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

December 12, 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– 9; accountant's report provided separately**)
- 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 10**)

Maintenance Technician's Report (Dennis Piatt) (**page 10**)

Director's Report (Bob Stoudt) (**pages 11 – 15**)

Old Business

- 2017 Lawn Care invitation for bids (**provided separately**)

New Business

- DCNR resolution for Montour Preserve grant (**page 16**)
- Auditor selection for DCNR grant performance audit (**pages 17 – 18**)

Other Items

- Service 1st and Danville Area Community Foundation contributions
- MARC fundraiser

Adjournment

next meeting: January 9, 2017

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
5430	11/8/16	12/5/16	11/1 - 11/30/16	Dennis Piatt (Montour Preserve expense reimbursements - diesel fuel, bird seed and Bobcat supplies)	Montour Preserve		54.67		89,141.61
5431	11/14/16	12/5/16	11/1 - 11/30/16	Dennis Piatt (payroll 10/31 - 11/12)	payroll - Piatt		314.29		88,827.32
5432	11/14/16	12/5/16	11/1 - 11/30/16	Jon Beam (payroll 10/31 - 11/12)	payroll - Beam		338.00		88,489.32
5433	11/14/16	12/5/16	11/1 - 11/30/16	Robert Stoudt (payroll 10/31 - 11/12)	payroll - Stoudt		1,097.46		87,391.86
automatic payment	11/15/16	12/5/16	11/1 - 11/30/16	PA Dept of Revenue (Nov. taxes)	payroll taxes		224.95		87,166.91
automatic payment	11/15/16	12/5/16	11/1 - 11/30/16	US Treasury (Nov. taxes)	payroll taxes		1,720.06		85,446.85
deposit	11/23/16	12/5/16	11/1 - 11/30/16	deposit (Service 1st unrestricted donation)	donation - unrestricted			10,000.00	95,446.85
5434	11/30/16	12/5/16		Robert Stoudt (10/10 expense report)	\$16.67 misc. expenses; \$1,038.31 Montour Preserve; \$510.97 North Branch Canal Trail; \$18.80 office supplies; \$151.41 park maintenance tools & supplies; \$16.66 RTRS advertising; \$134.23 RTRS Chilli Challenge food & drink; \$12.70 RTRS Chilli Challenge misc. supplies; \$321.43 RTRS misc. supplies; \$624.50 RTRS Robbins Run awards/prizes; \$553.00 RTRS Robbins Run t-shirts		3,398.68		92,048.17
5435	11/30/16	12/5/16		Robert Stoudt (11/14 expense report)	\$16.67 misc. expenses; \$476.97 Montour Preserve; \$215.76 office supplies; \$66.76 PPL utility vehicle/trailer grant; \$16.66 RTRS advertising		792.82		91,255.35
5436	11/30/16	12/5/16		Robert Stoudt (11/30 expense report)	\$146.15 Hess Recreation Area; \$211.13 Montour Preserve		357.28		90,898.07
5437	11/30/16	12/5/16		Verizon (Montour Preserve phone)	Montour Preserve		155.41		90,742.66
5438	11/30/16	12/5/16		Press Enterprise Commercial Printing (MARC and Danville Parks brochures)	misc. expenses		225.25		90,517.41
5439	11/30/16	12/5/16		Anthony Township (sewage tank inspection fee)	Montour Preserve		30.00		90,487.41
5440	11/30/16	12/5/16		Candy Fisher (9/23 - 11/14 cleaning)	Montour Preserve		640.00		89,847.41
5441	11/30/16	12/5/16		PPL Electric Utilities (Montour Preserve electric)	Montour Preserve		732.12		89,115.29
5442	11/30/16	12/5/16		PPL Electric Utilities (Montour Preserve electric)	Montour Preserve		122.84		88,992.45
5443	11/30/16	12/5/16		PPL Electric Utilities (Montour Preserve electric)	Montour Preserve		339.60		88,652.85

