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October 10, 2016 Regular Meeting Agenda

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

Call to Order

Officer Reports

- President's Report (Mike Mills)
- Treasurer's Report (Commissioner Ken Holdren) (**pages 2– 11**)
- Secretary's Report (Tyler Dombroski)

Partner Reports

- Washingtonville Borough (Frank Dombroski / Tyler Dombroski)
- Danville Borough (Kevin Herritt / Greg Kovalick)
- Riverside Borough (Bill Lavage / Dr. Victor Marks)
- Montour County (Commissioner Ken Holdren)
- Danville Area School District (Chris Johns)

Public Comment

Assistant Director's Report (Jon Beam) (**page 12**)

Maintenance Technician's Report (Dennis Piatt) (**page 12**)

Director's Report (Bob Stoudt) (**pages 13 – 17**)

- Approval of Director's expense report (**page 18 & 19**)

Old Business

- North Branch Canal Trail partial opening / adjacent landowner dispute
- 2017 River Towns Race Series planning (**page 20**)

New Business

- Draft 2017 budget (**page 11**)

Other Items

Adjournment

next meeting: November 14, 2016

MARC 2016 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
5368	9/14/16	10/3/16	9/1 - 9/30/16	Earthwork Services, LLC (final contracts payment)	North Branch Canal Trail	Williams (North Branch Canal Trail)	14,362.15		123,449.88
automatic payment	9/15/16	10/3/16	9/1 - 9/30/16	US Treasury (Sept tax deposit)	payroll taxes		1,502.24		121,947.64
automatic payment	9/15/16	10/3/16	9/1 - 9/30/16	PA Dept. of Revenue (Sept. tax deposit)	payroll taxes		178.82		121,768.82
deposit	9/19/16	10/3/16	9/1 - 9/30/16	deposit	\$175 Montour Preserve donations; \$935 Montour Preserve pavilion reservations; \$250 Hess Field security deposit; \$125 Hess Field users' fees; \$1,485 Chilli Challenge registrations; \$110 Robbins Run registrations			3,080.00	124,848.82
5369	9/19/16	10/3/16	9/1 - 9/30/16	Robert Stoudt (9/12 expense report)	\$53.70 Hess Field maintenance; \$16.67 misc. expenses; \$1,003.88 Montour Preserve; \$707.00 North Branch Canal Trail (Williams grant eligible); \$188.78 office supplies; \$92.79 park maintenance tools & supplies; \$2,839.06 PPL grant (utility vehicle/trailer); \$16.66 River Towns Race Series advertising; \$25.00 RTRS - Chilli Challenge advertising; \$1,529.50 RTRS - Chilli Challenge t-shirts; \$25.00 RTRS - Hopewell Challenge advertising; \$54.64 RTRS - misc. supplies; \$81.70 RTRS - Summer Heat Trail Runs food & drink; \$500.00 RTRS - Summer Heat Trail Runs t-shirts		7,134.38		117,714.44
5370	9/19/16	10/3/16	9/1 - 9/30/16	PIRMA (annual liability insurance and public officials liability insurance)	\$800 Montour Preserve; \$800 East Branch Recreation Area; \$4,250 insurance		5,850.00		111,864.44
5371	9/19/16	10/3/16	9/1 - 9/30/16	Maxwell Medals & Awards (Chilli Challenge medals)	RTRS - Chilli Challenge awards/prizes		892.18		110,972.26
5372	9/19/16	10/3/16	9/1 - 9/30/16	Press Enterprise Commercial Printing (Montour Preserve brochures)	Montour Preserve		609.50		110,362.76
5373	9/19/16	10/3/16	9/1 - 9/30/16	Big Pop's Mowing	\$844 Hess Field maintenance; \$450 East Branch Recreation Area; \$100 River Drive parcel maintenance; \$200 Hopewell Park maintenance; \$180 North Branch Canal Trail; \$40 Columbia County projects (Montour Twp. lot); \$1,435 Montour Preserve		3,249.00		107,113.76
5374	9/19/16	10/3/16	9/1 - 9/30/16	Jon Beam (8/21 - 9/3 payroll)	payroll - Beam		114.06		106,999.70
5375	9/19/16	10/3/16	9/1 - 9/30/16	Dennis Platt (8/21 - 9/3 payroll)	payroll - Platt		412.85		106,586.85
5376	9/19/16	10/3/16	9/1 - 9/30/16	Robert Stoudt (8/21 - 9/3 payroll)	payroll - Stoudt		1,675.76		104,911.09
5377	9/19/16	10/3/16	9/1 - 9/30/16	Ted Heaps Container Service (East Branch Rec Area, Montour Preserve and Hess Recreation Area trash service)	\$25 East Branch Rec Area; \$125 Montour Preserve; \$65 Hess Recreation Area		215.00		104,696.09
5378	9/19/16	10/3/16	9/1 - 9/30/16	Contrast Communications (Montour Preserve phone system repair)	Montour Preserve		347.50		104,348.59
5379	9/19/16	10/3/16	9/1 - 9/30/16	ALS Group USA (Montour Preserve water testing)	Montour Preserve		204.00		104,144.59
5380	9/19/16	10/3/16	9/1 - 9/30/16	MePush, Inc. (website hosting)	\$33 Montour Preserve; \$33 River Towns Race Series; \$33 misc. expenses		99.00		104,045.59
5381	9/19/16	10/3/16	9/1 - 9/30/16	US Dept. of Agriculture (Montour Preserve wildlife management)	Montour Preserve		158.31		103,887.28
5382	9/21/16	10/3/16		Lisa Warriner (Montour Preserve pavilion security deposit refund)	Montour Preserve pavilion security deposit refund		50.00		103,837.28
5383	9/21/16	10/3/16	9/1 - 9/30/16	Bridget Luzier (Montour Preserve pavilion security deposit refund)	Montour Preserve pavilion security deposit refund		50.00		103,787.28
5384	9/21/16	10/3/16	9/1 - 9/30/16	Dennis Platt (diesel fuel for Bobcat)	Montour Preserve		9.59		103,777.69
5385	9/21/16	10/3/16		Megan Young (Montour Preserve pavilion security deposit refund)	Montour Preserve pavilion security deposit refund		50.00		103,727.69

