



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

## **November 23, 2020 Regular Meeting Agenda**

### **7:00pm**

This meeting will be conducted through the Zoom platform due to COVID-19 restrictions.

No in-person meeting will be held.

In order to prevent malicious conduct online, meeting attendees must register in advance for this meeting by contacting Bob Stoudt, MARC Director, at [RStoudt@MontourRec.com](mailto:RStoudt@MontourRec.com) or (570) 336-2060.

#### **Call to Order**

#### **Public Comment**

#### **Officer Reports**

- Chairman's Report (Mike Mills)
- Treasurer's Report (Tyler Dombroski) (**pages 2 - 18**)
- Secretary's Report (Chris Johns)

#### **Partner Reports**

- Washingtonville Borough
- Danville Borough
- Riverside Borough
- Montour County
- Danville Area School District
- Mahoning Township

#### **Assistant Director's Report (Jon Beam) (**page 19**)**

#### **Maintenance Technician's Report (Denny Piatt) (**page 19**)**

#### **Director's Report (Bob Stoudt) (**pages 20 – 30**)**

#### **Old Business**

#### **New Business**

- Open and award 2021 MARC Lawn Care Invitation to Bid
- 2021 meeting schedule (**page 34**)
- Approval of bills (**page 31 – 33**)
- 2021 MARC staff compensation (**page 35 – 46**)
- 2021 budget (**pages 47 – 50**)

#### **Other Items**

#### **Adjournment**

next meeting: 7:00pm Monday, January 25, 2021 (tentative – subject to Board approval)  
REMINDER: NO DECEMBER MEETING

## 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
deposit	5/15/20	6/2/20	5/1 - 5/31/2020	Montour County Hotel Tax grant (Q1)		20,824.24	20,829.87
deposit	6/26/20	7/18/20	6/1 - 6/30/2020	Montour County Hotel Tax grant (Q1 additional payment)		233.72	21,063.59
interest	6/30/20	7/18/20	6/1 - 6/30/2020	dividend interest 4/1/2020 - 6/30/2020		4.03	21,067.62
deposit	8/18/20	9/2/20	8/1 - 8/31/2020	Montour County Hotel Tax grant (Q2)		16,053.26	37,120.88
interest	9/30/20	10/5/20	9/1 - 9/30/2020	dividend interest 7/1 - 9/30/2020		10.87	37,131.75
transfer	10/21/20	11/8/20	10/1 - 10/31/2020	Montour County Hotel Tax funds transfer to checking account to reimburse grant-eligible expenses through 10/20/2020	22,864.33		14,267.42
transfer	10/31/20	11/8/20	10/1 - 10/31/2020	Montour County Hotel Tax funds transfer to checking account to reimburse grant-eligible expenses 10/21/2020 - 10/31/2020	6,134.99		8,132.43
deposit	11/13/20			Montour County Hotel Tax grant (Q3)		33,009.86	41,142.29



## 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
automatic payment	10/20/2020	11/8/2020	10/1 - 10/31/2020	HughesNet (Montour Preserve monthly internet service)	Montour Preserve (internet)		172.33		29,843.80
automatic payment	10/23/2020	11/8/2020	10/1 - 10/31/2020	Zoom Video Communications (monthly fee)	office expenses		15.89		29,827.91
automatic payment	10/26/2020	11/8/2020	10/1 - 10/31/2020	MailChimp (monthly email service)	\$7.06 Montour Preserve (email); \$7.06 Humdinger (advertising); \$7.07 misc. expenses		21.19		29,806.72
debit card	10/27/2020	11/8/2020	10/1 - 10/31/2020	Cole's Hardware (antifreeze and drill bits)	Montour Preserve (maintenance/misc)		13.01		29,793.71
debit card	10/28/2020	11/8/2020	10/1 - 10/31/2020	Cole's Hardware (mouse poison, spray paint, pipe wrench, chain shackles)	Montour Preserve (maintenance/misc)		62.48		29,731.23
6478	10/29/2020	11/8/2020		PPL Electric Utilities	Hess Recreation Area		46.35		29,684.88
6479	10/29/2020	11/8/2020		TNT Signs, Inc. (Hess Loop Trail signs and Riverside river access sign)	\$189 tourism promotion; \$707.70 Hess Recreation Area		896.70		28,788.18
6480	10/29/2020	11/8/2020		Pannier (Montour Preserve kiosk signs)	Montour Preserve (signage)		2,243.79		26,544.39
6481	10/29/2020	11/8/2020		Press Enterprise (Montour Preserve brochures, Hess Recreation Area brochures, Hopewell Park brochures)	\$675.75 Hess Recreation Area; \$675.75 Hopewell Park; \$901 Montour Preserve (promotion)		2,252.50		24,291.89
6482	10/29/2020	11/8/2020		Robert Stoudt (ESRI ArcGIS annual license expense reimbursement)	tourism promotion		742.00		23,549.89
6483	10/29/2020	11/8/2020		Susan Shultz, CPA (quarterly accounting fee)	accounting		355.00		23,194.89
6484	10/29/2020	11/8/2020		Dennis Piatt (payroll 10/11 - 10/24)	payroll - Piatt		157.97		23,036.92
6485	10/29/2020	11/8/2020		Jon Beam (payroll 10/11 - 10/24)	payroll - Beam		301.96		22,734.96
6486	10/29/2020	11/8/2020		Lesley Yeich (payroll 10/11 - 10/24)	payroll - Yeich		144.48		22,590.48
6487	10/29/2020	11/8/2020		Robert Stoudt (payroll 10/11 - 10/24)	payroll - Stoudt		1,530.95		21,059.53
6488	10/29/2020	11/8/2020		Commonwealth of Pennsylvania (DEP Safe Drinking Water Annual Fee - Goose Cove)	Montour Preserve (water testing)		53.00		21,006.53
6489	10/29/2020	11/8/2020		Commonwealth of Pennsylvania (DEP Safe Drinking Water Annual Fee - Visitors Center)	Montour Preserve (water testing)		53.00		20,953.53
debit card	10/29/2020	11/8/2020	10/1 - 10/31/2020	Cole's Hardware (paper towels, cable ties, masking tape, ratchet tie down straps)	park maintenance tools & supplies		86.06		20,867.47
debit card	10/29/2020	11/8/2020	10/1 - 10/31/2020	USPS Danville (stamps)	office expenses		22.00		20,845.47
debit card	10/29/2020	11/8/2020	10/1 - 10/31/2020	Hoover Tractor (tractor pallet forks and frame)	Montour Preserve (maintenance/misc)		465.34		20,380.13
deposit	10/30/2020	11/8/2020	10/1 - 10/31/2020	deposit	\$30 Montour Preserve (pavilion reservations); \$120 Montour Preserve (donations); \$145 Hess Recreation Area users' fees			295.00	20,675.13
debit card	10/30/2020	11/8/2020	10/1 - 10/31/2020	Cole's Hardware (buckets, pry bar, nail punches, markers)	park maintenance tools & supplies		36.51		20,638.62
automatic payment	10/31/2020	11/8/2020		PA UC Fund (Q3 taxes)	payroll taxes		152.82		20,485.80
automatic payment	10/31/2020	11/8/2020		Danville Area Earned Income Office	payroll taxes		295.89		20,189.91
transfer	10/31/2020	11/8/2020	10/1 - 10/31/2020	Montour County Hotel Tax funds transfer from savings account		Montour County Hotel Tax		6,134.99	26,324.90
interest	10/31/2020	11/8/2020	10/1 - 10/31/2020	dividend interest earned 10/1 - 10/31/2020	interest			3.16	26,328.06

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
debit card	11/3/2020			Cole's Hardware (light bulbs)	Montour Preserve (maintenance/misc)		19.06		26,309.00
debit card	11/6/2020			Cole's Hardware (carabiners)	park maintenance tools & supplies		18.07		26,290.93
debit card	11/10/2020			Cole's Hardware (trash bags, cable ties, nitrile gloves, hand wipes)	Hess Recreation Area		93.21		26,197.72
6490	11/11/2020			TNT Signs, Inc. (Hess Loop Trail signs)	Hess Recreation Area		102.56		26,095.16
6491	11/11/2020			US Department of Agriculture (Montour Preserve wildlife management)	Montour Preserve (wildlife management)		261.80		25,833.36
6492	11/11/2020			Big Pop's Mowing	\$531 Hess Recreation Area; \$100 River Drive; \$80 Hopewell Park; \$40 Columbia County projects; \$1,200 Montour Preserve		1,951.00		23,882.36
6493	11/11/2020			Press Enterprise (advertising of 2021 lawn care)	legal notices		108.60		23,773.76
6494	11/11/2020			Ted Heaps Container Service (trash removal)	\$65 Hess Recreation Area; \$122.15 Montour Preserve (trash)		187.15		23,586.61
6495	11/11/2020			McKonly & Asbury (balance due auditing fees for DCED grant)	Montour Preserve (DCED grant audit)		1,050.00		22,536.61
6496	11/11/2020			MePush, Inc. (website hosting)	\$52.47 Montour Preserve (website); \$52.47 misc. expenses		104.94		22,431.67
6497	11/11/2020			Starr Portables (Montour Preserve restrooms sewage pumping)	Montour Preserve (sewage pumping)		450.00		21,981.67
6498	11/11/2020			Candy Fisher (cleaning service through 11/8)	Montour Preserve (cleaning)		2,000.00		19,981.67
6499	11/11/2020			Dennis Piatt (payroll 10/25 - 11/7)	payroll - Piatt		487.51		19,494.16
6500	11/11/2020			Jon Beam (payroll 10/25 - 11/7)	payroll - Beam		290.86		19,203.30
6501	11/11/2020			Lesley Yeich (payroll 10/25 - 11/7)	payroll - Yeich		203.59		18,999.71
6502	11/11/2020			Robert Stoudt (payroll 10/25 - 11/7)	payroll - Stoudt		1,674.10		17,325.61
deposit	11/13/2020			deposit	\$1,100 Montour Preserve (donations); \$425 Montour Preserve (pavilion/auditorium reservation fees)			1,525.00	18,850.61
debit card	11/16/2020			Clark's Ag Center (2-cycle oil)	Montour Preserve (maintenance/misc)		29.23		18,821.38
6503	11/19/2020			SkyPacket Networks (Montour Preserve internet service)	Montour Preserve (internet)		158.00		18,663.38
6504	11/19/2020			Verizon (telephone)	Montour Preserve (telephone)		111.18		18,552.20
6505	11/19/2020			PPL Electric Utilities	Montour Preserve (electricity)		379.45		18,172.75
6506	11/19/2020			PPL Electric Utilities	Montour Preserve (electricity)		586.55		17,586.20
6507	11/19/2020			PPL Electric Utilities	Montour Preserve (electricity)		37.87		17,548.33
6508	11/19/2020			PPL Electric Utilities	Montour Preserve (electricity)		48.80		17,499.53
6509	11/19/2020			Connie Scheunemann (expense reimbursement for Girls ROC)	Girls ROC Camps		256.60		17,242.93
6510	11/19/2020			Julia Book (expense reimbursement for Girls ROC)	Girls ROC Camps		137.69		17,105.24

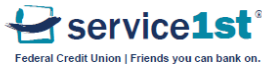
## Montour Preserve DCED Grant Checking Account (ID 42) Register

Number or Code	Transaction Date	Date Sent to Accounting	Recorded on Bank Statement	Description of Transaction	Credited / Debited to Subaccount	Debit (-)	Credit (+)	Account Balance
				2020 account beginning balance				2,986.11
interest	1/31/20	2/3/20	1/1 - 1/31/20	interest	interest		5.02	2,991.13
interest	2/29/20	3/10/20	2/1 - 2/29/20	interest	interest		1.90	2,993.03
interest	3/31/20	4/15/20	3/1 - 3/31/2020	interest	interest		1.32	2,994.35
transfer	4/30/20	5/1/20	5/1 - 5/31/2020	transfer to general checking account to reimburse eligible Montour Preserve expenses (as approved by DCED on 4/17)		2,284.05		710.30
105	8/31/20	9/8/20	10/1 - 10/31/2020	Commonwealth of Pennsylvania (grant close-out refund of interest earned)	DCED grant - Montour Preserve	710.30		0.00
	11/13/20			account closed 11/13/2020				

MONTOUR AREA RECREATION COMMISSION			
10/31/2020 INTERNAL TRANSFER OF HOTEL TAX FUNDS			
EXPENSE LINE ITEM	CHECK #	DATE	AMOUNT
TNT Signs (Riverside river access sign and Hess Loop Trail signs)	6479	10/29/2020	896.70
Pannier (Montour Preserve kiosk signs)	6480	10/29/2020	2,243.79
Press Enterprise (Hess Recreation Area, Hopewell Park, and Montour Preserve brochures)	6481	10/29/2020	2,252.50
Robert Stoudt (reimbursement for ESRI ArcGIS annual license fee)	6482	10/29/2020	742.00
<b>TOTAL</b>			<b>\$ 6,134.99</b>

I do hereby attest this is an accurate accounting of Montour County Hotel Tax eligible expenses incurred by the Montour Area Recreation Commission during the period of 10/21/2020 - 10/31/2020 and that these expenses have not been reimbursed through any other grant programs.