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
5444	11/30/16	12/5/16		PPL Electric Utilities (Montour Preserve electric)	Montour Preserve		48.29		88,604.56
5445	11/30/16	12/5/16		Ted Heaps Container Service (East Branch Rec Area, Montour Preserve and Hess Recreation Area trash service)	\$25 East Branch Rec. Area maintenance; \$125 Montour Preserve; \$68.22 Hess maintenance		218.22		88,386.34
5446	11/30/16	12/5/16		Big Pop's Mowing	\$714 Hess Recreation Area; \$270 East Branch Rec. Area; \$100 River Drive parcel; \$150 Hopewell Park; \$180 North Branch Canal Trail; \$40 Columbia County projects; \$1,390 Montour Preserve		2,844.00		85,542.34
5447	11/30/16	12/5/16		Starr Portables (pumping of Goose Cove and Heron Cove restrooms)	Montour Preserve		550.00		84,992.34
5448	11/30/16	12/5/16		Starr Portables	\$200 North Branch Canal Trail; \$256 East Branch Rec. Area		456.00		84,536.34
5449	11/30/16	12/5/16		Press Enterprise Commercial Printing (Hopewell Park trails brochure)	Hopewell Park		98.58		84,437.76
5450	11/30/16	12/5/16		PPL Electric Utilities (Hess electric)	Hess Recreation Area		50.63		84,387.13
5451	11/30/16	12/5/16		Dennis Piatt (Bobcat antifreeze expense reimbursement)	PPL grant - utility vehicle/trailer		11.65		84,375.48
5452	11/30/16	12/5/16		US Dept. of Agriculture (Montour Preserve wildlife management)	Montour Preserve		288.74		84,086.74
5453	11/30/16	12/5/16		US Dept. of Agriculture (Montour Preserve wildlife management)	Montour Preserve		154.60		83,932.14
5454	11/30/16	12/5/16		US Dept. of Agriculture (Montour Preserve wildlife management)	Montour Preserve		657.95		83,274.19
5455	11/30/16	12/5/16		Ted Heaps Container Service (East Branch Rec Area, Montour Preserve and Hess Recreation Area trash service)	\$25 East Branch Rec. Area maintenance; \$125 Montour Preserve; \$68.22 Hess maintenance		218.22		83,055.97
5456	11/30/16	12/5/16		Big Pop's Mowing	\$617 Hess Recreation Area; \$90 East Branch Rec. Area; \$100 River Drive parcel; \$80 Hopewell Park; \$40 Columbia County projects; \$1,385 Montour Preserve		2,312.00		80,743.97
5457	11/30/16	12/5/16		MePush, Inc. (website hosting)	\$33 Montour Preserve; \$33 River Towns Race Series advertising; \$33 misc. expenses		99.00		80,644.97
deposit	11/30/16	12/5/16	11/1 - 11/30/16	deposit	\$219 Montour Preserve donations; \$675 RTRS Humdinger 2017 registrations; \$255 RTRS River Towns Half-Marathon 2017 registrations			1,149.00	81,793.97
N/A	11/30/16	12/5/16	N/A	redeposit of check #5420 (damaged in mail; bill paid as part of check #5442)	Montour Preserve			62.87	81,856.84



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Statement Period: 11/01/2016-11/30/2016

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Summary of Accounts:

	Ending	YTD	
	Balance	Dividend	Account Number: 584727
Savings			
01 - REGULAR SAVINGS	5.00	0.00	
40 - CHECKING	96,893.76	0.00	
Total	96,898.76	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
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			97,957.00
Nov 1		Draft 005285		-50.00	97,907.00
Nov 1		Draft 005429		-885.28	97,021.72
Nov 2		Withdrawal ACH DANVILLE AREA EA TYPE: TAX PAYMNT ID: 1232268087 CO: DANVILLE AREA EA		-286.46	96,735.26
Nov 4		Draft 005422		-154.33	96,580.93
Nov 4		Processed Check - VERIZON FINANCIA TYPE: PAYMENTS ID: 1564577000			
Nov 4		Draft 005425		-54.97	96,525.96
Nov 4		Draft 005418		-55.77	96,470.19
Nov 4		Draft 005419		-228.01	96,242.18
Nov 4		Draft 005428		-275.22	95,966.96
Nov 4		Draft 005427		-337.30	95,629.66
Nov 4		Draft 005421		-540.73	95,088.93
Nov 7		Draft 005413		-288.74	94,800.19
Nov 7		Processed Check - USDA APHIS GENL TYPE: PAYMENT ID: 1240340003			
Nov 7		Draft 005428		-45.00	94,755.19
Nov 7		Draft 005414		-150.00	94,605.19
Nov 8		Draft 005417		-660.00	93,945.19
Nov 8		Draft 005416		-2,964.00	90,981.19
Nov 9		Draft 005423		-86.00	90,895.19
Nov 9		Draft 005424		-86.00	90,809.19
Nov 14		Draft 005411		-325.00	90,484.19
Nov 14		Draft 005412		-585.00	89,899.19
Nov 15		Withdrawal ACH COMMWLTHOFA INT TYPE: PAEMPLOYTX ID: 1236003133 CO: COMMWLTHOFA INT		-224.95	89,674.24
Nov 15		Withdrawal ACH IRS TYPE: USATAXPYMT ID: 3387702000 CO: IRS		-1,720.06	87,954.18
Nov 15		Draft 005430		-54.67	87,899.51
Nov 15		Draft 005415		-215.00	87,684.51

