



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

May 8, 2017 Regular Meeting Agenda

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

Call to Order

Officer Reports

- Chairman's Report (Mike Mills)
- Treasurer's Report (Commissioner Holdren) (**pages 2– 10**)
- Secretary's Report (Chris Johns)

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 11**)

Maintenance Technician's Report (Dennis Piatt) (**page 11**)

Director's Report (Bob Stoudt) (**pages 12 – 16**)

Old Business

- MARC Employee Handbook (**provided separately**)

New Business

Other Items

- MARC employee credit card use
- Hess Recreation Area smoking policy

Adjournment

next meeting: June 12, 2017



MARC 2017 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
5563	4/5/17	5/3/17	4/1 - 4/30/17	Betts Excavating (Montour Preserve snow plowing)	Montour Preserve (maintenance)	DCNR Montour Preserve grant	315.00		23,010.72
5564	4/5/17	5/3/17	4/1 - 4/30/17	Ted Heaps Container Service (trash removal)	\$25 East Branch Rec. Area; \$125 Montour Preserve (maintenance); \$65 Hess Recreation Area	\$125 DCNR Montour Preserve grant	215.00		22,795.72
5565	4/5/17	5/3/17	4/1 - 4/30/17	Dennis Piatt (payroll 3/19 - 4/1)	payroll - Piatt		370.74		22,424.98
5566	4/5/17	5/3/17	4/1 - 4/30/17	Jon Beam (payroll 3/19 - 4/1)	payroll - Beam		724.54		21,700.44
5567	4/5/17	5/3/17	4/1 - 4/30/17	Robert Stoudt (payroll 3/19 - 4/1)	payroll - Stoudt		1,363.06		20,337.38
deposit	4/6/17	5/3/17	4/1 - 4/30/17	deposit	\$500 Montour Preserve donations; \$130 Montour Preserve pavilion reservations; \$325 River Towns Half-Marathon registrations; \$750 Hess Field users' fee			1,705.00	22,042.38
5568	4/10/17	5/3/17		MePush (website hosting & maintenance)	\$33 River Towns Race Series advertising; \$33 Montour Preserve; \$33 misc. expenses	\$33 DCNR Montour Preserve grant	99.00		21,943.38
AP	4/17/17	5/3/17	4/1 - 4/30/17	US Treasury (April tax deposit)	payroll taxes		1,840.78		20,102.60
AP	4/17/17	5/3/17	4/1 - 4/30/17	PA Dept. of Revenue (April tax deposit)	payroll taxes		223.68		19,878.92
5569	4/27/17	5/3/17	4/1 - 4/30/17	Robert Stoudt (4/10 expense report)	\$25.99 misc. expenses; \$89.04 Montour Preserve maintenance; \$58.29 Montour Preserve programming; \$1,625 River Towns Half-Marathon (t-shirts); \$397.29 Riverside Borough River Access; \$104 River Towns Half-Marathon (awards)	\$89.04 DCNR Montour Preserve grant; \$58.29 DCNR Montour Preserve grant	2,299.61		17,579.31
5570	4/27/17	5/3/17	4/1 - 4/30/17	Robert Stoudt (4/24 expense report)	\$120 Columbia County projects (North Branch Canal Trail); \$1,914.13 Hess Recreation Area; \$228.54 Montour Preserve (maintenance); \$62.50 North Branch Canal Trail; \$105.24 park & trail maintenance tools & supplies; \$62.50 River Drive parcel; \$230.95 River Towns Half-Marathon (misc. supplies); \$751.12 River Towns Race Series (misc. supplies)	\$228.54 DCNR Montour Preserve grant	3,474.98		14,104.33
5571	4/27/17	5/3/17		Verizon (Montour Preserve phone)	Montour Preserve	DCNR Montour Preserve grant	101.98		14,002.35
5572	4/27/17	5/3/17		Tyco Integrated Security (Montour Preserve security system monitoring)	Montour Preserve	DCNR Montour Preserve grant	161.25		13,841.10
5573	4/27/17	5/3/17		Dennis Piatt (payroll 4/2 - 4/15)	payroll - Piatt		465.80		13,375.30
5574	4/27/17	5/3/17		Jon Beam (payroll 4/2 - 4/15)	payroll - Beam		687.84		12,687.46
5575	4/27/17	5/3/17	4/1 - 4/30/17	Robert Stoudt (payroll 4/2 - 4/15)	payroll - Stoudt		1,363.06		11,324.40
5576	4/27/17	5/3/17		PPL Electric Utilities (Montour Preserve electric)	Montour Preserve	DCNR Montour Preserve grant	363.48		10,960.92
5577	4/27/17	5/3/17		PPL Electric Utilities (Montour Preserve electric)	Montour Preserve	DCNR Montour Preserve grant	678.75		10,282.17
5578	4/27/17	5/3/17		PPL Electric Utilities (Montour Preserve electric)	Montour Preserve	DCNR Montour Preserve grant	43.02		10,239.15
5579	4/27/17	5/3/17		PPL Electric Utilities (Montour Preserve electric)	Montour Preserve	DCNR Montour Preserve grant	37.98		10,201.17
5580	4/27/17	5/3/17		Tara Higgins (River Towns Half-Marathon refund)	River Towns Half-Marathon refund		55.00		10,146.17
5581	4/27/17	5/3/17		Susie Hill (Montour Preserve pavilion reservation refund)	Montour Preserve pavilion reservation (refund)		75.00		10,071.17
5582	4/27/17	5/3/17		PPL Electric Utilities (Hess Recreation Area)	Hess Recreation Area		90.56		9,980.61
5583	4/27/17	5/3/17		Ozark & Shultz (quarterly accounting and tax preparation)	accounting		355.00		9,625.61
deposit	4/27/17	5/3/17	4/1 - 4/30/17	deposit	\$290 Montour Preserve donations; \$1,000 Montour Preserve pavilion reservations; \$4,715 River Towns Half-Marathon registrations; \$400 River Towns Half-Marathon sponsorships; \$50 Hess Field users' fee; \$250 Humdinger sponsorship			6,705.00	16,330.61
AP	4/30/17	5/3/17		EFTPS (quarterly federal payroll taxes)	payroll taxes		73.47		16,257.14
AP	4/30/17	5/3/17		PA Unemployment Compensation Fund	payroll taxes		481.28		15,775.86
AP	4/30/17	5/3/17		Danville Area Earned Income Tax	payroll taxes		250.88		15,524.98



