

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

October 12, 2015 Regular Meeting Agenda

7:00pm Danville Borough building - 239 Mill St, Danville, PA 17821

Call to Order

Officer Reports

- President / Treasurer Reports (Mike Mills)
 - Approval of accounts payable
- Secretary's Report (Tyler Dombroski)

Partner Reports

- Washingtonville Borough (Frank Dombroski / Tyler Dombroski)
- Danville Borough (Bill Hause / Will Carswell)
- Riverside Borough (Mike Smith / Bill Lavage)
- Montour County (Commissioner Jerry Ward)
- Danville Area School District (Chris Johns/Jamie Hosterman)

Public Comment

Assistant Director's Report (Jon Beam)

Director's Report (Bob Stoudt) (pages 8 - 14)

Approval of Director's expense report

Old Business

New Business

- Accounting categorization and reporting
- North Branch Canal Trail bridge engineering
- November meeting date change
- Meeting location move to Montour Preserve Environmental Education Center

Other Items

Adjournment

Number or	Transaction	Date Sent to	Recorded on			Grant to Credit or			Account
Code	Date	Accounting	Bank Statement	Description of Transaction	Credited / Debited to Subaccount	Debit (if Applicable)	Debit (-)	Credit (+)	Balance
utomatic payment	9/15/15	10/5/15	9/1 - 9/30/15	US Treasury (monthly taxes)	payroll taxes		1,324.04		42,797.8
5002	9/16/15	10/5/15	9/1 - 9/30/15	Mahoning Township (zoning permit fee for NBCT trailhead sign)	North Branch Canal Trail		40.00		42,757.8
5003	9/16/15	10/5/15	9/1 - 9/30/15	Earthscapes (North Branch Canal Trail grading and clearing)	\$420 North Branch Canal Trail; \$500 Columbia County - North Branch Canal Trail		920.00		41,837.8
5004	9/16/15	10/5/15	9/1 - 9/30/15	Robert Stoudt (payroll 8/23 - 9/5)	payroll - Stoudt		1,398.84		40,438.9
5005	9/16/15	10/5/15	9/1 - 9/30/15	Jon Beam (payroll 8/23 - 9/5)	payroll - Beam		615.42		39,823.5
5006	9/16/15	10/5/15	9/1 - 9/30/15	Earthscapes (North Branch Canal Trail grading and clearing)	North Branch Canal Trail		2,240.00		37,583.5
5007	9/16/15	10/5/15	9/1 - 9/30/15	Elijah Evans Excavating (North Branch Canal Trail grading and clearing)	\$977.50 North Branch Canal Trail; \$890.00 Columbia County - North Branch Canal Trail		1,867.50		35,716.0
5008	9/16/15	10/5/15		Children's Miracle Network (Hess Field security deposit refund)	Hess Field security deposit refund		250.00		35,466.0
5009	9/16/15	10/5/15	9/1 - 9/30/15	Big Pop's Mowing	\$660 Hess Field maintenance; \$345 PPL East Branch Rec. Area maintenance; \$165 River Drive parcel maintenance; \$117 Hopewell Park maintenance; \$45 North Branch Canal Trail; \$39 Columbia County - North Branch Canal Trail		1,371.00		34,095.0
5010	9/16/15	10/5/15	9/1 - 9/30/15	PIRMA (general liability and public officials liability insurance annual renewal)	\$4765 insurance; \$500 Montour Preserve (insurance)		5,265.00		28,830.0
5011	9/16/15	10/5/15	9/1 - 9/30/15	Robert Stoudt (9/14 expense report)	\$4,078.12 Greenways sign grant; \$23.83 Hess Field maintenance; \$1,087.71 miscellaneous expenses; \$480.53 North Branch Canal Trail; \$487.54 Columbia County - North Branch Canal Trail; \$12.30 Montour 24 misc. expenses; \$50 River Towns Race Series advertising	\$4,078.12 Greenway Sign grant	6,220.03		22,610.0
5012	9/16/15	10/5/15	9/1 - 9/30/15	PPL (Hess electric)	Hess maintenance		93.62		22,516.4
5013	9/16/15	10/5/15	9/1 - 9/30/15	Emily Miller (Hess trash removal)	Hess maintenance		40.00		22,476.4
5014	9/16/15	10/5/15		Me Push Inc. (website hosting)	\$33 misc. expense; \$33 River Towns Race Series advertising; \$33 Montour Preserve		99.00		22,377.4
5015	9/16/15	10/5/15	9/1 - 9/30/15	Jon Beam (expense reimbursement)	\$10.58 North Branch Canal Trail; \$54.54 Hess Field maintenance		65.12		22,312.3
5016	9/16/15	10/5/15	9/1 - 9/30/15	Dan Keehan (reimbursement for Aaron Keehan Eagle Scout project expenses)	Hess maintenance		294.78		22,017.5
5017	9/16/15	10/5/15	9/1 - 9/30/15	Ted Heaps Container Service (PPL EBRA)	PPL East Branch Rec Area maintenance		25.00		21,992.5
5018	9/16/15	10/5/15	9/1 - 9/30/15	Bloom Health & Fitness (refund of mountain bike skills clinic sponsorship)	mountain bike skills clinic		50.00		21,942.5
5019	9/17/15	10/5/15	9/1 - 9/30/15	Dean Woodruff (50 bales straw)	Columbia County - North Branch Canal Trail		150.00		21,792.5
5020	9/18/15	10/5/15	9/1 - 9/30/15	Hanson (47 tons gravel)	River Drive parcel maintenance		677.74		21,114.7
de posit	9/28/15	10/5/15	9/1 - 9/30/15	de posit	250 Hess Field users' fees; \$250 Hess Field security deposit; \$500 donation (Riverside Borough); \$462 misc. income; \$90 Humdinger 2016 registrations; \$110 Marathon 2016 registrations; \$40 donation - Montour Preserve; \$1,000 Geisinger Sports Medicine sponsorship RTRS (\$143 to Humdinger, Marathon, Robbins Run, World's End, Old Forge 5k and Montour 24; \$142 to DACC 5k)			2,702.00	23,816.7
5021	9/28/15	10/5/15		Grove Presbyterian Church	Hess security deposit refund		250.00		23,566.7
5022	9/28/15	10/5/15		Earthscapes (North Branch Canal Trail grading and clearing)	\$1,875 Columbia County - North Branch Canal Trail; \$420 North Branch Canal Trail (River Drive parcel)		2,295.00		21,271.7
5023	9/28/15	10/5/15		MePush Inc. (website hosting)	\$33 misc. expense; \$33 River Towns Race Series advertising; \$33 Montour Preserve		99.00		21,172.7
5024	9/28/15	10/5/15		PPL (Hess electric)	Hess maintenance		37.08		21,135.7
5025	9/28/15	10/5/15		Ke vin Bowie (Digital Ensigns) printing of North Branch Canal Trail signs	Greenway Sign grant	Greenway Sign grant	133.18		21,002.5
5026	9/28/15	10/5/15		Hanson Aggregates (2RC and R3 stone)	North Branch Canal Trail	Promi	881.19		20,121.3
5027	9/28/15	10/5/15		Elijah Evans Excavating (North Branch Canal Trail grading and clearing)	North Branch Canal Trail		2,815.53		17,305.8
5028	9/28/15	10/5/15	9/1 - 9/30/15	Jon Beam (payroll 9/9 - 9/19)	payroll - Beam		347.28		16,958.5
5029	9/28/15	10/5/15	0/1 0/20/15	Bob Stoudt (payroll 9/9 - 9/19)	payroll - Stoudt		1,205.80		15,752.

