



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

## **March 25, 2019 Regular Meeting Agenda**

7:00pm – Montour Preserve Environmental Education Center, 374 Preserve Rd, Danville, PA 17821

### **Call to Order**

### **Officer Reports**

- Chairman's Report (Mike Mills)
  - welcome newly seated Board members Dr. John Bulger and Kyle Postupack
- Treasurer's Report (Tyler Dombroski) (**pages 2 - 28**)
  - restated 2018 year-end report, January report and February report
- Secretary's Report (Chris Johns)

### **Partner Reports**

- Washingtonville Borough (Frank Dombroski / Tyler Dombroski)
- Danville Borough (Kevin Herritt / Dr. Dan Rogers)
- Riverside Borough (Bill Lavage / Kyle Postupack)
- Montour County (Commissioner Dan Hartman)
- Danville Area School District (Chris Johns)

### **Public Comment**

**Assistant Director's Report** (Jon Beam) (**page 29**)

**Maintenance Technician's Report** (Dennis Piatt) (**page 30**)

**Director's Report** (Bob Stoudt) (**pages 31 - 36**)

- Montour County Auditors' report (**page 51**)
- Humdinger Trail Races update (**pages 20, 37 – 39**)
- Danville Borough Farm Land/Facility Use Memorandum of Understanding
- COSTARS membership (**page 57**)
- Development Advisory Committee update (**pages 40 – 50**)
- DCED Montour Preserve grant
  - tractor purchase
  - HVAC system replacement
  - Visitors' center roof repair
- 2019 MARC budget update

### **Old Business**

### **New Business**

- 2020 Humdinger Trail Races
- 2019 Montour Preserve USDA wildlife management agreement (**pages 52 – 56**)
- Girls' Mountain Bike Camp

### **Other Items**

### **Adjournment**

*next meeting: April 29, 2019*

## MARC Savings Account (ID 01) Register

Number or Code	Transaction Date	Date Sent to Accounting	Recorded on Bank Statement	Description of Transaction	Debit (-)	Credit (+)	Account Balance
				2019 beginning balance			60,162.31
transfer	1/17/19	2/5/19	1/1/19 - 1/31/19	transfer to grant checking account to reimburse bills paid 1/9	32.97		60,129.34
transfer	1/22/19	2/5/19	1/1/19 - 1/31/19	transfer to grant checking account to reimburse bills paid 1/9	303.50		59,825.84
transfer	1/23/19	2/5/19	1/1/19 - 1/31/19	transfer to grant checking account to reimburse bills paid 1/23	2,147.15		57,678.69
transfer	1/23/19	2/5/19	1/1/19 - 1/31/19	transfer to grant checking account to reimburse bill paid 1/23	174.73		57,503.96
transfer	1/23/19	2/5/19	1/1/19 - 1/31/19	transfer to general checking account to reimburse grant-eligible labor 12/23/18 - 1/19/19	3,616.16		53,887.80
transfer	1/23/19	2/5/19	1/1/19 - 1/31/19	transfer to general checking account to reimburse grant-eligible expenses paid 1/1 - 1/23/19	1,273.05		52,614.75
transfer	2/6/19	3/11/19	2/1 - 2/28/19	transfer to DCNR grant checking account to reimburse bills paid 2/6	157.97		52,456.78
transfer	2/21/19	3/11/19	2/1 - 2/28/19	transfer to DCNR grant checking account to reimburse bills paid 2/21	3,281.59		49,175.19
transfer	2/21/19	3/11/19	2/1 - 2/28/19	transfer to general checking account to reimburse grant-eligible labor 1/20/19 - 2/16/19	3,493.71		45,681.48
transfer	2/21/19	3/11/19	2/1 - 2/28/19	transfer to general checking account to reimburse grant-eligible expenses paid 1/24 - 2/21/19	481.69		45,199.79
transfer	3/15/19			transfer to DCNR grant checking account to reimburse bills paid 3/11	163.26		45,036.53

## Montour Preserve DCED Grant Checking Account (ID 42) Register

Number or Code	Transaction Date	Date Sent to Accounting	Recorded on Bank Statement	Description of Transaction	Credited / Debited to Subaccount	Debit (-)	Credit (+)	Account Balance
				new account opened 2/15/19				-

## Montour Preserve DCNR Grant Checking Account (ID 41) Register

Number or Code	Transaction Date	Date Sent to Accounting	Recorded on Bank Statement	Description of Transaction	Credited / Debited to Subaccount	Debit (-)	Credit (+)	Account Balance
				2019 beginning balance				0.03
295	1/9/19	2/5/19	1/1/19 - 1/31/19	MePush, Inc. (Montour Preserve website hosting)	Montour Preserve (website hosting)	33.00		(32.97)
296	1/9/19	2/5/19	1/1/19 - 1/31/19	Ted Heaps Container Service (trash removal)	Montour Preserve (trash removal)	125.00		(157.97)
297	1/9/19	2/5/19	1/1/19 - 1/31/19	ASCAP (music licensing fee)	Montour Preserve (programming)	178.50		(336.47)
transfer	1/17/19	2/5/19	1/1/19 - 1/31/19	transfer from savings account to reimburse bills paid 1/9			32.97	(303.50)
transfer	1/22/19	2/5/19	1/1/19 - 1/31/19	transfer from savings account to reimburse bills paid 1/9			303.50	-
298	1/23/19	2/5/19	2/1/19 - 2/28/19	Johnson Controls Security Solutions (Montour Preserve security system quarterly monitoring fee)	Montour Preserve (security system)	200.32		(200.32)
299	1/23/19	2/5/19	2/1/19 - 2/28/19	Verizon (telephone)	Montour Preserve (telephone)	109.94		(310.26)
300	1/23/19	2/5/19	2/1/19 - 2/28/19	BMI (music licensing fee)	Montour Preserve (programming)	179.00		(489.26)
301	1/23/19	2/5/19	2/1/19 - 2/28/19	PPL Electric Utilities (electricity)	Montour Preserve (electricity)	952.26		(1,441.52)
302	1/23/19	2/5/19	2/1/19 - 2/28/19	PPL Electric Utilities (electricity)	Montour Preserve (electricity)	49.34		(1,490.86)
303	1/23/19	2/5/19	2/1/19 - 2/28/19	PPL Electric Utilities (electricity)	Montour Preserve (electricity)	624.13		(2,114.99)
304	1/23/19	2/5/19	2/1/19 - 2/28/19	PPL Electric Utilities (electricity)	Montour Preserve (electricity)	32.16		(2,147.15)
fee	1/23/19	2/5/19	1/1/19 - 1/31/19	new checks fee (GRANT INELIGIBLE)	office expenses	17.00		(2,164.15)
transfer	1/23/19	2/5/19	1/1/19 - 1/31/19	transfer from general checking account to reimburse new checks fee (GRANT INELIGIBLE)			17.00	(2,147.15)
transfer	1/23/19	2/5/19	1/1/19 - 1/31/19	transfer from savings account to reimburse bills paid 1/23			2,147.15	0.00
305	1/23/19	2/5/19	2/1/19 - 2/28/19	Robert Stoudt (1/23 expense report - tire chains for Bobcat)	Montour Preserve (maintenance / misc.)	174.73		(174.73)
transfer	1/23/19	2/5/19	1/1/19 - 1/31/19	transfer from savings account to reimburse bill paid 1/23			174.73	0.00
interest	1/31/19	2/5/19	1/1/19 - 1/31/19	dividend interest earned 1/1/19 - 1/31/19	interest		0.03	0.03
306	2/6/19	3/11/19	2/1/19 - 2/28/19	Ted Heaps Container Service (trash removal)	Montour Preserve (trash removal)	125.00		(124.97)
307	2/6/19	3/11/19	2/1/19 - 2/28/19	MePush, Inc. (Montour Preserve website hosting)	Montour Preserve (website hosting)	33.00		(157.97)
transfer	2/6/19	3/11/19	2/1/19 - 2/28/19	transfer from savings account to reimburse bills paid 2/6			157.97	0.00
308	2/21/19	3/11/19	2/1/19 - 2/28/19	Verizon (telephone)	Montour Preserve (telephone)	103.96		(103.96)
309	2/21/19	3/11/19		Robert Stoudt (2/21 expense report: HughesNet internet service and MailChimp email service)	\$172.33 Montour Preserve (internet service); \$172.33 Montour Preserve (internet service); \$5.30 Montour Preserve (email service)	349.96		(453.92)
310	2/21/19	3/11/19		PPL Electric Utilities (electricity)	Montour Preserve (electricity)	1,278.25		(1,732.17)
311	2/21/19	3/11/19		PPL Electric Utilities (electricity)	Montour Preserve (electricity)	44.14		(1,776.31)
312	2/21/19	3/11/19		PPL Electric Utilities (electricity)	Montour Preserve (electricity)	743.14		(2,519.45)
313	2/21/19	3/11/19		PPL Electric Utilities (electricity)	Montour Preserve (electricity)	32.14		(2,551.59)
314	2/21/19	3/11/19		Candy Fisher (cleaning 12/17/18 - 2/18/19)	Montour Preserve (cleaning)	730.00		(3,281.59)
transfer	2/21/19	3/11/19	2/1/19 - 2/28/19	transfer from savings account to reimburse bills paid 2/21			3,281.59	0.00
interest	2/28/19	3/11/19	2/1/19 - 2/28/19	dividend interest earned 2/1 - 2/28/19	interest		0.04	0.04
315	2/28/19	3/11/19		Robert Stoudt (2/28 expense report - MailChimp email service)	Montour Preserve (email service)	5.30		(5.26)
316	3/11/19			MePush, Inc. (Montour Preserve website hosting)	Montour Preserve (website hosting)	33.00		(38.26)
317	3/11/19			Ted Heaps Container Service (trash removal)	Montour Preserve (trash removal)	125.00		(163.26)
transfer	3/15/19			transfer from savings account to reimburse bills paid 3/11			163.26	0.00



## MARC 2019 Checking Account (ID 40) Register

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
				2019 beginning balance					45,273.37
debit card	1/4/19	2/5/19	1/1/19 - 1/31/19	Friedman Electric (light bulbs)	Montour Preserve (maintenance / misc.)	DCNR Montour Preserve	198.23		45,075.14
5989	1/6/19	2/5/19	1/1/19 - 1/31/19	Klein Artworks (MARC annual reports)	admin / miscellaneous expenses		400.00		44,675.14
5990	1/9/19	2/5/19	1/1/19 - 1/31/19	Dennis Piatt (payroll 12/23/18 - 1/5/19)	payroll - Piatt		232.80		44,442.34
5991	1/9/19	2/5/19	1/1/19 - 1/31/19	Jon Beam (payroll 12/23/18 - 1/5/19)	payroll - Beam		78.68		44,363.66
5992	1/9/19	2/5/19	1/1/19 - 1/31/19	Lesley Yeich (payroll 12/23/18 - 1/5/19)	payroll - Yeich		111.65		44,252.01
5993	1/9/19	2/5/19	1/1/19 - 1/31/19	Robert Stoudt (payroll 12/23/18 - 1/5/19)	payroll - Stoudt		1,154.07		43,097.94
5994	1/9/19	2/5/19	1/1/19 - 1/31/19	Cape May Woodshop (Humdinger finishers' medals)	Humdinger (awards & prizes)		1,500.00		41,597.94
5995	1/9/19	2/5/19	1/1/19 - 1/31/19	The Daily Item (2019 meeting schedule advertising)	legal notices		259.85		41,338.09
5996	1/9/19	2/5/19	1/1/19 - 1/31/19	MePush, Inc. (MARC and RTRS website hosting)	\$33 misc. expenses; \$33 Humdinger (advertising)	\$6.80 Montour Co. Commissioners' 2018 Tourism Fund grant (RTRS)	66.00		41,272.09
5997	1/9/19	2/5/19	1/1/19 - 1/31/19	Ted Heaps Container Service (trash removal)	Hess Recreation Area		65.00		41,207.09
5998	1/9/19	2/5/19	1/1/19 - 1/31/19	ASCAP (music licensing fee)	dues & subscriptions		178.50		41,028.59
debit card	1/11/19	2/5/19	1/1/19 - 1/31/19	USPS Danville (stamps)	office expenses		20.00		41,008.59
debit card	1/14/19	2/5/19	1/1/19 - 1/31/19	Cole's Hardware (sled, rope and carabiners for ice rescues; batteries)	Montour Preserve (maintenance / misc.)	DCNR Montour Preserve	93.82		40,914.77
automatic payment	1/15/19	2/5/19	1/1/19 - 1/31/19	federal payroll taxes - December	payroll taxes		1,404.44		39,510.33
automatic payment	1/15/19	2/5/19	1/1/19 - 1/31/19	state payroll taxes - December	payroll taxes		205.56		39,304.77
debit card	1/15/19	2/5/19	1/1/19 - 1/31/19	Klein Artworks (MARC donation rack cards)	admin / miscellaneous expenses		88.00		39,216.77
debit card	1/16/19	2/5/19	1/1/19 - 1/31/19	Food Shop 1 (diesel fuel)	Montour Preserve (maintenance / misc.)	DCNR Montour Preserve	20.70		39,196.07
debit card	1/16/19	2/5/19	1/1/19 - 1/31/19	Cole's Hardware (cable ties and rock salt)	Montour Preserve (maintenance / misc.)	DCNR Montour Preserve	118.87		39,077.20
debit card	1/16/19	2/5/19	1/1/19 - 1/31/19	Amazon.com (chainsaw chaps suspenders and brochure holders)	Montour Preserve (maintenance / misc.)	DCNR Montour Preserve	316.18		38,761.02
debit card	1/18/19	2/5/19	1/1/19 - 1/31/19	Cole's Hardware (driveway markers and spikes)	park maintenance tools & supplies		65.90		38,695.12
debit card	1/18/19	2/5/19	1/1/19 - 1/31/19	Cole's Hardware (screws and storage case)	Montour Preserve (maintenance / misc.)	DCNR Montour Preserve	31.25		38,663.87
5999	1/23/19	2/5/19	2/1/19 - 2/28/19	BMI (music licensing fee)	dues & subscriptions		179.00		38,484.87
6000	1/23/19	2/5/19	2/1/19 - 2/28/19	Dennis Piatt (payroll 1/6/19 - 1/19/19)	payroll - Piatt		376.77		38,108.10
6001	1/23/19	2/5/19	2/1/19 - 2/28/19	Jon Beam (payroll 1/6/19 - 1/19/19)	payroll - Beam		340.68		37,767.42
6002	1/23/19	2/5/19	2/1/19 - 2/28/19	Lesley Yeich (payroll 1/6/19 - 1/19/19)	payroll - Yeich		236.44		37,530.98
6003	1/23/19	2/5/19	2/1/19 - 2/28/19	Robert Stoudt (payroll 1/6/19 - 1/19/19)	payroll - Stoudt		1,399.23		36,131.75
debit card	1/23/19	2/5/19	1/1/19 - 1/31/19	Cole's Hardware (space heaters for Montour Preserve EEC auditorium)	Montour Preserve (maintenance / misc.)	DCNR Montour Preserve	494.00		35,637.75
fee	1/23/19	2/5/19	1/1/19 - 1/31/19	new checks fee	office expenses		34.00		35,603.75
transfer	1/23/19	2/5/19	1/1/19 - 1/31/19	transfer to grant checking account to reimburse grant checking account new checks fee			17.00		35,586.75
6004	1/23/19	2/5/19	2/1/19 - 2/28/19	Susan Shultz, CPA (Q4 accounting and payroll processing)	accounting		385.00		35,201.75
transfer	1/23/19	2/5/19	1/1/19 - 1/31/19	transfer from savings account to reimburse grant-eligible bills paid 1/1 - 1/23				1,273.05	36,474.80
transfer	1/23/19	2/5/19	1/1/19 - 1/31/19	transfer from savings account to reimburse grant-eligible labor 12/23/18 - 1/19/19				3,616.16	40,090.96
deposit	1/24/19	2/5/19	1/1/19 - 1/31/19	deposit	\$335 Montour Preserve (pavilion reservations); \$539.95 Montour Preserve (donations); \$1,160 Humdinger (registrations); \$25 Hess Recreation Area users' fee			2,059.95	42,150.91
debit card	1/29/19	2/5/19	1/1/19 - 1/31/19	Cole's Hardware (light bulbs)	Montour Preserve (maintenance / misc.)	DCNR Montour Preserve	12.70		42,138.21
automatic payment	1/31/19	2/5/19	1/1/19 - 1/31/19	US Treasury (Q4 taxes)	payroll taxes		6.12		42,132.09
automatic payment	1/31/19	2/5/19	1/1/19 - 1/31/19	PA UC Fund (Q4 taxes)	payroll taxes		118.30		42,013.79
automatic payment	1/31/19	2/5/19	1/1/19 - 1/31/19	Danville Area Earned Income (Q4 taxes)	payroll taxes		281.98		41,731.81
dividend interest	1/31/19	2/5/19	1/1/19 - 1/31/19	dividend interest earned 1/1/19 - 1/31/19	interest			5.63	41,737.44

