



PO Box 456 Danville, PA 17821 | (570) 271-1055 | MontrRec@ptd.net

## February 10<sup>th</sup>, 2014 Regular Meeting Agenda

7:00pm Danville Borough building

### Call to Order

### Officer Reports

- President / Treasurer Reports (Mike Mills)
- Secretary's Report (Tyler Dombroski)

### Partner Reports

- Washingtonville Borough (Frank Dombroski / Tyler Dombroski)
- Danville Borough (Bill Hause)
- Riverside Borough (Mike Maize / Mike Smith)
- Montour County (Commissioner Jerry Ward)

### Public Comment

### Event Manager's Report (Dave Decoteau) (**provided separately**)

### Director's Report (Bob Stoudt) (**pages 6 - 11**)

- Approval of Director's expense report

### Old Business

- Columbia County service agreement (**pages 12 – 13**)
- 2014 mowing contract (**provided separately**)

### New Business

- North Branch Susquehanna River cleanup event
- Possible use of Hess Recreation Area for Danville School District Lacrosse

### Other Items

### Adjournment

*next meeting: March 10, 2014*

MARC 2014 Check Register (Service 1 <sup>st</sup> Account)										
Number or Code	Transaction Date	Date Sent to Accounting	Recorded on Bank Statement	Description of Transaction	Credited / Debited to Subaccount	Grant to Credit or Debit (if Applicable)	CSCF Eligible	Debit (-)	Credit (+)	Account Balance
				2014 beginning balance						19,979.87
4665	1/6/14	2/3/14	1/1 - 1/31/14	PPL (Hess)	utilities - electric			56.82		19,923.05
AP	1/10/14	2/3/14	1/1 - 1/31/14	EFTPS (Q4 fed taxes)	payroll			2,763.70		17,159.35
4666	1/25/14	2/3/14		Zach Lyons (2013 RTBS men's champion prize)	2013/2014 awards ceremony prizes			250.00		16,909.35
4667	1/25/14	2/3/14		Linda Feggs (2013 RTBS women's champion prize)	2013/2014 awards ceremony prizes			250.00		16,659.35
AP	1/27/14	2/3/14	1/1 - 1/31/14	United States Treasury (2013 form 940 taxes)	payroll			42.00		16,617.35
AP	1/27/14	2/3/14	1/1 - 1/31/14	PA Dept. of Revenue (Q4 2013 PA taxes)	payroll			337.25		16,280.10
AP	1/27/14	2/3/14		Danville Area Earned Income office (Q4 2013 local taxes)	payroll			181.27		16,098.83
AP	1/27/14	2/3/14	1/1 - 1/31/14	PA DC Fund (Q4 taxes)	payroll			7.69		16,091.14
4668	1/27/14	2/3/14	1/1 - 1/31/14	Robert Stoudf (1/13 expense report reimbursement for North Branch Canal Trail subdivision plan set printing and PowWeb website hosting)	\$1,149.25 North Branch Canal Trail River Towns Race Series advertising grant	\$12.49 from Commissioners' Tourism Fund grant		1,161.74		14,929.40
4669	1/27/14	2/3/14	1/1 - 1/31/14	Robert Stoudf (payroll 12/28/13 - 1/10/14)	payroll			815.34		14,114.06
4670	1/27/14	2/3/14		Ted Heaps Container Service	PPL East Branch Rec Area maintenance			25.00		14,089.06
credit	1/27/14	2/3/14	not applicable	re deposit of check 4652 (returned accidentally destroyed - check reissued as #4671)	Hess Field security deposit				250.00	14,339.06
4671	1/27/14	2/3/14		Dave Schultz (Ceasing Flag Football security deposit refund for Hess)	Hess Field security deposit			250.00		14,089.06
4672	1/27/14	2/3/14		Starr Portables (PPL East Branch Rec Area)	PPL East Branch Rec Area maintenance			400.00		13,689.06
4673	1/27/14	2/3/14		Verizon	utilities - tele phone			45.01		13,644.05
4674	1/27/14	2/3/14		Ozark & Shultz (Q4 2013 / year-end tax reporting)	professional services - accounting			100.00		13,544.05
4675	1/28/14	2/3/14	1/1 - 1/31/14	Robert Stoudf (payroll 1/11 - 1/24)	payroll			1,230.45		12,313.60