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Account Number: 584727 Statement Period: 11/01/2016-11/30/2016

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ID 40 CHECKING - Continued

Trans	Eff Date	Transaction	Deposit	Withdrawal	Balance
Nov 17		Draft 005407		-150.00	87,544.51
Nov 23		Deposit by Check	10,000.00		97,544.51
Nov 29		Draft 005301		-50.00	97,494.51
Nov 29		Draft 005433		-1,097.46	96,397.05
Nov 30		Deposit	1,149.00		97,546.05
Nov 30		Draft 005431		-314.29	97,231.76
Nov 30		Draft 005432		-338.00	96,893.76
Nov 30		Ending Balance			96,893.76
Total Deposits 11,149.00					
Total Withdrawals 12,212.24					

Drafts for 40 - CHECKING

Date	Draft Number	Amount	Date	Draft Number	Amount	Date	Draft Number	Amount
Nov 1	□ 005285	50.00	Nov 8	□ 005417	680.00	Nov 7	□ 005426	45.00
Nov 29	□ 005301*	50.00	Nov 4	□ 005418	55.77	Nov 4	□ 005427	337.30
Nov 17	□ 005407*	150.00	Nov 4	□ 005419	228.01	Nov 4	□ 005428	275.22
Nov 14	□ 005411*	325.00	Nov 4	□ 005421*	540.73	Nov 1	□ 005429	865.28
Nov 14	□ 005412	585.00	Nov 4	□ 005422	154.33	Nov 15	□ 005430	54.67
Nov 7	□ 005413	288.74	Nov 9	□ 005423	86.00	Nov 30	□ 005431	314.29
Nov 7	□ 005414	150.00	Nov 9	□ 005424	86.00	Nov 30	□ 005432	338.00
Nov 15	□ 005415	215.00	Nov 4	□ 005425	54.97	Nov 29	□ 005433	1,097.46
Nov 8	□ 005416	2,964.00						

* 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 12/5/16

ending balance from 11/30/16 bank statement	\$ 96,893.76
deposits not yet posted (detailed below)	\$ -
subtotal	\$ 96,893.76
withdrawals not yet cleared (detailed below)	\$ 15,036.92
balance (should agree with checkbook)	\$ 81,856.84
actual checkbook balance	\$ 81,856.84
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	5288	Carol Watson (Montour Preserve reservation refund and security deposit refund)	\$ 80.00
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
11/30/16	5434	Robert Stoudt (10/10 expense report)	\$ 3,398.68
11/30/16	5435	Robert Stoudt (11/14 expense report)	\$ 792.82
11/30/16	5436	Robert Stoudt (11/30 expense report)	\$ 357.28
11/30/16	5437	Verizon (Montour Preserve phone)	\$ 155.41
11/30/16	5438	Press Enterprise Commercial Printing (MARC and Danville Parks brochures)	\$ 225.25
11/30/16	5439	Anthony Township (sewage tank inspection fee)	\$ 30.00
11/30/16	5440	Candy Fisher (9/23 - 11/14 cleaning)	\$ 640.00
11/30/16	5441	PPL Electric Utilities (Montour Preserve electric)	\$ 732.12
11/30/16	5442	PPL Electric Utilities (Montour Preserve electric)	\$ 122.84
11/30/16	5443	PPL Electric Utilities (Montour Preserve electric)	\$ 339.60
11/30/16	5444	PPL Electric Utilities (Montour Preserve electric)	\$ 48.29
11/30/16	5445	Ted Heaps Container Service (East Branch Rec Area, Montour Preserve and Hess Recreation Area trash service)	\$ 218.22
11/30/16	5446	Big Pop's Mowing	\$ 2,844.00
11/30/16	5447	Starr Portables (pumping of Goose Cove and Heron Cove restrooms)	\$ 550.00
11/30/16	5448	Starr Portables	\$ 456.00
11/30/16	5449	Press Enterprise Commercial Printing (Hopewell Park trails brochure)	\$ 98.58
11/30/16	5450	PPL Electric Utilities (Hess electric)	\$ 50.63
11/30/16	5451	Dennis Piatt (Bobcat antifreeze expense reimbursement)	\$ 11.65
11/30/16	5452	US Dept. of Agriculture (Montour Preserve wildlife management)	\$ 288.74
11/30/16	5453	US Dept. of Agriculture (Montour Preserve wildlife management)	\$ 154.60
11/30/16	5454	US Dept. of Agriculture (Montour Preserve wildlife management)	\$ 657.95
11/30/16	5455	Ted Heaps Container Service (East Branch Rec Area, Montour Preserve and Hess Recreation Area trash service)	\$ 218.22
11/30/16	5456	Big Pop's Mowing	\$ 2,312.00
11/30/16	5457	MePush, Inc. (website hosting)	\$ 99.00
TOTAL			\$ 15,036.92

