



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

## **October 28, 2019 Regular Meeting Agenda**

7:00pm – DRIVE conference room, 17 Woodbine Lane, Danville, PA 17821

### **Call to Order**

### **Public Comment**

### **Officer Reports**

- Chairman's Report (Mike Mills)
- Treasurer's Report (Tyler Dombroski) (**pages 2 - 15**)
- 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)

### **Assistant Director's Report (Jon Beam) (**page 16**)**

### **Maintenance Technician's Report (Denny Piatt) (**page 16**)**

### **Director's Report (Bob Stoudt) (**pages 17 - 20**)**

### **Old Business**

### **New Business**

- Montour County Hotel Tax MOU (**pages 21 - 34**)
- Montour Preserve Lease Agreement Amendment
- Montour Area Recreation Commission Endowed Fund Creation (**pages 35 - 47**)
- Corporate Sponsorship Agreement
- Washingtonville Revitalization Pass-Through Fund Creation (**pages 48 - 50**)
- Montour Preserve Visitors' Center roof repair
- 2020 Lawn Care Invitation to Bid (**provided separately**)

### **Other Items**

- 2020 Budgeting
- Strategic Plan Update

### **Adjournment**

*next meeting November 25, 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
dividend interest	9/30/19	10/2/19	9/1 - 9/30/19	dividend interest earned 7/1 - 9/30		0.63	5.63

## 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
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NO TRANSACTIONS

**BALANCE: \$0.00**

## 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
interest	9/30/19	10/2/19	9/1 - 9/30/19	dividend interest earned 9/1 - 9/30/19			48.89	21,493.05



## 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
debit card	9/22/19	10/2/19	9/1 - 9/30/19	Cole's Hardware (motion sensor light switch for ladies' room)	Hess Recreation Area		21.19		30,860.38
6145	9/23/19	10/2/19		Robert Stoudt (9/23 expense report - \$172.33 HughesNet (internet service); \$2,412.56 Bur-St Landscape Supply (68 cu. yds. certified playground mulch delivered)	\$172.33 Montour Preserve (internet); \$2,412.56 Montour Preserve (maintenance/misc.)	DCNR Montour Preserve	2,584.89		28,275.49
6146	9/23/19	10/2/19		PPL Electric Utilities	Montour Preserve (electricity)	DCNR Montour Preserve	232.47		28,043.02
6147	9/23/19	10/2/19		PPL Electric Utilities	Montour Preserve (electricity)	DCNR Montour Preserve	64.45		27,978.57
6148	9/23/19	10/2/19		PPL Electric Utilities	Montour Preserve (electricity)	DCNR Montour Preserve	234.98		27,743.59
6149	9/23/19	10/2/19		PPL Electric Utilities	Montour Preserve (electricity)	DCNR Montour Preserve	54.96		27,688.63
6150	9/23/19	10/2/19		Verizon	Montour Preserve (telephone)	DCNR Montour Preserve	106.08		27,582.55
debit card	9/26/19	10/2/19	9/1 - 9/30/19	Penn Jersey Food Mart (diesel fuel)	Montour Preserve (maintenance / misc.)	DCNR Montour Preserve	51.63		27,530.92
debit card	9/26/19	10/2/19	9/1 - 9/30/19	Clarks Ag Center (trimmer line and windshield washer fluid for tractor)	Montour Preserve (maintenance / misc.)	DCNR Montour Preserve	16.94		27,513.98
6151	9/30/19	10/2/19		Starr Portables (Montour Preserve restrooms pumping and disposal)	Montour Preserve (sewage pumping)	DCNR Montour Preserve	450.00		27,063.98
6152	9/30/19	10/2/19		Candy Fisher (Montour Preserve cleaning)	Montour Preserve (cleaning)	DCNR Montour Preserve	1,040.00		26,023.98
6153	9/30/19	10/2/19		PPL Electric Utilities (Hess Recreation Area electricity)	Hess Recreation Area		38.50		25,985.48
6154	9/30/19	10/2/19		Dennis Piatt (payroll 9/15 - 9/28)	payroll - Piatt		406.03		25,579.45
6155	9/30/19	10/2/19		Jon Beam (payroll 9/15 - 9/28)	payroll - Beam		131.12		25,448.33
6156	9/30/19	10/2/19		Lesley Yeich (payroll 9/15 - 9/28)	payroll - Yeich		32.84		25,415.49
6157	9/30/19	10/2/19		Robert Stoudt (payroll 9/15 - 9/28)	payroll - Stoudt		1,399.23		24,016.26
6158	9/30/19	10/2/19		Hoover Tractor (purchase of Trailblazer front mower)	Montour Preserve (maintenance / misc.)	DCNR Montour Preserve	2,532.87		21,483.39
6159	9/30/19	10/2/19		MePush, Inc. (website hosting)	\$49.50 misc. expenses; \$49.50 Montour Preserve (website)	\$49.50 DCNR Montour Preserve	99.00		21,384.39
debit card	9/30/19	10/2/19	9/1 - 9/30/19	USPS Danville (stamps)	office expenses		19.80		21,364.59
deposit	9/30/19	10/2/19	9/1 - 9/30/19	deposit	\$235 Montour Preserve pavilion reservations; \$1,204 Montour Preserve donations			1,439.00	22,803.59
interest	9/30/19	10/2/19	9/1 - 9/30/19	dividend interest earned 9/1 - 9/30	interest			4.84	22,808.43
debit card	10/2/19			Cole's Hardware (bee spray, insect foggers, bird seed and pruners)	Montour Preserve (maintenance / misc.)	DCNR Montour Preserve	168.47		22,639.96
deposit	10/4/19			deposit	\$105 Montour Preserve pavilion reservations; \$1,845 Montour Preserve donations; \$975 unrestricted donations; \$10,000 transfer from CSCF Montour Preserve fund (Montour Preserve); \$3,000 transfer from CSCF fund (unrestricted)			15,925.00	38,564.96
automatic payment	10/15/19			PA Dept. of Revenue (September payroll taxes)	payroll taxes		170.23		38,394.73
automatic payment	10/15/19			US Treasury (September payroll taxes)	payroll taxes		1,243.30		37,151.43

**CONTINUED NEXT PAGE**



## 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
debit card	10/17/19			Clark's Ag Center (light bulbs, paper towels, shovel, Clorox wipes, anti-freeze and mouse traps)	Montour Preserve (maintenance / misc.)	DCNR Montour Preserve	123.07		37,028.36
6160	10/17/19			Dennis Piatt (payroll 9/29 - 10/12)	payroll - Piatt		99.77		36,928.59
6161	10/17/19			Jon Beam (payroll 9/29 - 10/12)	payroll - Beam		240.42		36,688.17
6162	10/17/19			Lesley Yeich (payroll 9/29 - 10/12)	payroll - Yeich		249.57		36,438.60
6163	10/17/19			Robert Stoudt (payroll 9/29 - 10/12)	payroll - Stoudt		1,129.16		35,309.44
6164	10/21/19			Robert Stoudt (10/21 expense report: \$15.90 MailChimp email service; \$421.43 VinylDisorder stickers for Montour Preserve and Humdinger; \$172.33 HughesNet internet service)	\$5.30 Humdinger (advertising); \$5.30 Montour Preserve (email); \$5.30 misc. expenses; \$136.00 Humdinger 2020 (advertising); \$285.43 Montour Preserve (maintenance/misc GRANT INELIGIBLE); \$172.33 Montour Preserve (internet service)	\$5.30 DCNR Montour Preserve; \$172.33 DCNR Montour Preserve	609.66		34,699.78
6165	10/22/19			PPL Electric Utilities (Montour Preserve electricity)	Montour Preserve (electricity)	DCNR Montour Preserve	66.15		34,633.63
6166	10/22/19			PPL Electric Utilities (Montour Preserve electricity)	Montour Preserve (electricity)	DCNR Montour Preserve	223.79		34,409.84
6167	10/22/19			PPL Electric Utilities (Montour Preserve electricity)	Montour Preserve (electricity)	DCNR Montour Preserve	364.91		34,044.93
6168	10/22/19			PPL Electric Utilities (Montour Preserve electricity)	Montour Preserve (electricity)	DCNR Montour Preserve	55.51		33,989.42
6169	10/22/19			Verizon	Montour Preserve (telephone)	DCNR Montour Preserve	115.22		33,874.20
6170	10/22/19			Johnson Controls (Montour Preserve security system)	Montour Preserve (security system)	DCNR Montour Preserve	215.34		33,658.86
6171	10/22/19			US Department of Agriculture	Montour Preserve (wildlife management)	DCNR Montour Preserve	446.75		33,212.11
6172	10/22/19			Ted Heaps Container Service (trash removal)	\$125 Montour Preserve (trash); \$65 Hess Recreation Area	\$125 DCNR Montour Preserve	190.00		33,022.11
6173	10/22/19			Pace Analytical Services	Montour Preserve (water testing)	DCNR Montour Preserve	95.00		32,927.11
6174	10/22/19			Big Pop's Mowing	\$846 Hess Recreation Area; \$100 River Drive; \$160 Hopewell Park; \$150 North Branch Canal Trail; \$80 Columbia County projects; \$1,880 Montour Preserve (mowing)	\$1,880 DCNR Montour Preserve	3,216.00		29,711.11
6175	10/22/19			Susan Shultz, CPA (Q3 accounting and payroll processing)	accounting		355.00		29,356.11
deposit	10/23/19			deposit	\$200 Montour Preserve pavilion reservation fees; \$500 Montour Preserve donations; \$125 Hess Recreation Area users' fee			825.00	30,181.11
debit card	10/23/19			USPS Danville (stamps)	office expenses		19.80		30,161.31
debit card	10/23/19			A-Plus Market (gas for power equipment)	Montour Preserve (maintenance / misc.)	DCNR Montour Preserve	17.00		30,144.31
debit card	10/23/19			Cole's Hardware (duct tape, 2-cycle oil, fuel and fuel can)	Montour Preserve (maintenance / misc.)	DCNR Montour Preserve	45.08		30,099.23
automatic payment	10/31/19			US Treasury (Q3 payroll taxes)	payroll taxes		12.91		30,086.32
automatic payment	10/31/19			PA UC Fund (Q3 payroll taxes)	payroll taxes		183.89		29,902.43
automatic payment	10/31/19			Danville Area Earned Income Tax Office (Q3 payroll taxes)	payroll taxes		236.83		29,665.60



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Statement Period: 09/01/2019-09/30/2019

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## Summary of Accounts:

	Ending Balance	YTD Dividend	Member Number: 584727
<b>Savings</b>			
01 - REGULAR SAVINGS	5.63	28.81	
40 - CHECKING	32,215.85	55.89	
41 - DCNR GRANT CHECKING	0.00	0.29	
42 - DCED GRANT CHECKING	21,493.05	640.80	
<b>Total</b>	<b>53,714.53</b>	<b>725.79</b>	

Authorized Signer(s): TYLER DOMBROSKI, CHRISTOPHER JOHNS, ROBERT T STOUDT, MICHAEL B MILLS

### ID 01 REGULAR SAVINGS

Trans	Eff Date	Transaction	Deposit	Withdrawal	Balance
Sep 1		Balance Forward			5.00
Sep 30		Deposit Dividend Dividend Post	0.63		5.63
		Annual Percentage Yield Earned 0.150% from 07/01/2019 through 09/30/2019			
		On Average Daily Balance of 1,671.37			
Sep 30		Ending Balance			5.63
		Total Deposits 0.63			

### ID 40 CHECKING

Trans	Eff Date	Transaction	Deposit	Withdrawal	Balance
Sep 1		Balance Forward			54,043.57
Sep 3		Withdrawal Debit Card		-31.77	54,011.80
		9/1 COLES HARDWARE - DANVILLE DANVILLE PA			
Sep 3		Draft 6118		-120.00	53,891.80
Sep 4		Withdrawal POS #181290		-217.77	53,674.03
		LARRY'S LUMBER & SUPPL 64 RED MILL ROAD BLOOMSBURG PA			
Sep 5		Withdrawal Debit Card		-274.12	53,399.91
		9/4 LOWE'S #1868 BLOOMSBURG PA			
Sep 5		Draft 6112		-9,005.00	44,394.91
Sep 8		Withdrawal Debit Card		-33.88	44,361.03
		9/7 CLARKS AG CENTER TURBOTVILLE PA			
Sep 10		Withdrawal POS #128707		-419.65	43,941.38
		AMAZON.COM*A85XD4OL3 SEATTLE WA			
Sep 10		Withdrawal POS #128736		-125.08	43,816.30
		AMAZON.COM*DK08Y10R3 SEATTLE WA			
Sep 10		Withdrawal POS #091863		-73.09	43,743.21
		AMAZON.COM*MO6TP8SU0 SEATTLE WA			
Sep 10		Draft 6127		-1,700.00	42,043.21
Sep 11		Draft 6131		-47.40	41,995.81
Sep 11		Draft 6129		-99.00	41,896.81
Sep 11		Draft 6123		-190.00	41,706.81
Sep 13		Withdrawal Debit Card		-58.47	41,648.34

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**Member Number:** 584727  
**Statement Period:** 09/01/2019-09/30/2019

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### ID 40 CHECKING - Continued