<div>  <b>MARC 2019 Checking Account (ID 40) Register</b> </div>									
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
debit card	2/2/19	3/11/19	2/1/19 - 2/28/19	Amazon.com (lights, cowbells, table covers, cast-iron skillet)	\$127.24 Humdinger (awards/prizes); \$254.76 Humdinger (misc. supplies)		382.00		41,355.44
debit card	2/4/19	3/11/19	2/1/19 - 2/28/19	Cole's Hardware (flagging tape)	Humdinger (misc. supplies)		26.39		41,329.05
deposit	2/4/19	3/11/19	2/1/19 - 2/28/19	deposit	\$300 Montour Preserve pavilion reservations; \$270 Montour Preserve donations; \$1,800 Humdinger registrations; \$100 unrestricted donation; \$100 Hess Recreation Area donation			2,570.00	43,899.05
6005	2/6/19	3/11/19	2/1/19 - 2/28/19	PPL Electric Utilities (Hess Recreation Area electricity)	Hess Recreation Area		51.05		43,848.00
6006	2/6/19	3/11/19	2/1/19 - 2/28/19	Ted Heaps Container Service (trash removal)	Hess Recreation Area		65.00		43,783.00
6007	2/6/19	3/11/19	2/1/19 - 2/28/19	MePush, Inc. (MARC and RTRS website hosting)	\$33 Humdinger (advertising); \$33 misc. expenses		66.00		43,717.00
6008	2/6/19	3/11/19	2/1/19 - 2/28/19	Danville Drama Production (advertising for maple sugaring open houses and pancake breakfast)	Montour Preserve (promotional materials) (GRANT INELIGIBLE)		75.00		43,642.00
6009	2/6/19	3/11/19	2/1/19 - 2/28/19	Dennis Platt (payroll 1/20 - 2/2)	payroll - Platt		318.27		43,323.73
6010	2/6/19	3/11/19	2/1/19 - 2/28/19	Jon Beam (payroll 1/20 - 2/2)	payroll - Beam		325.19		42,998.54
6011	2/6/19	3/11/19	2/1/19 - 2/28/19	Robert Stoudt (payroll 1/20 - 2/2)	payroll - Stoudt		1,120.54		41,878.00
6012	2/6/19	3/11/19	2/1/19 - 2/28/19	Ivan Yoder (100 bales straw delivered to pig barn)	Humdinger (misc. supplies)		500.00		41,378.00
debit card	2/6/19	3/11/19	2/1/19 - 2/28/19	Food Shop 1 (diesel fuel)	Montour Preserve (maintenance / misc.)	DCNR Montour Preserve	14.58		41,363.42
debit card	2/6/19	3/11/19	2/1/19 - 2/28/19	USPS Danville (stamps)	office expenses		33.00		41,330.42
debit card	2/12/19	3/11/19	2/1/19 - 2/28/19	VistaPrint.com (Humdinger blankets)	Humdinger (awards & prizes)		280.88		41,049.54
debit card	2/12/19	3/11/19	2/1/19 - 2/28/19	VistaPrint.com (rack cards and vehicle magnets)	admin / miscellaneous expenses		160.39		40,889.15
automatic payment	2/15/19	3/11/19	2/1/19 - 2/28/19	PA Dept. of Revenue (Jan. payroll taxes)	payroll taxes		147.22		40,741.93
automatic payment	2/15/19	3/11/19	2/1/19 - 2/28/19	US Treasury (Jan. payroll taxes)	payroll taxes		1,001.72		39,740.21
debit card	2/15/19	3/11/19	2/1/19 - 2/28/19	ABL Graphics (map printing and laminating)	special projects		119.57		39,620.64
debit card	2/19/19	3/11/19	2/1/19 - 2/28/19	Klein Artworks (Montour Preserve birders' guide checklist)	Montour Preserve (programming / educational supplies)	DCNR Montour Preserve	65.00		39,555.64
debit card	2/19/19	3/11/19	2/1/19 - 2/28/19	Twin Ponds Engine Service (chainsaw / snowblower fuel)	Montour Preserve (maintenance / misc.)	DCNR Montour Preserve	42.38		39,513.26
debit card	2/19/19	3/11/19	2/1/19 - 2/28/19	Best Line Equipment (Bobcat utility vehicle on-site service visit)	Montour Preserve (maintenance / misc.)	DCNR Montour Preserve	230.45		39,282.81
debit card	2/20/19	3/11/19	2/1/19 - 2/28/19	Cole's Hardware (bird seed)	Montour Preserve (maintenance / misc.)	DCNR Montour Preserve	116.58		39,166.23
6013	2/21/19	3/11/19	2/1/19 - 2/28/19	Dennis Platt (payroll 2/3 - 2/16)	payroll (Platt)		369.46		38,796.77
6014	2/21/19	3/11/19	2/1/19 - 2/28/19	Jon Beam (payroll 2/3 - 2/16)	payroll (Beam)		313.08		38,483.69
6015	2/21/19	3/11/19	2/1/19 - 2/28/19	Lesley Yeich (payroll 2/3 - 2/16)	payroll (Yeich)		137.92		38,345.77
6016	2/21/19	3/11/19	2/1/19 - 2/28/19	Robert Stoudt (payroll 2/3 - 2/16)	payroll (Stoudt)		1,258.47		37,087.30
6017	2/21/19	N/A	N/A	VOID			-		37,087.30
6018	2/21/19	3/11/19		Robert Stoudt (2/21 expense report: MailChimp email service, Wagner's Trophies & Engraveables t-shirts and awards)	\$53.30 Humdinger (advertising); \$5.30 misc. expenses; \$50.88 Humdinger (awards/prizes); \$954.58 Humdinger (t-shirts)		1,016.06		36,071.24
transfer	2/21/19	3/11/19	2/1/19 - 2/28/19	transfer from savings account to reimburse grant-eligible labor 1/20/19 - 2/16/19				3,493.71	39,564.95
transfer	2/21/19	3/11/19	2/1/19 - 2/28/19	transfer from savings account to reimburse grant-eligible expenses paid 1/24 - 2/21/19				481.69	40,046.64
deposit	2/22/19	3/11/19	2/1/19 - 2/28/19	deposit	\$475 Montour Preserve pavilion/auditorium reservations; \$31 Montour Preserve donations; \$1,945 Humdinger registrations; \$775 unrestricted donations			3,226.00	43,272.64
debit card	2/24/19	3/11/19	2/1/19 - 2/28/19	Cole's Hardware (rope, extension cord, extension splitter, turnbuckle, carabiners, light bulbs and fire starters)	\$106.60 Humdinger (misc. supplies); \$144.07 park maintenance tools & supplies; \$18.00 Montour Preserve (programming supplies)	\$18 DCNR Montour Preserve	268.67		43,003.97
debit card	2/25/19	3/11/19	2/1/19 - 2/28/19	Amazon.com (toilet paper and paper towels)	Montour Preserve (maintenance / misc.)	DCNR Montour Preserve	177.58		42,826.39
debit card	2/25/19	3/11/19	2/1/19 - 2/28/19	Amazon.com (2,000 wooden tasting spoons)	Montour Preserve (programming / educational supplies)	DCNR Montour Preserve	101.68		42,724.71
debit card	2/25/19	3/11/19	2/1/19 - 2/28/19	Cole's Hardware (drill bits for maple sugar tapping)	Montour Preserve (programming / educational supplies)	DCNR Montour Preserve	25.42		42,699.29
debit card	2/27/19	3/11/19	2/1/19 - 2/28/19	Twin Ponds Engine Service (weedwhacker repair)	Montour Preserve (maintenance / misc.)	DCNR Montour Preserve	105.40		42,593.89
debit card	2/28/19	3/11/19		Giant (Gatorade mix)	Humdinger (food & drink)		47.60		42,546.29
debit card	2/28/19	3/11/19		Cole's Hardware (locks, screws and cotter pins)	park maintenance tools & supplies		70.46		42,475.83
debit card	2/28/19	3/11/19	2/1/19 - 2/28/19	Weis (hand wipes, Gatorade mix, gummy bears, M&Ms, bacon, oranges and bananas)	\$11.66 Humdinger (misc. supplies); \$32.68 Humdinger (awards & prizes); \$151.69 Humdinger (food & drink)		196.03		42,279.80
6019	2/28/19	3/11/19		Robert Stoudt (2/28 expense report) (West Branch Rental generator, power box and heaters rental; MailChimp email service)	\$1,005.00 Humdinger (equipment rental); \$5.30 Humdinger (advertising); \$5.30 misc. expenses		1,015.60		41,264.20
interest	2/28/19	3/11/19	2/1/19 - 2/28/19	dividend interest earned 2/1 - 2/28/19	interest			5.01	41,269.21



## MARC 2019 Checking Account (ID 40) Register

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
6020	3/11/19			Dennis Piatt (payroll 2/17 - 3/2/19)	payroll - Piatt		567.94		40,701.27
6021	3/11/19			Jon Beam (payroll 2/17 - 3/2/19)	payroll - Beam		444.70		40,256.57
6022	3/11/19			Lesley Yeich (payroll 2/17 - 3/2/19)	payroll - Yeich		256.13		40,000.44
6023	3/11/19			Robert Stoudt (payroll 2/17 - 3/2/19)	payroll - Stoudt		2,221.87		37,778.57
6024	3/11/19			Robert Stoudt (3/2 expense report - Brews N Bytes Humdinger catering)	Humdinger (food & drink)		1,133.61		36,644.96
6025	3/11/19			PPL Electric Utilities (Hess Recreation Area electricity)	Hess Recreation Area		351.15		36,293.81
6026	3/11/19			US Postal Service (PO box annual fee)	office expenses		92.00		36,201.81
6027	3/11/19			Starr Portables (porta-potty service for Humdinger)	Humdinger (porta-potties)		325.00		35,876.81
6028	3/11/19			Falcon Race Timing (Humdinger timing)	Humdinger (timing)		860.00		35,016.81
6029	3/11/19			MePush, Inc. (MARC and Humdinger website hosting)	\$33 misc. expenses; \$33 Humdinger (advertising)		66.00		34,950.81
6030	3/11/19			Ted Heaps Container Service (trash removal)	Hess Recreation Area		65.00		34,885.81
6031	3/11/19			Columbia Montour Chamber of Commerce (annual dues)	dues & subscriptions		275.00		34,610.81
deposit	3/12/19			deposit	\$410 Montour Preserve pavilion reservations; \$20 Montour Preserve donations; \$4,845 Humdinger registrations; \$300 Hess Recreation Area users' fees; \$250 Hess Recreation Area security deposit; \$5,000 Montour County Act 13 grant			10,825.00	45,435.81
deposit	3/13/19			deposit	\$250 Montour Preserve donation; \$100 Montour Preserve pavilion reservation			350.00	45,785.81
automatic payment	3/15/19			PA Dept. of Revenue (Feb. payroll taxes)	payroll taxes		143.52		45,642.29
automatic payment	3/15/19			US Treasury (Feb. payroll taxes)	payroll taxes		964.20		44,678.09



**CORPORATE OFFICE**  
 1385 MONTAUR BLVD.  
 P.O. BOX 159  
 DANVILLE, PA 17821-0159

ADDRESS SERVICE REQUESTED

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

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Statement Period: 02/01/2019-02/28/2019

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### Summary of Accounts:

	Ending Balance	YTD Dividend	Member Number: 584727
<b>Savings</b>			
01 - REGULAR SAVINGS	45,199.79	0.00	
40 - CHECKING	43,418.93	10.64	
41 - DCNR GRANT CHECKING	3,177.87	0.07	
42 - DCED GRANT CHECKING	0.00	0.00	
<b>Total</b>	<b>91,796.39</b>	<b>10.71</b>	

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

#### ID 01 REGULAR SAVINGS

Trans	Eff Date	Transaction	Deposit	Withdrawal	Balance
Feb 1		Balance Forward			52,614.75
Feb 6		Withdrawal Home Banking Transfer To Share 41		-157.97	52,456.78
		bills paid 2/6/19			
Feb 21		Withdrawal Home Banking Transfer To Share 41		-3,281.59	49,175.19
		bills paid 2/21			
Feb 21		Withdrawal Home Banking Transfer To Share 40		-3,493.71	45,681.48
		1/20 - 2/16 grant-eligible labor			
Feb 21		Withdrawal Home Banking Transfer To Share 40		-481.69	45,199.79
		bills paid 1/24 - 2/21			
Feb 28		Ending Balance			45,199.79
		Total Withdrawals 7,414.96			

#### ID 40 CHECKING

Trans	Eff Date	Transaction	Deposit	Withdrawal	Balance
Feb 1		Balance Forward			44,654.56
Feb 2	Feb 03	Withdrawal POS #741132		-382.00	44,272.56
		AMAZON.COM*MB6Q68R61 SEATTLE WA			
Feb 4		Deposit	2,570.00		46,842.56
Feb 5		Draft 6003		-1,399.23	45,443.33
Feb 6		Withdrawal Debit Card		-26.39	45,416.94
		2/4 COLES HARDWARE - DANVILLE DANVILLE PA			
Feb 6		Withdrawal POS #065447		-33.00	45,383.94
		USPS PO 41190008 410 MILL ST DANVILLE PA			
Feb 6		Draft 6002		-236.44	45,147.50
Feb 8		Withdrawal Debit Card		-14.58	45,132.92
		2/6 EXXONMOBIL 48004477 DANVILLE PA			
Feb 8		Draft 6001		-340.68	44,792.24
Feb 11		Draft 5999		-179.00	44,613.24
Feb 11		Draft 6000		-376.77	44,236.47
Feb 11		Draft 6004		-385.00	43,851.47
Feb 12		Draft 6011		-1,120.54	42,730.93

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**Member Number:** 584727  
**Statement Period:** 02/01/2019-02/28/2019

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### ID 40 CHECKING - Continued

Trans	Eff Date	Transaction	Deposit	Withdrawal	Balance
Feb 13		Withdrawal Debit Card		-280.88	42,450.05
		2/12 VISTAPR*VistaPrint.com 866-8936743 MA			
Feb 13		Withdrawal Debit Card		-160.39	42,289.66
		2/12 VISTAPR*VistaPrint.com 866-8936743 MA			
Feb 14		Draft 6005		-51.05	42,238.61
Feb 15		Withdrawal ACH IRS		-1,001.72	41,236.89
		TYPE: USATAXPYMT ID: 3387702000 CO: IRS			
Feb 15		Withdrawal ACH COMMWLTHOFPA INT		-147.22	41,089.67
		TYPE: PAEMPLOYTX ID: 1236003133 CO: COMMWLTHOFPA INT			
Feb 15		Draft 6007		-86.00	41,023.67
Feb 15		Draft 6010		-325.19	40,698.48
Feb 16		Withdrawal Debit Card		-119.57	40,578.91
		2/15 ABL GRAPHICS BLOOMSBURG PA			
Feb 19		Draft 6009		-318.27	40,260.64
Feb 20		Withdrawal Debit Card		-65.00	40,195.64
		2/19 SQ *KLEIN ARTWORKS DANVILLE PA			
Feb 20		Withdrawal Debit Card		-42.38	40,153.26
		2/19 TWIN PONDS ENGINE SERVICE DANVILLE PA			
Feb 20		Draft 6006		-65.00	40,088.26
Feb 21		Withdrawal Debit Card		-230.45	39,857.81
		2/19 BEST LINE EQ MUNCY 010110 570-5468422 PA			
Feb 21		Certified Draft 0000006016 for \$1,258.47			
Feb 21		Deposit Home Banking Transfer From Share 01	3,493.71		43,351.52
		1/20 - 2/16 grant-eligible labor			
Feb 21		Deposit Home Banking Transfer From Share 01	481.69		43,833.21
		bills paid 1/24 - 2/21			
Feb 22		Deposit by Check	3,226.00		47,059.21
Feb 22		Withdrawal Debit Card		-116.58	46,942.63
		2/20 COLES HARDWARE - DANVILLE DANVILLE PA			
Feb 22		Draft 6016		-1,258.47	45,684.16
Feb 25		Withdrawal POS #929359		-101.68	45,582.48
		AMAZON.COM*MI2JG71Z2 SEATTLE WA			
Feb 25		Withdrawal POS #931186		-177.58	45,404.90
		AMAZON.COM*MI4DG1BP0 SEATTLE WA			
Feb 25		Draft 6015		-137.92	45,266.98
Feb 25		Draft 6014		-313.08	44,953.90
Feb 25		Draft 6012		-500.00	44,453.90
Feb 26		Withdrawal Debit Card		-268.67	44,185.23
		2/24 COLES HARDWARE - DANVILLE DANVILLE PA			
Feb 26		Draft 6008		-75.00	44,110.23
Feb 26		Draft 6013		-369.46	43,740.77
Feb 27		Withdrawal Debit Card		-25.42	43,715.35
		2/25 COLES HARDWARE - DANVILLE DANVILLE PA			
Feb 28		Withdrawal Debit Card		-105.40	43,609.95
		2/27 TWIN PONDS ENGINE SERVICE DANVILLE PA			
Feb 28		Withdrawal POS #471191		-196.03	43,413.92
		WEIS MARKETS 010 140 Continental Bouleva DANVILLE PA			
Feb 28		Deposit Dividend Dividend Post	5.01		43,418.93
		Annual Percentage Yield Earned 0.150% from 02/01/2019 through 02/28/2019			
Feb 28		Ending Balance			43,418.93
		Total Deposits 9,776.41			
		Total Withdrawals 11,012.04			

#### Drafts for 40 - CHECKING

Date	Draft Number	Amount	Date	Draft Number	Amount	Date	Draft Number	Amount
Feb 11	□ 5999	179.00	Feb 8	□ 6001	340.68	Feb 5	□ 6003	1,399.23
Feb 11	□ 6000	376.77	Feb 6	□ 6002	236.44	Feb 11	□ 6004	385.00

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**Member Number:** 584727  
**Statement Period:** 02/01/2019-02/28/2019

