

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

# 7:00pm January 25, 2021 Regular Meeting Agenda

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 <u>RStoudt@MontourRec.com</u> or (570) 336-2060.

#### Call to Order

#### **Board Reorganization / Election of 2021 Officers**

#### **Public Comment**

#### **Officer Reports**

- Chairman's Report
- Treasurer's Report (pages 2 26)
- Secretary's Report

#### **Partner Reports**

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

#### Assistant Director / Naturalist's Report (Jon Beam) (page 27)

#### Senior Maintenance Technician's Report (Denny Piatt) (page 27)

Director's Report (Bob Stoudt) (pages 28-39)

- 2020 2025 Strategic Plan Update (*provided separately*)
- 2020 Annual Report (*provided separately*)

#### **Old Business**

#### New Business

- Resolution 2021-1 (Authorized MARC Signatories) (page 40)
- Stoudt Expense Report (*pages 41 42*)
- Withdrawal of Funds from CSCF Montour Preserve Fund
- Sale of Bobcat Utility Vehicle and Accessories
- 2020 Audit Agreement (*pages 43 48*)
- Request for Proposals for Montour Preserve Concessionaires (*provided separately*)
- Hopewell Park Pump Track Fundraising
  - Establishment of Hopewell Park Pump Track Fund at Community Giving Foundation

#### **Other Items**

#### Adjournment

next meeting: 7:00pm Monday, February 22, 2021 (anticipated Zoom only; no in-person 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
$\square$			$\geq$	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	12/8/20	11/1 - 11/20/2020	Montour County Hotel Tax grant (Q3)		33,009.86	41,142.29
transfer	11/26/20	12/8/20	11/1 - 11/20/2020	Montour County Hotel Tax funds transfer to checking account to reimburse grant-eligible expenses 11/1 - 11/26/2020	7,605.82		33,536.47
interest	12/31/20	1/12/21	12/1 - 12/31/2020	dividend interest earned 10/1 - 12/31/2020		11.23	33,547.70

			MAR	C 2021 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
$\square$	$\ge$	$\ge$	$\ge$	2021 beginning balance	$\ge$	$\ge$	33,547.70
transfer	1/22/21			transfer to checking account to reimburse Montour County Hotel Tax eligible expenses incurred 1/1 - 1/22/21	12,789.52		20,758.18









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	RC		MAR	C 2020 Checking	Account (ID 40) Re	gister			
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
6522	12/3/2020	1/12/2021	12/1 - 12/31/2020	Big Pop's Mowing	Montour Preserve (lawn care)		1,400.00		16,294.
6523	12/3/2020	1/12/2021	12/1 - 12/31/2020	SkyPacket Networks (Montour Preserve internet service)	Montour Preserve (internet)		79.00		16,215.
6524	12/3/2020	1/12/2021	12/1 - 12/31/2020	MePush, Inc. (website hosting)	\$52.47 Montour Preserve (website); \$52.47 misc. expenses		104.94		16,110.
6525	12/3/2020	1/12/2021	12/1 - 12/31/2020	DirtSculpt (balance due Hopewell Park pump track design)	Mountain Bike Special Projects	Montour County Hotel Tax	2,500.00		13,610.2
6526	12/8/2020	1/12/2021	12/1 - 12/31/2020	Dennis Piatt (payroll 11/22 - 12/5)	payroll - Piatt		354.83		13,255.4
6527	12/8/2020	1/12/2021	12/1 - 12/31/2020	Jon Beam (payroll 11/22 - 12/5)	payroll - Beam		191.00		13,064.4
6528	12/8/2020	1/12/2021	12/1 - 12/31/2020	Lesley Yeich (payroll 11/22 - 12/5)	payroll - Yeich		165.52		12,898.8
6529	12/8/2020	1/12/2021	12/1 - 12/31/2020	Robert Stoudt (payroll 11/22 - 12/5)	payroll - Stoudt		1,146.88		11,752.0
6530	12/8/2020	1/12/2021		Montour DeLong Community Fair (Washingtonville Revitalization t-shirt fundraiser)	Washingtonville Revitalization		436.75		11,315.2
6531	12/8/2020	1/12/2021	12/1 - 12/31/2020	Hoover Tractor (tractor part)	Montour Preserve (maintenance/misc)		18.35		11,296.9
6532	12/8/2020	1/12/2021	12/1 - 12/31/2020	Ted Heaps Container Service (trash removal)	\$125 Montour Preserve (trash); \$65 Hess Recreation Area		190.00		11,106.9
6533	12/8/2020	1/12/2021	12/1 - 12/31/2020	US Department of Agriculture (Montour Preserve wildlife management)	Montour Preserve (wildlife management)		697.11		10,409.7
6534	12/8/2020	1/12/2021	12/1 - 12/31/2020	Press Enterprise (advertising of 2021 meeting dates)	legal notices		46.25		10,363.5
deposit	12/10/2020	1/12/2021	12/1 - 12/31/2020	deposit	\$335 Montour Preserve donations; \$3,000 donations (unrestricted)			3,335.00	13,698.5
debit card	12/11/2020	1/12/2021	12/1 - 12/31/2020	Valero (unleaded fuel for chainsaws and leaf blowers)	Montour Preserve (maintenance/misc)		9.60		13,688.9
debit card	12/11/2020	1/12/2021	12/1 - 12/31/2020	Valero (diesel fuel for tractor)	Montour Preserve (maintenance/misc)		39.36		13,649.5
automatic payment	12/15/2020	1/12/2021	12/1 - 12/31/2020	US Treasury (November payroll taxes)	payroll taxes		1,516.78		12,132.8
automatic payment	12/15/2020	1/12/2021	12/1 - 12/31/2020	PA Dept. of Revenue (November payroll taxes)	payroll taxes		208.04		11,924.7
debit card	12/18/2020	1/12/2021	12/1 - 12/31/2020	Valero (diesel fuel for tractor)	Montour Preserve (maintenance/misc)		26.36		11,898.4
debit card	12/19/2020	1/12/2021	12/1 - 12/31/2020	Valero (diesel fuel for tractor)	Montour Preserve (maintenance/misc)		21.28		11,877.1
6535	12/21/2020	1/12/2021		PPL Electric Utilities	Montour Preserve (electricity)		485.80		11,391.3
6536	12/21/2020	1/12/2021		PPL Electric Utilities	Montour Preserve (electricity)		791.56		10,599.5
6537	12/21/2020	1/12/2021		PPL Electric Utilities	Montour Preserve (electricity)		34.55		10,565.2
6538	12/21/2020	1/12/2021		PPL Electric Utilities	Montour Preserve (electricity)		42.16		10,523.0
6539	12/22/2020	1/12/2021		Candy Fisher (cleaning service 11/15 - 12/21)	Montour Preserve (cleaning)		480.00		10,043.0
automatic payment	12/23/2020	1/12/2021	12/1 - 12/31/2020	Zoom Video Communications (monthly fee)	office expenses		15.89		10,027.1
6540	12/24/2020	1/12/2021		Verizon (telephone)	Montour Preserve (telephone)		108.91		9,918.2
6541	12/24/2020	1/12/2021		Dennis Piatt (payroll 12/6 - 12/19)	payroll - Piatt		278.20		9,640.0
6542	12/24/2020	1/12/2021		Jon Beam (payroll 12/6 - 12/19)	payroll - Beam		135.73		9,504.:
6543	12/24/2020	1/12/2021		Lesley Yeich (payroll 12/6 - 12/19)	payroll - Yeich		15.76		9,488.
6544	12/24/2020	1/12/2021	12/1 - 12/31/2020	Robert Stoudt (payroll 12/6 - 12/19)	payroll - Stoudt		1,581.40		7,907.1
automatic payment	12/26/2020	1/12/2021	12/1 - 12/31/2020	MailChimp (monthly email service)	\$7.42 Montour Preserve (email); \$7.41 Humdinger (advertising); \$7.42 misc. expenses		22.25		7,884.9
debit card	12/29/2020	1/12/2021	12/1 - 12/31/2020	Cole's Hardware (bolts, washers, and nuts for sign installation)	Montour Preserve (maintenance/misc)		66.77		7,818.
deposit	12/30/2020	1/12/2021	12/1 - 12/31/2020		\$275 Montour Preserve donations; \$90 Montour Preserve pavilion reservations; \$100 donation - unrestricted			465.00	8,283.3
debit card	12/31/2020	1/12/2021		Sheetz (diesel for tractors)	Hess Recreation Area		40.15		8,242.9
interest	12/31/2020	1/12/2021	12/1 - 12/31/2020	interest earned 12/1 - 12/31/2020	interest			1.47	8,244.4