	MARC Checking Account Reconciliation - Service	1st Accoun	t
	Updated 10/5/15		
	ending balance from 9/30/15 bank statement	22,662.70	
	deposits not yet credited (detailed below)	-	
	subtotal	22,662.70	
	withdrawals not yet debited (detailed below)	6,909.98	
	balance (should agree with checkbook)	15,752.72	
	actual checkbook balance	15,752.72	
	difference	-	
	deposits not yet posted	date	amount
	Dogo 1		
	Page	TOTAL	-
	withdrawals not yet cleared	date	amount
4886	Bloomsburg Fire Police (donation for marathon coverage)	02/17/15	50.00
5008	Children's Miracle Network (Hess security deposit refund)	09/16/15	250.00
5014	MePush (website hosting)	09/16/15	99.00
5021	Grove Presbyterian Church	09/28/15	250.00
5022	Earthscapes (North Branch Canal Trail grading and clearing)	09/28/15	2,295.00
5023	MePush Inc. (website hosting)	09/28/15	99.00
5024	PPL (Hess electric)	09/28/15	37.08
5025	Kevin Bowie (Digital Ensigns) printing of North Branch Canal Trail signs	09/28/15	133.18
5026	Hanson Aggregates (2RC and R3 stone)	09/28/15	881.19
5027	Elijah Evans Excavating (North Branch Canal Trail grading and clearing)	09/28/15	2,815.53
	TOTAL		6,909.98



