



www.MontourRec.com

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

November 14, 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– 8**)
- 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 9**)

Maintenance Technician's Report (Dennis Piatt) (**page 9**)

Director's Report (Bob Stoudt) (**pages 10 – 16**)

- Approval of Director's expense report (**page 17 - 20**)

Old Business

- 2017 River Towns Race Series planning (**page 21**)
- 2017 budget (**pages 22 & 23**)

New Business

- 2017 meeting schedule (**page 24**)
- Hess Recreation Area 2017 fee schedule (**page 25**)
- Montour County North Branch Canal Trail construction loan repayment
- Director's bill payment authority

Other Items

- 2017 snow plowing and mowing contracts
- Interscholastic Mountain Bike Team update

Adjournment

next meeting: December 12, 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
automatic payment	10/17/16	11/3/16	10/1 - 10/31/16	US Treasury (October tax deposit)	payroll taxes		1,337.78		97,064.78
automatic payment	10/17/16	11/3/16	10/1 - 10/31/16	PA Dept. of Revenue (October tax deposit)	payroll taxes		164.49		96,900.29
5408	10/19/16	11/3/16	10/1 - 10/31/16	Dennis Piatt (payroll 10/2 - 10/15)	payroll - Piatt		104.16		96,796.13
5409	10/19/16	11/3/16	10/1 - 10/31/16	Jon Beam (payroll 10/2 - 10/15)	payroll - Beam		250.66		96,545.47
5410	10/19/16	11/3/16	10/1 - 10/31/16	Robert Stoudt (payroll 10/2 - 10/15)	payroll - Stoudt		1,470.38		95,075.09
automatic payment	10/31/16	11/3/16	10/1 - 10/31/16	EFTPS (940 deposit)	payroll taxes		20.61		95,054.48
automatic payment	10/31/16	11/3/16	10/1 - 10/31/16	PA UC Fund	payroll taxes		152.52		94,901.96
automatic payment	10/31/16	11/3/16		Danville Area Earned Income	payroll taxes		296.46		94,605.50
5411	10/31/16	11/3/16		Ozark & Shultz Accounting (Q3 accounting and payroll)	accounting		325.00		94,280.50
5412	10/31/16	11/3/16		PA Runners (timing of Robbins Run)	RTRS - Robbins Run (timing)		585.00		93,695.50
5413	10/31/16	11/3/16		US Dept. of Agriculture (Montour Preserve wildlife management)	Montour Preserve		288.74		93,406.76
5414	10/31/16	11/3/16		Tyco Integrated Security (quarterly fee for security system monitoring)	Montour Preserve		150.00		93,256.76
5415	10/31/16	11/3/16		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		93,041.76
5416	10/31/16	11/3/16		Big Pop's Mowing	\$579 Hess Recreation Area; \$345 East Branch Rec. Area; \$100 River Drive parcel; \$120 Hopewell Park; \$180 North Branch Canal Trail; \$40 Columbia County projects; \$1,600 Montour Preserve		2,964.00		90,077.76
5417	10/31/16	11/3/16		Starr Portables	\$250 North Branch Canal Trail; \$410 East Branch Rec. Area		660.00		89,417.76
5418	10/31/16	11/3/16		PPL Electric Utilities	Montour Preserve		55.77		89,361.99
5419	10/31/16	11/3/16		PPL Electric Utilities	Montour Preserve		228.01		89,133.98
5420	10/31/16	11/3/16		PPL Electric Utilities	Montour Preserve		62.87		89,071.11
5421	10/31/16	11/3/16		PPL Electric Utilities	Montour Preserve		540.73		88,530.38
5422	10/31/16	11/3/16		Verizon (Montour Preserve phone)	Montour Preserve		154.33		88,376.05
5423	10/31/16	11/3/16		ALS Group USA (Montour Preserve water testing)	Montour Preserve		86.00		88,290.05
5424	10/31/16	11/3/16		ALS Group USA (Montour Preserve water testing)	Montour Preserve		86.00		88,204.05
5425	10/31/16	11/3/16		PPL Electric Utilities (Hess electric)	Hess Recreation Area maintenance		54.97		88,149.08
5426	10/31/16	11/3/16		Kate Rapp (Robbins Run refund)	RTRS - Robbins Run (refund)		45.00		88,104.08
5427	10/31/16	11/3/16		Dennis Piatt (payroll 10/16 - 10/30)	payroll - Piatt		337.30		87,766.78
5428	10/31/16	11/3/16		Jon Beam (payroll 10/16 - 10/30)	payroll - Beam		275.22		87,491.56
5429	10/31/16	11/3/16		Robert Stoudt (payroll 10/16 - 10/30)	payroll - Stoudt		865.28		86,626.28
credit	10/31/16	11/3/16	N/A	redeposit of check #5354 (returned as donation for use of Hess Recreation Area)	donation - unrestricted			200.00	86,826.28
deposit	10/31/16	11/3/16	10/1 - 10/31/16	deposit	\$250 Montour Preserve pavilion reservations; \$25 Montour Preserve donations; \$500 donations (unrestricted); \$280 RTRS Humdinger 2017 registrations; \$590 RTRS Chilli Challenge registrations; \$725 RTRS Robbins Run registrations			2,370.00	89,196.28



CORPORATE OFFICE
1419 MONTOUR BLVD.
P.O. BOX 159
DANVILLE, PA 17821-9122

ADDRESS SERVICE REQUESTED

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



Presorted
First-Class Mail
U.S. Postage
Paid
IDS.COM

Statement Period: 10/01/2016-10/31/2016

Page 1 of 2

Summary of Accounts:

	Ending	YTD	
	Balance	Dividend	Account Number: 584727
Savings			
01 - REGULAR SAVINGS	5.00	0.00	
40 - CHECKING	97,957.00	0.00	
Total	97,962.00	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
Oct 1		Balance Forward			5.00
Oct 31		Ending Balance			5.00