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Drafts for 40 - CHECKING - Continued								
Date	Draft Number	Amount	Date	Draft Number	Amount	Date	Draft Number	Amount
Feb 14	□ 6005	51.05	Feb 19	□ 6009	318.27	Feb 26	□ 6013	369.46
Feb 20	□ 6006	65.00	Feb 15	□ 6010	325.19	Feb 25	□ 6014	313.08
Feb 15	□ 6007	66.00	Feb 12	□ 6011	1,120.54	Feb 25	□ 6015	137.92
Feb 26	□ 6008	75.00	Feb 25	□ 6012	500.00	Feb 22	□ 6016	1,258.47

\* 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 DCNR GRANT CHECKING

Trans	Eff Date	Transaction	Deposit	Withdrawal	Balance
Feb 1		Balance Forward			2,321.91
Feb 5		Draft 305		-174.73	2,147.18
Feb 6		Deposit Home Banking Transfer From Share 01 bills paid 2/6/19	157.97		2,305.15
Feb 7		Draft 299		-109.94	2,195.21
		Processed Check - VERIZON FINANCA TYPE: PAYMENTS ID: 8564577000			
Feb 8		Draft 304		-32.16	2,163.05
Feb 8		Draft 302		-49.34	2,113.71
Feb 8		Draft 298		-200.32	1,913.39
Feb 8		Draft 303		-624.13	1,289.26
Feb 8		Draft 301		-952.26	337.00
Feb 11		Draft 300		-179.00	158.00
Feb 15		Draft 307		-33.00	125.00
Feb 20		Draft 306		-125.00	0.00
Feb 21		Deposit Home Banking Transfer From Share 01 bills paid 2/21	3,281.59		3,281.59
Feb 26		Draft 308		-103.96	3,177.63
		Processed Check - VERIZON FINANCA TYPE: PAYMENTS ID: 8564577000			
Feb 28		Deposit Dividend Dividend Post	0.04		3,177.67
		Annual Percentage Yield Earned 0.030% from 02/01/2019 through 02/28/2019			
Feb 28		Ending Balance			3,177.67
		Total Deposits 3,439.60			
		Total Withdrawals 2,583.84			

Drafts for 41 - DCNR GRANT CHECKING								
Date	Draft Number	Amount	Date	Draft Number	Amount	Date	Draft Number	Amount
Feb 8	□ 298	200.32	Feb 8	□ 302	49.34	Feb 20	□ 306	125.00
Feb 7	□ 299	109.94	Feb 8	□ 303	624.13	Feb 15	□ 307	33.00
Feb 11	□ 300	179.00	Feb 8	□ 304	32.16	Feb 26	□ 308	103.96
Feb 8	□ 301	952.26	Feb 5	□ 305	174.73			

\* 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 42 DCED GRANT CHECKING

Trans	Eff Date	Transaction	Deposit	Withdrawal	Balance
Feb 15		Balance Forward			0.00
Feb 28		Ending Balance			0.00

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<b>Member Number:</b> 584727	<b>Statement Period:</b> 02/01/2019-02/28/2019
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	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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**MONTOUR AREA RECREATION COMMISSION AGENCY PASS  
THROUGH FUND  
JUL 1 TO DEC 31, 2018**

Mr. Robert Stoudt  
MARC Director  
Montour Area Recreation Commission  
PO Box 456  
Danville, PA 17821

<b>Fund Balance, July 1, 2018</b>	<b>\$</b>	<b>2,669.46</b>
Gifts.....	1,125.00	
Interest & Dividends.....	12.71	
Investment Gains/(Losses).....	0.00	
Other Income.....	0.00	
Total Income		1,137.71
Grants.....	-1,000.00	
Administrative Fees.....	-19.04	
Investment Fees.....	0.00	
Other Expenses.....	0.00	
Total Expenses		-1,019.04
<b>Fund Balance, December 31, 2018</b>	<b>\$</b>	<b>2,788.13</b>



*Prepared By:* Al Meale, CFO (ameale@csgiving.org)

725 West Front Street, Berwick, PA 18603  
www.csgiving.org 570-752-3930

**Gifts:**

Date	Donor
12/12/2018	Ms. Renee' Carey
12/31/2018	Dr. John Bulger and Dr. Michele Neff-Bulger
*** Total Gifts:	

**Grants:**

Date	Grantee	Amount
09/18/2018	Montour Area Recreation Commission	1,000.00
*** Total Grants:		1,000.00



**MONTOUR AREA RECREATION COMMISSION - MONTOUR  
PRESERVE AGENCY PASS THROUGH FUND  
JUL 1 TO DEC 31, 2018**

Mr. Robert Skoudt  
MARC Director  
Montour Area Recreation Commission  
PO Box 456  
Danville, PA 17821

<b>Fund Balance, July 1, 2018</b>	<b>\$</b>	<b>126,973.58</b>
Gifts.....	3,400.00	
Interest & Dividends.....	893.48	
Investment Gains/(Losses).....	0.00	
Other Income.....	0.00	
<b>Total Income</b>		<b>4,293.48</b>
Grants.....	0.00	
Administrative Fees.....	-68.00	
Investment Fees.....	0.00	
Other Expenses.....	0.00	
<b>Total Expenses</b>		<b>-68.00</b>
<b>Fund Balance, December 31, 2018</b>	<b>\$</b>	<b>131,199.06</b>



**Prepared By:** Al Meale, CFO (ameale@csgiving.org)  
725 West Front Street, Berwick, PA 18603  
www.esgiving.org 570-752-3930

**Gifts:**

Date	Donor
07/09/2018	Mr. Richard L. Harry
08/16/2018	Dr. Jill A. Largent
11/28/2018	Mr. and Mrs. Ray D. Hayes
12/22/2018	Mr. Matthew Heintzelman and Ms. Kelly Knox
12/24/2018	Dr. Evan Houston
12/31/2018	Mr. and Mrs. David Gingrich

\*\*\* Total Gifts:

## MARC Account Reconciliation - Service 1st Accounts

updated 2/28/19

ending balance from 2/28/19 bank statement	\$ 91,796.39
deposits not yet posted (detailed below)	\$ -
subtotal	\$ 91,796.39
withdrawals not yet cleared (detailed below)	\$ 5,332.65
calculated balance (should agree with actual combined balance)	\$ 86,463.74
balance (savings account ID01)	\$ 45,199.79
balance (checking account ID40)	\$ 41,269.21
balance (DCNR grant checking account ID41)	\$ (5.26)
balance (DCED grant checking account ID42)	\$ -
actual combined balance	\$ 86,463.74
difference	\$ -

### DEPOSITS NOT YET POSTED

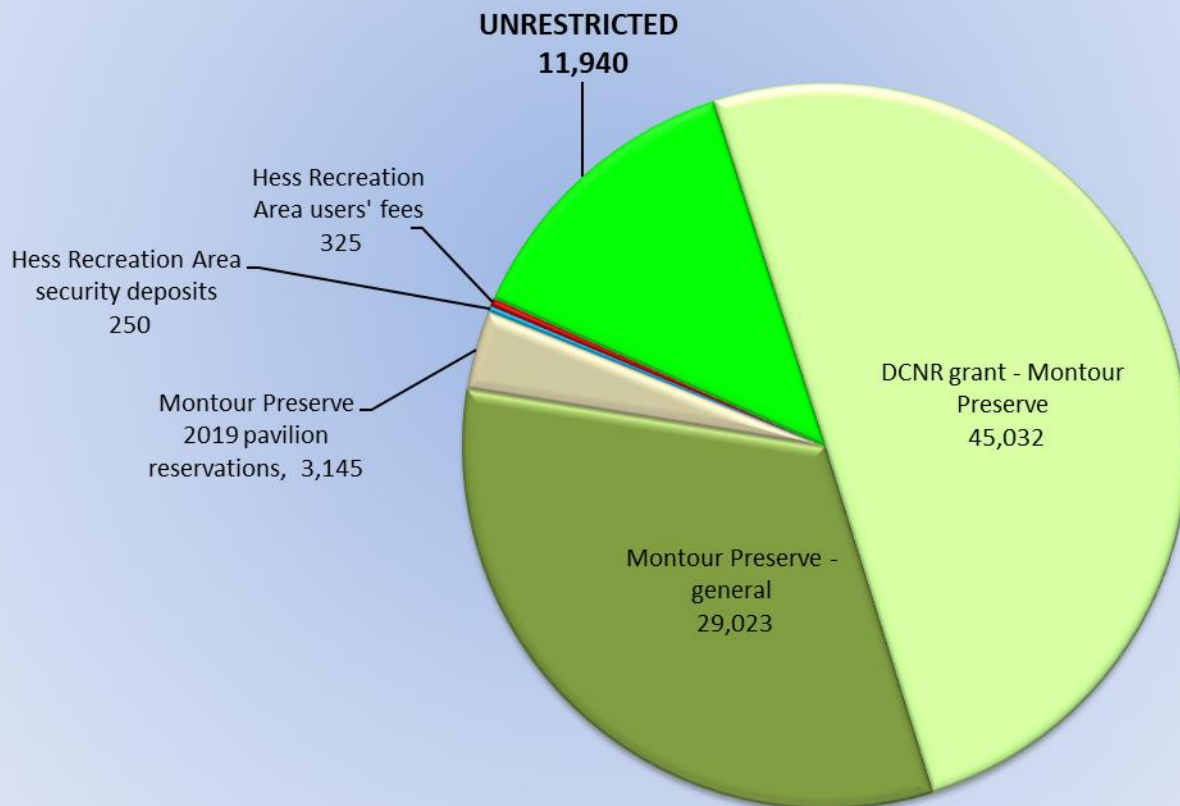
TRANSACTION DATE	CHECK #	DESCRIPTION OF TRANSACTION	AMOUNT
TOTAL			\$ -

### WITHDRAWALS NOT YET CLEARED

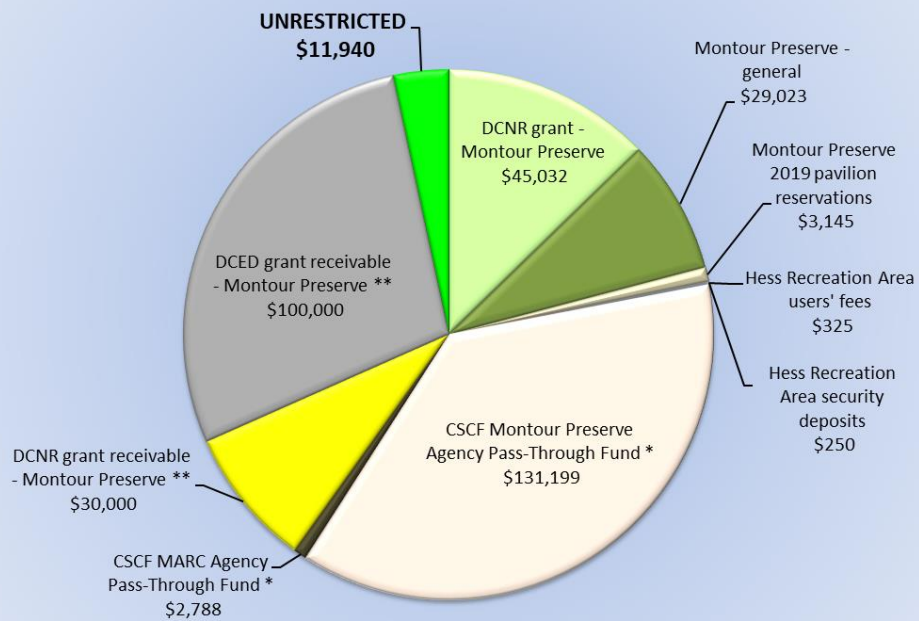
TRANSACTION DATE	CHECK #	DESCRIPTION OF TRANSACTION	AMOUNT
02/21/19	309	Robert Stoudt (2/21 expense report: HughesNet internet service and MailChimp email service)	349.96
02/21/19	310	PPL Electric Utilities (electricity)	1,278.25
02/21/19	311	PPL Electric Utilities (electricity)	44.14
02/21/19	312	PPL Electric Utilities (electricity)	743.14
02/21/19	313	PPL Electric Utilities (electricity)	32.14
02/21/19	314	Candy Fisher (cleaning 12/17/18 - 2/18/19)	730.00
02/28/19	315	Robert Stoudt (2/28 expense report - MailChimp email service)	5.30
02/21/19	6018	Robert Stoudt (2/21 expense report: MailChimp email service, Wagner's Trophies & Engraveables t-shirts and awards)	1,016.06
02/28/19	debit card	Giant (Gatorade mix)	47.60
02/28/19	debit card	Cole's Hardware (locks, screws and cotter pins)	70.46
02/28/19	6019	Robert Stoudt (2/28 expense report) (West Branch Rental generator, power box and heaters rental; MailChimp email service)	1,015.60
TOTAL			\$ 5,332.65



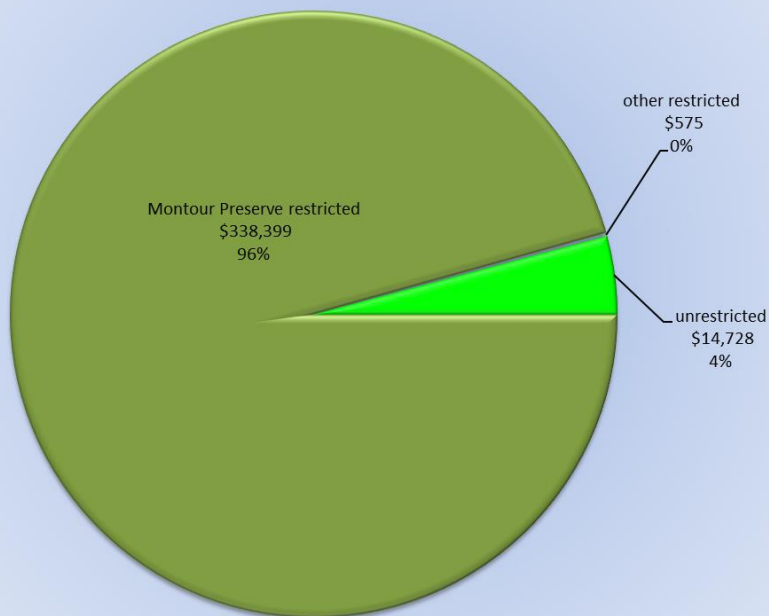
**MARC FUNDS EARMARKS AS OF 3/18/19**  
**COMBINED ACCOUNT BALANCE: \$89,715**  
**(INCLUDES SAVINGS, GRANT CHECKING AND CHECKING ACCOUNTS;**  
**(EXCLUDES CSCF FUNDS AND GRANTS RECEIVABLE)**



**MARC TOTAL ASSETS AS OF 3/18/19**  
**COMBINED VALUE: \$353,702**



**MARC TOTAL ASSETS AS OF 3/18/19**  
**COMBINED VALUE: \$353,702**





# **MONTOUR PRESERVE 2019 BUDGET**

YTD INFO UPDATED 3/18/19

BUDGET ADOPTED 11/19/18 (CONTINGENT UPON RECEIPT OF GRANT FUNDS)

EXPENSE	2018 ACTUAL	2019 BUDGETED	2019 YTD ACTUAL
personnel	(44,759.03)	(45,000.00)	(11,228.51)
cleaning service	(4,000.00)	(4,500.00)	(730.00)
HVAC system maintenance	(1,700.00)	-	-
HVAC system replacement	-	(60,000.00)	-
visitors' center roof repair	-	(10,000.00)	-
lawn care	(10,875.00)	(17,500.00)	-
parking lot / road maintenance	-	(5,000.00)	-
security system	(1,263.84)	(1,500.00)	(200.32)
sewage pumping	(955.00)	(1,300.00)	-
snow plowing	-	(1,500.00)	-
supplies / misc.	(29,668.11)	(20,000.00)	(2,147.45)
utility vehicle purchase	-	(35,000.00)	-
water testing	(562.00)	(800.00)	-
wildlife management	(2,077.96)	(2,500.00)	-
electric	(14,713.72)	(15,000.00)	(3,755.56)
internet service	(1,918.54)	(2,000.00)	(344.66)
telephone	(1,252.39)	(1,300.00)	(213.90)
trash service	(1,565.00)	(2,000.00)	(375.00)
website hosting / email service	(458.56)	(600.00)	(109.60)
promotional materials	(1,078.10)	(2,500.00)	(75.00)
programming & educational supplies	(98.02)	(500.00)	(567.60)
audit (three-year)	-	(5,500.00)	-
<b>EXPENSE TOTAL</b>	<b>\$(116,945.27)</b>	<b>\$(234,000.00)</b>	<b>\$ (19,747.60)</b>