	10/31/2020		
Robert T. Stoudt, MARC Director	Date		



**CORPORATE OFFICE**  
1985 MONTGOMERY BLVD.  
P.O. BOX 159  
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Statement Period: 10/01/2020-10/31/2020

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## Summary of Accounts:

	Ending Balance	YTD Dividend	Member Number: 584727
<b>Savings</b>			
01 - REGULAR SAVINGS	8,132.43	14.90	
40 - CHECKING	37,555.54	65.08	
42 - DCED GRANT CHECKING	0.00	8.24	
<b>Total</b>	<b>45,687.97</b>	<b>88.22</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
Oct 1		Balance Forward			37,131.75
Oct 21		Withdrawal Home Banking Transfer To Share 40 hotel tax funds transfer		-22,864.33	14,267.42
Oct 31		Withdrawal Home Banking Transfer To Share 40 hotel tax expenses 10/21 - 10/31/2020		-6,134.99	8,132.43
Oct 31		Ending Balance			8,132.43
		Total Withdrawals 28,999.32			

### ID 40 CHECKING

Trans	Eff Date	Transaction	Deposit	Withdrawal	Balance
Oct 1		Balance Forward			31,924.80
Oct 1		Withdrawal Debit Card 9/30 LOWE'S #1868 BLOOMSBURG PA		-72.89	31,851.91
Oct 1		Withdrawal Debit Card 9/30 PP*COLESHARDWADANVILLE DANVILLE PA		-32.69	31,819.22
Oct 1		Draft 6458		-24.02	31,795.20
Oct 1		Draft 6443		-1,400.23	30,394.97
Oct 1		Draft 6457		-1,774.71	28,620.26
Oct 2		Withdrawal Debit Card 10/1 ABL GRAPHICS BLOOMSBURG PA		-58.83	28,561.43
Oct 2		Withdrawal Debit Card 10/1 PP*COLESHARDWADANVILLE DANVILLE PA		-15.86	28,545.57
Oct 3		Withdrawal Debit Card 10/2 CLARKS AG CENTER TURBOTVILLE PA		-132.12	28,413.45
Oct 5		Draft 6449		-45.28	28,368.17
Oct 5		Draft 6442		-78.82	28,289.35
Oct 5		Draft 6448		-120.00	28,169.35

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Member Number: 584727 Statement Period: 10/01/2020-10/31/2020

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### ID 40 CHECKING - Continued

Trans	Eff Date	Transaction	Deposit	Withdrawal	Balance
Oct 5		Draft 6456		-151.04	28,018.31
Oct 5		Draft 6445		-190.00	27,828.31
Oct 6		Draft 6444		-107.14	27,721.17
		Processed Check - VERIZON FINANCIA TYPE: PAYMENTS ID: 7204096069			
Oct 6		Draft 6439		-2,539.04	25,182.13
Oct 7		Draft 6450		-37.67	25,144.46
Oct 7		Draft 6452		-43.96	25,100.50
Oct 7		Draft 6447		-104.94	24,995.56
Oct 7		Draft 6451		-237.90	24,757.66
Oct 7		Draft 6440		-472.86	24,284.80
Oct 7		Draft 6453		-513.06	23,771.74
Oct 7		Draft 6454		-683.98	23,087.76
Oct 7	Oct 08	Withdrawal Bill Payment #384474 CALTOPO HTTPSCALTOPO. CA		-50.00	23,037.76
Oct 10		Withdrawal Debit Card 10/9 PP*COLESHARDWADANVILLE DANVILLE PA		-7.12	23,030.64
Oct 12		Withdrawal Debit Card 10/10 TURBOTVILLE GREAT VAL TURBOTVILLE PA		-13.25	23,017.39
Oct 12		Withdrawal Debit Card 10/10 TURBOTVILLE GREAT VAL TURBOTVILLE PA		-45.28	22,972.11
Oct 12		Withdrawal POS #386891 AMAZON.COM*MK4QC9600 SEATTLE WA		-143.10	22,829.01
Oct 13		Withdrawal POS #626689 AMAZON.COM*MK2NQ7SV0 SEATTLE WA		-76.32	22,752.69
Oct 13		Withdrawal POS #670851 AMAZON.COM*MK2P74KD2 SEATTLE WA		-99.62	22,653.07
Oct 13		Draft 6455		-441.32	22,211.75
Oct 13		Draft 6441		-472.30	21,739.45
Oct 14		Withdrawal POS #211996 AMAZON.COM*MK4JQ59T2 SEATTLE WA		-85.14	21,654.31
Oct 15		Withdrawal ACH COMMWLTHOFPA INT TYPE: PAEMPLOYTX ID: 1236003133 CO: COMMWLTHOFPA INT		-208.55	21,445.76
Oct 15		Withdrawal ACH IRS TYPE: USATAXPYMT ID: 3387702000 CO: IRS		-1,510.32	19,935.44
Oct 16		Withdrawal Debit Card 10/15 PP*COLESHARDWADANVILLE DANVILLE PA		-20.60	19,914.84
Oct 17		Withdrawal Debit Card 10/16 ABL GRAPHICS BLOOMSBURG PA		-104.30	19,810.54
Oct 20	Oct 21	Recurring Withdrawal Bill Payment #512593 HNS*HughesNet.com 866-347-3292 MD		-172.33	19,638.21
Oct 21		Deposit Home Banking Transfer From Share 01 hotel tax funds transfer	22,864.33		42,502.54
Oct 21		Draft 6462		-1,421.30	41,081.24
Oct 21		Draft 6446		-3,215.92	37,865.32
Oct 22		Withdrawal Debit Card 10/21 PP*COLESHARDWADANVILLE DANVILLE PA		-58.29	37,807.03
Oct 23	Oct 24	Recurring Withdrawal Bill Payment #508127 ZOOM.US 888-799-9666 WWW.ZOOM.US CA		-15.89	37,791.14
Oct 27		Withdrawal Debit Card 10/26 MAILCHIMP *MONTHLY MAILCHIMP.COM GA		-21.19	37,769.95
Oct 27		Draft 6468		-689.00	37,080.95

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**Member Number:** 584727  
**Statement Period:** 10/01/2020-10/31/2020

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### ID 40 CHECKING - Continued

Trans	Eff Date	Transaction	Deposit	Withdrawal	Balance
Oct 27		Draft 6469		-1,050.00	36,030.95
Oct 28		Withdrawal Debit Card		-13.01	36,017.94
		10/27 PP*COLESHARDWADANVILLE DANVILLE PA			
Oct 28		Draft 6461		-98.53	35,919.41
Oct 28		Draft 6466		-104.94	35,814.47
Oct 28		Draft 6460		-503.27	35,311.20
Oct 29		Draft 6463		-211.52	35,099.68
		Processed Check - USDA APHIS GENL TYPE: PAYMENT ID: 1240340003			
Oct 29		Withdrawal Debit Card		-62.48	35,037.20
		10/28 PP*COLESHARDWADANVILLE DANVILLE PA			
Oct 30		Certified Draft 0000006487 for \$1,530.95			
Oct 30		Withdrawal Debit Card		-465.34	34,571.86
		10/29 HOOVER TRACTOR LLC MIFFLINBURG PA			
Oct 30		Withdrawal Debit Card		-86.06	34,485.80
		10/29 PP*COLESHARDWADANVILLE DANVILLE PA			
Oct 30		Withdrawal Debit Card		-22.00	34,463.80
		10/29 USPS PO 41190008 410 MILL DANVILLE PA			
Oct 30		Deposit by Check	295.00		34,758.80
Oct 30		Draft 6467		-3,304.90	31,453.90
Oct 31		Withdrawal Debit Card		-36.51	31,417.39
		10/30 PP*COLESHARDWADANVILLE DANVILLE PA			
Oct 31		Deposit Home Banking Transfer From Share 01	6,134.99		37,552.38
		hotel tax expenses 10/21 - 10/31/2020			
Oct 31		Deposit Dividend Dividend Post	3.16		37,555.54
		Annual Percentage Yield Earned 0.130% from 10/01/2020 through 10/31/2020			
Oct 31		<b>Ending Balance</b>			<b>37,555.54</b>
		<b>Total Deposits 29,297.48</b>			
		<b>Total Withdrawals 23,666.74</b>			

#### Drafts for 40 - CHECKING

Date	Draft Number	Amount	Date	Draft Number	Amount	Date	Draft Number	Amount
Oct 6	□ 6439	2,539.04	Oct 5	□ 6449	45.28	Oct 1	□ 6458	24.02
Oct 7	□ 6440	472.86	Oct 7	□ 6450	37.67	Oct 28	□ 6460*	503.27
Oct 13	□ 6441	472.30	Oct 7	□ 6451	237.90	Oct 28	□ 6461	98.53
Oct 5	□ 6442	78.82	Oct 7	□ 6452	43.96	Oct 21	□ 6462	1,421.30
Oct 1	□ 6443	1,400.23	Oct 7	□ 6453	513.06	Oct 29	□ 6463	211.52
Oct 6	□ 6444	107.14	Oct 7	□ 6454	683.98	Oct 28	□ 6466*	104.94
Oct 5	□ 6445	190.00	Oct 13	□ 6455	441.32	Oct 30	□ 6467	3,304.90
Oct 21	□ 6446	3,215.92	Oct 5	□ 6456	151.04	Oct 27	□ 6468	689.00
Oct 7	□ 6447	104.94	Oct 1	□ 6457	1,774.71	Oct 27	□ 6469	1,050.00
Oct 5	□ 6448	120.00						

\* denotes skipped sequence

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

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 [www.twitter.com/service1st](http://www.twitter.com/service1st)  
 [www.instagram.com/service1stfcu](http://www.instagram.com/service1stfcu)

<b>Member Number:</b>	<b>Statement Period:</b>
584727	10/01/2020-10/31/2020

Page 4 of 4

### ID 42 DCED GRANT CHECKING

Trans	Eff Date	Transaction	Deposit	Withdrawal	Balance
Oct 1		Balance Forward			710.30
Oct 7		Draft 105		-710.30	0.00
Oct 31		Ending Balance			0.00
Total Withdrawals 710.30					

#### Drafts for 42 - DCED GRANT CHECKING

Date	Draft Number	Amount	Date	Draft Number	Amount	Date	Draft Number	Amount
Oct 7	□ 105	710.30						

\* denotes skipped sequence

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

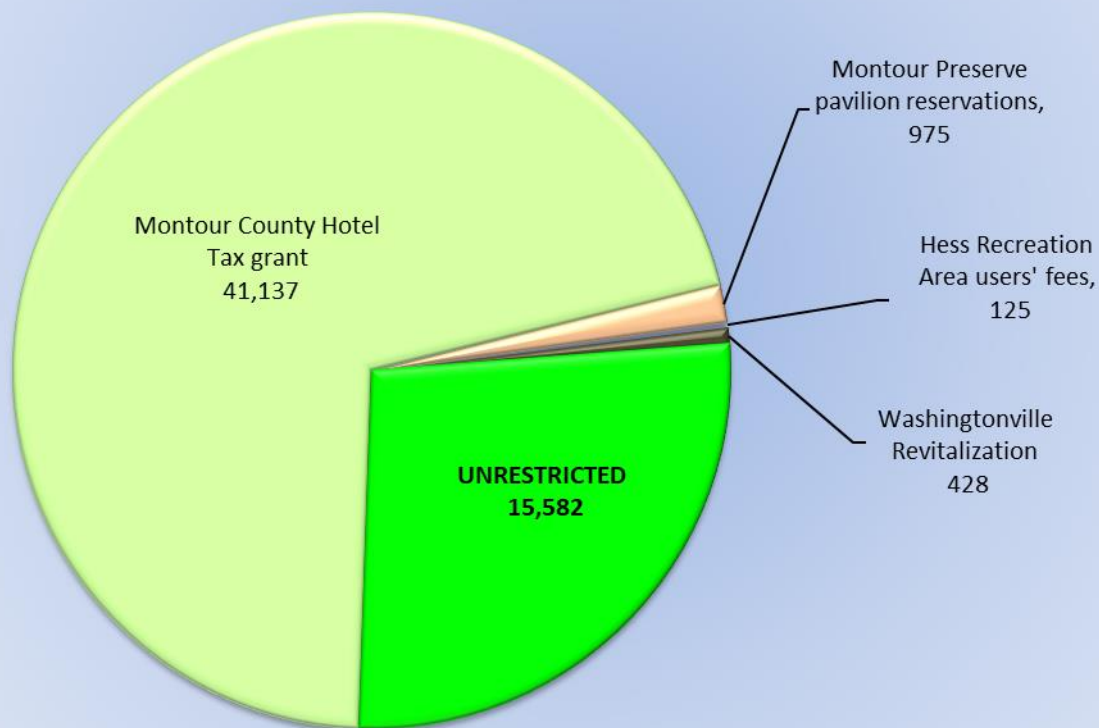
Refinance or consolidate your loans to take advantage of our great rates today at [www.service1.org](http://www.service1.org)

MARC Account Reconciliation - Service 1st Accounts			
UPDATED 10/31/2020			
		ending balance from 10/31/2020 bank statement	\$ 45,687.97
		deposits not yet posted (detailed below)	\$ -
		subtotal	\$ 45,687.97
		withdrawals not yet cleared (detailed below)	\$ 11,227.48
		calculated balance (should agree with actual combined balance)	\$ 34,460.49
		balance (savings account ID01)	\$ 8,132.43
		balance (checking account ID40)	\$ 26,328.06
		balance (DCED grant checking account ID42)	\$ -
		actual combined balance	\$ 34,460.49
		difference	\$ -
DEPOSITS NOT YET POSTED			
TRANSACTION DATE	CHECK #	DESCRIPTION OF TRANSACTION	AMOUNT
TOTAL			\$ -
WITHDRAWALS NOT YET CLEARED			
TRANSACTION DATE	CHECK #	DESCRIPTION OF TRANSACTION	AMOUNT
10/13/2020	6459	Dennis Piatt (payroll 9/27 - 10/10)	266.07
10/13/2020	6464	Dennis Piatt (reimbursement for 10/1 Clark's Ag Center purchase of bird feeders)	55.09
10/13/2020	6465	Ted Heaps Container Service (trash removal)	192.85
10/13/2020	6470	Pace Analytical Services (Montour Preserve water testing)	120.00
10/13/2020	6471	Washingtonville Volunteer Fire Co. (donation)	50.00
10/21/2020	6472	Verizon (telephone)	109.21
10/21/2020	6473	PPL Electric Utilities	55.37
10/21/2020	6474	PPL Electric Utilities	45.00
10/21/2020	6475	PPL Electric Utilities	426.85
10/21/2020	6476	PPL Electric Utilities	323.67
10/21/2020	6477	Erie Insurance (Workers' Comp Insurance)	133.00
10/21/2020	automatic payment	Johnson Controls Security Solutions (Montour Preserve security system quarterly monitoring fee)	223.96
10/29/2020	6478	PPL Electric Utilities	46.35
10/29/2020	6479	TNT Signs, Inc. (Hess Loop Trail signs and Riverside river access sign)	896.70
10/29/2020	6480	Pannier (Montour Preserve kiosk signs)	2,243.79
10/29/2020	6481	Press Enterprise (Montour Preserve brochures, Hess Recreation Area brochures, Hopewell Park brochures)	2,252.50
10/29/2020	6482	Robert Stoudt (ESRI ArcGIS annual license expense reimbursement)	742.00
10/29/2020	6483	Susan Shultz, CPA (quarterly accounting fee)	355.00
10/29/2020	6484	Dennis Piatt (payroll 10/11 - 10/24)	157.97
10/29/2020	6485	Jon Beam (payroll 10/11 - 10/24)	301.96
10/29/2020	6486	Lesley Yeich (payroll 10/11 - 10/24)	144.48
10/29/2020	6487	Robert Stoudt (payroll 10/11 - 10/24)	1,530.95
10/29/2020	6488	Commonwealth of Pennsylvania (DEP Safe Drinking Water Annual Fee - Goose Cove)	53.00
10/29/2020	6489	Commonwealth of Pennsylvania (DEP Safe Drinking Water Annual Fee - Visitors Center)	53.00
10/31/2020	automatic payment	PA UC Fund (Q3 taxes)	152.82
10/31/2020	automatic payment	Danville Area Earned Income Office	295.89
TOTAL			\$ 11,227.48