ID 40 CHECKING

Trans	Eff Date	Transaction	Deposit	Withdrawal	Balance
Oct 1		Balance Forward			105,182.73
Oct 3		Deposit by Check	2,194.96		107,377.69
Oct 3		Draft 005385		-50.00	107,327.69
Oct 3		Draft 005386		-50.00	107,277.69
Oct 4		Draft 005393		-1,545.15	105,732.54
Oct 4		Draft 005390		-1,698.01	104,034.53
Oct 6		Draft 005388		-193.40	103,841.13
Oct 7		Draft 005394		-154.04	103,687.09
		Processed Check - VERIZON FINANCIA TYPE: PAYMENTS ID: 1564577000			
Oct 7		Draft 005395		-50.79	103,636.30
Oct 7		Draft 005406		-54.80	103,581.50
Oct 7		Draft 005403		-72.43	103,509.07
Oct 7		Draft 005389		-78.68	103,430.39
Oct 7		Draft 005405		-296.56	103,133.83
Oct 7		Draft 005404		-479.13	102,654.70
Oct 7		Draft 005392		-559.68	102,095.02
Oct 11		Draft 005396		-86.00	102,009.02
Oct 11		Draft 005397		-86.00	101,923.02
Oct 11		Draft 005401		-250.00	101,673.02
Oct 11		Draft 005402		-250.00	101,423.02
Oct 11		Draft 005391		-406.42	101,016.60
Oct 13		Draft 005387		-50.00	100,966.60
Oct 13		Draft 005398		-99.00	100,867.60
Oct 13		Draft 005399		-680.00	100,187.60
Oct 14		Draft 005400		-1,100.00	99,087.60
Oct 17		Withdrawal ACH COMMWLTHOFPA INT		-164.49	98,923.11
		TYPE: PAEMPLOYTX ID: 1238003133 CO: COMMWLTHOFPA INT			
Oct 17		Withdrawal ACH IRS		-1,337.78	97,585.33
		TYPE: USATAXPYMT ID: 3387702000 CO: IRS			

Want your statement earlier? View it online! Sign-up today at www.service1.org

"like" us on Facebook and "follow" us on Twitter
to keep up with what's happening at Service 1st!



www.facebook.com/service1stfcu
www.twitter.com/service1st

Account Number: 584727 **Statement Period:** 10/01/2016-10/31/2016

Page 2 of 2

ID 40 CHECKING - Continued

Trans	Eff Date	Transaction	Deposit	Withdrawal	Balance
Oct 20		Draft 005410		-1,470.38	98,114.95
Oct 21		Draft 005408		-104.16	98,010.79
Oct 21		Draft 005409		-250.66	95,760.13
Oct 31		Withdrawal ACH IRS TYPE: USATAXPYMT ID: 3387702000 CO: IRS		-20.61	95,739.52
Oct 31		Withdrawal ACH UNEMP COMP EFT TYPE: PADLIUCCON ID: 1236003133 CO: UNEMP COMP EFT		-152.52	95,587.00
Oct 31		Deposit by Check	2,370.00		97,957.00
Oct 31		Ending Balance			97,957.00
		Total Deposits 4,564.96			
		Total Withdrawals 11,790.69			

Drafts for 40 - CHECKING

Date	Draft Number	Amount	Date	Draft Number	Amount	Date	Draft Number	Amount
Oct 3	□ 005385	50.00	Oct 7	□ 005394	154.04	Oct 11	□ 005402	250.00
Oct 3	□ 005386	50.00	Oct 7	□ 005395	50.79	Oct 7	□ 005403	72.43
Oct 13	□ 005387	50.00	Oct 11	□ 005396	86.00	Oct 7	□ 005404	479.13
Oct 6	□ 005388	193.40	Oct 11	□ 005397	86.00	Oct 7	□ 005405	296.56
Oct 7	□ 005389	78.88	Oct 13	□ 005398	99.00	Oct 7	□ 005406	54.80
Oct 4	□ 005390	1,698.01	Oct 13	□ 005399	680.00	Oct 21	□ 005408*	104.16
Oct 11	□ 005391	406.42	Oct 14	□ 005400	1,100.00	Oct 21	□ 005409	250.66
Oct 7	□ 005392	559.88	Oct 11	□ 005401	250.00	Oct 20	□ 005410	1,470.38
Oct 4	□ 005393	1,545.15						

* denotes skipped sequence

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

Refinance or consolidate your loans to take advantage of our great rates today at www.service1.org

MARC Checking Account Reconciliation - Service 1st Account			
Updated 11/3/16			
		ending balance from 10/31/16 bank statement	\$ 97,957.00
		deposits not yet posted (detailed below)	\$ -
		subtotal	\$ 97,957.00
		withdrawals not yet cleared (detailed below)	\$ 8,760.72
		balance (should agree with checkbook)	\$ 89,196.28
		actual checkbook balance	\$ 89,196.28
		difference	\$ -
DEPOSITS NOT YET POSTED			
TRANSACTION DATE	CHECK #	DESCRIPTION OF TRANSACTION	AMOUNT
TOTAL			\$ -
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
09/21/16	5382	Lisa Warriner (Montour Preserve pavilion security deposit refund)	\$ 50.00
10/03/16	5407	Washingtonville Volunteer Fire Co. (donation for support of Chilli Challenge)	\$ 150.00
10/31/16	automatic payment	Danville Area Earned Income	\$ 296.46
10/31/16	5411	Ozark & Shultz Accounting (Q3 accounting and payroll)	\$ 325.00
10/31/16	5412	PA Runners (timing of Robbins Run)	\$ 585.00
10/31/16	5413	US Dept. of Agriculture (Montour Preserve wildlife management)	\$ 288.74
10/31/16	5414	Tyco Integrated Security (quarterly fee for security system monitoring)	\$ 150.00
10/31/16	5415	Ted Heaps Container Service (East Branch Rec Area, Montour Preserve and Hess Recreation Area trash service)	\$ 215.00
10/31/16	5416	Big Pop's Mowing	\$ 2,964.00
10/31/16	5417	Starr Portables	\$ 660.00
10/31/16	5418	PPL Electric Utilities	\$ 55.77
10/31/16	5419	PPL Electric Utilities	\$ 228.01
10/31/16	5420	PPL Electric Utilities	\$ 62.87
10/31/16	5421	PPL Electric Utilities	\$ 540.73
10/31/16	5422	Verizon (Montour Preserve phone)	\$ 154.33
10/31/16	5423	ALS Group USA (Montour Preserve water testing)	\$ 86.00
10/31/16	5424	ALS Group USA (Montour Preserve water testing)	\$ 86.00
10/31/16	5425	PPL Electric Utilities (Hess electric)	\$ 54.97
10/31/16	5426	Kate Rapp (Robbins Run refund)	\$ 45.00
10/31/16	5427	Dennis Piatt (payroll 10/16 - 10/30)	\$ 337.30
10/31/16	5428	Jon Beam (payroll 10/16 - 10/30)	\$ 275.22
10/31/16	5429	Robert Stoudt (payroll 10/16 - 10/30)	\$ 865.28
TOTAL			\$ 8,760.72