Trans	Eff Date	Transaction	Deposit	Withdrawal	Balance
		9/12 CLARKS AG CENTER TURBOTVILLE PA			
Sep 14		Certified Draft 0000006135 for \$1,800.01			
Sep 16		Withdrawal ACH IRS		-776.82	40,871.52
		TYPE: USATAXPYMT ID: 3387702000 CO: IRS			
Sep 16		Withdrawal ACH COMMWLTHOFPA INT		-123.98	40,747.54
		TYPE: PAEMPLOYTX ID: 1236003133 CO: COMMWLTHOFPA INT			
Sep 16		Withdrawal Debit Card		-34.80	40,712.94
		9/15 SHEETZ 00003723 DANVILLE PA			
Sep 16		Deposit	1,820.00		42,532.94
Sep 17		Draft 6138		-190.00	42,342.94
Sep 17		Draft 6128		-427.87	41,915.07
Sep 17		Draft 6135		-1,800.01	40,115.06
Sep 17		Draft 6132		-4,806.00	35,309.06
Sep 18		Draft 6130		-35.55	35,273.51
Sep 18		Draft 6140		-120.00	35,153.51
Sep 18		Draft 6133		-398.73	34,754.78
Sep 18		Draft 6136		-795.00	33,959.78
Sep 19		Draft 6137		-718.30	33,241.48
		Processed Check - USDA APHIS GENL TYPE: PAYMENT ID: 1240340003			
Sep 20		Draft 6134		-65.58	33,175.90
Sep 20		Draft 6144		-1,378.15	31,797.75
Sep 24		Withdrawal Debit Card		-21.19	31,776.56
		9/22 COLES HARDWARE - DANVILLE DANVILLE PA			
Sep 24		Draft 6143		-157.62	31,618.94
Sep 25		Draft 6139		-99.00	31,519.94
Sep 25		Draft 6141		-524.07	30,995.87
Sep 27		Withdrawal Debit Card		-16.94	30,978.93
		9/26 CLARKS AG CENTER TURBOTVILLE PA			
Sep 27		Withdrawal Debit Card		-51.63	30,927.30
		9/26 PENN JERSEY FOOD MART DANVILLE PA			
Sep 27		Draft 6142		-135.49	30,791.81
Sep 30		Deposit	1,439.00		32,230.81
Sep 30		Withdrawal POS #055218		-19.80	32,211.01
		USPS PO 41190008 410 MILL ST DANVILLE PA			
Sep 30		Deposit Dividend Dividend Post	4.84		32,215.85
		Annual Percentage Yield Earned 0.150% from 09/01/2019 through 09/30/2019			
Sep 30		Ending Balance			32,215.85
		Total Deposits 3,263.84			
		Total Withdrawals 25,091.56			

### Drafts for 40 - CHECKING

Date	Draft Number	Amount	Date	Draft Number	Amount	Date	Draft Number	Amount
Sep 5	□ 6112	9,005.00	Sep 11	□ 6131	47.40	Sep 17	□ 6138	190.00
Sep 3	□ 6118*	120.00	Sep 17	□ 6132	4,806.00	Sep 25	□ 6139	99.00
Sep 11	□ 6123*	190.00	Sep 18	□ 6133	398.73	Sep 18	□ 6140	120.00
Sep 10	□ 6127*	1,700.00	Sep 20	□ 6134	65.58	Sep 25	□ 6141	524.07
Sep 17	□ 6128	427.87	Sep 17	□ 6135	1,800.01	Sep 27	□ 6142	135.49
Sep 11	□ 6129	99.00	Sep 18	□ 6136	795.00	Sep 24	□ 6143	157.62
Sep 18	□ 6130	35.55	Sep 19	□ 6137	718.30	Sep 20	□ 6144	1,378.15

\* denotes skipped sequence

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

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**Member Number:** 584727  
**Statement Period:** 09/01/2019-09/30/2019

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#### ID 41 DCNR GRANT CHECKING

Trans	Eff Date	Transaction	Deposit	Withdrawal	Balance
Sep 1		Balance Forward			0.00
Sep 30		Deposit by Check	1,439.00		1,439.00
Sep 30		Withdrawal		-1,439.00	0.00
Sep 30		Ending Balance			0.00
		Total Deposits 1,439.00			
		Total Withdrawals 1,439.00			

	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
Sep 1		Balance Forward			47,091.91
Sep 4		Draft 101		-9,000.00	38,091.91
Sep 24		Draft 102		-16,647.75	21,444.16
Sep 30		Deposit Dividend Dividend Post	48.89		21,493.05
		Annual Percentage Yield Earned 1.710% from 09/01/2019 through 09/30/2019			
Sep 30		Ending Balance			21,493.05
		Total Deposits 48.89			
		Total Withdrawals 25,647.75			

#### Drafts for 42 - DCED GRANT CHECKING

Date	Draft Number	Amount	Date	Draft Number	Amount	Date	Draft Number	Amount
Sep 4	□ 101	9,000.00	Sep 24	□ 102	16,647.75			

\* denotes skipped sequence

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

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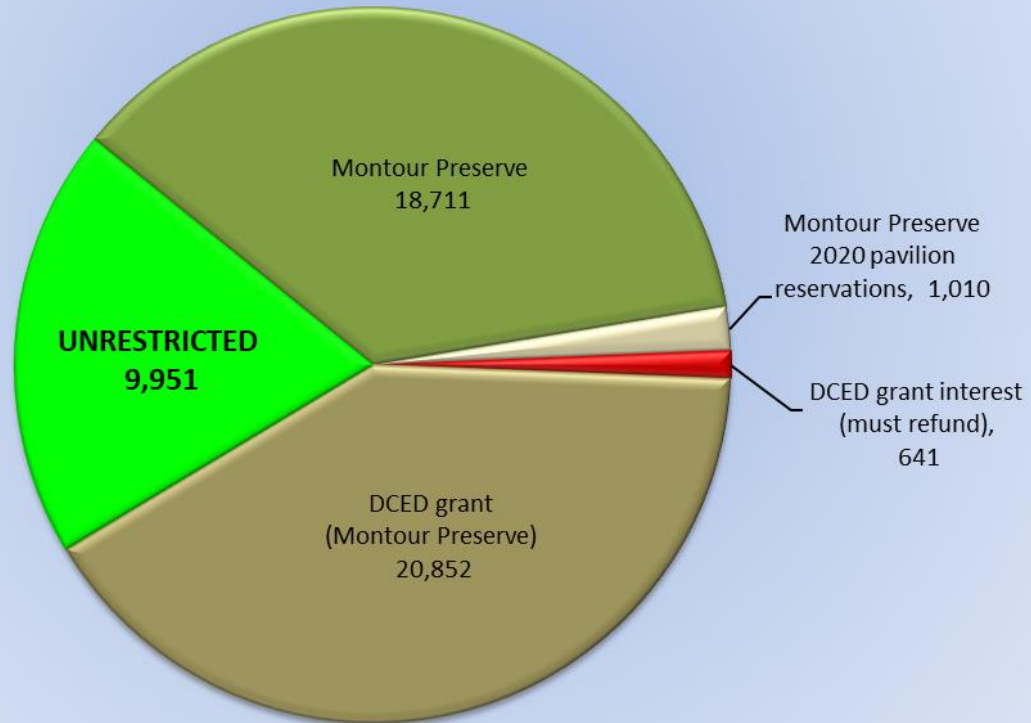
# MARC Account Reconciliation - Service 1st Accounts

UPDATED 9/30/2019

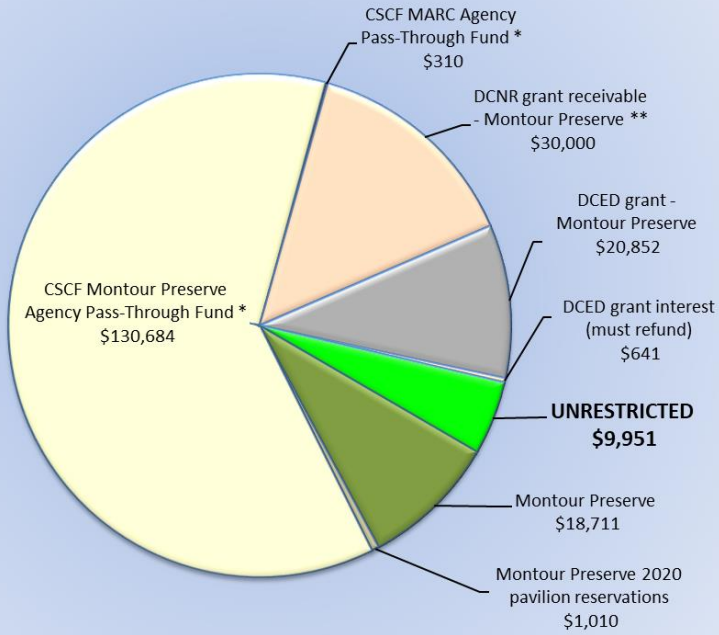
ending balance from 9/30/19 bank statement				\$	53,714.53
deposits not yet posted (detailed below)				\$	-
subtotal				\$	53,714.53
withdrawals not yet cleared (detailed below)				\$	9,407.42
calculated balance (should agree with actual combined balance)				\$	44,307.11
balance (savings account ID01)				\$	5.63
balance (checking account ID40)				\$	22,808.43
		balance (DCNR grant checking account ID41)		\$	-
balance (DCED grant checking account ID42)				\$	21,493.05
actual combined balance				\$	44,307.11
difference				\$	-
DEPOSITS NOT YET POSTED					
TRANSACTION DATE	CHECK #	DESCRIPTION OF TRANSACTION			AMOUNT
TOTAL					\$ -
WITHDRAWALS NOT YET CLEARED					
TRANSACTION DATE	CHECK #	DESCRIPTION OF TRANSACTION			AMOUNT
09/23/19	6145	Robert Stoudt (9/23 expense report - \$172.33 HughesNet (internet service); \$2,412.56 Bur-St Landscape Supply (68 cu. yds. certified playground mulch delivered)			2,584.89
09/23/19	6146	PPL Electric Utilities			232.47
09/23/19	6147	PPL Electric Utilities			64.45
09/23/19	6148	PPL Electric Utilities			234.98
09/23/19	6149	PPL Electric Utilities			54.96
09/23/19	6150	Verizon			106.08
09/30/19	6151	Starr Portables (Montour Preserve restrooms pumping and disposal)			450.00
09/30/19	6152	Candy Fisher (Montour Preseve cleaning)			1,040.00
09/30/19	6153	PPL Electric Utilities (Hess Recreation Area electricity)			38.50
09/30/19	6154	Dennis Piatt (payroll 9/15 - 9/28)			406.03
09/30/19	6155	Jon Beam (payroll 9/15 - 9/28)			131.12
09/30/19	6156	Lesley Yeich (payroll 9/15 - 9/28)			32.84
09/30/19	6157	Robert Stoudt (payroll 9/15 - 9/28)			1,399.23
09/30/19	6158	Hoover Tractor (purchase of Trailblazer front mower)			2,532.87
09/30/19	6159	MePush, Inc. (website hosting)			99.00
TOTAL					\$ 9,407.42



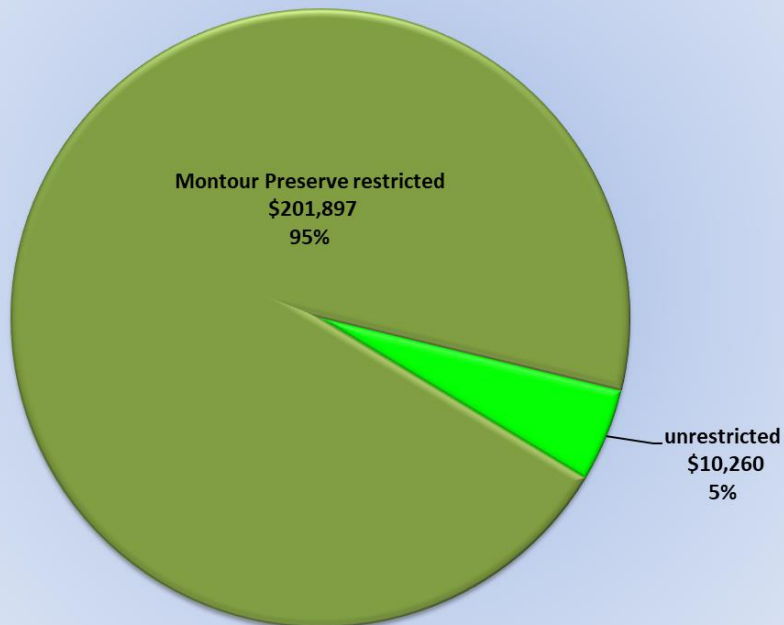
**MARC FUNDS EARMARKS AS OF 10/24/19**  
**COMBINED ACCOUNT BALANCE: \$51,164**  
**(INCLUDES SAVINGS, DCNR AND DCED GRANT CHECKING**  
**ACCOUNTS AND GENERAL CHECKING ACCOUNT;**  
**EXCLUDES CSCF FUNDS AND GRANTS RECEIVABLE)**