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
$\overline{}$				2021 beginning balance		$\sim$	$\overline{}$	$\overline{}$	8,244.4
debit card	1/4/2021			Vinyl Disorder (Montour Preserve voluntary watercraft stickers and MARC supporter stickers)	fundraising expenses	Montour County Hotel Tax	175.00		8,069.4
6545	1/4/2021			SkyPacket Networks	Montour Preserve (internet service)	Montour County Hotel Tax	79.00		7,990.
6546	1/4/2021			Dennis Piatt (payroll 12/20/20 - 1/2/21)	payroll - Piatt	Montour County Hotel Tax	312.70		7,677.
6547	1/4/2021			Jon Beam (payroll 12/20/20 - 1/2/21)	payroll - Beam	Montour County Hotel Tax	100.53		7,577.
6548	1/4/2021			Robert Stoudt (payroll 12/20/20 - 1/2/21)	payroll - Stoudt	Montour County Hotel Tax	1,035.52		6,541.
debit card	1/5/2021			Rovendale Supply, LLC (tractor tire replacement)	park maintenance tools & supplies	Montour County Hotel Tax	100.70		6,441.
debit card	1/6/2021			Cole's Hardware (nuts and bolts for signs)	Hess Recreation Area (maintenance)	Montour County Hotel Tax	36.54		6,404.
debit card	1/7/2021			Cole's Hardware (u-bolts for signs)	Hess Recreation Area (maintenance)	Montour County Hotel Tax	15.43		6,389.
debit card	1/8/2021			Deluxe Checks (new checks)	office expenses	Montour County Hotel Tax	68.00		6,321.
6549	1/8/2021			PPL	Hess Recreation Area (electricity)	Montour County Hotel Tax	48.08		6,272.
6550	1/8/2021			Ted Heaps Container Service	\$65 Hess Recreation Area (trash); \$125 Montour Preserve (trash)	Montour County Hotel Tax	190.00		6,082.
6551	1/8/2021			ASCAP (annual music licensing fee)	dues and subscriptions	Montour County Hotel Tax	367.00		5,715.
auto pay	1/9/2021			Johnson Controls (Montour Preserve security system quarterly monitoring fee)	Montour Preserve (security system)	Montour County Hotel Tax	223.96		5,492.
debit card	1/10/2021			Sheetz (diesel fuel for tractor)	Montour Preserve (maintenance / misc)	Montour County Hotel Tax	15.00		5,477.
debit card	1/11/2021			Amazon.com (2021 labor law poster and erasable wall calendar)	office expenses	Montour County Hotel Tax	47.58		5,429.
lebit card	1/11/2021			Logo Tags (MARC supporter tags)	fundraising expenses	Montour County Hotel Tax	418.00		5,011
debit card	1/12/2021			Cole's Hardware (metal posts for signs)	\$127.04 Hess Recreation Area (maintenance); \$46.37 Montour Preserve (trail markers / signage)	Montour County Hotel Tax	173.41		4,838.
debit card	1/13/2021			Cole's Hardware (glue and adhesives for signs)	Montour Preserve (maintenance / misc)	Montour County Hotel Tax	30.55		4,807.
auto pay	1/15/2021			PA Department of Revenue (December payroll taxes)	payroll taxes	Montour County Hotel Tax	145.60		4,661.
auto pay	1/15/2021			US Treasury (December payroll taxes)	payroll taxes	Montour County Hotel Tax	1,008.62		3,653
debit card	1/18/2021			WeConservePA (online conference registration fee)	administration / miscellaneous	Montour County Hotel Tax	45.00		3,608
debit card	1/19/2021			Cole's Hardware (rope, adhesives, fence posts for signs)	\$58.77 Montour Preserve (maintenance / misc); \$121.74 Montour Preserve (trail markers / signage)	Montour County Hotel Tax	180.51		3,427.
debit card	1/21/2021			Cole's Hardware (lag bolts for signs)	Montour Preserve (trail markers / signage)	Montour County Hotel Tax	16.95		3,410.
6552	1/22/2021			Verizon	Montour Preserve (telephone)	Montour County Hotel Tax	111.48		3,299.
6553	1/22/2021			BMI (music licensing annual fee)	dues and subscriptions	Montour County Hotel Tax	368.00		2,931.
6554	1/22/2021			US Department of Agriculture (Montour Preserve wildlife management)	Montour Preserve (wildlife management)	Montour County Hotel Tax	197.13		2,734.
6555	1/22/2021			Earthscapes Lawn & Garden (Hopewell Park parking lot drain pipe replacement)	Hopewell Park (maintenance / misc)	Montour County Hotel Tax	958.20		1,775.
6556	1/22/2021			Dennis Piatt (payroll 1/3 - 1/16)	payroll - Piatt	Montour County Hotel Tax	466.99		1,308.
6557	1/22/2021			Jon Beam (payroll 1/3 - 1/16)	payroll - Beam	Montour County	145.77		1,163.
6558	1/22/2021			Lesley Yeich (payroll 1/3 - 1/16)	payroll - Yeich	Hotel Tax Montour County	15.76		1,147.
6559	1/22/2021			Robert Stoudt (payroll 1/3 - 1/16)	payroll - Stoudt	Hotel Tax Montour County Hotel Tax	1,583.39		(435.
6560	1/22/2021			PPL Electric Utilities	Montour Preserve (electricity)	Hotel Tax Montour County Hotel Tax	663.33		(1,099
6561	1/22/2021			PPL Electric Utilities	Montour Preserve (electricity)	Montour County	1,063.10		(2,162
6562	1/22/2021			PPL Electric Utilities	Montour Preserve (electricity)	Hotel Tax Montour County	46.04		(2,208
6563	1/22/2021			PPL Electric Utilities	Montour Preserve (electricity)	Hotel Tax Montour County	36.65		(2,245.
6564	1/22/2021			McKonly & Asbury (balance due for DCNR Montour	auditing	Hotel Tax Montour County	2,300.00		(4,545.
transfer	1/22/2021			Preserve grant audit) transfer of Montour County Hotel Tax funds from savings account to reimburse grant-eligible expenses incurred 1/1/21 - 1/22/21		Hotel Tax Montour County Hotel Tax		12,789.52	8,244
deposit	1/22/2021			deposit	\$5 Montour Preserve (donations); \$436.75 Washingtonville Revitalization (donations withdrawn from CSCF fund); \$557.50 income - other (criminal restitution for 2020 Hess Recreation Area damages)			999.25	9,243