## **MONTOUR PRESERVE**

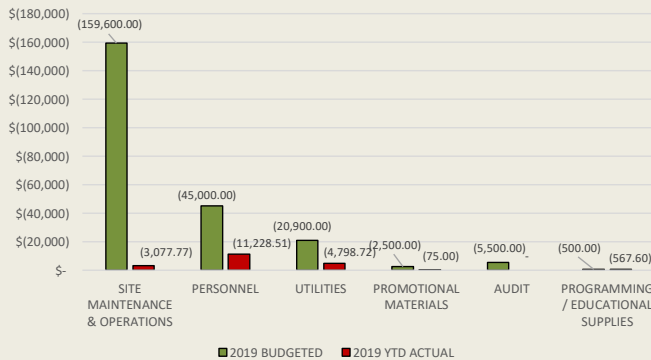
### **BUDGETING VS. ACTUAL EXPENSES**

UPDATED 3/18/2019

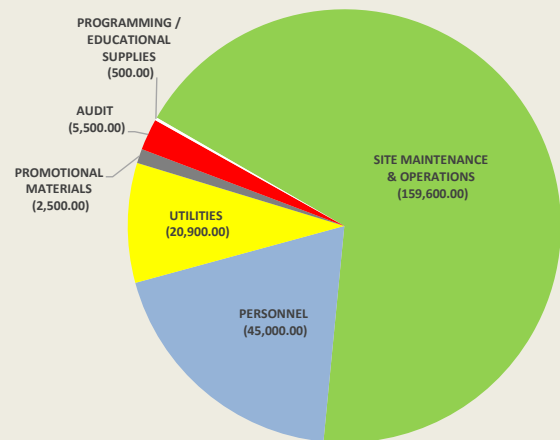
EXPENSE	2018 ACTUAL	2019 BUDGETED	2019 YTD ACTUAL
SITE MAINTENANCE & OPERATIONS	(51,101.91)	(159,600.00)	(3,077.77)
PERSONNEL	(44,759.03)	(45,000.00)	(11,228.51)
UTILITIES	(19,908.21)	(20,900.00)	(4,798.72)
PROMOTIONAL MATERIALS	(1,078.10)	(2,500.00)	(75.00)
AUDIT	-	(5,500.00)	-
PROGRAMMING / EDUCATIONAL SUPPLIES	(98.02)	(500.00)	(567.60)
<b>EXPENSE TOTAL</b>	<b>\$(116,945.27)</b>	<b>\$(234,000.00)</b>	<b>\$ (19,747.60)</b>



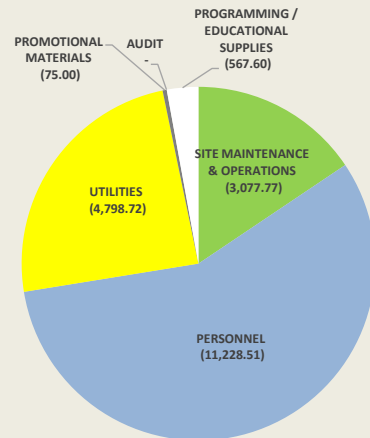
## **2019 MONTOUR PRESERVE EXPENSES** **YEAR-END ACTUAL VS. BUDGET**



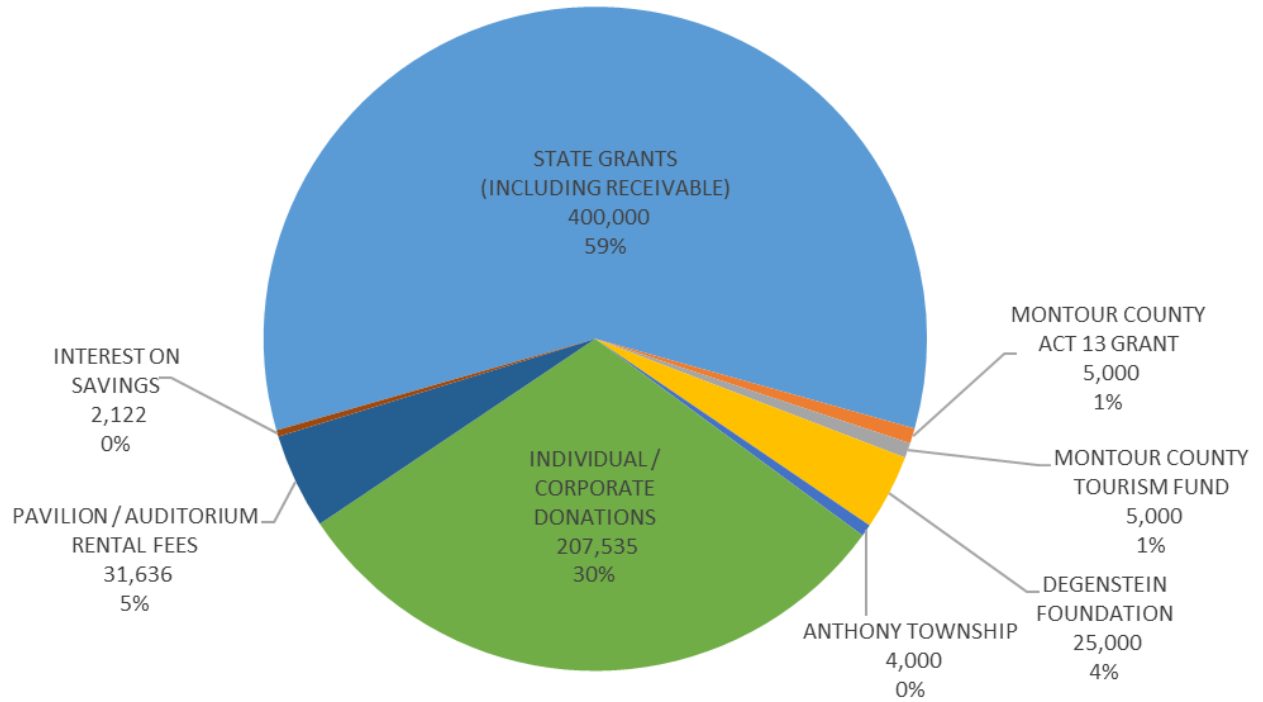
## **MONTOUR PRESERVE 2019 BUDGETED EXPENSES** **\$234,000 TOTAL BUDGETED**



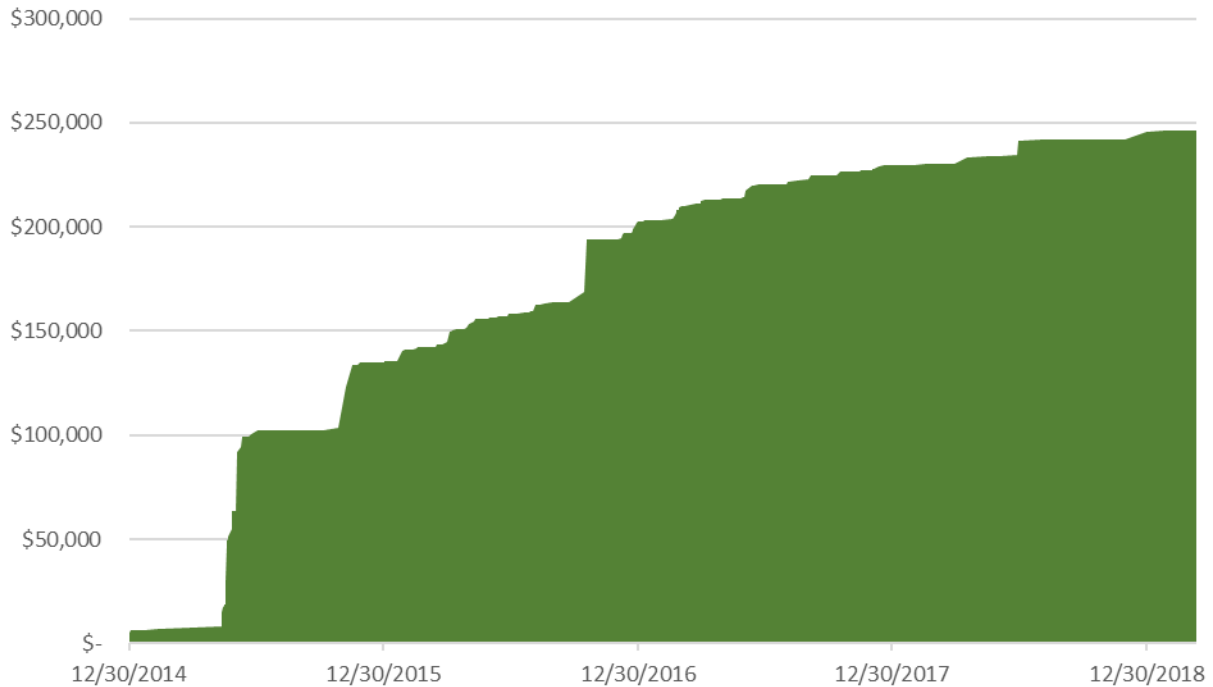
## **MONTOUR PRESERVE 2019 YTD ACTUAL EXPENSES**



### **MONTOUR PRESERVE INCOME SUMMARY** **(\$680,293 AS OF 3/12/19)**



### **MONTOUR PRESERVE DONATIONS SUMMARY** **12/30/2014 - 3/15/2019**



## 2019 HUMDINGER BUDGETING

UPDATED 3/18/19

	INCOME/EXPENSE	2018 ACTUAL	2019 BUDGET	2019 YTD ACTUAL
<b>INCOME</b>	Racer Registration Fees	15,455.00	14,500.00	11,015.00
	Sponsorships	1,600.00	-	-
	Commissioners' Tourism Grant	2,500.00	6.80	6.80
<b>EXPENSES</b>	T-shirts/ Promotional	(3,294.00)	(2,600.00)	(954.58)
	Advertising	(2.00)	(400.00)	(109.60)
	Event Timing	(959.00)	(1,000.00)	(860.00)
	MARC labor (Stoudt) w/taxes	(2,659.00)	(2,700.00)	(1,995.12)
	MARC labor (Beam) w/ taxes	-	(350.00)	(467.25)
	MARC labor (Piatt) w/ taxes	(328.00)	(350.00)	(454.51)
	MARC labor (Yeich) w/ taxes	(66.00)	(350.00)	(325.46)
	Awards/Prizes	(1,879.00)	(1,800.00)	(1,991.68)
	Food/Drink	(1,582.00)	(1,700.00)	(1,332.90)
	Misc. Supplies & Fees	(454.00)	(500.00)	(1,527.71)
	Porta-Potties	(550.00)	(500.00)	(325.00)
	Refunds	(115.00)	-	-
	Equipment Rental (generator & heaters)	(466.00)	(550.00)	(1,005.00)
	<b>NET PROFIT/LOSS</b>	<b>7,201.00</b>	<b>1,706.80</b>	<b>(327.01)</b>

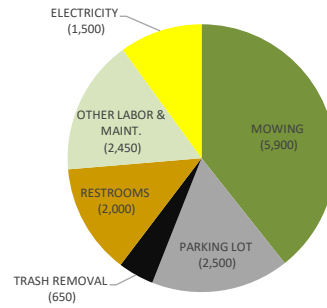
# MONTOUR AREA RECREATION COMMISSION MANAGED SITES 2019 BUDGETS

BUDGET ADOPTED 11/19/18

YEAR-TO-DATE INFORMATION UPDATED 3/18/19

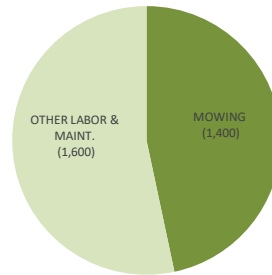
HESS RECREATION AREA 2019 BUDGET			
EXPENSE	2018 ACTUAL	2019 BUDGETED	2019 YTD ACTUAL
MOWING	(4,999)	(5,900)	-
PARKING LOT	(2,812)	(2,500)	-
TRASH REMOVAL	(599)	(650)	(195.00)
RESTROOMS	(1,817)	(2,000)	(132.09)
OTHER LABOR & MAINT.	(2,248)	(2,450)	(88.06)
ELECTRICITY	(1,431)	(1,500)	(402.20)
<b>TOTAL</b>	<b>(13,906)</b>	<b>(15,000)</b>	<b>(817.36)</b>

## 2019 HESS RECREATION AREA BUDGETED EXPENSES



HOPEWELL PARK 2019 BUDGET			
EXPENSE	2018 ACTUAL	2019 BUDGETED	2019 YTD ACTUAL
MOWING	(1,000)	(1,400)	-
OTHER LABOR & MAINT.	(142)	(1,600)	(110.16)
<b>TOTAL</b>	<b>(1,142)</b>	<b>(3,000)</b>	<b>(110.16)</b>

## 2019 HOPEWELL PARK BUDGETED EXPENSES



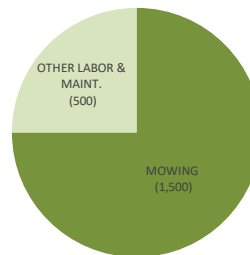
NORTH BRANCH CANAL TRAIL 2019 BUDGET			
EXPENSE	2018 ACTUAL	2019 BUDGETED	2019 YTD ACTUAL
MOWING	(750)	(1,500)	-
OTHER LABOR & MAINT.	(1,626)	(2,000)	(24.48)
TRASH REMOVAL	(605)	-	-
<b>TOTAL</b>	<b>(2,981)</b>	<b>(3,500)</b>	<b>(24.48)</b>

## 2019 NORTH BRANCH CANAL TRAIL BUDGETED EXPENSES



RIVER DRIVE PARCEL 2019 BUDGET			
EXPENSE	2018 ACTUAL	2019 BUDGETED	2019 YTD ACTUAL
MOWING	(1,100)	(1,500)	-
OTHER LABOR & MAINT.	(222)	(500)	-
<b>TOTAL</b>	<b>(1,322)</b>	<b>(2,000)</b>	<b>-</b>

## 2019 RIVER DRIVE PARCEL BUDGETED EXPENSES





## 2019 MARC BUDGET

ADOPTED 11/19/18; YEAR-TO-DATE INFORMATION UPDATED 3/18/19

MINIMUM FUNDING REQUIREMENTS (DEFERRAL OF ALL NON-ESSENTIAL MAINTENANCE)  
NOTE: MONTAINE PRESERVE ACCOUNTING IS KEPT SEPARATE FROM OTHER ACCOUNTING

EXPENSE	BUDGETED AMOUNT	YEAR-TO-DATE ACTUAL	YEAR-TO-DATE ACTUAL VS. BUDGET	FUNDING SOURCES	BUDGETED AMOUNT	YEAR-TO-DATE ACTUAL	YEAR-TO-DATE ACTUAL VS. BUDGET	BUDGETED LINE ITEM SURPLUS / (DEFICIT)	YEAR-TO-DATE ACTUAL LINE ITEM SURPLUS / (DEFICIT)
PARK & TRAIL MAINTENANCE	Montaîne Preserve	\$ (234,000.00)	\$ (19,747.60)	8.4%	DCNR grant funding	\$ 60,157.34	66.8%		
					DCED grant funding	\$ -	0.0%		
					pavilion / auditorium reservations	\$ 200.00	1.7%		
					donations	\$ 1,110.95	22.2%	\$ -	\$ 74,054.15
					transfer from Central Susquehanna Community Foundation Fund	\$ 22,000.00	0.0%		
					carryover balance from 2018	\$ 32,333.45	215.6%		
					carryover balance from 2018	\$ 15,000.00	215.6%		
					carryover balance from 2018	\$ 32,333.45	215.6%		
					carryover balance from 2018	\$ 32,333.45	215.6%		
					carryover balance from 2018	\$ 32,333.45	215.6%		
SPECIAL	<b>MONTAINE PRESERVE TOTAL EXPENSES</b>	<b>\$ (234,000.00)</b>	<b>\$ (19,747.60)</b>	<b>8.4%</b>	<b>MONTAINE PRESERVE TOTAL INCOME</b>	<b>\$ 93,801.74</b>	<b>40.1%</b>	<b>\$ -</b>	<b>\$ 74,054.15</b>
	Hess Recreation Area	\$ (15,000.00)	\$ (817.36)	5.4%	user fees [1,000], donations [0]	\$ 425.00	42.5%	\$ (14,000.00)	\$ (392.36)
	North Branch Canal Trail (Montaîne Co. portion)	\$ (3,500.00)	\$ (24.48)	0.7%	donations [0]	\$ -	0.0%	\$ (3,500.00)	\$ (24.48)
	Columbia County Projects (incl. NBCT, Montaîne Twp. parcel)	\$ (1,500.00)	\$ -	0.0%	Columbia County	\$ 1,500.00	0.0%	\$ -	\$ -
	Hopewell Park/Borough Farm Trails	\$ (3,000.00)	\$ (110.16)	3.7%	donations [0]	\$ -	0.0%	\$ (3,000.00)	\$ (110.16)
	River Drive parcel (NBCT parking)	\$ (2,000.00)	\$ -	0.0%	donations [0]	\$ -	0.0%	\$ (2,000.00)	\$ -
	tools & supplies	\$ (2,000.00)	\$ (280.43)	14.0%				\$ (2,000.00)	\$ -
	ATV purchase	\$ (9,000.00)	\$ -	0.0%	grant	\$ 9,000.00	0.0%	\$ -	\$ -
	trail signage project (Phase II)	\$ (4,000.00)	\$ -	0.0%	Montaîne County Commissioners' Tourism Fund grant	\$ 3,000.00	0.0%	\$ (1,000.00)	\$ -
	Humdinger Trail Races	\$ (12,800.00)	\$ (11,348.81)	88.7%	race registration fees	\$ 14,500.00	76.0%	\$ 1,700.00	\$ (327.01)
ADMIN / INSURANCE	other special projects & events	\$ (1,300.00)	\$ (443.93)	34.1%	donations			\$ (1,300.00)	\$ (443.93)
	admin / misc. other (includes Stought admin labor)	\$ (18,000.00)	\$ (4,989.40)	27.7%				\$ (18,000.00)	\$ (4,989.40)
	insurance (D&O, General & Workers' Comp)	\$ (14,000.00)	\$ -	0.0%				\$ (14,000.00)	\$ -
	accounting	\$ (1,800.00)	\$ (385.00)	21.4%				\$ (1,800.00)	\$ (385.00)
	office supplies	\$ (1,000.00)	\$ (196.00)	19.6%				\$ (1,000.00)	\$ (196.00)
	dues & fees	\$ (1,300.00)	\$ (632.50)	48.7%				\$ (1,300.00)	\$ (632.50)
	public notices	\$ (1,800.00)	\$ (259.85)	14.4%				\$ (1,800.00)	\$ (259.85)
					Montaîne Co. Act 13 funding	\$ 5,000.00	20.0%	\$ 25,000.00	\$ 5,000.00
					transfer from Central Susquehanna Community Foundation Fund	\$ -		\$ -	\$ -
					carryover balance from 2018	\$ 9,948.46	199.0%	\$ 5,000.00	\$ 9,948.46
TOTALS					unrestricted donations	\$ 875.00	2.7%	\$ 33,000.00	\$ 875.00
	<b>TOTAL EXPENSES (EXCLUDING MONTAINE PRESERVE)</b>	<b>\$ (92,000.00)</b>	<b>\$ (19,487.91)</b>	<b>21.2%</b>	<b>TOTAL REVENUES (EXCLUDING MONTAINE PRESERVE)</b>	<b>\$ 27,270.26</b>	<b>29.6%</b>	<b>\$ -</b>	<b>\$ 7,782.35</b>
	<b>MONTAINE PRESERVE TOTAL EXPENSES</b>	<b>\$ (234,000.00)</b>	<b>\$ (19,747.60)</b>	<b>8.4%</b>	<b>MONTAINE PRESERVE TOTAL INCOME</b>	<b>\$ 93,801.74</b>	<b>40.1%</b>	<b>\$ -</b>	<b>\$ 74,054.15</b>
	<b>GRAND TOTAL TOTAL EXPENSES</b>	<b>\$ (326,000.00)</b>	<b>\$ (39,235.51)</b>	<b>12.0%</b>	<b>GRAND TOTAL TOTAL INCOME</b>	<b>\$ 121,072.00</b>	<b>37.1%</b>	<b>\$ -</b>	<b>\$ 81,836.50</b>