**MARC TOTAL ASSETS AS OF 10/24/19**  
**COMBINED VALUE: \$212,158**

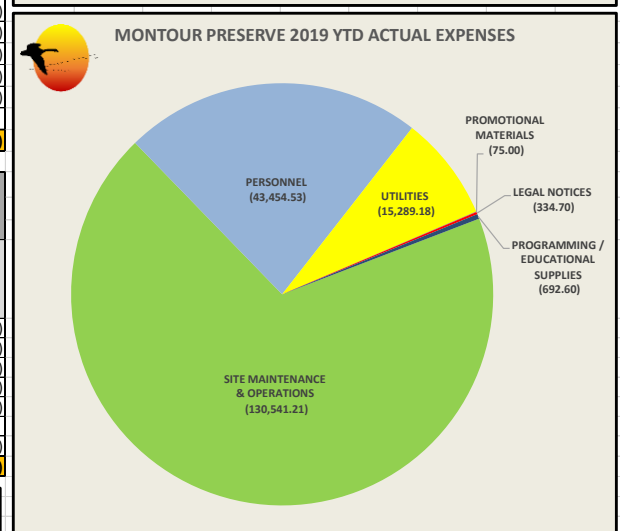
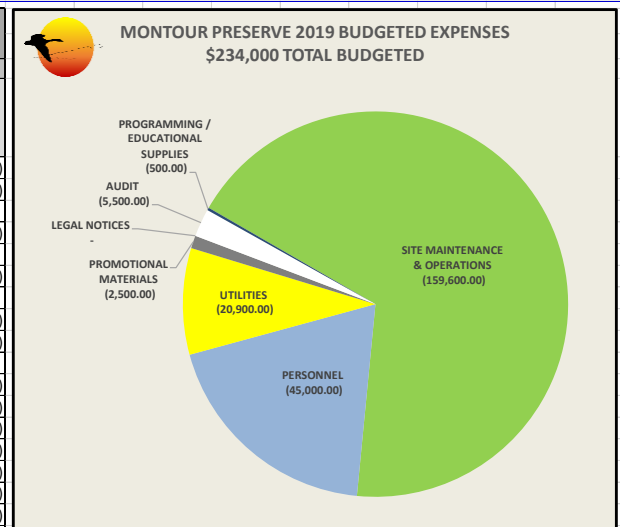
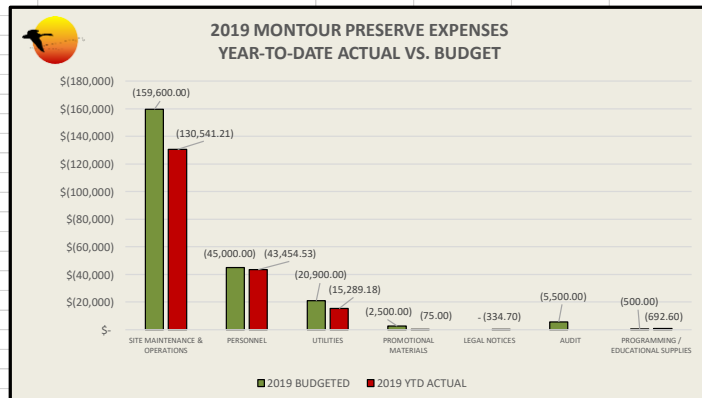


**MARC TOTAL ASSETS AS OF 10/24/19**  
**COMBINED VALUE: \$212,158**



MONTOUR PRESERVE 2019 BUDGET				
STOUDT DRAFT REVISED BUDGET UPDATED 8/26/19; YTD INFORMATION UPDATED 10/24/19				
BUDGET ADOPTED 11/19/18 (CONTINGENT UPON RECEIPT OF GRANT FUNDS)				
EXPENSE	2018 ACTUAL	2019 BUDGETED	2019 STOUDT DRAFT REVISED BUDGET	2019 YTD ACTUAL
personnel	(44,759.03)	(45,000.00)	(44,000.00)	(43,454.53)
cleaning service	(4,000.00)	(4,500.00)	(4,500.00)	(3,210.00)
HVAC system maintenance	(1,700.00)	-	-	-
HVAC system replacement	-	(60,000.00)	(60,000.00)	(49,147.75)
visitors' center roof repair	-	(10,000.00)	(10,000.00)	-
lawn care	(10,875.00)	(17,500.00)	(17,500.00)	(15,520.00)
parking lot / road maintenance	-	(5,000.00)	-	-
security system	(1,263.84)	(1,500.00)	(1,250.00)	(835.98)
sewage pumping	(955.00)	(1,300.00)	(1,000.00)	(900.00)
snow plowing	-	(1,500.00)	-	-
supplies / misc.	(29,668.11)	(20,000.00)	(16,000.00)	(17,806.76)
utility vehicle (tractor) purchase	-	(35,000.00)	(38,400.00)	(38,399.58)
water testing	(562.00)	(800.00)	(860.00)	(715.00)
wildlife management	(2,077.96)	(2,500.00)	(4,000.00)	(4,006.14)
electric	(14,713.72)	(15,000.00)	(14,500.00)	(10,708.25)
internet service	(1,918.54)	(2,000.00)	(2,000.00)	(1,723.30)
telephone	(1,252.39)	(1,300.00)	(1,300.00)	(1,094.55)
trash service	(1,565.00)	(2,000.00)	(1,500.00)	(1,250.00)
website hosting / email service	(458.56)	(600.00)	(600.00)	(513.08)
promotional materials	(1,078.10)	(2,500.00)	(500.00)	(75.00)
programming & educational supplies	(98.02)	(500.00)	(700.00)	(692.60)
legal notices (GRANT INELIGIBLE)	-	-	(390.00)	(334.70)
audit (three-year)	-	(5,500.00)	(6,700.00)	-
<b>EXPENSE TOTAL</b>	<b>\$(116,945.27)</b>	<b>\$(234,000.00)</b>	<b>\$(225,700.00)</b>	<b>\$ (190,387.22)</b>

MONTOUR PRESERVE BUDGETING VS. ACTUAL EXPENSES				
EXPENSE	2018 ACTUAL	2019 BUDGETED	2019 STOUDT DRAFT REVISED BUDGET	2019 YTD ACTUAL
SITE MAINTENANCE & OPERATIONS	(51,101.91)	(159,600.00)	(153,510.00)	(130,541.21)
PERSONNEL	(44,759.03)	(45,000.00)	(44,000.00)	(43,454.53)
UTILITIES	(19,908.21)	(20,900.00)	(19,900.00)	(15,289.18)
PROMOTIONAL MATERIALS	(1,078.10)	(2,500.00)	(500.00)	(75.00)
LEGAL NOTICES	-	-	(390.00)	(334.70)
AUDIT	-	(5,500.00)	(6,700.00)	-
PROGRAMMING / EDUCATIONAL SUPPLIES	(98.02)	(500.00)	(700.00)	(692.60)
<b>EXPENSE TOTAL</b>	<b>\$(116,945.27)</b>	<b>\$(234,000.00)</b>	<b>\$(225,700.00)</b>	<b>\$ (190,387.22)</b>



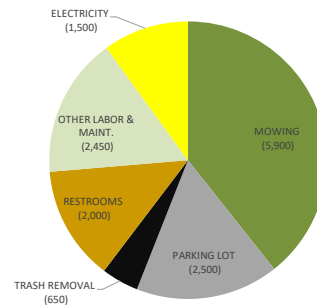
**MONTOUR AREA RECREATION COMMISSION MANAGED SITES 2019 BUDGETS**

BUDGET ADOPTED 11/19/18

YEAR-TO-DATE INFORMATION UPDATED 10/24/19; STOUTD DRAFT REVISED BUDGET UPDATED 8/26/19

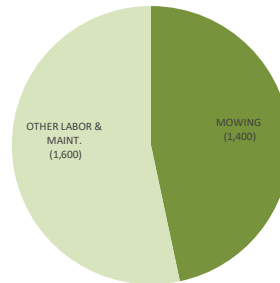
HESS RECREATION AREA 2019 BUDGET				
EXPENSE	2018 ACTUAL	2019 BUDGETED	2019 STOUTD DRAFT REVISED BUDGET	2019 YTD ACTUAL
MOWING	(4,999)	(5,900)	(5,400)	(4,501.00)
PARKING LOT	(2,812)	(2,500)	(2,500)	(2,500.00)
TRASH REMOVAL	(599)	(650)	(780)	(650.00)
RESTROOMS	(1,817)	(2,000)	(1,900)	(1,686.35)
OTHER LABOR & MAINT.	(2,248)	(2,450)	(1,600)	(1,320.38)
ELECTRICITY	(1,431)	(1,500)	(1,320)	(580.33)
<b>TOTAL</b>	<b>(13,906)</b>	<b>(15,000)</b>	<b>(13,500)</b>	<b>(11,238.07)</b>

**2019 HESS RECREATION AREA BUDGETED EXPENSES**



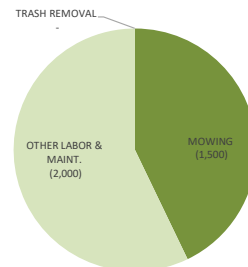
HOPEWELL PARK 2019 BUDGET				
EXPENSE	2018 ACTUAL	2019 BUDGETED	2019 STOUTD DRAFT REVISED BUDGET	2019 YTD ACTUAL
MOWING	(1,000)	(1,400)	(900)	(760.00)
OTHER LABOR & MAINT.	(142)	(1,600)	(1,100)	(808.46)
<b>TOTAL</b>	<b>(1,142)</b>	<b>(3,000)</b>	<b>(2,000)</b>	<b>(1,568.46)</b>

**2019 HOPEWELL PARK BUDGETED EXPENSES**



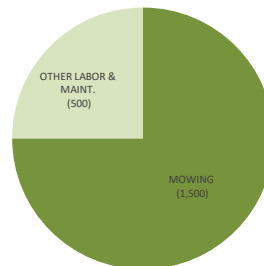
NORTH BRANCH CANAL TRAIL 2019 BUDGET				
EXPENSE	2018 ACTUAL	2019 BUDGETED	2019 STOUTD DRAFT REVISED BUDGET	2019 YTD ACTUAL
MOWING	(750)	(1,500)	(450)	(255.00)
OTHER LABOR & MAINT.	(1,626)	(2,000)	(1,050)	(194.83)
TRASH REMOVAL	(605)	-	-	-
<b>TOTAL</b>	<b>(2,981)</b>	<b>(3,500)</b>	<b>(1,500)</b>	<b>(449.83)</b>

**2019 NORTH BRANCH CANAL TRAIL BUDGETED EXPENSES**



RIVER DRIVE PARCEL 2019 BUDGET				
EXPENSE	2018 ACTUAL	2019 BUDGETED	2019 STOUTD DRAFT REVISED BUDGET	2019 YTD ACTUAL
MOWING	(1,100)	(1,500)	(750)	(700.00)
OTHER LABOR & MAINT.	(222)	(500)	(250)	(51.25)
<b>TOTAL</b>	<b>(1,322)</b>	<b>(2,000)</b>	<b>(1,000)</b>	<b>(751.25)</b>