MONTOUR AREA RECREATION COMMISSION									
11/26/2020 INTERNAL TRANSFER OF	HOTEL TA	X FUNDS							
EXPENSE LINE ITEM	CHECK #	DATE	AMOUNT						
TNT Signs, Inc. (Hess Loop Trail signs)	6490	11/11/2020	102.56						
Ron Reichenbach (120 oak posts for signs)	6517	11/24/2020	600.00						
21st Century Signs (signs for Montour Preserve, Hess Recreation Area, Hopewell Park, and North Branch Canal Trail)	6519	11/24/2020	6,371.00						
Ron Reichenbach (30 oak posts for signs)	6520	11/25/2020	150.00						
21st Century Signs (signs for Montour Preserve, Hess Recreation Area, Hopewell Park, and North Branch Canal Trail)	6521	11/25/2020	382.26						
TOTAL			\$ 7,605.82						
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 11/1/2020 - 11/26/2020 and that these expenses have not been reimbursed through any other grant programs.									
Mut that 11/26/2020									

Robert T. Stoudt, MARC Director

Date



L TAX FUN CHECK # debit card 6545 6546	DATE 1/4/2021 1/4/2021	AMOUNT 175.00 79.00
6545 6546	1/4/2021	
6546		70.07
6546		/9.0
	1/4/2021	312.7
6547	1/4/2021	100.5
6548	1/4/2021	1,035.5
debit card	1/5/2021	100.7
		36.5
		15.4
+		68.0
		48.0
		190.0
		367.0
auto pay	1/9/2021	223.9
debit card	1/10/2021	15.0
		47.5
		418.0
		173.4
		30.5
		145.6
		1,008.6
		45.0
		180.5
debit card		16.9
6552		111.4
-		368.0
6554	1/22/2021	197.1
6555	1/22/2021	958.2
6556	1/22/2021	466.9
6557	1/22/2021	145.7
6558	1/22/2021	15.7
6559	1/22/2021	1,583.3
6560	1/22/2021	663.3
6561	1/22/2021	1,063.1
6562	1/22/2021	46.0
6563	1/22/2021	36.6
6564	1/22/2021	2,300.0
L		12,789.52
	debit carddebit carddebit card654965506551auto paydebit carddebit card6552655365546555655665576558655965606561656265636564	debit card         1/6/2021           debit card         1/7/2021           debit card         1/8/2021           6549         1/8/2021           6550         1/8/2021           6551         1/8/2021           auto pay         1/9/2021           debit card         1/10/2021           debit card         1/10/2021           debit card         1/11/2021           debit card         1/11/2021           debit card         1/12/2021           debit card         1/13/2021           auto pay         1/15/2021           auto pay         1/15/2021           debit card         1/18/2021           debit card         1/19/2021           debit card         1/19/2021           debit card         1/21/2021           6552         1/22/2021           6553         1/22/2021           6555         1/22/2021           6556         1/22/2021           6557         1/22/2021           6558         1/22/2021           6560         1/22/2021           6561         1/22/2021           6562         1/22/2021           6563         1/22/2021

Abet That	1/22/2021		
Robert T. Stoudt, MARC Director	Date		





	Ending	YTD	
Savings	Balance	Dividend	Member Number: 584727
01 - REGULAR SAVINGS	33,536.47	14.90	
40 - CHECKING	27,857.19	68.25	
42 - DCED GRANT CHECKING	0.00	8.24	
Total	61,393.66	91.39	

