



PO Box 456 Danville, PA 17821 | (570) 336-2060 | MontrRec@ptd.net

## **May 12<sup>th</sup>, 2014 Regular Meeting Agenda**

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

### **Call to Order**

### **Officer Reports**

- President / Treasurer Reports (Mike Mills; **reports provided separately**)
- 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 7 - 14**)**

- Approval of Director's expense report

### **Old Business**

- North Branch Canal Trail land subdivision
- North Branch Canal Trail adjacent landowner legal dispute
- MARC strategic plan/capital campaign

### **New Business**

- 2015 River Towns Marathon/Half-Marathon planning
- Use of Central Susquehanna Community Foundation funds
- Bucknell University Engineering Dept. design for North Branch Canal Trail bridge
- Merck Neighbors of Choice Grant application

### **Other Items**

### **Adjournment**

*next meeting: June 9, 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
withdrawal	3/25/14	4/8/14	3/1 - 3/31/14	Deluxe Checks (checking account checks)	misc. other expense			21.50		53,968.71
4709	4/14/14	5/7/14	4/1 - 4/30/14	Earthscapes (event management)	\$2,982 marathon (event management); \$500 marathon (advertising web/email); \$244 Robbins Run (event management); \$140 Robbins Run (advertising web/email); \$500 River Towns Cycling Classic (event management); \$250 River Towns Cycling Classic (advertising web/email)			4,616.00		49,352.71
4710	4/16/14	5/7/14	4/1 - 4/30/14	Robert Stoudt (payroll 3/23 - 4/5)	payroll			1,121.10		48,231.61
4711	4/16/14	5/7/14	4/1 - 4/30/14	Robert Stoudt (4/14 expense reimbursement)	\$486.03 North Branch Canal Trail; \$105.42 Hess Field maintenance; \$199.54 marathon (advertising web/email)			790.99		47,440.62
automatic deposit	4/3/14	5/7/14	4/1 - 4/30/14	UltraSignup automatic deposit of Montour 24 Endurance Run registrations	Montour 24 registrations				1,225.00	48,665.62
automatic deposit	4/17/14	5/7/14	4/1 - 4/30/14	UltraSignup automatic deposit of Montour 24 Endurance Run registrations	Montour 24 registrations				180.00	48,845.62
automatic payment	4/30/14	5/7/14	4/1 - 4/30/14	PA Dept. of Revenue (Q1 2014 PA taxes)	payroll			296.56		48,549.06
automatic payment	4/30/14	5/7/14	4/1 - 4/30/14	United States Treasury (2014 form 940 taxes)	payroll			42.00		48,507.06
automatic payment	4/30/14	5/7/14	4/1 - 4/30/14	PA UC Fund (Q1 taxes)	payroll			307.02		48,200.04
automatic payment	4/30/14	5/7/14	4/1 - 4/30/14	EFTPS (Q1 fed taxes)	payroll			2,426.98		45,773.06

MARC Checking Account Reconciliation - Service 1st Account			
Updated 5/7/14			
ending balance from 4/30/14 bank statement		45,938.62	
deposits not yet credited (detailed below)		-	
subtotal		45,938.62	
withdrawals not yet debited (detailed below)		165.56	
balance (should agree with checkbook)		45,773.06	
actual checkbook balance		45,773.06	
difference		-	
deposits not yet posted		date	amount
TOTAL			-
withdrawals not yet cleared		date	amount
4537	Danville American Legion (marathon vouchers)	06/10/13	25.00
4650	Geisinger Health System (Pumpkin Palooza vendor refund)	11/15/13	40.00
4688	Henry McElroy (2013 RTRS prize winner)	02/27/14	25.00
4705	Dave Decoteau (marathon expense reimbursement)	03/24/14	75.56
TOTAL			165.56

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

**Stop by our new office  
opening May 12 at  
52 East Chestnut Street  
Mifflinburg, PA!**



Statement Period: 04/01/2014-04/30/2014

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### Summary of Accounts:

	Ending Balance	YTD Dividend	Account Number: 584727
Savings			
01 - REGULAR SAVINGS	5.00	0.00	
40 - CHECKING	45,938.62	0.00	
<b>Total</b>	<b>45,943.62</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
Apr 1		Balance Forward			5.00
Apr 30		Ending Balance			5.00