**2019 RIVER DRIVE PARCEL BUDGETED EXPENSES**



2019 MARC BUDGET W/ STOUDT PROPOSED REVISIONS													
ADOPTED 11/19/18; STOUDT DRAFT REVISED BUDGET UPDATED 8/26/19; YEAR-TO-DATE INFORMATION UPDATED 10/24/19													
MINIMUM FUNDING REQUIREMENTS (DEFERRAL OF ALL NON-ESSENTIAL MAINTENANCE)													
NOTE: MONTOUR PRESERVE ACCOUNTING IS KEPT SEPARATE FROM OTHER ACCOUNTING													
EXPENSE	BUDGETED AMOUNT	YEAR-TO-DATE ACTUAL	YEAR-TO-DATE ACTUAL VS. BUDGET	STOUDT DRAFT REVISED BUDGET	FUNDING SOURCES	BUDGETED AMOUNT	YEAR-TO-DATE ACTUAL	YEAR-TO-DATE ACTUAL VS. BUDGET	STOUDT DRAFT REVISED BUDGET	BUDGETED LINE ITEM (DEFICIT)	YEAR-TO-DATE ACTUAL LINE ITEM SURPLUS / (DEFICIT)	STOUDT DRAFT REVISED LINE ITEM SURPLUS / (DEFICIT)	
PARK & TRAIL MAINTENANCE	Montour Preserve	\$ (234,000.00)	\$ (190,387.22)	81.4%									
					DCNR grant funding	\$ 90,000.00	\$ 60,185.63	66.9%	\$ 60,185.63				
					DCED grant funding	\$ 90,000.00	\$ 100,000.00	111.1%	\$ 100,000.00				
					pavilion / auditorium reservations	\$ 12,000.00	\$ 10,715.00	89.3%	\$ 9,700.00	\$ -	\$ 39,562.81	\$ -	
					donations	\$ 5,000.00	\$ 16,715.95	334.3%	\$ 13,480.92				
					transfer from Central Susquehanna Community Foundation Fund	\$ 22,000.00	\$ 10,000.00	45.5%	\$ 10,000.00				
					carryover balance from 2018	\$ 15,000.00	\$ 32,333.45	215.6%	\$ 32,333.45				
					MONTOUR PRESERVE TOTAL INCOME	\$ 234,000.00	\$ 229,950.03	98.3%	\$ 225,700.00	\$ -	\$ 39,562.81	\$ -	
					user fees [1,000], donations [0]	\$ 1,000.00	\$ 1,775.00	177.5%	\$ 1,400.00	\$ (14,000.00)	\$ (9,463.07)	\$ (12,100.00)	
					donations [0]		\$ -		\$ -	\$ (3,500.00)	\$ (449.83)	\$ (1,500.00)	
SPECIAL ADMIN / INSURANCE	Columbia County Projects (incl. NBCT, Montour Twp. parcel)	\$ (1,500.00)	\$ (1,356.17)	90.4%		\$ 1,500.00	\$ -	0.0%	\$ 1,200.00	\$ -	\$ (1,356.17)	\$ -	
	Hopewell Park/Borough Farm Trails	\$ (3,000.00)	\$ (1,568.46)	52.3%			\$ 77.50		\$ 150.00	\$ (3,000.00)	\$ (1,490.96)	\$ (1,850.00)	
	River Drive parcel (NBCT parking)	\$ (2,000.00)	\$ (751.25)	37.6%		donations [0], criminal restitution [125]			\$ -	\$ (2,000.00)	\$ (751.25)	\$ (1,000.00)	
	tools & supplies	\$ (2,000.00)	\$ (980.53)	49.0%		donations [0]			\$ -	\$ (2,000.00)	\$ (980.53)	\$ (1,500.00)	
	ATV purchase	\$ (9,000.00)	\$ -	0.0%					\$ -	\$ -	\$ -	\$ -	
	trail signage project (Phase II)	\$ (4,000.00)	\$ -	0.0%		Montour County Commissioners' Tourism Fund grant	\$ 9,000.00	\$ -	\$ -	\$ (1,000.00)	\$ -	\$ -	
	Hundinger Trail Races	\$ (12,800.00)	\$ (11,566.65)	90.4%		race registration fees	\$ 14,500.00	\$ 11,021.80	76.0%	\$ 11,021.80	\$ 1,700.00	\$ (544.85)	\$ (578.20)
	other special projects & events	\$ (1,300.00)	\$ (1,371.96)	105.5%		donations		\$ 100.00		\$ 100.00	\$ (1,300.00)	\$ (1,271.96)	\$ (1,300.00)
	admin / misc. other (includes Stoudt admin labor)	\$ (18,000.00)	\$ (13,381.21)	74.3%					\$ -	\$ (18,000.00)	\$ (13,381.21)	\$ (17,000.00)	
	insurance (D&O, General & Workers' Comp)	\$ (14,000.00)	\$ (12,437.00)	88.8%					\$ -	\$ (14,000.00)	\$ (12,437.00)	\$ (12,500.00)	
ADMIN / INSURANCE	accounting	\$ (1,800.00)	\$ (1,450.00)	80.6%					\$ -	\$ (1,800.00)	\$ (1,450.00)	\$ (1,800.00)	
	office supplies	\$ (1,000.00)	\$ (579.72)	58.0%					\$ -	\$ (1,000.00)	\$ (579.72)	\$ (800.00)	
	dues & fees	\$ (1,300.00)	\$ (731.50)	56.3%					\$ -	\$ (1,300.00)	\$ (731.50)	\$ (800.00)	
	public notices	\$ (1,800.00)	\$ (259.85)	14.4%					\$ -	\$ (1,800.00)	\$ (259.85)	\$ (600.00)	
					Montour Co. Act 13 funding	\$ 25,000.00	\$ 25,000.00	100.0%	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	
OTHER					transfer from Central Susquehanna Community Foundation Fund	\$ -	\$ 3,000.00		\$ 3,000.00	\$ -	\$ -	\$ 3,000.00	
					carryover balance from 2018	\$ 5,000.00	\$ 9,948.46	199.0%	\$ 9,948.46	\$ 5,000.00	\$ 9,948.46	\$ 9,948.46	
TOTALS					unrestricted donations	\$ 33,000.00	\$ 16,016.96	48.5%	\$ 15,579.74	\$ 33,000.00	\$ 16,016.96	\$ 15,579.74	
	TOTAL EXPENSES (EXCLUDING MONTAINE PRESERVE)	\$ (92,000.00)	\$ (58,122.19)	63.2%		TOTAL REVENUES (EXCLUDING MONTAINE PRESERVE)	\$ 92,000.00	\$ 66,939.72	72.8%	\$ 67,200.00	\$ -	\$ 8,817.53	\$ -
	MONTAINE PRESERVE TOTAL EXPENSES	\$ (234,000.00)	\$ (190,387.22)	81.4%		MONTAINE PRESERVE TOTAL INCOME	\$ 234,000.00	\$ 229,950.03	98.3%	\$ 225,700.00	\$ -	\$ 39,562.81	\$ -
	GRAND TOTAL EXPENSES	\$ (326,000.00)	\$ (248,509.41)	76.2%		GRAND TOTAL INCOME	\$ 326,000.00	\$ 296,899.75	91.1%	\$ 292,900.00	\$ -	\$ 48,380.34	\$ -

### **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.

2:46 PM

10/15/19

Accrual Basis

**Montour Area Recreation Commission**  
**Statement of Financial Position**  
 As of September 30, 2019

	Sep 30, 19
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Serv 1st -DCED Grant Cking	21,493.05
Service 1st - Savings	5.63
Service 1st FCU	24,777.65
Total Checking/Savings	46,276.33
Other Current Assets	
Grants Receivable	
DCNR Grant	30,000.00
Total Grants Receivable	30,000.00
Total Other Current Assets	30,000.00
Total Current Assets	76,276.33
Other Assets	
CSCF - Trusted Funds	
Montour Preserve Fund	140,683.77
CSCF - Trusted Funds - Other	3,309.53
Total CSCF - Trusted Funds	143,993.30
Total Other Assets	143,993.30
<b>TOTAL ASSETS</b>	<b>220,269.63</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Advance Payments Received	
Preserve Reservations	1,185.00
Total Advance Payments Received	1,185.00
Conditional Contributions	
CSCF-Preserve Donations & Int	41,942.49
DCED Preserve Funds	20,852.25
Preserve Donations & Income	45,770.06
Total Conditional Contributions	108,564.80
DCED Interest Payable	640.80
Payroll Liabilities	1,826.97
Total Other Current Liabilities	112,217.57
Total Current Liabilities	112,217.57
Total Liabilities	112,217.57
Equity	
Retained Earnings	109,415.44
Net Income	-1,363.38
Total Equity	108,052.06
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>220,269.63</b>

No Assurance Provided

Page 1



### **ASSISTANT DIRECTOR'S REPORT (JON BEAM)**

In the past month the assistant director offered educational programs for eight school groups visiting Montour Preserve. He participated in offering educational sessions at Camp Mount Luther for 150 fifth graders, provided an interpretive walk for the Central Susquehanna Woodland Owners Association and an educational presentation to the Seven Mountains Audubon. He also offered two public programs at the preserve.

Jon Beam

10/20/19

### **MAINTENANCE TECHNICIAN'S REPORT (DENNY PIATT)**

Jon and I relocated park bench off area where where blue bell flowers grow

removed fallen tree on the Chilasaugi trail

raked walnuts and leaves off the Chilasaugi trail and Ridgefield Point Loop Trail

replaced 11 blown out lightbulbs in VC

finished placing stone in wet areas on the Wildlife Mgt. and Goose Woods trails

PTMT

Dennis Piatt

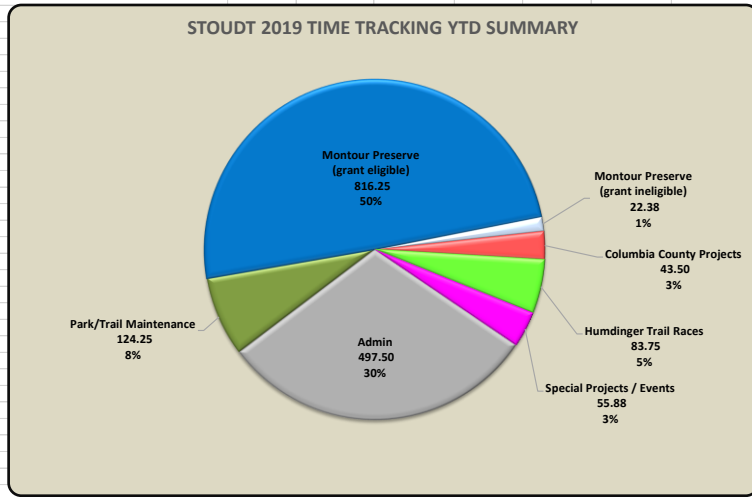
10/23/19

## DIRECTOR'S REPORT

	STOUDT	PROJECT YTD TOTAL HOURS	SEPTEMBER														OCTOBER																										
			15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
admin / other	MARC admin	493.75	2.00	3.50	2.50	1.50	1.75	2.25			3.50	4.50	1.50	0.50	0.50	0.25		2.00	1.50	1.25	1.00	2.00	1.00	1.50	3.50	1.00	3.50	1.50	4.00		0.75	4.00	2.00	3.00	2.50	1.00	0.25		2.00	1.50	3.50		
	special projects / events	52.50																														0.75						1.00					
park & trail maintenance	Hess Recreation Area	98.25		0.25	0.25	0.25	0.25	0.50	0.25	1.25	0.25	0.25	0.25	0.25			0.25	0.25		0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.50	0.75	0.25	0.25	0.25	0.25	0.25	4.50	0.25	0.25	0.25	0.25			
	Hopewell Park / Danville Farm Trails	17.75																			1.00																						
	North Branch Canal Trail	6.75																										0.25												1.00			
	River Drive trailhead / river access	0.75																										0.25															
Montour Preserve	Montour Preserve admin / maintenance	792.00		3.50	3.00	2.50	5.00	3.75	1.00	1.25	4.75	4.50	5.00	5.50	1.00	0.25		5.00	3.50	1.50	5.00	2.50	2.00	1.75	4.00	4.00	1.00	1.50	1.50	1.50	0.75	1.00	2.00	4.50	3.50	2.50	0.25		4.50	4.50	3.00		
	Montour Preserve programming	8.50																																									
	Montour Preserve DCNR grant admin	3.75																																									
	Montour Preserve DCED grant admin	17.50																																									
	Columbia County projects	43.50		4.00													2.50	2.25																					1.00				
Humdinger Trail Races	69.50																																										
	DAILY TOTALS	1604.50	6.00	7.25	7.75	4.25	7.00	6.50	1.75	2.50	8.50	9.25	6.75	6.25	4.00	2.75	0.25	7.25	5.25	3.00	7.25	4.75	3.25	3.50	7.75	5.25	4.75	3.75	6.00	1.75	1.75	7.25	5.00	7.75	7.75	3.75	5.00	0.25	8.25	6.25	7.75		
	WEEKLY PAYROLL TOTAL					40.00							40.00							31.00							32.75						38.25								22.50		
	BIWEEKLY PAYROLL TOTAL										80.00														63.75														60.75				
	PAYROLL PERIOD										20													21														22					

2019 STODT TIME ACCOUNTING YEAR-TO-DATE SUMMARY							
2019 PAY RATE \$22.00/hr							
TASK	WAGES UP TO PA UC TAX CAP (45SHRS)			WAGES AFTER PA UC TAX CAP (-45SHRS)			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	326.25	7.50	\$ 7,860.60	\$ 11,961.00
special projects / events	13.25		\$ 324.36	39.25	6.75	\$ 1,015.33	\$ 1,339.69
Hess Recreation Area	8.75		\$ 214.20	89.50	0.25	\$ 2,134.87	\$ 2,349.07
Hopewell Park / Danville Farm Trails	4.50		\$ 110.16	13.25	1.25	\$ 330.50	\$ 440.66
North Branch Canal Trail	1.00		\$ 24.48	5.75		\$ 136.97	\$ 161.45
River Drive trailhead / river access	-		\$ -	0.75		\$ 17.87	\$ 17.87
Montour Preserve admin / maintenance	180.25	2.50	\$ 4,443.12	611.75	27.00	\$ 14,893.46	\$ 19,336.58
Montour Preserve programming	8.50	2.00	\$ 232.56	-	-	\$ -	\$ 232.56
Montour Preserve DCNR grant admin	1.25		\$ 30.60	2.50		\$ 59.55	\$ 90.15
Montour Preserve DCED grant admin	2.75		\$ 67.32	14.75	2.25	\$ 378.14	\$ 445.46
Columbia County projects			\$ -	43.50		\$ 1,036.17	\$ 1,036.17
Humdinger Trail projects	67.25	28.50	\$ 1,995.12	2.25		\$ 53.60	\$ 2,048.72
<b>TOTALS</b>	<b>455.00</b>	<b>33.00</b>	<b>\$ 11,542.32</b>	<b>1,149.50</b>	<b>45.00</b>	<b>\$ 27,917.04</b>	<b>\$ 39,459.36</b>