MARC 2016 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
5386	9/21/16	10/3/16		Mrs. David Muthler (Montour Preserve pavilion security deposit refund)	Montour Preserve pavilion security deposit refund		50.00		103,677.69
5387	9/21/16	10/3/16		Darlene Moslock (Montour Preserve security deposit refund)	Montour Preserve pavilion security deposit refund		50.00		103,627.69
deposit	9/21/16	10/3/16	9/1 - 9/30/16	deposit	\$10 Montour Preserve donations; \$60 Montour Preserve pavilion reservations; \$250 Hess Field security deposit; \$300 Hess Field users' fee			620.00	104,247.69
5388	9/23/16	10/3/16		Dennis Piatt (payroll 9/4 - 9/17)	payroll - Piatt		193.40		104,054.29
5389	9/23/16	10/3/16		Jon Beam (payroll 9/4 - 9/17)	payroll - Beam		78.68		103,975.61
5390	9/23/16	10/3/16		Robert Stoudt (payroll 9/4 - 9/17)	payroll - Stoudt		1,698.01		102,277.60
credit	9/30/16	10/3/16	N/A	redeposit of check #5008 (Children's Miracle Network security deposit refund for Hess Recreation Area; check dated 9/16/15)	income - other			250.00	102,527.60
5391	10/3/16	10/3/16		Dennis Piatt (payroll 9/18 - 10/1)	payroll - Piatt		406.42		102,121.18
5392	10/3/16	10/3/16		Jon Beam (payroll 9/18 - 10/1)	payroll - Beam		559.68		101,561.50
5393	10/3/16	10/3/16		Robert Stoudt (payroll 9/18 - 10/1)	payroll - Stoudt		1,545.15		100,016.35
5394	10/3/16	10/3/16		Verizon (Montour Preserve phone)	Montour Preserve		154.04		99,862.31
5395	10/3/16	10/3/16		PPL Electric Utilities (Hess electric)	Hess Field maintenance		50.79		99,811.52
5396	10/3/16	10/3/16		ALS Group USA (Montour Preserve water testing)	Montour Preserve		86.00		99,725.52
5397	10/3/16	10/3/16		ALS Group USA (Montour Preserve water testing)	Montour Preserve		86.00		99,639.52
5398	10/3/16	10/3/16		MePush, Inc. (website hosting)	\$33 Montour Preserve; \$33 River Towns Race Series; \$33 misc. expenses		99.00		99,540.52
5399	10/3/16	10/3/16		Candy Fisher (cleaning 7/22 - 9/19)	Montour Preserve		680.00		98,860.52
5400	10/3/16	10/3/16		PARunners (Chilli Challenge timing)	Chilli Challenge (timing)		1,100.00		97,760.52
5401	10/3/16	10/3/16		Melissa Hoffman (Hess security deposit refund)	Hess Field security deposit refund		250.00		97,510.52
5402	10/3/16	10/3/16		Dave Schultz (Hess security deposit refund - 2015 Geisinger Flag Football League)	Hess Field security deposit refund		250.00		97,260.52
5403	10/3/16	10/3/16		PPL Electric Utilities (Montour Preserve electric)	Montour Preserve		72.43		97,188.09
5404	10/3/16	10/3/16		PPL Electric Utilities (Montour Preserve electric)	Montour Preserve		479.13		96,708.96
5405	10/3/16	10/3/16		PPL Electric Utilities (Montour Preserve electric)	Montour Preserve		296.56		96,412.40
5406	10/3/16	10/3/16		PPL Electric Utilities (Montour Preserve electric)	Montour Preserve		54.80		96,357.60
5407	10/3/16	10/3/16		Washingtonville Volunteer Fire Co. (donation for support of Chilli Challenge)	Chilli Challenge (EMS / Fire Police coverage)		150.00		96,207.60
deposit	10/3/16	10/3/16		deposit	\$450 Montour Preserve pavilion reservations; \$504.96 donations (unrestricted); \$905 Chilli Challenge registrations; \$245 Robbins Run registrations; \$90 River Towns Half Marathon 2017 registration			2,194.96	98,402.56



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Statement Period: 09/01/2016-09/30/2016

Page 1 of 2

Summary of Accounts:

	Ending	YTD	
	Balance	Dividend	Account Number: 584727
Savings			
01 - REGULAR SAVINGS	5.00	0.00	
40 - CHECKING	105,182.73	0.00	
Total	105,187.73	0.00	

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

ID 01 REGULAR SAVINGS

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

ID 40 CHECKING

Trans	Eff Date	Transaction	Deposit	Withdrawal	Balance
Sep 1		Balance Forward			128,238.22
Sep 1		Draft 005357		-154.04	128,084.18
		Processed Check - VERIZON FINANCIA TYPE: PAYMENTS ID: 1564577000			
Sep 1		Draft 005350		-16.90	128,067.28
Sep 1		Draft 005355		-79.20	127,988.08
Sep 1		Draft 005358		-98.58	127,889.50
Sep 1		Draft 005363		-102.51	127,786.99
Sep 1		Draft 005361		-128.34	127,658.65
Sep 1		Draft 005281		-400.00	127,258.65
Sep 1		Draft 005362		-456.04	126,802.61
Sep 1		Draft 005360		-914.48	125,888.13
Sep 2		Deposit by Check	15,000.00		140,888.13
Sep 2		Draft 005364		-446.06	140,442.07
Sep 2		Draft 005356		-495.00	139,947.07
Sep 6		Draft 005353		-250.00	139,697.07
Sep 7		Draft 005337		-50.00	139,647.07
Sep 8		Draft 005298		-50.00	139,597.07
Sep 8		Draft 005359		-535.00	139,062.07
Sep 9		Certified Draft 005302 for \$100.00			
Sep 9		Draft 005366		-15.00	139,047.07
Sep 9		Draft 005317		-50.00	138,997.07
Sep 9		Draft 005338		-50.00	138,947.07
Sep 9		Draft 005341		-150.00	138,797.07
Sep 12		Draft 005339		-50.00	138,747.07
Sep 12		Draft 005302		-100.00	138,647.07
Sep 13		Draft 005352		-25.00	138,622.07
Sep 15		Withdrawal ACH COMMWLTHOFPA INT		-178.82	138,443.25
		TYPE: PAEMPLOYTX ID: 1236003133 CO: COMMWLTHOFPA INT			
Sep 15		Withdrawal ACH IRS		-1,502.24	136,941.01

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Account Number: 584727 Statement Period: 09/01/2016-09/30/2016

Page 2 of 2

ID 40 CHECKING - Continued

Trans	Eff Date	Transaction	Deposit	Withdrawal	Balance
		TYPE: USATAXPYMT ID: 3387702000 CO: IRS			
Sep 15		Draft 005368		-14,362.15	122,578.86
Sep 16		Draft 005367		-50.00	122,528.86
Sep 19		Deposit by Check	3,080.00		125,608.86
Sep 19		Draft 005279		-25.00	125,583.86
Sep 19		Draft 005376		-1,675.76	123,908.10
Sep 20		Draft 005369		-7,134.38	116,773.72
Sep 21		Deposit by Check	620.00		117,393.72
Sep 23		Draft 005381		-158.31	117,235.41
		Processed Check - USDA APHIS GENL TYPE: PAYMENT ID: 1240340003			
Sep 23		Draft 005384		-9.59	117,225.82
Sep 23		Draft 005374		-114.06	117,111.76
Sep 23		Draft 005375		-412.85	116,698.91
Sep 23		Draft 005371		-892.18	115,806.73
Sep 26		Draft 005383		-50.00	115,756.73
Sep 26		Draft 005377		-215.00	115,541.73
Sep 26		Draft 005378		-347.50	115,194.23
Sep 26		Draft 005372		-609.50	114,584.73
Sep 26		Draft 005370		-5,850.00	108,734.73
Sep 27		Draft 005379		-204.00	108,530.73
Sep 27		Draft 005373		-3,249.00	105,281.73
Sep 29		Draft 005380		-99.00	105,182.73
Sep 30		Ending Balance			105,182.73
		Total Deposits 18,700.00			
		Total Withdrawals 41,755.49			