<b>MARC Checking Account Reconciliation - Service 1st Account</b>			
<b>Updated 2/3/14</b>			
ending balance from 1/31/14 bank statement		13,879.88	
deposits not yet credited (detailed below)		-	
subtotal		13,879.88	
withdrawals not yet debited (detailed below)		1,566.28	
balance (should agree with checkbook)		12,313.60	
actual checkbook balance		12,313.60	
difference		-	
<b>deposits not yet posted</b>			
		<b>date</b>	<b>amount</b>
<b>TOTAL</b>			<b>-</b>
<b>withdrawals not yet cleared</b>			
		<b>date</b>	<b>amount</b>
4537	Danville American Legion (marathon vouchers)	06/10/13	25.00
4650	Geisinger Health System (Pumpkin Palooza vendor refund)	11/15/13	40.00
4666	Zach Lyons (2013 RTRS men's champion prize)	01/25/14	250.00
4667	Linda Pegg (2013 RTRS women's champion prize)	01/25/14	250.00
4670	Ted Heaps Container Service	01/27/14	25.00
4671	Dave Schultz (Geisinger Flag Football security deposit refund for Hess)	01/27/14	250.00
4672	Starr Portables (PPL East Branch Rec Area)	01/27/14	400.00
4673	Verizon	01/27/14	45.01
4674	Ozark & Shultz (Q4 2013 / year-end tax reporting)	01/27/14	100.00
AP	Danville Area Earned Income Tax Office	01/27/14	181.27
<b>TOTAL</b>			<b>1,566.28</b>



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

Statement Period: 01/01/2014-01/31/2014

Account Number: xxxxxx727

Page 1 of 1

### Summary of Accounts:

	Ending Balance	YTD Dividend
Savings		
01 - REGULAR SAVINGS	5.00	0.00
40 - CHECKING	13,879.88	0.00
<b>Total</b>	<b>13,884.88</b>	<b>0.00</b>

Authorized Signer(s): ROBERT T STOUDT, RICHARD BLOSKY, MICHAEL B MILLS

#### ID 01 REGULAR SAVINGS

Trans	Eff Date	Transaction	Deposit	Withdrawal	Balance
Jan 1		Balance Forward			5.00
Jan 31		Ending Balance			5.00

#### ID 40 CHECKING

Trans	Eff Date	Transaction	Deposit	Withdrawal	Balance
Jan 1		Balance Forward			21,131.51
Jan 6		Draft 004663		44.55	21,086.96
Jan 9		Draft 004664		792.09	20,294.87
Jan 10		Withdrawal ACH IRS TYPE: USATAXPYMT ID: 3387702000 CO: IRS		2,763.70	17,531.17
Jan 13		Draft 004665		56.82	17,474.35
Jan 28		Draft 004669		815.34	16,659.01
Jan 28		Draft 004668		1,161.74	15,497.27
Jan 29		Withdrawal ACH IRS TYPE: USATAXPYMT ID: 3387702000 CO: IRS		42.00	15,455.27
Jan 29		Draft 004675		1,230.45	14,224.82
Jan 31		Withdrawal ACH UNEMP COMP EFT TYPE: PADLIUCCON ID: 1236003133 CO: UNEMP COMP EFT		7.69	14,217.13
Jan 31		Withdrawal ACH COMMWLTHOFPA INT TYPE: PAEMPLOYTX ID: 1236003133 CO: COMMWLTHOFPA INT		337.25	13,879.88
Jan 31		Ending Balance			13,879.88
Total Withdrawals 7,251.63					

#### Drafts for 40 - CHECKING

Date	Draft Number	Amount	Date	Draft Number	Amount	Date	Draft Number	Amount
Jan 6	□ 004663	44.55	Jan 13	□ 004665	56.82	Jan 28	□ 004669	815.34
Jan 9	□ 004664	792.09	Jan 28	□ 004668*	1,161.74	Jan 29	□ 004675*	1,230.45