2018 STOUDT TIME ACCOUNTING (GROUPED BY CATEGORY) YEAR-TO-DATE SUMMARY		
TASK	HOURS	COST W/ TAXES
Admin	497.50	\$ 11,961.00
Park/Trail Maintenance	124.25	\$ 2,969.04
Montour Preserve (grant eligible)	816.25	\$ 19,569.14
Montour Preserve (grant ineligible)	22.38	\$ 535.61
Columbia County Projects	43.50	\$ 1,036.17
Humdingler Trail Races	83.75	\$ 2,048.72
Special Projects / Events	55.88	\$ 1,339.69
<b>2019 YTD TOTALS</b>	<b>1,643.50</b>	<b>\$ 39,459.36</b>



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

### **GRANTS**

- **DCNR 'Heritage and Other Parks' Grant (Montour Preserve) (NO CHANGE SINCE LAST MEETING)**
  - Initial \$100,000 grant was twice amended to a total of \$300,000 and extended through 6/30/2020
    - As of 8/22, all funds have been expended (except that \$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)
    - Stoudt will submit grant materials and accounting records to Brewer and Associates for the required end-of-grant performance audit as soon as all grant-mandated items are verified as complete
- **DCED Marketing to Attract Tourists Grant (Montour Preserve)**
  - MARC on 4/15 received and deposited to a dedicated checking account the \$100,000 grant disbursement
    - to date, MARC has earned \$640.80 in interest on the grant funds
      - MARC must not spend interest earned on this grant; interest earned will have to be returned to DCED at the end of the grant
    - to date, MARC has spent:
      - \$30,000 on 5/8 for tractor purchase
      - \$49,147.75 combined for the HVAC systems replacement
    - \$20,852.25 remains earmarked in MARC's account for the remaining balance on the HVAC systems replacement and for the anticipated visitors' center roof repair
  - Additional work has been completed on the HVAC system replacement, with final work expected during the first week of November
  - Stoudt has sought estimates from three firms to repair the visitors' center roof
    - Stoudt will make a recommendation for selection of a contractor during this meeting
    - Work must be completed by December 20
- **Montour County 2019 Act 13 (Marcellus Legacy Fund) Grant (NO CHANGE SINCE LAST MEETING)**
  - 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 received and deposited by MARC on 7/5
  - grant funds are being used for MARC's 2019 general operations

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

### **MANAGED SITES**

- **Montour Preserve**

- Continued fair weather conditions have allowed staff to make excellent progress on repairing and maintaining trails and other site amenities
- MARC staff plan on October 30 to move the fishing pier and boat dock to winter storage
- MARC staff plan on October 31 to shut down the water systems in the Goose Cove and Heron Cove picnic areas
- Work continues on the replacement of the HVAC systems in the visitors' center and environmental education center
  - Stoudt anticipates work to be completed in November
- Stoudt has sought estimates from three firms to repair the visitors' center roof
  - Stoudt will make a recommendation for selection of a contractor during this meeting
  - Work must be completed by December 20
- Repairs to the lighting around the visitors' center / Environmental Education Center parking lot are anticipated during the week of October 28

- **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**

- Stoudt has consulted with the Montour County Conservation District regarding proposed trail work
  - Dave Decoteau, Elijah Evans and other volunteers will work to improve the Bullet Baby and adjacent trails when schedules and weather conditions allow

- **North Branch Canal Trail**

- Trail Steward Wayne Kashner has reported several items of concern in Cooper Township
  - Stoudt will consult the Montour County Conservation District to determine how best to proceed with a water drainage concern and will contact an adjacent landowner to address continued encroachment concerns

- **Hess Recreation Area**

- Ten volunteers contributed a total of 22 hours of volunteer service on October 12 as part of the Project LOVE work day
  - Stoudt and volunteers worked to improve the Mahoning Flats Trail network
- MARC thanks the Danville Borough Streets Department for continued assistance with maintenance of the park access road and adjacent road shoulder

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

### **OTHER UPDATES**

- Stoudt anticipates in early November opening registration for the 2020 Humdinger Trail Races

### **UPCOMING EVENTS AND MEETINGS**

- October 25 Night Wings (bats) (Montour Preserve)  
(<https://www.facebook.com/events/780482159035741/>)
- October 26 Preserve the Preserve fundraiser at Hawkins Chevrolet  
(<https://www.facebook.com/events/2428569000513733/>)
- November 9/10 Montour Preserve Wildlife Art Expo  
(<https://www.facebook.com/events/703770396788629/>)
- November 23 Wings Over Water (Montour Preserve)  
(<https://www.facebook.com/events/2582233878500588/>)
- December 7 Wings Over Water (Montour Preserve)  
(<https://www.facebook.com/events/2582233878500588/>)

## **MEMORANDUM OF UNDERSTANDING**

THIS MEMORANDUM OF UNDERSTANDING (“MOU”) is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2019, by and among the County of Montour (the “County”), the Montour Area Recreation Commission (“MARC”) and the Columbia-Montour Visitors Bureau (the “Visitors Bureau”) to memorialize the agreement among the parties that concerns the use of hotel tax revenue remitted from the County to the Visitors Bureau for tourism promotion within the County.

### **BACKGROUND**

**WHEREAS**, Governor Thomas W. Wolf signed Act 18 of 2016 into law, which amended The County Code and authorized the County to implement a Five Percent (5%) hotel tax as well as requiring other substantive amendments to the County hotel tax Ordinance; and

**WHEREAS**, the County currently has a Three Percent (3%) hotel tax; and

**WHEREAS**, the County, after deduction of the statutorily permitted administrative fee of Four Percent (4%) of the hotel tax revenue, remits the residual hotel tax revenue received to the recognized tourism promotion agency for the County; and

**WHEREAS**, the Visitors Bureau is the County’s recognized Tourism Promotion Agency; and

**WHEREAS**, MARC was incorporated on May 18, 2005 to maintain community parks and recreation services and facilities within the political boundaries of Montour County; and

**WHEREAS**, MARC's Strategic Plan states their vision is to make and promote Montour County, PA as a healthy and desirable place to live, work and play. MARC's mission shall be to:

1. (BUILD AND MAINTAIN) Improve the quality and quantity of outdoor recreational opportunities in and around Montour County, PA
2. (PARTNER) Collaborate with volunteers and public and private partners to create, maintain and promote an interconnected network of trails, parks, natural areas and other green spaces
3. (PROMOTE) Promote the economic, natural and cultural resources of our community
4. (FUND) Create an endowed funding source for the long-term operations of the Montour Area Recreation Commission, the Montour Preserve and the stewardship of Montour County's outdoor recreational resources
5. (ASSIST) Serve as a clearinghouse for information, technical and planning assistance related to outdoor recreation in and around Montour County.

**WHEREAS**, the Visitors Bureau, the County and MARC have mutually determined that the development, maintenance and enhancement of recreational facilities within Montour County is a project permitted under both 16 P.S. § 1770.10(d)(4) and (d)(5) that would promote tourism to the region; and



**WHEREAS**, the County intends to increase the hotel tax rate to the permitted Five Percent (5%) upon the understanding that the Visitors Bureau will allocate Twenty-Three Percent (23%) of such funds to the Montour County Commissioners Tourism Fund, and Forty Percent (40%) to support MARC's development, maintenance and enhancement of recreational facilities within Montour County; and

**WHEREAS**, the County, MARC and Visitors Bureau enter into this MOU to confirm the obligations of each party; and

**NOW, THEREFORE**, the Parties to this MOU mutually agree as follows:

1. Ordinance to Increase Hotel Tax Revenue. The County plans to enact an ordinance to increase the hotel tax rate provided under 16 P.S. §1770.10(b) from Three Percent (3%) to Five Percent (5%), as well as incorporating the amended provisions of the hotel tax included in Act 18 of 2016. The County, MARC and the Visitors Bureau mutually agree that the Twenty Three Percent (23%) allocation to the Montour County Commissioners' Tourism Fund and the Forty Percent (40%) allocation to MARC shall be limited to only initiatives authorized by Act 18 of 2016 and agreed to in this MOU, and no other hotel taxes received by the Visitors Bureau from the County will be requested by the County and/or MARC for the benefit of MARC.
2. Use of Hotel Tax Revenue. Once the County has undertaken the action item enumerated in Section 1, the Visitors Bureau agrees to allocate gross hotel tax revenue received from the County under 16 P.S. § 1770.10(d)(5), with Twenty Three Percent (23%) of such funds to the Montour County Commissioners Tourism Fund, and Forty Percent (40%) to MARC, within thirty (30) days of receiving the same from the County. The Visitors Bureau's obligation to provide the funds to MARC is contingent upon MARC submitting the grant paperwork in

accordance with Section 3 below. MARC shall provide the matching funds required by Act 18 of 2016 for the grants issued to MARC from the hotel tax revenue.

3. Grant Process. On an annual basis, MARC shall submit a written request to the Visitors Bureau for a grant for the funds covered by this MOU. The written request shall include a statement concerning the proposed use of the funds and specific references to the provision(s) of Act 18 of 2016 that authorize such use of funds. A copy of the MARC Grant Application form is attached to this document as Appendix A.
4. Grant Audit. MARC agrees to annually have an audit conducted using Generally Accepted Auditing Standards regarding the use of the funds granted by the Visitors Bureau to MARC for the purposes of determining if MARC has utilized the funds in accordance with the purposes stated in the grant request set forth in Section 3. MARC shall present the audit to the Visitors Bureau within one hundred twenty (120) days of the end of MARC's fiscal year.
5. Separate Entities and Authority. The three parties to this MOU hereby acknowledge that each entity is a separate legal entity independent of the other two entities. Each party shall have no authority over the operations of another party.
6. Certification of Visitors Bureau. During the existence of this MOU, the County agrees to maintain the certification of the Visitors Bureau as the County's official Tourism Promotion Agency.
7. Changes to MOU. The parties to this MOU may amend this Agreement at any time, by the mutual written agreement of the parties. This MOU may be terminated with one hundred eighty (180) days' notice by the County, Visitors Bureau or MARC.

## **APPENDIX A**

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**COLUMBIA MONTOUR VISITORS BUREAU  
MONTOUR AREA RECREATION COMMISSION  
GRANT APPLICATION FORM**

**GRANT TERM:** 01/01/20 - 01/01/20

**GRANT AMOUNT:** Per current executed MOU

**ORGANIZATION:** Montour Area Recreation Commission

**ADDRESS:** PO Box 456, Danville, PA 17821

**PROJECT MANAGER NAME:**

**PHONE #:**

**EMAIL:**

**TAX ID #:** 26-1859983

We do hereby attest that this project fulfills the following purpose as defined in Act 18 of 2016, pertaining to the Hotel Room Rental Tax, as enacted by the General Assembly of the Commonwealth of Pennsylvania:

- ☐ MARKETING THE AREA SERVED BY THE CMVB AS A LEISURE TRAVEL DESTINATION.
- ☐ MARKETING THE AREA SERVED BY THE CMVB AS A BUSINESS, CONVENTION OR MEETING TRAVEL DESTINATION.
- ☐ PROGRAMS, EXPENDITURES OR GRANTS THAT ARE DIRECTLY AND SUBSTANTIALLY RELATED TO TOURISM OR A BUSINESS, CONVENTION OR MEETING TRAVEL DESTINATION WITHIN MONTOUR COUNTY, AUGMENT AND DO NOT COMPETE WITH PRIVATE SECTOR TOURISM OR TRAVEL EFFORTS AND IMPROVE AND EXPAND MONTOUR COUNTY AS A DESTINATION MARKET AS DEEMED NECESSARY BY THE CMVB. GRANTS MAY NOT BE USED FOR SIGNAGE THAT PROMOTES A SPECIFIC PRIVATE ENTITY ON THE SITUS OF THAT ENTITY, EXCEPT WHERE THE SIGNAGE ALSO CARRIES THE LOGO OF THE CMVB.
- ☐ ANY OTHER TOURISM OR TRAVEL MARKETING OR PROMOTION PROGRAM, EXPENDITURE OR PROJECT THAT DOES NOT COMPETE WITH PRIVATE SECTOR TOURISM OR TRAVEL EFFORTS AS DEEMED NECESSARY BY THE CMVB.

This agreement is entered into by and between the Columbia Montour Visitors Bureau, 121 Papermill Road, Bloomsburg, PA 17815 (hereinafter "CMVB") and the Montour Area Recreation Commission, PO Box 456, Danville, PA 17821 (hereinafter "MARC").



MARC Grant Application Form

page 1 of 5

### MARC ACKNOWLEDGMENT OF TERMS AND CONDITIONS

The CMVB shall require an audit using Generally Accepted Auditing Standards to be presented by MARC to the CMVB within one hundred twenty (120) days of the end of MARC's fiscal year.