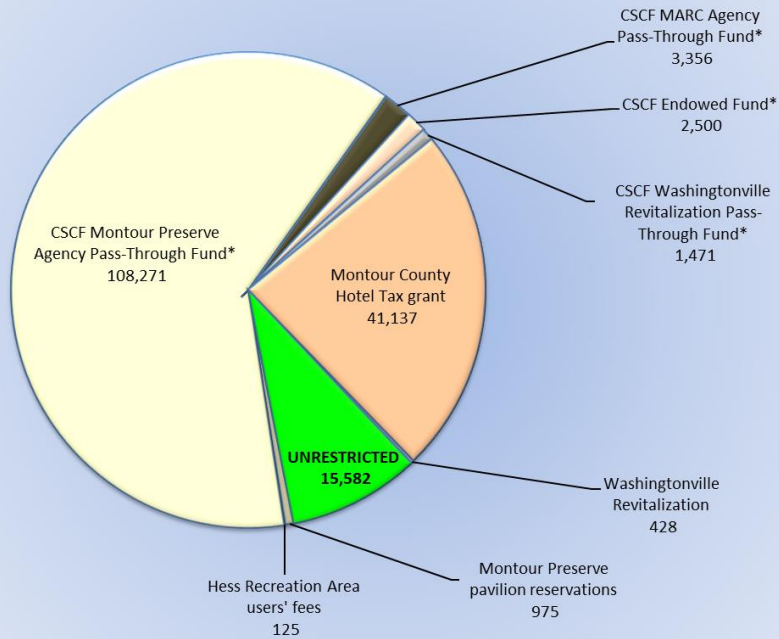
# MARC FUNDS EARMARKS AS OF 11/19/2020

COMBINED ACCOUNT BALANCE: \$58,247.53

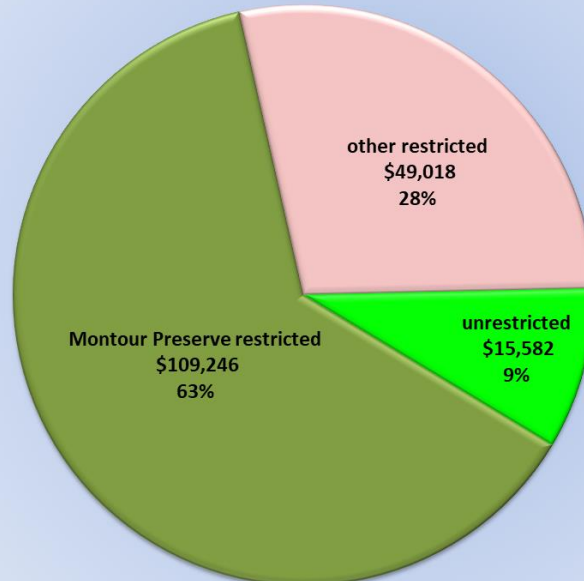
(INCLUDES SAVINGS AND GENERAL CHECKING ACCOUNTS;  
EXCLUDES CSCF FUNDS AND GRANTS RECEIVABLE)




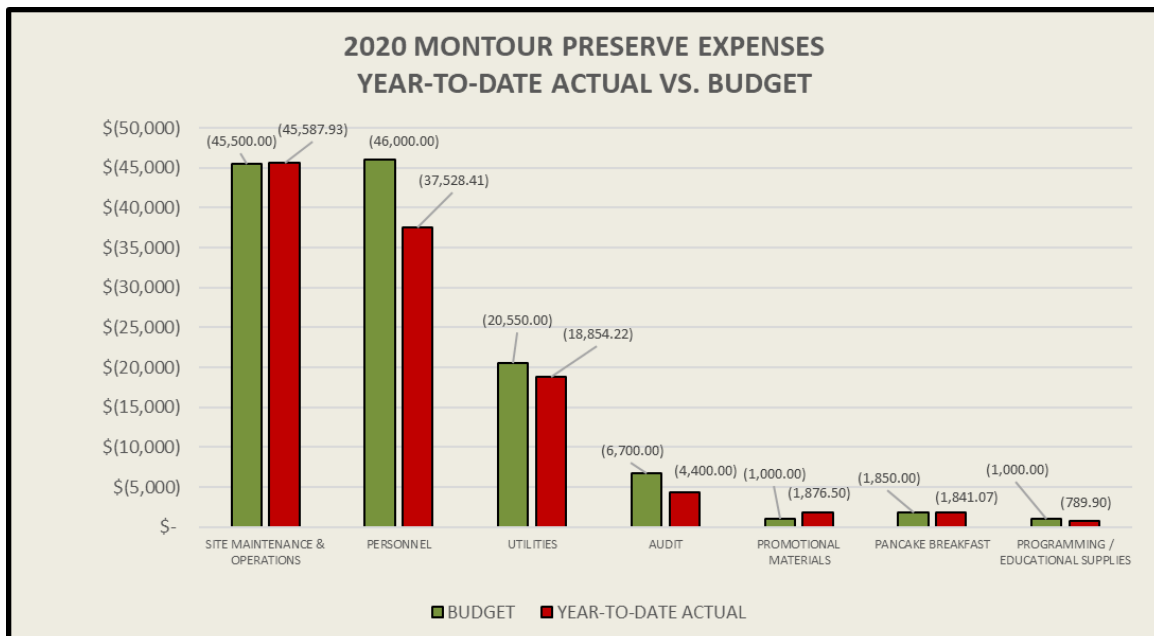
**MARC TOTAL ASSETS AS OF 11/19/2020**  
**COMBINED VALUE: \$173,846**



**MARC TOTAL ASSETS AS OF 11/19/2020**  
**COMBINED VALUE: \$173,846**



 <b>MONTOUR PRESERVE 2020 BUDGET</b> BUDGET INITIALLY ADOPTED 11/25/2019; BUDGET REVISED 5/18/2020 AND 8/24/2020 YEAR-TO-DATE ACTUAL AS OF 11/19/2020				
EXPENSE	YEAR-TO-DATE ACTUAL	INITIAL BUDGET	5/18/2020 REVISED BUDGET	8/24/2020 REVISED BUDGET
personnel	(37,528.41)	(52,000.00)	(46,000.00)	(46,000.00)
SITE MAINTENANCE & OPERATIONS	cleaning service	(2,800.00)	(4,000.00)	(4,000.00)
	HVAC system maintenance	-	(1,000.00)	-
	lawn care	(18,365.24)	(21,000.00)	(21,000.00)
	parking lot / road maintenance	(683.37)	(7,500.00)	(700.00)
	security system	(869.98)	(1,500.00)	(1,000.00)
	sewage pumping	(900.00)	(1,000.00)	(1,000.00)
	snow plowing	-	(2,500.00)	-
	supplies / misc.	(15,414.30)	(16,000.00)	(10,000.00)
	ATV purchase	-	(10,000.00)	-
	water testing	(998.00)	(1,000.00)	(1,000.00)
	wildlife management	(2,313.33)	(4,500.00)	(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)	-
UTILITIES	trail markers and signage	(3,243.71)	(2,000.00)	(2,000.00)
	electric	(13,397.32)	(15,000.00)	(15,000.00)
	internet service	(2,160.30)	(2,000.00)	(2,100.00)
	telephone	(1,172.77)	(1,300.00)	(1,250.00)
	trash service	(1,391.00)	(2,000.00)	(1,500.00)
	website hosting / email service	(732.83)	(700.00)	(700.00)
audit	(4,400.00)	-	(6,700.00)	(6,700.00)
promotional materials	(1,876.50)	(3,000.00)	(1,000.00)	(2,100.00)
pancake breakfast	(1,841.07)	-	(1,850.00)	(1,850.00)
programming & educational supplies	(789.90)	(1,500.00)	(1,000.00)	(1,000.00)
<b>EXPENSE TOTAL</b>	<b>\$ (110,878.03)</b>	<b>\$ (158,000.00)</b>	<b>\$(122,600.00)</b>	<b>\$(132,000.00)</b>

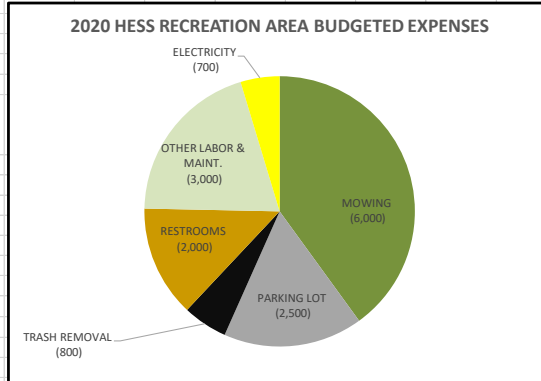


# **MONTOUR AREA RECREATION COMMISSION MANAGED SITES 2020 BUDGETS**

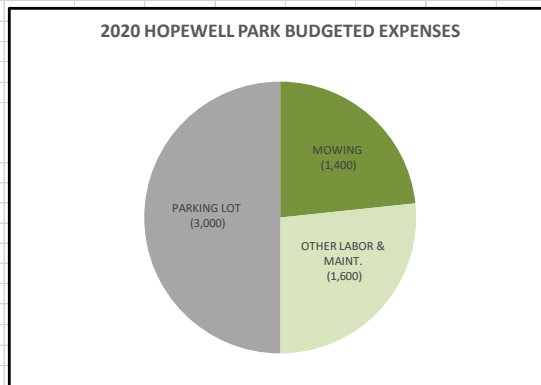
BUDGET FIRST ADOPTED 11/25/2019; UPDATED 5/18/2020 AND 8/24/2020

YEAR-TO-DATE INFORMATION UPDATED 11/19/2020

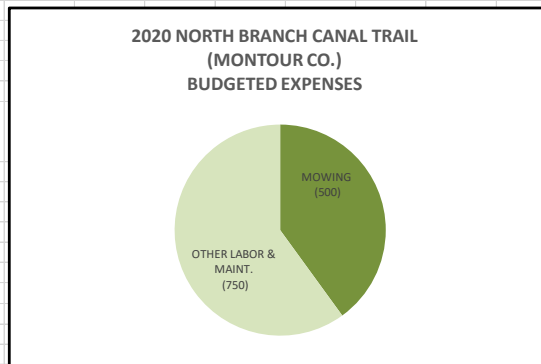
HESS RECREATION AREA 2020 BUDGET				
EXPENSE	YEAR-TO-DATE ACTUAL	INITIAL 11/25/2019 BUDGET	REVISED 5/18/2020 BUDGET	REVISED 8/24/2020 BUDGET
MOWING	(4,697.20)	(6,000)	(6,000)	(6,000)
PARKING LOT	(2,443.66)	(2,500)	(2,500)	(2,500)
TRASH REMOVAL	(715.00)	(800)	(800)	(800)
RESTROOMS	(1,788.45)	(2,200)	(2,000)	(2,000)
OTHER LABOR & MAINT.	(6,911.24)	(5,300)	(3,000)	(5,000)
ELECTRICITY	(415.66)	(1,200)	(700)	(700)
<b>TOTAL</b>	<b>(16,971.21)</b>	<b>(18,000)</b>	<b>(15,000)</b>	<b>(17,000)</b>



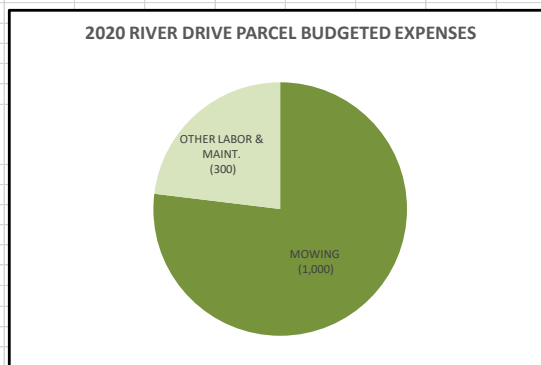
HOPEWELL PARK 2020 BUDGET				
EXPENSE	YEAR-TO-DATE ACTUAL	INITIAL 11/25/2019 BUDGET	REVISED 5/18/2020 BUDGET	REVISED 8/24/2020 BUDGET
MOWING	(800.00)	(1,400.00)	(1,400)	(1,400)
OTHER LABOR & MAINT.	(2,768.51)	(2,900.00)	(1,600)	(1,600)
PARKING LOT	(2,000.00)	(1,200.00)	(3,000)	(3,000)
<b>TOTAL</b>	<b>(5,568.51)</b>	<b>(5,500.00)</b>	<b>(6,000)</b>	<b>(6,000)</b>



NORTH BRANCH CANAL TRAIL (MONTOUR CO.) 2020 BUDGET				
EXPENSE	YEAR-TO-DATE ACTUAL	INITIAL 11/25/2019 BUDGET	REVISED 5/18/2020 BUDGET	REVISED 8/24/2020 BUDGET
MOWING	(300.00)	(750.00)	(500)	(750)
OTHER LABOR & MAINT.	(328.88)	(750.00)	(750)	(1,250)
<b>TOTAL</b>	<b>(628.88)</b>	<b>(1,500.00)</b>	<b>(1,250)</b>	<b>(2,000)</b>



RIVER DRIVE PARCEL 2020 BUDGET				
EXPENSE	YEAR-TO-DATE ACTUAL	INITIAL 11/25/2019 BUDGET	REVISED 5/18/2020 BUDGET	REVISED 8/24/2020 BUDGET
MOWING	(900.00)	(1,200.00)	(1,000)	(1,000)
OTHER LABOR & MAINT.	(29.60)	(800.00)	(300)	(300)
<b>TOTAL</b>	<b>(929.60)</b>	<b>(2,000.00)</b>	<b>(1,300)</b>	<b>(1,300)</b>







### **ACCOUNTING REPORT DISCLAIMER**

The following financial reports have been provided by Susan Shultz, CPA, 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.

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

8:45 AM

11/13/20

Accrual Basis

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

	Oct 31, 20
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Service 1st - Savings	8,132.43
Service 1st FCU	26,480.88
Total Checking/Savings	34,613.31
Total Current Assets	34,613.31
Other Assets	
CSCF - Trusted Funds	
MARC Agency Endowment Fund	2,647.83
Montour Preserve Fund	108,270.81
Washingtonville Revitalization	1,471.31
CSCF - Trusted Funds - Other	3,355.94
Total CSCF - Trusted Funds	115,745.89
Total Other Assets	115,745.89
<b>TOTAL ASSETS</b>	<b>150,359.20</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Advance Payments Received	
Hess Field User Fees	125.00
Preserve Reservations	950.00
Total Advance Payments Received	1,075.00
Conditional Contributions	
Agency Endowment Fund	1,000.00
CSCF-Preserve Donations & Int	12,679.42
Girls ROC Camp	315.00
Montour Cnty Hotel Tax Grant	8,126.80
Washingtonville Revitalization	
CSVBR - Grant	43.81
Washingtonville Revitalization - Other	385.43
Total Washingtonville Revitalization	429.24
Total Conditional Contributions	22,550.46
Payroll Liabilities	1,590.01
Total Other Current Liabilities	25,215.47
Total Current Liabilities	25,215.47
Total Liabilities	25,215.47
Equity	
Retained Earnings	113,677.60
Net Income	11,466.13
Total Equity	125,143.73
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>150,359.20</b>

No Assurance Provided

Page 1

## **ASSISTANT DIRECTOR'S REPORT**

In the past month the assistant director completed the PA Master Naturalist training for 8 participants, and continued the weekly Nature Notes episodes. He was interviewed by a reporter for the Chesapeake Bay Journal, met with a student from Danville High School about a project for the Wildlife Conservation Academy and taught a Hunter Education course.