\* denotes skipped sequence

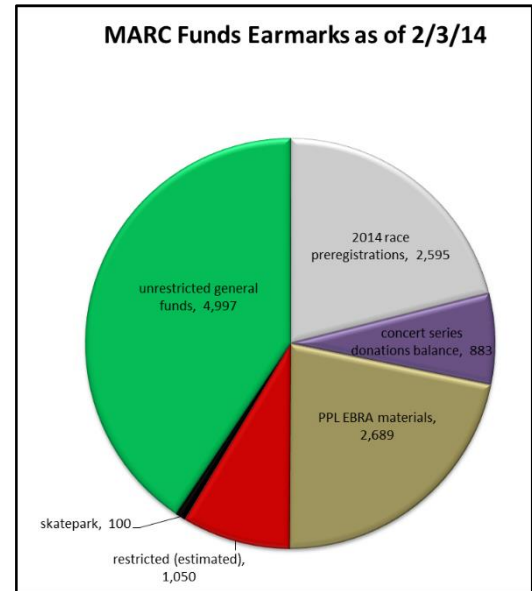
	Total for This Period	Total Year-to-Date
Returned Item Fees	0.00	0.00
Overdraft Fees	0.00	0.00

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<b>EARMARK CATEGORIES</b>	<b>AMOUNT</b>
2014 Commissioners Tourism Fund Grant	
2014 PPL East Branch Rec. Area maintenance	
2014 race preregistrations	2,595
concert series donations balance	883
PPL EBRA materials	2,689
restricted (estimated)	1,050
skatepark	100
unrestricted general funds	4,997
<b>TOTAL RESTRICTED</b>	<b>7,317</b>
<b>ACTUAL CHECKBOOK BALANCE (2/3/14)</b>	<b>12,314</b>
<b>UNRESTRICTED</b>	<b>4,997</b>

<b>Accounts Receivable</b>	
North Branch Canal Trail expense reimbursement	1,149
Greenway signage grant reimbursement	1,957
2014 Commissioners' Tourism Grant (RTRS)	15,000
2014 PPL East Branch Rec. Area lease	10,000
Hess skatepark vandalism reimbursement	233
	28,339

<b>restricted funds:</b>	
accounts payable	-
Hess Field users security deposits	250
payroll taxes (estimated)	800
	1,050