Drafts for 40 - CHECKING

Date	Draft Number	Amount	Date	Draft Number	Amount	Date	Draft Number	Amount
Sep 19	□ 005279	25.00	Sep 1	□ 005357	154.04	Sep 23	□ 005371	892.18
Sep 1	□ 005281*	400.00	Sep 1	□ 005358	98.58	Sep 26	□ 005372	609.50
Sep 8	□ 005298*	50.00	Sep 8	□ 005359	535.00	Sep 27	□ 005373	3,249.00
Sep 12	□ 005302*	100.00	Sep 1	□ 005360	914.48	Sep 23	□ 005374	114.06
Sep 9	□ 005317*	50.00	Sep 1	□ 005361	128.34	Sep 23	□ 005375	412.85
Sep 7	□ 005337*	50.00	Sep 1	□ 005362	456.04	Sep 19	□ 005376	1,675.76
Sep 9	□ 005338	50.00	Sep 1	□ 005363	102.51	Sep 26	□ 005377	215.00
Sep 12	□ 005339	50.00	Sep 2	□ 005364	446.06	Sep 26	□ 005378	347.50
Sep 9	□ 005341*	150.00	Sep 9	□ 005366*	15.00	Sep 27	□ 005379	204.00
Sep 1	□ 005350*	16.90	Sep 16	□ 005367	50.00	Sep 29	□ 005380	99.00
Sep 13	□ 005352*	25.00	Sep 15	□ 005368	14,362.15	Sep 23	□ 005381	158.31
Sep 6	□ 005353	250.00	Sep 20	□ 005369	7,134.38	Sep 26	□ 005383*	50.00
Sep 1	□ 005355*	79.20	Sep 26	□ 005370	5,850.00	Sep 23	□ 005384	9.59
Sep 2	□ 005356	495.00						

* 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 Checking Account Reconciliation - Service 1st Account

Updated 10/3/16

ending balance from 9/30/16 bank statement	\$ 105,182.73
deposits not yet posted (detailed below)	\$ 2,194.96
subtotal	\$ 107,377.69
withdrawals not yet cleared (detailed below)	\$ 8,975.13
balance (should agree with checkbook)	\$ 98,402.56
actual checkbook balance	\$ 98,402.56
difference	\$ -

DEPOSITS NOT YET POSTED

TRANSACTION DATE	CHECK #	DESCRIPTION OF TRANSACTION	AMOUNT
10/3/16		deposit (misc.)	\$ 2,194.96
TOTAL			\$ 2,194.96

WITHDRAWALS NOT YET CLEARED

TRANSACTION DATE	CHECK #	DESCRIPTION OF TRANSACTION	AMOUNT
01/14/16	5102	Galon Snyder (Robbins Run refund)	\$ 23.25
05/31/16	5220	Alana Crisp (reimbursement for Adobe Illustrator monthly fee)	\$ 31.79
07/31/16	5285	Mackenzie Appleman (Montour Preserve security deposit refund)	\$ 50.00
07/31/16	5288	Carol Watson (Montour Preserve reservation refund and security deposit refund)	\$ 80.00
08/10/16	5301	Tammy Brouse (Montour Preserve security deposit refund)	\$ 50.00
08/10/16	5316	Mary Ann Azary (Montour Preserve security deposit refund)	\$ 50.00
08/29/16	5354	Brenda Hill (Hess security deposit refund)	\$ 200.00
09/21/16	5382	Lisa Warriner (Montour Preserve pavilion security deposit refund)	\$ 50.00
09/21/16	5385	Megan Young (Montour Preserve pavilion security deposit refund)	\$ 50.00
09/21/16	5386	Mrs. David Muthler (Montour Preserve pavilion security deposit refund)	\$ 50.00
09/21/16	5387	Darlene Moslock (Montour Preserve security deposit refund)	\$ 50.00
09/23/16	5388	Dennis Piatt (payroll 9/4 - 9/17)	\$ 193.40
09/23/16	5389	Jon Beam (payroll 9/4 - 9/17)	\$ 78.68
09/23/16	5390	Robert Stoudt (payroll 9/4 - 9/17)	\$ 1,698.01
10/03/16	5391	Dennis Piatt (payroll 9/18 - 10/1)	\$ 406.42
10/03/16	5392	Jon Beam (payroll 9/18 - 10/1)	\$ 559.68
10/03/16	5393	Robert Stoudt (payroll 9/18 - 10/1)	\$ 1,545.15
10/03/16	5394	Verizon (Montour Preserve phone)	\$ 154.04
10/03/16	5395	PPL Electric Utilities (Hess electric)	\$ 50.79
10/03/16	5396	ALS Group USA (Montour Preserve water testing)	\$ 86.00
10/03/16	5397	ALS Group USA (Montour Preserve water testing)	\$ 86.00
10/03/16	5398	MePush, Inc. (website hosting)	\$ 99.00
10/03/16	5399	Candy Fisher (cleaning 7/22 - 9/19)	\$ 680.00
10/03/16	5400	PARunners (Chilli Challenge timing)	\$ 1,100.00
10/03/16	5401	Melissa Hoffman (Hess security deposit refund)	\$ 250.00
10/03/16	5402	Dave Schultz (Hess security deposit refund - 2015 Geisinger Flag Football League)	\$ 250.00
10/03/16	5403	PPL Electric Utilities (Montour Preserve electric)	\$ 72.43
10/03/16	5404	PPL Electric Utilities (Montour Preserve electric)	\$ 479.13
10/03/16	5405	PPL Electric Utilities (Montour Preserve electric)	\$ 296.56
10/03/16	5406	PPL Electric Utilities (Montour Preserve electric)	\$ 54.80
10/03/16	5407	Washingtonville Volunteer Fire Co. (donation for support of Chilli Challenge)	\$ 150.00
TOTAL			\$ 8,975.13