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

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Statement Period: 04/01/2017-04/30/2017

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Summary of Accounts:

	Ending Balance	YTD Dividend	Account Number: 584727
Savings			
01 - REGULAR SAVINGS	5.00	0.00	
40 - CHECKING	19,657.06	0.00	
41 - GRANT CHECKING	0.00	0.00	
Total	19,662.06	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
Apr 1		Balance Forward			5.00
Apr 30		Ending Balance			5.00

ID 40 CHECKING

Trans	Eff Date	Transaction	Deposit	Withdrawal	Balance
Apr 1		Balance Forward			26,390.02
Apr 5		Deposit by Check	1,705.00		28,095.02
Apr 7		Draft 005557		-260.00	27,835.02
Apr 11		Draft 005490		-250.00	27,585.02
Apr 12		Draft 005561		-1,229.97	26,355.05
Apr 13		Draft 005560		-167.54	26,187.51
Apr 13		Draft 005565		-370.74	25,816.77
Apr 14		Draft 005566		-724.54	25,092.23
Apr 17		Withdrawal ACH IRS TYPE: USATXPYMT ID: 3387702000 CO: IRS		-1,840.78	23,251.45
Apr 17		Draft 005564		-215.00	23,036.45
Apr 17		Draft 005563		-315.00	22,721.45
Apr 17		Draft 005567		-1,363.06	21,358.39
Apr 18		Withdrawal ACH COMMWLTHOFPA INT TYPE: PAEMPLOYTX ID: 1236003133 CO: COMMWLTHOFPA INT		-223.68	21,134.71
Apr 25		Draft 005562		-365.00	20,769.71
Apr 27		Deposit by Check	6,705.00		27,474.71
Apr 28		Draft 005559		-680.00	26,794.71
Apr 28		Draft 005575		-1,363.06	25,431.65
Apr 28		Draft 005569		-2,299.61	23,132.04
Apr 28		Draft 005570		-3,474.98	19,657.06
Apr 30		Ending Balance			19,657.06
		Total Deposits 8,410.00			
		Total Withdrawals 15,142.96			

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Account Number: 584727 **Statement Period:** 04/01/2017-04/30/2017

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Drafts for 40 - CHECKING

Date	Draft Number	Amount	Date	Draft Number	Amount	Date	Draft Number	Amount
Apr 11	□ 005490	250.00	Apr 25	□ 005562	365.00	Apr 17	□ 005567	1,363.06
Apr 7	□ 005557*	280.00	Apr 17	□ 005563	315.00	Apr 28	□ 005568*	2,299.81
Apr 28	□ 005559*	680.00	Apr 17	□ 005564	215.00	Apr 28	□ 005570	3,474.98
Apr 13	□ 005560	167.54	Apr 13	□ 005565	370.74	Apr 28	□ 005575*	1,363.06
Apr 12	□ 005561	1,229.97	Apr 14	□ 005566	724.54			

* denotes skipped sequence

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

ID 41 GRANT CHECKING

Trans	Eff Date	Transaction	Deposit	Withdrawal	Balance
Apr 1		Balance Forward			0.00
Apr 30		Ending Balance			0.00
			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 5/3/17

ending balance from 4/30/17 bank statement	\$ 19,657.06
deposits not yet posted (detailed below)	\$ -
subtotal	\$ 19,657.06
withdrawals not yet cleared (detailed below)	\$ 4,132.08
balance (should agree with checkbook)	\$ 15,524.98
actual checkbook balance	\$ 15,524.98
difference	\$ -