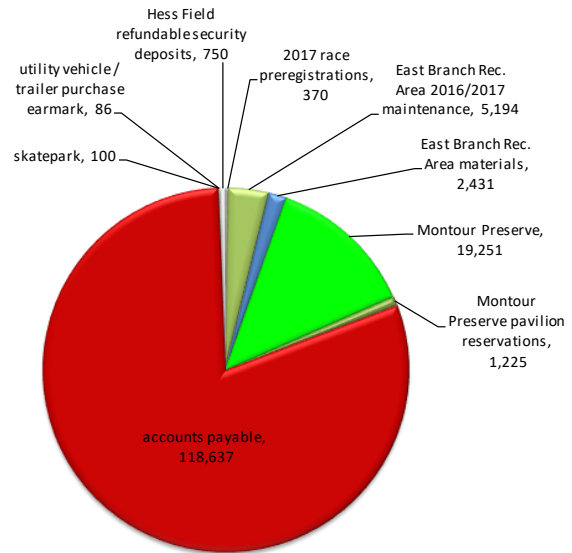
MARC FUND EARMARKS

EARMARK CATEGORIES	AMOUNT
2017 race preregistrations	370
East Branch Rec. Area 2016/2017 maintenance	5,194
East Branch Rec. Area materials	2,431
Montour Preserve	19,251
Montour Preserve pavilion reservations	1,225
accounts payable	118,637
skatepark	100
utility vehicle / trailer purchase earmark	86
Hess Field refundable security deposits	750
TOTAL RESTRICTED	148,044
ACTUAL CHECKBOOK BALANCE(11/3/16)	89,196

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

ACCOUNTS PAYABLE	
Stoudt expense reports	3,885
reimbursement to Montour County for NBCT (incl. interest)	114,752
	118,637

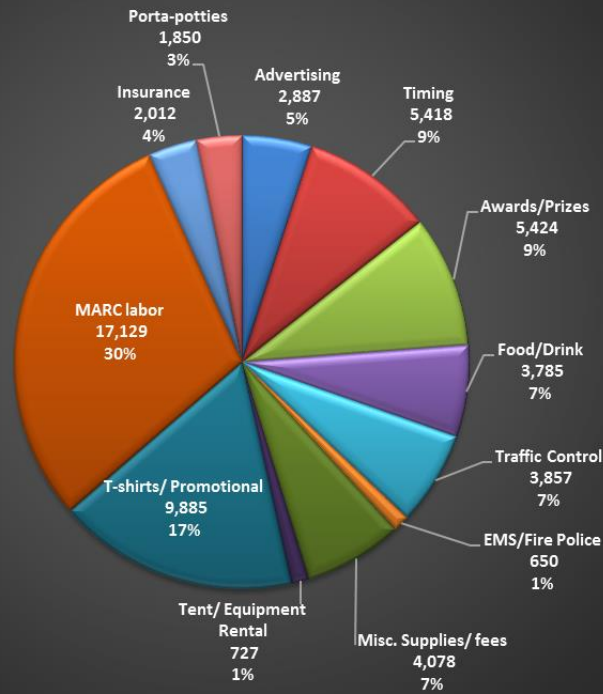
MARC Funds Earmarks as of 11/3/16



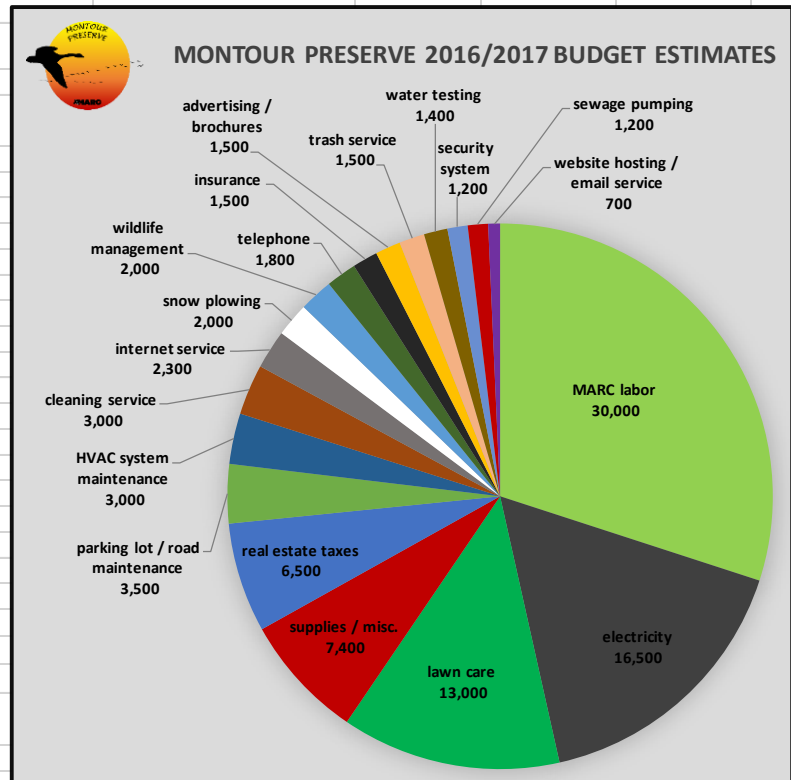
2016 RIVER TOWNS RACE SERIES ACCOUNTING (YTD)

	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		4,635.00	1,510.00			52,856.86
	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)	(585.00)			(5,418.00)
	MARC labor (Stoudt) w/taxes	(338.37)	(1,921.04)	(1,244.31)	(2,002.90)	(1,719.11)	(764.05)	(1,713.66)	(616.70)	(169.18)	(1,544.47)	(556.67)	-	(671.27)	(13,261.73)
	MARC labor (Beam) w/ taxes	-	(343.88)	(196.50)	(550.20)	-	-	(49.13)	-	-	(343.88)	(117.90)	-	-	(1,601.48)
	MARC labor (Piatt) w/ taxes	-	(422.24)	(473.28)	(612.48)	(37.12)	-	(37.12)	(259.84)	-	(445.44)	-	-	-	(2,287.52)
	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)				(176.25)			(311.89)
	Tent/ Equipment Rental		(240.00)		(487.12)										(727.12)
	Traffic Control (Flagger Force)		(594.24)		(3,262.68)										(3,856.92)
	NET PROFIT/LOSS	(1,133.96)	5,215.52	96.84	7,553.51	(1,720.09)	1,368.23	682.65	(55.40)	(78.27)	(1,599.03)	165.10	90.90	(1,784.04)	8,801.95