### **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.

8:06 AM

03/17/19

Accrual Basis

**Montour Area Recreation Commission**  
**Statement of Financial Position**  
 As of December 31, 2018

	Dec 31, 18
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Service 1st - Savings	60,162.31
Service 1st -Grant Checking	0.03
Service 1st FCU	45,273.37
Total Checking/Savings	105,435.71
Other Current Assets	
Grants Receivable	
DCNR Grant	30,000.00
Total Grants Receivable	30,000.00
Prepaid Expenses	
Payroll & Taxes	780.50
Prepaid Expenses - Other	628.30
Total Prepaid Expenses	1,408.80
Total Other Current Assets	31,408.80
Total Current Assets	136,844.51
Other Assets	
CSCF - Trusted Funds	
Montour Preserve Fund	131,199.06
CSCF - Trusted Funds - Other	2,788.13
Total CSCF - Trusted Funds	133,987.19
Total Other Assets	133,987.19
<b>TOTAL ASSETS</b>	<b>270,831.70</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Advance Payments Receivac	
Preserve Reservations	1,725.00
Race Registrations	1,265.00
Total Advance Payments Receivac	2,990.00
Conditional Contributions	
County Tourism Grant -RTRS	6.80
CSCF-Preserve Donations & Int	32,298.78
DCNR Montour Preserve	86,047.13
Preserve Donations & Income	38,077.34
Total Conditional Contributions	156,430.05
Payroll Liabilities	1,996.21
Total Other Current Liabilities	161,416.26
Total Current Liabilities	161,416.26
Total Liabilities	161,416.26
Equity	
Retained Earnings	98,696.29
Net Income	10,719.15
Total Equity	109,415.44
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>270,831.70</b>

No Assurance Provided

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02/09/19

Accrual Basis

**Montour Area Recreation Commission**  
**Statement of Financial Position**  
**As of January 31, 2019**

	Jan 31, 19
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Service 1st - Savings	52,614.75
Service 1st -Grant Checking	0.03
Service 1st FCU	41,737.44
Total Checking/Savings	94,352.22
Other Current Assets	
Grants Receivable	
DCED Preserve Grant	100,000.00
DCNR Grant	30,000.00
Total Grants Receivable	130,000.00
Prepaid Expenses	
Payroll & Taxes	798.86
Prepaid Expenses - Other	2,154.50
Total Prepaid Expenses	2,953.36
Total Other Current Assets	132,953.36
Total Current Assets	227,305.58
Other Assets	
CSCF - Trusted Funds	
Montour Preserve Fund	126,973.58
CSCF - Trusted Funds - Other	1,659.46
Total CSCF - Trusted Funds	128,643.04
Total Other Assets	128,643.04
<b>TOTAL ASSETS</b>	<b>355,948.62</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Advance Payments Received	
Preserve Reservations	2,060.00
Race Registrations	2,425.00
Total Advance Payments Received	4,485.00
Conditional Contributions	
CSCF-Preserve Donations & Int	28,005.30
DCED Preserve Funds	100,000.00
DCNR Montour Preserve	78,486.64
Preserve Donations & Income	38,617.29
Total Conditional Contributions	245,109.23
Payroll Liabilities	1,385.60
Total Other Current Liabilities	250,979.83
Total Current Liabilities	250,979.83
Total Liabilities	250,979.83
Equity	
Retained Earnings	108,364.77
Net Income	-3,395.98
Total Equity	104,968.79
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>355,948.62</b>

No Assurance Provided

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02/09/19

Accrual Basis

**Montour Area Recreation Commission**  
**Statement of Financial Activities**  
**January 2019**

	Jan 19	Jan 19
<b>Ordinary Income/Expense</b>		
Income		
Field User Fees	25.00	25.00
Grants		
County Tourism -RTRS-2018	6.80	6.80
DCNR Montour Preserve	7,560.49	7,560.49
<b>Total Grants</b>	<b>7,567.29</b>	<b>7,567.29</b>
<b>Total Income</b>	<b>7,592.29</b>	<b>7,592.29</b>
<b>Gross Profit</b>	<b>7,592.29</b>	<b>7,592.29</b>
Expense		
Administrative/Overhead		
Dues & Subscriptions	357.50	357.50
Legal Notices	259.85	259.85
Miscellaneous	521.00	521.00
Office Expense	71.00	71.00
Payroll Expenses	5,317.75	5,317.75
Professional Fees	385.00	385.00
<b>Total Administrative/Overhead</b>	<b>6,912.10</b>	<b>6,912.10</b>
Montour Preserve	3,944.13	3,944.13
Park & Trail Maintenance		
Hess Recreation Area	65.00	65.00
Park & Trail Maintenance - Other	65.90	65.90
<b>Total Park &amp; Trail Maintenance</b>	<b>130.90</b>	<b>130.90</b>
Special Events		
RTRS	6.80	6.80
<b>Total Special Events</b>	<b>6.80</b>	<b>6.80</b>
<b>Total Expense</b>	<b>10,993.93</b>	<b>10,993.93</b>
<b>Net Ordinary Income</b>	<b>-3,401.64</b>	<b>-3,401.64</b>
<b>Other Income/Expense</b>		
Other Income		
Interest Income		
Grant Interest Earned	0.03	0.03
Interest Income - Other	5.63	5.63
<b>Total Interest Income</b>	<b>5.66</b>	<b>5.66</b>
<b>Total Other Income</b>	<b>5.66</b>	<b>5.66</b>
<b>Net Other Income</b>	<b>5.66</b>	<b>5.66</b>
<b>Net Income</b>	<b>-3,395.98</b>	<b>-3,395.98</b>

No Assurance Provided

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8:04 AM

03/17/19

Accrual Basis

**Montour Area Recreation Commission**  
**Statement of Financial Position**  
 As of February 28, 2019

	Feb 28, 19
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
Service 1st - Savings	45,199.79
Service 1st - Grant Checking	-5.26
Service 1st FCU	41,269.21
Total Checking/Savings	86,463.74
<b>Other Current Assets</b>	
Grants Receivable	
DCED Preserve Grant	100,000.00
DCNR Grant	30,000.00
Total Grants Receivable	130,000.00
Prepaid Expenses	
Payroll & Taxes	823.34
Prepaid Expenses - Other	5,908.45
Total Prepaid Expenses	6,731.79
Total Other Current Assets	136,731.79
Total Current Assets	223,195.53
<b>Other Assets</b>	
CSCF - Trusted Funds	
Montour Preserve Fund	131,199.06
CSCF - Trusted Funds - Other	2,788.13
Total CSCF - Trusted Funds	133,987.19
Total Other Assets	133,987.19
<b>TOTAL ASSETS</b>	<b>357,182.72</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Other Current Liabilities	
Advance Payments Receivable	
Hess Field User Fees	25.00
Preserve Reservations	2,635.00
Race Registrations	6,170.00
Total Advance Payments Receivable	8,830.00
Conditional Contributions	
CSCF-Preserve Donations & Int	32,298.78
DCED Preserve Funds	100,000.00
DCNR Montour Preserve	70,614.04
Preserve Donations & Income	39,043.29
Total Conditional Contributions	241,956.11
Payroll Liabilities	1,595.17
Total Other Current Liabilities	252,381.28
Total Current Liabilities	252,381.28
Total Liabilities	252,381.28
<b>Equity</b>	
Retained Earnings	109,415.44
Net Income	-4,614.00
Total Equity	104,801.44
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>357,182.72</b>

No Assurance Provided

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03/17/19

Accrual Basis

**Montour Area Recreation Commission**  
**Statement of Financial Activities**  
**February 2019**

	Feb 19	Jan - Feb 19
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
Donations Received		
Montour Preserve Donations	75.00	75.00
Donations Received - Other	975.00	975.00
<b>Total Donations Received</b>	<b>1,050.00</b>	<b>1,050.00</b>
<b>Grants</b>		
County Tourism -RTRS-2018	0.00	6.80
DCNR Montour Preserve	7,872.60	15,433.09
<b>Total Grants</b>	<b>7,872.60</b>	<b>15,439.89</b>
<b>Total Income</b>	<b>8,922.60</b>	<b>16,489.89</b>
<b>Gross Profit</b>	<b>8,922.60</b>	<b>16,489.89</b>
<b>Expense</b>		
Administrative/Overhead		
Dues & Subscriptions	0.00	357.50
Legal Notices	0.00	259.85
Miscellaneous	43.60	564.60
Office Expense	33.00	104.00
Payroll Expense	5,176.96	10,494.71
Professional Fees	0.00	385.00
<b>Total Administrative/Overhead</b>	<b>5,253.56</b>	<b>12,165.66</b>
Montour Preserve	4,416.96	8,361.09
Park & Trail Maintenance		
Hess Recreation Area	116.05	181.05
Park & Trail Maintenance - Other	214.53	280.43
<b>Total Park &amp; Trail Maintenance</b>	<b>330.58</b>	<b>461.48</b>
<b>Projects</b>		
Special Projects	119.57	119.57
<b>Total Projects</b>	<b>119.57</b>	<b>119.57</b>
<b>Special Events</b>		
RTRS	0.00	6.80
<b>Total Special Events</b>	<b>0.00</b>	<b>6.80</b>
<b>Total Expense</b>	<b>10,120.67</b>	<b>21,114.60</b>
<b>Net Ordinary Income</b>	<b>-1,198.07</b>	<b>-4,624.71</b>
<b>Other Income/Expense</b>		
<b>Other Income</b>		
Interest Income		
Grant Interest Earned	0.04	0.07
Interest Income - Other	5.01	10.64
<b>Total Interest Income</b>	<b>5.05</b>	<b>10.71</b>
<b>Total Other Income</b>	<b>5.05</b>	<b>10.71</b>
<b>Net Other Income</b>	<b>5.05</b>	<b>10.71</b>
<b>Net Income</b>	<b>-1,193.02</b>	<b>-4,614.00</b>

No Assurance Provided

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## **ASSISTANT DIRECTOR'S REPORT**

In the past month the assistant director offered two public programs and an educational program for 60 scouts. He met with a home school coordinator to discuss educational options at Montour Preserve, hosted the monthly watershed meeting, revised the Montour Preserve bird checklist and has begun revisions to the Goose Woods Trail interpretive booklet.

Jon Beam  
2/22/19

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In the past month the assistant director assisted the MARC staff with the Humdinger Races. He attended a PA Game Commission Hunter Education instructor training session and helped the director of the PA Master Naturalist program with interviews of candidates for this year's training program. He was involved in maple sugaring programs for school groups and the general public. He assisted the PA Master Naturalists in a pancake breakfast fund-raiser for Montour Preserve. He has also scheduled programs for the second quarter and finished the second quarter newsletter. He hosted the Chillisquaque Limestone Watershed Association monthly meeting and presented an educational program for the group.

Jon Beam  
3/21/19



## **MAINTENANCE TECHNICIAN'S REPORT**

cleared ice and snow from 3 storms

trimmed out access road to sugar shack

finished cutting brush in field above Goose Cove Overlook

trimming bushes and cutting dead trees around VC / EEC

put signs up at Heron Cove restrooms because of improper use of facilities

drive belt on bobcat blew apart. Bestline service tech. came out and we put spare used belt on. The tech. also said clutch is not in the best of condition and should be replaced soon as well as getting new drive belt. (\$500.00+/- )

Bob and I meet with 4 compact tractor dealers to get quotes.

started clearing brush from out around bluebird nests so they will use them per Jon Beam.

PTMT

Dennis Piatt

2/20/19

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set up for Humdinger race, worked the race and then tore down and put race supplies away for another year

help bring maple syrup supplies from boat house and set up sugar shack for syrup demonstrations the next two weeks

Jon and I worked on Goose Woods trail to make it safe for hikers to sugar shack

met with another tractor dealer to check out tractor that he has and compare it to other brands

put up no boating signs around lake

clutch and belt broke in bobcat again. I took clutch off and took to Best Line Eq. They called me later and said clutch is wore out and probably the other clutch is bad also. I will take off and take to them to check out

PTMT

Dennis Piatt

3/19/19

[illegible][illegible]

## DIRECTOR'S REPORT

2019 STOUTD TIME ACCOUNTING YEAR-TO-DATE SUMMARY							
2019 PAY RATE \$22.00/hr							
TASK	WAGES UP TO PA UC TAX CAP (455HRS)			WAGES AFTER PA UC TAX CAP (>455HRS)			TOTAL PROJECT LABOR COST
	HOURS	OVERTIME HOURS	COST W/ TAXES (\$24.48/HR)	HOURS	OVERTIME HOURS	COST W/ TAXES (\$23.82)	
MARC admin	167.50		\$ 4,100.40	16.25		\$ 387.08	\$ 4,487.48
special projects / events	13.25		\$ 324.36	2.00		\$ 47.64	\$ 372.00
Hess Recreation Area	8.75		\$ 214.20	0.50		\$ 11.91	\$ 226.11
Hopewell Park / Danville Farm Trails	4.50		\$ 110.16	-		\$ -	\$ 110.16
North Branch Canal Trail	1.00		\$ 24.48	0.25		\$ 5.96	\$ 30.44
River Drive trailhead / river access	-		\$ -	-		\$ -	\$ -
Montour Preserve admin / maintenance	180.25	2.50	\$ 4,443.12	14.75		\$ 351.35	\$ 4,794.47
Montour Preserve programming	8.50	2.00	\$ 232.56	-		\$ -	\$ 232.56
Montour Preserve DCNR grant admin	1.25		\$ 30.60	-		\$ -	\$ 30.60
Montour Preserve DCED grant admin	2.75		\$ 67.32	-		\$ -	\$ 67.32
Columbia County projects	-		\$ -	-		\$ -	\$ -
Humdinger Trail Races	67.25	28.50	\$ 1,995.12	-		\$ -	\$ 1,995.12
<b>TOTALS</b>	<b>455.00</b>	<b>33.00</b>	<b>\$ 11,542.32</b>	<b>33.75</b>	<b>-</b>	<b>\$ 803.93</b>	<b>\$ 12,346.25</b>

2018 STOUTD TIME ACCOUNTING (GROUPED BY CATEGORY) YEAR-TO-DATE SUMMARY			0456
TASK	HOURS	COST W/ TAXES	
Admin	183.75	\$ 4,487.48	
Park/Trail Maintenance	15.00	\$ 366.71	
Montour Preserve (grant eligible)	205.75	\$ 5,027.03	
Montour Preserve (grant ineligible)	4.00	\$ 97.92	
Columbia County Projects	-	\$ -	
Humdinger Trail Races	81.50	\$ 1,995.12	
Special Projects / Events	15.25	\$ 372.00	
<b>2019 YTD TOTALS</b>	<b>505.25</b>	<b>\$ 12,346.25</b>	

**STOUTD 2019 TIME TRACKING YTD SUMMARY**

Category	Hours	Percentage
Montour Preserve (grant eligible)	205.75	41%
Admin	183.75	36%
Humdinger Trail Races	81.50	16%
Special Projects / Events	15.25	3%
Park/Trail Maintenance	15.00	3%
Montour Preserve (grant ineligible)	4.00	1%
Columbia County Projects	-	0%

