



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

December 14, 2015 Regular Meeting Agenda

7:00pm - **Montour Preserve Environmental Education Center (700 Preserve Rd, Danville, PA 17821)**

Call to Order

Officer Reports

- President / Treasurer Reports (Mike Mills)
 - Farewell to Commissioner Jerry Ward and Jamie Hosterman
 - Approval of accounts payable
- Secretary's Report (Tyler Dombroski)

Partner Reports

- Washingtonville Borough (Frank Dombroski / Tyler Dombroski)
- Danville Borough (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) (page 7)

Director's Report (Bob Stoudt) (pages 8 – 13)

- Approval of Director's expense report

Old Business

- 2016 accounting format
- North Branch Canal Trail bridge engineering

New Business

- Montour Preserve snow removal
- 2016 River Towns Race Series final approval

Other Items

- WNEP Power to Save feature re: Montour Preserve

Adjournment

next meeting: January 11, 2016

MARC 2015 Checking Register (Service 1st 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)	Debit (-)	Credit (+)	Account Balance
5058	11/17/15	12/7/15	11/1 - 11/30/15	Jon Beam (payroll 11/1 - 11/14)	payroll - Beam		709.62		20,320.60
5059	11/17/15	12/7/15	11/1 - 11/30/15	Robert Stoudt (payroll 11/1 - 11/14)	payroll - Stoudt		467.34		19,853.26
5060	11/17/15	12/7/15	11/1 - 11/30/15	Robert Stoudt (11/16 expense report reimbursement)	\$327.81 misc. expenses; \$465.36 Montour Preserve misc. expenses; \$569.00 North Branch Canal Trail; \$50.00 River Towns Race Series advertising; \$46.08 DACC 5k advertising		1,458.25		18,395.01
5061	11/17/15	12/7/15	11/1 - 11/30/15	Big Pop's Mowing	\$665 Hess maintenance; \$360 PPL East Branch Rec. Area maintenance; \$165 River Drive parcel maintenance; \$117 Hopewell Park maintenance; \$39 Columbia County projects - North Branch Canal Trail; \$685 Montour Preserve maintenance		2,031.00		16,364.01
5062	11/17/15	12/7/15	11/1 - 11/30/15	Bill Renno (Hess fee refund)	Hess Field users fee (refund)		25.00		16,339.01
5063	11/17/15	12/7/15	11/1 - 11/30/15	MePush, Inc. (Montour Preserve install labor and materials)	Montour Preserve misc. expenses		1,506.26		14,832.75
5064	11/27/15	12/7/15		MePush, Inc. (website hosting)	\$33 River Towns Race Series advertising; \$33 Montour Preserve; \$33 misc. expenses		99.00		14,733.75
5065	11/27/15	12/7/15		PPL (Hess electric)	Hess maintenance		41.30		14,692.45
deposit	11/27/15	12/7/15	11/1 - 11/30/15	deposit	\$1,720 donations (in memory of Bill Hause); \$100 Montour Preserve pavilion reservation; \$50 Montour Preserve refundable security deposit; \$1,000 Montour Preserve donation (Anthony Twp); \$945 Humdinger 2016 registrations; \$790 Half Marathon 2016 registrations			4,605.00	19,297.45
automatic payment	12/15/15	12/7/15		US Treasury (monthly taxes)	payroll taxes		1,107.58		18,189.87

MARC Checking Account Reconciliation - Service 1st Account			
Updated 12/7/15			
ending balance from 11/30/15 bank statement		19,737.75	
deposits not yet credited (detailed below)		-	
subtotal		19,737.75	
withdrawals not yet debited (detailed below)		1,547.88	
balance (should agree with checkbook)		18,189.87	
actual checkbook balance		18,189.87	
difference		-	
deposits not yet posted		date	amount
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
5064	MePush, Inc. (website hosting)	11/27/15	99.00
5065	PPL (Hess electric)	11/27/15	41.30
auto pay	US Treasury (monthly taxes)	12/15/15	1,107.58
TOTAL			1,547.88



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Statement Period: 11/01/2015-11/30/2015

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Summary of Accounts:

	Ending	YTD	
	Balance	Dividend	Account Number: 584727
Savings			
01 - REGULAR SAVINGS	5.00	0.00	
40 - CHECKING	19,737.75	0.00	
Total	19,742.75	0.00	