#### ID 40 CHECKING

Trans	Eff Date	Transaction	Deposit	Withdrawal	Balance
Apr 1		Balance Forward			50,789.93
Apr 1		Deposit by Check	3,980.00		54,769.93
Apr 3		Deposit ACH Ultra Signup TYPE: ONLINE REG ID: 1943365114 CO: Ultra Signup	1,225.00		55,994.93
Apr 14		Draft 004707		-44.99	55,949.94
Apr 14		Draft 004706		-65.67	55,884.27
Apr 15		Certified Draft 004709 for \$4,616.00			
Apr 16		Draft 004709		-4,616.00	51,268.27
Apr 17		Deposit ACH Ultra Signup TYPE: ONLINE REG ID: 1943365114 CO: Ultra Signup	180.00		51,448.27
Apr 17	Apr 18	Draft 004700		-500.00	50,948.27
Apr 17	Apr 18	Draft 004711		-790.99	50,157.28
Apr 17	Apr 18	Draft 004710		-1,121.10	49,036.18
Apr 18		Draft 004708		-25.00	49,011.18
Apr 30		Withdrawal ACH IRS TYPE: USATAXPYMT ID: 3387702000 CO: IRS		-42.00	48,969.18
Apr 30		Withdrawal ACH COMMWLTHOFPA INT TYPE: PAEMPLOYTX ID: 1236003133 CO: COMMWLTHOFPA INT		-296.56	48,672.62
Apr 30		Withdrawal ACH UNEMP COMP EFT TYPE: PADLIUCCON ID: 1236003133 CO: UNEMP COMP EFT		-307.02	48,365.60
Apr 30		Withdrawal ACH IRS TYPE: USATAXPYMT ID: 3387702000 CO: IRS		-2,426.98	45,938.62
Apr 30		Ending Balance			45,938.62
		Total Deposits 5,385.00			
		Total Withdrawals 10,236.31			

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**Account Number:** 584727 **Statement Period:** 04/01/2014-04/30/2014

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**Drafts for 40 - CHECKING**

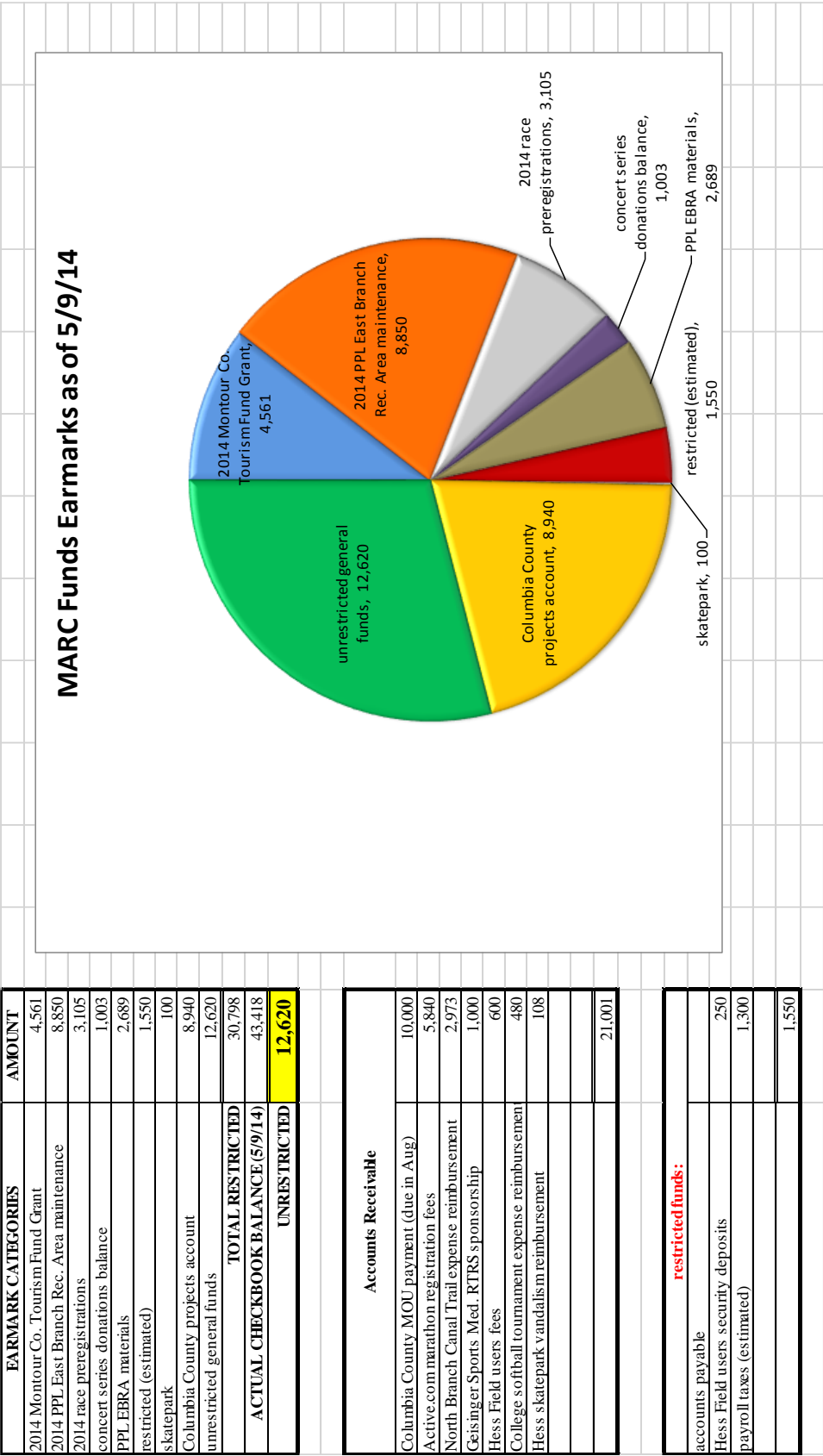
Date	Draft Number	Amount	Date	Draft Number	Amount	Date	Draft Number	Amount
Apr 18	<input type="checkbox"/> 004700	500.00	Apr 18	<input type="checkbox"/> 004708	25.00	Apr 18	<input type="checkbox"/> 004710	1,121.10
Apr 14	<input type="checkbox"/> 004708*	65.67	Apr 16	<input type="checkbox"/> 004709	4,616.00	Apr 18	<input type="checkbox"/> 004711	790.99
Apr 14	<input type="checkbox"/> 004707	44.99						