Jon Beam

11/20/2020

## **MAINTENANCE TECHNICIAN'S REPORT**

Blew leaves off Montour Preserve trails

Cleared down trees on the Chilisugi Trail

Worked with Bob to deliver and bring back the tractor from Hoover's Tractor for maintenance

Caught trespassing mice

Cleaned out trail swales to prevent erosion

PTMT

Dennis Piatt

11/20/2020

# DIRECTOR'S REPORT

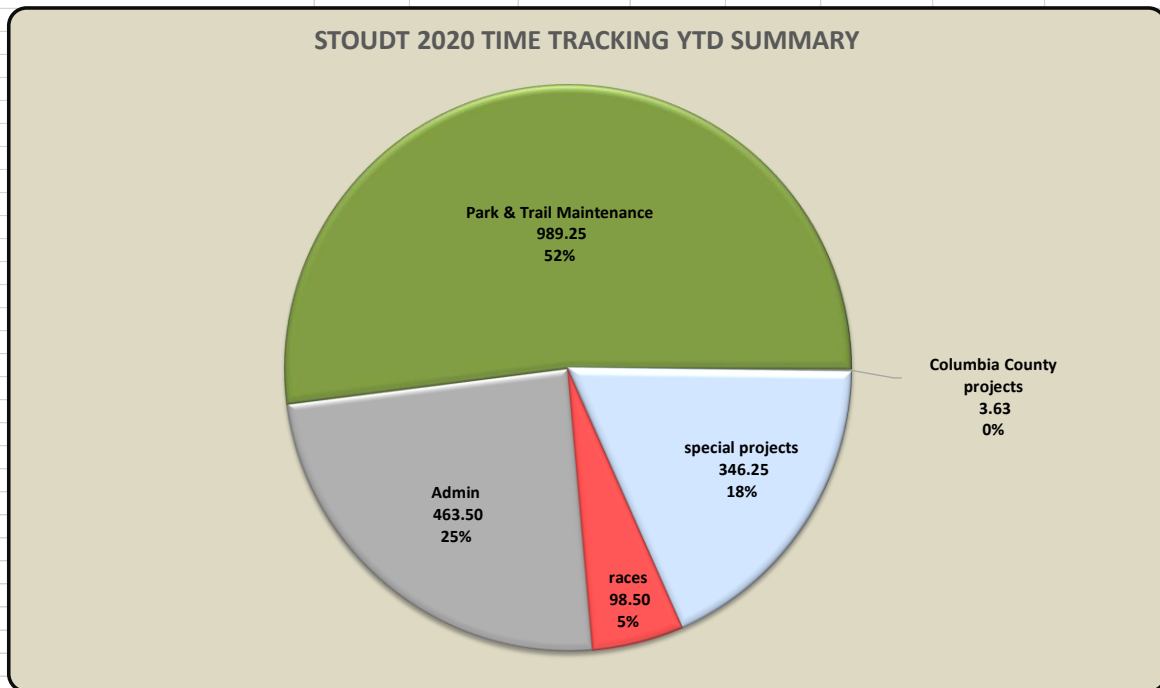
	STOUDT	PROJECT YTD TOTAL HOURS	PROJECT								NOVEMBER																						
			25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21			
admin	MARC admin	443.25		3.00	1.25	0.50	3.00	0.50	2.00		1.50	0.25	0.25	0.75	0.25			1.00	0.50	2.50	0.50	2.00	2.00	0.50	0.50	0.50	3.00	6.00	8.50				
PARK & TRAIL MAINTENANCE	Hess Recreation Area	202.00	0.50			0.50	0.25	0.50			0.25	0.25	0.25	1.50	5.00		0.50	0.25	0.25	0.25	0.25	0.25	0.25	2.00	2.50	0.25	0.25	0.25					
	Hopewell Park / Danville Farm Trails	53.50					0.50				0.25		0.25					0.25				0.25		0.50		0.25							
	Montour Preserve admin / maintenance	631.25		7.00	7.25	5.00	5.75				4.00	3.00	0.50				5.50	9.50	5.00	3.00	6.50	5.00	2.00	0.50	7.00	7.50	2.25	3.50					
	Montour Preserve programming	51.75																															
	North Branch Canal Trail (Montour Co.)	14.50		0.75				0.25																0.25			0.25		0.50				
	River Drive trailhead / river access	1.25																															
SPECIAL PROJECTS & EVENTS	Columbia County projects	3.50																						0.25					0.50				
	Danville / Montour Co. bike / ped safety	35.50																									1.00						
	mountain biking special projects	39.00					0.25												1.00	0.50													
	other special projects / events	39.50		0.25				0.50	8.00										1.00		2.00												
	tourism promotion special projects	116.25					3.50			7.00	3.00	3.50	6.25	2.00																			
	Washingtonville revitalization	96.25																															
	wellness special projects	9.50																															
	Humdinger Trail Races	75.50																															
	Montour 24 Endurance Races	2.50																															
	Chilli Challenge	3.75																															
DAILY TOTALS		1818.75	0.50	11.00	8.50	9.75	10.25	9.00	2.00	7.00	9.00	7.00	7.50	4.25	5.25		6.00	11.00	7.75	6.25	9.25	7.50	4.25	4.00	10.00	8.50	6.75	9.75	9.50				
WEEKLY PAYROLL TOTAL			51.00								40.00								52.00								48.50						
BIWEEKLY PAYROLL TOTAL											91.00																100.50						
PAYROLL PERIOD											23																24						

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## DIRECTOR'S REPORT (continued)

2020 STOUTDT TIME ACCOUNTING YEAR-TO-DATE SUMMARY (AS OF 11/20/2020)								
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	144.25	9.25	\$ 3,589.38	299.00	31.25	\$ 7,450.32	463.50	\$ 11,039.70
Hess Recreation Area	26.75	1.25	\$ 660.01	175.25	2.00	\$ 4,173.60	203.63	\$ 4,833.61
Hopewell Park / Danville Farm Trails	12.75		\$ 307.40	40.75	0.75	\$ 973.84	53.88	\$ 1,281.24
Montour Preserve admin / maintenance	124.75	15.25	\$ 3,191.56	506.50	25.75	\$ 12,298.80	651.75	\$ 15,490.36
Montour Preserve programming	37.75	22.00	\$ 1,175.36	14.00	2.75	\$ 364.08	64.13	\$ 1,539.44
North Branch Canal Trail (Montour Co.)	0.75		\$ 18.08	13.75	0.25	\$ 328.56	14.63	\$ 346.64
River Drive trailhead / river access	-		\$ -	1.25		\$ 29.60	1.25	\$ 29.60
Columbia County projects	0.25		\$ 6.03	3.25	0.25	\$ 79.92	3.63	\$ 85.95
Danville / Montour Co. bike / ped safety	9.00		\$ 216.99	26.50		\$ 627.52	35.50	\$ 844.51
mountain biking special projects	21.25		\$ 512.34	17.75		\$ 420.32	39.00	\$ 932.66
other special projects / events	0.75		\$ 18.08	38.75	8.00	\$ 1,012.32	43.50	\$ 1,030.40
tourism promotion special projects	26.50	3.00	\$ 675.08	89.75	2.00	\$ 2,148.96	118.75	\$ 2,824.04
Washingtonville revitalization	10.00	0.25	\$ 244.11	86.25	7.25	\$ 2,128.24	100.00	\$ 2,372.35
wellness special projects	6.00		\$ 144.66	3.50		\$ 82.88	9.50	\$ 227.54
Humdinger Trail Races	33.50	2.50	\$ 837.82	42.00	31.00	\$ 1,361.60	92.25	\$ 2,199.42
Montour 24 Endurance Races	0.25		\$ 6.03	2.25		\$ 53.28	2.50	\$ 59.31
Chilli Challenge	0.50		\$ 12.06	3.25		\$ 76.96	3.75	\$ 89.02
<b>TOTALS</b>	<b>455.00</b>	<b>53.50</b>	<b>\$ 11,614.99</b>	<b>1,363.75</b>	<b>111.25</b>	<b>\$ 33,610.80</b>	<b>1,901.13</b>	<b>\$ 45,225.79</b>

2020 STOUTDT TIME ACCOUNTING (GROUPED BY CATEGORY) YEAR-TO-DATE SUMMARY		
TASK	HOURS	COST W/ TAXES
Admin	463.50	\$ 11,039.70
Park & Trail Maintenance	989.25	\$ 23,520.90
Columbia County projects	3.63	\$ 85.95
special projects	346.25	\$ 8,231.50
races	98.50	\$ 2,347.75
<b>2020 YTD TOTALS</b>	<b>1,901.13</b>	<b>\$ 45,225.79</b>



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

### **GRANTS**

- **DCED Marketing to Attract Tourists Grant (Montour Preserve)**
  - DCED grant checking account at Service 1<sup>st</sup> was closed on 11/13/2020
- **Montour County 2020 Hotel Tax**
  - MARC on 11/13/2020 received and deposited \$33,009.86 for the Q3 Montour County Hotel Tax
  - As of 11/13/2020, MARC has so far received \$70,135.98 (including interest earned) in 2020 Montour County Hotel Tax grant funds
  - Stoudt on 10/31/2020 transferred \$6,134.99 from MARC's savings account to the general checking account to reimburse Hotel Tax-eligible expenses incurred 10/21 – 10/31/2020 (see page 6 of this report for detail)
    - After this transfer of funds, \$41,136.66 in Hotel Tax funds remain earmarked in MARC's savings account
  - The next quarterly disbursement is anticipated in mid-February 2021
  - Stoudt anticipates continued weakness in regional tourism (and Hotel Tax revenues) through at least Q2 2021, but a relatively quick rebound in regional tourism (and Hotel Tax revenues) once a COVID-19 vaccine becomes widely available
- **CSCF Women's Giving Circle 2020**
  - Final project expenses were paid on 11/19/2020
  - All funds have now been expended
  - Stoudt will submit required grant close-out reports before the end of the year
- **CSCF Danville Area School District Youth in Philanthropy (no change since last meeting)**
  - All grant funds have been expended
  - Stoudt will submit required grant close-out reports before the end of the year
- **DCNR 2020 Non-Motorized Trails Grant (no change since last meeting)**
  - In partnership with Danville Borough staff, Stoudt on 4/22/2020 submitted an application to DCNR's 2020 Non-Motorized Trails grant program for construction of the Danville Borough Levee portion of the North Branch Canal Trail
  - Danville Borough has been notified by DCNR that the grant application has been approved for full funding (\$98,650) to match \$620,629 in previously awarded federal Transportation Alternatives grant funding
  - The grant period is expected to be 1/1/2021 – 12/31/2024
  - The grant will allow for the final design, permitting, and construction of 1.1 mile +/- of handicapped-accessible trail atop the Danville Borough Hospital Run and Upper Susquehanna River Levees, as well as related handicapped accessible parking areas. The project will connect the borough's residential neighborhoods with the Washies' Playground and the Danville Soccer Park and will provide a critical missing link in the larger North Branch Canal Trail project

Project mapping is available at

<https://www.google.com/maps/d/edit?mid=17se2PMghOEBzg70bdSTOg3HPCTTO9drE&usp=sharing>



## DIRECTOR'S REPORT (continued)

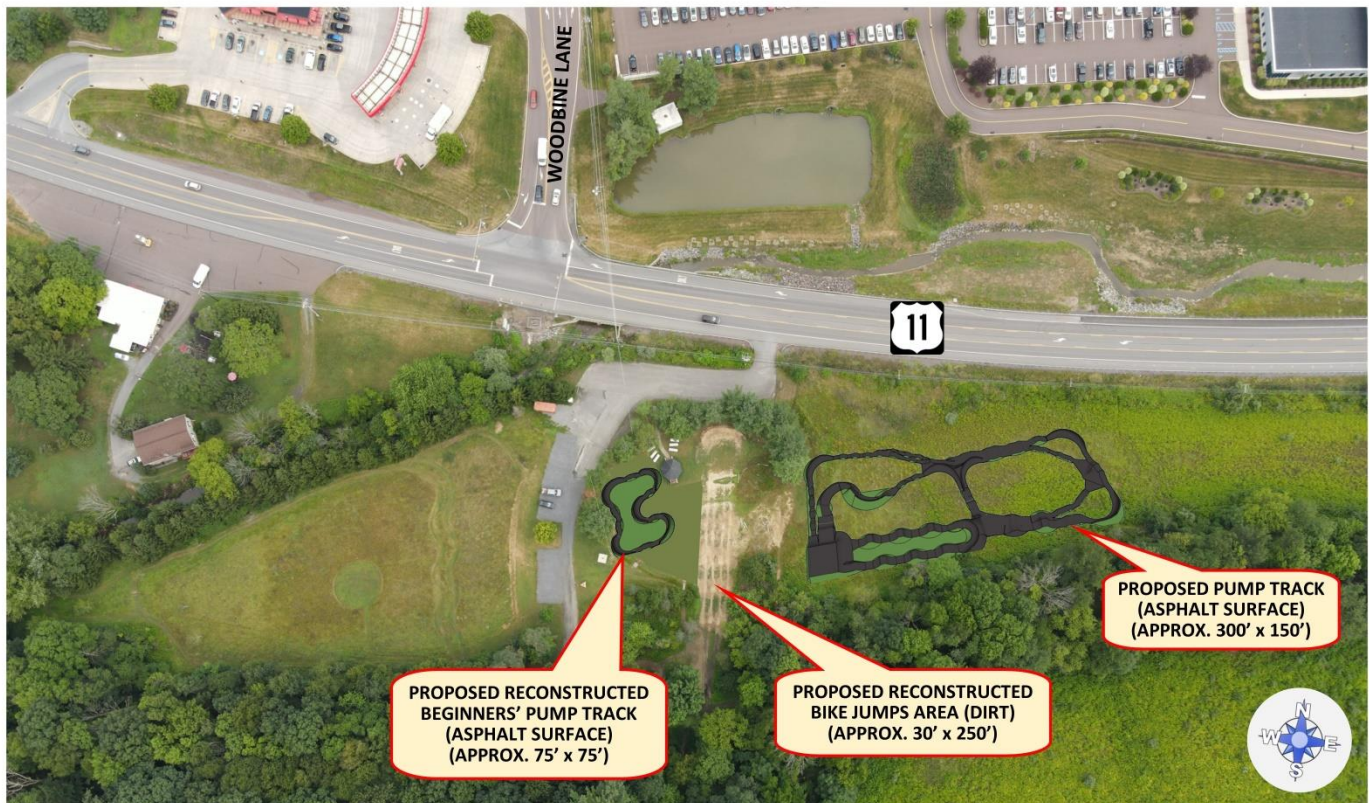
### MANAGED SITES

- **Hopewell Park / Danville Borough Farm**

- DirtSculpt has completed the initial design work for the proposed new pump track and the reconstruction of the existing beginners' pump track
  - designs are presented here and will be posted in coming days to MARC's Facebook page and other outlets for public review and comment