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

ID 01 REGULAR SAVINGS

Trans	Eff Date	Transaction	Deposit	Withdrawal	Balance
Nov 1		Balance Forward			5.00
Nov 30		Ending Balance			5.00

ID 40 CHECKING

Trans	Eff Date	Transaction	Deposit	Withdrawal	Balance
Nov 1		Balance Forward			33,791.83
Nov 2		Withdrawal ACH IRS		-9.46	33,782.37
		TYPE: USATAXPYMT ID: 3387702000 CO: IRS			
Nov 2		Withdrawal ACH UNEMP COMP EFT		-105.42	33,676.95
		TYPE: PADLIUCCON ID: 1236003133 CO: UNEMP COMP EFT			
Nov 2		Withdrawal ACH DANVILLE AREA EA		-248.49	33,428.46
		TYPE: TAX PAYMNT ID: 1232266087 CO: DANVILLE AREA EA			
Nov 2		Withdrawal ACH COMMWLTHOFPA INT		-454.11	32,974.35
		TYPE: PAEMPLOYTX ID: 1236003133 CO: COMMWLTHOFPA INT			
Nov 2		Draft 005038		-751.83	32,222.52
Nov 4		Certified Draft 005042 for \$450.00			
Nov 4		Draft 005052		-1,195.67	31,026.85
Nov 5		Draft 005035		-16.00	31,010.85
Nov 5		Draft 005042		-450.00	30,560.85
Nov 5		Draft 005041		-2,440.91	28,119.94
Nov 6		Draft 005051		-466.08	27,653.86
Nov 9		Draft 005057		-13.56	27,640.30
Nov 9		Draft 005040		-25.00	27,615.30
Nov 9		Draft 005043		-39.49	27,575.81
Nov 9		Draft 005048		-40.00	27,535.81
Nov 9		Draft 005056		-80.04	27,455.77
Nov 9		Draft 005055		-94.16	27,361.61
Nov 9		Draft 005053		-110.37	27,251.24
Nov 9		Draft 005047		-124.20	27,127.04
Nov 9		Draft 005054		-182.30	26,944.74
Nov 9		Draft 005049		-250.00	26,694.74
Nov 10		Draft 005045		-119.46	26,575.28
Nov 13		Draft 005044		-1,149.00	25,426.28
Nov 13		Draft 005039		-2,635.00	22,791.28

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Account Number: 584727 Statement Period: 11/01/2015-11/30/2015

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ID 40 CHECKING - Continued

Trans	Eff Date	Transaction	Deposit	Withdrawal	Balance
Nov 16		Withdrawal ACH IRS		-1,337.06	21,454.22
		TYPE: USATAXPYMT ID: 3387702000 CO: IRS			
Nov 18		Draft 005046		-99.00	21,355.22
Nov 18		Draft 005059		-467.34	20,887.88
Nov 18		Draft 005060		-1,458.25	19,429.63
Nov 20		Draft 005058		-709.62	18,720.01
Nov 24		Draft 005050		-25.00	18,695.01
Nov 24		Draft 005062		-25.00	18,670.01
Nov 24		Draft 005061		-2,031.00	16,639.01
Nov 27		Deposit by Check	4,605.00		21,244.01
Nov 30		Draft 005063		-1,506.26	19,737.75
Nov 30		Ending Balance			19,737.75
		Total Deposits 4,605.00			
		Total Withdrawals 18,659.08			

Drafts for 40 - CHECKING

Date	Draft Number	Amount	Date	Draft Number	Amount	Date	Draft Number	Amount
Nov 5	□ 005035	16.00	Nov 18	□ 005046	99.00	Nov 9	□ 005055	94.16
Nov 2	□ 005036	751.83	Nov 9	□ 005047	124.20	Nov 9	□ 005056	80.04
Nov 13	□ 005038*	2,635.00	Nov 9	□ 005048	40.00	Nov 9	□ 005057	13.56
Nov 9	□ 005040	25.00	Nov 9	□ 005049	250.00	Nov 20	□ 005058	709.62
Nov 5	□ 005041	2,440.91	Nov 24	□ 005050	25.00	Nov 18	□ 005059	467.34
Nov 5	□ 005042	450.00	Nov 6	□ 005051	466.08	Nov 18	□ 005060	1,458.25
Nov 9	□ 005043	39.49	Nov 4	□ 005052	1,195.67	Nov 24	□ 005061	2,031.00
Nov 13	□ 005044	1,149.00	Nov 9	□ 005053	110.37	Nov 24	□ 005062	25.00
Nov 10	□ 005045	119.46	Nov 9	□ 005054	182.30	Nov 30	□ 005063	1,506.26

