



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

## **February 24, 2020 Regular Meeting Agenda**

7:00pm – Montour County building 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 - 17**)
  - Stoudt expense approvals
- 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 18**)**

### **Maintenance Technician's Report (Denny Piatt) (**page 18**)**

### **Director's Report (Bob Stoudt) (**pages 19 - 26**)**

- Update on DCNR Montour Preserve grant audit and close-out (**pages 27 – 39**)

### **Old Business**

### **New Business**

- Closure of DCNR Montour Preserve Grant checking account
- Termination of Development Advisory Committee
- Creation of Mountain Biking Advocacy Group (Advisory Committee) (**page 48**)
- Youth in Philanthropy grant applications for DeLong Park and Hopewell Park Pump Track
- AARP Community Challenge grant application
- Montour Preserve USDA APHIS Wildlife Control 2020 Agreement (**pages 44 – 47**)
- Hopewell Park parking lot repairs (**pages 40 - 41**)
- Hess Recreation Area parking lot repairs (**page 42**)

### **Other Items**

### **Adjournment**

*next meeting March 23*

## 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
				2020 beginning balance			5.63

NO ACTIVITY SINCE LAST MEETING

## 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
				2020 beginning balance				-

NO ACTIVITY SINCE LAST MEETING (ZERO BALANCE)

## 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	1/31/20		1/1 - 1/31/20	interest	interest		5.02	2,991.13



## MARC 2020 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	1/23/20		1/1/20 - 1/31/20	Amazon.com (stainless steel solder and flux to repair sugar shack storage tank)	Montour Preserve (maintenance/misc)		27.53		15,289.26
debit card	1/23/20		1/1/20 - 1/31/20	Clark's Ag Center (drill bits and lubricant)	Montour Preserve (maintenance/misc)		16.50		15,272.76
debit card	1/23/20		1/1/20 - 1/31/20	Best Line Equipment (drive shaft for Bobcat)	Montour Preserve (maintenance/misc)		218.39		15,054.37
6237	1/27/20			Dennis Piatt (payroll 1/5 - 1/18)	payroll - Piatt		399.73		14,654.64
6238	1/27/20			Jon Beam (payroll 1/5 - 1/18)	payroll - Beam		317.45		14,337.19
6239	1/27/20			Lesley Yeich (payroll 1/5 - 1/18)	payroll - Yeich		13.14		14,324.05
6240	1/27/20			Robert Stoudt (payroll 1/5 - 1/18)	payroll - Stoudt		1,400.23		12,923.82
6241	1/27/20			MePush, Inc. (website hosting)	\$49.50 Montour Preserve (website); \$49.50 misc. expenses		99.00		12,824.82
6242	1/27/20			Verizon (telephone)	Montour Preserve (telephone)		109.97		12,714.85
6243	1/27/20			PPL Electric Utilities	Montour Preserve (electricity)		978.67		11,736.18
6244	1/27/20			PPL Electric Utilities	Montour Preserve (electricity)		44.62		11,691.56
6245	1/27/20			PPL Electric Utilities	Montour Preserve (electricity)		32.13		11,659.43
6246	1/27/20			PPL Electric Utilities	Montour Preserve (electricity)		857.14		10,802.29
6247	1/27/20			Williamsport Electric, Inc. (Montour Preserve visitors' center parking lot lights repair)	Montour Preserve (maintenance/misc)		1,301.54		9,500.75
automatic payment	1/31/20		1/1/20 - 1/31/20	PA Dept. of Revenue (December payroll taxes)	payroll taxes		134.90		9,365.85
automatic payment	1/31/20		1/1/20 - 1/31/20	PA UC Fund (Q4 payroll taxes)	payroll taxes		102.89		9,262.96
automatic payment	1/31/20			Danville Earned Income Tax Office (Q4 payroll taxes)	payroll taxes		299.98		8,962.98
deposit	1/31/20		1/1/20 - 1/31/20	deposit	\$575 Montour Preserve pavilion reservations; \$30 Montour Preserve donations; \$300 Hess Field users' fee; \$250 Hess Field security deposit; \$1,850 Humdinger registration fees; \$20 Washingtonville Revitalization donation			3,025.00	11,987.98
interest	1/31/20		1/1/20 - 1/31/20	interest earned 1/1 - 1/31/20	interest			1.52	11,989.50
debit card	2/3/20			VistaPrint (blankets for Humdinger awards)	Humdinger (awards/prizes)		312.89		11,676.61
debit card	2/3/20			Amazon.com (skillets, wooden spoons, batteries, table cloths, urinal blocks, cow bells, paper towels)	\$87.96 Hess Recreation Area (maintenance); \$137.33 Humdinger (awards/prizes); \$58.31 Humdinger (misc. supplies); \$67.38 Montour Preserve (maintenance); \$157.71 Montour Preserve (programming supplies)		508.69		11,167.92
automatic deposit	2/4/20			Eventbrite (Montour Preserve pancake breakfast tickets)	Montour Preserve (pancake breakfast)			621.10	11,789.02
debit card	2/6/20			Roth Sugar Bush (maple sugaring supplies)	Montour Preserve (programming supplies)		184.63		11,604.39

**CONTINUED NEXT PAGE**



## MARC 2020 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
6248	2/13/20			PPL Electric Utilities (Hess Recreation Area)	Hess Recreation Area		39.10		11,565.29
6249	2/13/20			Dennis Piatt (payroll 1/19 - 2/1)	payroll - Piatt		407.02		11,158.27
6250	2/13/20			Jon Beam (payroll 1/19 - 2/1)	payroll - Beam		306.34		10,851.93
6251	2/13/20			Robert Stoudt (payroll 1/19 - 2/1)	payroll - Stoudt		1,530.95		9,320.98
6252	2/13/20			Ted Heaps Container Service (trash removal)	\$125 Montour Preserve (trash); \$65 Hess Recreation Area		190.00		9,130.98
6253	2/13/20			Dennis Piatt (expense reimbursement for US Supply Co. purchase of toilet seats and felt rings)	Montour Preserve (maintenance/misc)		135.11		8,995.87
6254	2/13/20			Susan Shultz, CPA (quarterly accounting fee)	accounting		385.00		8,610.87
6255	2/13/20			MePush, Inc. (website hosting)	\$49.50 Montour Preserve (website); \$49.50 misc. expenses		99.00		8,511.87
6256	2/13/20			Columbia-Montour Visitors Bureau (annual dues)	dues & subscriptions		74.00		8,437.87
6257	2/13/20			Ellen Amalfitano (Humdinger student refund)	Humdinger (refund)		10.00		8,427.87
6258	2/13/20			Jamie Brubaker Hall (Humdinger student refund)	Humdinger (refund)		10.00		8,417.87
6259	2/13/20			Amanda Young (Humdinger student refund)	Humdinger (refund)		10.00		8,407.87
6260	2/13/20			Michele Stout (Humdinger student refund)	Humdinger (refund)		10.00		8,397.87
6261	2/17/20			Lauren Sovinsky-Goodlavage (reimbursement for Washingtonville Revitalization expenses)	Washingtonville Revitalization		28.06		8,369.81
6262	2/17/20			Verizon (telephone)	Montour Preserve (telephone)		104.97		8,264.84
6263	2/17/20			BMI (music licensing fee)	dues & subscriptions		364.00		7,900.84
automatic payment	2/18/20			PA Dept. of Revenue (January payroll taxes)	payroll taxes		127.54		7,773.30
automatic payment	2/18/20			US Treasury (January payroll taxes)	payroll taxes		861.62		6,911.68
6264	2/18/20			Dennis Piatt (payroll 2/2 - 2/15)	payroll - Piatt		347.53		6,564.15
6265	2/18/20			Jon Beam (payroll 2/2 - 2/15)	payroll - Beam		236.03		6,328.12
6266	2/18/20			Robert Stoudt (payroll 2/2 - 2/15)	payroll - Stoudt		1,768.48		4,559.64
debit card	2/20/20			Clark's Ag Center (chainsaw chain sharpening, oil, WD40)	Montour Preserve (maintenance/misc)		61.88		4,497.76
debit card	2/20/20			Valero (diesel fuel for tractor)	Montour Preserve (maintenance/misc)		31.91		4,465.85
deposit	2/21/20			deposit (withdrawal from CSCF Montour Preserve Fund)	Montour Preserve			50,000.00	54,465.85



**CORPORATE OFFICE**  
1985 MONTAUR BLVD.  
P.O. BOX 159  
DANVILLE, PA 17821-0159

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DANVILLE PA 17821

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Statement Period: 01/01/2020-01/31/2020

Page 1 of 3

### Summary of Accounts:

	Ending Balance	YTD Dividend	Member Number: 584727
<b>Savings</b>			
01 - REGULAR SAVINGS	5.63	0.00	
40 - CHECKING	18,508.44	1.52	
41 - DCNR GRANT CHECKING	0.00	0.00	
42 - DCED GRANT CHECKING	2,991.13	5.02	
<b>Total</b>	<b>21,505.20</b>	<b>6.54</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
Jan 1		Balance Forward			5.63
Jan 31		Ending Balance			5.63

#### **ID 40 CHECKING**

Trans	Eff Date	Transaction	Deposit	Withdrawal	Balance
Jan 1		Balance Forward			19,249.03
Jan 3		Draft 6217		-107.72	19,141.31
Jan 3		Processed Check - VERIZON FINANCIA TYPE: PAYMENTS ID: 7204096069			
Jan 3		Draft 6219		-39.64	19,101.67
Jan 3		Draft 6214		-72.25	19,029.42
Jan 6		Draft 6213		-231.66	18,797.76
Jan 6		Draft 6212		-413.35	18,384.41
Jan 7		Draft 6218		-920.00	17,464.41
Jan 9		Withdrawal POS #195264		-252.23	17,212.18
Jan 13		AMAZON.COM*IG6021MK3 SEATTLE WA			
Jan 13		Withdrawal Debit Card		-178.43	17,033.75
Jan 13	Jan 14	1/11 COLES HARDWARE - DANVILLE DANVILLE PA			
Jan 13		Withdrawal POS #513904		-116.43	16,917.32
Jan 14		AMAZON.COM*JJ37D1K43 SEATTLE WA			
Jan 14		Withdrawal POS #149093		-241.35	16,675.97
Jan 14		AMAZON.COM*1U02Z2UR3 SEATTLE WA			
Jan 14		Withdrawal POS #469495		-50.08	16,625.89
Jan 14		WEIS MARKETS 010 140 Continental Bouleva DANVILLE PA			
Jan 14		Deposit by Check	4,666.00		21,291.89
Jan 15		Withdrawal ACH IRS		-919.26	20,372.63
Jan 15		TYPE: USATAXPYMT ID: 3387702000 CO: IRS			
Jan 15		Draft 6220		-100.00	20,272.63
Jan 15		Draft 6224		-885.82	19,386.81
Jan 16	Jan 17	Recurring Withdrawal Bill Payment #925854		-36.34	19,350.47
Jan 16		DNH*GODADDY.COM 480-5058855 AZ			
Jan 17		Withdrawal Debit Card		-14.60	19,335.87
Jan 17		1/16 CLARKS AG CENTER TURBOTVILLE PA			