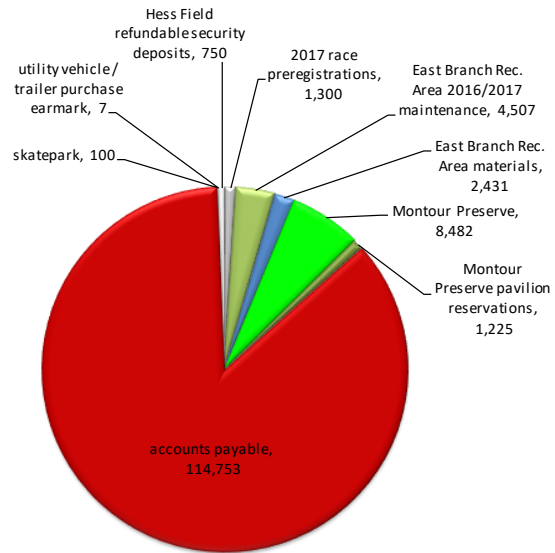
MARC FUND EARMARKS

EARMARK CATEGORIES	AMOUNT
2017 race preregistrations	1,300
East Branch Rec. Area 2016/2017 maintenance	4,507
East Branch Rec. Area materials	2,431
Montour Preserve	8,482
Montour Preserve pavilion reservations	1,225
accounts payable	114,753
skatepark	100
utility vehicle / trailer purchase earmark	7
Hess Field refundable security deposits	750
TOTAL RESTRICTED	133,555
ACTUAL CHECKBOOK BALANCE (12/9/16)	80,456

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

ACCOUNTS PAYABLE	
reimbursement to Montour County for NBCT (incl. interest)	114,753
	114,753