* denotes skipped sequence

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

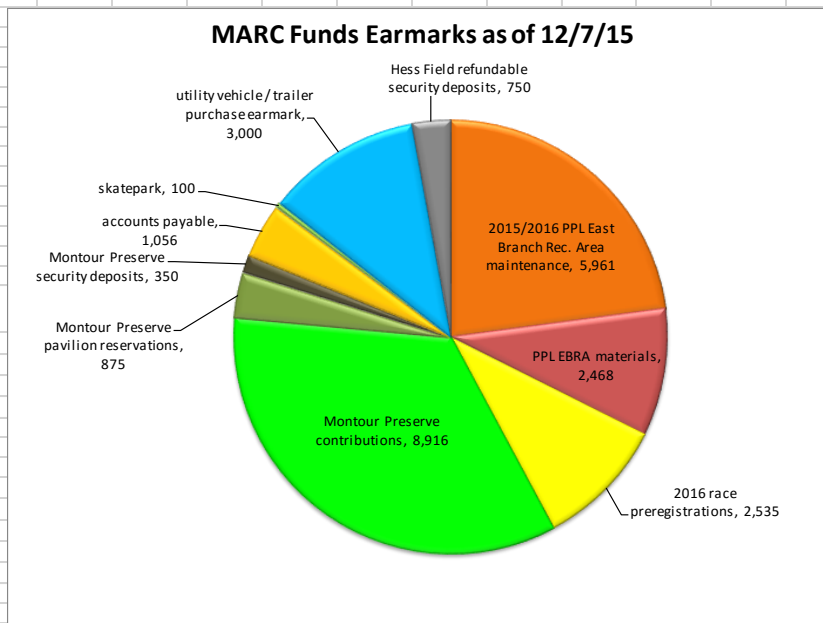
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MARC FUND EARMARKS

EARMARK CATEGORIES	AMOUNT
2015 Commissioners' Tourism Fund grant (RTRS)	
2015/2016 PPL East Branch Rec. Area maintenance	5,961
PPL EBRA materials	2,468
2016 race preregistrations	2,535
Montour Preserve contributions	8,916
Montour Preserve pavilion reservations	875
Montour Preserve security deposits	350
accounts payable	1,056
skatepark	100
Columbia County projects account	
utility vehicle / trailer purchase earmark	3,000
Hess Field refundable security deposits	750
unrestricted general funds	
TOTAL RESTRICTED	26,011
ACTUAL CHECKBOOK BALANCE (12/7/15)	18,190

ACCOUNTS RECEIVABLE	
Columbia County reimbursement	223
Williams/Conservation Fund Grant reimbursement (NBCT)	14,200
Greenways Sign Grant reimbursement	4,987
	19,410