2016 RIVER TOWNS RACE SERIES EXPENSES (YTD)



MONTOUR PRESERVE		
2016/2017 BUDGETING VS. ACTUAL EXPENSES		
REVISED 11/3/2016 R. STOUDT		
EXPENSE	2016 2017 BUDGETED	YTD ACTUAL
MARC labor	30,000	1,917
electricity	16,500	887
lawn care	13,000	1,600
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	289
telephone	1,800	154
insurance	1,500	-
advertising / brochures	1,500	-
trash service	1,500	125
water testing	1,400	172
security system	1,200	150
sewage pumping	1,200	-
website hosting / email service	700	-
EXPENSE TOTAL	\$ 100,000	\$ 5,295
INCOME	2016 2017 BUDGETED	YTD ACTUAL
pavilion reservation fees	9,500	1,385
INCOME TOTAL	\$ 9,500	\$ 1,385



ASSISTANT DIRECTOR'S REPORT

In the past month, the assistant director offered an educational program for one visiting school group at the preserve and offered two public programs. He prepared the autumn newsletter and assisted Bob and Dennis with winterizing the picnic areas and moving the boat dock and fishing pier to their winter locations. He also assisted with registration and clean up for the Robbins Run 5K race.

Jon Beam
11/8/16

MAINTENANCE TECHNICIAN'S REPORT

trim trees and shrubbery where needed

fix bricks around flower bed

blow leaves off trails in some areas

change oil and filters in bobcat

Bob, Jon and I winterized restrooms and removed fishing pier and boat dock

removed tree ID board and sign posts that are no longer current

Denny Piatt
11/9/16

DIRECTOR'S REPORT

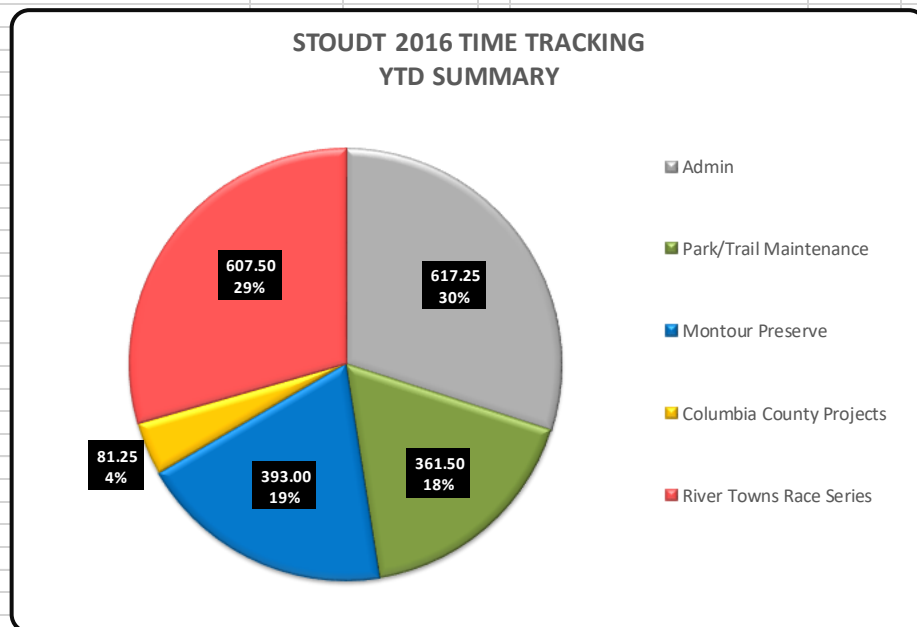
Director's Time Tracking - October

	STOUDT	PROJECT YTD TOTAL HOURS	OCTOBER																																							
			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	31									
	MARC admin	616.25	0.25	1.50	5.00	2.50	3.00	5.00	4.00	1.50	2.00	6.00	2.00	2.00	1.50	100	0.50	0.50	5.00	3.00	100	3.50	2.50	100	1.50	2.50	0.75	100	1.50	1.50	0.25	5.00										
	Other projects / events	99.75								1.25							0.25									0.50	2.50	1.50	100													
park / trail maintenance	East Branch Recreation Area	11.25							0.25											0.25						0.25																
	Hess Recreation Area	107.75		0.25	0.25	0.25	0.25	0.25	0.25	0.50	0.25	1.00	0.25	0.50	2.00	0.50	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25											
	Hopewell Park / Danville Farm Trails	15.75							100	2.00			0.25	0.25									100		2.50	0.50																
	North Branch Canal Trail	123.75		0.25					0.25			0.25																	0.25													
	River Drive trailhead / river access	1.75											0.75																													
Montour Preserve	Montour Preserve admin	161.00		0.25	0.50	1.50	100	0.75	0.25		0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	2.50	1.75	0.25	0.50	0.25	0.50	2.00	2.00	0.25	0.25	0.75	0.25	0.25										
	Montour Preserve programming	7.25																																								
	Montour Preserve maintenance	224.75		0.25	1.50		0.25	1.00			0.50	2.50			0.25	0.50	0.25	0.50	0.25	0.50	0.25	1.50			1.25			0.25	0.50			1.25										
Columbia County	Columbia Co. admin/misc.	0.75																																								
	Columbia Co. North Branch Canal Trail	80.25																																								
	Columbia Co. Fishing Creek	0.25																																								
	Columbia Co. other																																									
	Columbia Co. other 2																																									
	Columbia Co. other 3																																									
River Towns Race Series	RTRS Admin / Misc.	30.75				100				6.50		100																														
	RTRS Awards Luncheon	15.50																																								
	Humdinger Trail Races	88.00																																								
	Montour Preserve Spring Fever Trail Runs	57.00																																								
	River Towns Half-Marathon	91.75																																								
	Worlds End 50k / 100k	78.75																																								
	Old Forge Brewing Co. 5k	35.00																																								
	Montour 24 Endurance Runs	78.50																																								
	Montour Preserve Summer Heat Trail Runs	28.25																																								
	Hopewell Challenge Mountain Bike Race	7.75																																								
	Chilli Challenge	70.75																																								
Robbins Run 5k / 10k	25.50															2.75	0.25	4.00	10.50	0.50	0.25																					
Boneshaker Cyclocross																																										
	DAILY TOTALS	2058.00	0.25	2.50	7.25	4.25	5.50	7.00	6.00	3.50	3.75	13.50	7.00	6.50	2.50	7.50	12.25	1.75	6.50	6.00	3.50	4.00	5.75	1.25	4.25	5.00	3.75	4.00	4.00	0.50	6.50											
	WEEKLY PAYROLL TOTAL		36.00										53.00										28.75										25.00									
	BIWEEKLY PAYROLL TOTAL		89.00										53.75										53.75																			
	PAYROLL PERIOD		21										22										22																			