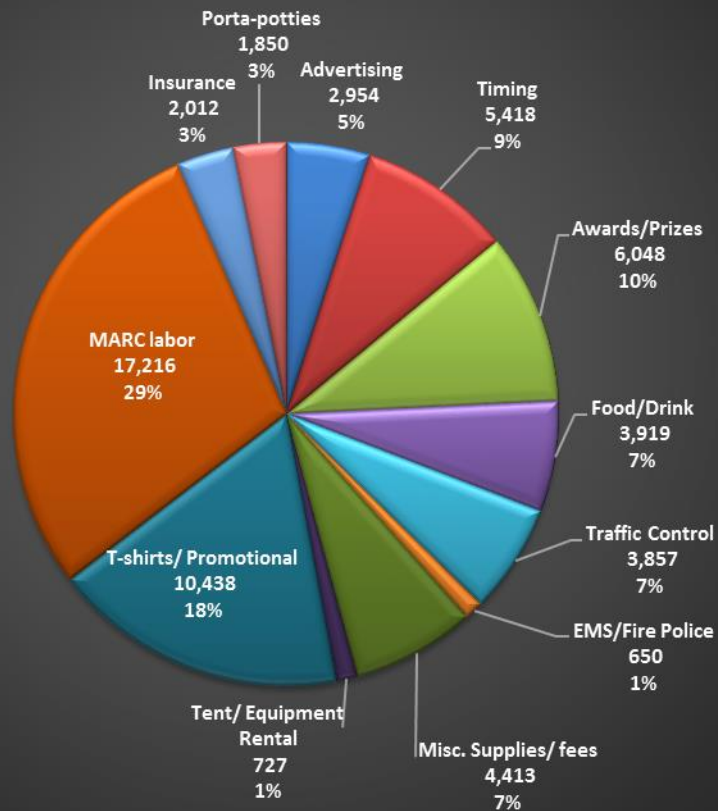
MARC Funds Earmarks as of 12/9/16



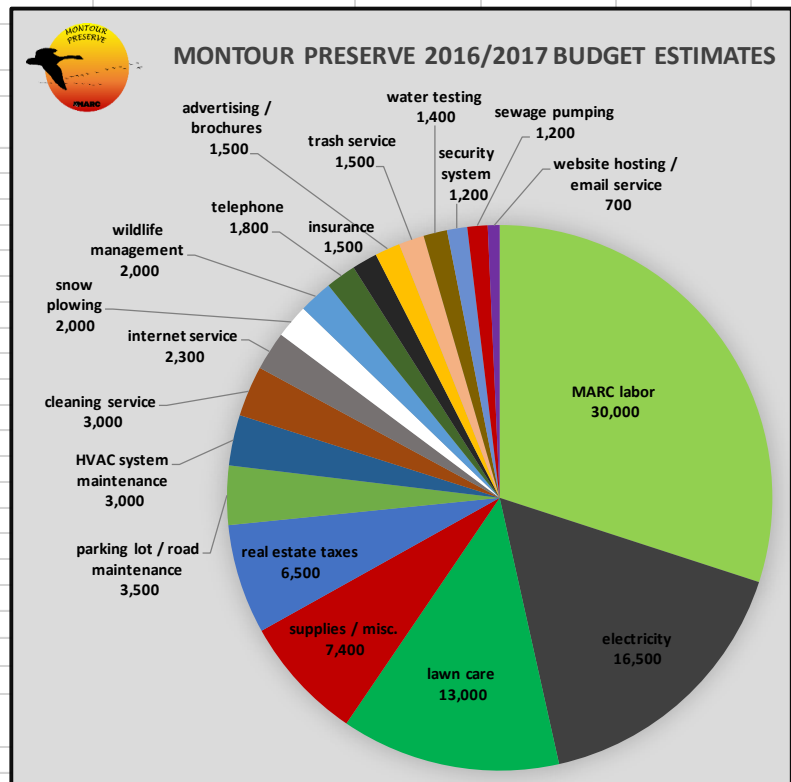
2016 RIVER TOWNS RACE SERIES ACCOUNTING (YTD)

	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)	(553.00)		(864.75)	(10,437.90)
	Advertising		(295.79)	(284.80)	(153.29)		(100.00)	(262.64)	(434.80)	(149.36)	(331.47)		(76.67)		(2,953.57)
	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)	(1,730.03)	(616.70)	(169.18)	(1,544.47)	(567.58)	-	(709.48)	(13,327.22)
	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)	(624.50)			(6,048.31)
	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)		(134.23)				(3,919.45)
	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)			(12.70)			(1,104.07)	(4,100.62)
	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	666.28	(55.40)	(78.27)	(1,745.96)	(1,023.32)	90.90	(2,210.00)	7,024.28

2016 RIVER TOWNS RACE SERIES EXPENSES (YTD)



MONTOUR PRESERVE			
2016/2017 BUDGETING VS. ACTUAL EXPENSES			
REVISED 12/9/2016 R. STOUDT			
EXPENSE	2016 BUDGETED	2017 BUDGETED	YTD ACTUAL
MARC labor	30,000		4,241
electricity	16,500		2,067
lawn care	13,000		4,375
supplies / misc.	7,400		1,445
real estate taxes	6,500		-
parking lot / road maintenance	3,500		-
HVAC system maintenance	3,000		-
cleaning service	3,000		640
internet service	2,300		302
snow plowing	2,000		-
wildlife management	2,000		1,390
telephone	1,800		310
insurance	1,500		-
advertising / brochures	1,500		-
trash service	1,500		375
water testing	1,400		172
security system	1,200		150
sewage pumping	1,200		580
website hosting / email service	700		66
EXPENSE TOTAL	\$ 100,000	\$ 16,114	
INCOME	2016 BUDGETED	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 educational programs for a combine Cub Scout/Boy Scout group and two school classes. The Danville News covered the visit of one of the schools. The assistant director also offered one public program and assisted with routine maintenance of the Visitors Center. He is currently working on the winter newsletter.

Jon Beam
12/6/16

MAINTENANCE TECHNICIAN'S REPORT

Bob, Jon and I repaired and installed anchor on fishing pier

cleaned out charcoal disposal pits

Bob, Jon and I took various items and supplies to pig barn for winter storage

put new trim around fossil pit sign that was damaged

replaced numerous light bulbs in VC and outside R/R

installed the 5 ice rescue bars @ various locations around the lake

cleaned out rain gutters @ VC/EEC

removed leaves from roof of sugar shack and from around the sugar shack for fire safety and sugar program in Feb.

removed down trees and brush @ seven locations on trails as a result of high winds. Also hauled 3 trailer loads of brush from Goose and Heron Cove