\* 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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MARC FUND EARMARKS



# DIRECTOR'S REPORT

## Director's April Time Tracking

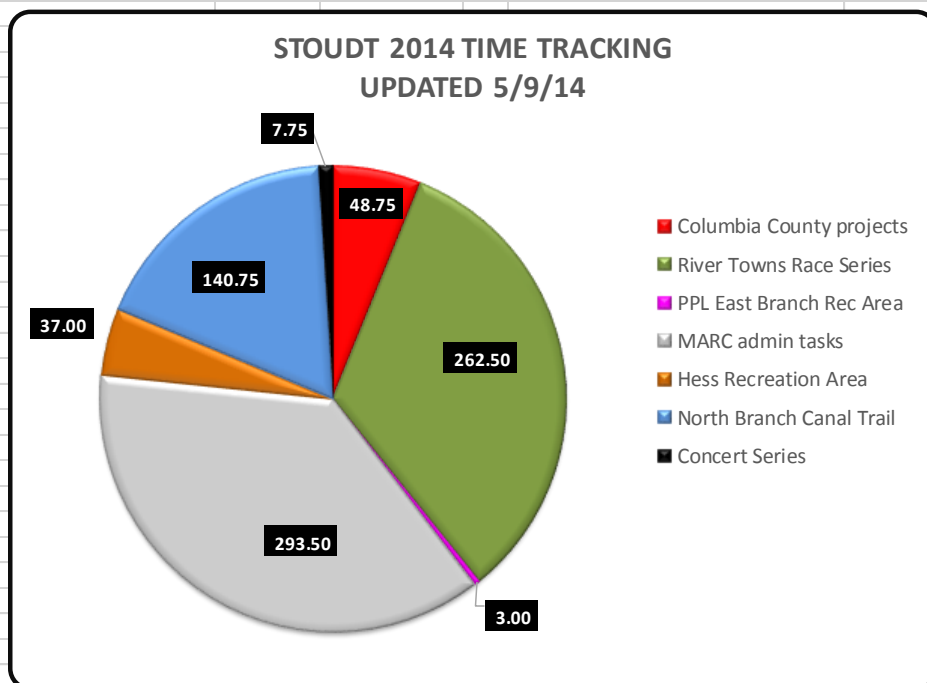
Project	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	Project Monthly Total Hours
<b>April 2014</b>	0.50										0.75					0.50														0.50	<b>5.00</b>
Accounting								0.50	2.25							0.50															
Admin / Misc. Other	2.75	2.00	2.50	0.75		0.75	1.50	3.50	2.00	0.75	3.75	0.25	1.75	3.50	2.50	4.00	3.00	0.75	0.25		1.00	0.75	2.75	2.25	6.50	7.50	6.50	1.50	0.50	0.50	<b>66.00</b>
Capital Campaign																															
Concert Series				0.25													0.25					0.25								0.25	<b>1.00</b>
Hess Recreation Area	0.25	0.25	0.25	1.75	8.50		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	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	<b>17.25</b>
North Branch Canal Trail	0.75	0.50	0.50	0.50			3.00	0.50	1.00	6.50	1.75	0.25	0.25		1.75	1.75	2.00				2.50	##	1.75	0.50	0.50				1.25	0.50	<b>38.25</b>
PPL East Branch Rec Area																						0.50									<b>0.50</b>
River Road Trailhead Parcel																															
Columbia County																															
Columbia Co. admin/misc.									0.50	2.00	2.00	2.50	2.50	2.50	2.50	0.75	0.75			0.25									3.00		<b>9.00</b>
Columbia Co. N.B. Canal Trail								0.25	1.25											1.50											<b>3.00</b>
Columbia Co. outdoor rec mapping											0.50																				<b>0.50</b>
Columbia Co. project 3																															
Columbia Co. project 4																															
Columbia Co. project 5																															
Columbia Co. project 6																															
RTRS Awards Luncheon																															
RTRS Admin / Misc.																0.75	0.25			0.50					1.00						<b>2.50</b>
Humdinger																															
Marathon	0.75	0.25	3.00	2.50			0.75	0.50	0.50	0.75	0.25	0.25	1.75	3.00	0.75	0.50	0.25	0.25	0.25	3.00	0.50	1.00	0.75	1.00	0.25	0.50	4.25	3.00	1.75		<b>32.00</b>