DIRECTOR'S REPORT (continued)

Director's 2016 Year-to-Date Time Accounting as of 11/8/16

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	617.25	\$ 12,345.00	Admin	617.25	12,345.00
Other projects / events	101.25	\$ 2,025.00	Park/Trail Maintenance	361.50	7,230.00
East Branch Recreation Area	11.25	\$ 225.00	Montour Preserve	393.00	7,860.00
Hess Recreation Area	107.75	\$ 2,155.00	Columbia County Projects	81.25	1,625.00
Hopewell Park / Danville Farm Trails	15.75	\$ 315.00	River Towns Race Series	607.50	12,150.00
North Branch Canal Trail	123.75	\$ 2,475.00	overtime	427.50	4,275.00
River Drive trailhead / river access	1.75	\$ 35.00	2016 YTD TOTALS	2,488.00	45,485.00
Montour Preserve admin	161.00	\$ 3,220.00			
Montour Preserve programming	7.25	\$ 145.00			
Montour Preserve maintenance	224.75	\$ 4,495.00			
Columbia Co. admin/misc.	0.75	\$ 15.00			
Columbia Co. North Branch Canal Trail	80.25	\$ 1,605.00			
Columbia Co. Fishing Creek	0.25	\$ 5.00			
Columbia Co. other	-	\$ -			
Columbia Co. other 2	-	\$ -			
Columbia Co. other 3	-	\$ -			
RTRS Admin / Misc.	30.75	\$ 615.00			
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	78.50	\$ 1,570.00			
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	25.50	\$ 510.00			
Boneshaker Cyclocross	-	\$ -			
2016 YTD BASE HOURS	2,060.50	\$ 41,210.00			
2016 YTD OVERTIME	427.50	\$ 4,275.00			
TOTAL YTD COMPENSATION	2,488.00	\$ 45,485.00			



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
 - \$5,188.76 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 (no change since last meeting)**
 - 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
 - Danville Borough Street Department staff patched several potholes during the week of 10/31 – 11/4
 - 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**
 - Goose Cove and Heron Cove restroom sewage pumping done 10/21
 - Goose Cove and Heron Cove picnic areas and water systems were winterized on 11/1; water testing suspended through April 2017
 - Boat dock and fishing pier moved to winter storage on 11/2
 - Preserve Environmental Education Center auditorium used as Anthony Twp. polling place on 11/7
 - 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

DIRECTOR'S REPORT (continued)

MANAGED SITES (continued)

- **North Branch Canal Trail**

- Trail miles 0.0 through 3.5 remain open to the public; usage has been consistent, particularly on weekends
 - An adjacent landowner in Montour County is upset by trail usage during hunting seasons and has requested the trail be closed to all users during all hunting seasons (October 1 – January 14, 2017 and April 22, 2017 – May 31, 2017)
 - Stoudt has instituted trail closures during the Special Antlered Deer Youth Firearms Season on October 21 & 22 and plans a closure during the Regular Antlered and Antlerless Deer Firearms Season on November 28 – December 10 (excluding Sunday, December 4), but is not inclined to enforce closures during other seasons
 - Stoudt has encouraged the landowner to bring his concerns to MARC's Board and/or the Montour County Commissioners for their consideration if so desired
- Trail miles 3.5 – 3.9 remain closed due to adjacent landowner conflict, pending guidance from Montour County
- Trail miles 3.9 – 6.2 in Columbia County remain closed until land transfer is complete
- MARC is grateful for the significant volunteer assistance of Columbia County resident Wayne Kashner for his ongoing trash cleanup along the trail corridor, particularly near the Catawissa Boat Club (see photos below)



DIRECTOR'S REPORT (continued)

SPECIAL EVENTS / PROJECTS

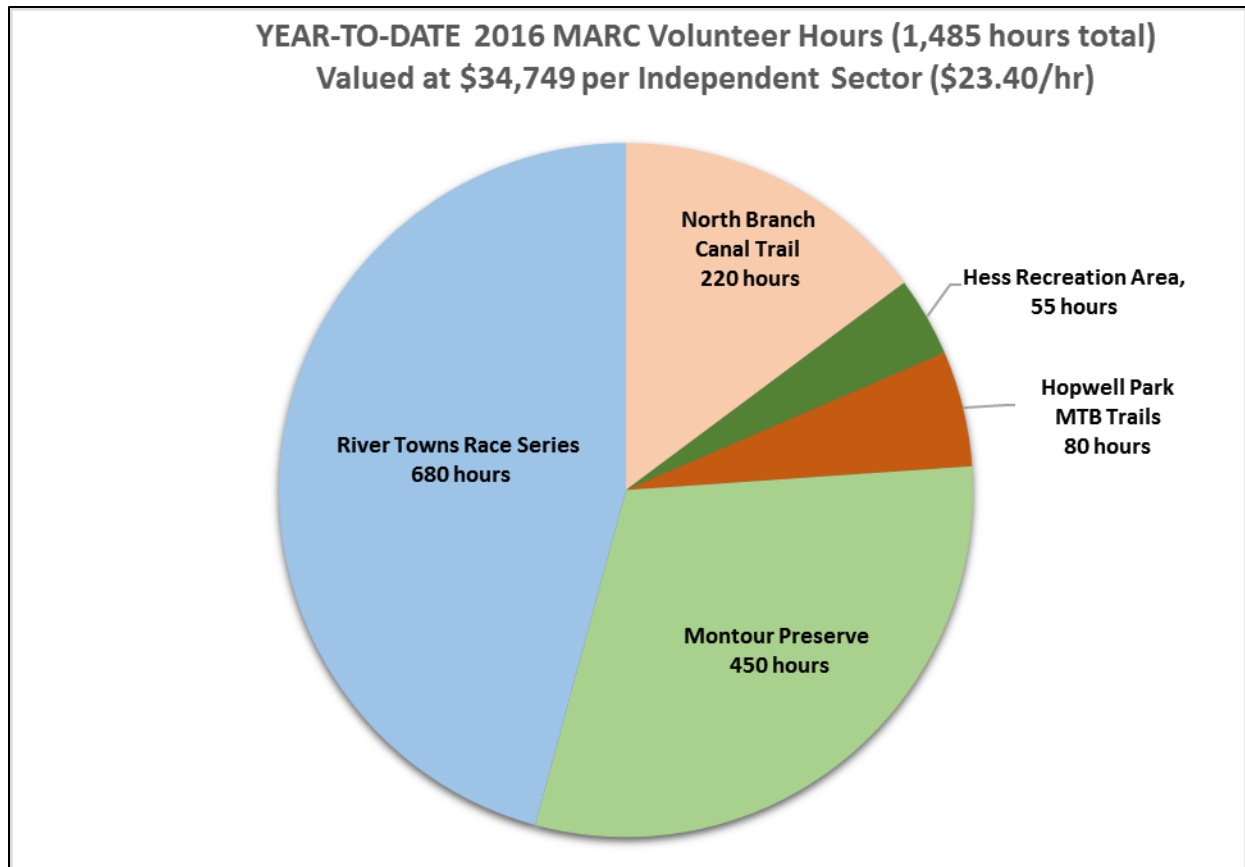
- River Towns Race Series
 - Proposed 2017 season schedule presented on page 20 of this agenda packet