### HOPEWELL PARK PUMP TRACK DRAFT DESIGN REVISED 11/20/2020

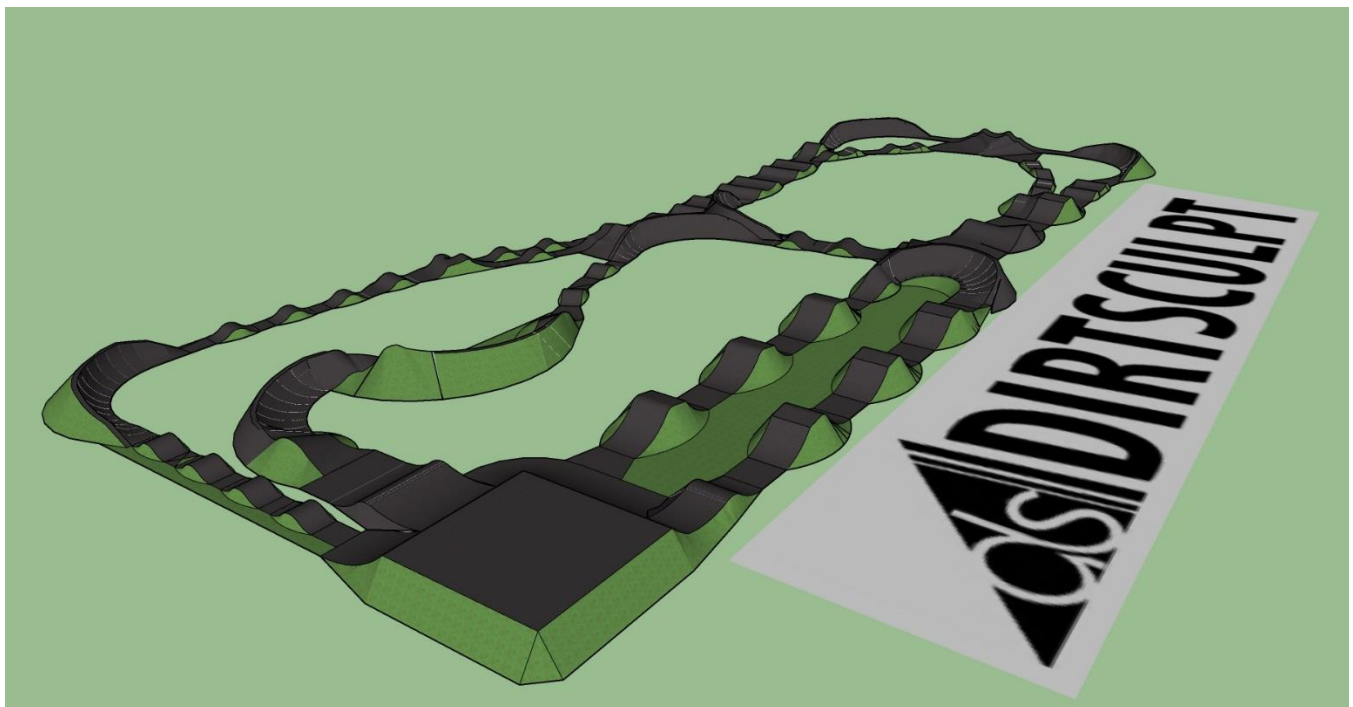
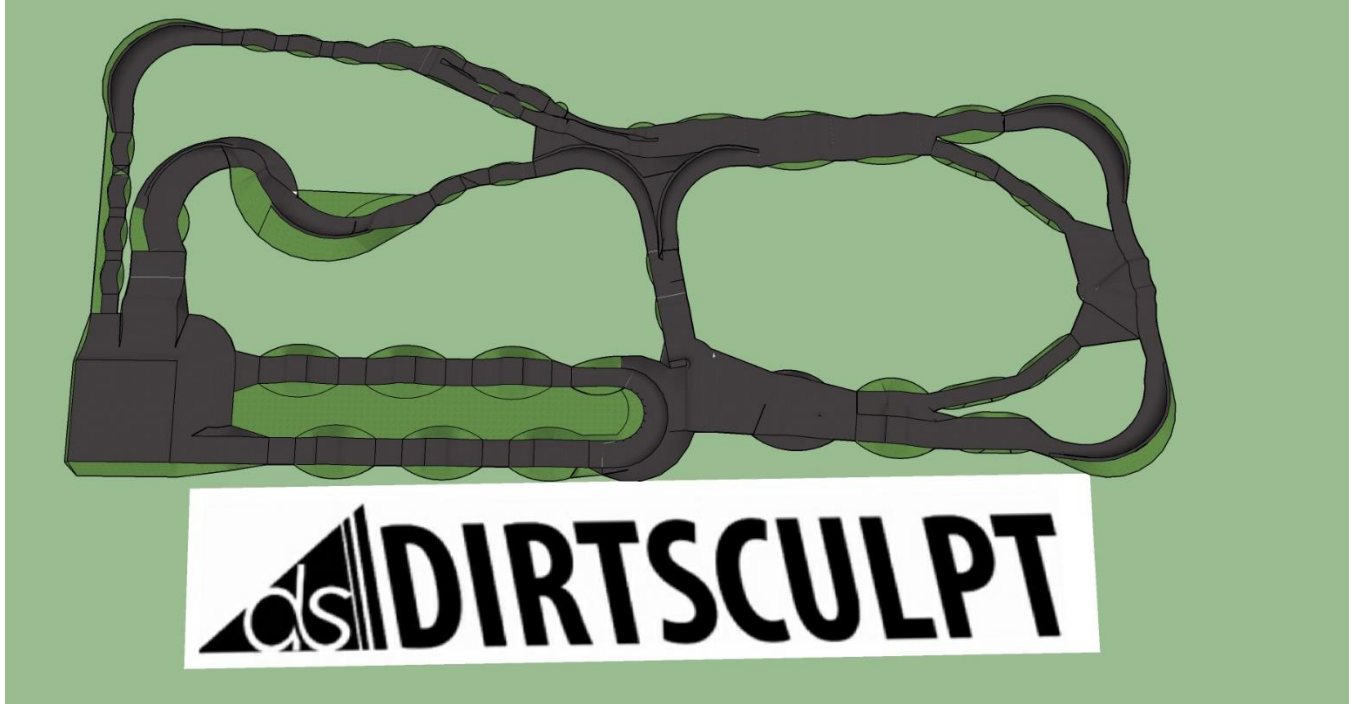


Draft concept for public review and comment. Design subject to change.  
Project construction subject to funding, permitting, and other prerequisites. MARC makes no guarantee of project construction.  
Montour Area Recreation Commission | PO Box 456, Danville, PA 17821 | (570) 336-2060 or RStoudt@MontourRec.com

## DIRECTOR'S REPORT (continued)

### MANAGED SITES (continued)

- Hopewell Park / Danville Borough Farm (continued)

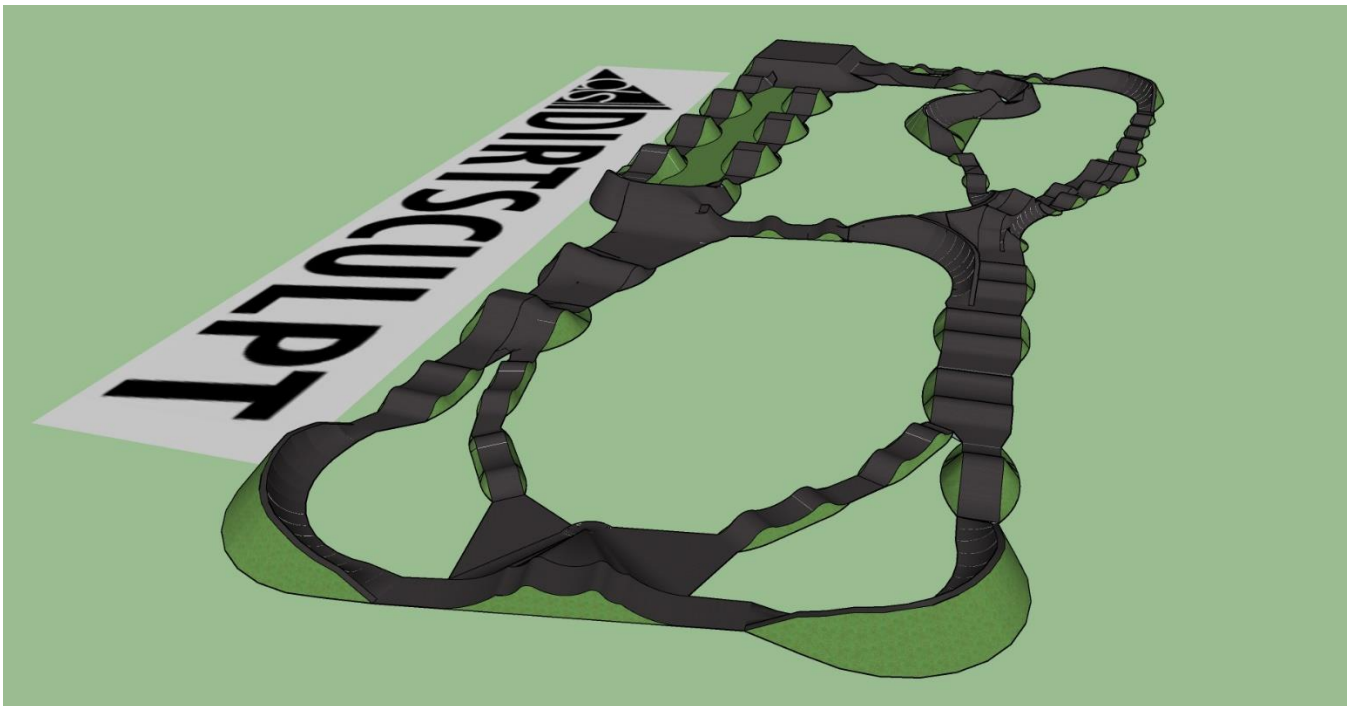
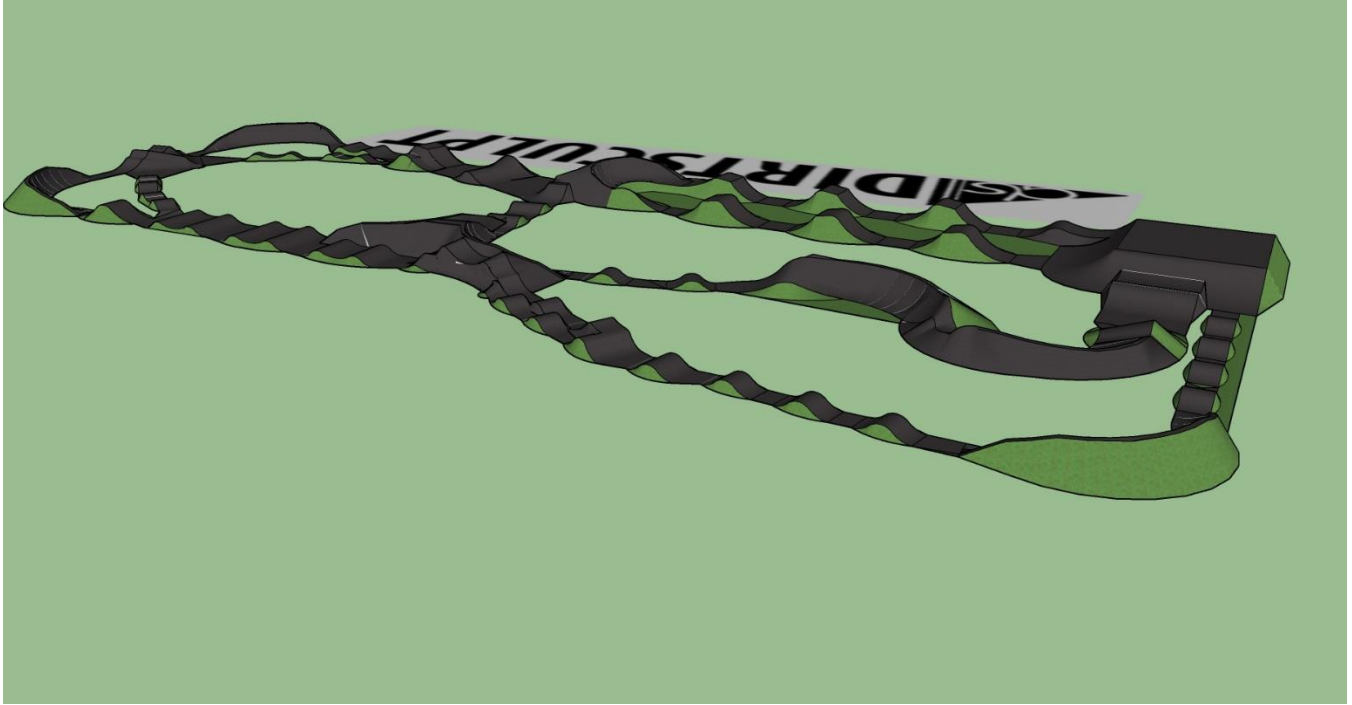




## DIRECTOR'S REPORT (continued)

### MANAGED SITES (continued)

- Hopewell Park / Danville Borough Farm (continued)



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

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

- **Hopewell Park / Danville Borough Farm (continued)**



- **Montour Township (Columbia County) Legion Road parcel**
  - No concerns noted since last meeting
- **River Drive parcel (North Branch Canal Trail trailhead and river access)**
  - No concerns noted since last meeting
- **North Branch Canal Trail**
  - Montour County Commissioners acted on 11/17/2020 to resume legal action against the owners of the Bear Hunters' Grove Campground, located at the Montour County / Columbia County line, to compel removal of ongoing encroachments on the North Branch Canal Trail
  - Stoudt has posted trail closures on either side of the campground, to remain in effect until the legal dispute is resolved and the encroachments are removed

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

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

#### **• Hess Recreation Area**

- Stoudt has cleared from trails numerous trees and limbs brought down in recent weeks by heavy winds
  - All trails have also been blown clear of leaves
- Installation of new trail signage has been stalled by MARC's inability to acquire needed sign posts
  - A proposal to purchase posts from a local source is provided on page 33 of this report and will be acted upon during this meeting
- Repairs are still needed on the wooden decking of the powerline observation area along the Hess Loop Trail – J. Manley Robbins Trail segment
  - Stoudt anticipates working with community service volunteers to replace the failed boards in coming weeks (legal proceedings against vandalism suspects have not yet been completed)
- Stoudt on 10/30/2020 was interviewed by the Rails to Trails Conservancy regarding the history of the J. Manley Robbins Trail as perhaps the oldest rail-to-trail in the country
  - Stoudt anticipates the story will run in the January/February issue of the magazine
  - Stoudt is working to create a new interpretive sign for installation at the Beaver Place Trailhead to have in place before the article appears
    - A proposal to purchase the sign and sign base is provided on page 33 of this report and will be acted upon during this meeting

#### **• Montour Preserve**

- MARC staff and volunteer Mike Yeich moved the fishing pier and boat dock to winter storage on 10/26/2020
- MARC staff shut down the Goose Cove and Heron Cove water systems on 10/27 and 10/28/2020
- The Goose Cove and Heron Cove restrooms were pumped on 10/26/2020
- Piatt and Beam replaced the Goose Cove restroom exhaust fan on 10/27/2020
- Cole's Hardware on 10/28/2020 donated 1,300lbs of black oil sunflower seed for the bird feeders at the Preserve
- Stoudt and Piatt on 10/29/2020 delivered the tractor to Hoover Tractor for service and repair and picked it up on 11/12/2020
- Eagle Scout candidate Matt Maffei and fellow Scouts on 11/7/2020 repainted ten picnic tables in the Heron Cove picnic area
- The PA Game Commission on 11/7/2020 conducted a Hunter Education course at the Preserve
- As of 11/9/2020, the new Sky Packet Networks (affiliated with DRIVE) internet service is working properly
  - Service is now adequate to allow for holding Zoom calls
  - Stoudt has cancelled service through HughesNet
  - MARC anticipates saving roughly \$100/month with the new service
- All trails at the Preserve have been cleared of downed trees and limbs caused by recent wind storms and have been blown clear of leaves
- The Fishing Creek Sportsmen's Association has donated \$5,000 to MARC to support the installation of new signage throughout the Montour Preserve
  - Stoudt will present an invoice for purchase of new signage during this meeting