MARC hereby acknowledges the following grant terms and conditions:

1. Grant funds shall be used by MARC only for the purpose set forth in the MOU by and among the County of Montour, the Montour Area Recreation Commission and the Columbia Montour Visitors Bureau.
2. Grant funds shall not be used for political or sectarian religious purposes.
3. MARC shall assume all responsibility and the risk of operation related to programs supported by this grant. The CMVB's responsibility for the risk of operation under this agreement shall be limited to its own activities.
4. MARC shall carry all insurances as required by law.
5. MARC shall provide no less than a 25% match of cash, labor, equipment usage and/or other contributions. If the value of volunteer labor is to be used as partial match for this grant, MARC shall document such labor using copies of the form provided on Page 4 of this form. The value of in-kind labor shall be valued as published at:  
[https://www.independentsector.org/volunteer\\_time](https://www.independentsector.org/volunteer_time)
6. MARC shall retain receipts for all project expenses. Receipts must be provided to the CMVB at their request. Any claimed, undocumented expenses may be rejected by the CMVB and/or its auditors and deemed ineligible expenses. MARC shall be required to reimburse to the CMVB any expenses deemed ineligible.
7. In any publicity produced for events covered by this Agreement, in any program or similar item announcing or describing the events, or in any product such as a publication, book, catalog, film, videotape, exhibition or similar product assisted under this Agreement, MARC shall credit the Montour County Board of Commissioners and the Columbia-Montour Visitors Bureau in the following manner:



This project is supported by The Montour County Commissioners Tourism Fund, administered by the Columbia-Montour Visitors Bureau (CMVB). For more information, visit [www.iTourColumbiaMontour.com](http://www.iTourColumbiaMontour.com).



MARC Grant Application Form

page 2 of 5

We hereby acknowledge that we have been made aware of and agree to abide by these grant terms and conditions. We further acknowledge that failure to abide by these terms and conditions shall require our repayment to the Columbia-Montour Visitors Bureau some or all grant funds awarded to this project.

For MARC:

\_\_\_\_\_  
Project Manager Name (printed)

\_\_\_\_\_  
Witness Name (printed)

\_\_\_\_\_  
Project Manager (signature)

\_\_\_\_\_  
Witness (signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



MARC Grant Application Form

page 3 of 5

CMVB GRANT MATCH TRACKING FORM (USE ADDITIONAL COPIES AS NEEDED)				
DATE	FORM OF MATCH (LABOR, EQUIPMENT USAGE OR OTHER; PLEASE LIST VOLUNTEER/STAFF NAMES OR EQUIPMENT USED)	NUMBER OF HOURS (FOR LABOR OR EQUIPMENT USAGE)	HOURLY RATE (SEE PAGE 2)	TOTAL VALUE
TOTAL VALUE OF MATCH (MUST BE NO LESS THAN 25% OF GRANT)				





**COLUMBIA MONTOUR VISITORS BUREAU  
MONTOUR AREA RECREATION COMMISSION  
GRANT APPLICATION – CMVB REVIEW**

PROJECT NAME: \_\_\_\_\_

Date Proposal Considered by CMVB Board of Directors: \_\_\_\_\_

☐ Proposal Accepted

☐ Proposal Rejected

If rejected, reason for rejection: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For the Columbia Montour Visitors Bureau:

\_\_\_\_\_  
President, Board of Directors

\_\_\_\_\_  
Executive Director



MARC Grant Application Form

page 5 of 5

**INTENDING TO BE LEGALLY BOUND**, the parties hereto forth have set their hands below.

**COLUMBIA-MONTOUR VISITORS BUREAU**

\_\_\_\_\_  
Nancy N. Bishop, Board President

\_\_\_\_\_  
David E. Kurecian, Executive Director

**MONTOUR AREA RECREATION COMMISSION**

\_\_\_\_\_  
Michael B. Mills, Chairperson

\_\_\_\_\_  
Robert T. Stoudt, Director

**COUNTY OF MONTOUR**

Holly Brandon, Chief Clerk

Kenneth Holdren, Chairman

\_\_\_\_\_  
Dan Hartman, Vice-Chairman

\_\_\_\_\_  
Trevor Finn, Commissioner

## STOUDT EXPLANATION OF PROPOSED HOTEL TAX ALLOCATION PERCENTAGES

The Montour County Commissioners, CMVB and MARC are in agreement that the desired allocation of Montour County Hotel Taxes after January 1, 2020, would be as follows:

1. The Hotel Tax rate would be increased from 3% to 5%.
2. Montour County would continue to receive a 4% administrative fee of all collected hotel taxes, before the remainder of hotel tax funds would be remitted to the CMVB.
3. The revenues generated by the current 3% Montour County Hotel Tax (less the County's 4% administrative fee) are allocated as 60% to the Columbia Montour Visitors Bureau and 40% to the Montour County Commissioners Tourism Fund. It is proposed to keep these existing allocations intact for 3% of the 5% tax rate.
4. The additional revenues generated by the additional 2% tax would be allocated to MARC (through a grant process through the CMVB).

To simplify the recordkeeping, accounting and MOU language required to execute this desired scenario, Stoudt and Kurecian worked with recent tax values to establish baseline numbers.

Using the most recent values of:

\$8,367,000.00 average total taxable revenue

\$ 251,010.00 hotel taxes to be collected (at the existing 3% rate)

\$ 10,040.40 administrative fees retained by Montour County (at the existing 3% rate)

\$ 240,969.60 hotel taxes remitted by Montour County to CMVB

\$ 96,387.84 allocated by CMVB into Montour County Commissioners Tourism Fund (40% of hotel taxes after deduction of Montour County administrative fees)

\$ 144,581.76 allocated to (retained by) CMVB (60% of hotel taxes after deduction of Montour County administrative fees)

If the Montour County Hotel Tax rate is increased to 5% as proposed, the values would adjust to:

\$8,367,000.00 average total taxable revenue (unchanged)

\$ 418,350.00 hotel taxes to be collected (at new 5% rate; an increase of \$167,340)

\$ 16,734.00 administrative fees retained by Montour County (at the new 5% rate; an increase of \$6,693.60)

\$ 401,616.00 hotel taxes remitted by Montour County to the CMVB

3/5 (60%) (\$240,969.60) of the \$401,616.00 in hotel taxes remitted by Montour County to the CMVB would be split 60/40 as before, resulting in:

\$ 96,387.84 allocated by CMVB into Montour County Commissioners Tourism Fund (40% of hotel taxes after deduction of Montour County administrative fees)

\$ 144,581.76 allocated to (retained by) CMVB (60% of hotel taxes after deduction of Montour County administrative fees)

2/5 (40%) (\$160,646.40) of the \$401,616.00 in hotel taxes remitted by Montour County to the CMVB would be allocated to MARC, as administered through a CMVB grant.

To simplify the calculation process, recordkeeping and MOU language required to execute this desired scenario, it is proposed that the percentages be defined as:

**23% to the Montour County Commissioners Tourism Fund**

**40% to the MARC grant program**

**37% to the CMVB**



## **MONTOUR COUNTY / CMVB / MARC MEMORANDUM OF UNDERSTANDING FREQUENTLY ASKED QUESTIONS**

### **Why is this agreement being considered?**

The Montour County Commissioners and the Columbia-Montour Visitors Bureau (CMVB) are committed to resolving the long-term funding needs of the Montour Area Recreation Commission (MARC) so that MARC can adequately maintain and improve the Montour Preserve, Hess Recreation Area, Hopewell Park, North Branch Canal Trail, and other recreational facilities and programs under MARC's management. Doing so will enhance Montour County's quality of living by providing improved outdoor recreation, community health, and economic opportunities for the enjoyment of residents and visitors alike.

### **What is being proposed?**

Montour County proposes to increase the Montour County Hotel Tax from the current rate of 3% to 5%. The revenues generated by the current 3% Montour County Hotel Tax are allocated as 60% to the Columbia-Montour Visitors Bureau and 40% to the Montour County Commissioners Tourism Fund. It is proposed to keep these existing allocations intact while annually granting to MARC the new funds generated by the 2% increase, subject to the terms and conditions of the agreement.

### **Under what authority is this agreement being considered?**

Act 18 of 2016, pertaining to the Hotel Room Rental Tax, as enacted by the General Assembly of the Commonwealth of Pennsylvania and signed by Governor Thomas W. Wolf on April 20, 2016, provides the legal authority for the proposed tax increase. The legislation can be found online at: <https://www.legis.state.pa.us/cfdocs/Legis/LI/uconsCheck.cfm?txtType=HTM&yr=2016&sessInd=0&smthLwInd=0&act=18>

### **When will the new Hotel Tax rate take effect?**

The new Hotel Tax rate is expected to take effect January 1, 2020.

### **Is there precedent for such an agreement?**

Yes. The most relevant, local example is Union County. In 2018, Union County, the Union County Trail Authority, and the Susquehanna River Valley Visitors Bureau entered into an agreement to support the Union County Trail Authority's development, expansion, and operation of recreational bicycling and hiking trails. The proposed Montour County / CMVB / MARC agreement is modeled upon the Union County agreement.

### **How much new funding is this agreement expected to annually generate for MARC?**

Using the most recent nine-year period as guidance, it is anticipated that an average of \$167,000 in new funding will be generated. However, actual results will vary depending upon economic conditions and resultant numbers of hotel stays.



**How much annual funding does the CMVB and Montour County already provide to MARC?**

Montour County provides no Montour County taxpayer funding to MARC. However, the County does annually provide grant funding to MARC through funding it receives from the Commonwealth of Pennsylvania's Act 13 Marcellus Legacy Fund. In 2019, these grants totaled \$25,000. Additionally, MARC has regularly applied to the Montour County Commissioners Tourism Fund / CMVB for Tourism Fund grants to support races, special events, and special projects as might be grant eligible. In 2019, MARC applied for no such funds. In 2018, MARC applied for and received a total of \$5,000 in grants, of which \$3,000 was spent to advertise and promote River Towns Race Series events and \$2,000 to create and install new signage at parks, trails, and river access locations around Montour County.

**What happens if MARC no longer maintains the Montour Preserve and/or no longer needs so much support?**

The agreement requires an annual application by MARC for continued funding. In the event MARC can no longer justify continued funding, the CMVB may determine to reduce or eliminate funding. Additionally, the agreement may be amended at any time if deemed necessary and mutually agreed by Montour County, the CMVB and MARC or it may be terminated with 180 days' notice by Montour County, the CMVB, or MARC.

**Will this tax increase negatively impact hotels in Montour County?**

The Montour County Commissioners, CMVB, and MARC believe the tax increase will have a negligible impact on hotels and lodging establishments in Montour County, particularly as more counties throughout Pennsylvania make similar increases. Of the 57 counties in Pennsylvania eligible to adjust their hotel tax rates as authorized by Act 18 of 2016, 35 (63%) have already increased their tax rates (or are currently considering doing so), while 22 (37%) have not.

However, it cannot be stated with certainty that there will be no impact, whether positive or negative. As a result, it is the express purpose of the Montour County Commissioners, the CMVB, and MARC to most effectively utilize the new funding to improve and promote the attractiveness of the Montour Preserve and other MARC-operated properties to generate additional hotel stays and related economic activity. Doing so will improve business for hotels in Montour County, improve the county's quality of living, improve outdoor recreation and community health, and provide new economic opportunities for the residents of Montour County.

For more information:

Ken Holdren, Chairman, Montour County Commissioners  
[KHoldren@MontourCo.org](mailto:KHoldren@MontourCo.org) or (570) 284-4907

Otto Kurecian, Executive Director, Columbia-Montour Visitors Bureau  
[Kurecian@CMVB.com](mailto:Kurecian@CMVB.com) or (800) 847-4810

Bob Stoudt, Director, Montour Area Recreation Commission  
[RStoudt@MontourRec.com](mailto:RStoudt@MontourRec.com) or (570) 336-2060

Page 2 of 2

**DANVILLE AREA COMMUNITY FOUNDATION  
MONTOUR AREA RECREATION COMMISSION  
AGENCY ENDOWMENT FUND AGREEMENT**

THIS ORGANIZATION FUND AGREEMENT ("Agreement") is made this \_\_\_\_ day of October, 2019, among Danville Area Community Foundation (DACF), Central Susquehanna Community Foundation ("Central Susquehanna"), a community foundation, and the Montour Area Recreation Commission (MARC) ("Fundholder" and "Organization"), to establish an Agency Endowment Fund.

**1. Creation of the Fund.**

- (a) Initial Contribution. Fundholder hereby contributes \$\_\_\_\_\_ to Central Susquehanna to create the "Montour Area Recreation Commission Agency Endowment Fund" ("Fund"). The Fundholder or any other person may make a subsequent contribution to the Fund upon acceptance by Central Susquehanna.

**2. Purpose of Fund.**

- (a) The Fund's purpose is to provide funds to the Organization for the charitable purposes of the Organization so long as it is recognized by the Pennsylvania Department of State's Corporation Bureau as a Domestic Nonprofit Corporation under the Pennsylvania Nonprofit Corporation Law of 1988 (15 Pa. C.S. Section 5306) as a multi-governmental organization which is non-profit representing Montour County, Danville Borough, Washingtonville Borough, Riverside Borough, the Danville Area School District and other municipalities or entities that may join the organization. Monies from this fund shall support educational programming, special events, administrative expenses, and the construction and maintenance of parks, trails and open spaces in MARC's area of service. This shall include the Montour Preserve, located in Anthony Township, Montour County, for so long as MARC shall operate and maintain the site.
- (b) The DACF has an Affiliate Fund Agreement with the Central Susquehanna Community Foundation, pursuant to the Affiliate Fund Agreement, which Fundholder specifically authorizes, the rights and obligations of the DACF under this Agreement shall be transferred to and become the rights and obligations of Central Susquehanna so long as the Fund is held by Central Susquehanna pursuant to the Affiliate Fund Agreement.
- (c) This Agreement is subject to Central Susquehanna's authority to vary the terms of any gift to the Fund. As stated in Central Susquehanna's Articles of Incorporation, Central Susquehanna may modify any restriction or condition on the distribution of funds for any specified charitable purpose or to any specified organization if, in the sole judgment of the governing body (without necessity of court approval) such restriction or condition of the Fund's original Purpose (2.a.) becomes, in effect, unnecessary, incapable of fulfillment, or inconsistent with the charitable needs of the areas served.
- (d) Central Susquehanna shall not make any determination to make distributions for another purpose under subsection (b) above without having given at least 90 days prior written notice to the Fundholder. Notice shall be deemed sufficient if mailed certified mail, return receipt requested, to the last known address of the Fundholder, whether or not received or receipted by the Fundholder.