NOTE: on some days I had helper who has to do community service

PTMT

Dennis Piatt
12/6/16

DIRECTOR'S REPORT

Director's Time Tracking - November

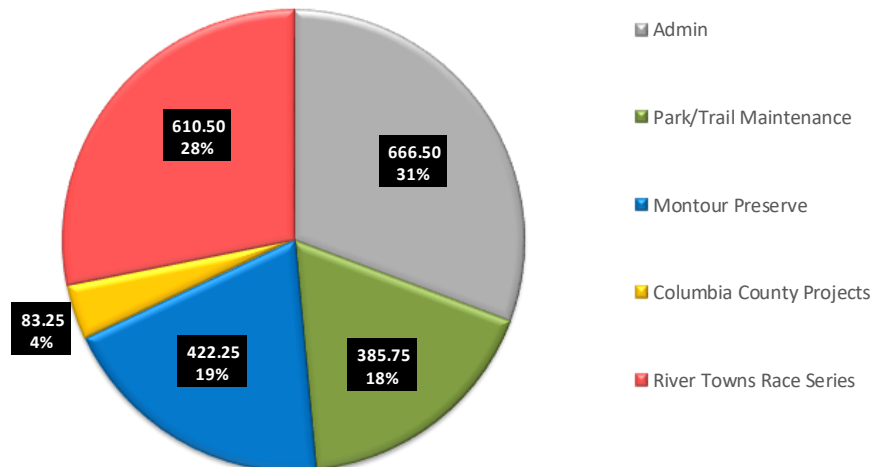
STOUDT		PROJECT YTD TOTAL HOURS	NOVEMBER																														
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
	MARC admin	654.75	100	2.00	6.00	2.00		100	2.00	3.00	100	5.50	150	0.50	0.50	9.00		100	150	0.25			5.00	150	2.00		0.50			0.25	100	100	
	Other projects / events	101.25						2.50																									
park / trail maintenance	East Branch Recreation Area	11.50			0.25					0.25																							
	Hess Recreation Area	115.00	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	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	
	Hopewell Park / Danville Farm Trails	27.00										100	150	3.00			3.00	100													150		
	North Branch Canal Trail	127.50										2.00						0.25					0.25				0.75		0.25				
	River Drive trailhead / river access	1.75																															
Montour Preserve	Montour Preserve admin	172.25	150	0.50	0.50	0.25		0.25	2.00	0.50	0.25	0.25			0.50		5.00	0.50				0.75	0.75	0.25							2.00		
	Montour Preserve programming	7.25																															
	Montour Preserve maintenance	240.25	3.00	6.50	0.25			2.00	2.00	0.75	0.50	0.50	1.00		5.00				6.50		1.25												
	Columbia Co. admin/misc.	0.75																															
Columbia County	Columbia Co. North Branch Canal Trail	82.25	0.25								2.00																						
	Columbia Co. Fishing Creek	0.25																															
	Columbia Co. other																																
	Columbia Co. other 2																																
	Columbia Co. other 3																																
	RTRS Admin / Misc.	32.50									0.75						1.00																
River Towns Race Series	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	79.25							1.00																								
	Montour Preserve Summer Heat Trail Runs	28.25																															
	Hopewell Challenge Mountain Bike Race	7.75																															
	Chilli Challenge	70.75																															
	Robbins Run 5k / 10k	26.00										0.50																					
	Boneshaker Cyclocross																																
	DAILY TOTALS	2152.25	6.00	9.25	7.25	2.50		4.50	8.75	4.50	2.00	7.75	7.25	3.00	3.75	9.25	5.75	5.25	8.00	7.25		7.00	2.75	2.50		150	0.25	0.25	2.75	3.25		12.75	
	WEEKLY PAYROLL TOTAL		32.00								37.75						39.25							16.75									
	BIWEEKLY PAYROLL TOTAL							69.75														53.00											
PAYROLL PERIOD								23														24											

DIRECTOR'S REPORT (continued)

Director's 2016 Year-to-Date Time Accounting as of 12/9/16

2016 STOUTDT TIME ACCOUNTING YEAR-TO-DATE SUMMARY			2016 STOUTDT TIME ACCOUNTING (GROUPED BY CATEGORY) YEAR-TO-DATE SUMMARY		
TASK	HOURS	COST W/O TAXES (\$20.00/hr)	TASK	HOURS	COST
MARC admin	666.50	\$ 13,330.00	Admin	666.50	13,330.00
Other projects / events	101.25	\$ 2,025.00	Park/Trail Maintenance	385.75	7,715.00
East Branch Recreation Area	11.50	\$ 230.00	Montour Preserve	422.25	8,445.00
Hess Recreation Area	116.25	\$ 2,325.00	Columbia County Projects	83.25	1,665.00
Hopewell Park / Danville Farm Trails	27.25	\$ 545.00	River Towns Race Series	610.50	12,210.00
North Branch Canal Trail	127.75	\$ 2,555.00	overtime	427.50	4,275.00
River Drive trailhead / river access	1.75	\$ 35.00	2016 YTD TOTALS	2,595.75	47,640.00
Montour Preserve admin	173.75	\$ 3,475.00			
Montour Preserve programming	7.25	\$ 145.00			
Montour Preserve maintenance	241.25	\$ 4,825.00			
Columbia Co. admin/misc.	0.75	\$ 15.00			
Columbia Co. North Branch Canal Trail	82.25	\$ 1,645.00			
Columbia Co. Fishing Creek	0.25	\$ 5.00			
Columbia Co. other	-	\$ -			
Columbia Co. other 2	-	\$ -			
Columbia Co. other 3	-	\$ -			
RTRS Admin / Misc.	32.50	\$ 650.00			
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	79.25	\$ 1,585.00			
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	26.00	\$ 520.00			
Boneshaker Cyclocross	-	\$ -			
2016 YTD BASE HOURS	2,168.25	\$ 43,365.00			
2016 YTD OVERTIME	427.50	\$ 4,275.00			
TOTAL YTD COMPENSATION	2,595.75	\$ 47,640.00			