## **DIRECTOR'S REPORT (continued)**

### **GRANTS**

- **DCNR 'Heritage and Other Parks' Grant (Montour Preserve)**
  - Initial \$100,000 grant has been twice amended to a total of \$300,000 and extended through 6/30/2019
    - most recent \$90,000 disbursement received and deposited to MARC's savings account on 11/29/18
    - \$45,031.53 remains earmarked in MARC's savings account as of 3/18/19
    - \$30,000 (10% of total grant amount) will remain held by DCNR until the successful completion of the performance audit at the end of the grant term
- **DCED Marketing to Attract Tourists Grant (Montour Preserve)**
  - The fully signed and executed grant agreement was received by MARC on 3/18
  - Grant funds have not yet been received by MARC as of 3/19, but are anticipated at any time
    - Stoudt submitted the signed grant agreement and \$100,000 disbursement request on 2/15/19
    - fund disbursement anticipated by 4/15/19
  - A new checking account at Service 1<sup>st</sup> has been established to hold grant funds when disbursed
    - account has a zero balance until grant funds are received
  - Stoudt has contacted Brewer & Associates to begin preparing for the required grant performance audit
  - Stoudt has contacted PIRMA to update MARC's insurance coverage to acquire fidelity bonding for employee theft; application is in progress
- **Montour County 2019 Act 13 (Marcellus Legacy Fund) Grant**
  - Stoudt on 2/6/19 submitted a request for \$25,000 in grant funding from Montour County's Act 13 (Marcellus Legacy Fund) for MARC's 2019 general operations
  - \$5,000 received and deposited by MARC on 3/12
  - \$20,000 balance anticipated in July, subject to the County's receipt of the funds from the Commonwealth of PA
- **Auxiliary at Geisinger Medical Center 2019 Grant Program**
  - Stoudt on 1/2/19 applied for \$20,000 in grant funding from the Auxiliary at Geisinger Medical Center's 2019 grant program to fund the purchase of an all-terrain vehicle and accessories
  - grant decision expected by 4/30/19

## **DIRECTOR'S REPORT (continued)**

### **MANAGED SITES**

- **River Drive parcel (North Branch Canal Trail trailhead and river access)**
  - No change since last meeting
- **Montour Township (Columbia County) Legion Road parcel**
  - No change since last meeting
- **Riverside Borough river access**
  - No change since last meeting
- **Hopewell Park / Danville Borough Farm**
  - No change since last meeting
- **Hess Recreation Area**
  - Danville Borough Street Department staff have repaired potholes on the park access road and cleared several culverts partially obstructed by last year's storms
  - No new subsidence of the Robbins Trail has been noted in recent weeks; Stoudt will continue to monitor the situation and caution signage will remain in place
  - A volunteer work day is tentatively scheduled for April 7 to repair the wooden boardwalk along the Mahoning Flats Trail
- **North Branch Canal Trail**
  - Trail Steward Wayne Kashner continues to monitor and maintain the trail, clearing several obstructions in recent weeks
    - Kashner has reported continued use of the trail by horses, leading to damage of the trail surface
      - Stoudt will contact the horse owner to address the situation
  - A piano and other large trash items have been dumped in recent weeks along River Drive
    - the piano seems to have been removed, but Stoudt and Kashner continue to watch for dumping along the trail
- **Montour Preserve**
  - The Bobcat utility vehicle failed on 2/13 and again on 3/14
    - the clutch and belt must be replaced; parts are on order
    - Piatt was able to remove the damaged parts and anticipates being able to do the repair
  - Three of the wildlife refuge marker buoys were moved far out of place by the retreating ice and will need to be moved back into place
  - Attendance at the 3/3 maple sugaring open house was lighter than anticipated because of a winter storm, but attendance at the 3/9 open house and pancake breakfast was very heavy, exceeding expectations
    - PA Master Naturalist officials are working to finalize the accounting for the pancake breakfast fundraiser, but anticipate that net profits will exceed those of the 2018 event
  - Piatt is working with contacts at PPL to repair the light fixtures around the visitors' center parking lot; repairs are anticipated during the week of 3/25 – 3/29, weather permitting

## **DIRECTOR'S REPORT (continued)**

### **OTHER UPDATES**

- Stoudt continues to attend meetings of the Washingtonville Beautification Committee

### **UPCOMING EVENTS AND MEETINGS**

- March 30 (7pm) Timberdoodle Time (Montour Preserve)
- April 6 mentored youth trout fishing day
- April 7 (1pm) Mahoning Flats Trail volunteer work day (Hess Recreation Area)
- April 9 (6:30pm) Washingtonville Community Beautification Committee meeting
- April 13 trout season opening day
- April 20 (10am) Mammals of Pennsylvania (Montour Preserve)
- April 25 (6pm) Chronic Wasting Disease (Montour Preserve)
- April 27 / 28 NCSA Softball Tournament (F.Q. Hartman Recreation Area)
- April 27 Washingtonville Community Beautification work day
- April 29 MARC meeting
- May 4 (8:30am) Spring Bird Walk (Montour Preserve)
- May 18 (9am) Hunter-Trapper Education Course (Montour Preserve)
- June 8 (11am) The Good & The Bad (insects) (Montour Preserve)
- June 9 (9am) Basic Boating Course (Montour Preserve)
- June 15 (1pm) Nature Photography (Montour Preserve)
- June 26 (7pm) Coyotes in Pennsylvania (Montour Preserve)



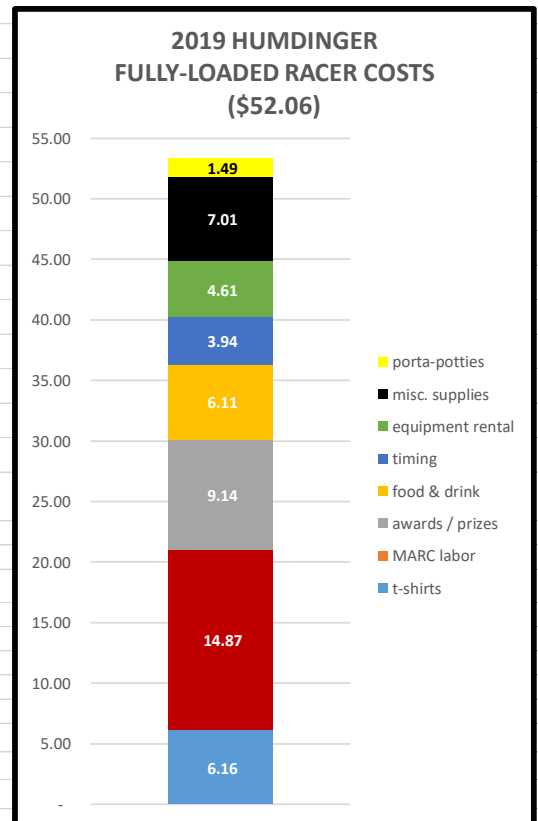
2019 MAKE YOUR 'MARC' CAMPAIGN SUMMARY		
YEAR-TO-DATE AS OF 3/15/2019		
SITE	NUMBER OF DONATIONS	TOTAL DONATIONS
HESS RECREATION AREA	1	\$ 100
HOPEWELL PARK	0	\$ -
MONTOUR PRESERVE	1	\$ 500
NORTH BRANCH CANAL TRAIL	0	\$ -
NBCT PARKING / RIVER ACCESS	0	\$ -
UNRESTRICTED	3	\$ 850
<b>TOTALS</b>	<b>5</b>	<b>\$ 1,450</b>



## 2019 HUMDINGER ACCOUNTING AND ATTENDANCE DETAIL

revised 3/19/2019

	INCOME/EXPENSE	AMOUNT	2019 REGISTRATION SUMMARY		
INCOME	Racer registration fees	11,015.00		Registrations	Attendees
	Sponsorships	-	Half-Dinger	86	79
	Commissioners' grant	6.80	Humdinger	132	104
EXPENSES	T-shirts / promotional	(954.58)	<b>TOTAL</b>	<b>218</b>	<b>183</b>
	Advertising	(109.60)	<b>REGISTRATION NOTES</b>		
	Event timing	(860.00)			
	MARC labor	(3,242.34)	race cap (maximum allowed)	300	
	Awards / prizes	(1,991.68)	discounted student registrations	12	
	Food & drink	(1,332.90)	RTRS winners/other comps	1	
	Insurance	-	Active.com registrations	207	
	Misc. supplies & costs	(1,527.71)	Mail-in registrations	10	
	Porta-potties	(325.00)	Day-of-race registrations	N/A	
	EMS coverage	-	Early registrations (pre 12/31)	53	
	Equipment rental	(1,005.00)	Regular registrations (1/1 - 2/2)	77	
	refunds	-	Late registrations (2/3 - 2/26)	88	
	Traffic control	-	Average fee paid per racer	\$ 50.53	
	<b>NET PROFIT/LOSS</b>	<b>(327.01)</b>	Cost per fully loaded racer	\$ 52.06	



### 2019 HUMDINGER FEE STRUCTURE

RACE	HALF-DINGER	HALF-DINGER STUDENT (UP TO AGE 17)	HUMDINGER	HUMDINGER STUDENT (UP TO AGE 17)
early registration (by 12/31/18)	\$50	\$25	\$55	\$25
early registration—no shirt (by 12/31/18)	\$40	\$20	\$45	\$20
regular registration (1/1/19—2/2/19)	\$55	\$25	\$60	\$25
regular registration—no shirt (1/1/19—2/2/19)	\$45	\$20	\$50	\$20
late registration (2/3/19—2/26/19) <b>NO SHIRTS</b>	\$55	\$25	\$60	\$25

#### NOTES:

- Attendance failed to meet expectations (race capped at 300)
- Miscellaneous expenses were higher than expected because of break-in/vandalism repairs
- T-shirt costs were much less than expected because of a reduced quantity and a change in vendors and design
- Awards/prizes costs per registered racer were higher than expected because finishers' medals must be ordered at least 90 days in advance (300 ordered but only 218 registrations)
- "fully loaded racer" paid for and received a t-shirt; not all racers paid for or received shirts

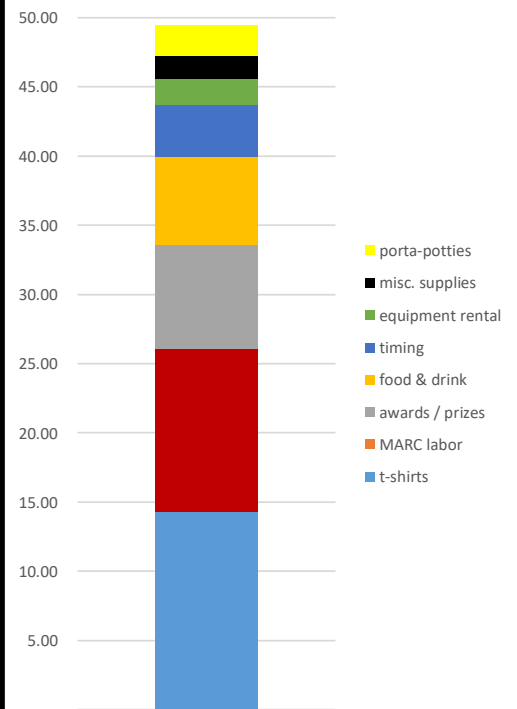
## 2018 HUMDINGER ACCOUNTING AND ATTENDANCE DETAIL

revised 3/21/2018

	INCOME/EXPENSE	AMOUNT	2018 REGISTRATION SUMMARY		
INCOME	Racer registration fees	15,455.00		Registrations	Attendees
	Sponsorships	1,600.00	Dinger-Lite	84	61
	Commissioners' grant	2,500.69	Humdinger	141	124
EXPENSES (GRANT ELIGIBLE)	T-shirts / promotional	(3,294.00)	Dinger-Plus	26	15
	Advertising	(1.31)	<b>TOTAL</b>	<b>251</b>	<b>200</b>
EXPENSES	Event timing	(959.00)	<b>REGISTRATION NOTES</b>		
	MARC labor	(2,980.10)			
	Awards / prizes	(1,878.68)	Geisinger Sports Med. comps		-
	Food & drink	(1,581.70)	RTRS winners/other comps		2
	Insurance	-	Active.com registrations		251
	Misc. supplies & costs	(424.58)	Mail-in registrations		-
	Porta-potties	(550.00)	Day-of-race registrations		-
	EMS coverage	-	Early registrations (pre 12/31)		109
	Equipment rental	(466.00)	Regular registrations (1/1 - 2/3)		83
	refunds	(115.00)	Late registrations (2/3 - 2/27)		59
	Traffic control	-	Average fee paid per racer	\$	<b>61.57</b>
	<b>NET PROFIT/LOSS</b>	<b>7,305.32</b>	Cost per fully loaded racer	\$	<b>48.81</b>



**2018 HUMDINGER  
FULLY-LOADED RACER COSTS**



### 2018 HUMDINGER FEE STRUCTURE

RACE (please circle one)	DINGER LITE	DINGER LITE STUDENT (UP TO 17)	HUMDINGER	HUMDINGER STUDENT (UP TO 17)	DINGER PLUS
Early registration (by 12/31/17)	\$55	\$25	\$60	\$25	\$65
Early registration—no shirt	\$45	\$20	\$50	\$20	\$55
Regular registration (1/1/18—2/3/18)	\$65	\$25	\$70	\$25	\$75
Regular registration—no shirt	\$55	\$20	\$60	\$20	\$65
Late registration (2/4/18—2/27/18) <b>NO SHIRTS</b>	\$65	\$25	\$70	\$25	\$75

#### NOTES:

Most advertising costs paid and accounted for in 2017  
 Mail-in registration not offered for 2018 race  
 Stand-alone insurance policy not required for 2018 race  
 MARC provided all traffic control for 2018 event parking

## 2009 - 2019 RIVER TOWNS RACE SERIES REGISTRATIONS <sup>(1)</sup>

RACE	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Chilli Challenge <sup>(2)</sup>	183	241	225	166	169	168	0	123	70		
Half-Marathon <sup>(3)</sup>	139	325	468	574	538	608	472	389	297		
Humdinger <sup>(4)</sup>	146	283	350	408	566	358	309	308	300	251	218
Mon-Tour (RTCC) <sup>(5)</sup>	130	110	215	218	0	151					
Montour 24						109	140	218	204	112	
Old Forge 5k							200	202	110	102	
Robbins Run	106	132	278	233	239	249	141	78			

NOTES: (1) chart excludes events held fewer than four times or not in past three years

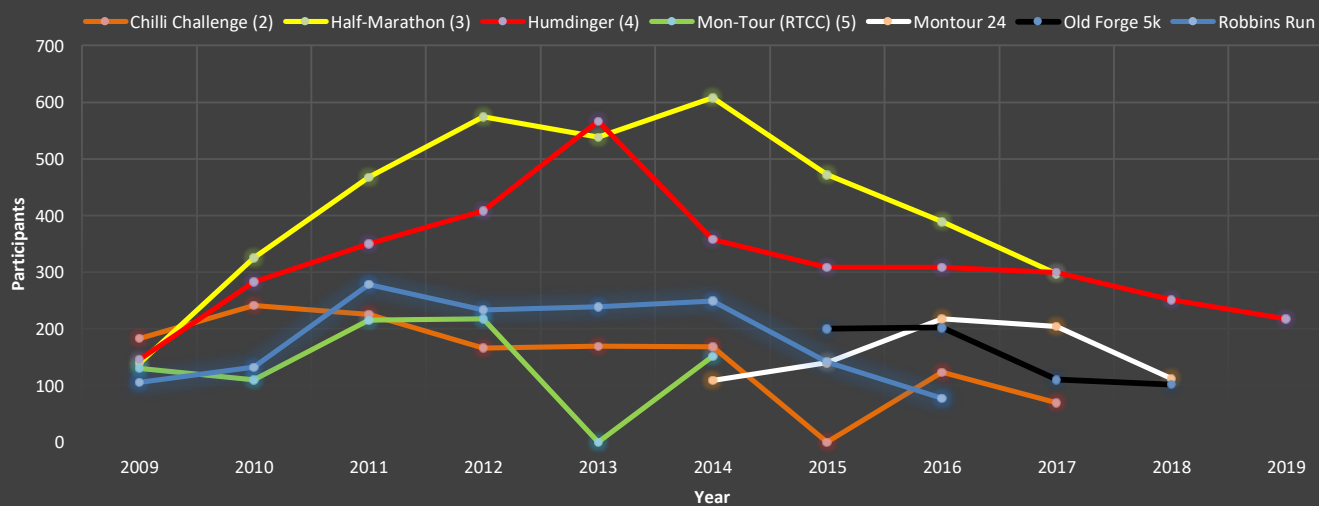
(2) Chilli Challenge not held in 2015 because of Montour Preserve management change

(3) Until 2015, River Towns Half-Marathon numbers included River Towns Marathon participants (avg. 80)

(4) Humdinger venue changed in 2014 (Geisinger policy change)

(5) Mon-Tour (River Towns Cycling Classic) not held in 2013 (permitting problems)

### 2009 - 2019 River Towns Race Series Registrations



**MARC DEVELOPMENT ADVISORY COMMITTEE**  
6:30PM – 8:00PM FEBRUARY 19, 2019  
MONTOUR PRESERVE ENVIRONMENTAL EDUCATION CENTER AUDITORIUM

**MEETING AGENDA**

1. Welcome and introductions
2. Committee structure and meeting guidelines (*Bob Stoudt*)
3. MARC history and current condition (*Bob Stoudt*)
  - a. Why is MARC structured as it is?
  - b. Why is MARC facing financial challenges?
  - c. What is currently being done to improve MARC's financial position?
  - d. What happens if MARC fails to secure adequate funding?
4. How might MARC secure significant new funding for its general operations (+/- \$40,000/year) and the continued operation of the Montour Preserve (+/- \$125,000/year)? (*group discussion*)
5. If MARC cannot realistically generate the additional required funding, how might MARC cease operations without adversely impacting the parks and trails currently under its management? (*group discussion*)

**MARC DEVELOPMENT ADVISORY COMMITTEE**  
6:30PM – 8:15PM FEBRUARY 19, 2019  
MONTAUR PRESERVE ENVIRONMENTAL EDUCATION CENTER AUDITORIUM

**MEETING MINUTES**

**ATTENDEES**

Dr. Kendra Boell  
Kit Kelley  
Dr. Victor Marks  
Michele Richards-Williams  
Thom Rippon  
Bob Stoudt

Stoudt called the meeting to order at 6:29pm.