**3. Distributions from the Fund.**



- (a) Central Susquehanna shall make distributions from the Fund in accordance with a "Spending Policy" adopted by Central Susquehanna's Board of Directors each year for endowed component funds. The Spending Policy is designed to allow the assets to be invested on a "total return" basis to maintain and, if possible, increase the real value (as adjusted for inflation) of the fund over time, while at the same time providing a relatively steady and predictable level of funding for grantees. In addition, administrative fees are assessed quarterly, investment fees monthly, based on the fund balance. Fees are subject to change as considered necessary by Central Susquehanna's Board of Directors.
- (b) Montour Area Recreation Commission's Director and Board Officers will provide advice on distributions from the Fund and assist with growing assets of the Fund. The Director will serve as spokesperson.

**4. Administration.**

- (a) Central Susquehanna shall administer the Fund in accordance with the terms of this Agreement, under and subject to the Central Susquehanna's governing instruments, as amended from time to time, and in accordance with procedures for the administration of similar funds of Central Susquehanna, including charges for services. The Fund, and distributions from the Fund, shall be subject to the ultimate control and absolute discretion of Central Susquehanna.
- (b) No distribution from the Fund shall be made that will result in the exchange of goods and services and/or result in a material benefit to donor(s), advisor(s), or related parties.
- (c) No distribution from the Fund shall be made to individuals, including checks written directly to an individual or checks written to an entity for the benefit of a specified individual.
- (d) No distribution shall be made from the Fund to satisfy a pledge or other commitment of the Fundholder or any other person with right to advise Central Susquehanna.
- (e) The Fund is intended to be a component part of Central Susquehanna.
- (f) Any recipient of grants from the Fund shall be advised that such grants are from the Fund.
- (g) Financial reports shall be provided to the Organization upon reasonable request.

**5. Agreement Irrevocable; Limited Power of Amendment.** This Agreement is irrevocable. For the sole purpose of ensuring that the Fund qualifies as a component part of Central Susquehanna for federal tax purposes, Central Susquehanna shall have the power, acting alone, to modify the terms of this Agreement to the extent necessary to ensure such qualification.

**6. Controlling Law.** This Agreement shall be governed by the laws of the Commonwealth of Pennsylvania.

IN WITNESS WHEREOF, DACF, Central Susquehanna and Fundholder have executed this



**Agreement.**

**CENTRAL SUSQUEHANNA COMMUNITY FOUNDATION**

By: \_\_\_\_\_  
M. Holly Morrison, President and CEO

**DANVILLE AREA COMMUNITY FOUNDATION**

By: \_\_\_\_\_  
F. Kenneth Ackerman, President

**Montour Area Recreation Commission**

By: \_\_\_\_\_  
Robert Stoudt, Director

By: \_\_\_\_\_  
Tyler Dombroski, Treasurer

**Fund Representatives and Fund Statement recipients:**

MARC Director and Treasurer  
PO Box 456, Danville, PA 17821  
570-336-2060 (Robert Stoudt)  
[rstoudt@montourrec.com](mailto:rstoudt@montourrec.com)  
[tyler.dombroski@gmail.com](mailto:tyler.dombroski@gmail.com)



CENTRAL SUSQUEHANNA  
COMMUNITY FOUNDATION

Fund Establishment Form

**Type of Fund**

Donors may choose from several different fund options. Please indicate type of fund below:

Designated Fund (endowed)  
Donor Advised Fund (endowed)  
Field of Interest Fund (endowed)  
General Charitable Purpose /  
Unrestricted (endowed or non-endowed)

Scholarship Fund (endowed)  
Agency Endowment (endowed and/or  
non-endowed)  
Community Impact Fund (restrictions  
apply/non-endowed fund)

Name of Fund:

Is the establishing donor name requesting anonymity?      Yes      No

**Description of Gift**

The donor(s) hereby assigns, conveys, transfers and delivers to Central Susquehanna Community Foundation the following described property (types of gifts are referenced in the Foundation's Gift Acceptance and Acknowledge Policy):

Gift type:

Gift Amount:

Is this a testamentary gift?      Yes      No  
Would like to become a member of the Legacy Society?      Yes      No

**Purpose of Fund**

**Donor Information**

Funds may be established by one or more individuals, by corporations, or by nonprofit organizations. Please list donor information below and indicate the primary contact. For corporate and nonprofit organization donors, please indicate representatives, as the case may be, for the fund. Please attach additional sheets if necessary.

**Donor 1**

Name

Mailing Address

City, State, Zip

Home Phone

Cell Phone

Business Phone

Email

Date of Birth

Primary Contact?      Yes      No

**Advisor 1**

Are you working with a professional advisor?

Attorney

CPA

Financial Planner

N/A

Advisor's Name

Company Name

Mailing Address

City, State, Zip

Phone

Email

**Donor 2**

Name

Mailing Address

City, State, Zip

Home Phone

Cell Phone

Business Phone

Email

Date of Birth

**Advisor 2**

Are you working with a professional advisor?

Attorney

CPA

Financial Planner

N/A

Advisor's Name

Company Name

Mailing Address

City, State, Zip

Phone

Email

**For use in Foundation Publicity**

What factors (reasons/motives) influenced your gift and/or fund establishment?

Why did you choose the Central Susquehanna Community Foundation?

What specific results do you hope to see as a result of this fund establishment?

If this fund is established in memory/honor of an individual, please include the name and short biography.

What is the mission of your organization? (If applicable)

Does your organization have a website? (If applicable)

**Fund establishment information reviewed by:**

Donor / Fundholder

Date

(signature)

Foundation Staff

Date

(signature)

## Additional Information for all Funds

### Administration

Central Susquehanna Community Foundation will administer your gift and all subsequent contributions to the fund in accordance with its articles of incorporation and bylaws, and all resolutions and procedures in effect. All the provisions of the Foundation's articles of incorporation, bylaws, resolutions and procedures are incorporated into this agreement. You are welcome to review and discuss these documents with a member of the Foundation's staff.

Central Susquehanna Community Foundation's Board of Directors may adopt policies and procedures, including conflict of interest policies, for the administration and operation of the different types of funds administered by the Foundation. These policies may change. Your fund will be administered consistent with such policies and procedures.

### Distributions From Fund

Spending Policy for Endowed Funds. The Foundation sets its annual spending policy for permanent funds by applying a percentage, determined annually by the Board of Directors based on the recommendation of the Audit and Finance Committee, to a fund's average net balance. Average net balance is based on a rolling 16-quarter market value as determined by the Audit and Finance Committee. In determining the applicable percentage, the Audit and Finance Committee considers the Foundation's history, spending policies in place at other community foundations, and the foundation's responsibility to preserve the purchasing power of its permanent funds over time. The spending policy for 2019 is 4.25%. Funds must be at \$10,000 before the spending policy is enacted. An exception to this will be to allow supplemental gifts for scholarship awards not to exceed \$500 annually. The spending policy is the amount available that a fund can grant annually.

Distributions from Non-Endowed Funds. For non-endowed funds, all principal donations may be distributed in accordance with the fund agreement.

Restrictions on Grants from Funds and Prohibition of Benefits. Distributions from funds established at the Foundation will be made only if they are consistent with the Foundation's charitable purposes. Fund distributions will not be made for memberships, pledges, sponsorships, tickets, or for any purpose that would otherwise provide a benefit to the donor recommending the distribution. The Foundation will have ultimate authority to determine that all distributions from the fund are consistent with the Foundation's charitable purposes and are permissible under all laws, rules and regulations to which the Foundation is subject, including any conflict of interest policies in effect from time to time. Distributions from donor funds will not be made for political campaign or legislative activities. Grants are given to 501(c)(3) charitable organizations and government entities. Grants cannot be made to individuals.

### Fees

Funds established at the Foundation are subject to administrative and investment management fees, which are reviewed annually by both the Foundation's Board of Directors and Audit and Finance Committee. Current fees are noted under investment of assets and administrative fees (page 5). The Foundation reserves the right to change its fee structure at any time.

### Variance Power

Funds established at the Foundation are subject to the Foundation's "variance power," of its Bylaws, and as required by Section 1.170A-9(e)(11)(V)(B), (C) and (D) of the Treasury Regulations. The variance power gives the Foundation the sole authority to modify any donor restriction or condition on distributions from a fund for any specified charitable purpose or to any specific charitable organization if, in the sole judgment of the Foundation's board of directors, such restriction or condition becomes, in effect, unnecessary, incapable of fulfillment or inconsistent with the charitable needs of the community.

If it exercises the variance power, the Foundation's Board of Directors will exercise its sole judgment to select a similar use for the fund which it determines most closely approximates the original charitable intent of the fund.

#### **Irrevocability of Gift / Additional Gifts**

Your gift, described on page (1), and all of your subsequent contributions to the fund are irrevocable and are intended to qualify as charitable gifts for federal income tax purposes. Any person may make additional contributions to the fund at any time. All subsequent contributions to the fund will be administered consistent with the terms described in the fund agreement.

#### **Controlling Law**

**Tax Status of Funds.** Donor funds established at Central Susquehanna Community Foundation are component funds of the Foundation, a Section 501(c)(3) public charity. Accordingly, all contributions to the Foundation's funds are treated for tax purposes as irrevocable gifts to a Section 501(c)(3) public charity and generally are tax-deductible, subject to individual and corporate limitations.

#### **Investment of Assets**

All assets contributed to funds established at Central Susquehanna Community Foundation will be invested and reinvested in accordance with the Foundation's articles of incorporation and bylaws and the investment policies, practices and procedures adopted by the Foundation's Board of Directors. *The Foundation has final discretion regarding all investment decisions.* The Foundation may co-mingle the fund's assets with other Foundation assets and invest them together and allocate to the fund its proportionate share of total return.

For permanent endowment funds, the Foundation will invest and reinvest the fund's assets in a diversified portfolio intended to produce investment returns that will:

- provide reasonable funding for charitable distributions;
- increase the value of the fund at a rate greater than inflation, net of charitable distributions and expenses; and
- provide necessary funding to meet administrative expenses.

**Endowment funds** will be invested in our large pool.

**Non-endowed funds** have an option:            Large Pool (risk)            Money Market

An annualized investment fee, assessed monthly, has been averaging .40 of 1%.

#### **Administrative Fees**

Central Susquehanna Community Foundation charges endowed and pass-through funds a 1.5% administrative fee based upon their respective fund balances (exceptions noted below). This fee is charged to the funds quarterly and is calculated by taking the average fund balance from the last 16 quarters and multiplying that average by ¼ of 1.5%.

#### **Exceptions:**

- Non-endowed funds that were established more than one year ago will be charged an administrative fee of 1.5% of every gift/deposit to the fund.
- Fundraising events can occur two different ways for endowed and non-endowed funds: (1) Under the auspices of Central Susquehanna Community Foundation or (2) Independently. Funds holding a fundraising campaign under the auspices of the Foundation resulting in the collection and processing of numerous gifts will be charged an administrative fee of 5% for every



gift/deposit to the fund. Please refer to "services for endowed and non-endowed fundraising funds" below.

- Grant income: Fees will be negotiated on an annual basis as part of the budget provided to a government agency, or if no budget is required, with the agency running the program.
- EITC tax-credit program donations: The Foundation charges an 8% fee, but legally a higher fee may be charged according to the state program.
- Foundation initiatives: Fees will generally be waived for donations received by pass-through funds that represent Foundation sponsored initiatives (i.e. funds CCVIM, CSCF1, RELIEF, SAYF18).
- Community impact funds: Established at the Foundation by groups that want to undertake broad-based community fundraising to support their charitable work. These funds require extra administrative support beyond that typically given to the other kinds of funds at the Foundation, so we would need to have a discussion with you about your plans. Fees will be assessed at 5%.

#### **Administrative Services**

##### **Basic Services:**

- Fundholders have the option to invest into the Foundation investment pool where they receive the returns and benefits of being part of a larger pool or into the money market account.
- Acknowledgement letters provided within a reasonable timeframe to donors or upon receipt of all required processing information.
- Semi-annual fund statements detailing the fund balance and activity (i.e. income, expenses, gifts (name only) and grants) are provided to all fundholders.
- In addition to the semi-annual fund statement distribution and per the fundholder's request, donor information (name and address) can be forwarded more frequently within reason.
- Mailing labels can be furnished to fundholders for all donors to that fund upon request.
- Marketing benefits:
  - Fund and gift listing in annual report and other periodic mailings/publications (without gift amounts).
  - Presence on the Foundation website and online giving option.
- Assistance from the Foundation staff for planned giving to the fund within reason.
- Processing of grant and scholarship distributions requests.