#### ID 01 REGULAR SAVINGS

Trans Eff Date	Transaction	Deposit Withdrawal	Balance
Nov 1	Balance Forward		8,132.43
Nov 13	Deposit by Check	33,009.86	41,142.29
Nov 26	Withdrawal Home Banking Transfer To Share 40 Hotel Tax eligible expenses 11/1 - 11/26	-7,605.82	33,536.47
Nov 30	Ending Balance		33,536.47
	Total Deposits 33,009.86 Total Withdrawals 7,605.82		

#### **ID 40 CHECKING**

Trans	Eff Date	Transaction	Deposit Withdrawal	Balance
Nov 1		Balance Forward		37,555.54
Nov 2		Withdrawal ACH UNEMP COMP EFT	-152.82	37,402.72
		TYPE: PADLIUCCON ID: 1236003133 CO: UNEMP COMP EFT		
Nov 2		Draft 6464	-55.09	37,347.63
Nov 2		Draft 6470	-120.00	37,227.63
Nov 2		Draft 6465	-192.85	37,034.78
Nov 2		Draft 6459	-266.07	36,768,71
Nov 2		Draft 6482	-742.00	36,026.71
Nov 2		Draft 6487	-1,530.95	34,495.76
Nov 3		Draft 6472	-109.21	34,386.55
1404 3		Processed Check - VERIZON FINANCIA TYPE: PAYMENTS ID: 7204096069	-105.21	34,300.33
Nov 2	Nov 03	Recurring Withdrawal Bill Payment #558367	-223.96	34,162.59
1404 2	1404 03	TYCOINTEGRATEDSECURITY 800-289-2647 IN	-223.90	34,102.33
Nov 3		Draft 6477	-133.00	34,029.59
Nov 3		Draft 6480	-2.243.79	31,785.80
Nov 4		Withdrawal Debit Card	-19.06	31,766,74
		11/3 PP*COLESHARDWADANVILLE DANVILLE PA	10.00	01,100.11
Nov 4		Draft 6478	-46.35	31,720.39
Nov 4		Draft 6486	-144.48	31,575.91
Nov 5		Draft 6474	-45.00	31,530.91
Nov 5		Draft 6473	-55.37	31,475.54
			00.01	

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	ected! Follow us on Facebook, Twitter and Instagram with what's happening at Service 1st.	Member Number: 584727	Statemen 11/01/2020-	
	🖒 www.facebook.com/service1stfcu			
	www.twitter.com/service1st			Page 2
	www.instagram.com/service1stfcu			-
	KING - Continued te Transaction Draft 6476 Draft 6475 Withdrawal ACH DANVILLE AREA EA TYPE: TAX PAYMNT ID: 1232266087 CO: DANVILLE AREA EA Withdrawal Debit Card 11/6 PP*COLESHARDWADANVILLE DANVILLE PA	Deposit	Withdrawal -323.67 -426.85 -295.89 -18.07	Balar 31,151 30,725 30,429 30,411
Nov 9 Nov 9 Nov 10 Nov 11	Draft 6484 Draft 6481 Draft 6485 Withdrawal Debit Card 11/10 PP*COLESHARDWADANVILLE DANVILLE PA		-157.97 -2,252.50 -301.96 -93.21	30,253 28,000 27,698 27,605
Nov 12 Nov 13 Nov 16	Draft 6483 Deposit by Check Withdrawal ACH COMMWLTHOFPA INT TYPE: PAEMPLOYTX ID: 1236003133 CO: COMMWLTHOFPA INT	1,525.00	-355.00 -167.10	27,250 28,775 28,608
Nov 16	Withdrawal ACH IRS TYPE: USATAXPYMT ID: 3387702000 CO: IRS		-1,172.74	27,435
Nov 16 Nov 17	Uraft 6479 Withdrawal Debit Card 11/16 CLARKS AG CENTER TURBOTVILLE PA		-896.70 -29.23	26,538 26,509
Nov 17 Nov 19 Nov 20 Nov 23	Draft 6502 Draft 6501 Draft 6495 Draft 6491		-1,674.10 -203.59 -1,050.00 -261.80	24,835 24,631 23,581 23,320
Nov 23 Nov 23 Nov 23 Nov 23 Nov 23 Nov 23 Nov 23 Nov 23 Nov 24	······································	340003	-108.60 -187.15 -290.86 -487.51 -1,951.00 -15.89	23,211 23,024 22,733 22,246 20,295 20,279
Nov 24 Nov 25 Nov 25 Nov 25	ZOOM.US 888-799-9666 WWW.ZOOM.US CA Draft 6498 Deposit Draft 6488 Draft 6489	5,380.00	-2,000.00 -53.00 -53.00	18,279 23,659 23,600 23,553
Nov 25 Nov 26	Draft 6496 Deposit Home Banking Transfer From Share 01 Hotel Tax eligible expenses 11/1 - 11/26	7,605.82	-104.94	23,440 31,054
Nov 27	Withdrawal Debit Card 11/26 MAILCHIMP *MONTHLY MAILCHIMP.COM GA		-22.25	31,031
Nov 30 Nov 30 Nov 30 Nov 30	Draft 6497 Draft 6518 Draft 6515 Deposit Dividend Dividend Post Annual Percentage Yield Eamed 0.140% from 11/01/2020 through 1	3.17	-450.00 -660.51 -2,067.25	
Nov 30	Ending Balance Total Deposits 14,513.99	10012020		27,85

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#### ID 01 REGULAR SAVINGS

Trans	Eff Date	Transaction	Deposit	Withdrawal	Balance
Dec 1		Balance Forward	-		33,536.47
Dec 31		Deposit Dividend Dividend Post	11.23		33,547.70
		Annual Percentage Yield Earned 0.150% from 10/01/2020 through 12/31/2020			-
		On Average Daily Balance of 29,708.62			
Dec 31		Ending Balance			33,547.70
		Total Deposits 11.23			