Meeting attendees introduced themselves and provided brief statements of their reasons for volunteering to serve on the MARC Development Advisory Committee. Stoudt thanked all for their willingness to participate.

Stoudt provided several handouts related to MARC's organizational structure, budgeting and current operations. Handouts included:

- meeting agenda
- Development Advisory Committee description
- MARC Board member terms of office summary
- MARC Intergovernmental Agreement of Cooperation (original adopted May 18, 2005)
- MARC Intergovernmental Agreement of Cooperation (current adopted March 26, 2018)
- potential MARC organizational structure comparison
- MARC 2018 budget summary (revised February 19, 2019)
- MARC 2019 budget summary (revised February 19, 2019)
- Sufficient and Sustainable Funding for Recreation and Conservation in Pennsylvania (as created by the PA Recreation & Park Society / PA Dept. of Conservation & Natural Resources and distributed at the 2018 Recreation and Conservation Leadership Summit)
- MARC 2017 Annual Report
- MARC 2018 Annual Report

All handouts have been uploaded to Stoudt's Google Drive account or MARC's website and can be accessed online at  
[https://drive.google.com/drive/folders/1n-nUwYZnb33\\_3jKpQMR8JxSE7nDa7i8V?usp=sharing](https://drive.google.com/drive/folders/1n-nUwYZnb33_3jKpQMR8JxSE7nDa7i8V?usp=sharing) and  
<https://montourrec.com/annual-report/>.



Stoudt provided a brief summary of each handout, explaining MARC's formation, evolution, funding, current status and future prospects. Stoudt explained MARC's efforts in 2018 to re-evaluate its organizational structure and consideration of 501(c)(3) status and other models. Stoudt reported that MARC had opted to remain a multi-governmental commission and had created the Development Advisory Committee to significantly improve MARC's fundraising efforts for its general operations and site-specific needs such as the Montour Preserve.

Stoudt reported on MARC's current fundraising efforts, particularly the newly released '*Make Your MARC*' campaign. Stoudt reported that \$1,200 in donations (\$100 earmarked for the Hess Recreation Area, \$250 for the Montour Preserve and \$850 for unrestricted MARC general operating support) were received in the first week of the campaign, but no donations were received during the following two weeks.

Stoudt reported that MARC faces an average annual shortfall of \$40,000 +/- for its general operations (all activities excluding the Montour Preserve) which it must raise through donations, grants, fees or other income. Though MARC has enough funding in-hand or pledged to sustain operations at the Montour Preserve through September 30, 2020, MARC has no funds secured for operations at the Montour Preserve beyond that date and must annually raise an additional \$125,000 +/- to operate and maintain the Montour Preserve.

Stoudt discussed the likely scenario if MARC fails to secure adequate funding and ceases operations. Stoudt stressed that if MARC fails to secure adequate general operating support, it will have no choice but to cease operations, even if funding is in hand for the Montour Preserve. Given MARC's current financial situation and relatively low level of park maintenance spending during the winter season, MARC can continue to operate for several more months, but will not survive beyond late-summer 2019 unless new funding is secured.

In the event MARC ceases operations, Stoudt anticipates the following outcomes:

- Operation and maintenance of the Hess Recreation Area will revert to Danville Borough. It is unknown what level of operation and maintenance the borough might choose to sustain.
- Operation and maintenance of Hopewell Park will revert to Montour County. It is unknown what level of operation and maintenance the county might choose to sustain. The fate of the Hopewell Park / Danville Borough Farm Mountain Bike Trail System is uncertain because the trail network exists through a lease agreement between Danville Borough and MARC. It is possible Danville Borough might consider renegotiating the lease with another entity for continued operation and maintenance, but that cannot be known at this time.
- Maintenance of the Legion Road parcel in Montour Township, Columbia County (used by MARC for North Branch Canal Trail maintenance access) will revert to Montour Township, Columbia County.
- Operation and maintenance of the North Branch Canal Trail Parking Area / North Branch Susquehanna River Access will revert to Montour County. It is unknown what level of operation and maintenance the county might choose to sustain.

- Operation and maintenance of the **North Branch Canal Trail** will revert to Montour County and Columbia County. It is unknown what level of operation and maintenance the counties might choose to sustain. In the event the counties decline to maintain the trail and choose to abandon the property, existing agreements are in place which dictate that the trail corridor shall revert to SEDA-COG Joint Rail Authority (JRA) ownership. Should the JRA decline to retake possession of the property, the property may be transferred to another appropriate transferee designated by the counties, subject to JRA approval.
- Operation and maintenance of the **Montour Preserve** will revert to Talen Energy. Per the terms of a letter released by PPL Montour, LLC on May 11, 2015, MARC anticipates, but cannot guarantee, the following implications:
  - The Montour Preserve will remain available for public use for passive recreation such as hiking, fishing and canoeing.
  - Trails would remain available for public use, but would no longer be maintained. Talen Energy may consider volunteer groups willing to perform trail maintenance.
  - The Environmental Education Center will remain open weekdays from 8am to 3pm.
  - All existing picnic pavilion reservations will be cancelled and payments refunded.
  - Pavilions and restroom facilities will be removed and roads leading to the pavilions will be closed to vehicle traffic. All parking lots would remain open.
  - The boat launch area will be gated and closed to motor traffic. Access to Lake Chillisquaque by foot will be maintained for fishing and canoeing.
  - Other actively managed recreation facilities within the Preserve, such as the fossil pit, would be closed or removed.

Stoudt reported that MARC has been facing a worsening funding challenge for several years, particularly since roughly 2014 when both PPL and Cherokee Pharmaceuticals/Merck discontinued grants and unrestricted donations to groups other than 501(c)(3) non-profits. MARC has struggled to find other entities willing to provide unrestricted funding for general operating support, nearly ceasing to exist in early 2018. Stoudt noted that funding for parks, trails and outdoor recreation is becoming increasingly problematic at the local, state and federal levels, noting the recently released report of more than one billion dollars in unfunded maintenance needs in PA state parks and forests and the recent federal government shutdown of national parks and similar sites.

In summary, Stoudt acknowledged the very real risk of MARC being perceived as the 'boy who cried wolf', constantly seeking donations in local media and other sources. Unfortunately, no viable alternative has been found and Stoudt continues to seek support. The formation of the Development Advisory Committee is seen as MARC's last best hope to find new sources of support.



In response to Stoudt's presentation, attendees offered a number of comments and suggestions, including:

1. MARC's funding model is fundamentally flawed and unsustainable.
2. It is regrettable that MARC has failed to generate support among Montour County taxpayers and elected leaders for a per-capita or other tax funding source.
3. MARC has done an admirable job to date, but must make significant changes as soon as possible to limit the potential damages of the failure of the organization.
4. MARC's decisions to discontinue nearly all races in the River Towns Race Series and other special events have been understandable and logically justified, but have made it harder to find support among racers and others who might otherwise support the organization.
5. 2018 flooding damages at the Hess Recreation Area, North Branch Canal Trail and the Montour Preserve are evident to visitors and give the impression that MARC cannot adequately maintain the sites under its management.
6. MARC has an obligation to the residents in and around Montour County to have in place a plan for the orderly hand-over of the parks and trails under its management in the event of the organization's failure.
7. The creation of a new 'Friends of MARC' or 'Friends of the Montour Preserve' group, or some other new 501(c)(3) non-profit entity, might be a better alternative to MARC's decision to remain a multi-governmental entity.
8. MARC's inability to do a direct mailing annual appeal, fundraising campaign, or participate in the Raise the Region program (because of MARC's governmental status, rather than 501(c)(3) non-profit) is a serious liability.
9. The Montour Preserve annual lease structure with a 30-day opt-out provision is a serious liability to MARC's ability to generate major donor support.
10. The uncertainty regarding the long-term viability of the Montour Preserve is a major problem. If MARC cannot reasonably guarantee donors that the site will remain open through private ownership (under Talen Energy or its successor) or eventually as a state-managed site, it is exceedingly difficult for MARC (or any entity) to cultivate sufficient donor support.

Attendees discussed the relative merits of MARC's current organizational status versus those of a potentially new organization that might be created. Some attendees felt strongly that sufficient financial support could be found locally if properly cultivated, while others doubted any organization's ability to annually generate at least \$165,000 in donations, particularly given the uncertainty regarding the Montour Preserve's future. Attendees discussed the potential to create a messaging and fundraising campaign within MARC's current framework, but were undecided whether that might be the most viable long-term solution. Some wondered whether an effort to re-engage state leadership in the discussion might be warranted.

All agreed that the fundraising challenge was critically time-sensitive and must be addressed as quickly as possible. Having reached (and exceeded) the agreed-to meeting end time, attendees agreed to further review the materials provided during this meeting and reconvene in three to four weeks to continue the discussion. Stoudt will distribute a poll via email to determine the next meeting date and time.





Montour Area Recreation Commission  
PO Box 456, Danville, PA 17821  
(570) 336-2060  
RStoudt@MontourRec.com

Kit Kelley, attending this meeting as an invitee of Stoudt, expressed his desire to become a member of the committee. Mr. Kelley will provide a written statement to that effect to Stoudt who will pass it along to MARC's Board for consideration.

The meeting concluded at 8:15pm.

Respectfully submitted,

Bob Stoudt  
MARC Director  
February 20, 2019

**MARC DEVELOPMENT ADVISORY COMMITTEE**  
6:30PM – 8:30PM MARCH 19, 2019  
MONTOUR PRESERVE ENVIRONMENTAL EDUCATION CENTER AUDITORIUM

**MEETING AGENDA**

1. MARC budget update (*Bob Stoudt*)
2. How will MARC secure \$200,000/year in new funding for its operations and the continued operation of the Montour Preserve? (*group discussion*)

**MARC DEVELOPMENT ADVISORY COMMITTEE**  
6:30PM – 8:15PM MARCH 19, 2019  
MONTAUR PRESERVE ENVIRONMENTAL EDUCATION CENTER AUDITORIUM

**MEETING MINUTES**

**ATTENDEES**

Dr. Kendra Boell  
Dr. Victor Marks  
Thom Rippon  
Bob Stoudt

Stoudt called the meeting to order at 6:35pm.

Stoudt provided an update on MARC's year-to-date budget, a copy of which has been uploaded to [https://drive.google.com/drive/folders/1iWZcWs66Ap9OAaE3ket\\_VTp\\_dmdrr7n3?usp=sharing](https://drive.google.com/drive/folders/1iWZcWs66Ap9OAaE3ket_VTp_dmdrr7n3?usp=sharing).

Stoudt reported:

- The Humdinger Trail Races, held on March 2, failed to meet expectations, resulting in a net loss to MARC of \$300 to \$500 (accounting not yet complete), rather than the hoped-for net gain of roughly \$1,700. This will result in a roughly \$2,000 shortfall in MARC's 2019 budget which will have to be made up for in some other way.
- MARC has secured \$5,000 in Act 13 Marcellus Shale Legacy Fund grant funding from Montaur County, with the anticipation of an additional \$20,000 in July (subject to the county's receipt of funds from the Commonwealth of PA).
- MARC has generated \$1,450 in donations as part of its 2019 'Make Your MARC' campaign. Of these donations, \$850 was unrestricted, \$100 was earmarked for the Hess Recreation Area and \$500 earmarked for the Montaur Preserve.
- MARC received only \$21 in cash donations during the recent Montaur Preserve maple sugaring programs, though it is possible some school groups might send donations at a later date.
- The pancake breakfast fundraiser held at the Montaur Preserve on March 9 by the PA Master Naturalist staff and volunteers was a great success. Though accounting for the event is not yet complete, attendance greatly exceeded expectations and MARC is cautiously optimistic that the event will result in a donation to the Montaur Preserve in excess of \$2,500.
- MARC has to date secured only \$875 in unrestricted donations, leaving a budgeted shortfall of more than \$32,000.
- Since 12/30/2014, MARC has secured a total of \$207,535 in individual and corporate donations for the Montaur Preserve. Stoudt presented a cumulative graph of the donations, illustrating the initial surge of contributions in May 2015 and moderate growth through the end of 2016, but only a combined total of \$44,202 in donations since 1/1/2017. This slow-down in contributions is of significant concern.

Stoudt reported on several conversations he'd had with committee members, individual MARC Board members and other concerned individuals in the weeks since the committee's initial meeting on 2/19. Stoudt reported:

- There is unanimous consensus that MARC's fundraising efforts are falling short of what is required to sustain MARC and the Montour Preserve for the long-term.
- MARC's inability to develop sustaining financial support from its member entities after fourteen years of operation strongly suggests that MARC's operations are not deemed as important as other priorities.
- Donors are reluctant to contribute to MARC's basic operations when they realize that MARC's member entities do not provide such support.
- MARC's fundraising appeals are becoming less effective, indicating poor strategy on MARC's part, donor fatigue and/or a general lack of interest and support.
- Other local organizations are experiencing similar challenges with special events and fundraising, though some are more successful than others. Most report similar experiences to what MARC has found with its efforts at the Montour Preserve, with an initial surge of donor support during the initial emergency appeal, but typically followed by a flat-lining of support.
- Several individuals expressed surprise that MARC was not part of the recent sports field expansion projects announced by the Danville Area School District or the Canal Park project in the Borough of Danville. Individuals wondered what value MARC provided to the Danville Area School District, Danville Borough or its other members if those members were undertaking major park and recreation projects without the input or participation of MARC.
- MARC's inability to secure a long-term lease for the Montour Preserve is perhaps the most significant obstacle to generating significant donor support for the site.
- Though Stoudt had previously reported a need to annually generate \$40,000 +/- for its general operations and an additional \$125,000 +/- to operate and maintain the Montour Preserve, several individuals felt these values were inadequate and the actual amount MARC needs to annually secure should be set at \$200,000. This would allow MARC to adequately deal with unexpected major expenses without resorting to emergency fundraising appeals and perhaps begin to build a reserve of savings for future expenses.
- If MARC hopes to generate the funding necessary for its long-term existence and the continued operation of the Montour Preserve, it will have to do things differently than it has been doing and will have to rely on multiple new sources of funding support.
- An endowed fund would likely be MARC's best bet for long-term sustainability, but in order to generate roughly \$200,000 in annual income, the endowed fund would have to have a balance of roughly \$4.5 million. All agreed this amount is unrealistic.



Meeting attendees discussed the budgeting updates provided by Stoudt and the various points brought up in conversations. Meeting attendees agreed with the concerns raised by others, particularly regarding the significant challenge posed by the lack of a long-term lease agreement for the Montour Preserve. Some questioned whether another concerted effort might be made to promote the acquisition of the Montour Preserve by the Commonwealth of Pennsylvania as a state park or other protected site, but Stoudt felt that past experience suggested little to no chance of success, particularly given the difficult financial position of the Commonwealth's existing state parks, forests and other protected sites.

Some felt that MARC's past experience and current status made it exceedingly unlikely that it will be able to succeed in keeping the Montour Preserve open beyond 2020. MARC's continued existence as an organization was also deemed questionable by most, though to varying extents.

Meeting attendees encouraged Stoudt to again reach out to representatives of Talen Energy to see if a longer-term lease agreement might be negotiated that might allow MARC to satisfy the concerns of potential donors. Attendees also encouraged Stoudt to seek additional support from MARC's member entities as a way to not only help secure the future of the organization, but also encourage support from regional businesses, organizations and individuals.

Meeting attendees expressed concerns regarding the \$100,000 in DCED grant funding that MARC has secured for the purchase of a utility tractor, HVAC system replacement and Montour Preserve visitors' center roof repair. If MARC may be unable to continue the operation of the Montour Preserve beyond 2020, it is likely inappropriate for MARC to spend these grant funds. Meeting attendees suggested that MARC delay the expenditure of these funds until it is reasonably certain that it will continue to operate the Montour Preserve beyond 2020 or has a plan in place to generate the funds required for such operations.

After much discussion, most attendees recommended Stoudt pursue a three-fold funding strategy to secure \$200,000 in annual funding for the long-term success of MARC and the Montour Preserve (for however long Talen Energy or its successors might be willing to continue the lease of the site). The three funding sources to be developed would be:

1. An endowed fund with an initial balance of not less than \$1.5 million. This would generate approximately \$60,000 in annual funding to MARC and would eventually increase as the fund's balance continued to grow.
2. New funding from MARC's member entities in an amount of not less than \$65,000. This would demonstrate to other potential funding partners that MARC's member entities are committed to the long-term success of the organization. It is likely that such funding would need to come mostly from Montour County, but it is encouraged that all MARC member entities make some contribution to demonstrate their support.
3. Donations from regional health care organizations, businesses and individuals in an amount of at least \$65,000. This would likely include contributions from supporting organizations such as the Pennsylvania Master Naturalist program (likely through fundraisers such as the pancake breakfast) and perhaps through the creation of a 'Friends of MARC' organization.

Most meeting attendees agreed that it was imperative that the three funding strategies be pursued in concert; any one strategy by itself will be unable to generate the amount of funding that is required and will fail to demonstrate the required broad-based support. If MARC hopes to win the support of major donors, corporate partners and other supporters, it must demonstrate the financial support of its member entities.

Meeting attendees expressed varying degrees of confidence in MARC's ability to develop these three funding sources, but vowed to provide their support to the efforts if MARC's Board agrees to pursue this strategy. All stressed the extremely time-sensitive nature of MARC's funding challenges and the implications for the Montour Preserve and encouraged Stoudt and MARC to quickly do the additional research and outreach required to determine whether this strategy is viable and worthy of the enormous amount of time and effort that will be required to succeed.

The meeting concluded at 8:15pm.