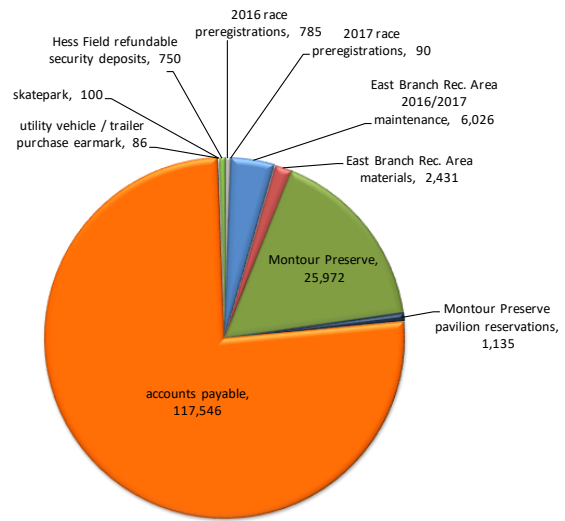
MARC FUND EARMARKS

EARMARK CATEGORIES	AMOUNT
2016 race preregistrations	785
2017 race preregistrations	90
East Branch Rec. Area 2016/2017 maintenance	6,026
East Branch Rec. Area materials	2,431
Montour Preserve	25,972
Montour Preserve pavilion reservations	1,135
accounts payable	117,546
skatepark	100
utility vehicle / trailer purchase earmark	86
Hess Field refundable security deposits	750
TOTAL RESTRICTED	154,920
ACTUAL CHECKBOOK BALANCE (10/3/16)	98,403

ACCOUNTS RECEIVABLE	
Williams (North Branch Canal Trail) grant reimbursement	58,872
	58,872

ACCOUNTS PAYABLE	
Stoudt expense report	3,125
reimbursement to Montour County for NBCT	114,421
	117,546

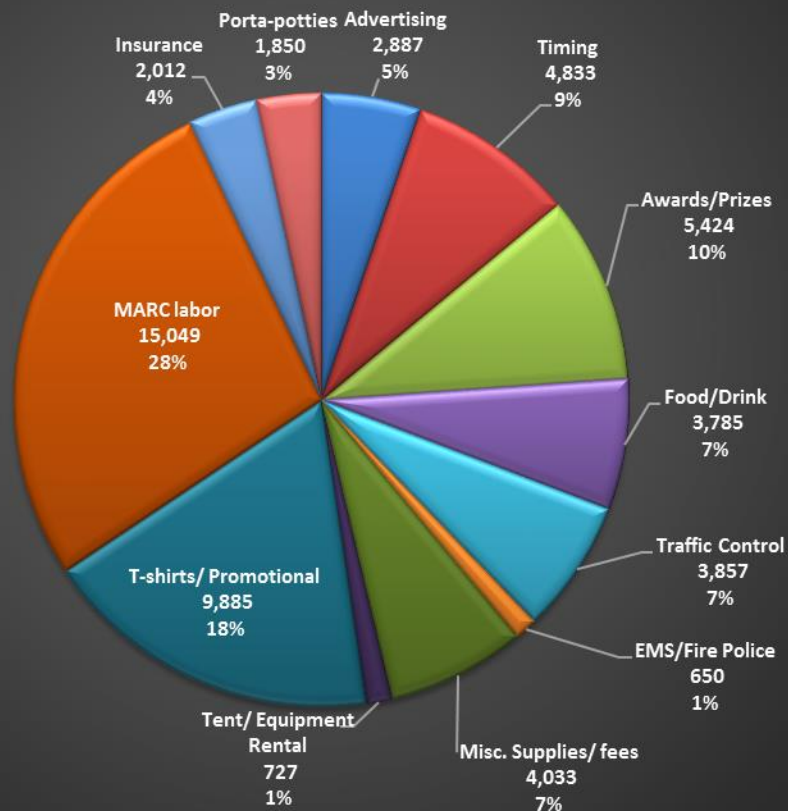
MARC Funds Earmarks as of 10/3/16



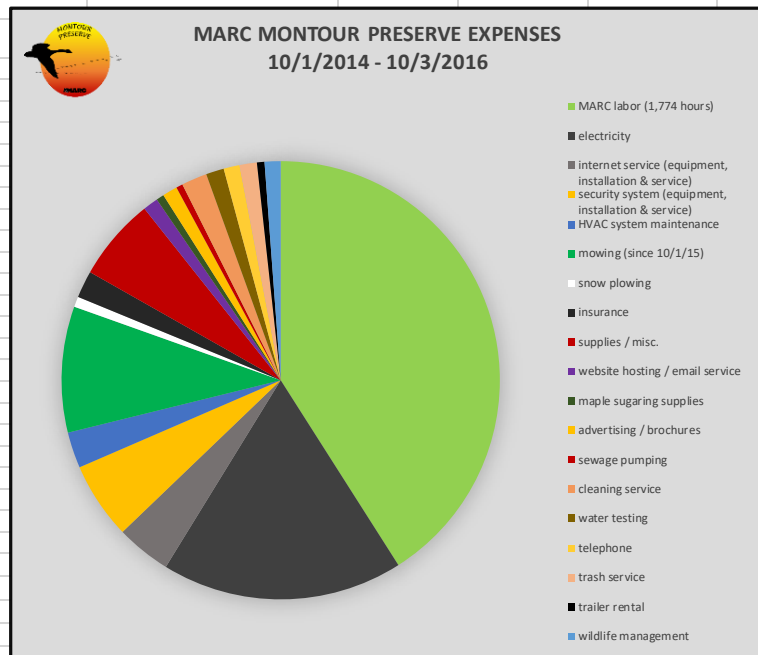
2016 RIVER TOWNS RACE SERIES ACCOUNTING (YTD)

	INCOME/EXPENSE	2015/2016 Awards Ceremony	Humdinger	Montour Preserve Spring Fever Trail Runs	River Towns Half Marathon	World's End 50k/100k	Old Forge 5k	Montour 24 Endurance Runs	Montour Preserve Summer Heat Trail Runs	Hopewell Challenge MTB	Chilli Challenge	Robbins Run	Boneshaker CX	River Towns Race Series (general)	TOTALS
INCOME	Racer Registration Fees		14,450.74	3,630.00	23,275.00			3,260.12	2,096.00		4,045.00	785.00			51,541.86
	Sponsorships		90.91	90.91	90.91	90.91	2,259.82	590.91	90.91	90.91	90.91	90.91	90.90		3,668.91
	Commissioners' Grant		3,175.49	500.00	4,367.54	-	-	262.64	500.00	149.36	500.00	-	76.67	468.30	10,000.00
EXPENSES (GRANT ELIGIBLE)	T-shirts / Promotional		(2,879.70)	(761.45)	(4,214.25)				(500.00)		(1,529.50)				(9,884.90)
	Advertising		(295.79)	(284.80)	(153.29)		(100.00)	(262.64)	(434.80)	(149.36)	(331.47)		(76.67)	(798.43)	(2,887.25)
	Event Timing		(1,142.00)	(550.00)	(1,506.00)				(535.00)		(1,100.00)				(4,833.00)
	MARC labor (Stoudt)	(310.00)	(1,760.00)	(1,140.00)	(1,835.00)	(1,575.00)	(700.00)	(1,550.00)	(565.00)	(155.00)	(1,415.00)	(145.00)	-	(445.00)	(11,595.00)
	MARC labor (Beam)	-	(315.00)	(180.00)	(504.00)	-	-	(45.00)	-	-	(315.00)	-	-	-	(1,359.00)
	MARC labor (Piatt)	-	(386.75)	(433.50)	(561.00)	(34.00)	-	(34.00)	(238.00)	-	(408.00)	-	-	-	(2,095.25)
	Awards/Prizes	(328.38)	(1,823.13)	(302.85)	(1,763.00)				(314.27)		(892.18)				(5,423.81)
	EMS / Fire Police Coverage		-		(350.00)			(150.00)			(150.00)				(650.00)
	Food/Drink	(467.21)	(1,473.19)	(60.88)	(1,119.41)			(582.83)	(81.70)						(3,785.22)
	Insurance		(355.00)		(1,168.50)						(488.00)				(2,011.50)
	Misc. Supplies & Fees		(611.42)		(2,069.47)	(54.77)	(27.54)	(220.65)						(782.64)	(3,766.49)
	Porta-Potties		(400.00)	(250.00)	(850.00)			(350.00)							(1,850.00)
	Refunds		-		(70.64)			(65.00)				(131.25)			(266.89)
	Tent/ Equipment Rental		(240.00)		(487.12)										(727.12)
	Traffic Control (Flagger Force)		(594.24)		(3,262.68)										(3,856.92)
	NET PROFIT/LOSS	(1,105.59)	5,440.92	257.43	7,819.09	(1,572.86)	1,432.28	853.55	18.14	(64.09)	(1,993.24)	599.66	90.90	(1,557.77)	10,218.42