ADDRESS SERVICE REQUESTED



MONTOUR AREA RECREATION COMMISSION PO BOX 456 1778 OAKWOOD DR DANVILLE PA 17821

Statement Period: 09/01/2015-09/30/2015

Page 1 of 2

Summary of Accounts:

	Ending	YTD									
Savings	Balance	Dividend	Account Number: 584727								
01 - REGULAR SAVINGS	5.00	0.00									
40 - CHECKING	22,662.70	0.00									
Total	22,667.70	0.00									
Authorized Signer(s): ROBERT T STOUDT, MICHAEL B MILLS											

ID 01 REGULAR SAVINGS

Trans Eff Date	Transaction	Deposit Withdrawal	Balance
		Deposit minimum	
Sep 1	Balance Forward		5.00
Sep 30	Ending Balance		5.00
aep au	Criting Dalance		3.00

ID 40 CHECKING

ID 40	CHECK	ING		
Trans	Eff Date	Transaction	Deposit Withdrawal	Balance
Sep 1		Balance Forward	•	45,601.29
Sep 3		Draft 005001	-337.93	45,263.36
Sep 3		Draft 004998	-980.00	44,283.36
Sep 15		Withdrawal ACH IRS	-1,324.04	42,959.32
		TYPE: USATAXPYMT ID: 3387702000 CO: IRS		
Sep 15		Draft 004990	-11.49	42,947.83
Sep 17		Draft 005004	-1,398.84	41,548.99
Sep 18		Certified Draft 005006 for \$2,240.00		
Sep 18		Certified Draft 005003 for \$920.00		
Sep 18		Draft 005015	-65.12	41,483.87
Sep 18		Draft 005005	-615.42	40,868.45
Sep 21		Draft 005002	-4 0.00	40,828.45
Sep 21		Draft 005003	-920.00	39,908.45
Sep 21		Draft 005006	-2,240.00	37,668.45
Sep 21		Draft 005011	-6,220.03	31,448.42
Sep 22		Draft 005013	-4 0.00	31,408.42
Sep 22		Draft 005012	-93.62	31,314.80
Sep 22		Draft 005016	-294.78	31,020.02
Sep 22		Draft 005020	-677.74	30,342.28
Sep 23		Draft 005017	-25.00	30,317.28
Sep 24		Draft 005019	-150.00	30,167.28
Sep 25		Draft 005018	-50.00	30,117.28
Sep 28		Deposit by Check	2,702.00	32,819.28
Sep 28		Draft 005009	-1,371.00	31,448.28
Sep 28		Draft 005007	-1,867.50	29,580.78
Sep 29		Draft 004989	-100.00	29,480.78
Sep 29		Draft 005029	-1,205.80	28,274.98
Sep 29	l	Draft 005010	-5,265.00	23,009.98

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Account Number: Statement Period: 584727 09/01/2015-09/30/2015



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ID 40 CHECKING - Continued

Trans Eff Date Sep 30 Sep 30	Transaction Draft 005028 Ending Balance	Deposit Withdrawal -347.28	Balance 22,662.70 22,662.70
	Total Deposits 2,702.00 Total Withdrawals 25,640.59		

Drafts for 40 - CHECKING

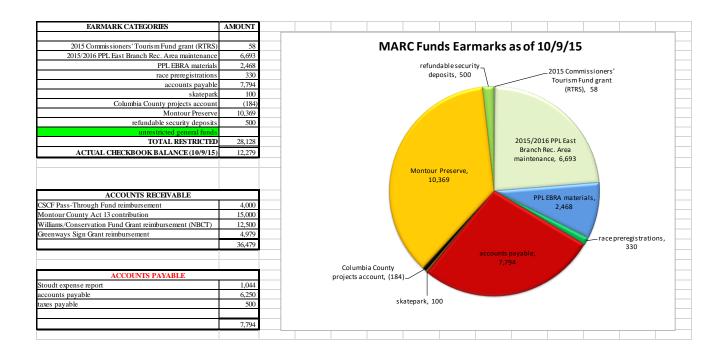
Date	Dra	aft Number	Amount	Date	Dra	aft Number	Amount	Date	Dra	aft Number	Amount
Sep 29		004989	100.00	Sep 21		005006	2,240.00	Sep 22		005016	294.78
Sep 15		004990	11.49	Sep 28		005007	1,867.50	Sep 23		005017	25.00
Sep 3		004998*	980.00	Sep 28		005009*	1,371.00	Sep 25		005018	50.00
Sep 3		005001*	337.93	Sep 29		005010	5,265.00	Sep 24		005019	150.00
Sep 21		005002	40.00	Sep 21		005011	6,220.03	Sep 22		005020	677.74
Sep 21		005003	920.00	Sep 22		005012	93.62	Sep 30		005028*	347.28
Sep 17		005004	1,398.84	Sep 22		005013	40.00	Sep 29		005029	1,205.80
Sep 18		005005	615.42	Sep 18		005015*	65.12				