DEPOSITS NOT YET POSTED

TRANSACTION DATE	CHECK #	DESCRIPTION OF TRANSACTION	AMOUNT
TOTAL			\$ -

WITHDRAWALS NOT YET CLEARED

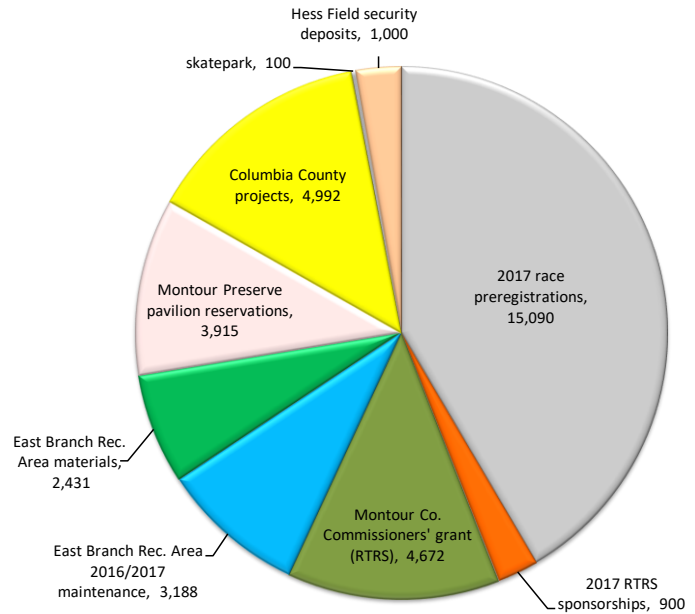
TRANSACTION DATE	CHECK #	DESCRIPTION OF TRANSACTION	AMOUNT
05/31/16	5220	Alana Crisp (reimbursement for Adobe Illustrator monthly fee)	31.79
07/31/16	5288	Carol Watson (Montour Preserve reservation refund and security deposit refund)	80.00
04/10/17	5568	MePush (website hosting & maintenance)	99.00
04/27/17	5571	Verizon (Montour Preserve phone)	101.98
04/27/17	5572	Tyco Integrated Security (Montour Preserve security system monitoring)	161.25
04/27/17	5573	Dennis Piatt (payroll 4/2 - 4/15)	465.80
04/27/17	5574	Jon Beam (payroll 4/2 - 4/15)	687.84
04/27/17	5576	PPL Electric Utilities (Montour Preserve electric)	363.48
04/27/17	5577	PPL Electric Utilities (Montour Preserve electric)	678.75
04/27/17	5578	PPL Electric Utilities (Montour Preserve electric)	43.02
04/27/17	5579	PPL Electric Utilities (Montour Preserve electric)	37.98
04/27/17	5580	Tara Higgins (River Towns Half-Marathon refund)	55.00
04/27/17	5581	Susie Hill (Montour Preserve pavilion reservation refund)	75.00
04/27/17	5582	PPL Electric Utilities (Hess Recreation Area)	90.56
04/27/17	5583	Ozark & Shultz (quarterly accounting and tax preparation)	355.00
04/30/17	AP	EFTPS (quarterly federal payroll taxes)	73.47
04/30/17	AP	PA Unemployment Compensation Fund	481.28
04/30/17	AP	Danville Area Earned Income Tax	250.88
TOTAL			\$ 4,132.08

MARC FUND EARMARKS

EARMARK CATEGORIES	AMOUNT
2017 race preregistrations	15,090
2017 RTRS sponsorships	900
Montour Co. Commissioners' grant (RTRS)	4,672
East Branch Rec. Area 2016/2017 maintenance	3,188
East Branch Rec. Area materials	2,431
Montour Preserve	
Montour Preserve pavilion reservations	3,915
Columbia County projects	4,992
skatepark	100
Hess Field security deposits	1,000
UNRESTRICTED	
TOTAL RESTRICTED	36,287
ACTUAL CHECKBOOK BALANCE (4/30/17)	15,525
ACCOUNTS RECEIVABLE	
DCNR Montour Preserve grant (initial payment)	90,000
DCNR Montour Preserve grant (closeout payment)	10,000
	100,000
ACCOUNTS PAYABLE	
	-