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Member Number: 584727 Statement Period: 01/01/2020-01/31/2020

Page 2 of 3

### ID 40 CHECKING - Continued

Trans	Eff Date	Transaction	Deposit	Withdrawal	Balance
Jan 17		Draft 6226		-65.55	19,270.32
Jan 17	Jan 18	Withdrawal POS #768807		-66.22	19,204.10
		AMAZON.COM*ZH3650N03 SEATTLE WA			
Jan 18		Withdrawal Debit Card		-52.32	19,151.78
		1/16 TURBOTVILLE GREAT VAL TURBOTVILLE PA			
Jan 21	Jan 22	Draft 6223		-26.26	19,125.52
Jan 21	Jan 22	Draft 6230		-32.63	19,092.89
Jan 21	Jan 22	Draft 6228		-43.94	19,048.95
Jan 21	Jan 22	Draft 6222		-135.50	18,913.45
Jan 21	Jan 22	Draft 6225		-190.00	18,723.45
Jan 21	Jan 22	Draft 6221		-232.80	18,490.65
Jan 21	Jan 22	Draft 6229		-539.13	17,951.52
Jan 21	Jan 22	Draft 6227		-905.15	17,046.37
Jan 24		Withdrawal Debit Card		-16.50	17,029.87
		1/23 CLARKS AG CENTER TURBOTVILLE PA			
Jan 24		Draft 6234		-49.95	16,979.92
Jan 24		Draft 6231		-363.00	16,616.92
Jan 25		Withdrawal Debit Card		-218.39	16,398.53
		1/23 BEST LINE EQ MUNCY 010110 570-5468422 PA			
Jan 23	Jan 27	Withdrawal POS #992484		-27.53	16,371.00
		AMAZON.COM*P45XD6IM3 SEATTLE WA			
Jan 27		Draft 6233		-44.10	16,326.90
Jan 27		Draft 6232		-47.19	16,279.71
Jan 28		Draft 6235		-560.00	15,719.71
Jan 31		Withdrawal ACH UNEMP COMP EFT		-102.89	15,616.82
		TYPE: PADLIUCCON ID: 1236003133 CO: UNEMP COMP EFT			
Jan 31		Withdrawal ACH COMMWLTHOFPA INT		-134.90	15,481.92
		TYPE: PAEMPLOYTX ID: 1236003133 CO: COMMWLTHOFPA INT			
Jan 31		Certified Draft 0000006240 for \$1,400.23			
Jan 31		Deposit by Check	3,025.00		18,506.92
Jan 31		Deposit Dividend Dividend Post	1.52		18,508.44
Jan 31		Annual Percentage Yield Earned 0.100% from 01/01/2020 through 01/31/2020			
Jan 31		<b>Ending Balance</b>			<b>18,508.44</b>
		<b>Total Deposits 7,692.52</b>			
		<b>Total Withdrawals 8,433.11</b>			

### Drafts for 40 - CHECKING

Date	Draft Number	Amount	Date	Draft Number	Amount	Date	Draft Number	Amount
Jan 6	□ 6212	413.35	Jan 22	□ 6222	135.50	Jan 22	□ 6229	539.13
Jan 6	□ 6213	231.66	Jan 22	□ 6223	26.26	Jan 22	□ 6230	32.63
Jan 3	□ 6214	72.25	Jan 15	□ 6224	885.82	Jan 24	□ 6231	363.00
Jan 3	□ 6217*	107.72	Jan 22	□ 6225	190.00	Jan 27	□ 6232	47.19
Jan 7	□ 6218	920.00	Jan 17	□ 6226	65.55	Jan 27	□ 6233	44.10
Jan 3	□ 6219	39.64	Jan 22	□ 6227	905.15	Jan 24	□ 6234	49.95
Jan 15	□ 6220	100.00	Jan 22	□ 6228	43.94	Jan 28	□ 6235	560.00
Jan 22	□ 6221	232.80						

\* denotes skipped sequence

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

### ID 41 DCNR GRANT CHECKING

Trans	Eff Date	Transaction	Deposit	Withdrawal	Balance
Jan 1		Balance Forward			0.00
Jan 31		Ending Balance			0.00

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**Member Number:** 584727  
**Statement Period:** 01/01/2020-01/31/2020

Page 3 of 3

	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
Jan 1		Balance Forward			13,822.41
Jan 10		Draft 104		-10,836.30	2,986.11
Jan 31		Deposit Dividend Dividend Post	5.02		2,991.13
		Annual Percentage Yield Earned 0.970% from 01/01/2020 through 01/31/2020			
Jan 31		Ending Balance			2,991.13
		Total Deposits 5.02			
		Total Withdrawals 10,836.30			

#### Drafts for 42 - DCED GRANT CHECKING

Date	Draft Number	Amount	Date	Draft Number	Amount	Date	Draft Number	Amount
Jan 10	□ 104	10,836.30						

\* 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 1/31/2020

ending balance from 1/31/20 bank statement	\$ 21,505.20
deposits not yet posted (detailed below)	\$ -
subtotal	\$ 21,505.20
withdrawals not yet cleared (detailed below)	\$ 6,518.94
calculated balance (should agree with actual combined balance)	\$ 14,986.26
balance (savings account ID01)	\$ 5.63
balance (checking account ID40)	\$ 11,989.50
balance (DCNR grant checking account ID41)	\$ -
balance (DCED grant checking account ID42)	\$ 2,991.13
actual combined balance	\$ 14,986.26
difference	\$ -

### DEPOSITS NOT YET POSTED

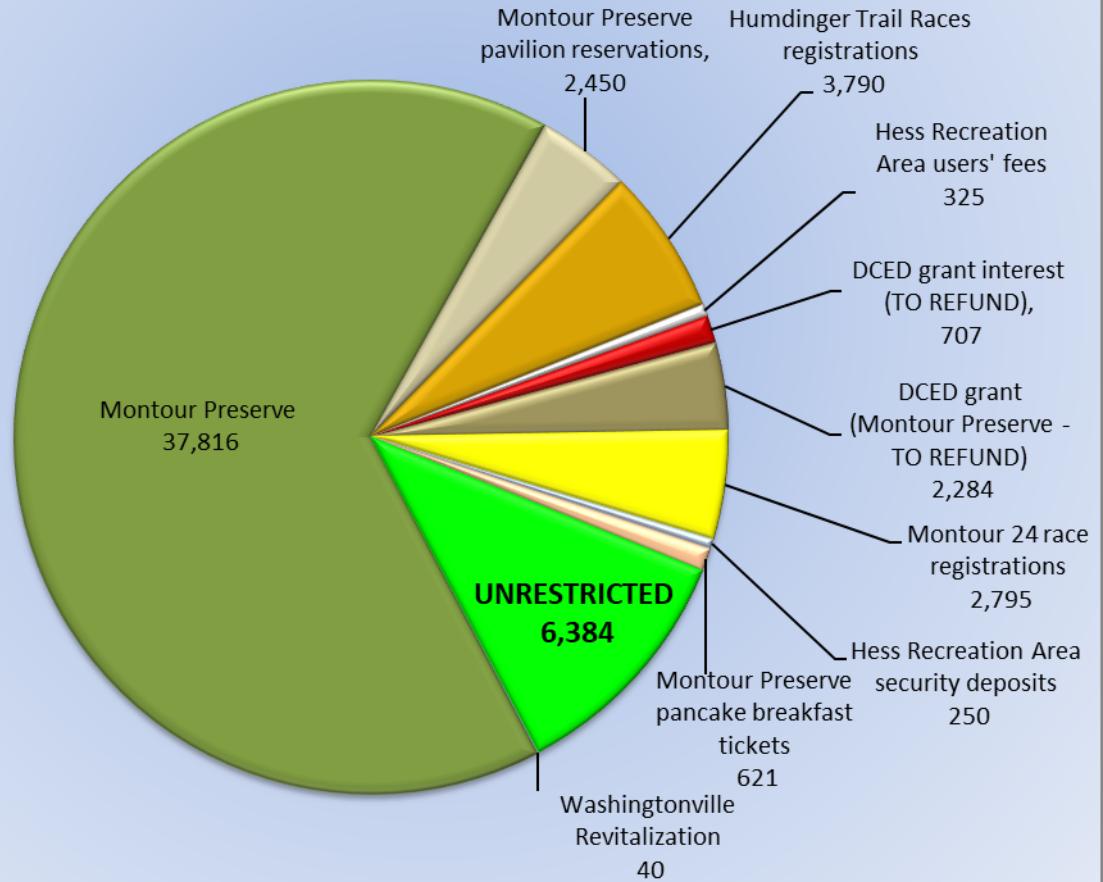
TRANSACTION DATE	CHECK #	DESCRIPTION OF TRANSACTION	AMOUNT
		<b>TOTAL</b>	<b>\$ -</b>

### WITHDRAWALS NOT YET CLEARED

TRANSACTION DATE	CHECK #	DESCRIPTION OF TRANSACTION	AMOUNT
09/30/19	6151	Starr Portables (Montour Preserve restrooms pumping and disposal)	450.00
01/20/20	6236	Johnson Controls Security Solutions (Montour Preserve security system Q1 monitoring)	215.34
01/27/20	6237	Dennis Piatt (payroll 1/5 - 1/18)	399.73
01/27/20	6238	Jon Beam (payroll 1/5 - 1/18)	317.45
01/27/20	6239	Lesley Yeich (payroll 1/5 - 1/18)	13.14
01/27/20	6240	Robert Stoudt (payroll 1/5 - 1/18)	1,400.23
01/27/20	6241	MePush, Inc. (website hosting)	99.00
01/27/20	6242	Verizon (telephone)	109.97
01/27/20	6243	PPL Electric Utilities	978.67
01/27/20	6244	PPL Electric Utilities	44.62
01/27/20	6245	PPL Electric Utilities	32.13
01/27/20	6246	PPL Electric Utilities	857.14
01/27/20	6247	Williamsport Electric, Inc. (Montour Preserve visitors' center parking lot lights repair)	1,301.54
01/31/20	automatic payment	Danville Earned Income Tax Office (Q4 payroll taxes)	299.98
		<b>TOTAL</b>	<b>\$ 6,518.94</b>