[&]quot; denotes skipped sequence

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

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MARC FUND EARMARKS



ASSISTANT DIRECTOR'S REPORT

Report to be distributed separately

DIRECTOR'S REPORT

Director's September Time Tracking

	September 2015	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	M	Project Ionthly Total Hours
	Admin / Misc. Other	0.75	0.75	0.50	0.50	1.25	0.75	4.50	3.50	1.00	1.00	0.25		0.25	7.50	1.50	2.50	1.00	1.50	0.75	3.00	2.00	1.75	5.00	1.50	1.50	2.50	1.75	0.75	1.75	1.00		52.25
	Hess Recreation Area		0.25		0.25	0.50	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	0.25	0.25	0.25	0.50		0.25	0.25	0.25		6.25
ance	Hope well Park / Borough Farm															0.25					0.25												0.50
park maintenance	North Branch Canal Trail	6.00	6.00	4.75	5.00	1.75	0.50		1.00	0.50					1.00	4.50	1.75	3.25	0.75		0.75	5.00			1.50		1.25	3.50			7.50	!	56.25
mai	NBCT - Greenways Signage Grant	0.50	3.50	0.50	1.50	2.75			0.50	2.00	1.50						0.50	0.75			0.25	1.50			5.00	7.25	0.25		6.00	2.75	3.00		40.00
park	PPL East Branch Rec Area													1.25	0.25	0.25	0.25				0.25										0.25		2.50
	River Road Trailhead Parcel															0.50	2.00		3.50	6.75		2.50											15.25
н а	Montour Preserve admin	0.50	0.25	0.25	0.50			0.25	0.50	0.25	1.50	0.25			1.50	0.25			0.25			0.25	1.25		1.00	0.75	0.75	0.25	0.25	2.25	1.00		14.00
Montour Preserve	Montour Preserve maple sugar																																
Mo Pre	Montour Preserve other																																
	Columbia Co. admin/misc.																																
ıty	Columbia Co. N.B. Canal Trail			2.00	2.00	0.75	0.50		1.00	0.50						2.50		3.25	0.75		0.75												14.00
Columbia County	Columbia Co. N.B. Canal Irail Columbia Co. concessionaires			2.00	2.00	0.75	0.50		1.00	0.50						2.50		3.23	0.75		0.75												14.00
bia (Columbia Co. concessionaires Columbia Co. mapping																																
lum	Columbia Co. Happing Columbia Co. Fishing Creek																																
Ö	Columbia Co. other																																
	Columbia Co. other																																
	RTRS Admin / Misc.														1.00		1.00																2.00
eries	RTRS Awards Luncheon																																
S.	Humdinger																																
River Towns Race Series	Marathon																																
OWI	World's End																																
rer T	Robbins Run																																
Riv	Montour 24 Endurance Runs																																
	Chilli Challenge																																
	DAILY TOTALS	7.75	10.75	8.00	9.75	7.00	2.00	4.75	6.75	4.50	4.25	0.50		1.50	11.50	10.00	8.25	8.50	7.00	7.75	5.50	11.50	3.25	5.25	9.25	9.75	5.25	5.50	7.25	7.00	13.00	2	203.00
	BIWEEKLY PAYROLL TOTAL				77.25							82.50																					
	PAYROLL PERIOD		18	3 (pa	rt)								1	9											20) (pa	rt)						

