>	<b>Product:</b> Small Format Prints <b>Description:</b> 1,000 - Hess Rec 4 Panel <ul style="list-style-type: none"> <li>1000- 8.5 in (H) x 14 in (W) Double Sided, Color Print(s) on IPT - 12x18 - 100# Gloss White Text stock material</li> <li>4-panel fold</li> </ul>	1,000.00	\$0.48	<b>\$480.00</b>
<b>3</b>	<b>Product:</b> Small Format Prints <b>Description:</b> 7,500 - Fossil Pit Brochures <ul style="list-style-type: none"> <li>7500- 8.5 in (H) x 11 in (W) Double Sided, Color Print(s) on IPT - 12x18 - 100# Gloss White Text stock material</li> <li>Tri-Fold</li> </ul>	7,500.00	\$0.20	<b>\$1,500.00</b>
<b>4</b>	<b>Product:</b> Small Format Prints <b>Description:</b> 1,000 - North Branch Canal 4 Panel <ul style="list-style-type: none"> <li>1000- 8.5 in (H) x 14 in (W) Double Sided, Color Print(s) on IPT - 12x18 - 100# Gloss White Text stock material</li> <li>4-panel fold</li> </ul>	1,000.00	\$0.48	<b>\$480.00</b>
<b>5</b>	<b>Product:</b> Small Format Prints <b>Description:</b> 1,000 - Welcome to Washingtonville 4 Panel <ul style="list-style-type: none"> <li>1000- 8.5 in (H) x 14 in (W) Double Sided, Color Print(s) on IPT - 12x18 - 100# Gloss White Text stock material</li> <li>4-panel fold</li> </ul>	1,000.00	\$0.48	<b>\$480.00</b>
<b>6</b>	<b>Product:</b> Small Format Prints <b>Description:</b> 2,000 - Hopewell Park 4 Panel <ul style="list-style-type: none"> <li>2000- 8.5 in (H) x 14 in (W) Double Sided, Color Print(s) on IPT - 12x18 - 100# Gloss White Text stock material</li> <li>4-panel fold</li> </ul>	2,000.00	\$0.425	<b>\$850.00</b>

Print Date: 2/13/2025





**Press Enterprise, Inc**  
3185 Lackawanna Ave  
Bloomsburg, PA 17815  
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Web: <http://www.pressenterprise.net/>

# INVOICE

Please reference invoice number and job number when making payments

Invoice #: 8629

69227

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<b>Order Subtotal:</b>	<b>\$5,540.00</b>
<b>Total Taxes:</b>	<b>\$332.40</b>
<b>Total:</b>	<b>\$5,872.40</b>
<b>Order Balance:</b>	<b>\$5,872.40</b>

Payment Terms: Balance due upon receipt.

Print Date: 2/13/2025