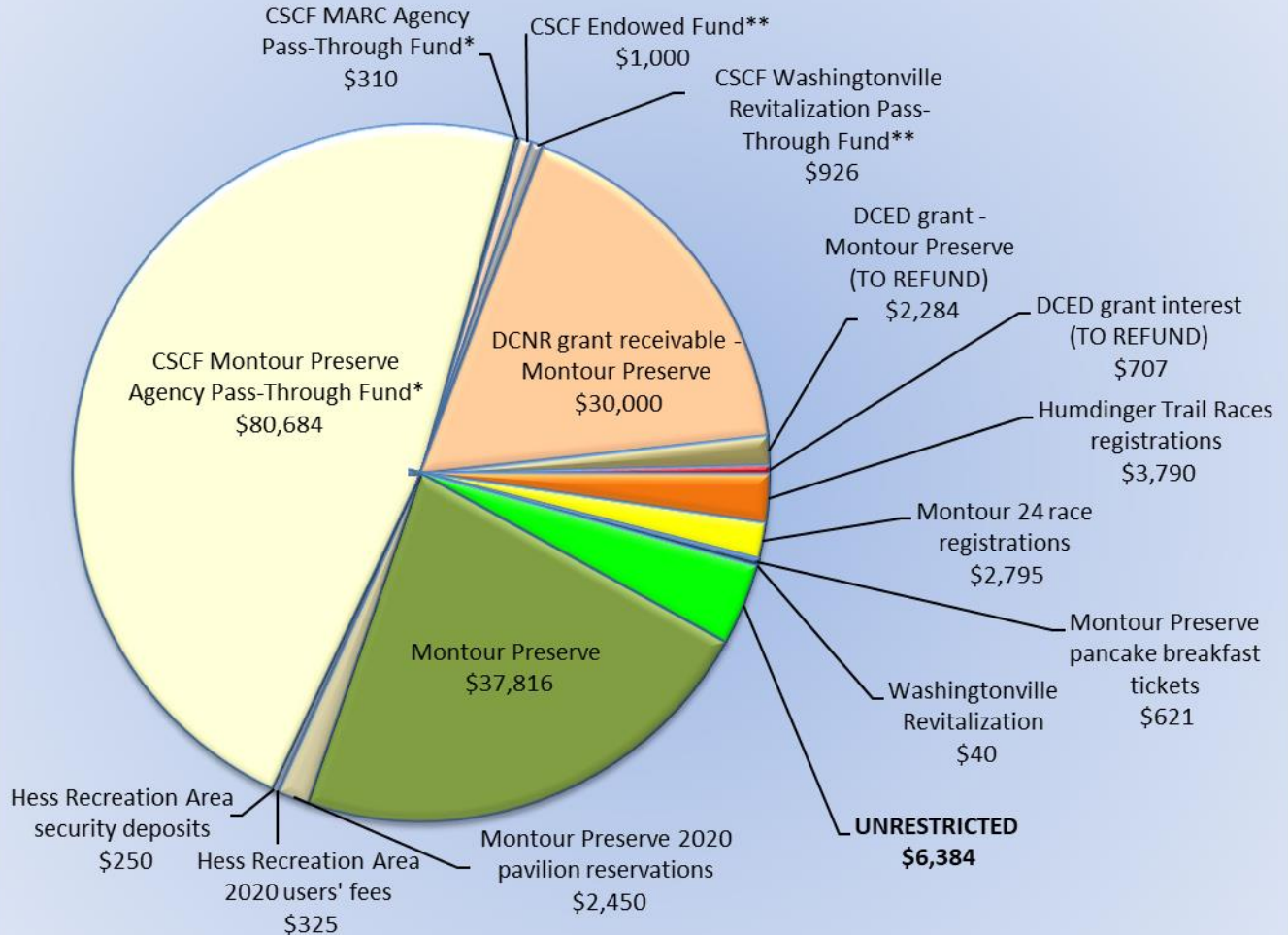
**MARC FUNDS EARMARKS AS OF 2/21/20**  
**COMBINED ACCOUNT BALANCE: \$57,462.61**  
**(INCLUDES SAVINGS, DCNR AND DCED GRANT CHECKING**  
**ACCOUNTS, AND GENERAL CHECKING ACCOUNT;**  
**EXCLUDES CSCF FUNDS AND GRANTS RECEIVABLE)**



ACCOUNTS RECEIVABLE	
Geisinger 2020 annual contribution	25,000
DCNR Montour Preserve grant close-out payment	30,000
	55,000

## MARC TOTAL ASSETS AS OF 2/21/20

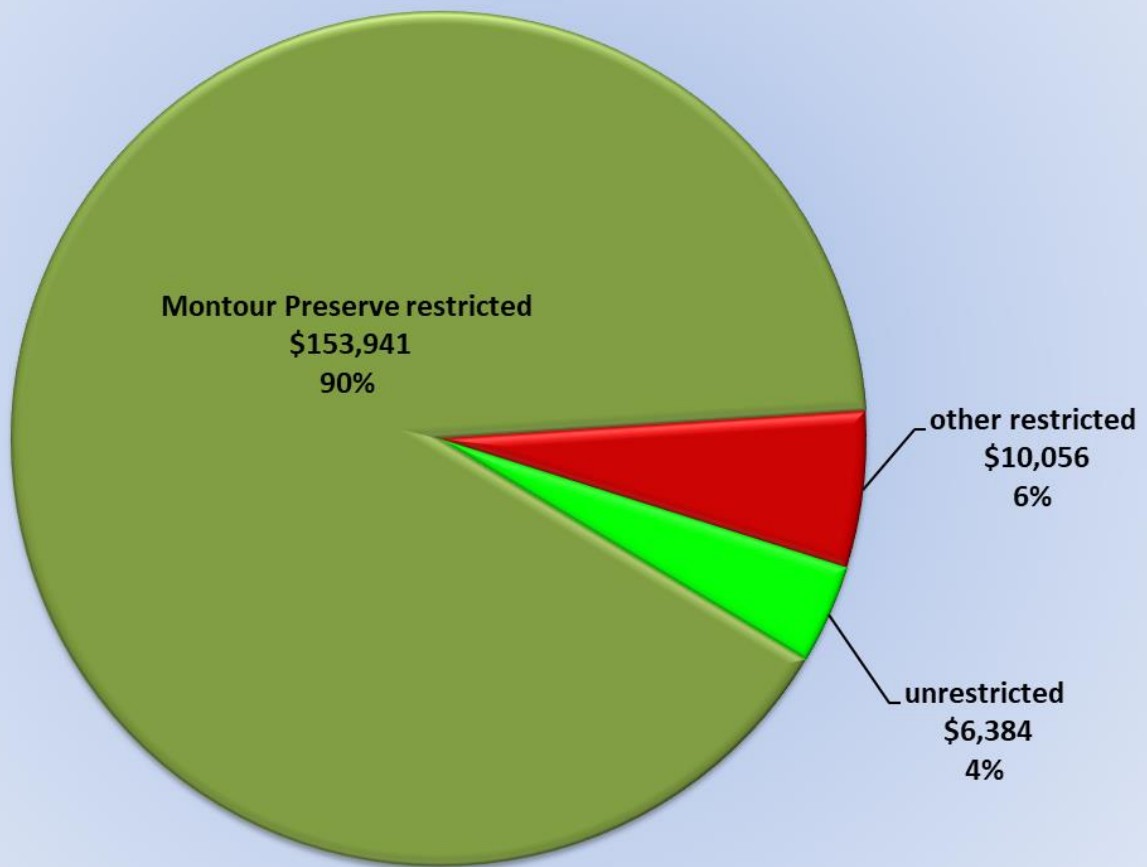
### COMBINED VALUE: \$170,382



**NOTES:** \* CSCF Montour Preserve Agency Pass-Through Fund and MARC Agency Pass-Through Fund balances include contributions as of 6/30/19.

\*\* CSCF Endowed Fund and CSCF Washingtonville Revitalization Pass-Through Fund balances include start-up contributions made 11/26/19.

**MARC TOTAL ASSETS AS OF 2/21/20**  
**COMBINED VALUE: \$170,382**



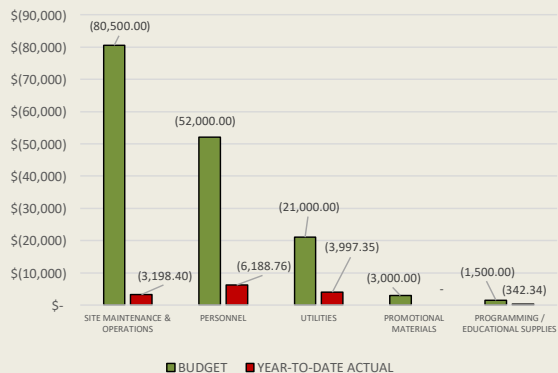
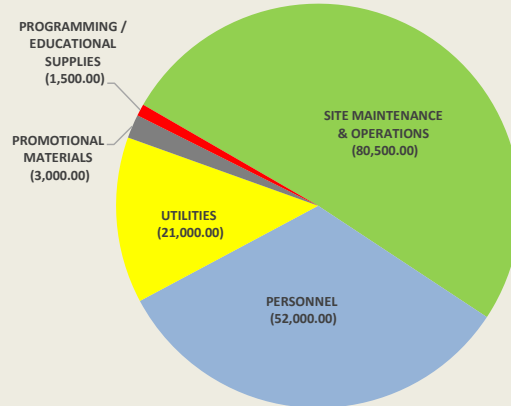
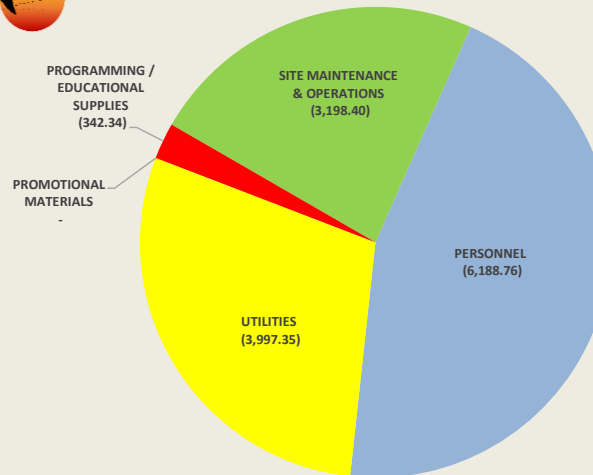
**MONTOUR PRESERVE 2020 BUDGET**