Director's 2015 Year-to-Date Time Accounting

2015 STOUDT TIME A	CCOUNTI	NG		2015 STOUDT TIME ACCOUN	TING							
updated 10/8/	1 5			(GROUPED BY CATEGORY) updated 10/8/15								
TASK	HOURS		T W/ TAXES 21.75/hr)	TASK HOURS	COST W/ TAXES (\$21.75/hr)							
Admin / Misc. Other	497.75	\$	10,826.06	Admin/Misc. Other 497.75	10,826.06							
Hess Recreation Area Maintenance	103.00	\$	2,240.25	Park/Trail Maintenance 368.50	8,014.88							
Hopewell Park/Borough Farm Maint.	10.00		217.50	Montour Preserve 244.75	5,323.31							
North Branch Canal Trail	152.00	_	3,306.00	Columbia County Projects 87.50	1,903.13							
NBCT - Greenways Signage Grant	61.50	\$	1,337.63	River Towns Race Series 539.00	11,723.25							
PPL East Branch Recreation Area	24.50	\$	532.88	2015 YTD TOTALS 1,737.50	37,790.63							
River Road Trailhead Maintenance	17.50		380.63									
Montour Preserve Admin Montour Preserve Maple Sugaring	202.00 28.00	_	4,393.50 609.00									
Montour Preserve Other	14.75		320.81									
Columbia County Admin/Misc	12.00		261.00									
Columbia Co. North Branch Canal Trail	52.75		1,147.31									
Columbia Co. Concessionaires	12.75	\$	277.31									
Columbia County Mapping	3.00	\$	65.25									
Columbia County Fishing Creek	7.00	\$	152.25									
Columbia County Other	•	\$	-									
RTRS Admin/Misc.	67.50	\$	1,468.13									
RTRS Awards Luncheon	22.00	\$	478.50									
Humdinger	106.50	_	2,316.38									
Marathon	176.75	_	3,844.31									
World's End	35.75	\$	777.56									
Robbins Run Old Forge 5k	37.00 19.50	\$	804.75 424.13									
Montour 24	71.25		1,549.69									
Chilli Challenge	2.75	\$	59.81									
2015 YTD TOTAL HOURS	1,737.50	\$	37,790.63									
		-										
	STO		T 2015 T PDATED	ME TRACKING 10/8/15								
				■ Admin/Misc. Other								
539	.00		497.7	■ Park/Trail Maintenance								
				■ Montour Preserve								
87.50				☐ Columbia County Projects								
	244.75		368.50	■ River Towns Race Series								

GRANTS

- Montour County Commissioners' 2015 Tourism Fund grant
 - o \$15,000 received on 1/5/15 for 2015 River Towns Race Series advertising and promotion
 - \$58.37 remains earmarked for Nov. Dec. advertising
 - Close-out report will be submitted to CMVB before year-end
- Merck Cherokee donation
 - MARC received \$2,500 on 11/17/14 to be used solely for North Branch Canal Trail expenses
 - o Funds applied to Greenway Sign Grant (North Branch Canal Trail signage) expenses
 - o Close-out letter will be submitted this month
- Susquehanna Greenway 2014 Mini-Grant Program
 - Trail mileage, caution and misc. signage installation is in progress along sections of completed trail
 - Mahoning Township trailhead kiosk installed before 10/1 trail opening; Catawissa (Montour Twp.) kiosk expected to be installed spring 2016 (subject to Susquehanna Greenway approval)
 - o Expense reimbursement request will be submitted this month
- Williams Transco Pipeline Atlantic Sunrise Project / The Conservation Fund Environmental Stewardship Program
 - funds (\$146,000) have been received by the Susquehanna Greenway Partnership
 - o MARC may submit invoices for reimbursement

PROJECTS/MANAGED SITES

- PPL East Branch Recreation Area
 - o No progress on State Police vandalism investigation
 - \$6,693.28 remains earmarked in our account for site maintenance through April 30, 2016
 - \$2,467.78 remains earmarked in our account for supplies
- River Road parcel (North Branch Canal Trail trailhead and river access)
 - Major site improvements (brush/tree clearing, parking space construction, sign/garden installation) completed in September; sign/garden installation and most tree/brush clearing completed by Eagle Scout candidate
 - Property continues to be managed as part of MARC's mowing contract
 - o Additional site enhancements will be done in coming months as schedule permits

PROJECTS/MANAGED SITES (continued)