#### ID 40 CHECKING

Trans	Eff Date Transaction	Deposit	Withdrawal	Balance
Dec 1	Balance Forward			27,857.19
Dec 1	Draft 6511		-11.43	27,845.76
Dec 1	Draft 6471		-50.00	27,795.76
Dec 1	Draft 6516		-50.28	27,745.48
Dec 1	Draft 6514		-183.89	27,561.59
Dec 2	Draft 6503		-158.00	27,403.59
Dec 2	Draft 6521		-382.26	27,021.33
Dec 2	Draft 6519		-6,371.00	20,650.33
Dec 3	Draft 6504		-111.18	20,539.15
	Processed Check - VERIZON FINANCIA TYPE: PAYMENTS ID: 7204096069			
Dec 3	Draft 6507		-37.87	20,501.28
Dec 3	Draft 6508		-48.80	20,452.48
Dec 3	Draft 6505		-379.45	20,073.03
Dec 3	Draft 6506		-586.55	19,486.48
Dec 4	Draft 6510		-137.69	19,348.79
Dec 7	Draft 6490		-102.56	19,246.23
Dec 7	Draft 6513		-131.13	19,115.10
Dec 7	Draft 6512		-414.33	18,700.77
Dec 10		3,335.00		22,035.77
Dec 11	Draft 6529		-1,146.88	20,888.89
Dec 13	Withdrawal Debit Card		-39.36	20,849.53
	12/11 TURBOTVILLE GREAT VAL TURBOTVILLE PA			
Dec 13	Withdrawal Debit Card		-9.60	20,839.93
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	ted! Follow us o vith what's happ	ening at Servi	ce 1st.	-			Member   584		12/01/2020	nt Period: -12/31/20
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	www.ins	stagram.co	m/service	1stfc	u					
D 40 CHEC	KING - Col	ntinued								
Trans Eff Dat		n BOTVILLE G	REAT VAL	TURB	OTVILLE P	A		Deposi	t Withdrawal	Baland
Dec 15	TYPE: PAE	ACH COMM MPLOYTX IE			: COMMW	LTHOFPA IN	т		-208.04	20,631.8
Dec 15		ACH IRS TAXPYMT IE	): 33877020	00 CC	): IRS				-1,516.78	19,115.1
Dec 15	Draft 6528									18,949.5
Dec 15	Draft 6527									18,758.5
Dec 15	Draft 6526									18,403.7
Dec 15	Draft 6525 Draft 6523								-2,500.00	
Dec 16										15,824.7
Dec 16	Draft 6524									15,719.8
Dec 17	Draft 6533	Charle UCD				ENT ID: 404	0240002		-697.11	15,022.7
Dec 17	Draft 6531	Check - USD	A APHIS G	ENL I	TPE: PAYN	IENT ID: 124	0340003		40.05	45.004
Dec 17 Dec 20	Withdrawal	Dahit Card							-18.35 -26.36	15,004.3
Dec 20		BOTVILLE G	REAT VAL	TURB	OTVILLE P	A			-20.30	14,978.0
Dec 21	Withdrawal 12/19 TUR	Debit Card BOTVILLE G	REAT VAL	TURB	OTVILLE P	A			-21.28	14,956.7
Dec 21	Draft 6532								-190.00	14,766.7
Dec 22	Draft 6509									14,510.
Dec 23	Draft 6534									14,463.8
Dec 23	Draft 6522									13,063.8
Dec 23 Dec 24	Recurring V	Vithdrawal Bil 388-799-9666							-15.89	13,047.9
Dec 27	Withdrawal					A			-22.25	13,025.1
Dec 28		aft 00000065	44 for \$1,58	31.40						
Dec 29	Draft 6544								-1,581.40	
Dec 30	Withdrawal 12/29 PP*0	Debit Card COLESHARD	WADANVIL	LE D/	ANVILLE PA	4			-66.77	11,377.
Dec 31	Deposit by (	Check						465.00	)	11,842.
Dec 31	Annual Perc	idend Divider centage Yield		00% f	rom 12/01/2	2020 through	12/31/2020	1.47 )	7	11,844.
Dec 31		ance sits 3,801.47 Irawals 19,8								11,844.0
			Dra		or 40 - CH			_		
	aft Number	Amount	Date		aft Number				aft Number	Amour
	6471	50.00	Dec 1		6511	11.4			6525	2,500.0
	6490*	102.56	Dec 7		6512	414.3			6526	354.8
Dec 2	6503*	158.00	Dec 7			131.1			6527	191.0
	6504	111.18	Dec 1		6514	183.8				165.5
Dec 3	6505	379.45	Dec 1			50.2			6529	1,146.8
	6506	586.55	Dec 2		6519*	6,371.0				18.3
	6507	37.87	Dec 2		6521*	382.2				190.0
Dec 3 🗆	6508	48.80	Dec 23		6522	1,400.0			6533	697.1
Dec 22	6509	256.60	Dec 16			79.0	0 Dec 2	3 🗆	6534	46.2
Dec 22 🛛										
	6510	137.69	Dec 16		6524	104.9	4 Dec 2	9 🗆	6544*	1,581.4

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to keep up with	n what's happe	ning at Ser	vice 1st	-	