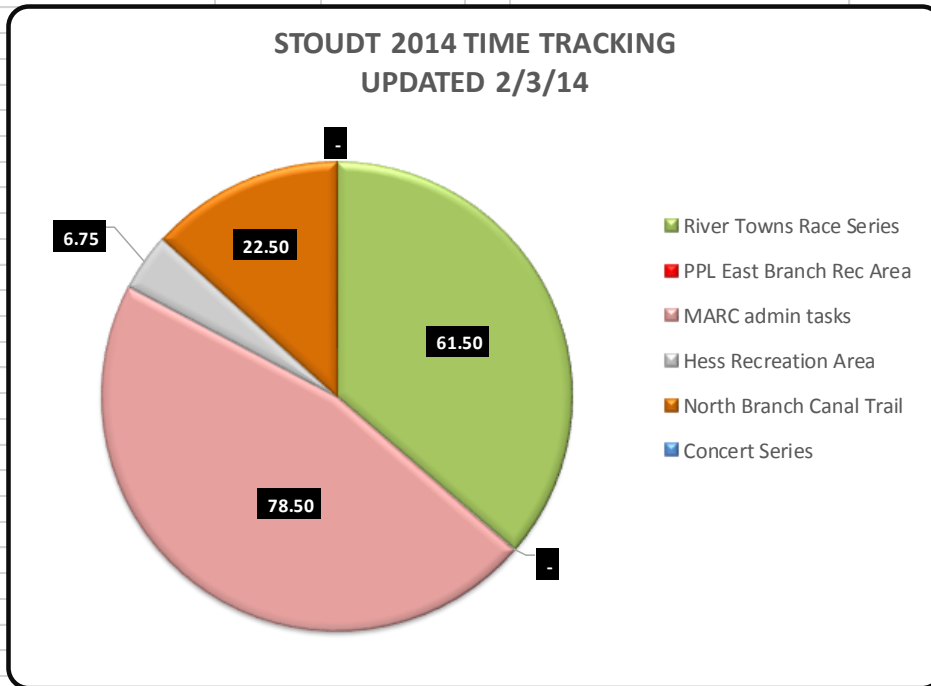




## DIRECTOR'S REPORT (continued)

### Director's Year-To-Date Time Accounting

2014 STOUDT TIME ACCOUNTING updated 2/3/14			2014 STOUDT TIME ACCOUNTING (GROUPED BY CATEGORY) updated 2/3/14		
TASK	HOURS	COST W/ TAXES (\$21.75/hr)	TASK	HOURS	COST W/ TAXES (\$21.75/hr)
Accounting	17.50	\$ 380.63	Columbia County projects	4.75	103.31
Admin / Misc. Other	61.00	\$ 1,326.75	River Towns Race Series	61.50	1,337.63
Capital Campaign	-	\$ -	PPL East Branch Rec Area	-	-
Concert Series	-	\$ -	MARC admin tasks	78.50	1,707.38
Hess Recreation Area	6.75	\$ 146.81	Hess Recreation Area	6.75	146.81
North Branch Canal Trail	21.50	\$ 467.63	North Branch Canal Trail	22.50	489.38
PPL East Branch Rec Area	-	\$ -	Concert Series	-	-
River Road Trailhead Parcel	1.00	\$ 21.75	<b>2013 TOTALS</b>	<b>174.00</b>	<b>3,784.50</b>
Columbia Co. admin/misc.	4.75	\$ 103.31			
Columbia Co. project 1	-	\$ -			
Columbia Co. project 2	-	\$ -			
Columbia Co. project 3	-	\$ -			
Columbia Co. project 4	-	\$ -			
Columbia Co. project 5	-	\$ -			
Columbia Co. project 6	-	\$ -			
RTRS Awards Luncheon	27.00	\$ 587.25			
RTRS Admin / Misc.	17.25	\$ 375.19			
Humdinger	4.00	\$ 87.00			
Marathon	3.00	\$ 65.25			
Robbins Run	0.25	\$ 5.44			
Montour 24 Endurance Runs	9.25	\$ 201.19			
River Towns Cycling Classic	0.50	\$ 10.88			
Chilli Challenge	0.25	\$ 5.44			
<b>2013 TOTAL HOURS</b>	<b>174.00</b>	<b>\$ 3,784.50</b>			



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

### **GRANTS**

- Danville River Town Signage Implementation Project (Susquehanna Greenway mini-grant)
  - \$1,891.58 closeout payment received 2/6/14; grant now closed
- Montour County Commissioners' 2013 Tourism Fund
  - Closeout report submitted to Columbia Montour Visitors Bureau on 1/29/14
  - Audit materials provided to Ozark & Shultz Accounting on 1/30/14; audit is ongoing
- Montour County Commissioners' 2014 Tourism Fund
  - \$15,500 received on 1/6/14 to be used for 2014 River Towns Race Series advertising and promotion (less \$500 for year-end audit)