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

### **SPECIAL PROJECTS AND EVENTS**

- **Riverside Borough River Access**
  - The replacement sign for the river access has arrived and will be installed in coming weeks as conditions allow
- **Danville Borough Montgomery Park River Access (no change since last meeting)**
  - Stoudt continues to monitor the site, with no recent problems noted
  - MARC thanks Danville Borough staff for continuing to maintain the site for public access
- **Columbia County Projects**
  - No updates since last meeting
- **Danville / Montour County Bike / Pedestrian Safety**
  - Stoudt on 11/18/2020 participated in the online meeting of the Middle Susquehanna Active Transportation Committee
- **Health & Wellness Special Projects**
  - No updates since last meeting
- **Races**
  - Stoudt does not anticipate scheduling any MARC races or special events until July 2021 at the earliest
- **Mountain Biking Special Projects**
  - Stoudt on 11/10/2020 participated in a meeting with organizers of the planned 4/23 – 4/25/2020 Young Life mountain biking event in and around Danville
- **Tourism Promotion Special Projects**
  - Stoudt and the Columbia-Montour Visitors Bureau continue working to finalize the mapping of all parks, trails, and outdoor recreational sites in and around Montour County
    - Photos, additional content, and other improvements have been added to the online mapping in recent weeks, available online at <https://montourrec.com/parks-trails-in-montour-county/> and <https://montourrec.com/fish-and-boat-in-montour-and-columbia-counties-pa/>
    - Work is underway to create a new Montour/Columbia Counties Outdoor Recreation brochure, anticipated for release in Q1 2021
      - The working draft is available for review at <https://drive.google.com/file/d/149lyD3L2SCsKQ3hwj2vcTiZC4KpRfnzF/view?usp=sharing>
  - Stoudt continues to participate in the Danville Heritage Festival Committee to consider options for a 2021 event
    - No final decision has yet been made regarding a planned date for the event

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

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

- **Washingtonville Revitalization**

- Stoudt and Mayor Tyler Dombroski continue to work with a landowner adjacent to Chillisquaque Creek to revise a proposed stream access easement
  - if approved by the landowner, Stoudt expects to present the agreement to MARC's Board for consideration at an upcoming meeting
- Stoudt continues to work with volunteers to identify, map, and promote bicycling routes in the Washingtonville area

- **Navigable Waters**

- No change since last meeting

### **OTHER UPDATES**

- Stoudt on 11/12/2020 attended an online DCNR webinar regarding 2021 DCNR grant programs
- St. Joseph Catholic School in Danville has donated to MARC the play set formerly in place at the school's playground
  - MARC staff and volunteers, with major support from the Danville Borough Street Department, on 10/30/2020 disassembled the play set and moved it to the pig barn for storage
  - Stoudt met on 11/5/2020 with representatives of Danville Borough and Riverside Borough to draw straws to determine which community would receive the play set
    - The Riverside Borough representative drew the shorter straw, allowing the play set to go to Danville Borough if so approved by Danville Borough Council
  - Stoudt attended the 11/10/2020 Danville Borough Council meeting, at which time Danville Borough Council agreed to accept the play set
    - It is anticipated the play set will be reconstructed at the F.Q. Hartman Recreation Area in the spring of 2021
- Stoudt has created a total of 245 new signs for installation at the Montour Preserve, Hess Recreation Area, Hopewell Park, and the North Branch Canal Trail
  - Sign designs can be reviewed at <https://drive.google.com/drive/folders/1zYq7EDbwQ6Fo8UbmGE-JmV87fkN1dOZu?usp=sharing>
  - Stoudt will present an invoice for approval during this meeting to purchase the signage

UPLOADED TO GOOGLE DRIVE?	SIGN FILE	SIGN DIMENSIONS	NUMBER OF SIGNS PER FILE	QUANTITY OF EACH SIGN TO MANUFACTURE	DRILLED HOLES?	FOR MARC USE		
						PARK	METAL POSTS NEEDED	3x3 POSTS NEEDED
X	Area Closed to Public Use sign.pdf	36" x 24"	1	6	no	Hopewell	6	-
X	Authorized Vehicles Only sign.pdf	18" x 24"	1	1	no	Montour Preserve	1	-
X	Black Bears sign.pdf	18" x 30"	1	12	yes	Montour Preserve	-	8
X	Bluebird Trail trailhead sign.pdf	18" x 36"	1	2	yes	Montour Preserve	-	2
X	boating closure sign.pdf	36" x 36"	1	2	no	Montour Preserve	-	-
X	Chilisuagi Trail Emergency Access Authorized Vehicles Only sign.pdf	14" x 28"	1	1	no	Montour Preserve	-	-
X	Chilisuagi Trail Maintenance Access Authorized Vehicles Only sign.pdf	18" x 24"	1	1	no	Montour Preserve	-	-
X	Chilisuagi Trail signs.pdf	6" x 8"	64	1	yes	Montour Preserve	-	45
X	Chilisuagi Trail trailhead sign.pdf	18" x 36"	1	5	yes	Montour Preserve	-	5
X	Clean Up After Horses sign.pdf	12" x 12"	1	5	no	Montour Preserve	-	5
X	Environmental Study Pond Gate Authorized Vehicles Only sign.pdf	14" x 28"	1	1	no	Montour Preserve	-	-
X	fossil pit address sign.pdf	6" x 12"	1	1	no	Montour Preserve	1	-
X	Fossil Pit direction sign.pdf	36" x 10"	1	1	no	Montour Preserve	-	-
X	Goose Woods Trail signs.pdf	6" x 8"	20	1	yes	Montour Preserve	-	13
X	Goose Woods Trail trailhead sign.pdf	18" x 36"	1	1	yes	Montour Preserve	-	1
X	Hopewell emergency access gate no parking.pdf	12" x 18"	1	1	no	Hopewell	1	-
X	Hopewell Park Danville Borough Farm trailhead signs.pdf	18" x 36"	1	3	yes	Hopewell	-	1
X	Hummingbird Trail trailhead sign.pdf	18" x 36"	1	1	yes	Montour Preserve	-	1
X	Lake Chillisquaque Dam Gate Authorized Vehicles Only sign.pdf	14" x 28"	1	1	no	Montour Preserve	-	-
X	Lake Chillisquaque Dam Service Access Authorized Vehicles Only sign.pdf	14" x 28"	1	2	no	Montour Preserve	-	-
X	Lake Chillisquaque Spillway Gate Authorized Vehicles Only sign.pdf	14" x 28"	1	1	no	Montour Preserve	-	-
X	Mahoning Flats Trailhead signs.pdf	18" x 36"	1	5	yes	Hess	-	5
X	Maintenance donation sign.pdf	8" x 10"	1	20	no	Montour Preserve	-	-
X	Montour Preserve trash signs.pdf	4" x 4"	1	15	yes	Montour Preserve	-	-
X	Montour Preserve Visitors Center sign.pdf	12" x 24"	1	1	no	Montour Preserve	-	-
X	No Parking here through corner sign L.pdf	12" x 18"	1	4	no	Hess	4	-
X	No Parking here through corner sign R.pdf	12" x 18"	1	4	no	Hess	4	-
X	No Parking sign.pdf	12" x 18"	1	10	no	Hess	10	-
X	no vehicles beyond this point sign.pdf	18" x 36"	1	3	yes	Hess	3	-
X	North Branch Canal Trail trailhead signs.pdf	18" x 36"	1	3	yes	NBCT	-	3
X	pavilion rules sign.pdf	12" x 18"	1	6	yes	Montour Preserve	-	-
X	Reserved bus and RV parking sign.pdf	12" x 18"	1	3	no	Montour Preserve	3	-
X	Reserved RV parking sign.pdf	12" x 18"	1	1	no	Montour Preserve	1	-
X	Reserved vehicle with trailer parking.pdf	12" x 18"	1	3	no	Montour Preserve	3	-
X	Ridgefield Point Loop Trail signs.pdf	6" x 8"	8	1	yes	Montour Preserve	-	8
X	Ridgefield Point Loop Trail trailhead sign.pdf	18" x 36"	1	2	yes	Montour Preserve	-	2
X	Sugar Shack Gate Authorized Vehicles Only sign.pdf	14" x 28"	1	1	no	Montour Preserve	-	-
X	to Chilisuagi and Bluebird Trail.pdf	12" x 24"	1	1	no	Montour Preserve	-	1
X	Vehicles with trailers park in upper lot.pdf	18" x 36"	1	1	no	Montour Preserve	-	-
X	Wildlife Management Trail signs.pdf	6" x 8"	8	1	yes	Montour Preserve	-	8
X	Wildlife Management Trail trailhead sign.pdf	18" x 36"	1	2	yes	Montour Preserve	-	2
X	Wildlife Refuge Boat House Authorized Vehicles Only sign.pdf	14" x 28"	1	1	no	Montour Preserve	-	-
X	Wildlife Refuge DO NOT ENTER sign.pdf	8" x 12"	1	10	no	Montour Preserve	10	-
X	Wildlife Refuge Smokehouse Authorized Vehicles Only sign.pdf	14" x 28"	1	1	no	Montour Preserve	-	-
							47	110
FILES SAVED TO								
	<a href="https://drive.google.com/drive/folders/1zYq7EDbwQ6Fo8UbmE-JmV87fkN1dOZu?usp=sharing">https://drive.google.com/drive/folders/1zYq7EDbwQ6Fo8UbmE-JmV87fkN1dOZu?usp=sharing</a>							
ORDER POINT OF CONTACT								
	Bob Stoudt, MARC Director, (570) 336-2060 or RStoudt@MontourRec.com							
BILL TO:								
	Montour Area Recreation Commission   PO Box 456, Danville, PA 17821							
SHIP TO:								
	Montour Area Recreation Commission, c/o Bob Stoudt   121 Oakwood Dr. Danville, PA 17821							





**Hoover Tractor, LLC**  
 11715 Old Turnpike Rd  
 Mifflinburg, PA 17844  
 Phone: (570) 966-3821  
 Fax: (570) 966-5096

# Invoice

Invoice Number	Date	Page
163471	11/12/2020	1 of 2



**Bill To:**  
 MONTOUR AREA RECREATION COMMISSION  
 374 PRESERVE RD  
 PO BOX 456  
 DANVILLE, PA 17821

**Ship To:**

**Pickup**

Customer ID	Sales Person	P.O. Number	Ship Date	Ship Via	Terms	
MONARE	MEM		10/29/2020	Pickup	Cash/Check/Credit Card	
Ordered	Shipped	Description			Unit Price	Extended
4.75	4.75	SLTR	hr	Shop Labor TR, Hour Meter [ ]	58.20	276.45
1.00	1.00	E6201-32443	ea	OIL FILTER	9.54	9.54
1.00	1.00	F6800-16411	ea	FUEL FILTER	60.60	60.60
1.00	1.00	T2185-38031	ea	FILTER, HYDRAULIC	29.82	29.82
1.00	1.00	P822768	ea	DONALDSON AIR FILTER	42.81	42.81
1.00	1.00	T5855-46531	ea	HST FILTER	29.37	29.37
1.20	1.20	405-1GBUTFP	gal	MOBILFLUID 424 BULK UTF OIL	11.23	13.48
1.70	1.70	405-1GB15W40D	gal	MOBIL DELVAC 1300 SUPER 15W-40 CK4 SYN BLD BULK OIL	13.20	22.44
1.00		M5620-85111	ea	Tubeline Clamp1	19.23	
1.00	1.00	T5327-68072	ea	ASSYCOMBINATIONLAMP	68.31	68.31
1.00	1.00	M5621-41172	ea	Seal Kit	40.54	40.54
1.00	1.00	T4815-87181	ea	RESERVOIR, DUAL PUMP	89.80	89.80
				Replacement cap is T4815-87181002		
1.00	1.00	108-44155	ea	BL141 1" GALVANIZED PIPE CAP	5.24	5.24
1.00	1.00	1404-04-04	ea	4MP-4FPX STR	2.66	2.66
1.00	1.00	2404-04-04	ea	4MJ-4MP STR	1.29	1.29
1.00	1.00	0304-C-04	ea	-4 JIC STEEL CAP NUT	0.77	0.77
1.00	1.00	4200-03-03	ea	03HB SPLICER Brass Hose Barb	1.37	1.37
1.00	1.00	10CD		10% Cash Discount	-71.37	-71.37

537 hours when serviced. belts were checked NOV. SPECIAL  
 Bucket cylinder repacked  
 Regen is normal

----- Loader tube bracket clamp on back order , they will  
 install -----  
 Washer tube and tank replaced

**Customers are responsible to pay for all pickup & delivery fees for all equipment services.**

## Current Payments Applied to Invoice

Date	Reference	Amt
11/12/2020	Disc: ** 9235	\$660.51

*Continued on next page...*



**Hoover Tractor, LLC**  
 11715 Old Turnpike Rd  
 Mifflinburg, PA 17844  
 Phone: (570) 966-3821  
 Fax: (570) 966-5096

# Invoice

Invoice Number	Date	Page
163471	11/12/2020	2 of 2



**Bill To:**  
 MONTOUR AREA RECREATION COMMISSION  
 374 PRESERVE RD  
 PO BOX 456  
 DANVILLE, PA 17821

**Ship To:**

**Pickup**

Customer ID	Sales Person	P.O. Number	Ship Date	Ship Via	Terms	
MONARE	MEM		10/29/2020	Pickup	Cash/Check/Credit Card	
Ordered	Shipped	Description			Unit Price	Extended

## HOT DEALS THIS MONTH

LEATHERMAN  
 RAPTOR® W/ UTILITY  
 HOLSTER

MSRP \$79<sup>95</sup>

**\$57.95**



CHOOSE FROM  
 MULTIPLE COLORS!

LEATHERMAN  
 SKELETOOL®  
 RX, RED  
 160-832305

MSRP \$79<sup>95</sup>

**\$57.95**



LEATHERMAN  
 FREE™ P4  
 MULTITOOl  
 160-832641

MSRP \$139<sup>95</sup>

**\$109.95**



LEATHERMAN  
 FREE™ P2  
 MULTITOOl  
 160-832637

MSRP \$119<sup>95</sup>

**\$93.95**



VALID THROUGH NOVEMBER 30, 2020

Customer Signature \_\_\_\_\_

EBMS by Eagle Business Software

**PAID**

**Thank You!**

<b>Subtotal</b>	623.12
<b>Freight</b>	-
<b>Sales Tax</b>	37.39
<b>TOTAL</b>	<b>660.51</b>



**From:** Ron Reichenbach  
**Sent:** Thursday, November 19, 2020 9:19 PM  
**To:** rstoudt@montourrec.com  
**Subject:** Proposal to supply oak posts

Bob

Proposal to mill and supply 120 6ft x 3" x 3" rough cut Oak posts.  
Posts will milled from White Oak or Rock Oak. Both very rot resistant.