Member Number: Statement Period: 584727 12/01/2020-12/31/2020

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

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		IARC Account Reconciliation - Service 1st Accounts UPDATED 12/31/2020		
		ending balance from 12/31/2020 bank statement	\$	45,391.73
		deposits not yet posted (detailed below)	\$	-
		subtotal	\$	45,391.73
		withdrawals not yet cleared (detailed below)	\$	3,599.57
		calculated balance (should agree with actual combined balance)		41,792.16
		balance (savings account ID01)		33,547.70
		balance (checking account ID40)		8,244.46
		actual combined balance		41,792.16
		difference		41,752.10
		unerence	Ş	-
		DEPOSITS NOT YET POSTED		
TRANSACTION DATE	CHECK #	DESCRIPTION OF TRANSACTION		AMOUNT
		TOTAL	\$	-
			\$	-
TRANSACTION	CHECK #	TOTAL WITHDRAWALS NOT YET CLEARED DESCRIPTION OF TRANSACTION	\$	- AMOUNT
TRANSACTION           DATE           11/24/2020	СНЕСК # 6517	WITHDRAWALS NOT YET CLEARED	\$	
DATE		WITHDRAWALS NOT YET CLEARED DESCRIPTION OF TRANSACTION	\$	- AMOUNT 600.00 150.00
<b>DATE</b> 11/24/2020	6517	WITHDRAWALS NOT YET CLEARED         DESCRIPTION OF TRANSACTION         Ron Reichenbach (120 oak posts for signs)         Ron Reichenbach (30 oak posts for signs)         Montour DeLong Community Fair (Washingtonville Revitalization t-shirt	\$	600.00 150.00
DATE           11/24/2020           11/25/2020	6517 6520 6530	WITHDRAWALS NOT YET CLEARED DESCRIPTION OF TRANSACTION Ron Reichenbach (120 oak posts for signs) Ron Reichenbach (30 oak posts for signs)	\$	600.00 150.00 436.7
DATE           11/24/2020           11/25/2020           12/8/2020	6517 6520	WITHDRAWALS NOT YET CLEARED DESCRIPTION OF TRANSACTION Ron Reichenbach (120 oak posts for signs) Ron Reichenbach (30 oak posts for signs) Montour DeLong Community Fair (Washingtonville Revitalization t-shirt fundraiser)	\$	600.00 150.00
DATE           11/24/2020           11/25/2020           12/8/2020           12/21/2020	6517 6520 6530 6535	WITHDRAWALS NOT YET CLEARED DESCRIPTION OF TRANSACTION Ron Reichenbach (120 oak posts for signs) Ron Reichenbach (30 oak posts for signs) Montour DeLong Community Fair (Washingtonville Revitalization t-shirt fundraiser) PPL Electric Utilities	\$	600.00 150.00 436.7 485.8 791.5
DATE           11/24/2020           11/25/2020           12/8/2020           12/21/2020           12/21/2020	6517 6520 6530 6535 6536	WITHDRAWALS NOT YET CLEARED         DESCRIPTION OF TRANSACTION         Ron Reichenbach (120 oak posts for signs)         Ron Reichenbach (30 oak posts for signs)         Montour DeLong Community Fair (Washingtonville Revitalization t-shirt fundraiser)         PPL Electric Utilities         PPL Electric Utilities	\$	600.00 150.00 436.7 485.8 791.5 34.5
DATE         11/24/2020         11/25/2020         12/8/2020         12/21/2020         12/21/2020         12/21/2020	6517 6520 6530 6535 6536 6537	WITHDRAWALS NOT YET CLEARED DESCRIPTION OF TRANSACTION Ron Reichenbach (120 oak posts for signs) Ron Reichenbach (30 oak posts for signs) Montour DeLong Community Fair (Washingtonville Revitalization t-shirt fundraiser) PPL Electric Utilities PPL Electric Utilities PPL Electric Utilities		600.00 150.00 436.7 485.8 791.5 34.5 42.1
DATE           11/24/2020           11/25/2020           12/8/2020           12/21/2020           12/21/2020           12/21/2020           12/21/2020           12/21/2020	6517 6520 6530 6535 6536 6537 6538	WITHDRAWALS NOT YET CLEARED         DESCRIPTION OF TRANSACTION         Ron Reichenbach (120 oak posts for signs)         Ron Reichenbach (30 oak posts for signs)         Montour DeLong Community Fair (Washingtonville Revitalization t-shirt fundraiser)         PPL Electric Utilities         PPL Electric Utilities         PPL Electric Utilities         PPL Electric Utilities		600.00 150.00 436.7 485.8 791.5 34.5 42.1 480.0
DATE         11/24/2020         11/25/2020         12/8/2020         12/21/2020         12/21/2020         12/21/2020         12/21/2020         12/21/2020         12/22/2020	6517 6520 6530 6535 6536 6536 6537 6538 6539	WITHDRAWALS NOT YET CLEARED DESCRIPTION OF TRANSACTION Ron Reichenbach (120 oak posts for signs) Ron Reichenbach (30 oak posts for signs) Montour DeLong Community Fair (Washingtonville Revitalization t-shirt fundraiser) PPL Electric Utilities PPL Electric Utilities PPL Electric Utilities PPL Electric Utilities PPL Electric Utilities PPL Electric Utilities Candy Fisher (cleaning service 11/15 - 12/21)		600.00 150.00 436.7 485.8 791.5 34.5 42.1 480.0 108.9
DATE         11/24/2020         11/25/2020         12/8/2020         12/21/2020         12/21/2020         12/21/2020         12/221/2020         12/221/2020         12/22/2020         12/22/2020	6517 6520 6530 6535 6536 6537 6538 6539 6540	WITHDRAWALS NOT YET CLEARED DESCRIPTION OF TRANSACTION Ron Reichenbach (120 oak posts for signs) Ron Reichenbach (30 oak posts for signs) Montour DeLong Community Fair (Washingtonville Revitalization t-shirt fundraiser) PPL Electric Utilities PPL Electric Utilities PPL Electric Utilities PPL Electric Utilities PPL Electric Utilities Candy Fisher (cleaning service 11/15 - 12/21) Verizon (telephone)		600.00 150.00 436.7 485.8 791.5 34.5 42.1 480.0 108.9 278.2
DATE           11/24/2020           11/25/2020           12/8/2020           12/21/2020           12/21/2020           12/21/2020           12/22/2020           12/22/2020           12/22/2020           12/22/2020           12/22/2020           12/22/2020	6517 6520 6530 6535 6536 6537 6538 6538 6539 6540 6541	WITHDRAWALS NOT YET CLEARED         DESCRIPTION OF TRANSACTION         Ron Reichenbach (120 oak posts for signs)         Ron Reichenbach (30 oak posts for signs)         Montour DeLong Community Fair (Washingtonville Revitalization t-shirt fundraiser)         PPL Electric Utilities         PPL Electric Utilities         PPL Electric Utilities         PPL Electric Utilities         Candy Fisher (cleaning service 11/15 - 12/21)         Verizon (telephone)         Dennis Piatt (payroll 12/6 - 12/19)		600.00 150.00 436.7 485.8 791.5 34.5 42.1 480.0 108.9 278.2 135.7
DATE         11/24/2020         11/25/2020         12/8/2020         12/21/2020         12/21/2020         12/21/2020         12/21/2020         12/21/2020         12/22/2020         12/22/2020         12/22/2020         12/22/2020         12/22/2020         12/22/2020         12/22/2020         12/22/2020	6517 6520 6530 6535 6536 6537 6538 6539 6540 6541 6541 6542	WITHDRAWALS NOT YET CLEARED         DESCRIPTION OF TRANSACTION         Ron Reichenbach (120 oak posts for signs)         Ron Reichenbach (30 oak posts for signs)         Montour DeLong Community Fair (Washingtonville Revitalization t-shirt fundraiser)         PPL Electric Utilities         PPL Electric Utilities         PPL Electric Utilities         PPL Electric Utilities         Candy Fisher (cleaning service 11/15 - 12/21)         Verizon (telephone)         Dennis Piatt (payroll 12/6 - 12/19)         Jon Beam (payroll 12/6 - 12/19)		600.00 150.00 436.7 485.8
DATE           11/24/2020           11/25/2020           12/8/2020           12/21/2020           12/21/2020           12/21/2020           12/221/2020           12/221/2020           12/221/2020           12/22/2020           12/24/2020           12/24/2020           12/24/2020           12/24/2020	6517 6520 6530 6535 6536 6537 6538 6538 6539 6540 6541 6541 6542 6543	WITHDRAWALS NOT YET CLEARED         DESCRIPTION OF TRANSACTION         Ron Reichenbach (120 oak posts for signs)         Ron Reichenbach (30 oak posts for signs)         Ron Reichenbach (30 oak posts for signs)         Montour DeLong Community Fair (Washingtonville Revitalization t-shirt fundraiser)         PPL Electric Utilities         PPL Electric Utilities         PPL Electric Utilities         PPL Electric Utilities         Candy Fisher (cleaning service 11/15 - 12/21)         Verizon (telephone)         Dennis Piatt (payroll 12/6 - 12/19)         Jon Beam (payroll 12/6 - 12/19)		600.00 150.00 436.7 485.8 791.5 34.5 42.1 480.0 108.9 278.2 135.7 15.7