### **PROJECTS**

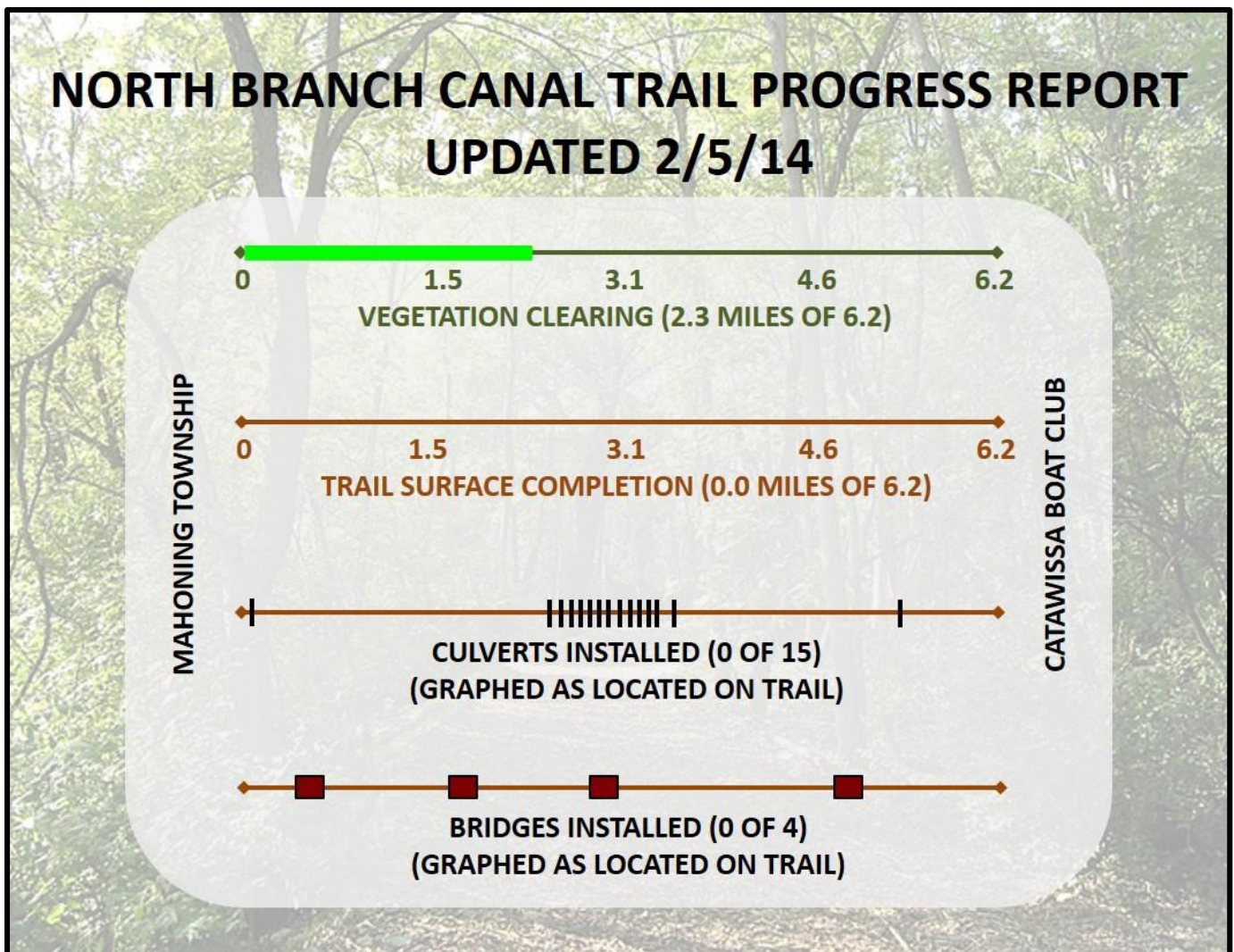
- River Road parcel (North Branch Canal Trail trailhead and river access) (no change since last mtg.)
  - Property is being managed as part of MARC's mowing contract
  - Stoudt will do site enhancements in coming months as schedule permits
  - Some interest has been expressed by local community volunteers and Scout leaders to assist with site upgrades, but no specific projects have been proposed
- PPL East Branch Recreation Area (no change since last mtg.)
  - site remains closed until further notice for PPL repairs and upgrades; expected to reopen summer/fall 2014
  - MARC will continue to provide site maintenance as needed for duration of lease
  - \$2,689.11 remains earmarked in our account for EBRA supplies; a portion of these funds will need to be used to purchase a new, sturdier shed; purchase delayed until 2014
  - \$10,000 maintenance lease payment expected in coming weeks



## DIRECTOR'S REPORT (continued)

### PROJECTS (continued)

- North Branch Canal Trail
  - MARC has begun trail construction, though trail corridor must remain closed to the public until land subdivision and transfer is complete
  - Land subdivision process will be initiated in Mahoning Township, Cooper Township and Montour Township (Columbia County) to transfer land ownership from the SEDA-COG Joint Rail Authority to Montour and Columbia Counties