BUDGET ADOPTED 11/25/19; YEAR-TO-DATE AS OF 2/21/20

EXPENSE	BUDGET	YEAR-TO-DATE ACTUAL
personnel	(52,000.00)	(6,188.76)
cleaning service	(4,500.00)	-
HVAC system maintenance	(1,000.00)	-
lawn care	(21,000.00)	-
parking lot / road maintenance	(7,500.00)	-
security system	(1,500.00)	(215.34)
sewage pumping	(1,000.00)	-
snow plowing	(2,500.00)	-
supplies / misc.	(16,000.00)	(2,983.06)
ATV purchase	(10,000.00)	-
water testing	(1,000.00)	-
wildlife management	(4,500.00)	-
picnic area sinks repair/replacement	(2,000.00)	-
picnic area pavilion / restroom painting	(4,000.00)	-
visitors' center / EEC signage replacement	(2,000.00)	-
trail markers and signage	(2,000.00)	-
electric	(15,000.00)	(3,433.41)
internet service	(2,000.00)	-
telephone	(1,300.00)	(214.94)
trash service	(2,000.00)	(250.00)
website hosting / email service	(700.00)	(99.00)
promotional materials	(3,000.00)	-
programming & educational supplies	(1,500.00)	(342.34)
<b>EXPENSE TOTAL</b>	<b>\$(158,000.00)</b>	<b>\$ (13,726.85)</b>

**MONTOUR PRESERVE****BUDGETING VS. ACTUAL EXPENSES**

EXPENSE	BUDGET	YEAR-TO-DATE ACTUAL
SITE MAINTENANCE & OPERATIONS	(80,500.00)	(3,198.40)
PERSONNEL	(52,000.00)	(6,188.76)
UTILITIES	(21,000.00)	(3,997.35)
PROMOTIONAL MATERIALS	(3,000.00)	-
PROGRAMMING / EDUCATIONAL SUPPLIES	(1,500.00)	(342.34)
<b>EXPENSE TOTAL</b>	<b>\$(158,000.00)</b>	<b>\$ (13,726.85)</b>

**2020 MONTOUR PRESERVE EXPENSES  
YEAR-TO-DATE ACTUAL VS. BUDGET****MONTOUR PRESERVE 2020 BUDGETED EXPENSES  
\$158,000 TOTAL BUDGETED****MONTOUR PRESERVE 2020 YTD ACTUAL EXPENSES**

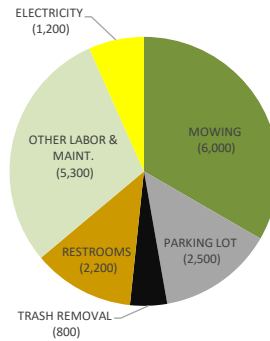
**MONTOUR AREA RECREATION COMMISSION MANAGED SITES 2020 BUDGETS**

BUDGET ADOPTED 11/25/19

YEAR-TO-DATE INFORMATION UPDATED 2/21/20

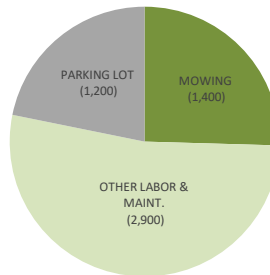
HESS RECREATION AREA 2020 BUDGET		
EXPENSE	BUDGET	YEAR-TO-DATE ACTUAL
MOWING	(6,000)	-
PARKING LOT	(2,500)	-
TRASH REMOVAL	(800)	(130.00)
RESTROOMS	(2,200)	(255.02)
OTHER LABOR & MAINT.	(5,300)	(438.76)
ELECTRICITY	(1,200)	(39.10)
<b>TOTAL</b>	<b>(18,000)</b>	<b>(862.88)</b>

**2020 HESS RECREATION AREA BUDGETED EXPENSES**



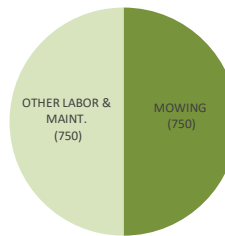
HOPEWELL PARK 2020 BUDGET		
EXPENSE	BUDGET	YEAR-TO-DATE ACTUAL
MOWING	(1,400)	-
OTHER LABOR & MAINT.	(2,900)	(253.16)
PARKING LOT	(1,200)	-
<b>TOTAL</b>	<b>(5,500)</b>	<b>(253.16)</b>

**2020 HOPEWELL PARK BUDGETED EXPENSES**



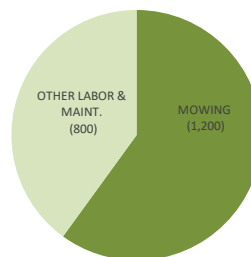
NORTH BRANCH CANAL TRAIL (MONTOUR) 2020 BUDGET		
EXPENSE	BUDGET	YEAR-TO-DATE ACTUAL
MOWING	(750)	-
OTHER LABOR & MAINT.	(750)	(18.08)
<b>TOTAL</b>	<b>(1,500)</b>	<b>(18.08)</b>

**2020 NORTH BRANCH CANAL TRAIL (MONTOUR CO.) BUDGETED EXPENSES**



RIVER DRIVE PARCEL 2020 BUDGET		
EXPENSE	BUDGET	YEAR-TO-DATE ACTUAL
MOWING	(1,200)	-
OTHER LABOR & MAINT.	(800)	-
<b>TOTAL</b>	<b>(2,000)</b>	<b>-</b>

**2020 RIVER DRIVE PARCEL BUDGETED EXPENSES**





### **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.

10:26 AM

02/13/20

Accrual Basis

**Montour Area Recreation Commission**  
**Statement of Financial Position**  
 As of January 31, 2020

	Jan 31, 20
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Serv 1st -DCED Grant Cking	2,991.13
Service 1st - Savings	5.63
Service 1st FCU	11,989.50
Total Checking/Savings	14,986.26
Other Current Assets	
Grants Receivable	
DCNR Grant	30,000.00
Total Grants Receivable	30,000.00
Prepaid Expenses	
Payroll & Taxes	18.18
Prepaid Expenses - Other	198.82
Total Prepaid Expenses	217.00
Total Other Current Assets	30,217.00
Total Current Assets	45,203.26
Other Assets	
CSCF - Trusted Funds	
MARC Agency Endowment Fund	1,000.00
MARC Washingtonville Revitaliza	925.72
Montour Preserve Fund	130,683.77
CSCF - Trusted Funds - Other	309.53
Total CSCF - Trusted Funds	132,919.02
Total Other Assets	132,919.02
<b>TOTAL ASSETS</b>	<b>178,122.28</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Advance Payments Received	
Hess Field User Fees	325.00
Preserve Reservations	2,450.00
Race Registrations	6,625.00
Total Advance Payments Received	9,400.00
Conditional Contributions	
Agency Endowment Fund	1,000.00
CSCF-Preserve Donations & Int	41,942.49
DCED Preserve Funds	2,284.05
Preserve Donations & Income	14,097.70
Washingtonville Revitalization	993.39
Total Conditional Contributions	60,317.63
DCED Intererst Payable	707.08
Payroll Liabilities	1,146.01
Security Deposits Held	
Hess Field Security Deposit	250.00
Total Security Deposits Held	250.00
Total Other Current Liabilities	71,820.72
Total Current Liabilities	71,820.72
Total Liabilities	71,820.72

No Assurance Provided

Page 1



10:26 AM

02/13/20

Accrual Basis

**Montour Area Recreation Commission**  
**Statement of Financial Position**  
As of January 31, 2020

	Jan 31, 20
Equity	
Retained Earnings	109,617.03
Net Income	-3,315.47
Total Equity	106,301.56
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>178,122.28</b>

No Assurance Provided

Page 2

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

In the past month, the assistant director offered two public programs, scheduled school groups for maple sugaring field trips, revised the booklet for Goose Woods Trail, began working on the spring newsletter and has been working on revising the Planet Walk signs.

Jon Beam

2/19/20

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

patrolled trails and removed several trees that fell over the trails around the lake

cut and hauled wood to sugar shack for maple sugar season

Bob and I laid up fire pit at sugar shack

installed new toilet in women's restroom

removed large tree from ditch blocking culvert pipe along sugar shack road

PTMT

Dennis Piatt

2/18/20

## DIRECTOR'S REPORT

	STOUDT	PROJECT YTD TOTAL HOURS	FEBRUARY																							
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	
admin	MARC admin	127.50		1.00	2.00	1.00	0.75	0.25	2.00	0.25	0.50	1.00	1.25	0.75	1.00	1.50		0.50	2.25	4.00	3.50	3.00	5.50			
PARK & TRAIL MAINTENANCE	Hess Recreation Area	23.75			0.25	2.25	0.50	0.25		0.75		0.25	0.25	0.25	0.25	0.25			0.50	0.25	1.25	0.25	0.25			
	Hopewell Park / Danville Farm Trails	10.50											0.25	0.25					2.00		0.25	0.75	0.25			
	Montour Preserve admin / maintenance	107.00	1.00		2.25	4.00	2.50	7.00	4.50			2.00	2.50	5.00	2.50	2.25		0.25	3.50	2.00	1.50	3.00	1.50			
	Montour Preserve programming	11.75	2.00		0.75			1.25			1.00		0.50	0.25	1.00	0.50		0.25	0.25	1.25	0.25	0.50	0.50			
	North Branch Canal Trail (Montour Co.)	0.75											0.25								0.25					
	River Drive trailhead / river access																									
SPECIAL PROJECTS & EVENTS	Columbia County projects	0.25																								
	Danville / Montour Co. bike / ped safety	4.00					0.50																			
	mountain biking special projects	16.50					1.00	0.25	0.25			3.00	1.50		0.25			0.50		0.75						
	other special projects / events																									
	tourism promotion special projects	20.00			1.00			0.25					1.50	2.50	0.75	0.50	2.50	3.00				0.25				
	Washingtonville revitalization	6.50							0.25			0.50	0.25			0.25						0.25				
	wellness special projects	6.00													0.25				0.75							
	Humdinger Trail Races	20.50			2.50	0.50	4.50	0.25		0.25	2.50	1.50	1.75	0.50	2.25	1.25	0.25		0.50	0.25	0.50	0.50	0.25			
	Montour 24 Endurance Races	0.25																								
	Chilli Challenge	0.50			0.25	0.25																				
	DAILY TOTALS	355.75	3.00	1.00	9.00	8.00	9.75	9.50	7.00	1.25	4.00	8.25	10.00	9.50	8.25	6.50	2.75	4.00	10.25	7.75	7.50	8.75	8.25			
	WEEKLY PAYROLL TOTAL		45.50									49.25						46.50								
	BIWEEKLY PAYROLL TOTAL		94.75																							