2016 RIVER TOWNS RACE SERIES EXPENSES (YTD)

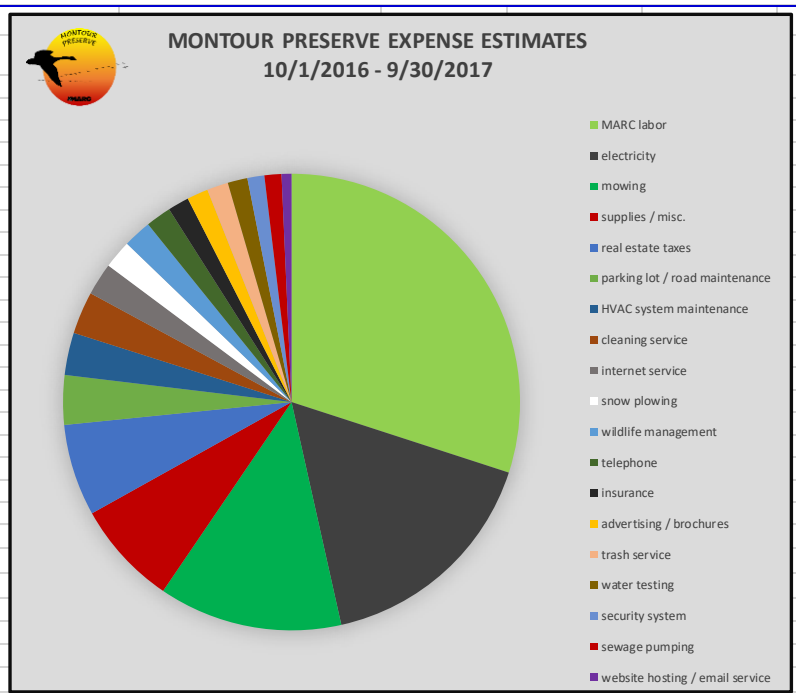


MARC ACCOUNTING UPDATE	
MONTOUR PRESERVE	
REVISED 10/4/2016	
REPORTING PERIOD 10/1/2014 - 10/3/2016	
(ENTIRE PERIOD OF MARC ENGAGEMENT W/ PRESERVE)	
EXPENSE	AMOUNT
MARC labor (1,774 hours)	\$ 33,857.91
electricity	\$ 14,710.16
internet service (equipment, installation & service)	\$ 3,347.27
security system (equipment, installation & service)	\$ 4,686.05
HVAC system maintenance	\$ 2,191.32
mowing (since 10/1/15)	\$ 7,680.00
snow plowing	\$ 630.00
insurance	\$ 1,651.36
supplies / misc.	\$ 5,048.39
website hosting / email service	\$ 922.78
maple sugaring supplies	\$ 474.82
advertising / brochures	\$ 909.50
sewage pumping	\$ 400.00
cleaning service	\$ 1,560.00
water testing	\$ 1,096.00
telephone	\$ 972.65
trash service	\$ 1,055.00
trailer rental	\$ 460.00
wildlife management	\$ 974.25
EXPENSE TOTAL	\$ 82,627.46
INCOME (MARC CHECKING ACCOUNT)	
AMOUNT	
Donations - direct to MARC	\$ 35,685.26
2016 Pavilion reservations (complete as of 9/30)	\$ 8,580.00
Donations -pass through from CSCF fund	\$ 62,847.00
INCOME TOTAL	\$ 107,112.26
MARC INCOME (RESTRICTED)	
AMOUNT	
pavilion reservations not yet complete	\$ 1,135.00
pavilion security deposits (refundable)	\$ -
CENTRAL SUSQUEHANNA COMMUNITY FOUNDATION MONTOUR PRESERVE FUND	
AMOUNT	
Donations total as of 12/31/14	\$ 5,370.00
Interest 12/31/14	\$ 0.16
Admin fees 12/31/14	\$ (107.40)
Donations total 1/1/15 - 6/30/15	\$ 72,567.55
Interest 6/30/15	\$ 23.45
Donations total 7/1/15 - 12/31/15	\$ 33,438.00
interest 12/31/15	\$ 132.79
Admin fees 12/31/15	\$ (1,970.11)
MARC withdrawal 7/14/15	\$ (2,847.00)
MARC withdrawal 3/31/16	\$ (60,000.00)
Donations total 1/1/16 - 6/30/16	\$ 12,624.50
interest 6/30/16	\$ 115.39
Admin fees 6/30/16	\$ (252.49)
Donations received since 7/1/16 (per CSCF email as of 9/9/16)	\$ 3,860.00
CSCF FUND BALANCE AS OF 10/4/16	\$ 62,954.84



MONTOUR PRESERVE DONATIONS TOTAL (rev 10/4/16)	
DONATIONS DIRECT TO MARC	\$ 35,685.26
DONATIONS TO CSCF	\$ 127,845.05
DEGENSTEIN GRANT	\$ 25,000.00
PLEDGES NOT YET RECEIVED	\$ 15,000.00
STATE FUNDING NOT YET REC'D	\$ 200,000.00
TOTAL	\$ 403,530.31

<div>  <div> MONTOUR PRESERVE 2016 - 2017 EXPENSE ESTIMATES REVISED 10/4/2016 R. STOUTD </div> </div>	
EXPENSE	AMOUNT
MARC labor	30,000
electricity	16,500
mowing	13,000
supplies / misc.	7,400
real estate taxes	6,500
parking lot / road maintenance	3,500
HVAC system maintenance	3,000
cleaning service	3,000
internet service	2,300
snow plowing	2,000
wildlife management	2,000
telephone	1,800
insurance	1,500
advertising / brochures	1,500
trash service	1,500
water testing	1,400
security system	1,200
sewage pumping	1,200
website hosting / email service	700
EXPENSE TOTAL	\$ 100,000
INCOME	AMOUNT
pavilion reservation fees	\$ 9,500.00
donations	\$ 90,500.00
INCOME TOTAL	\$ 100,000.00