-  
120 posts @ \$5.00 each = \$600  
If needed I will deliver at no additional cost.  
Estimated weight of 120 posts 2110 lb

Any Questions let me know.  
Ron

Ron W Reichenbach

**From:** Heddaeus, Robin <rlh@pannier.com>  
**Sent:** Tuesday, November 17, 2020 2:31 PM  
**To:** Bob Stoudt <RStoudt@MontourRec.com>  
**Subject:** RE: quote request

Doing them together will make sense regarding our pricing AND shipping.  
2 36" w x 24" h x .09 FE panels \$315 each  
2 cantilevered exhibit bases for 36x24 panels. Includes 2 2x4x60" posts for direct bury. Powder coat NPS brown textured finish. \$586 each  
2 aluminum brochure holders powder coat NPS Brown textured finish \$140 each  
1 est shipping to 17821 \$165.  
For both projects in total... \$2247.  
I hope this helps... doing them together saves you about \$130 or so...  
Thanks!  
Robin

TNT SIGNS ESTIMATE NOT RECEIVED AS OF 11/21/2020

ESTIMATE TO BE PROVIDED DURING MEETING

### **PROPOSED 2021 MARC MEETING DATES**

All dates 7:00pm on the 4<sup>th</sup> Monday of each month  
(except no meeting in July or December)

Montour Preserve Environmental Education Center Auditorium, 374 Preserve Rd, Danville, PA 17821  
(Zoom conferencing options to remain available; some meetings will likely remain online only)

- January 25
- February 22
- March 22
- April 26
- May 24
- June 28
- NO JULY MEETING
- August 23
- September 27
- October 25
- November 22
- NO DECEMBER MEETING

## MARC STAFF COMPENSATION INFORMATION

STAFF MEMBER	DATE OF HIRE	INITIAL PAY RATE	CURRENT PAY RATE
STOUDT	1/4/2010	SALARIED \$40,000/YEAR	\$22/hr
BEAM	1/5/2015	\$18/hr	\$20/hr
PIATT	2/8/2016	\$17/hr	\$19/hr
YEICH	4/23/2018	\$15/hr	\$15/hr

All MARC staff are part-time hourly employees with no benefits and no paid holidays or vacation.

All MARC staff provide their own vehicles, work clothes, computers, and cell phones without compensation.

Stoudt has researched compensation information for parks and recreation staff to determine appropriate compensation levels:

<https://www.nrpa.org/publications-research/research-papers/salary-survey-results/>

<https://www.salary.com/research/salary/posting/parks-and-recreation-director-salary/pa>

<https://www.indeed.com/jobs?q=Parks%20Recreation&l=Pennsylvania&vjk=402d9a41360ddc73>

Stoudt recommends the following actions for consideration during this meeting:

- **Jon Beam** – promotion to Assistant Director / Naturalist, with a \$3/hour increase in compensation (new hourly rate to be \$23/hour)
- **Dennis Piatt** – promotion to Senior Park and Trail Maintenance Technician, with a \$3/hour increase in compensation (new hourly rate to be \$22/hour)
- **Lesley Yeich** – \$3/hour increase in compensation (new hourly rate to be \$18/hour)

## **JOB DESCRIPTION DIRECTOR – MONTOUR AREA RECREATION COMMISSION**

### **MONTOUR AREA RECREATION COMMISSION (MARC) OVERVIEW:**

The Montour Area Recreation Commission (MARC) was created in 2005 by an Intergovernmental Agreement of Cooperation between Montour County, Washingtonville Borough, Riverside Borough, and the Danville Area School District. The Borough of Danville and Mahoning Township have since joined the organization. MARC is incorporated in Pennsylvania under 15 Pa C.S., Section 5306, as a Domestic Nonprofit Corporation; MARC is not a 501(c)(3) organization. More information is available online at [www.MontourRec.com](http://www.MontourRec.com).

### **VISION STATEMENT**

The Montour Area Recreation Commission will make and promote Montour County, PA as a healthy and desirable place to live, work, and play.

### **MISSION STATEMENT**

The mission of the Montour Area Recreation Commission 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 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

### **JOB DESCRIPTION OVERVIEW:**

Duties of the Director shall include, but may not be limited to:

1. Carrying out the policies of MARC in building and developing a Montour County-wide parks and recreation system.
2. Forging additional partnerships with both municipalities and public and private organizations.
3. Planning, developing, managing, and evaluating public parks and recreation programs, services, public park lands, park facilities, trails and greenways with municipalities who will continue to own their park lands and recreation facilities.
4. Consulting with community groups and individuals to assess and devise strategies to meet the needs of the MARC member communities.
5. Coordinating maintenance at all managed facilities.
6. Establishing short-term and long-term recreation priorities.
7. Seeking methods of funding through grants, sponsorships, non-tax revenues, and MARC member support.
8. Serving in a leadership capacity and as an advocate in public education and outreach about the benefits of the Commission in the overall economic well-being of Montour County and its municipalities.
9. Acting as an ex-officio member of all Commission committees and as Chair of Advisory Committees as may be formed. Act as liaison on behalf of such groups to the Commission.

10. Attending all Commission meetings and participate in discussions, but having no voting rights.
11. Recommending to the Commission the selection and hiring of additional personnel as deemed necessary. Provide staff supervision.
12. Preparing monthly reports of activities, opportunities, and issues, as well as an annual report on behalf of the Commission, setting forth the accomplishments, needs, and actions required for the next year. The annual report shall be presented to each MARC member's governing body and made conveniently available to the public. In conjunction with the annual report, the Director shall provide a proposed budget to the Commission for review, discussion, revision, and adoption.
13. Assisting the Commission in financial management, playing a lead role in fundraising. Keep abreast of local, state, and federal legislation, as well as legislative grant-in-aid programs and foundations. Oversee fundraising efforts and applications for grants. In cooperation with the Commission's Treasurer and Chairperson, prepare, justify, and manage budgets.
14. Planning, developing, and implementing recreational programs and services.
15. Assisting in coordination, construction, maintenance, and use of new and existing recreational facilities served by the Commission. For projects to be undertaken by the Commission, the Director will develop a maintenance impact statement to document the resources and methods that will be needed to support the project subsequent to completion.
16. Coordinating with MARC member entities on recreation, conservation, and open space issues, working closely with MARC member entities' governing bodies and staff.
17. Maintaining systematic, complete, and accurate records of Commission activities and services.

#### **JOB QUALIFICATIONS:**

##### **REQUIRED**

- Demonstrated experience with tasks as set forth in Job Description Overview
- Race / special event / program direction or substantial volunteer experience
- Proficient in the use of Microsoft Office products (Word, Excel, Power Point, Publisher, and Outlook) (or other comparable software)
- Demonstrated ability to work well with others
- Demonstrated ability to work independently with minimal supervision
- Demonstrated interpersonal communication and public speaking skills
- Proficient in the use of power tools including, but not limited to: chain saw, hedge trimmer, weed trimmer, circular saw, small tractors, and vehicles with trailers
- Ability to work outdoors in all weather conditions and lift 75 pounds
- Valid driver's license with a safe driving record and access to a personal vehicle
- Ability to work evenings and weekends when needed

##### **PREFERRED**

- Bachelor's degree in Recreation Management, Environmental Planning, or a similar field
- Website design / maintenance experience
- Accounting experience
- Demonstrated experience with facility management, to include basic carpentry, plumbing, and electrical system repair
- Demonstrated experience with trail construction and maintenance



#### **OTHER**

MARC's Director must be able to operate under the following conditions:

- provide his/her own computer, cell phone, and other supplies as might be needed to effectively perform assigned tasks
- provide his/her own personal vehicle; MARC will reimburse mileage when vehicle use is required for special events

#### **COMPENSATION:**

MARC's Director will be a part-time hourly employee. Hours are expected to average 30 – 40 hours/week, but may vary significantly based upon budget conditions and workload. It is estimated the Director will earn approximately \$40,000/year, but this may vary significantly based upon MARC's ability to secure grants and other funding. MARC makes no guarantee of a minimum annual compensation.

Compensation will be as follows:

- Compensation will start at approximately \$20/hour, depending upon qualifications and relevant experience; compensation will be reevaluated after six months of employment
- Compensation will be paid at time and one-half the normal hourly rate for hours worked in excess of 40 hours/week
- No benefits
- No paid time off

#### **EQUAL OPPORTUNITY EMPLOYER:**

MARC is an equal opportunity employer. MARC shall consider applicants for all positions without regard to race, color, religion, sex, national origin, age, sexual orientation, disability, marital status, veteran status, or genetic information.

## **JOB DESCRIPTION ASSISTANT DIRECTOR / NATURALIST**

### **MONTOUR AREA RECREATION COMMISSION (MARC) OVERVIEW:**

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### **VISION STATEMENT**

The Montour Area Recreation Commission will make and promote Montour County, PA as a healthy and desirable place to live, work, and play.

### **MISSION STATEMENT**

The mission of the Montour Area Recreation Commission 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 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

### **JOB DESCRIPTION OVERVIEW:**

MARC's Assistant Director / Naturalist shall assist MARC's Director with all aspects of organizational operations including, but not limited to:

- Special event and program management
- Public demonstrations and educational programming
- Park, trail, and facilities maintenance
- Volunteer coordination
- Fundraising
- Report/presentation writing and delivery
- Grant application and administration
- Inter-governmental and inter-organizational cooperation and communication
- Representing MARC as needed in the Director's absence
- Other duties as might be assigned by MARC's Director

## **JOB QUALIFICATIONS:**

### **REQUIRED**

- Demonstrated experience with tasks as set forth in Job Description Overview
- Demonstrated knowledge of ecology, natural history, environmental education, and related subjects
- Special event and program direction or substantial volunteer experience
- Proficient in the use of Microsoft Office products (Word, Excel, Power Point, Publisher, and Outlook) (or other comparable software)
- Demonstrated ability to work well with others
- Demonstrated ability to work independently with minimal supervision
- Demonstrated interpersonal communication and public speaking skills
- Proficient in the use of power tools including, but not limited to: chain saw, hedge trimmer, weed trimmer, circular saw, and small tractors

### **PREFERRED**

- Bachelor's degree in Recreation Management, Environmental Planning, or a similar field
- Mapping / Geographic Information System experience
- Website design / maintenance experience

### **OTHER**

MARC's Assistant Director / Naturalist must be able to operate under the following conditions:

- Provide his/her own computer, telephone, and other supplies as might be needed to effectively perform assigned tasks
- provide his/her own personal vehicle; MARC will reimburse mileage when vehicle use is required for special events
- operate on an extremely flexible schedule, including evenings, weekends, and other times as might be needed

## **COMPENSATION:**

MARC's Assistant Director will be a part-time hourly employee. Hours are expected to average 10 – 20 hours/week, but may vary significantly based upon workload. It is estimated the Assistant Director will earn approximately \$15,000/year, but this may vary significantly based upon MARC's ability to secure grants and other funding. MARC makes no guarantee of a minimum annual compensation. Compensation will be as follows:

- Compensation will start at \$17 - \$20/hour, depending upon qualifications and relevant experience
- Compensation will be paid at time and one-half the normal hourly rate for hours worked in excess of 40 hours/week
- Compensation will be reevaluated after six months of employment and annually thereafter
- No benefits
- No paid time off

## **EQUAL OPPORTUNITY EMPLOYER:**

MARC is an equal opportunity employer. MARC shall consider applicants for all positions without regard to race, color, religion, sex, national origin, age, sexual orientation, disability, marital status, veteran status, or genetic information.



## **JOB DESCRIPTION SENIOR PARK AND TRAIL MAINTENANCE TECHNICIAN**

### **MONTOUR AREA RECREATION COMMISSION (MARC) OVERVIEW:**

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5. (ASSIST) Serve as a clearinghouse for information, technical and planning assistance related to outdoor recreation in and around Montour County

### **JOB DESCRIPTION OVERVIEW:**

MARC's Senior Park and Trail Maintenance Technician shall assist MARC's staff with organizational operations and facilities maintenance at the park and trail properties managed by the organization. He/she shall have demonstrated excellent job performance with MARC for not less than three (3) years of employment. Job duties shall include:

- Park and trail maintenance, to include:
  - Facility repair
  - Facility cleaning and trash removal
  - Trail construction and maintenance
  - Vegetation management
- Race, special event, and program operation
- Other duties as might be assigned by MARC's Director

### **JOB QUALIFICATIONS:**

#### **REQUIRED**

- Three (3) years of employment with the Montour Area Recreation Commission
- Demonstrated excellent job performance with tasks as set forth in Job Description Overview
- Demonstrated ability to work well with others
- Demonstrated ability to work independently with minimal supervision
- Proficient in the use of power tools including, but not limited to: chain saw, hedge trimmer, weed trimmer, circular saw, small tractors, and vehicles with trailers
- Ability to work outdoors in all weather conditions and lift 75 pounds
- Valid driver's license with a safe driving record and access to a personal vehicle
- Ability to work evenings and weekends when needed
- Demonstrated experience with facility management, to include basic carpentry, plumbing, and electrical system repair
- Demonstrated experience with trail construction and maintenance

#### **OTHER**

MARC's Senior Park and Trail Maintenance Technician must be able to operate under the following conditions:

- provide his/her own personal vehicle; MARC will reimburse mileage when vehicle use is required for special events
- operate on an extremely flexible schedule, including evenings, weekends, and other times as might be needed

### **COMPENSATION:**

MARC's Senior Park and Trail Maintenance Technician will be a part-time hourly employee. Hours are expected to average 10 - 15 hours/week, though may be as many as 30 - 40 hours/week during large special events. Hours worked each day can be tailored to suit the needs of the successful applicant.

It is estimated the Senior Park and Trail Maintenance Technician will earn approximately \$15,000/year, but this may vary significantly based upon MARC's ability to secure grants and other funding. MARC makes no guarantee of a minimum annual compensation. Compensation will be as follows:

- Compensation will start at \$17 - \$20/hour, depending upon qualifications and relevant experience
- Compensation will be paid at time and one-half the normal hourly rate for hours worked in excess of 40 hours/week
- compensation will be reevaluated annually
- No benefits
- No paid time off

### **EQUAL OPPORTUNITY EMPLOYER:**

MARC is an equal opportunity employer. MARC shall consider applicants for all positions without regard to race, color, religion, sex, national origin, age, sexual orientation, disability, marital status, veteran status, or genetic information.

## **JOB DESCRIPTION PARK AND TRAIL MAINTENANCE TECHNICIAN**

### **MONTOUR AREA RECREATION COMMISSION (MARC) OVERVIEW:**

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5. (ASSIST) Serve as a clearinghouse for information, technical and planning assistance related to outdoor recreation in and around Montour County

### **JOB DESCRIPTION OVERVIEW:**

MARC's Park and Trail Maintenance Technician shall assist MARC's staff with organizational operations and facilities maintenance at the park and trail properties managed by the organization. Job duties shall include:

- Park and trail maintenance, to include:
  - Facility repair
  - Facility cleaning and trash removal
  - Trail construction and maintenance
  - Vegetation management
- Race, special event, and program operation
- Other duties as might be assigned by MARC's Director



## **JOB QUALIFICATIONS:**

### **MANDATORY**

- Demonstrated experience with tasks as set forth in Job Description Overview
- Demonstrated ability to work well with others
- Demonstrated ability to work independently with minimal supervision
- Proficient in the use of power tools including, but not limited to: chain saw, hedge trimmer, weed trimmer, circular saw, small tractors, and vehicles with trailers
- Ability to work outdoors in all weather conditions and lift 75 pounds
- Valid driver's license with a safe driving record and access to a personal vehicle
- Ability to work evenings and weekends when needed

### **PREFERRED**

- Demonstrated experience with facility management, to include basic carpentry, plumbing, and electrical system repair
- Demonstrated experience with trail construction and maintenance

### **OTHER**

MARC's Park and Trail Maintenance Technician must be able to operate under the following conditions:

- provide his/her own personal vehicle; MARC will reimburse mileage when vehicle use is required for special events
- operate on an extremely flexible schedule, including evenings, weekends, and other times as might be needed

## **COMPENSATION:**

MARC's Park and Trail Maintenance Technician will be a part-time hourly employee. Hours are expected to average 5 – 10 hours/week, though may be as many as 30 – 40 hours/week during large special events. Hours worked each day can be tailored to suit the needs of the successful applicant.