MARC Funds Earmarks as of 4/30/17



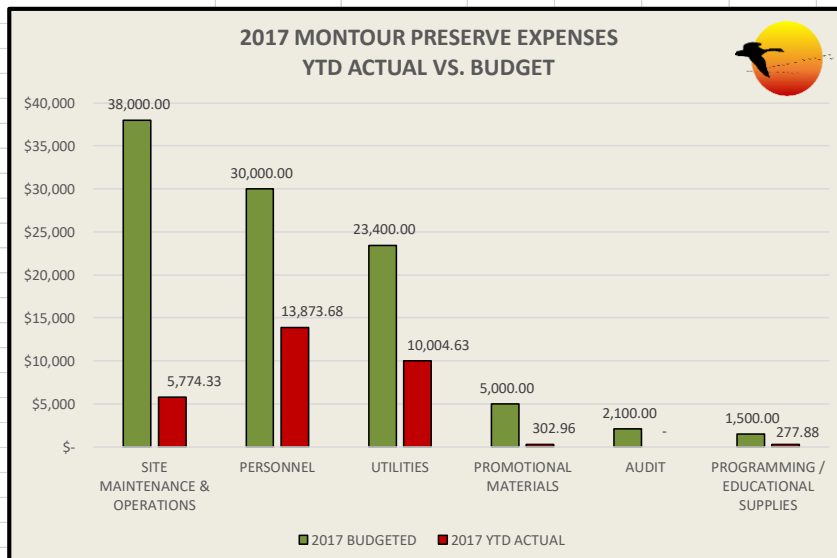
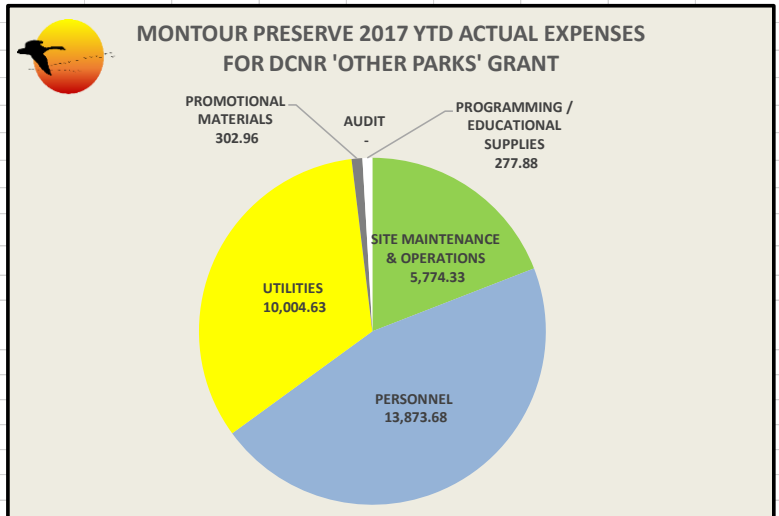
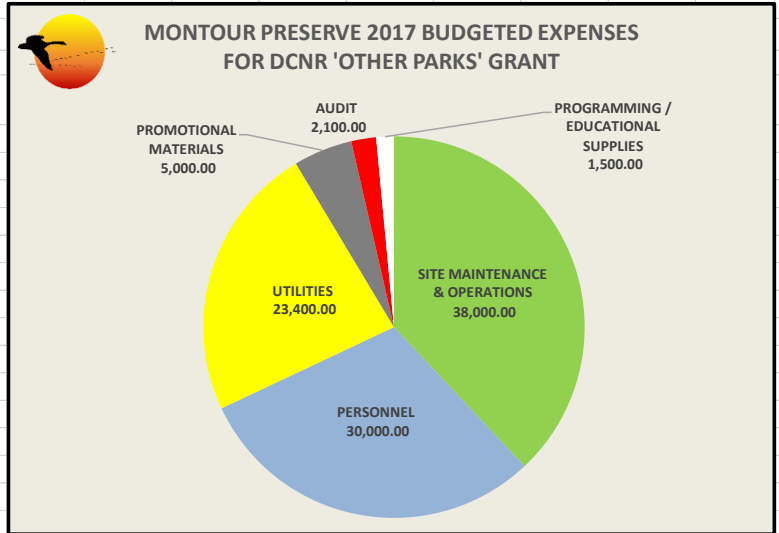
2017 RIVER TOWNS RACE SERIES ACCOUNTING (YTD AS OF 4/27/17)

	INCOME/EXPENSE	2016/2017 Awards Ceremony	Humdinger	River Towns Half Marathon	Scale the Trail 4 Kids	Old Forge 5k	Montour 24 Endurance Runs	Hopewell Challenge MTB	Chilli Challenge	River Towns Race Series (general)	TOTALS
INCOME	Racer Registration Fees		13,560.00	15,090.00							28,650.00
	Sponsorships		1,250.00	400.00					500.00		2,150.00
	Commissioners' Grant		3,104.00	1,849.00	-	-	-	-	-	374.94	5,327.94
EXPENSES (GRANT ELIGIBLE)	T-shirts/ Promotional		(2,730.00)	(1,625.00)							(4,355.00)
	Advertising		(374.00)	(224.00)						(374.94)	(972.94)
	Event Timing		(1,097.00)								(1,097.00)
	MARC labor (Stoudt) w/taxes	(298.00)	(2,455.52)	(1,305.24)	(47.68)	(89.40)	(83.44)	-	(113.24)	(166.88)	(4,559.40)
	MARC labor (Beam) w/ taxes	-	(159.68)	-	-	-	-	-	-	-	(159.68)
	MARC labor (Piatt) w/ taxes	-	(75.40)	-	-	-	-	-	-	-	(75.40)
	Awards/Prizes	(345.50)	(1,792.04)	(2,173.00)					(9.00)		(4,319.54)
	EMS / Fire Police Coverage		(100.00)								(100.00)
	Food/Drink	(257.50)	(1,618.75)	(592.37)							(2,468.62)
	Insurance		(629.29)	(486.33)					(486.33)		(1,601.95)
	Misc. Supplies & Fees		(611.08)	(236.55)						(1,091.67)	(1,939.30)
	Porta-Potties		(470.00)								(470.00)
	Refunds			(120.00)							(120.00)
	Tent/ Equipment Rental		(848.80)								(848.80)
	Traffic Control (Flagger Force)		(594.24)								(594.24)
	NET PROFIT/LOSS	(901.00)	4,358.20	10,576.51	(47.68)	(89.40)	(83.44)	-	(108.57)	(1,258.55)	12,446.07