2017 MARC BUDGETING - DRAFT					MARC
MINIMUM FUNDING REQUIREMENTS (DEFERRAL OF ALL NON-ESSENTIAL MAINTENANCE)					
DRAFT REVISED R. STOUDT 20161005					
EXPENSE	AMOUNT	DEDICATED FUNDING SOURCES (INCLUDES ANTICIPATED MONTOUR COUNTY FUNDING NOT YET REQUESTED OR APPROVED)	AMOUNT	LINE ITEM SURPLUS / (DEFICIT)	
Montour Preserve	\$ (100,000.00)	donations [\$90,500], pavilion rentals [\$9,500]	\$ 100,000.00	\$ -	
River Towns Race Series (includes all labor and expenses)	\$ (45,000.00)	race registration fees [\$55,000], sponsorships [\$1,000]	\$ 56,000.00	\$ 11,000.00	
Admin / Misc. Other (includes Stoudt admin labor)	\$ (15,000.00)			\$ (15,000.00)	
Hess Recreation Area	\$ (11,500.00)	user fees [\$2,500]	\$ 2,500.00	\$ (9,000.00)	
Insurance (D&O, General & Workers' Comp)	\$ (8,300.00)			\$ (8,300.00)	
East Branch Recreation Area	\$ (7,500.00)	Talen Energy lease agreement* [\$9,000]	\$ 9,000.00	\$ 1,500.00	
North Branch Canal Trail (Montour Co. portion)	\$ (4,000.00)			\$ (4,000.00)	
Special Projects & Events	\$ (2,100.00)	donations [\$500]	\$ 500.00	\$ (1,600.00)	
Columbia County Projects (incl. NBCT, Montour Twp. parcel)	\$ (2,000.00)	Columbia County [\$2,000]	\$ 2,000.00	\$ -	
Hopewell Park/Borough Farm Trails	\$ (1,800.00)			\$ (1,800.00)	
Tools & Supplies (incl. Equipment Repair)	\$ (1,800.00)			\$ (1,800.00)	
Accounting	\$ (1,500.00)			\$ (1,500.00)	
Office Supplies	\$ (1,300.00)			\$ (1,300.00)	
River Drive Parcel (NBCT parking)	\$ (1,300.00)			\$ (1,300.00)	
Dues & Fees	\$ (1,000.00)			\$ (1,000.00)	
Public Notices	\$ (900.00)			\$ (900.00)	
		Montour Co. Hotel Tax funding for RTRS advertising [\$10,000]	\$ 10,000.00	\$ 10,000.00	
		Montour Co. Act 13 funding [\$25,000]	\$ 25,000.00	\$ 25,000.00	
	\$ (205,000.00)		\$ 205,000.00	\$ -	

ASSISTANT DIRECTOR'S REPORT

In the past month, the assistant director provided educational programs for four school groups visiting the preserve and offered three public programs. He also assisted with the Chilli Challenge.

Jon Beam
10/5/16

MAINTENANCE TECHNICIAN'S REPORT

changed water filters at Goose Cove and Heron Cove

installed new muffler and exhaust pipe on Bobcat

weed wacked beach area Heron Cove side of lake

checked and trimmed trails for the Chili Challenge race

did temporary repairs to culvert pipe (need backhoe to make final repairs)

set up signs and worked aid station for race

installed new electrical outlet Heron Cove B

replaced bulb Ladies room at VC

Denny Piatt
10/5/16

DIRECTOR'S REPORT

Director's Time Tracking - September

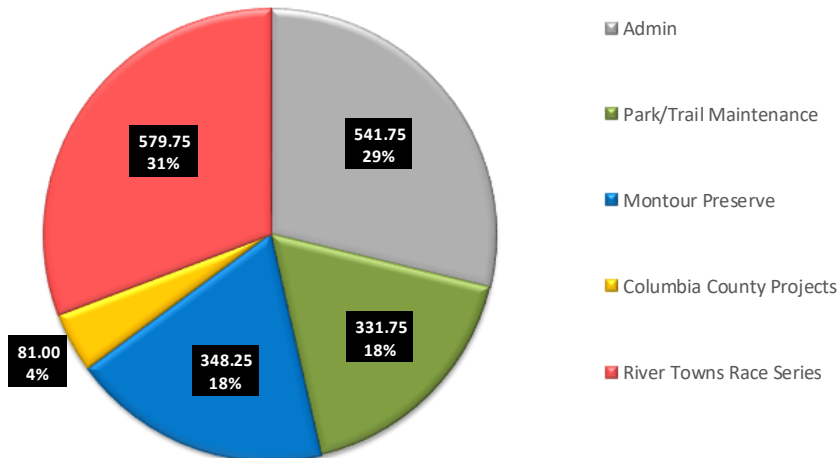
	STOUDT	PROJECT YTD TOTAL HOURS	SEPTEMBER																														
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
	MARC admin	541.75	100	4.00	0.25	100	0.50	150	150	5.00	150	0.75	3.00	4.50	4.00	150	100	2.00	150	150	3.00	3.00	2.00	1.75	100			100	2.50	2.00	2.00	1.75	
	Other projects / events	91.75																															
park / trail maintenance	East Branch Recreation Area	10.25				0.25																											
	Hess Recreation Area	97.50	0.25	0.25	0.50	0.25	0.25	0.25	0.75	0.25		0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.75	0.25	0.25	0.25	0.25	0.25	0.25		0.25	0.25	0.50	0.25	0.50		
	Hopewell Park / Danville Farm Trails	8.25																													0.50		
	North Branch Canal Trail	123.00	7.50				0.25	0.25	5.00	0.25		0.50	2.00			100	2.00	2.50											0.25	1.50			
	River Drive trailhead / river access	1.00																															
Montour Preserve	Montour Preserve admin	141.00		0.25		0.25	1.25	0.50	0.25	1.25	1.50	0.25	0.50	1.75	0.25	0.75	1.50	0.25	0.25	2.50	0.25	2.00	1.00	0.50					0.25	0.50	0.25		
	Montour Preserve programming	7.25																															
	Montour Preserve maintenance	200.00				4.50	3.75	0.25		100		150	100		2.00	150	100	2.50	2.00	2.00	1.50		0.75	2.00	3.25	150							
Columbia County	Columbia Co. admin/misc.	0.75																															
	Columbia Co. North Branch Canal Trail	80.00				0.25				5.25		2.00				5.50															1.50		
	Columbia Co. Fishing Creek	0.25																															
	Columbia Co. other																																
	Columbia Co. other 2																																
	Columbia Co. other 3																																
River Towns Race Series	RTRS Admin / Misc.	22.25										0.50																					
	RTRS Awards Luncheon	15.50																															
	Humdinger Trail Races	88.00									3.50	100																					
	Montour Preserve Spring Fever Trail Runs	57.00																															
	River Towns Half-Marathon	91.75										3.00																					
	Worlds End 50k / 100k	78.75																															
	Old Forge Brewing Co. 5k	35.00																															
	Montour 24 Endurance Runs	77.50																															
	Montour Preserve Summer Heat Trail Runs	28.25																															
	Hopewell Challenge Mountain Bike Race	7.75		0.50	7.00																												
	Chilli Challenge	70.75	0.25											2.00	0.25	0.25	0.25			0.25	0.50	0.50	2.00	6.50	9.00	14.00	150	4.00	0.25				
	Robbins Run 5k / 10k	7.25														0.25				0.25								1.75	0.50				
Boneshaker Cyclocross																																	
	DAILY TOTALS	1882.50	9.00	5.00	7.75	6.00	6.25	3.00	7.00	8.25	8.50	4.50	10.25	13.50	4.50	5.50	11.25	7.25	5.00	6.75	6.00	5.75	6.75	9.00	11.00	16.00	5.00	8.50	3.75	5.75	2.50	3.00	
	WEEKLY PAYROLL TOTAL									43.50						57.25							61.25					90.00			28.75		
	BIWEEKLY PAYROLL TOTAL											100.75																					
	PAYROLL PERIOD											19																20					