Robbins Run	0.25																				0.75										<b>1.00</b>
Montour 24 Endurance Runs																															
River Towns Cycling Classic																															
Chilli Challenge	0.25																														<b>0.25</b>
<b>DAILY TOTALS</b>	5.50	3.00	6.50	5.50	8.50	0.75	6.00	7.00	4.50	9.50	9.25	0.50	2.50	8.00	7.50	8.00	7.00	1.25	0.75	0.25	9.75	##	6.00	3.75	9.25	8.00	7.50	6.00	8.00	3.75	<b>176.25</b>
BIWEEKLY PAYROLL TOTAL											72.50										74.75										
PAYROLL PERIOD											8										9 (part)										
											7 (part)																				

## DIRECTOR'S REPORT (continued)

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

2014 STOUTD TIME ACCOUNTING updated 5/9/14		
TASK	HOURS	COST W/ TAXES (\$21.75/hr)
Accounting	48.00	\$ 1,044.00
Admin / Misc. Other	245.50	\$ 5,339.63
Capital Campaign	-	\$ -
Concert Series	7.75	\$ 168.56
Hess Recreation Area	37.00	\$ 804.75
North Branch Canal Trail	137.25	\$ 2,985.19
PPL East Branch Rec Area	3.00	\$ 65.25
River Road Trailhead Parcel	3.50	\$ 76.13
Columbia Co. admin/misc.	36.25	\$ 788.44
Columbia Co. N.B. Canal Trail	12.00	\$ 261.00
Columbia Co. outdoor rec mapping	0.50	\$ 10.88
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.	26.50	\$ 576.38
Humdinger	81.50	\$ 1,772.63
Marathon	110.00	\$ 2,392.50
Robbins Run	4.00	\$ 87.00
Montour 24 Endurance Runs	12.50	\$ 271.88
River Towns Cycling Classic	0.50	\$ 10.88
Chilli Challenge	0.50	\$ 10.88
<b>2014 TOTAL HOURS</b>	<b>793.25</b>	<b>\$ 17,253.19</b>

2014 STOUTD TIME ACCOUNTING (GROUPED BY CATEGORY) updated 5/9/14		
TASK	HOURS	COST W/ TAXES (\$21.75/hr)
Columbia County projects	48.75	1,060.31
River Towns Race Series	262.50	5,709.38
PPL East Branch Rec Area	3.00	65.25
MARC admin tasks	293.50	6,383.63
Hess Recreation Area	37.00	804.75
North Branch Canal Trail	140.75	3,061.31
Concert Series	7.75	168.56
<b>2014 TOTALS</b>	<b>793.25</b>	<b>17,253.19</b>