2016 RIVER TOWNS RACE SERIES												
SEASON OVERVIEW AND ECONOMIC IMPACT REPORT												
	Humdinger Trail Races	Montour Preserve Spring Fever Trail Runs	River Towns Half Marathon	Worlds End 50K/100K	Old Forge Brewing Co. 5k	Montour 24 Endurance Races	Montour Preserve Summer Heat Trail Runs	Hopewell Challenge Mountain Bike Race	Chilli Challenge	Robbins Run 5K/10K	Boneshaker Cyclocross	2016 SEASON TOTALS
DATE	March 5	April 2	May 7	May 21	June 11	July 23	August 13	September 3	September 24	October 15	December 17	
ACTUAL NUMBER OF RACERS	283	123	331	223	164	193	60	17	113	65		1572
TOTAL PAID REGISTRATIONS	308	148	389	300	202	?	78	?	123	78		1626
PRE-SEASON ATTENDANCE PROJECTION	300	150	400	300	300	125	150	75	200	200	50	2250
MALE / FEMALE	136 (44%) / 172 (56%)	58 (99%) / 89 (61%)	152 (39%) / 237 (61%)	157 (70%) / 66 (30%)	62 (38%) / 102 (62%)	110 (57%) / 83 (43%)	22 (37%) / 38 (63%)	17 male (100%)	85 (75%) / 28 (25%)	37 (50%) / 38 (50%)		
AVERAGE AGE	38	39	39	40	36	44	40	38	44	34		
YOUNGEST / OLDEST	8 / 76	5 / 69	14 / 75	18 / 63	21 / 62	13 / 81	11 / 66	11 / 59	10 / 72	4 / 66		
NUMBER OF RACERS FROM >50 MILES AWAY (EXCLUDING THOSE WHO DID NOT ATTEND RACE)	94 (33%)	15 (12%)	105 (32%)	188 (84%)	29 (18%)	165 (85%)	18 (30%)	10 (59%)	29 (26%)	18 (28%)		653
NUMBER OF STATES REPRESENTED	8 (AR, DC, MA, MD, NJ, NY, PA, WA)	2 (PA & WV)	14 (AK, DC, FL, GA, KS, MD, MI, MN, NH, NJ, NY, PA, TX, VA)	19 (CO, CT, DC, IL, IN, MA, MD, MI, NC, NJ, NY, OH, PA, TX, VA, VT, WV, Quebec & Philippines)	6 (IL, NC, NJ, NY, PA, VA)	4 (NY, PA, FL, TX)	1 (PA)	1 (PA)	1 (PA)	4 (KY, NJ, PA, VT)		19 (and Canada and the Philippines)
AVERAGE AMOUNT SPENT PER RACER ON FOOD / LODGING / GAS / OTHER (EXCLUDES RACE REGISTRATION FEES)	\$38.78	\$33.00	\$70.00	?	\$40.00	\$90.00	\$35.00	?	\$78.00	\$43.00		
ESTIMATED TOTAL AMOUNT SPENT ON FOOD / LODGING / GAS / OTHER (EXCLUDES RACE REGISTRATION FEES; INCLUDES ONLY THOSE WHO ATTENDED)	\$10,975	\$4,059	\$23,170	?	\$6,560	\$17,370	\$2,100	?	\$8,814	\$2,795	\$0	\$75,843
ESTIMATED TOTAL DIRECT ECONOMIC IMPACT OF RACE (INCLUDES RACE REGISTRATION FEES AND ALL EXPENSES PAID BY RACER)	\$25,500	\$7,500	\$43,000	\$40,000	\$13,000	\$25,000	\$5,000	\$1,000	\$15,500	\$5,500		\$181,000

DIRECTOR'S REPORT (continued)

OTHER


- MARC has received a \$500 contribution from Riverside Borough
- Stoudt was invited to attend the 11/7 Mahoning Township Planning Commission meeting to learn more about a proposed First Responders' Memorial Park being proposed in the township; Stoudt will provide assistance to the township as might be requested



UPCOMING EVENTS AND MEETINGS

- 12/12 MARC meeting
- 12/17 Boneshaker Cyclocross


**STOUDT OCTOBER 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 OCTOBER 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								