DIRECTOR'S REPORT (continued)

Director's 2016 Year-to-Date Time Accounting as of 10/3/16

2016 STOUDT TIME ACCOUNTING YEAR-TO-DATE SUMMARY			2016 STOUDT TIME ACCOUNTING (GROUPED BY CATEGORY) YEAR-TO-DATE SUMMARY		
TASK	HOURS	COST W/O TAXES (\$20.00/hr)	TASK	HOURS	COST
MARC admin	541.75	\$ 10,835.00	Admin	541.75	10,835.00
Other projects / events	91.75	\$ 1,835.00	Park/Trail Maintenance	331.75	6,635.00
East Branch Recreation Area	10.25	\$ 205.00	Montour Preserve	348.25	6,965.00
Hess Recreation Area	97.50	\$ 1,950.00	Columbia County Projects	81.00	1,620.00
Hopewell Park / Danville Farm Trails	8.25	\$ 165.00	River Towns Race Series	579.75	11,595.00
North Branch Canal Trail	123.00	\$ 2,460.00	overtime	414.50	4,145.00
River Drive trailhead / river access	1.00	\$ 20.00	2016 YTD TOTALS	2,297.00	41,795.00
Montour Preserve admin	141.00	\$ 2,820.00			
Montour Preserve programming	7.25	\$ 145.00			
Montour Preserve maintenance	200.00	\$ 4,000.00			
Columbia Co. admin/misc.	0.75	\$ 15.00			
Columbia Co. North Branch Canal Trail	80.00	\$ 1,600.00			
Columbia Co. Fishing Creek	0.25	\$ 5.00			
Columbia Co. other	-	\$ -			
Columbia Co. other 2	-	\$ -			
Columbia Co. other 3	-	\$ -			
RTRS Admin / Misc.	22.25	\$ 445.00			
RTRS Awards Luncheon	15.50	\$ 310.00			
Humdinger Trail Races	88.00	\$ 1,760.00			
Montour Preserve Spring Fever Trail Runs	57.00	\$ 1,140.00			
River Towns Half-Marathon	91.75	\$ 1,835.00			
Worlds End 50k / 100k	78.75	\$ 1,575.00			
Old Forge Brewing Co. 5k	35.00	\$ 700.00			
Montour 24 Endurance Runs	77.50	\$ 1,550.00			
Montour Preserve Summer Heat Trail Runs	28.25	\$ 565.00			
Hopewell Challenge Mountain Bike Race	7.75	\$ 155.00			
Chilli Challenge	70.75	\$ 1,415.00			
Robbins Run 5k / 10k	7.25	\$ 145.00			
Boneshaker Cydocross	-	\$ -			
2016 YTD BASE HOURS	1,882.50	\$ 37,650.00			
2016 YTD OVERTIME	414.50	\$ 4,145.00			
TOTAL YTD COMPENSATION	2,297.00	\$ 41,795.00			

**STOUDT 2016 TIME TRACKING
YTD SUMMARY**



DIRECTOR'S REPORT (continued)

GRANTS

- **Montour County Commissioners' 2016 Tourism Fund grants (no change since last meeting)**
 - \$10,000 granted on 1/26/16 for 2016 River Towns Race Series advertising / promotion
 - As of 6/12/16, all funds have been expended
 - \$5,000 granted on 1/26/16 for 2016 Montour Preserve operation
 - Per PA County Code Hotel Tax legislation, these funds must be used to promote the Montour Preserve as a tourism destination
- **Williams Transco Pipeline Atlantic Sunrise Project / The Conservation Fund Environmental Stewardship Program (no change since last meeting)**
 - \$146,000 granted to Susquehanna Greenway Partnership (SGP) on 10/1/15
 - SGP to administer grant, assist with sign design and planning and assist MARC with project implementation; SGP retains \$7,500
 - MARC may be reimbursed a total of \$138,500 in eligible grant expenses incurred between 10/1/15 and 9/30/16
 - MARC has so far been reimbursed \$79,628.27 in North Branch Canal Trail expenses incurred 9/1/15 – 6/23/16
 - MARC will submit one final request for reimbursement of \$58,871.73 in eligible project expenses incurred 6/24/16 – 9/30/16 (grant closeout)
 - **NOTE:** MARC must reimburse to Montour County \$114,421 (plus interest as applicable) in funding provided by the county to MARC for up-front funding of project expenses while MARC awaited grant reimbursement

MANAGED SITES

- **East Branch Recreation Area**
 - \$2,430.66 remains earmarked in our account for site supplies
 - \$6,026.00 remains earmarked in our account for site maintenance through 4/30/17
 - Site maintenance has been uneventful this year; usage has been relatively light
- **River Drive parcel (North Branch Canal Trail trailhead and river access) (no change since last meeting)**
 - Additional site enhancements will be done in coming months as schedule and funding permits
- **Hopewell Park / Danville Borough Farm**
 - Notices have been posted at the trailhead and online reminding site users of Saturday trail closures during the October – December hunting seasons; trails will be closed Mondays – Saturdays from November 28 – December 10 during the firearms deer season
 - Trail maintenance and upgrades are ongoing thanks to volunteer efforts
 - Stoudt, Decoteau and Bowie are considering updates to trailhead kiosk signage, brochures and trail signs; upgrades will be made as funding allows

DIRECTOR'S REPORT (continued)

MANAGED SITES (continued)