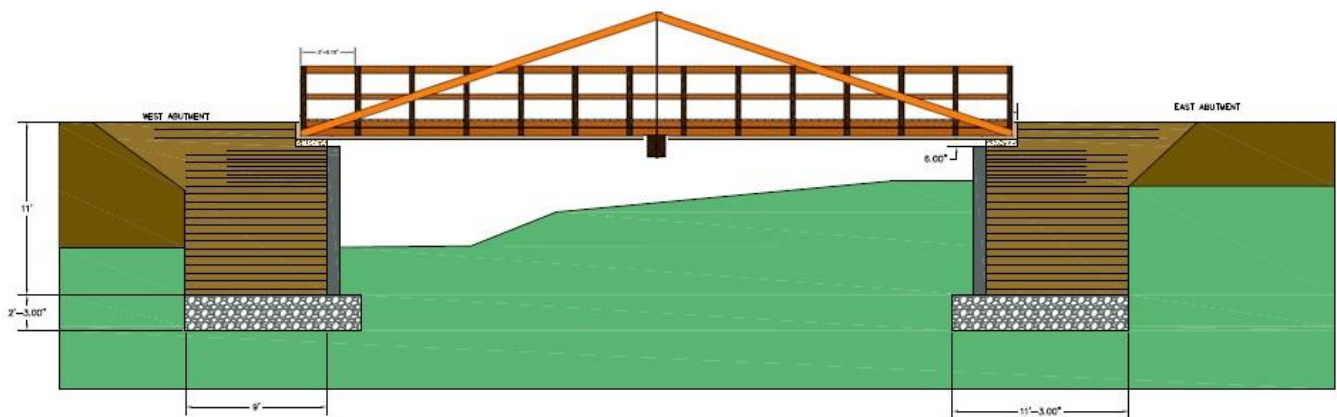
## DIRECTOR'S REPORT (continued)

### GRANTS

- Montour County Commissioners' 2014 Tourism Fund grant
  - \$15,500 received on 1/6/14 to be used for 2014 River Towns Race Series advertising and promotion
  - \$10,939 spent YTD (see page 7 of this agenda packet for details)

### PROJECTS

- North Branch Canal Trail
  - Bucknell University's Engineering Department students have completed their design of the trail bridge needed at trail mile 2.6 (Cooper Twp, Montour Co)
    - Estimated cost to build (if done in-house) is \$33,200
    - Full design report available by request