Respectfully submitted,



Bob Stoudt  
MARC Director  
March 22, 2019

# AUDITORS OF MONTOUR COUNTY

COURTHOUSE  
253 MILL STREET, DANVILLE, PA 17821  
(570)271-3000 FAX (570)271-3088



HOME OF THE FIRST "T" RAIL IN AMERICA



Montour County Recreation Authority / Commission:

March 20, 2019

Re: The 2018 audit of M.A.R.C.

We, the undersigned Auditors of Montour County, have audited and examined the records for your Authority / Commission and found everything to be in order.

We do hereby certify that the records are complete and correct to the best of our knowledge.

Audit was completed on February 27, 2019.

If you have any questions, please contact our office Monday through Thursday 8:00 a.m. to 2:00 p.m., at 570- 271-3044.

Cordially,

MONTOUR COUNTY AUDITORS

Jamie J. Becker

James E. Hack

Ray F. Shutt

c.c. Montour County Commissioner's



**COOPERATIVE SERVICE AGREEMENT**  
**Between**  
**MONTOUR PRESERVE**  
**and the**  
**UNITED STATES DEPARTMENT OF AGRICULTURE**  
**ANIMAL AND PLANT HEALTH INSPECTION SERVICE (APHIS)**  
**WILDLIFE SERVICES (WS)**

**ARTICLE 1**

The purpose of this agreement is to cooperate in a wildlife damage management project, as described in the Work Plan on the next page.

**ARTICLE 2**

APHIS WS has statutory authority under the Act of March 2, 1931 (46 Stat. 1468; 7 U.S.C.426-426b) as amended, and the Act of December 22, 1987 (101Stat. 1329-331, 7 U.S.C. 426c), to cooperate with States, local jurisdictions, individuals, public and private agencies, organizations, and institutions while conducting a program of wildlife services involving mammal and bird species that are reservoirs for zoonotic diseases, or animal species that are injurious and/or a nuisance to, among other things, agriculture, horticulture, forestry, animal husbandry, wildlife, and human health and safety.

**ARTICLE 3**

APHIS-WS and Montour Preserve agree:

1. APHIS-WS will provide the requested wildlife damage management services.
2. Montour Preserve will provide the U.S. Department of Agriculture the sum of \$4,062.99 to cover the costs as outlined in the Financial Plan. Payment will be made by check payable to "U.S. Department of Agriculture" by a mutually agreed upon date.
3. Montour Preserve ensures and certifies that it is not currently debarred or suspended and is free of delinquent Federal debt.
4. The monies received by APHIS-WS will be used for wildlife damage management activities.
5. Nothing in this agreement shall prevent APHIS-WS from entering into separate agreements with any other organization or individual for the purpose of providing wildlife damage management services exclusive of those provided for under this agreement.
6. Montour Preserve certifies that APHIS-WS has advised Montour Preserve that there may be private sector service providers available to provide wildlife management services that Montour Preserve is seeking from APHIS-WS.
7. The performance of wildlife damage management actions by APHIS- WS under this agreement is contingent upon a determination by APHIS-WS that such actions are in compliance with the National Environmental Policy Act, Endangered Species Act, and any other applicable environmental statutes. APHIS-WS will not make a final decision to conduct requested wildlife damage management actions until it has made the determination of such compliance.

**ARTICLE 4**

Pursuant to Section 22, Title 41, United States Code, no member of or delegate to Congress shall be admitted to any share or part of this Agreement or to any benefit to arise therefrom.

**ARTICLE 5**

APHIS assumes no liability for any actions or activities conducted under this Cooperative Service Agreement except to the extent that recourse or remedies are provided by Congress under the Federal Tort Claims Act (FTCA), (28 U.S.C. 1346(b), 2401(b), and 2671-2680).

**ARTICLE 6**

The Agreement shall become effective March 1, 2019 and shall continue in effect until September 30, 2019, the completion or termination of the project. This Agreement may be amended or terminated at any time by mutual agreement of the parties in writing. Further, in the event the Montour Preserve does not provide necessary funds, APHIS -WS is relieved of the obligation to provide services under this agreement.

Tax Identification Number: 26-1859983

Robert Stoudt, Director  
Montour Area Recreation Commission  
700 Preserve Road  
Danville, PA 17821

USDA-APHIS-Wildlife Services  
PO Box 60827  
Harrisburg, PA 17106-0827  
717-236-9451

Cooperator's Signature

Date

Harris Glass, State Director

Date



## WORK PLAN

### Introduction

The U.S. Department of Agriculture (USDA) is authorized to protect American agriculture and other resources from damage associated with wildlife. The primary authorities for Wildlife Services (WS) are the Act of March 2, 1931, as amended (46 Stat. 1468; 7 U.S.C. 426-426b) and the Act of December 22, 1987 (101 Stat. 1329-331, 7 U.S.C. 426c). Wildlife Services activities are conducted in cooperation with other Federal, State and local agencies; private organizations and individuals.

The WS program uses an Integrated Wildlife Damage Management (IWDM) approach (sometimes referred to as IPM or "Integrated Pest Management") in which a series of methods may be used or recommended to reduce wildlife damage. IWDM is described in Chapter 1, 1-7 of the WS Program Final Environmental Impact Statement. These methods include the alteration of cultural practices as well as habitat and behavioral modification to prevent damage. However, controlling wildlife damage may require that the offending animal(s) are killed or that the populations of the offending species be reduced.

Wildlife Species: Canada geese

Description of Damage: An integrated waterfowl damage management program will be implemented to reduce/prevent damages caused by Canada geese that consist of the accumulations of droppings on grounds, athletic fields, parking areas, walkways, and near building entrances; aggressive behavior of geese toward people during the nesting season; and potential health hazards associated with unsanitary conditions.

<u>Location:</u>	Washingtonville	Montour	Anthony	PA
	Town	County	Township	State

Location type (circle): ☒ Rural or ☐ Urban

### Services Provided:

The goal of APHIS WS is to manage the damage caused by wildlife by implementing integrated wildlife damage management programs. APHIS WS personnel, who have been professionally trained in wildlife damage management, will assist Montour Preserve in implementing an integrated waterfowl damage management program (IWDM) for Canada geese. An ongoing IWDM program would provide the greatest practical level of protection associated with wildlife damage at this site.

1. Montour Preserve will institute a no feeding waterfowl policy and actively enforce (i.e., education and signage) the policy.
2. APHIS WS will conduct nest and egg treatment at approximately 7-10 day intervals during the 8 week nesting season. Nests and eggs will be collected and disposed of following the 28-30 day incubation period.
3. APHIS WS will also remove any goslings found on the property at the request of Montour Preserve.
4. APHIS WS will conduct a Canada goose round-up, removing up to 40 of the geese molting on the site. It is possible to remove up to 50% of the molting geese. APHIS WS will document the number of geese

observed on the site prior to molting to accurately determine the number of birds that can be legally removed. Canada geese will be humanely captured, euthanized, and processed for human consumption.

5. APHIS WS personnel will be available to provide technical assistance to Montour Preserve in further deterring Canada geese and preventing other wildlife damage.

The above APHIS WS activities are fully provided for by the Pennsylvania Game Commission, Bureau of Wildlife Protection, Special Use (Depredation/Collecting) Permit and the US Fish and Wildlife Service Depredation permit issued to the Director and/or the WS PA State Director. Activities will be conducted with regular and overtime hours worked as necessary to accomplish the objectives of this program.

## FINANCIAL PLAN

Personnel Costs.....	\$ 2,586.53
Vehicle Fuel and Maintenance.....	\$ 333.90
Supplies & Equipment.....	\$ 275.00
Subtotal (Direct Costs) .....	\$ 3,195.43
Pooled Job Costs .....	\$ 351.50
Indirect Costs .....	\$ 516.06
TOTAL.....	\$ 4,062.99

The distribution of the budget from this Financial Plan may vary as necessary to accomplish the purpose of this agreement, but may not exceed \$4,062.99.

Beginning October 1, 2012 USDA APHIS WS implemented a new financial management system. This system will automatically process and forward invoices to the cooperator for payment. The cooperator will have 2 options for billing frequency: monthly or quarterly. Please CIRCLE your desired billing option below:

### MONTHLY BILLING

### QUARTERLY BILLING

Please note that invoices will be processed at the above selected frequency and will include all expenses that have posted to the system at that time. It is possible that these invoices may vary significantly depending upon what expenses are listed when the invoice is processed.

### Financial Point of Contact

Montour Preserve: Robert Stoudt \_\_\_\_\_ (570) 336-2060 \_\_\_\_\_  
Director Phone

APHIS-WS: Daisy Marrero \_\_\_\_\_ 717-236-9451 \_\_\_\_\_  
Budget Analyst Phone

#### Please Send Invoices to:

Name:  
Address:  
Phone Number:  
Email:

Work and Financial Plan prepared by: C. Cini

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0579-0335. The time required to complete this information collection is estimated to average .059 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.		OMB Approved 0579-0335
<b>UNITED STATES DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE WILDLIFE SERVICES</b>		<b>WORK INITIATION DOCUMENT FOR WILDLIFE DAMAGE MANAGEMENT</b>
<b>SECTION 1</b>	1. WORK INITIATION DOCUMENT NUMBER: <input style="width: 150px;" type="text"/>	
	2. STATUS: <input type="radio"/> NEW <input checked="" type="radio"/> RENEWAL	
<b>SECTION 2</b>	3. TYPE OF WORK INITIATION DOCUMENT <i>mark all that apply</i>	
	<input checked="" type="radio"/> PRIVATE PROPERTY <input type="radio"/> NON-PRIVATE PROPERTY <input type="radio"/> TEMPORARY / CIVIL <input type="checkbox"/> ADJACENT LANDOWNER <input type="checkbox"/> AMENDMENT TO AN EXISTING WORK INITIATION DOCUMENT	
<b>SECTION 3</b>	Assign to These Special Groups	
	(1) CAGO PROJECTS EASTERN DISTRICT <input type="checkbox"/> (2) <input type="checkbox"/> (3) <input type="checkbox"/> (4) <input type="checkbox"/>	
<b>SECTION 4</b>	4. Cooperator's Name: <input style="width: 100px;" type="text"/> STOUT <input style="width: 100px;" type="text"/> ROBERT <input style="width: 100px;" type="text"/>	
	5. Cooperator's Mailing Address: <input style="width: 150px;" type="text"/> 700 PRESERVE ROAD <input style="width: 100px;" type="text"/> DANVILLE <input style="width: 50px;" type="text"/> PA <input style="width: 50px;" type="text"/> 17756	
<b>SECTION 5</b>	6. Common Name: <input style="width: 150px;" type="text"/> MONTOUR PRESERVE	
	7. <input style="width: 100px;" type="text"/> 570-336-2060 Cooperator Phone Number	
<b>SECTION 6</b>	8. Owner's or Representative's Name: <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/>	
	9. <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> Owner/Rep. Phone Number	
<b>SECTION 7</b>	10. Owner's or Representative's Address: <input style="width: 150px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 50px;" type="text"/> <input style="width: 50px;" type="text"/>	
	Address City State Zip Code	
<b>SECTION 8</b>	11. PROPERTY / LAND CLASS INFORMATION	
	COUNTY PROPERTY LAND CLASS ACRES A. MONTOUR <input type="checkbox"/> MONTOUR <input type="checkbox"/> PRIVATE <input type="checkbox"/> 965 B. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> C. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> D. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> E. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<b>SECTION 9</b>	12. ADJOINING PROPERTY WID NOS	
	A. <input type="checkbox"/> B. <input type="checkbox"/> C. <input type="checkbox"/> D. <input type="checkbox"/> E. <input type="checkbox"/>	
<b>SECTION 10</b>	13. TARGETED SPECIES	
	A. DUCKS, FERAL <input type="checkbox"/> F. <input type="checkbox"/> B. GEESSE, CANADA <input type="checkbox"/> G. <input type="checkbox"/> C. GEESSE, FERAL <input type="checkbox"/> H. <input type="checkbox"/> D. SWANS, MUTE <input type="checkbox"/> I. <input type="checkbox"/> E. <input type="checkbox"/> J. <input type="checkbox"/>	
<b>SECTION 11</b>	STATE: <input style="width: 50px;" type="text"/> PA TOTAL ACRES: <input style="width: 50px;" type="text"/> 965	
	<input type="checkbox"/> 14. There are additional target species (Complete and attach WS Form 12 Addendum)	
<b>SECTION 12</b>	15. In consideration of the benefits to be derived from the proper management of damage caused by those species listed in Section 3 Item 14. (and Item 15, if applicable), the undersigned cooperator or cooperator's representative, do hereby give my consent and concurrence to the Animal and Plant Health Inspection Service (APHIS) (to include its officials, employees, and agents) to use, upon lands owned, leased, or otherwise controlled by me, and identified by this Work Initiation Document, the following methods and devices:	
	A. FIREARMS <input type="checkbox"/> B. HANDCUFFS/TORIS <input type="checkbox"/> C. LASERS (ALL) (DIET/DRINK) <input type="checkbox"/> D. GEL, CORN <input type="checkbox"/> E. PYROTECHNICS (ALL) <input type="checkbox"/> F. TRAPS, DRIVE <input type="checkbox"/>	
<b>SECTION 13</b>	16. <input type="checkbox"/> There are additional components (complete and attach WS Form 12 Addendum)	
	17. I, the cooperator or cooperator's representative have been informed of the methods and the manner in which the control materials and devices listed in Section 4 will be used, and of the possible hazards associated with their use. I understand that APHIS, (to include its officials, employees and agents) will exercise reasonable precautions to safeguard all persons to prevent injury to animal life other than those listed in Section 3, Item 14. (and Item 15, if applicable), guard against the mishandling of control devices and materials; and exercise due caution and proper judgment in all wildlife damage management operations. I understand that APHIS, WS, will maintain restricted use pesticide application records on applications made under the Work Initiation Document, and that APHIS, WS, will provide copies of the records or record information promptly upon the property owner's or cooperator's request. I understand that APHIS may collect Global Positioning System (GPS) coordinates at the project site as part of component or activity tracking or as wildlife disease monitoring or research data. As a Lessee, the Cooperator agrees that the lease is current and will remain so while APHIS WS conducts operational activities on the property and will notify WS if the lease expires or is cancelled. The Lessee agrees to notify the landowner about any methods or devices (components) in use by APHIS WS on the property.	
<b>SECTION 14</b>	18. In consideration of these understandings and of the benefits to be derived, I, the cooperator or cooperator's representative, agree to: take reasonable precautions to prevent injury to livestock and other domestic animals; assume responsibility for injury to my property under my control, when said injury is not the result of negligence on the part of APHIS; assist in maintaining such warning signs as APHIS may place for the purpose of notifying persons entering onto such lands of the possible hazards associated with wildlife damage management measures in use thereon; and to give adequate warning of those possible hazards to persons I authorize to enter onto such lands. Further, in recognition of the benefits to be derived from the use of specified methods and devices authorized by this Work Initiation Document, I, the cooperator or cooperator's representative, agree not to concurrently use or allow to be used upon land as covered by this Work Initiation Document, any toxic material that might reasonably be expected to take a species listed above in Section 3, Item 14. (and Item 15, if applicable) unless such use of said material is agreed to by APHIS in writing.	
	GPS coordinates: N 41.09912, W 86.22335	
<b>SECTION 15</b>	19. SPECIAL CONSIDERATIONS: <input style="width: 150px;" type="text"/>	
<b>SECTION 16</b>	20A. LANDOWNER, LESSEE, OR ADMINISTRATOR NAME AND TITLE	
	ROBERT STOUT, DIRECTOR	
<b>SECTION 17</b>	20B. SIGNATURE AND TITLE	
	21A. APHIS REPRESENTATIVE NAME	
<b>SECTION 18</b>	21B. SIGNATURE	
	21C. DATE	
<b>SECTION 19</b>	21D. APHIS REPRESENTATIVE TELEPHONE NUMBER	
	21E. STATE OFFICE ADDRESS	
<b>SECTION 20</b>	570-955-8010	
	P.O. BOX 60827, HARRISBURG, PA 17106	

WS FORM 12A - electronic version



Commonwealth of Pennsylvania  
Department of General Services  
Bureau of Procurement  
555 Walnut Street, 6th Floor  
Harrisburg, PA 17101-1914

Toll Free Telephone: 1-866-768-7827  
Local Telephone: 717-346-9009  
Fax: 717-783-6241  
Email: GS-PACostars@state.pa.us  
Website: www.costars.state.pa.us

Date: 02/11/2019

Montour Area Recreation Commission  
Attn: Robert Stoudt  
PO Box 456  
Danville, PA 17821

Dear Organization,

We wish to inform you that we have received your registration as required by the Department of General Services. Your organization is approved to use statewide and COSTARS-exclusive contracts in accordance with Section 1902 of Act 57 of May 15, 1998, as amended by Act 142 of December 3, 2002, 62 Pa.C.S. Section 1902 and Act 77 of July 15, 2004.

Your member number is: 13705

Please retain this letter in your files for future reference. For your convenience, we have attached ten COSTARS Passport to Savings Member ID cards for you to share with others in your organization. You should reference this member number on any purchase orders when purchasing from statewide and/or COSTARS-exclusive contracts. However, please be advised that the COSTARS program is intended for the exclusive use of member organizations. Individuals associated with the member organization are prohibited from using the contracts for personal purchases. Failure to abide by this may result in the member organization being removed from the COSTARS Program and appropriate legal action being taken against the individual(s) who improperly used the COSTARS contract.

Contracts and other cooperative purchasing information can be found on our website at <http://www.dgs.state.pa.us/costars>.

Thank you for your participation in the COSTARS Program.

Sincerely,

Dawn Eshenour  
COSTARS Program Manager