Page 2

## DIRECTOR'S REPORT (continued)

2020 STOUDT TIME ACCOUNTING YEAR-TO-DATE SUMMARY								
2020 PAY RATE \$22.00/hr								
TASK	WAGES UP TO PA UC TAX CAP (455 HOURS)			WAGES AFTER PA UC TAX CAP			TOTAL PROJECT HOURS	TOTAL PROJECT LABOR COST
	HOURS	OVERTIME HOURS	COST W/ TAXES (\$24.11/HR)	HOURS	OVERTIME HOURS	COST W/ TAXES (\$23.68)		
MARC admin	127.50	1.75	\$ 3,095.12			\$ -	\$ 128.38	\$ 3,095.12
Hess Recreation Area	23.75	1.00	\$ 584.67			\$ -	\$ 24.25	\$ 584.67
Hopewell Park / Danville Farm Trails	10.50		\$ 253.16			\$ -	\$ 10.50	\$ 253.16
Montour Preserve admin / maintenance	107.00	14.00	\$ 2,748.54			\$ -	\$ 114.00	\$ 2,748.54
Montour Preserve programming	11.75	4.75	\$ 340.55			\$ -	\$ 14.13	\$ 340.55
North Branch Canal Trail (Montour Co.)	0.75		\$ 18.08			\$ -	\$ 0.75	\$ 18.08
River Drive trailhead / river access	-		\$ -			\$ -	\$ -	\$ -
Columbia County projects	0.25		\$ 6.03			\$ -	\$ 0.25	\$ 6.03
Danville / Montour Co. bike / ped safety	4.00		\$ 96.44			\$ -	\$ 4.00	\$ 96.44
mountain biking special projects	16.50		\$ 397.82			\$ -	\$ 16.50	\$ 397.82
other special projects / events	-		\$ -			\$ -	\$ -	\$ -
tourism promotion special projects	20.00	3.25	\$ 521.38			\$ -	\$ 21.63	\$ 521.38
Washingtonville revitalization	6.50		\$ 156.72			\$ -	\$ 6.50	\$ 156.72
wellness special projects	6.00		\$ 144.66			\$ -	\$ 6.00	\$ 144.66
Humdinger Trail Races	20.50	1.75	\$ 515.35			\$ -	\$ 21.38	\$ 515.35
Montour 24 Endurance Races	0.25		\$ 6.03			\$ -	\$ 0.25	\$ 6.03
Chilli Challenge	0.50		\$ 12.06			\$ -	\$ 0.50	\$ 12.06
<b>TOTALS</b>	<b>355.75</b>	<b>26.50</b>	<b>\$ 8,896.59</b>	<b>-</b>	<b>-</b>	<b>\$ -</b>	<b>\$ 369.00</b>	<b>\$ 8,896.59</b>

2020 STOUDT TIME ACCOUNTING (GROUPED BY CATEGORY) YEAR-TO-DATE SUMMARY			0456
TASK	HOURS	COST W/ TAXES	
Admin	128.38	\$ 3,095.12	
Park & Trail Maintenance	163.63	\$ 3,945.00	
Columbia County projects	0.25	\$ 6.03	
special projects	54.63	\$ 1,317.01	
races	22.13	\$ 533.43	
<b>2020 YTD TOTALS</b>	<b>369.00</b>	<b>\$ 8,896.59</b>	

### STOUDT 2020 TIME TRACKING YTD SUMMARY

Category	Hours	Percentage
Park & Trail Maintenance	163.63	44%
Admin	128.38	35%
special projects	54.63	15%
races	22.13	6%
Columbia County projects	0.25	0%

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

### **GRANTS**

- **DCNR 'Heritage and Other Parks' Grant (Montour Preserve)**
  - Auditors at McKonly & Asbury (formerly Brewer & Company, LLC) completed MARC's end-of-grant performance audit on 1/28/2020 (see pages 27 – 37)
  - Stoudt submitted all required grant close-out materials to DCNR on 2/12/2020
  - DCNR on 2/13/2020 has approved MARC's grant close-out and has authorized the release of the final \$30,000 payment to MARC (10% of total grant amount) (see pages 38 – 39)
    - Stoudt anticipates receipt of the \$30,000 close-out payment within 30 days
    - funds will reimburse MARC's Montour Preserve expenses and will be earmarked for the Montour Preserve
- **DCED Marketing to Attract Tourists Grant (Montour Preserve)**
  - As of 12/31/19, all grant-funded projects have been completed
    - Final project expenses included:
      - HVAC systems replacement (\$59,984.05 actual; \$60,000 budgeted)
      - Visitors' Center roof repair (\$7,731.90 actual; \$10,000 budgeted)
      - Utility tractor purchase (\$38,399.58 actual; \$30,000 budgeted (\$8,399.58 of other (non-grant) Montour Preserve restricted income used to make up difference))
  - Stoudt will contact DCED to request approval to re-allocate \$2,284.05 in unused grant funds toward the purchase of MARC's utility tractor
  - MARC must reimburse to DCED all interest earned on grant funds, totaling \$707.08
  - Once guidance from DCED has been received, Stoudt will provide end-of-grant accounting and supporting materials to McKonly & Asbury (formerly Brewer & Company, LLC) for the required performance audit
- **Montour County 2020 Hotel Tax**
  - Stoudt submitted on 2/4/2020 the required grant application form to the Columbia-Montour Visitors Bureau (CMVB) for 2020 funding
  - The CMVB Board on 2/12/2020 approved MARC's application
    - Funds from Q1 2020 are anticipated to be released to MARC by early May
    - Funds will be received quarterly thereafter
  - Per the terms of the MARC / CMVB / Montour County MOU governing the Hotel Tax funding:
    - Stoudt will be required to provide semi-annual reports to the CMVB Executive Committee, detailing MARC's progress on the implementation of MARC's Strategic Plan
    - MARC will be required to provide annual audits to the CMVB each year within 120 days of the end of MARC's fiscal year
    - MARC will annually reapply for funding, conditioned upon successfully completing the prior year's MOU requirements
- **CSCF Women's Giving Circle 2020**
  - MARC applied on 1/30/2020 for \$750 in grant funding to support the 2020 Girls ROC Mountain Bike Camp
  - decision expected in February

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

### **MANAGED SITES**

- **Hess Recreation Area**

- Stoudt has contacted Elijah Evans Excavating for an estimate to regrade and improve the parking lot when conditions allow
  - An estimate for the work is provided on page 42 of this agenda packet for Board consideration and possible approval to proceed when funding and weather conditions allow
- An individual known to MARC was found deceased in the parking lot off of Meadow Lane on 2/18/2020
  - The death is being investigated by Danville Borough Police and is not considered suspicious
  - No threat to the public exists

- **Hopewell Park / Danville Borough Farm**

- Volunteers have completed work on improvements to the Bullet Baby and adjacent trails
  - MARC has documented \$27,700 in donated goods, labor, and equipment use for this project
  - MARC thanks Dave Decoteau (Earthscapes / Riverside Adventure Company), Elijah Evans Excavating, YBC Lumber Milton, Brett Simpson, and other project volunteers and supporters
- Stoudt has notified DirtSculpt of MARC's intention to proceed with pumptrack design work as soon as funding allows
  - Stoudt anticipates funding to be received by the end of February
  - Stoudt anticipates scheduling an initial public input meeting in late March
- Stoudt has consulted with Dave Decoteau and Elijah Evans regarding permanent fixes to ongoing drainage problems in the main parking lot
  - Decoteau and Evans have submitted proposals for Board consideration and possible approval (see pages 40 – 41 of this agenda packet)
  - Stoudt will consult with Mahoning Township and the Montour County Conservation District regarding any required permits for planned work
- Stoudt will work with Decoteau and other volunteers to continue improvements and site beautification around the gazebo and bike jumps / pump track area as weather conditions allow

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

- No change since last meeting

- **North Branch Canal Trail**

- Stoudt will schedule a trail work day in coming weeks as weather conditions and funding allow

- **River Drive parcel (North Branch Canal Trail trailhead and river access)**

- No change since last meeting

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

### **MANAGED SITES (continued)**

- **Montour Preserve**

- Maple sugaring open house dates will be Saturday, February 29 (9:30am – 1:30pm), and Saturday, March 14 (12pm – 4pm)
  - Maple sugar items will be for sale by Roloson Brothers Maple Syrup only on Saturday, 3/14
  - Eight school groups have scheduled field trips as of 2/20
    - Spaces remain for additional school groups between 2/25 – 3/6
    - interested groups should contact Jon Beam at [JBeam@MontourRec.com](mailto:JBeam@MontourRec.com)
- A pancake breakfast will be hosted Saturday, February 29, from 9am – 11am
  - Volunteers from Washingtonville Revitalization Committee will assist MARC staff
    - a portion of event proceeds will benefit the Washingtonville Revitalization Committee
  - Tickets must be purchased in advance by 2/27 or when sold out; there will be no day-of-event ticket sales
    - Tickets can be purchased at <https://www.eventbrite.com/e/montour-preserve-maple-sugaring-pancake-breakfast-tickets-86951581521>
- Stoudt has contacted Anthony Township and the Montour County Zoning Office to determine what permitting might be required to allow concessionaires at the Montour Preserve
  - No permitting will be required by Anthony Township, but MARC will be required to apply for a special exception from the Montour County Zoning Hearing Board
    - Stoudt will make the application as soon as possible with the goal of allowing concessions during the 2020 season
    - Stoudt anticipates a \$450 application filing fee and possible other permit fees (yet to be determined)

### **SPECIAL PROJECTS AND EVENTS**

- **Columbia County Projects**

- No updates since last meeting

- **Danville / Montour County Bike / Pedestrian Safety**

- Stoudt continues to participate in the SEDA-COG Middle Susquehanna Active Transportation Committee to advocate for pedestrian / bicycle safety improvements in and around Montour County
- Stoudt continues to participate in the Danville Business Alliance's Design Committee to assist with pedestrian / bike safety improvements in and around Danville Borough
- Stoudt will meet in coming days with representatives of the Danville Business Alliance, Danville Borough, and LIVIC Civil to discuss options for extending the North Branch Canal Trail into Danville Borough
  - Stoudt anticipates possible consideration during MARC's March meeting of an application to DCNR for grant funding to match federal Transportation Alternatives Set-Aside grant funds already secured by Danville Borough

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

### **SPECIAL PROJECTS AND EVENTS (continued)**

#### **• Mountain Biking Special Projects**

- Stoudt will meet on 2/26 with local mountain biking enthusiasts and representatives of the Columbia-Montour Visitors Bureau, Susquehanna River Valley Visitors Bureau, PA DCNR, Susquehanna Greenway Partnership, and others to discuss opportunities to promote and enhance regional mountain biking opportunities
- Stoudt continues to investigate the potential for MARC to pursue the International Mountain Biking Association's (IMBA) Trail Towns program for our region
- Stoudt has begun to organize a group of local mountain biking advocates, tentatively identified as MARC's Mountain Biking Advocacy Group (MBAG), to discuss and promote possible mountain biking projects
  - A proposal to formalize this group as a MARC Advisory Committee is provided on page 48 of this meeting agenda
- Stoudt continues to remain in contact with the new owners of the parcel of land adjacent to the Geisinger Stewardship Forest
  - MARC may have the opportunity to develop trails on the parcel and acquire the site as soon as this year (to be owned by an entity other than MARC)
  - Stoudt anticipates the acquisition cost will be approximately one million dollars
- Stoudt participated in a DCNR grants webinar on 1/29 to learn more about possible DCNR grant funding options