ACCOUNTS PAYABLE	
Stoudt expense report	1,056
accounts payable	
	1,056



2015												
	INCOME/EXPENSE	2014/2015 Awards Ceremony	Humdinger	Marathon	World's End 50k/100k	Robbins Run	Old Forge 5k	Montour 24 Endurance Runs	Chilli Challenge	DACC 5k	River Towns Race Series (general)	TOTALS
INCOME	Racer Registration Fees	-	13,455.00	28,774.00		2,705.00		11,147.75				56,081.75
	Sponsorships	-	143.00	143.00	143.00	143.00	1,598.18	1,143.00		142.00		3,455.18
	Commissioners' Grant	-	4,774.84	5,608.80		800.00		2,557.02			1,259.34	15,000.00
EXPENSES (GRANT ELIGIBLE)	T-shirts/ Promotional	-	(3,437.80)	(4,454.30)		(1,409.50)		(1,820.96)				(11,122.56)
	Advertising	-	(1,337.04)	(1,154.50)				(1,477.06)		(90.47)	(1,366.97)	(5,426.04)
	Event Timing	-	(1,148.00)	(1,881.00)		(600.00)		(1,500.00)				(5,129.00)
	MARC labor (Stoudt)	(478.50)	(2,316.38)	(3,887.81)	(777.56)	(804.75)	(424.13)	(1,549.69)	(59.81)		(1,914.00)	(12,212.63)
	MARC labor (Beam)	-	(180.00)	(711.00)	-	(270.00)		(306.00)				(1,467.00)
	Awards/Prizes	(440.05)	(1,724.00)	(2,738.61)		(503.45)		(864.20)	(8.00)			(6,278.31)
	EMS / Fire Police Coverage	-	-	(1,191.00)								(1,191.00)
	Food/Drink	(206.06)	(1,673.38)	(2,289.87)				(1,407.53)				(5,576.84)
	Insurance	-	(360.00)	(616.00)					(480.00)			(1,456.00)
	Misc. Supplies & Fees	(33.71)	(525.66)	(1,191.57)		(11.22)		(322.62)			(2,515.67)	(4,600.45)
	Porta-Potties	-	(450.00)	(1,174.00)		(150.00)		(350.00)				(2,124.00)
	Refunds	-	(40.00)	(85.00)		(25.00)						(150.00)
	Tent/ Equipment Rental	-	(184.80)	(977.12)								(1,161.92)
	Traffic Control (Flagger Force)	-	(462.48)	(2,060.54)								(2,523.02)
	NET PROFIT/LOSS	(1,158.32)	4,533.31	10,113.48	(634.56)	(125.92)	1,174.06	5,249.71	(547.81)	51.53	(4,537.30)	14,118.17

ASSISTANT DIRECTOR'S REPORT

In the past month, the assistant director has been busy organizing supplies and materials at Montour Preserve, collecting trash and cleaning and stocking restrooms, filling bird feeders, and cleaning the center as needed. He has offered educational programs for Southern Columbia Emotional Support class, St. Joseph's Academy 5th graders, and Cub Pack 37 from Danville. He also scheduled and co-taught a Hunter-Trapper Education Class at Montour Preserve and held a public program on migrating waterfowl.

Educational Programs since Oct. 1:

9 Oct. Watsontown Elem 1st – 60 students

14 Oct. Turbotville Elem. 1st – 56 students

3 Nov. Danville Girl Scouts – 10 participants

18 Nov. Southern Columbia Emotional Support class – 12 students

14 Oct. Chillisquaque Limestone Watershed Association – 12 participants

21 Oct. Hunter-Trapper Education – 53 students

21 Oct. Wings Over Water (public program) – 23 participants

23 Nov. St. Joseph's Academy 5th grade – 10 students

2 Dec. Cub Pack 37 – 35 participants

DIRECTOR'S REPORT

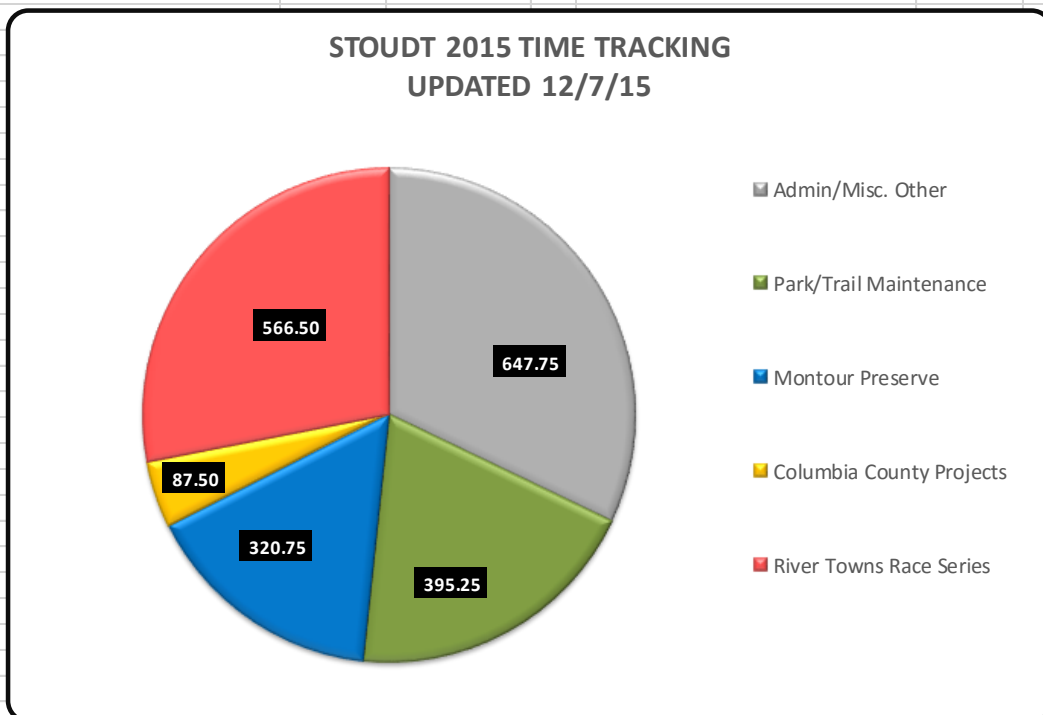
Director's November Time Tracking

	November 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	Project Monthly Total Hours
	Admin / Misc. Other	2.50	1.75	7.00	1.50	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.50	2.50	1.25	4.00	10.00	6.50	2.50	2.00	2.00	1.00	0.75	2.50	2.00	4.00	0.25	2.50		0.25	0.25	59.25
park maintenance	Hess Recreation Area	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			4.50	
	Hopewell Park / Borough Farm													0.25						0.25					0.25						0.75	
	North Branch Canal Trail													0.25	0.50									0.25							1.00	
	NBCT - Greenways Signage Grant																															
	PPL East Branch Rec Area																															
	River Road Trailhead Parcel																															
Montour Preserve	Montour Preserve admin		0.50	3.00													0.50	0.25	1.50	1.00				2.50	0.25	1.00					10.50	
	Montour Preserve maple sugar																															
	Montour Preserve other		2.50																										0.25	0.25	3.00	
Columbia County	Columbia Co. admin/misc.																															
	Columbia Co. N.B. Canal Trail																															
	Columbia Co. concessionaires																															
	Columbia Co. mapping																															
	Columbia Co. Fishing Creek																															
	Columbia Co. other																															
River Towns Race Series	RTRS Admin / Misc.		0.25	0.50														4.50			0.50		2.00	0.50	1.00	0.50	4.50	0.75			15.00	
	RTRS Awards Luncheon																															
	Humdinger																															
	Marathon																															
	World's End																															
	Robbins Run																															
	Montour 24 Endurance Runs																															
	Chilli Challenge																															
	DAILY TOTALS	2.75	5.25	10.75	1.75	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.50	3.25	2.00	4.25	10.75	11.50	4.25	3.25	3.00	1.25	3.00	6.00	3.75	5.75	4.75	3.50		0.50	0.50	94.00
	BIWEEKLY PAYROLL TOTAL	28.00														65.00														1.00		
	PAYROLL PERIOD	23														24														25 (part)		

DIRECTOR'S REPORT (continued)

Director's 2015 Year-to-Date Time Accounting

2015 STOUDT TIME ACCOUNTING updated 12/7/15			2015 STOUDT TIME ACCOUNTING (GROUPED BY CATEGORY) updated 12/7/15		
TASK	HOURS	COST W/ TAXES (\$21.75/hr)	TASK	HOURS	COST W/ TAXES (\$21.75/hr)
Admin / Misc. Other	647.75	\$ 14,088.56	Admin/Misc. Other	647.75	14,088.56
Hess Recreation Area Maintenance	113.75	\$ 2,474.06	Park/Trail Maintenance	395.25	8,596.69
Hopewell Park/Borough Farm Maint.	11.75	\$ 255.56	Montour Preserve	320.75	6,976.31
North Branch Canal Trail	164.25	\$ 3,572.44	Columbia County Projects	87.50	1,903.13
NBCT - Greenways Signage Grant	62.25	\$ 1,353.94	River Towns Race Series	566.50	12,321.38
PPL East Branch Recreation Area	25.75	\$ 560.06	2015 YTD TOTALS	2,017.75	43,886.06
River Road Trailhead Maintenance	17.50	\$ 380.63			
Montour Preserve Admin	247.75	\$ 5,388.56			
Montour Preserve Maple Sugaring	28.00	\$ 609.00			
Montour Preserve Other	45.00	\$ 978.75			
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.	93.00	\$ 2,022.75			
RTRS Awards Luncheon	22.00	\$ 478.50			
Humdinger	106.50	\$ 2,316.38			
Marathon	178.75	\$ 3,887.81			
World's End	35.75	\$ 777.56			
Robbins Run	37.00	\$ 804.75			
Old Forge 5k	19.50	\$ 424.13			
Montour 24	71.25	\$ 1,549.69			
Chilli Challenge	2.75	\$ 59.81			
2015 YTD TOTAL HOURS	2,017.75	\$ 43,886.06			