MONTOUR PRESERVE ACCOUNTING


MONTOUR PRESERVE 2017 BUDGETING VS. ACTUAL EXPENSES		
REVISED 5/3/2017 R. STOUTT		
EXPENSE	2017 BUDGETED	YTD ACTUAL
personnel	30,000.00	13,873.68
cleaning service	3,000.00	1,360.00
HVAC system maintenance	5,500.00	-
lawn care	13,500.00	-
parking lot / road maintenance	2,500.00	-
security system	1,200.00	311.25
sewage pumping	1,300.00	-
snow plowing	1,500.00	945.00
supplies / misc.	5,400.00	3,158.08
water testing	1,500.00	-
wildlife management	2,600.00	-
electric	17,000.00	8,102.91
internet service	2,300.00	604.72
telephone	1,900.00	638.34
trash service	1,500.00	500.00
website hosting / email service	700.00	158.66
promotional materials	5,000.00	302.96
programming & educational supplies	1,500.00	277.88
audit	2,100.00	-
insurance (<i>grant ineligible</i>)	1,500.00	-
real estate taxes (<i>grant ineligible</i>)	6,500.00	-
EXPENSE TOTAL	\$ 108,000.00	\$ 30,233.48

MONTOUR PRESERVE 2017 DCNR GRANT BUDGETING VS. ACTUAL EXPENSES		
REVISED 5/3/2017 R. STOUTT		
EXPENSE	2017 BUDGETED	2017 YTD ACTUAL
SITE MAINTENANCE & OPERATIONS	38,000.00	5,774.33
PERSONNEL	30,000.00	13,873.68
UTILITIES	23,400.00	10,004.63
PROMOTIONAL MATERIALS	5,000.00	302.96
AUDIT	2,100.00	-
PROGRAMMING / EDUCATIONAL SUPPLIES	1,500.00	277.88
EXPENSE TOTAL	\$ 100,000.00	\$ 30,233.48



MONTOUR PRESERVE ACCOUNTING (CONTINUED)

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 7/1/16 - 12/31/16	\$ 40,550.00
interest 12/31/16	\$ 90.44
Admin fees 12/31/16	\$ (767.00)
2017 donations received since 1/1/17 (per 4/10 CSCF email)	\$ 6,355.00
CALCULATED CSCF FUND BALANCE AS OF 5/3/17	\$ 105,323.28
MONTOUR PRESERVE DONATIONS TOTAL (rev 5/3/17)	
DONATIONS DIRECT TO MARC	\$ 41,327.63
DONATIONS TO CSCF	\$ 170,980.05
PLEDGES NOT YET RECEIVED	\$ 12,000.00
STATE FUNDING NOT YET RECEIVED	\$ 200,000.00
TOTAL	\$ 424,307.68

<div>  <div> 2017 MARC BUDGET MINIMUM FUNDING REQUIREMENTS (DEFERRAL OF ALL NON-ESSENTIAL MAINTENANCE) APPROVED 11/14/16; YTD INFORMATION UPDATED 5/3/17 </div> </div>									
EXPENSE	BUDGETED AMOUNT	YTD ACTUAL	% ACTUAL VS. BUDGET	FUNDING SOURCES	BUDGETED AMOUNT	YTD ACTUAL	% ACTUAL VS. BUDGET	BUDGETED LINE ITEM SURPLUS / (DEFICIT)	YTD ACTUAL LINE ITEM SURPLUS / (DEFICIT)
PARK & TRAIL MAINTENANCE	Montour Preserve	\$ (100,000.00)	30.2%	donations [90,500], pavilion rentals [9,500]	\$ 100,000.00	\$ 7,395.00	7.4%	\$ -	\$ (22,838.48)
	Hess Recreation Area	\$ (11,500.00)	36.2%	user fees [8,200]	\$ 2,800.00	\$ 1,125.00	40.2%	\$ (8,700.00)	\$ (3,037.82)
	East Branch Recreation Area	\$ (6,700.00)	15.9%	Talen Energy lease agreement* [9,000]	\$ 9,000.00	\$ -	0.0%	\$ 2,300.00	\$ (1,065.68)
	North Branch Canal Trail (Montour Co. portion)	\$ (4,000.00)	22.6%		\$ -	\$ -		\$ (4,000.00)	\$ (902.47)
	Columbia County Projects (incl. NBCT, Montour Twp. parcel)	\$ (2,000.00)	11.1%	Columbia County [2,000]	\$ 2,000.00	\$ 2,500.00	125.0%	\$ -	\$ 2,278.68
	Hopewell Park/Borough Farm Trails	\$ (1,800.00)	17.9%		\$ -	\$ -		\$ (1,800.00)	\$ (321.84)
	Tools & Supplies (incl. Equipment Repair)	\$ (1,100.00)	73.0%		\$ -	\$ -		\$ (1,100.00)	\$ (803.10)
	River Drive Parcel (NBCT parking)	\$ (1,000.00)	16.7%		\$ -	\$ -		\$ (1,000.00)	\$ (166.88)
	Riverside Borough River Access improvements	\$ (600.00)	94.0%	donations [600]	\$ 600.00	\$ -	0.0%	\$ -	\$ (564.17)
	River Towns Race Series (includes all labor and expenses)	\$ (45,000.00)	52.6%	race registration fees [47,000], sponsorships [1,000]	\$ 48,000.00	\$ 30,800.00	64.2%	\$ 3,000.00	\$ 7,118.13
SPECIAL EVENTS	Special Projects & Events	\$ (2,000.00)	17.6%	donations [600]	\$ 600.00	\$ -	0.0%	\$ (1,400.00)	\$ (351.64)
	Admin / Misc. Other (includes Stoudt admin labor)	\$ (15,000.00)	49.3%		\$ -	\$ -		\$ (15,000.00)	\$ (7,397.72)
ADMIN / INSURANCE	Insurance (D&O, General & Workers' Comp)	\$ (8,300.00)	2.8%		\$ -	\$ -		\$ (8,300.00)	\$ (233.00)
	Accounting	\$ (1,500.00)	47.3%		\$ -	\$ -		\$ (1,500.00)	\$ (710.00)
	Office Supplies	\$ (1,000.00)	12.6%		\$ -	\$ -		\$ (1,000.00)	\$ (125.83)
	Dues & Fees	\$ (1,000.00)	114.2%		\$ -	\$ -		\$ (1,000.00)	\$ (1,142.00)
OTHER INCOME	Public Notices	\$ (900.00)	30.0%		\$ -	\$ -		\$ (900.00)	\$ (269.75)
				Montour Co. Act 13 funding [25,000]	\$ 25,000.00	\$ 6,000.00	24.0%	\$ 25,000.00	\$ 6,000.00
				Montour Co. Hotel Tax funding for RTRs advertising [10,000]	\$ 10,000.00	\$ 10,000.00	100.0%	\$ 10,000.00	\$ 10,000.00
				unrestricted donations	\$ 5,400.00	\$ 54.63	1.0%	\$ 5,400.00	\$ 54.63
	TOTAL EXPENSES	\$ (203,400.00)	35.6%	TOTAL REVENUES	\$ 203,400.00	\$ 57,874.63	28.5%	\$ -	\$ (14,478.94)