#### **Additional Services**

Please refer to the Foundation's **Administrative Fees and Services Policy** for more information regarding additional services.

#### **Fundraising**

Prior to beginning any fundraising campaign or event, fundholders must review and follow required steps based on IRS regulations and best practices as outlined in the Central Susquehanna Community Foundation **Fundraising Policy**. Additional fees may apply.

#### **Fund Activity**

The following fund activity and distribution practices apply to funds that have more than \$10,000, the Foundation's minimum required balance to grant from an endowed fund (including donor advised funds), and funds that started below the minimum requirement with the intent to grow. If these guidelines ever conflict with federal law or state law, the relevant law controls.

A fund is considered active when there is regular communication between a donor (or named successors) and the Central Susquehanna Community Foundation regarding the existence and purpose of that fund. Examples of some of the activities that would deem a fund active include (but are not limited to):

- **Regular Grant Recommendations.** Donor advisor generally recommends grants at least annually to qualified charitable organizations. The amount of grantmaking can vary from year to year. Donor could also recommend grants to a specific qualified charitable organization over a period of 20 years so that the donor can monitor how the charitable organization performs, and to consider whether another organization would better achieve the donor's charitable objectives.
- **Developing a Specific Grant Program.** Donor advisor makes a substantial contribution to donor advised fund and refrains from recommending grants for a given initial period while the fund advisor consults with the Foundation or nonprofit and/or does his or her own research to determine what types of grants will best meet community needs and/or her philanthropic goals.
- **Long-term Giving Plan.** Donor advisor deliberately reduces the frequency or size of grant recommendations from fund, for example:
  - During his or her working years with the intention of increasing the donor advised fund balance to support grantmaking during his or her retirement, when the advisor expects his or her income to change.
  - A donor may want to build a fund over time so the donor's children can make grants later (the idea being the donor is leaving a charitable legacy for the next generation to administer).
- **Starter Fund:** Donor advised funds may need time to build the fund balance to make substantial grants to the community. Therefore, there may be no distributions made until the fund balance reaches the Foundation's minimum amount of \$10,000 to grant or a greater amount noted in donor file.
- **Specific Circumstances.** Donor advisor refrains from recommending grants for a number of years with the specific charitable goal of recommending a grant upon a specific occasion. Examples may include:
  - Donor is incapacitated with no successor advisor(s) named so the community foundation waits until the donor's death to distribute the fund according to the donor's original intent;
  - Fund has transitioned to named successor advisors but they are minors and no adult representative is named to represent them (so grants resume when successor advisors are adults);
  - Separation of donor advisors causing delay in fund advisement;
  - Grants are suspended during litigation involving a fund.

#### **Activating Grantmaking**

Should grant activity stop for more than a 3-year period, steps will be taken by the staff or the board to activate that fund. These steps may include such activities as:

- Notifying the fund advisor regularly and periodically (at least 3 times over a period of 3 years) to encourage the fund advisor to activate the fund.
- Distributing grants from the fund to qualified grant recipients that align with donor intent, but if the Foundation determines such intent is obsolete, incapable of being fulfilled, impractical, or inconsistent with the community's charitable needs, then exercise of the Central Susquehanna Community Foundation's overriding variance power to enable the Foundation to continue to use its resources to meet the needs of the community and to address the charitable purposes for which the funds were committed.
- Closing of a "starter" fund if the "starter fund" balance does not reach the Foundation's required minimum amount within a stated period of time, and, for example but not limited to, re-allocating of the fund proceeds to the Central Susquehanna Community Foundation's unrestricted fund or issuing the balance as a charitable grant to a qualified recipient.

#### **Grantmaking**

Grants are awarded to qualified, public 501(c)(3) charities classified under 509(a)(1) and 509(a)(2). The



Foundation utilizes IRS determination letters and Guidestar Charity Check to verify a potential grantee's tax status. All grants must benefit the residents and communities within the defined geographic boundaries of the fund. Please refer to the Foundation's Grantmaking Policy for more information regarding due diligence procedures and practices.

## **Additional Information by Fund Type**

### **Designated Funds**

Donors establishing a designated fund may direct that distributions from the fund be made to one or more charitable organizations described in Section 501(c)(3) of the Internal Revenue Code. Please indicate the organization(s) that you would like to receive distributions from the fund and the specific activity, if any, you wish to support.

### **Donor Advised Funds**

**Characteristics of Donor Advised Funds.** Donors establishing advised funds are encouraged to make recommendations regarding distributions from the fund for specific charitable purposes or to one or more charitable organizations. Donor advice will be considered only if offered in writing (including facsimile transmission or electronic correspondence) by an appropriate advisor(s) or successor advisor(s) to the fund, as designated in writing by the donor(s).

**Role of Advisors.** The Foundation welcomes the involvement and recommendations of its fundholders with respect to distributions from advised funds, but such recommendations are advisory only. The Foundation will have ultimate authority to determine that all distributions from the fund are permissible under all laws, rules and regulations to which the Foundation is subject. In evaluating recommendations for distributions from advised funds, the Foundation staff investigates all prospective grant recipients to ensure that they are organized and operated for charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code and reviews the recommended grantee's financial and program information.

In all cases of two or more advisors, the fundholder shall appoint a chairperson and all communications to and from Central Susquehanna Community Foundation will be through the chairperson. In any case where multiple advisors make conflicting recommendations regarding distributions from the fund that cannot be promptly resolved, the Foundation may independently initiate distributions from the fund.

Donor advised funds established by corporations or other organizations, rather than by individuals, are often advised by an appointed committee with a process of selecting new members. Any changes in

advisors to the fund must be made in writing by an officer or authorized representative of the corporation or other organization that established the fund.

#### **Scholarship Funds**

All scholarship awards must be given for charitable purposes, and selection of recipients must be made on an objective, non-discriminatory basis. There must be broad dissemination of eligibility requirements and application deadlines for scholarship awards. The Foundation makes scholarship grants on the basis of written criteria only to qualified educational institutions for the benefit of selected students.

Recipients of scholarships that benefit students attending or graduating from a specific school or district will generally be selected by a committee of school faculty, community members and a representative of the Foundation as appropriate. Scholarships not for students from a specific school but benefiting students from a specified geographic region or intended for a particular interest, field of study, or other specified criteria may require a special selection committee whose make-up will be determined by the Foundation in consultation with the donor.

In any case, donors or their family members may not make up the majority of any selection committee. There must be no benefit to a donor, relative of a donor, or individual selected solely by the donor.

Members of a selection committee must disclose any familial relationship with any applicant and must refrain from voting on that particular applicant.

The selection committee will observe the following guidelines:

- Applications will be reviewed and scholarship recipients selected in accordance with the written criteria established by the donor of each award.
- All qualified applicants will be considered.
- Financial need will be considered as appropriate to the specific scholarship.
- For each scholarship recipient selected, the name, home address, telephone number, social security number, institution that the student will attend, institutional address to which the scholarship check should be sent, and scholarship amount will be forwarded to the Foundation for confirmation and handling.

**Scholarship Selection.** Please indicate how you would like the scholarship award recipient(s) chosen. The Foundation Program Officer will communicate information to you annually regarding disbursements from your fund. Per your selection below, you will be contacted to participate in the selection process. If you would like to change your involvement in the process at any time, you may do so by communicating with the Foundation.

Yes, as the fundholder I would like to be involved in reviewing and selecting the recipient, in accordance with Foundation scholarship fund guidelines.

No, thank you, I would prefer not to be involved with the selection process

**Scholarship Presentation.** Please select one:

Yes, as the fundholder I would like the opportunity to present the scholarship at the school's award ceremony.

No, thank you, I would prefer not to present the award.

***Information Reviewed By:***

Donor:

Date:

(Signature)

CSCF Staff:

Date:

(Signature)

CSCF Fund Establishment Form September 2019 KGS

**DANVILLE AREA COMMUNITY FOUNDATION  
MONTOUR AREA RECREATION COMMISSION – WASHINGTONVILLE REVITALIZATION FUND  
NON-ENDOWMENT AGENCY FUND AGREEMENT**

THIS ORGANIZATION FUND AGREEMENT ("Agreement") is made this \_\_\_\_ day of October, 2019, among Danville Area Community Foundation (DACF), Central Susquehanna Community Foundation ("Central Susquehanna"), a community foundation, and the Montour Area Recreation Commission ("Fundholder"), to establish a Non-Endowed Agency Fund.

**1. Creation of the Fund.**

- (a) Background. Montour Area Recreation Commission (hereinafter 'Organization') provides for the promotion and maintenance of recreational facilities and activities in Washingtonville Borough, Montour County.
- (b) Initial Contribution. Fundholder hereby contributes \$\_\_\_\_\_ to Central Susquehanna to create the "Montour Area Recreation Commission – Washingtonville Revitalization Fund" ("Fund"). The Fundholder or any other person may make a subsequent contribution to the Fund upon acceptance by Central Susquehanna.

**2. Purpose of Fund.**

- (a) The Fund's purpose is to provide funds to the Organization for the charitable purposes of the Organization for Washingtonville Revitalization so long as it is recognized by the Pennsylvania Department of State's Corporation Bureau as a Domestic Nonprofit Corporation under the Pennsylvania Nonprofit Corporation Law of 1988 (15 Pa. C.S. Section 5306) as a multi-governmental organization which is non-profit representing Montour County, Danville Borough, Washingtonville Borough, Riverside Borough and the Danville Area School District. This Fund will support the revitalization efforts of Washingtonville including park improvement, publicly accessible sites, and outdoor recreational opportunities.
- (b) The DACF has an Affiliate Fund Agreement with the Central Susquehanna Community Foundation, pursuant to the Affiliate Fund Agreement, which Fundholder specifically authorizes, the rights and obligations of the DACF under this Agreement shall be transferred to and become the rights and obligations of Central Susquehanna so long as the Fund is held by Central Susquehanna pursuant to the Affiliate Fund Agreement.
- (c) This Agreement is subject to Central Susquehanna's authority to vary the terms of any gift to the Fund. As stated in Central Susquehanna's Articles of Incorporation, Central Susquehanna may modify any restriction or condition on the distribution of funds for any specified charitable purpose or to any specified organization if, in the sole judgment of the governing body (without necessity of court approval) such restriction or condition of the Fund's original Purpose (2.a.) becomes, in effect, unnecessary, incapable of fulfillment, or inconsistent with the charitable needs of the areas served.
- (d) Central Susquehanna shall not make any determination to make distributions for another purpose under subsection (b) above without having given at least 90 days prior written notice to the Fundholder. Notice shall be deemed sufficient if mailed certified mail, return receipt requested, to the last known address of the Fundholder, whether or not received or receipted by the Fundholder.

**3. Distributions from the Fund.**

- (a) Central Susquehanna shall make distributions from the Fund after consultation with the Organization, distribute any or all of the Fund for the original Purpose (2.(a.)), subject to any condition placed upon a contribution by a Fundholder thereof.

**4. Administration.**

- (a) Central Susquehanna shall administer the Fund in accordance with the terms of this Agreement, under and subject to the Central Susquehanna's governing instruments, as amended from time to time, and in accordance with procedures for the administration of similar funds of Central Susquehanna, including charges for services. The Fund, and distributions from the Fund, shall be subject to the ultimate control and absolute discretion of Central Susquehanna.
- (b) No distribution from the Fund shall be made that will result in the exchange of goods and services and/or result in a material benefit to donor(s), advisor(s), or related parties.
- (c) No distribution from the Fund shall be made to individuals, including checks written directly to an individual or checks written to an entity for the benefit of a specified individual.
- (d) No distribution shall be made from the Fund to satisfy a pledge or other commitment of the Fundholder or any other person with right to advise Central Susquehanna.
- (e) The Fund is intended to be a component part of Central Susquehanna.
- (f) Any recipient of grants from the Fund shall be advised that such grants are from the Fund.
- (g) Financial reports shall be provided to the Organization upon reasonable request.

**5. Agreement Irrevocable; Limited Power of Amendment.** This Agreement is irrevocable. For the sole purpose of ensuring that the Fund qualifies as a component part of Central Susquehanna for federal tax purposes, Central Susquehanna shall have the power, acting alone, to modify the terms of this Agreement to the extent necessary to ensure such qualification.

**6. Controlling Law.** This Agreement shall be governed by the laws of the Commonwealth of Pennsylvania.

IN WITNESS WHEREOF, DACF, Central Susquehanna and Fundholder have executed this Agreement.

CENTRAL SUSQUEHANNA COMMUNITY FOUNDATION

By: \_\_\_\_\_  
M. Holly Morrison, President and CEO



DANVILLE AREA COMMUNITY FOUNDATION

By: \_\_\_\_\_  
F. Kenneth Ackerman, President

Montour Area Recreation Commission

By: \_\_\_\_\_  
Robert Stoudt, Director

By: \_\_\_\_\_  
Tyler Dombroski, Treasurer

**Fund Representatives and Fund Statement recipients:**

MARC Director and Treasurer  
PO Box 456, Danville, PA 17821  
570-336-2060 (Robert Stoudt)  
[rstoudt@montourrec.com](mailto:rstoudt@montourrec.com)  
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