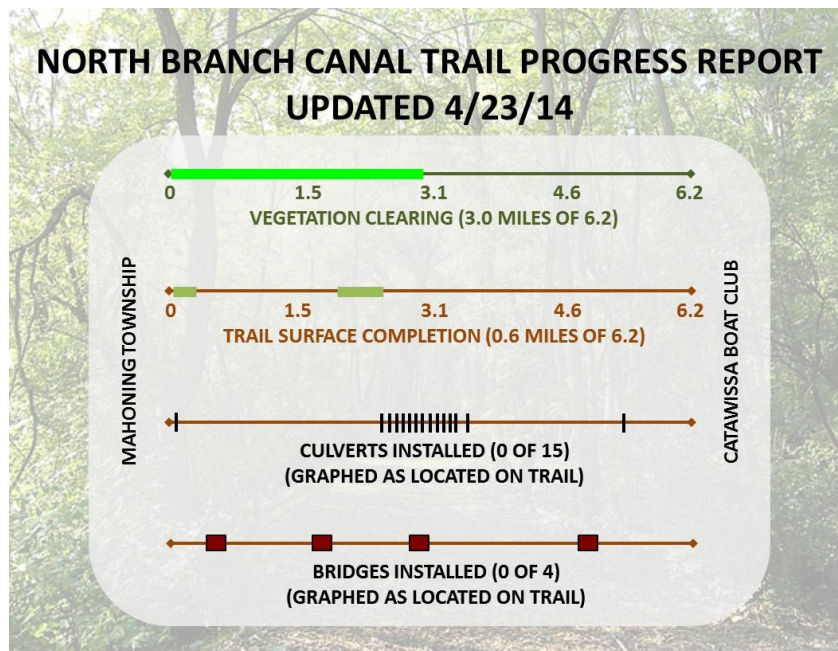


- The owner of the 'Bear Hunters' Campground' near the Montour Co./Columbia Co. line continues to contest the ownership of the towpath corridor adjacent to her property
  - MARC staff/volunteers will not enter the contested lands until the matter has been resolved
  - Approximately 0.75 miles of the trail corridor is affected by this dispute as shown below
  - Landowner has contacted PA State Police and attorneys to prevent MARC entry
- 3.0 miles of the 6.2 mile trail corridor has been cleared of vegetation and 0.6 miles have been surfaced and seeded to grass, though trail corridor must remain closed to the public until land subdivision and transfer is complete

## DIRECTOR'S REPORT (continued)

### PROJECTS (continued)

- North Branch Canal Trail (continued)



- Stoudt presented the revised land subdivision plan to the Mahoning Township Planning Commission on May 5; plan has been approved by the Planning Commission and now goes to the Mahoning Township Supervisors for consideration on May 19
- Land subdivision process has not yet been initiated in Cooper Township or Montour Township (Columbia County)

NORTH BRANCH CANAL TRAIL DONATED VOLUNTEER HOURS			
DATE	MARC STAFF HOURS	# VOLUNTEERS	TOTAL VOLUNTEER HOURS
12/21/13	6.00	1	4.0
1/12/14	4.00	14	48.0
1/26/14	4.50	11	35.0
2/1/14	4.75	12	42.0
3/8/14	5.00	8	33.0
3/15/14	5.50	4	15.0
3/22/14	4.50	4	13.0
3/29/14	5.50	6	17.0
4/10/14	5.00	4	14.0
4/22/14	10.25	19	47.5
	55.00		268.5

## **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
    - \$100 remains earmarked in our account for the project, specifically earmarked for reconstruction of the central pyramidal feature
  - Ballfields
    - Baseball field is nearly unusable; Stoudt recommends converting to lacrosse/multi-purpose use (no change since last meeting)
      - Portions of outfield fencing repeatedly damaged by flooding should be removed
  - Road
    - Culverts cleared out during April 5 park cleanup event
    - Must be done several times each year
    - Small potholes are again developing in several locations; Stoudt will request Danville Borough assistance in patching when Public Works crew schedule allows
- 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
  - 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
  - \$10,000 maintenance lease payment received and deposited on 5/8

## DIRECTOR'S REPORT (continued)

### RIVER TOWNS RACE SERIES

- Geisinger Orthopaedics and Sports Medicine cash sponsorship has decreased to \$1,000 (from \$2,500; down from \$4,000) for 2014; funds expected within 30 days

	INCOME/EXPENSE	2013/2014 Awards Ceremony	Humdinger	Marathon	Robbins Run	Montour 24 Endurance Runs	River Towns Cycling Classic	Chilli Challenge	River Towns Race Series (general)	TOTALS
INCOME	Racer Registration Fees	10.00	14,690.00	31,130.00	850.00	2,210.00		45.00		48,935.00
	Equipment Use Fees		-							-
	Sponsorships (other)		-							-
	Sponsorships (Martin Rogers)		208.34	208.34	208.33	208.33	208.33	208.33		1,250.00
	Sponsorships (Metso)		-							-
	Sponsorships (GSM)									-
	Commissioners' Grant		2,764.67	6,500.00	500.00	1,000.00	2,500.00	1,335.33	900.00	15,500.00
EXPENSES (GRANT ELIGIBLE)	T-shirts/Promotional		(1,951.58)	(6,192.76)						(8,144.34)
	Advertising (print/other)		(16.80)	(131.56)		(127.99)			(492.17)	(768.52)
	Advertising (web/email)		(796.29)	(1,452.42)	(280.00)	(58.32)	(616.11)		(99.98)	(3,303.12)
EXPENSES	Event Management		(5,148.00)	(8,748.00)	(803.00)		(1,000.00)			(15,699.00)
	Event Timing		(900.00)	(1,050.00)						(1,950.00)
	Director's Salary	(587.25)	(1,772.63)	(2,392.50)	(87.00)	(271.88)	(10.88)	(10.88)	(576.38)	(5,709.38)
	Awards/Prizes	(612.85)	(2,110.75)	(2,347.89)						(5,071.49)
	Facility Rental Fees		-				(20.00)			(20.00)
	EMS / Fire Police Coverage		-							-
	Food/Drink	(160.55)	(1,762.25)	(2,299.54)	(100.00)					(4,322.34)
	Insurance		-	(500.00)			(724.50)	(433.00)		(1,657.50)
	Misc. Supplies & Fees	(27.70)	(602.97)	(1,522.60)	(41.60)		(80.00)		(114.87)	(2,389.74)
	Porta-Potties		(350.00)	(1,392.00)						(1,742.00)
	Refunds		-	(95.00)						(95.00)
	Tent Rental		-	(1,039.44)						(1,039.44)
	Traffic Control (Flagger Force)		-							-
	NET PROFIT/LOSS	(1,378.35)	2,251.75	8,674.63	246.73	2,960.15	256.85	1,144.79	(383.40)	13,773.14