ACCOUNTING REPORT DISCLAIMER

The following financial reports have been provided by Ozark & Shultz Accounting, using information provided by management of the Montour Area Recreation Commission (MARC). Reports are provided in accordance with accounting principles used for the tax basis of accounting.

Ozark & Shultz Accounting does not verify the accuracy or completeness of the information provided by MARC's management and expresses no assurance on the financial statements. Ozark & Shultz Accounting cannot be relied upon to identify or disclose any misstatements, including those caused by fraud or error, or to identify or disclose any wrongdoing within MARC or noncompliance with laws or regulations.

REPORTS NOT AVAILABLE AT TIME OF AGENDA DISTRIBUTION

ASSISTANT DIRECTOR'S REPORT

The assistant director has been involved in developing and presenting the weekly classes and field sessions for the PA Master Naturalist program during the past month. He reviewed applications for the seasonal maintenance position. He finished cleaning equipment from the maple sugaring program with the help of Dennis Piatt. He hosted the monthly Chillisquaque Limestone Watershed Association Meeting. He offered educational programs for Loyalsock Middle School, Northumberland Senior Action Center and Benton Cub Scouts. He has also offered three public programs at the preserve.

Jon Beam
4/30/17

MAINTENANCE TECHNICIAN'S REPORT

put up new open / close signs @ various locations on temporary posts till permanent posts can be installed

Bob and I repaired roof @ Hess Field

repaired damaged lawn areas as a result of snow plowing

cleared trees on trails in area of Sugar Shack and Braille Trail

Bob and I spread infield mix and 2 R C stone @ Hess field till Bobcat developed some problems

installed new battery and thermal circuit breaker in Bobcat

Bob and I turned on water systems @ Goose and Heron Coves

I cut to length and drilled holes in new posts for fishing pier

Bob, Conner, Gary G. and I installed boat dock and fishing pier. We then replaced the 6 broken post on the pier.