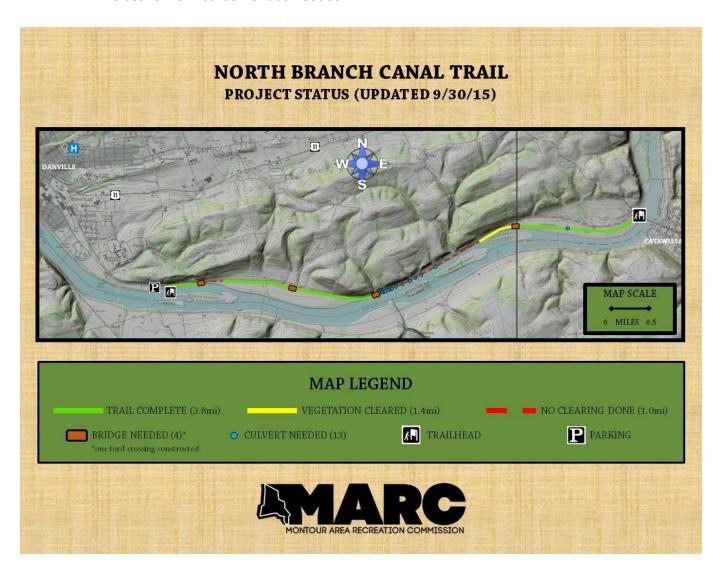
- Hess Recreation Area
 - Skatepark (no change since last meeting)
 - \$100 remains earmarked in our account for the project, specifically earmarked for reconstruction of the central pyramidal feature
 - Concrete cracks need to be sealed before they become worse
 - Ballfields (no change since last meeting)
 - Softball field needs two loads of infield mix (estimated cost \$1,000); Stoudt expects to order in spring 2016, funding permitting
 - Portions of the field turf will be seeded when weather conditions permit
 - Road (no change since last meeting)
 - MARC should consider a chip & tar coating of the road to extend its expected useful life; cost estimates will have to be sought when funding allows
 - Other
 - Construction of the Valley Township sewer line connector to the Danville sewage treatment plant is complete
 - the newly reconstructed Old Reading Line Trail is a uniform 8ft wide gravel surface, significantly better than the former condition
 - All repairs to the wetland blind entrance are complete
 - Additional petty vandalism continues to occur, including the breaking of trailhead kiosk Plexiglas panels and frequent littering around the skatepark and pavilion
- Hopewell Park / Danville Borough Farm
 - Dave Decoteau and trail volunteers have worked in recent weeks to improve existing trails and finish planned connections; work is now complete for 2015, though fixes may be required by Danville Borough or Montour County Conservation District after inspections
 - Trailhead signage has been placed regarding Saturday trail closures during the October –
 December hunting seasons
 - o Planning for trail directional signage is under consideration
 - Stoudt/Beam will do additional park/trail maintenance in coming weeks, including replacement of the tire culvert with a wooden bridge

Montour Preserve

- \$118,064.55 raised to date from 197 donors (includes anticipated \$10,000 from Montour County Tourism Fund and Act 13 funds)
- Lease agreements signed on October 1; MARC assumed control of portions of the Preserve that same day, including publishing the www.MontourPreserve.org website
- Stoudt and Beam working with Talen Energy staff to move materials between buildings and get facilities ready for MARC use
- Site signage has been updated with MARC logos and contact information; additional signage upgrades will be ongoing
- o Trail and garden work days are being scheduled
- Public presentation scheduled for Tuesday, 10/13

PROJECTS/MANAGED SITES (continued)

- North Branch Canal Trail
 - 0.4 mile-long section of trail in Mahoning Township, Montour County opened on October 1;
 50+ in attendance; food donated by Pine Barn Inn; beverages donated by Bason Coffee
 Roasting
 - o 841 volunteer hours donated to the project since December 2013
 - Trail construction is finished for the 2015 season, except that Stoudt will finish additional sign post installation along completed portions of trail
 - Stoudt will work with Brinkash & Associates to put together bid documentation for culvert installation and trail grading work in spring 2016
 - Stoudt continues to work with Brinkash and Associates to finalize trail bridge engineering and permitting with a goal of project bidding and construction in spring 2016
 - Grant funding has been received by Susquehanna Greenway Partnership; MARC may submit invoices for reimbursement as needed



PROJECTS/MANAGED SITES (continued)

North Branch Canal Trail (continued)







RIVER TOWNS RACE SERIES

- Planning underway for November 7 DACC 5k/Community Walk
- Planning also underway for 2016 series schedule

OTHER NOTES

- Stoudt will continue to work with Washingtonville Borough on Community Beautification Initiative meetings and implementation as requested
- All funds have been expended from the \$10,000 Columbia County projects account; Stoudt will meet with Columbia County Commissioners to determine whether they wish to continue the working relationship

UPCOMING EVENTS AND MEETING

•	10/13	Montour Preserve presentation
•	10/15	Montour Preserve work day
•	10/17	Montour Preserve work day
•	10/17	Montour Preserve – fall foliage walk (Jon Beam)

• 10/19 Water Trail meeting

11/4 – 11/14 Stoudt off
 11/7 DACC 5k

• 11/9 MARC meeting (?)