<u>_</u>	MONTOUR P	RESERVE 202	0 BUDGET		
	BUDGET INITIALLY ADOPTED 11/25/2	2019; BUDGET R	EVISED 5/18/20	20 AND 8/24/2	020
	Ŷ	EAR-END FINAL			
	EXPENSE	YEAR-END ACTUAL	INITIAL BUDGET	5/18/2020 REVISED BUDGET	8/24/2020 REVISED BUDGET
perso	nnel	(41,152.77)	(52,000.00)	(46,000.00)	(46,000.00)
	cleaning service	(3,280.00)	(4,500.00)	(4,000.00)	(4,000.00)
	HVAC system maintenance	-	(1,000.00)	-	-
	lawn care	(19,765.24)	(21,000.00)	(21,000.00)	(21,000.00)
SITE MAINTENANCE & OPERATIONS	parking lot / road maintenance	(683.37)	(7,500.00)	(500.00)	(700.00)
ATIC	security system	(869.98)	(1,500.00)	(1,500.00)	(1,000.00)
DER	sewage pumping	(900.00)	(1,000.00)	(1,000.00)	(1,000.00)
8	snow plowing	-	(2,500.00)	-	-
NCE	supplies / misc.	(16,264.96)	(16,000.00)	(10,000.00)	(16,000.00)
NA	ATV purchase	-	(10,000.00)	-	-
ILNI	water testing	(998.00)	(1,000.00)	(1,000.00)	(1,000.00)
MA	wildlife management	(3,010.44)	(4,500.00)	(4,500.00)	(4,000.00)
SITE	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	(8,648.69)	(2,000.00)	(2,000.00)	(5,000.00)
	electric	(14,751.39)	(15,000.00)	(15,000.00)	(15,000.00)
IES	internet service	(2,239.30)	(2,000.00)	(2,100.00)	(2,100.00)
UTILITIES	telephone	(1,281.68)	(1,300.00)	(1,250.00)	(1,250.00)
5	trash service	(1,516.00)	(2,000.00)	(1,500.00)	(1,500.00)
	website hosting / email service	(799.78)	(700.00)	(700.00)	(800.00)
audit		(4,400.00)	-	(6,700.00)	(6,700.00)
prom	otional materials	(1,876.50)	(3,000.00)	(1,000.00)	(2,100.00)
panca	ke breakfast	(1,841.07)	-	(1,850.00)	(1,850.00)
progr	amming & educational supplies	(789.90)	(1,500.00)	(1,000.00)	(1,000.00)
	EXPENSE TOTAL	\$ (125,069.07)	\$ (158,000.00)	\$(122,600.00)	\$(132,000.00)