Dennis Piatt
PTMT
5/4/17

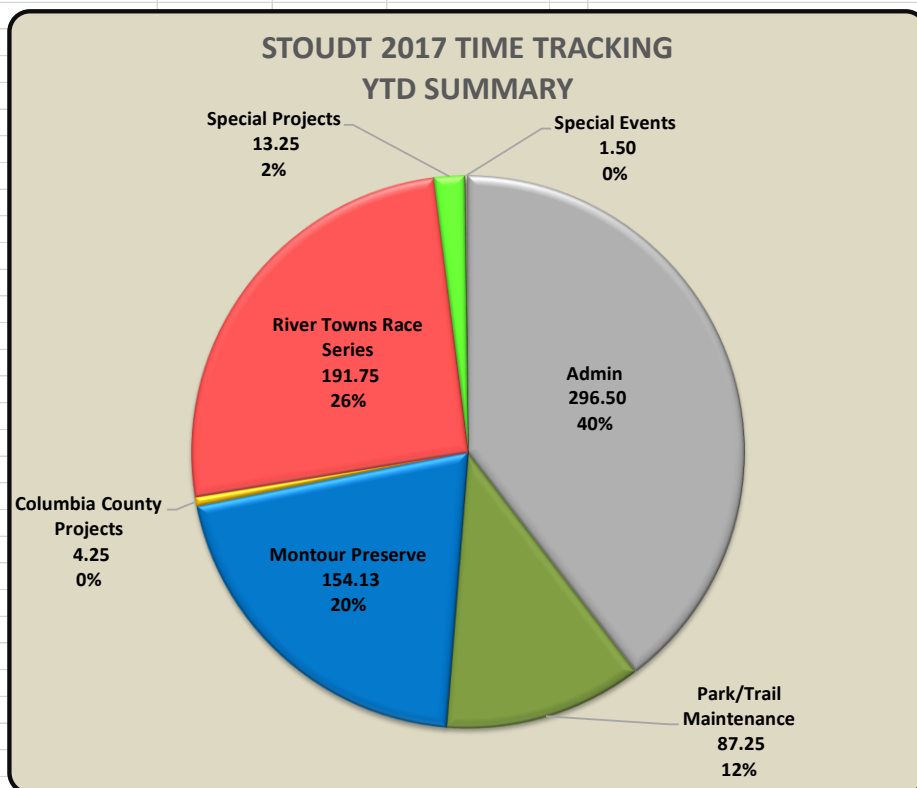
DIRECTOR'S REPORT

Director's Time Tracking - April

STOUDT			PROJECT YTD TOTAL HOURS			APRIL																																
						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			
admin / other	MARC admin		1.00	1.50	5.50	4.75	2.50	2.00	2.75	1.50	2.50	7.50	4.25	4.50	2.50	3.00	0.25	1.25	2.00	1.50	3.00	1.75	1.50	0.75	0.50	6.00	1.50	1.50	3.25	1.50	1.00							
	special projects			0.25			1.50													2.00					1.50													
	special events																		0.25				0.75	0.50														
park / trail maintenance	East Branch Recreation Area			0.25												0.25																						
	Hess Recreation Area			0.25		7.00			0.25		0.25	0.25	0.25	0.25	0.25	0.25	0.25	1.50	12.50	0.25	0.25	0.25	0.25		0.25	0.25	1.00	0.50	1.00									
	Hopewell Park / Danville Farm Trails			0.75				0.50			0.25			0.50														0.25	0.25									
	North Branch Canal Trail						3.00							0.25	0.25	1.50				1.50			0.50															
	Riverside Borough river access										0.25																											
	River Drive trailhead / river access																							2.00	0.50													
Montour Preserve	Montour Preserve admin / maintenance		1.25		1.50				1.00	1.25		1.75	0.75	1.00	0.25	1.25	0.25	0.50	1.75	0.25	1.00	1.50	0.25	0.50	0.25	1.00	6.00	5.75	2.00	2.50	9.50	0.50						
	Montour Preserve programming																																					
Columbia County	Columbia Co. admin/misc.																																					
	Columbia Co. North Branch Canal Trail															0.25		0.25					0.25															
	Columbia Co. other																																					
	RTRS Admin / Misc.																																					
River Towns Race Series	RTRS Awards Luncheon																																					
	Humdinger Trail Races								0.50																													
	River Towns Half-Marathon						0.25	1.00			0.75	1.75	1.50	1.50	1.50			0.25		0.25	0.25	3.50			1.00	2.50	2.00	2.00	0.75	1.00								
	Scale the Trail 4 Kids					0.25													0.50		0.25																	
	Old Forge Brewing Co. 5k																																					
	Montour 24 Endurance Runs																	0.25		0.25			0.75	0.50														
	Hopewell Challenge																																					
	Chilli Challenge																									0.25												
	DAILY TOTALS		680.75	2.25	1.50	8.50	4.75	9.75	7.75	6.00	1.75	2.50	11.25	7.00	5.50	5.25	8.00	0.50	1.75	6.75	14.25	8.50	3.75	6.25	4.75	2.25	9.75	10.50	10.25	8.00	6.00	9.50	2.50					
	WEEKLY PAYROLL TOTAL			40.00														40.00														56.25						
	BIWEEKLY PAYROLL TOTAL																															102.25						
	PAYROLL PERIOD																															9						

DIRECTOR'S REPORT

2017 STOUTDT TIME ACCOUNTING YEAR-TO-DATE SUMMARY				2017 STOUTDT TIME ACCOUNTING (GROUPED BY CATEGORY) YEAR-TO-DATE SUMMARY		
TASK	HOURS	OVERTIME HOURS	COST W/ TAXES (\$22.00/hr base, \$23.84 w/tax)	TASK	HOURS	COST W/ TAXES
MARC admin	296.50		\$ 7,068.56	Admin	296.50	7,068.56
special projects	13.25		\$ 315.88	Park/Trail Maintenance	87.25	2,080.04
special events	1.50		\$ 35.76	Montour Preserve	154.13	3,674.34
East Branch Recreation Area	5.25		\$ 125.16	Columbia County Projects	4.25	101.32
Hess Recreation Area	38.25	6.00	\$ 983.40	River Towns Race Series	191.75	4,571.32
Hopewell Park / Danville Farm Trails	13.50		\$ 321.84	Special Projects	13.25	315.88
North Branch Canal Trail	17.00		\$ 405.28	Special Events	1.50	35.76
Riverside Borough river access	7.00		\$ 166.88	2017 YTD TOTALS	748.63	17,847.22
River Drive trailhead / river access	3.25		\$ 77.48			
Montour Preserve admin / maintenance	137.00	16.25	\$ 3,459.78			
Montour Preserve programming	9.00		\$ 214.56			
Columbia Co. admin/misc.	0.25		\$ 5.96			
Columbia Co. North Branch Canal Trail	4.00		\$ 95.36			
Columbia Co. other	-		\$ -			
RTRS Admin / Misc.	7.00		\$ 166.88			
RTRS Awards Luncheon	12.50		\$ 298.00			
Humdinger Trail Races	82.00	42.00	\$ 2,455.52			
River Towns Half-Marathon	55.25		\$ 1,317.16			
Scale the Trail 4 Kids	2.00		\$ 47.68			
Old Forge Brewing Co. 5k	3.75		\$ 89.40			
Montour 24 Endurance Runs	3.50		\$ 83.44			
Hopewell Challenge	-		\$ -			
Chilli Challenge	4.75		\$ 113.24			
TOTALS	716.50	64.25	\$ 17,847.22			