**STOUTDT 2016 TIME TRACKING
YTD SUMMARY**



DIRECTOR'S REPORT (continued)

GRANTS

- **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 submitted a final request for reimbursement of \$58,871.73 in eligible project expenses incurred 6/24/16 – 9/30/16 (grant closeout)
 - grant reimbursement anticipated mid-December
 - **NOTE:** MARC must reimburse to Montour County \$114,421 (plus interest) in funding provided by the county to MARC for up-front funding of project expenses

MANAGED SITES

- **East Branch Recreation Area**
 - \$2,430.66 remains earmarked in MARC's account for site supplies
 - \$4,507.47 remains earmarked in MARC's 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
- **North Branch Canal Trail**
 - A trail closure has been effect during the regular antlered and antlerless deer firearms season, ending Saturday, 12/10
 - Regular use of trail miles 0.0 through 3.5 resumes Sunday, 12/11
 - 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 continued volunteer assistance of Columbia County resident Wayne Kashner for his trash cleanup along the trail corridor

DIRECTOR'S REPORT (continued)

MANAGED SITES (continued)

- **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
- New trail brochures and kiosk signage have been produced
- New trail signage is being designed for installation by a likely Eagle Scout candidate, anticipated spring 2017

- **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 (**no change since last meeting**)
 - 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
- Other
 - St. Joseph Church Cub Scout Pack 139 repainted (with MARC provided materials) five picnic tables in the pavilion and by the skatepark as a community service project
 - MARC received several complaints of hunting in the park during the regular rifle season

- **Montour Township (Columbia County) parcel**

- 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 has finished for the season
- No concerns have been noted

- **Montour Preserve**

- winterization tasks have been completed
- site usage has decreased significantly; winter hours are now in effect for the visitors' center
- MARC will receive \$200,000 in grant funding from DCNR for Montour Preserve programming and maintenance in calendar years 2017 and 2018; grant details will be discussed at this meeting
- On December 6, Riverstone Holdings completed its acquisition of Talen Energy
 - MARC has received no notice of any planned changes to the existing lease agreement

DIRECTOR'S REPORT (continued)

SPECIAL EVENTS / PROJECTS

- **River Towns Race Series**
 - Final race of the 2016 season, the Boneshaker Cyclocross, conducted 12/10

OTHER

- MARC has received a \$10,000 unrestricted donation from Service 1st Federal Credit Union
- MARC has also received three grants from funds at the Danville Area Community Foundation (Central Susquehanna Community Foundation), including:
 - \$500 from the Holdren Family Fund for general organizational support
 - \$500 from the Beverly J. Laubach Fund for support of the Montour Preserve
 - \$1,700 from the Victor and Linda Marks Family Fund for support of the Montour Preserve

UPCOMING EVENTS AND MEETINGS

- 1/9/17 MARC meeting

RESOLUTION

WHEREAS, **Montour Area Recreation Commssion** (“applicant”) desires to undertake the following project **Montour Preserve Operation and Programming**; and

WHEREAS, the applicant desires to apply to the Department of Conservation and Natural Resources (“Department”) for a grant for the purpose of carrying out this project; and

WHEREAS, the application package includes a document entitled “Terms and Conditions of Grant” and a document entitled “Signature Page for Grant Application and Grant Agreement”; and

WHEREAS, the applicant understands that the contents of the document entitled “Terms and Conditions of Grant,” including appendices referred to therein, will become the terms and conditions of a Grant Agreement between the applicant and the Department if the applicant is awarded a grant; and

WHEREAS, the applicant understands that, by signing the “Signature Page for Grant Application and Grant Agreement” and submitting it to the Department as part of the grant application, the applicant agrees to the terms and conditions of the grant and will be bound by the Grant Agreement if the Department awards a grant;

NOW THEREFORE, it is resolved that:

- 1 The “Signature Page for Grant Application and Grant Agreement” may be signed on behalf of the applicant by the official who, at the time of signing, has the title of **Director, Montour Area Recreation Commission**.
2. If this official signed the “Signature Page for Grant application and Grant Agreement” prior to the passage of this Resolution, this grant of authority applies retroactively to the date of signing.
3. If the applicant is awarded a grant, the “Signature Page for Grant Application and Grant Agreement,” signed by the above official, will become the applicant/grantee’s executed signature page for the Grant Agreement, and the applicant/grantee will be bound by the Grant Agreement.
4. Any amendment to the Grant Agreement may be signed on behalf of the grantee by the official who, at the time of signing of the amendment, has the title specified in paragraph 1 and the grantee will be bound by the amendment.