#### **• Tourism Promotion Special Projects**

- MARC staff and volunteers will assist the Columbia-Montour Visitors Bureau with the Farm to Fork Fun Ride on Saturday, May 30 (<https://www.facebook.com/events/2484787354982667/>)
  - Stoudt has met with representatives of the CMVB, Forks Farm, and Wrenegade Sports to begin event planning
- Stoudt continues to participate in the Danville Heritage Festival Committee (Saturday, 7/18)
- Stoudt and representatives of the Columbia-Montour Visitors Bureau are working to finalize the mapping of all parks, trails, and outdoor recreational sites in and around Montour County
  - mapping is expected to be publicly released by late March
- MARC staff will revisit the Riverside Borough river access, Montgomery Park, and other river access locations in coming weeks to adjust signage and perform maintenance as needed

#### **• Washingtonville Revitalization**

- Stoudt and Mayor Tyler Dombroski have met with a landowner adjacent to Chillisquaque Creek to identify and possibly secure a stream access easement
  - follow-up conversations will be scheduled in coming weeks with this and additional landowners
- MARC has worked with Washingtonville Borough leadership to attempt to locate storage locations for large historic wooden beams being salvaged from a building demolition
- MARC will assist with the Borough of Washingtonville's 150<sup>th</sup> anniversary celebration, to be held April 24 – 26



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

### **SPECIAL PROJECTS AND EVENTS (continued)**

- **Health & Wellness Special Projects**

- Stoudt continues to finalize mapping to be used in possible community health and wellness applications
- A follow-up meeting with Geisinger, Columbia-Montour Visitors Bureau, and other partners will be scheduled in coming weeks

- **Races**

- **Humdinger Trail Races**

- Event date: Saturday, March 7
- 194 registrations as of 2/21 (cap 250)
- Registration closes 3/3; no day-of-race registration
- A donor who wishes to remain anonymous has pledged a \$200 donation to offset a \$10 reduction in registration fees for all students
- Volunteers are needed to assist with check-in and aid stations

- **Montour 24 Endurance Runs**

- Event date: Friday, June 26 / Saturday, June 27
- 61 registrations as of 2/21 (cap 150)

- **Chilli Challenge**

- Event date: Saturday, October 10
- Race registration to open after permitting in place
- Insurance certificates have been obtained through MARC's existing PIRMA policy
  - No stand-alone insurance policy will be required this year

### **OTHER UPDATES**

- MARC was awarded the Danville Business Alliance's Not For Profit of the Year Award at the DBA's 'I Heart Danville Fundraising Gala' on 2/15
- St. Cyril Preschool and Kindergarten on 2/19 hosted a 'Pay for Play' fundraiser to benefit MARC
  - a total of \$1,335 was raised to be donated to MARC
- MARC on 2/18/2020 applied for and received a Small Games of Chance license from the Montour County Treasurer's Office
  - a donation was made to pay the \$125 fee; no MARC funds were used for the license
  - the license will remain valid through 2/18/2021
- MARC and the CMVB are holding a photo contest for new brochures for the Montour Preserve, Hess Recreation Area, Hopewell Park, and the North Branch Canal Trail
  - submissions are due to MARC by 2/25
  - MARC and CMVB staff will review submissions on 2/26 and announce finalists for voting by the public
  - Stoudt anticipates printing new brochures in March, funding permitting

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

### **UPCOMING EVENTS AND MEETINGS**

- 2/22 Montour Preserve sugar shack setup
- 2/25 Washingtonville Revitalization Committee meeting
- 2/26 Regional mountain biking meeting
- 2/29 Montour Preserve Maple Sugaring Open House  
(<https://www.facebook.com/events/502330263823160/>)
- 2/29 Montour Preserve Pancake Breakfast (<https://www.facebook.com/events/2467176813496617/>)
- 3/1 Humdinger setup (pig barn)
- 3/2 Danville Heritage Festival Committee meeting
- 3/2 Riverside Borough Council meeting
- 3/3 North Branch Susquehanna River water trail meeting
- 3/4 Danville Business Alliance Design Committee meeting
- 3/7 Humdinger Trail Races (<https://montourec.com/humdinger-trail-races/>)
- 3/14 Montour Preserve Maple Sugaring Open House  
(<https://www.facebook.com/events/2792916814062099/>)
- 3/21 MARC presentation to Central Susquehanna Builders Association Home and Outdoor Living Show
- 3/23 MARC meeting
- 3/27 Peeper Time (Montour Preserve) (<https://www.facebook.com/events/828578950917374/>)

**MONTOUR AREA RECREATION COMMISSION  
COMMONWEALTH OF PENNSYLVANIA, DEPARTMENT OF  
CONSERVATION AND NATURAL RESOURCES  
GRANT CONTRACT BRC-OPO-22-3**

**CONTRACT FINANCIAL STATEMENTS  
FOR THE PERIOD  
JANUARY 1, 2017 TO DECEMBER 31, 2019**

## TABLE OF CONTENTS

<b>INDEPENDENT AUDITOR'S REPORT</b>	<b>2</b>
<b>CONTRACT FINANCIAL STATEMENTS</b>	
Statement of Contract Assets and Liabilities	4
Statement of Contract Revenues and Expenditures	5
Notes to Contract Financial Statements	6
<b>INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS</b>	<b>7</b>
<b>SCHEDULE OF FINDINGS AND RESPONSES</b>	<b>9</b>

## INDEPENDENT AUDITOR'S REPORT

To the Board of Directors of  
Montour Area Recreation Commission  
Danville, Pennsylvania

### Report on the Contract Financial Statements

We have audited the accompanying contract financial statements of the Commonwealth of Pennsylvania, Department of Conservation and Natural Resources (DCNR) Grant Contract BRC-OPO-22-3 (the "Grant Contract") of Montour Area Recreation Commission (MARC) for the contract period January 1, 2017 to December 31, 2019, and the related notes to the contract financial statements, which collectively comprise the Grant Contract's basic financial statements as listed in the table of contents.

### Management's Responsibility for the Contract Financial Statements

Management is responsible for the preparation and fair presentation of these contract financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of these contract financial statements that are free from material misstatement, whether due to fraud or error.

### Auditor's Responsibility

Our responsibility is to express an opinion on these contract financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the contract financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the contract financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the contract financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to MARC's preparation and fair presentation of the contract financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of MARC's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the contract financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

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### **Opinion**

In our opinion, the contract financial statements referred to above present fairly, in all material respects, the assets, liabilities, revenues, and expenditures of the Commonwealth of Pennsylvania, Department of Conservation and Natural Resources Grant Contract BRC-OPO-22-3 of Montour Area Recreation Commission for the contract period January 1, 2017 to December 31, 2019 in accordance with accounting principles generally accepted in the United States of America.

### **Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated January 24, 2020, on our consideration of MARC's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of MARC's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering MARC's internal control over financial reporting and compliance.

*McKooly & Asbury, LLP*

Bloomsburg, Pennsylvania  
January 24, 2020

**MONTOUR AREA RECREATION COMMISSION**  
**COMMONWEALTH OF PENNSYLVANIA, DEPARTMENT OF**  
**CONSERVATION AND NATURAL RESOURCES**  
**GRANT CONTRACT BRC-OPO-22-3**

**STATEMENT OF CONTRACT ASSETS AND LIABILITIES**  
**DECEMBER 31, 2019**

---

**CONTRACT ASSETS**

Grant funds receivable

\$ 30,000

**CONTRACT LIABILITIES**

Due to MARC general fund

\$ 30,000

---

See Notes to Contract Financial Statements.

**MONTAUR AREA RECREATION COMMISSION  
COMMONWEALTH OF PENNSYLVANIA, DEPARTMENT OF  
CONSERVATION AND NATURAL RESOURCES  
GRANT CONTRACT BRC-OPD-22-3**

**STATEMENT OF CONTRACT REVENUES AND EXPENDITURES  
FOR THE PERIOD JANUARY 1, 2017 TO DECEMBER 31, 2019**

	2017	2018	2019	Total
<b>REVENUES</b>				
DCNR grant revenue	\$ 100,000	\$ 100,000	\$ 100,000	\$ 300,000
Interest	28	45	29	102
Total revenues	100,028	100,045	100,029	300,102
<b>ACTUAL EXPENDITURES</b>				
Site maintenance	33,072	43,926	47,078	124,076
Personnel	41,572	38,151	38,705	118,428
Utilities	20,806	17,118	13,637	51,561
Promotional materials	3,834	766	60	4,660
Programming and education	744	84	549	1,377
Total expenditures	100,028	100,045	100,029	300,102
<b>REVENUES IN EXCESS OF EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

See Notes to Contract Financial Statements.



**MONTOUR AREA RECREATION COMMISSION**  
**COMMONWEALTH OF PENNSYLVANIA, DEPARTMENT OF**  
**CONSERVATION AND NATURAL RESOURCES**  
**GRANT CONTRACT BRC-OPO-22-3**

**NOTES TO CONTRACT FINANCIAL STATEMENTS**

**1. NATURE OF OPERATIONS AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**NATURE OF OPERATIONS / REPORTING ENTITY**

Montour Area Recreation Commission (MARC) is an intergovernmental commission located in Montour County, Pennsylvania. Effective January 1, 2017, MARC entered into Grant Contract BRC-OPO-22-3 (the "Grant Contract") with the Commonwealth of Pennsylvania, Department of Conservation and Natural Resources (DCNR). The purpose of the Grant Contract is to provide funding for the continued operation of the Montour Preserve, a 657 acre natural preserve located in Danville, Pennsylvania.

The accompanying financial statements of the Grant Contract are not intended to present the financial position, results of operations, and cash flows of MARC as a whole.

The more significant accounting policies of the Grant Contract are described below.

**ESTIMATES**

The preparation of contract financial statements in accordance accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities, and the reported revenues and expenses during the reporting period. Actual results could vary from those estimates.

**GRANT FUNDS RECEIVABLE**

Grant funds receivable are unsecured and are reported at net realizable value. In accordance with the terms of the Grant Contract, ten percent of each grant disbursement was withheld by the Commonwealth of Pennsylvania pending successful completion of the grant close-out and approval by DCNR. Management believes that no allowance for uncollectible accounts is required at December 31, 2019.