It is estimated the Park and Trail Maintenance Technician will earn approximately \$10,000/year, but this may vary significantly based upon MARC's ability to secure grants and other funding. MARC makes no guarantee of a minimum annual compensation. Compensation will be as follows:

- Compensation will start at \$10 - \$18/hour, depending upon qualifications and relevant experience
- Compensation will be paid at time and one-half the normal hourly rate for hours worked in excess of 40 hours/week
- Compensation will be reevaluated after six months of employment and annually thereafter
- No benefits
- No paid time off

## **EQUAL OPPORTUNITY EMPLOYER:**

MARC is an equal opportunity employer. MARC shall consider applicants for all positions without regard to race, color, religion, sex, national origin, age, sexual orientation, disability, marital status, veteran status, or genetic information.

## **JOB DESCRIPTION SEASONAL PARK AND TRAIL MAINTENANCE TECHNICIAN**

### **MONTOUR AREA RECREATION COMMISSION (MARC) OVERVIEW:**

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5. (ASSIST) Serve as a clearinghouse for information, technical and planning assistance related to outdoor recreation in and around Montour County

### **JOB DESCRIPTION OVERVIEW:**

MARC's Seasonal Park and Trail Maintenance Technician shall assist MARC's staff with organizational operations and facilities maintenance at the park and trail properties managed by the organization.

Job duties shall include:

- Park and trail maintenance, to include:
  - Facility repair
  - Facility cleaning and trash removal
  - Trail construction and maintenance
  - Vegetation management
- Race, special event, and program operation
- Other duties as might be assigned by MARC's Director

### **JOB DURATION**

MARC's Seasonal Park and Trail Maintenance Technician position shall begin on or around May 1 and shall end on or around September 30. In the event the successful candidate proves to be particularly well-qualified, MARC may, at its discretion, offer continued part-time employment beyond the anticipated end date of this position. MARC operates under the principle of at-will employment. MARC reserves the right to terminate employment at any time should employees fail to perform job duties as required.

### **JOB QUALIFICATIONS:**

#### **MANDATORY**

- Demonstrated ability to work well with others
- Demonstrated ability to work independently with minimal supervision
- Ability to work with power tools including, but not limited to: chain saw, hedge trimmer, weed trimmer, circular saw, small tractors, and vehicles with trailers
- Ability to work outdoors in all weather conditions and lift 75 pounds
- Valid driver's license with a safe driving record and access to a personal vehicle
- Ability to work evenings and weekends when needed

#### **PREFERRED**

- Demonstrated experience with facility management, to include basic carpentry, plumbing, and electrical system repair
- Demonstrated experience with trail construction and maintenance

#### **OTHER**

MARC's Seasonal Park and Trail Maintenance Technician must be able to operate under the following conditions:

- provide his/her own personal vehicle; MARC will reimburse mileage when vehicle use is required for special events
- operate on an extremely flexible schedule, including evenings, weekends, and other times as might be needed

### **COMPENSATION:**

MARC's Seasonal Park and Trail Maintenance Technician will be a part-time hourly employee. Hours are expected to average 10 – 15 hours/week, though may be as many as 30 – 40 hours/week during large special events. Hours worked each day can be tailored to suit the needs of the successful applicant.

It is estimated the Seasonal Park and Trail Maintenance Technician will earn approximately \$5,000/year, but this may vary significantly based upon MARC's ability to secure grants and other funding. MARC makes no guarantee of a minimum annual compensation. Compensation will be as follows:

- Compensation will start at \$10 - \$14/hour, depending upon qualifications and relevant experience
- Compensation will be paid at time and one-half the normal hourly rate for hours worked in excess of 40 hours/week
- No benefits
- No paid time off

### **EQUAL OPPORTUNITY EMPLOYER:**

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## STOUDT 2021 BUDGETING ASSUMPTION NOTES

No special events will be conducted until 7/1/2021 at the earliest. The following regularly-scheduled events are not budgeted:

Montour Preserve pancake breakfast (February)									
Montour Preserve maple sugaring programming (February / March)									
Humdinger Trail Races (March)									
Montour 24 Endurance Runs (June)									

Stoudt anticipates continued weakness in regional tourism (and Hotel Tax revenues) through at least Q2 2021.

Stoudt anticipates a relatively quick rebound in regional tourism (and Hotel Tax revenues) once a COVID-19 vaccine becomes widely available.

The Chilli Challenge Adventure Triathlon will be scheduled for late September / early October, subject to COVID-19 conditions.

The following budget line items will occur only if funding is secured through grants and/or donations:

All-terrain vehicle purchase (\$13,000)									
Girls ROC Camp (\$1,000) note: not a MARC event; MARC provides administrative support only									

If \$40,000 is withdrawn from the Montour Preserve CSCF Fund as proposed, \$68,270.81 would remain in the fund (as of 6/30/2020).

No withdrawals are proposed from the Washingtonville Revitalization, MARC Endowed Fund, or MARC Pass-Through Fund at the CSCF.

Stoudt is recommending a \$3/hour pay increase for Beam, Piatt, and Yeich, to take effect 1/1/2021.

If revenues exceed expectations, Stoudt recommends mid-year consideration of the following projects, in order of priority:

- |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|
| 1) Hess Recreation Area trail drainage and surface improvements (estimated \$7,500)  |  |  |  |  |  |  |  |  |  |
| 2) Hess Recreation Area access road milling and repaving (estimated \$60,000)  |  |  |  |  |  |  |  |  |  |
| 3) Construction of new trail to connect Hopewell Park with the Danville Area School District / DACC campus (estimated \$7,500) |  |  |  |  |  |  |  |  |  |
| 4) Hopewell Park Pump Track construction (estimated \$200,000)   |  |  |  |  |  |  |  |  |  |

Stoudt recommends consideration of the purchase of a MARC pickup truck be delayed to 2022 at the earliest, once higher priorities are addressed.






# DRAFT 2021 MARC BUDGET

STOUDT DRAFT PROPOSED 11/23/2020

EXPENSE		BUDGETED EXPENSES	FUNDING SOURCES	BUDGETED INCOME	BUDGETED LINE ITEM SURPLUS / (DEFICIT)
PARK & TRAIL MAINTENANCE	Columbia County Projects (including North Branch Canal Trail)	\$ (2,000.00)	Columbia County Hotel Tax Grant	\$ 2,000.00	\$ -
	Hess Recreation Area	\$ (17,000.00)	User Fees	\$ 1,000.00	\$ (16,000.00)
	Hopewell Park / Danville Borough Farm Trails	\$ (6,000.00)			\$ (6,000.00)
	Montour Preserve	\$ (123,000.00)	Pavilion / Auditorium Rental Fees	\$ 9,000.00	\$ (65,000.00)
			Donations	\$ 9,000.00	
			Transfer From Central Susquehanna Community Foundation Fund	\$ 40,000.00	
	North Branch Canal Trail (Montour County)	\$ (3,750.00)			\$ (3,750.00)
	North Branch Canal Trail Parking / River Access	\$ (1,500.00)			\$ (1,500.00)
SPECIAL PROJECTS & EVENTS	Tools & Supplies	\$ (2,500.00)			\$ (2,500.00)
	All-Terrain Vehicle Purchase (*)	\$ (13,000.00)	Grants (*)	\$ 13,000.00	\$ -
	Bicycle / Pedestrian Safety Projects	\$ (2,500.00)			\$ (2,500.00)
	Bicycle Routes Mapping and Promotion	\$ (1,000.00)			\$ (1,000.00)
	Chilli Challenge Adventure Triathlon	\$ (6,000.00)	Race Registration Fees [\$5,500] and Sponsorships [\$500]	\$ 6,000.00	\$ -
	Danville Borough Play Set Installation	\$ (2,000.00)			\$ (2,000.00)
	Girls ROC Camp (*)	\$ (1,000.00)	Grants, Donations, and Participant Fees (*)	\$ 1,000.00	\$ -
	Hopewell Park Pump Track Design and Planning	\$ (2,500.00)			\$ (2,500.00)
	Regional Mountain Biking Promotion	\$ (2,000.00)			\$ (2,000.00)
	Riverside Borough Parks Revitalization	\$ (2,000.00)			\$ (2,000.00)
	Special Projects and Events - Other	\$ (1,500.00)			\$ (1,500.00)
	Tourism Promotion Special Projects - Other	\$ (1,500.00)			\$ (1,500.00)
	Washingtonville Revitalization Projects	\$ (4,000.00)	Grants and Donations	\$ 2,000.00	\$ (2,000.00)
	Wellness Special Projects	\$ (1,000.00)			\$ (1,000.00)
ADMIN / INSURANCE	Accounting	\$ (1,500.00)			\$ (1,500.00)
	Administration / Misc. Other (Includes Stoudt Admin. Labor)	\$ (17,000.00)			\$ (17,000.00)
	Audit	\$ (3,000.00)			\$ (3,000.00)
	Dues & Licensing Fees	\$ (2,500.00)			\$ (2,500.00)
	Fundraising	\$ (1,000.00)			\$ (1,000.00)
	Insurance (D&O, General, & Workers' Comp)	\$ (13,000.00)			\$ (13,000.00)
	Office Supplies	\$ (1,500.00)			\$ (1,500.00)
	Public Notices	\$ (500.00)			\$ (500.00)
OTHER			2020 Year-End Carryover Unrestricted Balance	\$ 10,000.00	\$ 10,000.00
			Geisinger Contribution	\$ 25,000.00	\$ 25,000.00
			Montour County Hotel Tax 2020 Carryover Balance	\$ 20,000.00	\$ 20,000.00
			Montour County Hotel Tax 2021 Grants	\$ 90,000.00	\$ 90,000.00
			Other Income	\$ 500.00	\$ 500.00
			Unrestricted Donations	\$ 10,000.00	\$ 10,000.00
TOTAL EXPENSES		\$ (235,750.00)	TOTAL INCOME	\$ 238,500.00	\$ 2,750.00

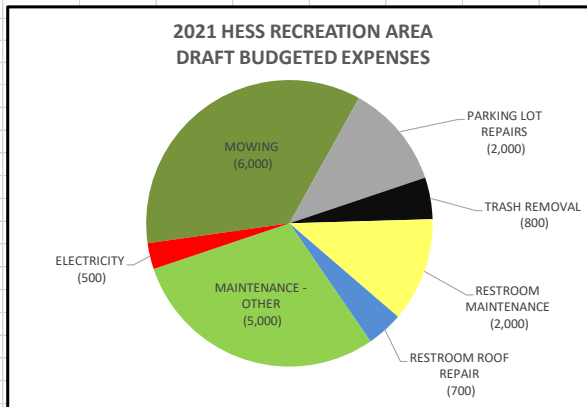
NOTE: Budget line items marked with (\*) will occur only if grants and/or donations can be secured to fully fund the projects.

 <b>DRAFT MONTOUR PRESERVE 2021 BUDGET</b> STOUTD DRAFT REVISED 11/23/2020		
EXPENSE		AMOUNT
	personnel	(49,000.00)
SITE MAINTENANCE & OPERATIONS	cleaning service	(4,000.00)
	HVAC system maintenance	(500.00)
	lawn care	(21,000.00)
	parking lot / road maintenance	(1,000.00)
	security system	(1,200.00)
	sewage pumping	(1,000.00)
	maintenance supplies / misc.	(14,000.00)
	water testing	(1,200.00)
	wildlife management	(3,000.00)
	picnic area restroom plumbing repair / replacement	(2,500.00)
	trail markers and site signage	(2,000.00)
UTILITIES	electric	(15,000.00)
	internet service	(1,100.00)
	telephone	(1,300.00)
	trash service	(1,800.00)
	website hosting / email service	(900.00)
	brochures & promotional materials	(2,000.00)
	programming & educational supplies	(500.00)
<b>EXPENSE TOTAL</b>		<b>\$(123,000.00)</b>

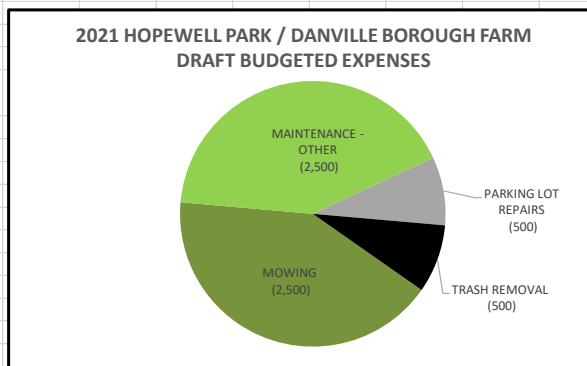
# MONTOUR AREA RECREATION COMMISSION MANAGED SITES 2021 DRAFT BUDGETS

STOUDT DRAFT REVISED 11/23/2020

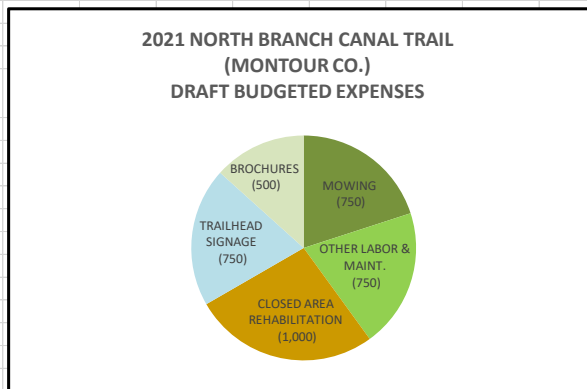
HESS RECREATION AREA DRAFT 2021 BUDGET	
EXPENSE	AMOUNT
MOWING	(6,000)
PARKING LOT REPAIRS	(2,000)
TRASH REMOVAL	(800)
RESTROOM MAINTENANCE	(2,000)
RESTROOM ROOF REPAIR	(700)
MAINTENANCE - OTHER	(5,000)
ELECTRICITY	(500)
<b>TOTAL</b>	<b>(17,000)</b>



HOPEWELL PARK / DANVILLE BOROUGH FARM DRAFT 2021 BUDGET	
EXPENSE	AMOUNT
MOWING	(2,500)
MAINTENANCE - OTHER	(2,500)
PARKING LOT REPAIRS	(500)
TRASH REMOVAL	(500)
<b>TOTAL</b>	<b>(6,000)</b>



NORTH BRANCH CANAL TRAIL (MONTOUR) DRAFT 2021 BUDGET	
EXPENSE	AMOUNT
MOWING	(750)
OTHER LABOR & MAINT.	(750)
CLOSED AREA REHABILITATION	(1,000)
TRAILHEAD SIGNAGE	(750)
BROCHURES	(500)
<b>TOTAL</b>	<b>(3,750)</b>



NBCT PARKING / RIVER ACCESS 2021 BUDGET	
EXPENSE	AMOUNT
MOWING	(1,200)
OTHER LABOR & MAINT.	(300)
<b>TOTAL</b>	<b>(1,500)</b>