- **Hess Recreation Area**

- Skatepark (**no change since last meeting**)
 - Concrete cracks need to be sealed before they become worse
- Ballfields (**no change since last meeting**)
 - Despite infield work done in April, the softball field remains in relatively poor condition; a significant investment of time and effort is needed to restore the field to good condition
- Road
 - MARC has requested that Danville Borough assist with pothole repair / chip and tar surfacing of the park entrance road in 2017; Stoudt has contacted R.C. Young for a rough estimate of possible costs, but no information yet received

- **Montour Township (Columbia County) parcel (**no change since last meeting**)**

- MARC is responsible for mowing / maintenance of this parcel in return for permission to use the site for material staging and access to the North Branch Canal Trail
- MARC's mowing contractor continues to mow the site as needed
- No concerns have been noted

- **Montour Preserve**

- October 1 marked MARC's one-year anniversary of operation at the Montour Preserve (**see accounting reports on pages 9 & 10**); Stoudt working on a year-end report for distribution to donors and other interested parties
- During the October 1, 2015 – September 30, 2016 period, MARC staff (Beam) provided educational programs for 32 school groups and, in partnership with other organizations, provided 26 public programs
- Montour County/MARC will receive \$200,000 in funding from the Commonwealth of PA for Montour Preserve operation and maintenance; funding has not yet been received and specific grant details remain unknown at this time
- MARC staff will winterize the Goose Cove and Heron Cove restrooms in October, as well as move the boat dock and fishing pier to their winter storage locations (moves anticipated late October, weather permitting)

- **North Branch Canal Trail**

- Trail construction is complete; all signage (excluding Catawissa trailhead kiosk) has been installed
- The Montour County portion of the trail (miles 0.0 through 3.5) was opened to the public on September 29
- The Columbia County portion of the trail cannot be opened until land transfer is complete
- MARC must consider the potential liability of an ongoing dispute with an adjacent landowner

DIRECTOR'S REPORT (continued)

SPECIAL EVENTS / PROJECTS

- **River Towns Race Series**
 - Registrations for the 9/24 Chilli Challenge fell far below expectations (123 registered, 200 projected); though accounting is incomplete, Stoudt estimates MARC will lose roughly \$2,100 on the event
 - MARC must reconsider all aspects of this event for the 2017 season
 - Registrations for the 10/15 Robbins Run 5k/10k are also far below expectations (currently 67 registrations of 200 projected); Stoudt anticipates MARC will also lose money on this event
 - MARC must reconsider this event for 2017
 - Proposed 2017 season schedule presented on page 21 of this agenda packet


OTHER

- Vegetation clearing completed on 7/28 at the Riverside Borough river access; minor additional work (including signage) needed before MARC recommends advertising to the public (**no change since last meeting**)
- MARC has received a \$500 donation from the Danville German Society as thanks for our support of the Danville Heritage Festival

UPCOMING EVENTS AND MEETINGS

- 10/15 Robbins Run 5k/10k (VOLUNTEERS NEEDED)
- 11/14 MARC meeting

STOUDT EXPENSE REPORT (RECEIPTS TO BE PROVIDED DURING MEETING)

Expense Report			
Transaction Date	Description	Account	Amount
9/15/16	Clark's Ag Center (bolts and washers for North Branch Canal Trail signs)	North Branch Canal Trail (Williams grant eligible)	\$ 15.97
9/16/16	West Branch Rental (one month trailer rental)	North Branch Canal Trail (Williams grant eligible)	\$ 495.00
9/18/16	Amazon.com (printer toner cartridges, water filters, air fresheners)	Montour Preserve	\$ 284.94
9/18/16	Amazon.com (hand soap refills)	Montour Preserve	\$ 81.53
9/20/16	USPS (stamps)	office supplies	\$ 18.80
9/21/16	Cole's Hardware (misc. park & trail maintenance supplies)	park maintenance tools & supplies	\$ 151.41
9/23/16	Giant (food & misc. supplies for Chilli Challenge)	\$4.23 Chilli Challenge misc. supplies; \$66.54 Chilli Challenge food & drink	\$ 70.77
9/23/16	Weis (food & misc. supplies for Chilli Challenge)	\$8.47 Chilli Challenge misc. supplies; \$67.69 Chilli Challenge food & drink	\$ 76.16
9/23/16	Cole's Hardware (River Towns Race Series misc. supplies)	River Towns Race Series misc. supplies	\$ 321.43
9/24/16	Clark's Ag Center (electrical outlets for Montour Preserve)	Montour Preserve	\$ 77.34
9/26/16	Dinn Brothers (trophies for Robbins Run)	RTRS - Robbins Run awards / prizes	\$ 624.50
9/26/16	MailChimp (email service)	\$16.67 Montour Preserve; \$16.67 misc. expenses; \$16.66 River Towns Race Series advertising	\$ 50.00
9/27/16	HughesNet (internet service)	Montour Preserve	\$ 151.18
9/27/16	2 Twisted Sisters (t-shirts for Robbins Run)	RTRS - Robbins Run t-shirts	\$ 553.00
9/30/16	Amazon.com (trash bags, paper towels, toilet paper and paper)	Montour Preserve	\$ 152.70
10/5/16	Cole's Hardware (bird seed and trash bags)	Montour Preserve	\$ 121.84
10/6/16	Amazon.com (urinal cakes and printer cartridges)	Montour Preserve	\$ 152.11
EXPENSE REPORT TOTAL			\$ 3,398.68
Name:	Robert Stoudt	Date Submitted:	10/10/2016
Signature:			
		Date Paid:	
Approved by:			
		Check #:	

STOUDT EXPENSE REPORT (EXPENSE CATEGORY DETAIL)

CATEGORY	TOTAL	AMOUNTS							
misc. expenses	16.67	16.67							
Montour Preserve	1,038.31	284.94	81.53	151.18	77.34	16.67	152.70	121.84	152.11
North Branch Canal Trail	510.97	15.97	495.00						
office supplies	18.80	18.80							
park maintenance tools & supplies	151.41	151.41							
RTRS - advertising	16.66	16.66							
RTRS - Chilli Challenge food & drink	134.23	66.54	67.69						
RTRS - Chilli Challenge misc. supplies	12.70	4.23	8.47						
RTRS - misc. supplies	321.43	321.43							
RTRS - Robbins Run awards / prizes	624.50	624.50							
RTRS - Robbins Run t- shirts	553.00	553.00							
TOTAL	3,398.68								



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 COUNTY COMMISSIONERS' TOURISM FUND



www.RiverTownRace.com



RIVER TOWNS RACE SERIES 2017

2016 Awards Ceremony/ 2017 Series Kickoff Event	January 14
Humdinger Trail Races	March 4
River Towns Half Marathon	May 6
Old Forge Brewing Co. Beer Run	June 24
Montour 24 Endurance Runs	July 22
Hopewell Challenge Mountain Bike Race	September 2
Chilli Challenge	September 30



MONTOUR COUNTY COMMISSIONERS' TOURISM FUND



www.RiverTownRace.com