**DUE TO MARC GENERAL FUND**

Amounts due to MARC's general fund represent eligible grant expenditures made during the grant period with funds from MARC's general fund. MARC's general fund will be reimbursed upon successful completion of the grant close-out and approval by DCNR and the receipt of all remaining grant funds due under the terms of the Grant Contract.

**SUBSEQUENT EVENTS**

MARC has evaluated subsequent events through January 24, 2020, which represents the date the contract financial statements were available to be issued, for its determination as to whether there are any reportable or recordable subsequent events. MARC did not have any material recognizable subsequent events that would require adjustment to, or disclosure in, the contract financial statements.

MEMBERS

AMERICAN AND PENNSYLVANIA INSTITUTES  
OF CERTIFIED PUBLIC ACCOUNTANTS

INDEPENDENT MEMBER OF

 PrimeGlobal

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL  
CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE  
AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL  
STATEMENTS PERFORMED IN ACCORDANCE WITH  
GOVERNMENT AUDITING STANDARDS**

To the Board of Directors of  
Montour Area Recreation Commission  
Danville, Pennsylvania

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the contract financial statements of Commonwealth of Pennsylvania, Department of Conservation and Natural Resources (DCNR) Grant Contract BRC-OPO-22-3 (the "Grant Contract") of Montour Area Recreation Commission (MARC) for the contract period January 1, 2017 to December 31, 2019, and the related notes to the contract financial statements, which collectively comprise the Grant Contract's basic financial statements, and have issued our report thereon dated January 24, 2020.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the contract financial statements, we considered MARC's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the contract financial statements, but not for the purpose of expressing an opinion on the effectiveness of MARC's internal control. Accordingly, we do not express an opinion on the effectiveness of MARC's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as described in the accompanying schedule of findings and responses, we identified a certain deficiency in internal control that we consider to be a material weakness and another deficiency that we consider to be a significant deficiency.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's contract financial statements will not be prevented, or detected and corrected on a timely basis. We consider the deficiency 2019-2 described in the accompanying schedule of findings and responses to be a material weakness.

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A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the deficiency 2019-1 described in the accompanying schedule of findings and responses to be a significant deficiency.

#### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether MARC's contract financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of contract financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

#### **MARC's Response to Findings**

MARC's response to the findings identified in our audit is described in the accompanying schedule of findings and responses. MARC's response was not subjected to the auditing procedures applied in the audit of the contract financial statements and, accordingly, we express no opinion on it.

#### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of MARC's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering MARC's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*McKooly & Asbury, LLP*

Bloomsburg, Pennsylvania  
January 24, 2020



**MONTOUR AREA RECREATION COMMISSION**  
**COMMONWEALTH OF PENNSYLVANIA, DEPARTMENT OF**  
**CONSERVATION AND NATURAL RESOURCES**  
**GRANT CONTRACT BRC-OPO-22-3**

**SCHEDULE OF FINDINGS AND RESPONSES**  
**FOR THE PERIOD JANUARY 1, 2017 TO DECEMBER 31, 2019**

**2019-1**

Criteria or specific requirement:

A proper segregation of accounting and recordkeeping duties should be inherent in a system of internal control in order to prevent and detect material misstatements on a timely basis.

Condition:

MARC lacks the necessary employees to provide an adequate segregation of duties over its accounting and recordkeeping functions. Presently, one individual performs substantially all of the accounting and related functions.

Context:

Weakness noted by auditors during evaluation of internal control for purposes of designing auditing procedures for purposes of expressing our opinion on the contract financial statements.

Effect:

Material misstatements could occur in the contract financial statement reporting process that MARC's internal control would not prevent, or detect and correct on a timely basis.

Cause:

MARC lacks the funding necessary to provide additional accounting personnel needed to adequately perform this function.

Recommendation:

We recommend that MARC utilize the board of directors to review bank statements and other financial data on a regular basis.

Views of Responsible Officials:

We have reviewed finding 2019-1 and agree with its stated condition and effect. However, at present, MARC's budget does not possess the funding necessary to correct this deficiency which would involve the hiring of multiple accounting personnel. We do believe, however, that this lack of segregation of duties is partially offset by the active participation of the MARC's Board of Directors. Accordingly, we plan to continue to engage the Directors to review financial information on a monthly basis and challenge any unexpected variances or unusual transactions.

**MONTOUR AREA RECREATION COMMISSION**  
**COMMONWEALTH OF PENNSYLVANIA, DEPARTMENT OF**  
**CONSERVATION AND NATURAL RESOURCES**  
**GRANT CONTRACT BRC-OPO-22-3**

**SCHEDULE OF FINDINGS AND RESPONSES**  
**FOR THE PERIOD JANUARY 1, 2017 TO DECEMBER 31, 2019**

**2019-2**

Criteria or specific requirement:	The contract financial statements should be prepared in accordance with accounting principles generally accepted in the United States of America including related footnote disclosure information without the inclusion of its independent auditors as part of the system of internal control.
Condition:	MARC lacks the knowledge and expertise necessary to prepare the aforementioned contract financial statements and related footnotes, and therefore utilizes its independent auditors to prepare this information.
Context:	Weakness noted by auditors during the performance of our auditing procedures and during the preparation of the contract financial statements and related footnotes.
Effect:	Material misstatements could occur in the contract financial statement reporting process that MARC's internal control would not prevent, or detect and correct on a timely basis.
Cause:	MARC lacks the funding necessary to provide the skilled accounting personnel needed to adequately perform this function.
Recommendation:	We recommend that MARC monitor available funds during its annual budgetary review process, and when possible, provide the skilled staffing and/or consulting necessary to correct this deficiency.
Views of Responsible Officials:	We have reviewed finding 2019-2 and agree with its stated condition and effect. However, at present, MARC's budget does not possess the funding necessary to correct this deficiency which would involve the staffing of a full-time CPA or person of equivalent experience. We will, however, remain cognizant of this weakness in reporting caused by this condition and readdress our budget, staffing, and consulting needs on an annual basis.



**pennsylvania**  
DEPARTMENT OF CONSERVATION  
AND NATURAL RESOURCES

BUREAU OF RECREATION AND CONSERVATION

February 13, 2020

Mr. Bob Stoudt- Project Coordinator  
Director  
Montour Area Recreation Commission  
PO Box 456  
Danville, PA 17821

**RE: Montour Area Recreation Commission (Montour)  
Montour Preserve  
BRC-OPO-22-3**

**Grant Agreement: Beginning Date: 01-01-2017      Ending Date: 6-30-2020**

Dear Mr. Stoudt:

We acknowledge receipt of your site photos, Grant Close-Out Certification and Final Payment Forms, along with the Performance Compliance Audit, received on February 13, 2020 for this Other Parks Grant project. Based on the independent Performance Compliance Audit, supplied as part of your close-out documentation, all grant funds appear to have been used appropriately, in conformance with the DCNR scope of work. ***Please note that the Audit has identified \$300,120 in eligible project costs. Based on the additional documentation supplied to DCNR, it appears that the Commission has expended 449,208.68 in eligible operational costs.*** Therefore, you have exceeded the required operational costs as defined by the grant agreement. Since the grant agreement was for \$300,000, requiring no match, **we will now authorize the final payment of \$30,000.** This is the balance of funds remaining in the contract, **since \$270,000, was previously paid** to the Commission. We will now close out your project and process your final payment.

In accordance with Article V, Fiscal and Other Duties of Grantee, this is DCNR's formal approval of your request, dated February 12, 2020, to utilize the interest earned on the previously disbursed grant funds of \$270,000 grant allocation. Actual Interest Earned was \$100.96 for this project. The \$100.96 is to be applied to cover additional project costs, properly documented and supplied by you, the Grantee, and approved by DCNR. **No further action is required.**

In accordance with Article VII, Records; Audits, all project documentation will be kept on file for future auditing purposes for three (3) years from the date of close-out, and all copies of invoices and certificates for payment, cancelled checks, change orders, etc. will be furnished for review and inspection upon receipt of a request from the Department.

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Mr. Bob Stoudt  
February 13, 2020  
Page #2

If you have any questions or comments on the above, or if we can be of any assistance to you in the future, please do not hesitate to contact us. Thank you for your cooperation on this project.

Sincerely,



Beth J. Helterbran, CPRP  
Small Community Program Specialist  
Community Parks and Conservation Division  
[bjhelter@pa.gov](mailto:bjhelter@pa.gov)

cc: Wes Fahringer- Regional Advisor

BJH:bjh

# Elijah Evans Excavating LLC.

11 N Old Furnace Rd.

Danville PA 17821

Phone 570 854 0194

HIC# PA024055

Montour Area Recreation Commission

PO box 456

Danville PA 17821

Hopewell Park- parking lot improvement 2020

1. Mobilize equipment to job site
2. Deliver 3 tri axle loads of 2A Gray stone Approx. 45 tons
3. Grade and spread stone with skid steer.
4. \$60 was donated there our post on face book, I messed up the location for funds. Elijah Evans Excavating will donate \$60 worth of GEO text fabric, 10 Ft of 6" pipe and coupler
5. Ski Valley had pledged \$440 for an additional load of 2A not include in this price

**Total Job Cost \$2000.00**

**Owner or general contractor is reasonable for all permits.** All work is guaranteed to be as specified above. All work is to be completed in accordance to industry standards. Any Alteration or Deviation from above specifications involving extra cost, written or verbal, will create extra charges from original price. All Agreements are contingent upon weather, break downs, accidents, or delays beyond our control. Unpaid bill will have 5% added after 30 days, 10 % added after 60 days and 15% plus attorney's fees for collection after 90 days. Pricing is good for 30 days from 2/20/20 Accepted by ERE

Print Name \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Phone number \_\_\_\_\_



**Earthscapes Lawn & Garden/R.A.C.**

1051 Charlene Drive  
Danville, PA 17821 US  
+1 5708542437  
earthscapes66@mac.com



## Estimate

**ADDRESS**

Bob Stoudt  
Montour Area Recreation  
Commission

**ESTIMATE # 1008****DATE 02/20/2020**

SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
Gabion Basket	Metal cage - 39" X 19" x 39" To be filled with stone.	2	70.00	140.00T
Laborer	Basic labor for installation	6	45.00	270.00
Landscape Foreman	Supervisory labor for installation	6	65.00	390.00
Truck	Billed by hour running time	1	25.00	25.00
Trailer	Billed by the hour moving time	1	15.00	15.00
kubota loader/backhoe	billed by the hour running time.	1	35.00	35.00
River Jack Stone	Rounded stones in shades of grey to white (price/ 1/2 yard scoop)	2	35.00	70.00
Landscape fabric	geotextile fabric for under stone and mulch to prevent weeds	32	0.15	4.80

Labor and equipment to create ends for pipe drainage that won't clog	SUBTOTAL	949.80
	TAX	8.40
	TOTAL	<b>\$958.20</b>

Accepted By

Accepted Date

# Elijah Evans Excavating LLC.

11 N Old Furnace Rd.

Danville PA 17821

Phone 570 854 0194

HIC# PA024055

Montour Area Recreation Commission

PO box 456

Danville PA 17821

Hess Field parking lot improvement

1. Mobilize equipment to job site
2. Deliver 3 tri axle loads of 2A Gray stone Aprox. 67.5 tons
3. Grade and spread stone with skid steer.