## DIRECTOR'S REPORT (continued)

### PROJECTS (continued)

- Hess Recreation Area
  - Skatepark (no change since Nov. meeting)
    - 99% of concrete work is now done; final touch-ups ongoing
    - Topsoil, seeding and straw placement has been done by Beagle's Landscaping; repairs will be made as needed in spring 2014
    - \$100 remains earmarked in our account for the project, specifically earmarked for reconstruction of the central pyramidal feature
  - Ballfields
    - Baseball field still needs to be resurfaced; field condition is becoming nearly unusable
  - Road
    - Culverts need to be cleared out
  - Restrooms
    - Restroom have been winterized; heat is now on
      - electric bill has been cut dramatically by keeping heat on very low setting and removing adjustment knobs to prevent facility users from adjusting

### Other Notes

- MARC, the Danville Business Alliance and the Columbia-Montour Visitors Bureau are working with Dr. Heather Feldhaus and the Bloomsburg University Center for Community Research and Consulting to do an economic impact study of the proposed North Branch Canal Trail; report expected January/February
- Stoudt continues to work with DCNR and possibly other partners to host a local meeting regarding Americans with Disabilities Act (ADA) requirements for parks, trails and recreation areas (no progress since last meeting)
- MARC is partnering with the Columbia Montour Visitors Bureau, Columbia County GIS, PPL and other partners to produce a comprehensive Google Earth map of outdoor recreation in Montour and Columbia Counties; first draft expected February

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

### **Upcoming Events & Meetings**

- 2/10 Pumpkin Palooza meeting
- 2/10 Mahoning Twp. Supervisors' meeting
- 2/13 Danville River Town designation meeting
- 2/14 meeting w/ Dan Knorr and others re: Danville levee system
- 2/16 North Branch Canal Trail work day
- 2/19 DCNR grant workshop
- 2/19 Danville Arts Council meeting
- 2/20 2014 mowing contract site visits
- 3/1 Humdinger / Dark-Dinger Trail Runs
- 3/10 MARC meeting

## MEMORANDUM OF UNDERSTANDING

**WHEREAS**, the **COUNTY OF COLUMBIA** (hereinafter "**County**"), and the **MONTOUR AREA RECREATION COMMISSION** (hereinafter "**MARC**"), intend to enter into a partnership to be in the best interests of Columbia and Montour Counties to develop recreation attractions and tourism in the two (2) counties; and

**WHEREAS**, the County recognizes and acknowledges that MARC has the knowledge, expertise and experience needed for tourism development projects in the County; and

**WHEREAS**, 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.

**NOW THEREFORE**, the County and MARC, intending to be legally bound hereby, state the terms of the agreement as follows:

A. 1. Columbia County shall establish a Board that will work directly with the MARC Director to set goals and assess the success of proposed programs. Said Board shall be made up of the following persons to be appointed by the Columbia County Commissioners:

- (1) Two (2) representatives from the hotel industry;
- (2) One (1) sportsman representative;
- (3) One (1) outfitter representative;
- (4) One (1) representative from the Columbia County Covered Bridge's Association; and
- (5) One (1) County Commissioner.

B. The County pledges the sum of Twenty Thousand and 00/100 (\$20,000.00) Dollars to MARC to reimburse MARC for expenses associated with the implementation of this Memorandum of Understanding. The County will pay Ten Thousand and 00/100 (\$10,000.00) Dollars upon the signing of the Memorandum of Understanding. MARC shall provide the County with monthly statements indicating the control and distribution of said funds. The County shall distribute the additional Ten Thousand and 00/100 (\$10,000.00) Dollars within six (6) months of the signing of the Memorandum of Understanding.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals this

\_\_\_\_\_ day of \_\_\_\_\_, 2014.

ATTEST:

**COLUMBIA COUNTY COMMISSIONERS**

\_\_\_\_\_  
Chief Clerk

\_\_\_\_\_  
Chris E. Young, Chairperson

\_\_\_\_\_  
Richard C. Ridgway

\_\_\_\_\_  
David M. Kovach

ATTEST:

**MONTOUR AREA RECREATION COMMISSION**

\_\_\_\_\_  
Secretary

By: \_\_\_\_\_  
Michael B. Mills, President

By: \_\_\_\_\_  
Robert T. Stoudt, Director