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

**RIVER TOWNS RACE SERIES (continued)**

## 2014 MARATHON PRELIMINARY ACCOUNTING (rev. 5/9/14)

(Cells highlighted yellow are estimated; others are final)

	INCOME/EXPENSE	AMOUNT
INCOME	Racer Registration Fees	37,110.00
	Sponsorships (Martin Rogers)	208.34
	Sponsorships (CSM)	166.67
	Commissioners' Grant	6,500.00
EXPENSES (GRANT ELIGIBLE)	T-shirts/Promotional	(6,192.76)
	Advertising (print/other)	(131.56)
	Advertising (web/email)	(1,452.42)
EXPENSES	Event Management	(8,748.00)
	Event Timing	(1,050.00)
	Director's Salary	(2,500.00)
	Awards/Prizes	(2,347.89)
	Facility Rental Fees	-
	EMS / Fire Police Coverage	(375.00)
	Food/Drink	(2,299.54)
	Insurance	(500.00)
	Misc. Supplies & Fees	(2,100.00)
	Porta-Potties	(1,392.00)
	Refunds	(95.00)
	Tent Rental	(1,039.44)
	Traffic Control (Flagger Force)	(2,600.00)
	NET PROFIT/LOSS	11,161.40

REGISTRATION SUMMARY		
	Registrations	Attendees
Marathon	123	107
Half	485	414
<b>TOTAL</b>	<b>608</b>	<b>521</b>

REGISTRATION NOTES			
REGISTRATION TYPE	QUANTITY	TOTAL \$	AVG. \$
Geisinger Sports Med. comps	1	0	0
2013 RTRS winners comps	2	0	0
comp - other	1	0	0
Active.com registrations	490	\$30,710.00	\$62.67
Mail-in registrations	96	\$4,990.00	\$51.98
Day-of-race registrations	18	\$1,410.00	\$78.33
<b>Totals</b>	<b>608</b>	<b>\$37,110.00</b>	<b>\$61.04</b>

### 2014 FEE STRUCTURE

	DATE RANGE	MARATHON	HALF
	before 2/1/14	\$ 70.00	\$ 50.00
	2/1/14 - 5/1/14	\$ 85.00	\$ 65.00
	race day	\$ 90.00	\$ 70.00

### MISC. NOTES

334 race vouchers redeemed as of 5/9/14

### 2014 Marathon/Half-Marathon Costs per Fully-Loaded Racer

Category	Cost (\$)
insurance	0.82
tent/table rental	1.71
timing	1.73
porta-potties	2.29
advertising	2.61
misc. supplies	3.45
food/drink	3.78
Awards/prizes	3.86
Director's salary	4.11
traffic control/fire police	4.89
t-shirts	10.19
event management	14.39

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

### **OTHER NOTES**

- Planning continues for the 2014 River Towns Kids' Marathon, potentially co-sponsored by Geisinger/Kohls
- Planning continues for a May 17 Berwick area river cleanup event
- Stoudt continues working with the Columbia County Recreation and Events Committee (CCREC); 48.75hrs YTD
- 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 in May
- 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 May

### **UPCOMING EVENTS AND MEETINGS**

- 5/12 meeting with Geisinger Orthopaedics and Sports Medicine re: marathon
- 5/14 WVIA video shoot w/ Susquehanna Greenway Partnership re: North Branch Canal Trail
- 5/17 Berwick area river cleanup
- 5/19 meeting w/ Geisinger Children's Miracle Network re: bike event
- 5/19 Mahoning Township Supervisors' meeting
- 6/7 Robbins Run 5k/10k
- 6/9 MARC meeting