DIRECTOR'S REPORT (continued)

GRANTS

- **Montour County Commissioners' 2017 Tourism Fund grant application**
 - \$10,000 deposited to MARC's checking account on 2/17 to support 2017 River Towns Race Series advertising and promotion
 - \$5,327.94 spent to date
- **DCNR 'Other Parks' Grant (Montour Preserve)**
 - Grant agreement and request for initial payment submitted 2/17
 - \$90,000 in funding anticipated mid-May; payment processed 4/27 by DCNR Fiscal Unit
 - initial payment delayed by PA Dept. of Revenue Contractor Clearance Certificate review
 - Final \$10,000 payment will be released to MARC upon successful completion of the year-end performance audit

MANAGED SITES

- **East Branch Recreation Area**
 - As of 5/5/17, \$2,430.66 remains earmarked in MARC's account for site supplies
 - As of 5/5/17, \$3,176.14 remains earmarked in MARC's account for site maintenance through 4/30/17
 - Two youth soccer teams have been using the site
 - Danville Lacrosse may begin use of the site to avoid poor field conditions at Hess Rec. Area
 - The current lease agreement expired on 4/30; Stoudt contacted Talen Energy on 5/5 to determine whether the lease might be extended for another one-year term
- **River Drive parcel (North Branch Canal Trail trailhead and river access)**
 - Litter cleanup and significant tree felling and cleanup work done by Stoudt and volunteers on 4/22
 - MARC will coordinate with Montour County to care for the adjacent flood mitigation buy-out parcel
- **Montour Township (Columbia County) parcel (NO CHANGE)**
 - No concerns have been noted
 - Mowing is underway for the season
- **Hopewell Park / Danville Borough Farm**
 - Trails are closed on Saturdays during the spring gobbler (turkey) season from 4/29 – 5/31; signage has been posted at trailhead and notices posted online
 - New trail signage is being designed for installation by a likely Eagle Scout candidate, anticipated spring/summer 2017
 - Erosion and Sedimentation permit approval for bike jumps project received 4/7; work will begin as soon as weather conditions and volunteer schedules allow

DIRECTOR'S REPORT (continued)

MANAGED SITES (continued)

- **Hess Recreation Area**

- Two loads of gravel for the parking lot and one load of infield mix for the softball field were spread by MARC staff on 4/18; both are improved but both need additional materials as soon as funding allows
- One road culvert remains completely blocked and several are partly blocked after recent heavy rains; staff will attempt to clear as soon as possible when Stoudt's tractor can be transported to the site

- **North Branch Canal Trail**

- Significant ice/flood damage reported on April 1 at two locations near trail miles 3.1 – 3.3
 - MARC staff inspected the damages with drone-based cameras on 4/21 (see image below)
 - Stoudt believes work-arounds can be created at both locations, as was done at similar nearby sites during 2016 trail construction
 - Trail is posted closed at mile 2.7 until trail repairs can be completed, anticipated this month



- Trail miles 0.0 through 2.7 remain open for public use
- Trail miles 3.5 – 3.9 remain closed due to adjacent landowner conflict
- Trail miles 3.9 – 6.2 in Columbia County remain closed until land transfer is complete

DIRECTOR'S REPORT (continued)

MANAGED SITES (continued)

- **Montour Preserve**
 - MARC staff have opened the Goose Cove and Heron Cove water systems for the 2017 season
 - Both sites tested clean for coliform
 - Required DEP start-up reports have been submitted as required
 - Sewage pump-outs completed for both Goose Cove and Heron Cove restrooms on 4/26
 - Boat dock and fishing pier reinstalled by MARC staff on 4/29
 - Lake Chillisquaque is now reopened to boating
 - Pavilion reservations and other site usage are increasing significantly

SPECIAL EVENTS / PROJECTS

- **Riverside Borough River Access**
 - Signage is in hand, awaiting installation
 - Stoudt will contact Riverside Borough to coordinate final approvals of sign locations and installation; anticipated this month
- **River Towns Race Series**
 - River Towns Half-Marathon to be conducted 5/6
 - Accounting reports not yet available
 - 297 registrations out of 350 cap (reduced from 450)

OTHER

- Connor Durkin hired 4/24 as MARC's Seasonal Park & Trail Maintenance Technician

UPCOMING EVENTS AND MEETINGS

- 5/6 RIVER TOWNS HALF-MARATHON
- 5/10 Central Susquehanna Hammers meeting (Ski Valley Bike Shop)
- 5/20 SCALE THE TRAIL 4 KIDS
- 6/12 MARC meeting