**STOUDT NOVEMBER EXPENSE REPORT
(RECEIPTS TO BE PROVIDED DURING MEETING)**

Expense Report			
Transaction Date	Description	Account	Amount
10/11/16	Cole's Hardware (chainsaw fuel/oil and bird seed)	Montour Preserve	\$ 68.87
10/19/16	Best Line Equipment (filters and oil for Bobcat)	PPL utility vehicle grant	\$ 66.76
10/20/16	HughesNet (Montour Preserve internet service)	Montour Preserve	\$ 151.18
10/26/16	Amazon.com (dry erase calendar, dry erase markers and case of paper)	office supplies	\$ 64.22
10/26/16	MailChimp (email service)	\$16.67 Montour Preserve; \$16.67 misc. expenses; \$16.66 River Towns Race Series advertising	\$ 50.00
11/3/16	Amazon.com (strap wrench)	Montour Preserve	\$ 61.47
11/3/16	Zeisloft Farm Equipment (hardware for fishing pier anchor repair)	Montour Preserve	\$ 24.35
11/4/16	Cole's Hardware (supplies for Montour Preserve fishing pier anchor repair)	Montour Preserve	\$ 154.43
11/9/16	Staples (printer toner cartridges and post-it notes)	office supplies	\$ 151.54
EXPENSE REPORT TOTAL			\$ 792.82
Name:	Robert Stoudt	Date Submitted:	11/14/2016
Signature:			
		Date Paid:	
Approved by:			
		Check #:	

STOUDT NOVEMBER EXPENSE REPORT (EXPENSE CATEGORY DETAIL)

CATEGORY	TOTAL	AMOUNTS							
misc. expenses	16.67	16.67							
Montour Preserve	476.97	68.87	151.18	16.67	61.47	24.35	154.43		
office supplies	215.76	64.22	151.54						
PPL utility vehicle grant	66.76	66.76							
RTRS - advertising	16.66	16.66							
	-								
	792.82								



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 AREA RECREATION COMMISSION

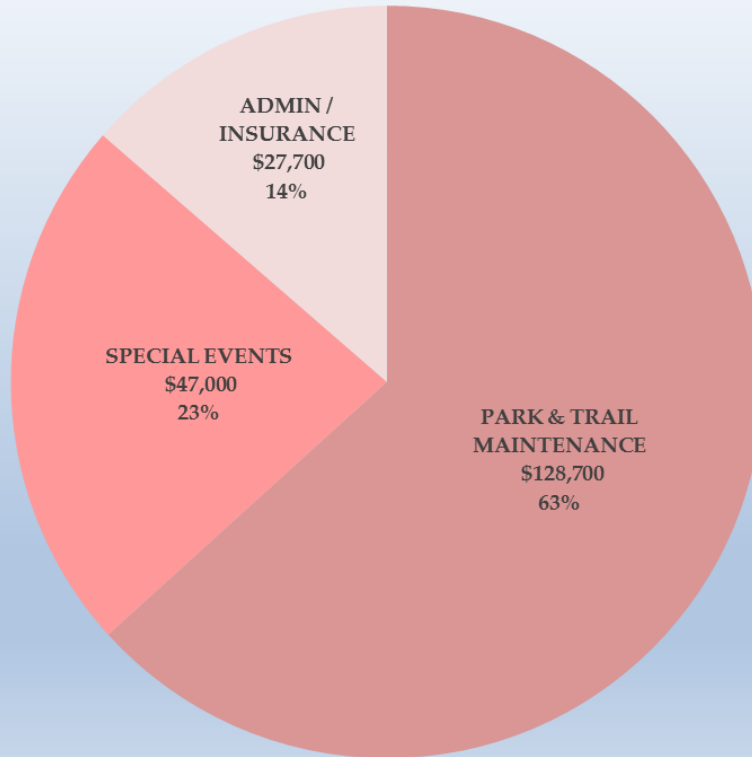
MONTOUR COUNTY COMMISSIONERS' TOURISM FUND



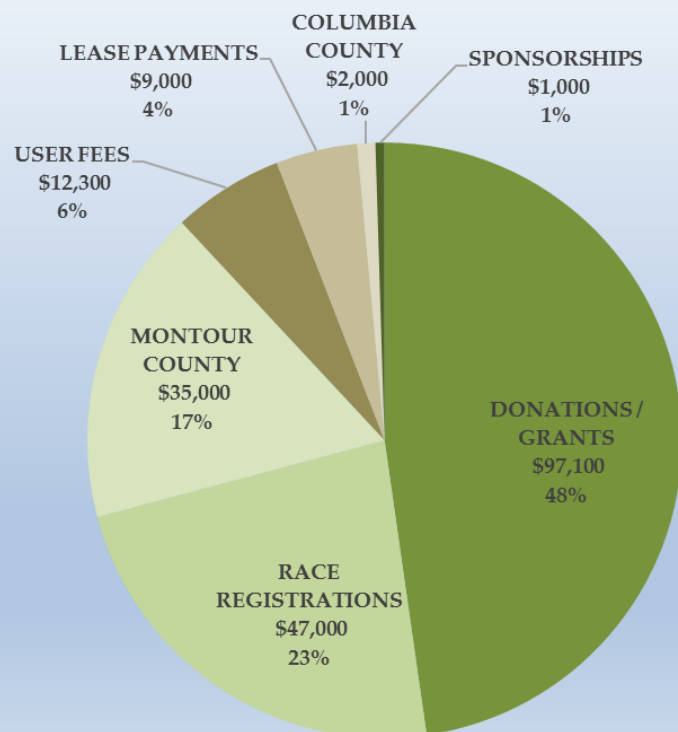
www.RiverTownRace.com

2017 MARC BUDGETING - DRAFT MINIMUM FUNDING REQUIREMENTS (DEFERRAL OF ALL NON-ESSENTIAL MAINTENANCE) DRAFT REVISED R. STOUTDT 20161108					
	EXPENSE	AMOUNT	DEDICATED FUNDING SOURCES (INCLUDES ANTICIPATED MONTOUR COUNTY FUNDING NOT YET REQUESTED OR APPROVED)	AMOUNT	LINE ITEM SURPLUS / (DEFICIT)
PARK & TRAIL MAINTENANCE	Montour Preserve	\$ (100,000.00)	donations [\$90,500], pavilion rentals [\$9,500]	\$ 100,000.00	\$ -
	Hess Recreation Area	\$ (11,500.00)	user fees [\$2,800]	\$ 2,800.00	\$ (8,700.00)
	East Branch Recreation Area	\$ (6,700.00)	Talen Energy lease agreement* [\$9,000]	\$ 9,000.00	\$ 2,300.00
	North Branch Canal Trail (Montour Co. portion)	\$ (4,000.00)			\$ (4,000.00)
	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)	\$ (1,100.00)			\$ (1,100.00)
	River Drive Parcel (NBCT parking)	\$ (1,000.00)			\$ (1,000.00)
	Riverside Borough River Access improvements	\$ (600.00)	donations [600]	\$ 600.00	\$ -
	River Towns Race Series (includes all labor and expenses)	\$ (45,000.00)	race registration fees [\$47,000], sponsorships [\$1,000]	\$ 48,000.00	\$ 3,000.00
SPECIAL EVENTS	Special Projects & Events	\$ (2,000.00)	donations [\$600]	\$ 600.00	\$ (1,400.00)
ADMIN / INSURANCE	Admin / Misc. Other (includes Stoutdt admin labor)	\$ (15,000.00)			\$ (15,000.00)
	Insurance (D&O, General & Workers' Comp)	\$ (8,300.00)			\$ (8,300.00)
	Accounting	\$ (1,500.00)			\$ (1,500.00)
	Office Supplies	\$ (1,000.00)			\$ (1,000.00)
	Dues & Fees	\$ (1,000.00)			\$ (1,000.00)
OTHER INCOME	Public Notices	\$ (900.00)			\$ (900.00)
			Montour Co. Act 13 funding [\$25,000]	\$ 25,000.00	\$ 25,000.00
			Montour Co. Hotel Tax funding for RTRS advertising [\$10,000]	\$ 10,000.00	\$ 10,000.00
			unrestricted donations	\$ 5,400.00	\$ 5,400.00
	TOTAL EXPENSES	\$ (203,400.00)	TOTAL REVENUES	\$ 203,400.00	\$ -