This parking lot needs a bigger budge to fix the problems and then some yearly maintains would be suggested

**Total Job Cost \$2000.00**

**Owner or general contractor is reasonable for all permits.** All work is guaranteed to be as specified above. All work is to be completed in accordance to industry standards. Any Alteration or Deviation from above specifications involving extra cost, written or verbal, will create extra charges from original price. All Agreements are contingent upon weather, break downs, accidents, or delays beyond our control. Unpaid bill will have 5% added after 30 days, 10 % added after 60 days and 15% plus attorney's fees for collection after 90 days. Pricing is good for 30 days from 2/20/20 Accepted by ERE

Print Name \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Phone number \_\_\_\_\_

**COUNTY OF MONTOUR**  
**TREASURER'S OFFICE**

NO. 202015

*This is to certify that*

MONTOUR AREA RECREATION COMMISSION

*of*

374 PRESERVE ROAD  
DANVILLE, PA 17821

*has been duly licensed to conduct*

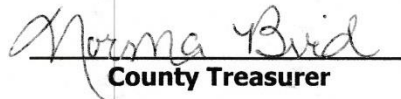
**LOCAL OPTION**  
**SMALL GAMES OF CHANCE**

*in the County of , Commonwealth of Pennsylvania in accordance with Act 156 of 1988.*

**In Witness Whereof:**

*The Treasurer of County has caused this license to be issued and this seal to be affixed on  
this **18TH day of FEBRUARY, 2020***

*This license is valid until **02-18-2021***

  
**County Treasurer**

**THIS LICENSE SHALL BE PUBLICLY DISPLAYED AT GAMES CONDUCTED BY LICENSEES**

WS Agreement Number: \_\_\_\_\_-RA  
WBS: \_\_\_\_\_

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

**ARTICLE 1**

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

**ARTICLE 2**

APHIS-WS has statutory authority under the Acts of March 2, 1931, 46 Stat. 1468-69, 7 U.S.C. §§ 8351-8352, as amended, and December 22, 1987, Public Law No. 100-202, § 101(k), 101 Stat. 1329-331, 7 U.S.C. § 8353, to cooperate with States, local jurisdictions, individuals, public and private agencies, organizations, and institutions while conducting a program of wildlife service's involving mammal and bird species that are reservoirs for zoonotic diseases, or animal species that are injurious and/or a nuisance to, among other things, agriculture, horticulture, forestry, animal husbandry, wildlife, and human health and safety.

**ARTICLE 3**

APHIS-WS and the Cooperator agree:

1. The Cooperator will provide payment upon receipt of monthly/quarterly bill to "US Department of Agriculture" in the amount of \$4,334.19.
2. The performance of wildlife damage management actions by APHIS-WS under this agreement is contingent upon a determination by APHIS-WS that such actions are in compliance with the National Environmental Policy Act, Endangered Species Act, and any other applicable federal statutes. APHIS-WS will not make a final decision to conduct requested wildlife damage management actions until it has made the determination of such compliance.
3. Nothing in this agreement shall prevent APHIS-WS from entering into separate agreements with any other organization or individual for the purpose of providing wildlife damage management services exclusive of those provided for under this agreement.
4. The Cooperator certifies that APHIS-WS has advised the Cooperator there may be private sector service providers available to provide wildlife damage management services that the Cooperator is seeking from APHIS-WS.
5. The performance of wildlife damage management actions by APHIS-WS under this agreement is contingent upon a determination by APHIS-WS that such actions are in compliance with the National Environmental Policy Act, Endangered Species Act, and any other applicable federal statutes. APHIS-WS will not make a final decision to conduct requested wildlife damage management actions until it has made the determination of such compliance.
6. The cooperating parties agree to coordinate with each other before responding to media requests on work associated with this project.

**ARTICLE 4**

This agreement is contingent upon the passage by Congress of an appropriation from which expenditures may be legally met and shall not obligate APHIS-WS upon failure of Congress to so appropriate. This agreement also may be reduced or terminated if Congress only provides APHIS-WS funds for a finite period under a Continuing Resolution.

**ARTICLE 5**

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

**ARTICLE 6**

APHIS-WS assumes no liability for any actions or activities conducted under this agreement except to the extent that recourse or remedies are provided by Congress under the Federal Tort Claims Act (28 USC 1346(b), 2401(b), 2671-2680).

This agreement is not a procurement contract (31 U.S.C. 6303), nor is it considered a grant (31 U.S.C. 6304). In this agreement, APHIS-WS provides goods or services on a cost recovery basis to nonfederal recipients, in accordance with all applicable laws, regulations and policies.

This agreement shall become effective March 1, 2020, and shall continue until December 30, 2020. This agreement may be amended or terminated at any time by mutual agreement of the parties in writing. Further, in the event the Cooperator does not, for any reason, provide necessary funds, APHIS-WS is relieved of the obligation to provide services under this agreement.

As required by Debt Collection Improvement Act of 1996:

Cooperator's Tax ID No. : 26-1859983

APHIS-WS's Tax ID: 41-0696271

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

USDA-APHIS-Wildlife Service  
PO Box 60827  
Harrisburg, PA 17106-0827 (717-236-9451)

Cooperator's Signature

Date

Harris Glass, State Director

Date

**WORK PLAN**Introduction

The U.S. Department of Agriculture (USDA) is authorized to protect American agriculture and other resources from damage associated with wildlife. Wildlife Services activities are conducted in cooperation with other Federal, State and local agencies; private organizations and individuals.

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

Wildlife Species: Canada geese

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

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

Location type (circle):      Rural      or      Urban

Services Provided [include disposition information as needed]:

1. Montour Preserve will institute a no feeding waterfowl policy and actively enforce (i.e., education and signage) the policy.
2. APHIS WS will conduct nest and egg treatment at approximately 7-10 day intervals during the 8 week nesting season. Nests and eggs will be collected and disposed of following the 28-30 day incubation period.
3. APHIS WS will also remove any goslings found on the property at the request of Montour Preserve.

4. APHIS WS will conduct a Canada goose round-up, removing up to 40 of the geese molting on the site. It is possible to remove up to 50% of the molting geese. APHIS WS will document the number of geese observed on the site prior to molting to accurately determine the number of birds that can be legally removed. Canada geese will be humanely captured, euthanized, and processed for human consumption.
5. APHIS WS personnel will be available to provide technical assistance to Montour Preserve in further deterring Canada geese and preventing other wildlife damage.

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

Prepared by (APHIS-WS employee): C. Cini



# **FINANCIAL PLAN**

Cost Element		Full Cost
Personnel Compensation		\$ 2,789.82
Travel		
Other Services (Vehicle Fuel and Maintenance)		\$ 333.90
Supplies, Materials and Equipment		\$ 285.00
Subtotal (Direct Charges)		\$ 3,408.72
Pooled Job Costs [for non-Over-the Counter projects]	11.00%	\$ 374.96
Indirect Costs	16.15%	\$ 550.51
Agreement Total		\$ 4,334.19
<p>The distribution of the budget from this Financial Plan may vary as necessary to accomplish the purpose of this agreement, but may not exceed: <b>\$4,334.19</b></p> <p>Please note that invoices will be processed at the above selected frequency and will include all expenses that have posted to the system at that time. It is possible that these invoices may vary significantly depending upon what expenses are listed when the invoice is processed.</p> <p align="center"><b>There is 3 billing options, please circle your desired billing option:</b></p> <p> <input checked="" type="radio"/> <b>Monthly Billing</b> <input type="radio"/> <b>Quarterly Billing</b> <input type="radio"/> <b>Paid In Full</b> </p>		

Financial Point of Contact/Billing Address [as appropriate]:

Montour Preserve

MARC  
P.O. Box 456  
Danville, PA 17821  
(570) 336-2060  
RStoudt@MontourRec.com

USDA – APHIS - WS State Office

USDA APHIS WS PA  
Daisy Marrero  
PO Box 60827  
Harrisburg, PA 17106-0827  
(717) 236- 9451  
daisy.j.marrero@usda.gov

\*reminder, this section is for the billing, this is the address where the bills will be received.



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

## MONTOUR AREA RECREATION COMMISSION (MARC) MOUNTAIN BIKING ADVOCACY GROUP (MBAG)

**MISSION:** To advise and assist the Montour Area Recreation Commission (MARC) with creating and promoting mountain biking and related amenities and opportunities in and around MARC's service area

### COMMITTEE AUTHORIZATION:

Per MARC's Intergovernmental Agreement of Cooperation (revised 1/11/2018), Section 2(i):

*Establishment of Committees: The Commission may establish committees as deemed necessary or desirable for operation of the Commission.*

- i) The Commission Chairperson shall designate committee chairpersons and members with the assistance of the other Members of the Commission.*
- ii) Each committee shall consist of no fewer than two (2) Members of the Commission and the Director serving as an ex-officio member. However, the number of Members serving on a committee must be fewer than that which would constitute a quorum of the Commission.*
- iii) Committees may provide recommendations to the Commission for possible action, but shall take no official actions on the Commission's behalf.*
- iv) There shall be no restrictions on the number of committees on which a Member may serve.*
- v) The Commission may establish (an) advisory committee(s) as deemed necessary or desirable for operation of the Commission. The composition of such committees shall be established by the Commission and may, at the discretion of the Commission, include both Members and persons from the general community. Persons from the general community shall serve in an ad hoc capacity, entitled to voice but not entitled to vote.*
- vi) Minutes of committee meetings shall be reported by a member of the committee to the Commission at its next meeting.*

**OPERATING TIMELINE:** To be established February 24, 2020 with no predetermined date of termination

### COMMITTEE COMPOSITION:

- MBAG shall serve as an Advisory Committee, as defined in MARC's Intergovernmental Agreement of Cooperation
- The Committee shall include:
  - At least one (1), but not more than six (6) MARC Board members
  - MARC's Director
  - Not less than three (3) nor more than ten (10) persons from the general community with a demonstrated interest in mountain biking
  - Not less than one (1) nor more than five (5) representatives of MARC partner organizations
  - Not less than one (1) nor more than three (3) Danville Area School District students, preferably members of the Central Susquehanna Hammers Interscholastic Mountain Bike Team

**COMMITTEE MEETING SCHEDULE AND LOCATION:** to be determined by the Committee, but not less than quarterly