I hereby certify that this Resolution was adopted by the **Montour Area Recreation Commission** this **12** day of **December, 2016**.

Secretary

DCNR USE ONLY
Project Number: _____

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF CONSERVATION AND NATURAL RESOURCES
BUREAU OF RECREATION AND CONSERVATION



OTHER PARKS GRANT

Performance Audit Procedures

Grant Agreements \$100,000 or More

A. Performance Audit

All Other Parks Grants funded 100% with state funds in the amount of \$100,000 or more require the submission of a **Performance Audit** within 60 days of either completion of project activities or the end date of the grant agreement, whichever occurs first.

B. Auditor Selection

The Performance Audit must be performed by an independent, properly licensed certified public accountant.

1. The Commonwealth encourages the use of small audit firms and audit firms owned and controlled by women and minorities.
2. Prior Department approval of the auditor selection is not required unless the grantee is specifically notified in writing.

C. Scope of the Performance Audit

1. The Performance Audit must include all funds, received under the DCNR grant agreement, as well as, any contractually required private match funds.
2. It must encompass the entire grant agreement period.

D. Objective of the Performance Audit

- a. To ensure that the Grant Funds disbursed were expended to purchase services and/or materials, that are directly related to the DCNR approved scope of work, as specified within the executed, DCNR Grant Agreement.
- b. To establish and confirm that all grant funds have been expended toward the creation of a permanent physical improvement or the advancement of a recreational site and/or affiliated programming, on a pre-approved public recreational or conservation area.
- c. It is expected that the Grantee will maintain and supply all grant expenditure records to the Auditor. These records should include: any and all executed construction contracts, affiliated invoices and /or applications for payments, copies of all executed and/or cancelled checks used to pay these invoices, all information relevant to "interest earned" on previously disbursed grant funds and any non-cash values being claimed by the Grantee, as applicable.

E. Components of the Performance Audit

The Performance Audit must be done in accordance with the standards set forth in the (GAO-12-331G) GA-GAS- Chapter 7, most current revision, and must include the following components:

1. Auditor's Report- (1) written, hard-copy to be supplied to DCNR
2. Financial Statements, including:
 - a. Balance Sheet (itemized, as applicable)
 - b. Statement of Contract Revenues, Expenditures and Fund Balance
 - c. Comparison Statement of Budget to Actual Expenditures
 - d. Notes to the Financial Statements
 - e. Must include expenditure information relative to all Sub-Contracts, entered into by the Grantee, to perform the scope of work, as outlined in the Grant Agreement.

F. Submission of the Performance Audit Report, Grantee Response and Corrective Action Plan, as applicable.

One copy of the Performance Audit Report, Grantee Response and Corrective Action Plan, as applicable, must be submitted to:

Department of Conservation & Natural Resources
Bureau of Recreation and Conservation
Attention: Central Office Project Manager, assigned to this project
PO Box 8475
400 Market Street, 5th Floor
Harrisburg, PA 17105-8475

G. Requests for Additional Time to Conduct the Performance Audit

2. Requests for additional time to complete a Performance Audit must be made by the CPA firm engaged to perform said audit.
3. Requests for additional time should be directed to the Bureau of Recreation and Conservation either by fax or mail.
4. Requests for additional time must include a completion date.

H. Requests for Confirmation of Payment Information

1. Requests for confirmations of previous payments made to Grantees should be directed to the Bureau of Recreation and Conservation- Fiscal Unit.
2. Requests must include the grant agreement number and the Contact Information relative to where the request is to be sent.

MONTOUR PRESERVE		
2017 BUDGETING VS. ACTUAL EXPENSES		
REVISED 12/9/2016 R. STOUDT		
EXPENSE	2017 BUDGETED	2017 YTD ACTUAL
SITE MAINTENANCE & OPERATIONS	38,000	
PERSONNEL	30,000	
UTILITIES	23,400	
PROMOTIONAL MATERIALS	5,000	
PERFORMANCE AUDIT	2,100	
PROGRAMMING / EDUCATIONAL SUPPLIES	1,500	
EXPENSE TOTAL	\$ 100,000	\$ -