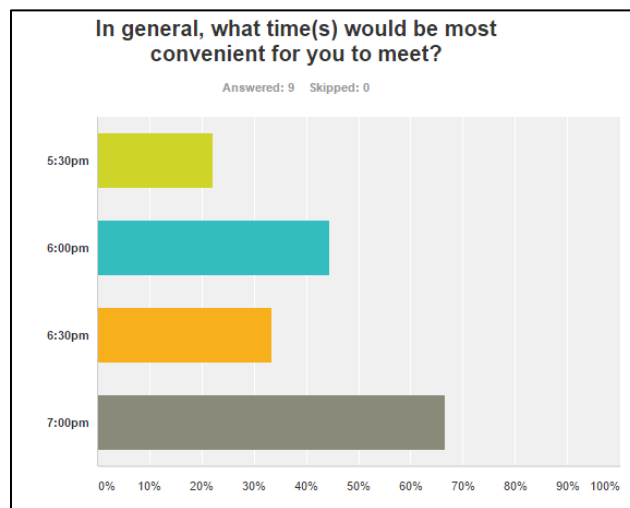
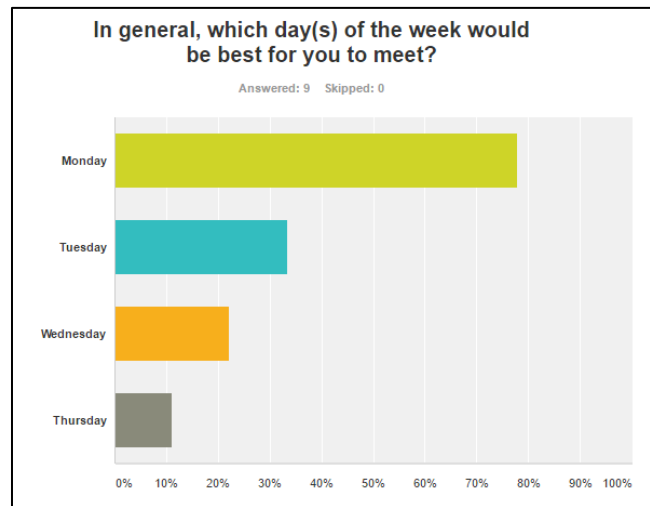
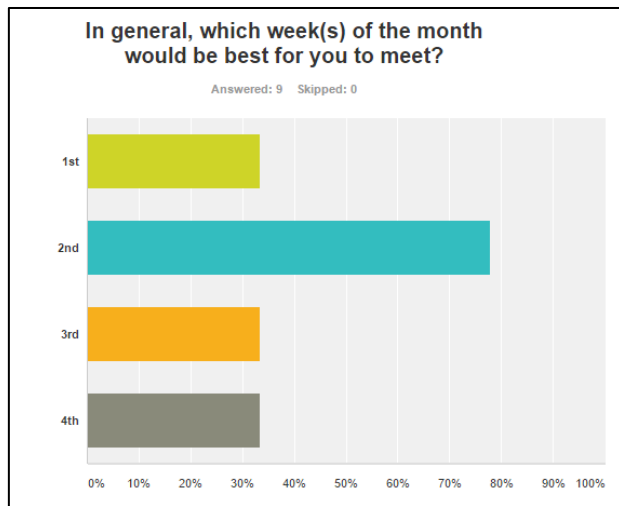
PROPOSED MARC 2017 BUDGET EXPENSES (\$203,400)



PROPOSED MARC 2017 BUDGET REVENUES (\$203,400)



SURVEY MONKEY RESULTS FROM MARC BOARD MEMBER SURVEY



PROPOSED 2017 MARC MEETING DATES

2nd Monday of each month (except July) at 7:00pm in the Montour Preserve EEC

January 9

February 13

March 13

April 10

May 8

June 12

NO JULY MEETING

August 14

September 11

October 9

November 13

December 11

PROPOSED 2017 HESS RECREATION AREA FEE SCHEDULE

SINGLE DAY FEES

Facility Requested (check all that apply)	
<input type="checkbox"/> softball field (\$75/day)	<input type="checkbox"/> pavilion (\$25/4 hours)
<input type="checkbox"/> old baseball field (\$75/day)	<input type="checkbox"/> all fields and pavilion (\$300/day)
<input type="checkbox"/> multi-purpose field (\$75/day)	

SEASON FEES

HOURLY USE FEE (combined season total use)			
Less Than 15 Hours	16 – 30 Hours	31 – 50 Hours	51 Hours or More
\$150	\$300	\$500	\$750

OLD FEE SCHEDULE (ADOPTED 3/2015)

SINGLE DAY FEES

Facility Requested (check all that apply)	
<input type="checkbox"/> softball field (\$50/day)	<input type="checkbox"/> pavilion (\$25/4 hours)
<input type="checkbox"/> baseball field (\$50/day)	<input type="checkbox"/> all fields and pavilion (\$200/day)
<input type="checkbox"/> soccer/lacrosse field (\$50/day)	

SEASON FEES

HOURLY USE FEE (combined season total use)		
Less Than 15 Hours	26 – 50 Hours	51 Hours or More
\$75.00	\$300.00	\$600.00