DIRECTOR'S REPORT (continued)

GRANTS

- Montour County Commissioners' 2015 Tourism Fund grant
 - Awaiting final accounting for DACC 5k event
 - 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
 - Funds applied to Greenway Sign Grant (North Branch Canal Trail signage) expenses
 - Close-out letter will be submitted this month
- Susquehanna Greenway 2014 Mini-Grant Program
 - 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
 - MARC will submit invoices this month for reimbursement

PROJECTS/MANAGED SITES

- PPL East Branch Recreation Area
 - \$5,955.72 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) (no change since last meeting)
 - Property continues to be managed as part of MARC's mowing contract
 - Additional site enhancements will be done in coming months as schedule permits
- Hopewell Park / Danville Borough Farm
 - Trailhead signage has been placed regarding Saturday trail closures during the October – December hunting seasons; no conflicts have been reported
 - Planning for trail directional signage and trail improvements is under consideration for 2016

DIRECTOR'S REPORT (continued)

PROJECTS/MANAGED SITES (continued)

- Hess Recreation Area (no change since last meeting)
 - Skatepark
 - \$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
 - 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
 - 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
 - MARC anticipates heavy use of the site in 2016, including a new football league
- Montour Preserve
 - \$128,064.55 raised to date from 198 donors (includes anticipated \$5,000 from Montour County Tourism Fund; \$5,000 of Montour County Act 13 contribute already allocated)
 - www.MontourPreserve.org website continues to be updated as needed
 - Stoudt and Beam have moved all known materials to onsite storage locations as required by Talen Energy
 - Water supplies, boat dock/fishing pier and other items have been winterized and/or placed into winter storage
 - MARC has established an office in the Environmental Education Center/Visitors' Center; computer infrastructure and internet service have been upgraded
 - Visitors' Center/Environmental Education Center security system is experiencing occasional technical issues; service techs have been on site and will be submitting an estimate of costs to replace system keypads and control panel
 - Storage/display cabinets are needed for 200 +/- taxidermy mounts
 - Site signage has been updated with MARC logos and contact information; additional signage upgrades will be ongoing
- North Branch Canal Trail (no change since last meeting)
 - 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 SEDA-COG/SGP to put together bid documentation for culvert installation and trail grading work in spring 2016

DIRECTOR'S REPORT (continued)

RIVER TOWNS RACE SERIES

- DACC 5k accounting not yet complete; attendance significantly lower than hoped
- Final proposed 2016 series schedule to be distributed at this meeting for final approval

OTHER NOTES

- 30 donations, totaling \$1,895, have been received in memory of Bill Hause
- 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 MEETINGS

- 12/17 Central Susquehanna Community Foundation grant ceremony
- 1/9/16 River Towns Race Series Awards Ceremony/2016 Season Kickoff Event
- 1/14 MARC January meeting



RIVER TOWNS RACE SERIES 2016

2015 Awards Ceremony/ 2016 Series Kickoff Event	January 9
Humdinger Trail Races	March 5
Montour Preserve Spring Fever Trail Runs	April 2
River Towns Half Marathon	May 7
Worlds End 50k/100k	May 21
Old Forge Brewing Company 5k Beer Run	June 11
Montour 24 Endurance Runs	July 23
Montour Preserve Summer Heat Trail Runs	August 13
Hopewell Challenge Mountain Bike Race	September 3
Chilli Challenge	September 24
Robbins Run 5k/10k	October 15
Boneshaker Cyclocross	November 19



MONTOUR AREA RECREATION COMMISSION
MONTOUR COUNTY COMMISSIONERS' TOURISM FUND



www.RiverTownRace.com



Do you need a place to stay while you're in town? The Pine Barn Inn is the preferred lodging partner of the River Towns Race Series.

Mention the promo code 'MARC' when making your reservation and enjoy a 20% discounted rate!

www.PineBarnInn.com

After the race, bring your race bib to the Old Forge Brewing Company and get a 5% discount off your check. Offer valid day of race only.



www.OldForgeBrewingCompany.com



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