2020 MONTOUR PRESERVE INCOME		AMOUNT		
Carryover starting balance from 2019	\$	1,337.28		
2020 donations received direct to MARC checking	\$	14,837.92		
2020 pavilion / auditorium reservations completed YTD	\$	9,057.00		
donations granted from CSCF fund	\$	50,000.00		
DCNR grant closeout payment	\$	30,000.00		
pancake breakfast tickets	\$	1,585.12		
DCED grant reimbursement	\$	2,284.05		
Montour County Hotel Tax reimbursements	\$	8,549.77		
2020 YTD INCOME TOTAL	\$	117,651.14		
MONTOUR PRESERVE INCOME (RESTRICTED)		AMOUNT		
	\$	1,065.00		
2021 prepaid pavilion & auditorium reservations	Ş	1,065.00		
TOTAL RESTRICTED INCOME	\$	1,065.00		
MARC 2020 MONTOUR PRESERVE LAB	OR	SUMMARY		
	_			
EMPLOYEE		HOURS		AMOUNT
EMPLOYEE STOUDT		HOURS 40.25	\$	AMOUNT (18,112.93)
STOUDT		40.25	\$	(18,112.93)
STOUDT BEAM		40.25 404.25	\$ \$	(18,112.93) (8,850.94)
STOUDT BEAM PIATT YEICH		40.25 404.25 33.50 137.50	\$ \$ \$	(18,112.93) (8,850.94) (11,890.68) (2,298.22)
STOUDT BEAM PIATT		40.25 404.25 33.50	\$ \$ \$	(18,112.93) (8,850.94) (11,890.68)
STOUDT BEAM PIATT YEICH		40.25 404.25 33.50 137.50	\$ \$ \$	(18,112.93) (8,850.94) (11,890.68) (2,298.22)
STOUDT BEAM PIATT YEICH		40.25 404.25 33.50 137.50	\$ \$ \$	(18,112.93) (8,850.94) (11,890.68) (2,298.22)
STOUDT BEAM PIATT YEICH TOTAL 2020 MONTOUR PRESERVE ACCOUNTING SUMMARY	\$	40.25 404.25 33.50 137.50 615.50 AMOUNT	\$ \$ \$	(18,112.93) (8,850.94) (11,890.68) (2,298.22)
STOUDT BEAM PIATT YEICH TOTAL 2020 MONTOUR PRESERVE ACCOUNTING SUMMARY Carryover starting balance from 2019	\$	40.25 404.25 33.50 137.50 615.50 AMOUNT 1,337.28	\$ \$ \$	(18,112.93) (8,850.94) (11,890.68) (2,298.22)
STOUDT BEAM PIATT YEICH TOTAL 2020 MONTOUR PRESERVE ACCOUNTING SUMMARY Carryover starting balance from 2019 donations received direct to MARC checking	\$	40.25 404.25 33.50 137.50 615.50 AMOUNT 1,337.28 14,837.92	\$ \$ \$	(18,112.93) (8,850.94) (11,890.68) (2,298.22)
STOUDT BEAM PIATT YEICH <b>2020 MONTOUR PRESERVE ACCOUNTING SUMMARY</b> Carryover starting balance from 2019 donations received direct to MARC checking pavilion / auditorium reservations completed YTD	\$ \$	40.25 404.25 33.50 137.50 615.50 AMOUNT 1,337.28 14,837.92 9,057.00	\$ \$ \$	(18,112.93) (8,850.94) (11,890.68) (2,298.22)
STOUDT BEAM PIATT YEICH <b>2020 MONTOUR PRESERVE ACCOUNTING SUMMARY</b> Carryover starting balance from 2019 donations received direct to MARC checking pavilion / auditorium reservations completed YTD donations granted from CSCF Montour Preserve Fund	\$ \$ \$	40.25 404.25 33.50 137.50 615.50 4000000 1,337.28 14,837.92 9,057.00	\$ \$ \$	(18,112.93) (8,850.94) (11,890.68) (2,298.22)
STOUDT BEAM PIATT YEICH <b>2020 MONTOUR PRESERVE ACCOUNTING SUMMARY</b> Carryover starting balance from 2019 donations received direct to MARC checking pavilion / auditorium reservations completed YTD donations granted from CSCF Montour Preserve Fund DCNR grant closeout payment	\$ \$ \$	40.25 404.25 33.50 137.50 <b>615.50</b> 400000 14,837.92 9,057.00 50,000.00	\$ \$ \$	(18,112.93) (8,850.94) (11,890.68) (2,298.22)
STOUDT BEAM PIATT YEICH <b>2020 MONTOUR PRESERVE ACCOUNTING SUMMARY</b> Carryover starting balance from 2019 donations received direct to MARC checking pavilion / auditorium reservations completed YTD donations granted from CSCF Montour Preserve Fund DCNR grant closeout payment DCED grant reimbursement	\$ \$ \$ \$	40.25 404.25 33.50 137.50 615.50 400000 14,837.92 9,057.00 50,000.00 30,000.00	\$ \$ \$	(18,112.93) (8,850.94) (11,890.68) (2,298.22)
STOUDT BEAM PIATT YEICH <b>2020 MONTOUR PRESERVE ACCOUNTING SUMMARY</b> Carryover starting balance from 2019 donations received direct to MARC checking pavilion / auditorium reservations completed YTD donations granted from CSCF Montour Preserve Fund DCNR grant closeout payment DCED grant reimbursement Montour County Hotel Tax reimbursements	\$ \$ \$ \$ \$ \$	40.25 404.25 33.50 137.50 615.50 40000 50,0000 30,000,00 2,284.05 8,549.77	\$ \$ \$	(18,112.93) (8,850.94) (11,890.68) (2,298.22)
STOUDT BEAM PIATT YEICH <b>2020 MONTOUR PRESERVE ACCOUNTING SUMMARY</b> Carryover starting balance from 2019 donations received direct to MARC checking pavilion / auditorium reservations completed YTD donations granted from CSCF Montour Preserve Fund DCNR grant closeout payment DCED grant reimbursement Montour County Hotel Tax reimbursements pancake breakfast tickets	\$ \$ \$ \$ \$ \$ \$ \$	40.25 404.25 33.50 137.50 615.50 400000 1,337.28 14,837.92 9,057.00 50,000.00 30,000.00 2,284.05 8,549.77 1,585.12	\$ \$ \$	(18,112.93) (8,850.94) (11,890.68) (2,298.22)
STOUDT BEAM PIATT YEICH <b>2020 MONTOUR PRESERVE ACCOUNTING SUMMARY</b> Carryover starting balance from 2019 donations received direct to MARC checking pavilion / auditorium reservations completed YTD donations granted from CSCF Montour Preserve Fund DCNR grant closeout payment DCED grant reimbursement Montour County Hotel Tax reimbursements pancake breakfast tickets expenses incurred	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	40.25 404.25 33.50 137.50 615.50 400000 1,337.28 14,837.92 9,057.00 50,000.00 30,000.00 30,000.00 2,284.05 8,549.77 1,585.12 (83,916.30)	\$ \$ \$	(18,112.93) (8,850.94) (11,890.68) (2,298.22)
STOUDT BEAM PIATT YEICH <b>2020 MONTOUR PRESERVE ACCOUNTING SUMMARY</b> Carryover starting balance from 2019 donations received direct to MARC checking pavilion / auditorium reservations completed YTD donations granted from CSCF Montour Preserve Fund DCNR grant closeout payment DCED grant reimbursement Montour County Hotel Tax reimbursements pancake breakfast tickets	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$	40.25 404.25 33.50 137.50 615.50 400000 1,337.28 14,837.92 9,057.00 50,000.00 30,000.00 2,284.05 8,549.77 1,585.12	\$ \$ \$	(18,112.93) (8,850.94) (11,890.68) (2,298.22)







				BUE	2020 ]	2020 MARC YEAR-END FINAL BUDGET BUDGET FIRST ADOPTED 11/25/2019; BUDGET REVISED 5/18/2020 AND 8/24/2020	IDGET 020 AND 8/24	/2020						
	EXPENSE	YEAR-END ACTUAL EXPENSES	INITIAL BUDGETED EXPENSES	5/18/2020 REVISED BUDGETED EXPENSES	8/24/2020 REVISED BUDGETED EXPENSES	FUNDING SOURCES	YEAR-END ACTUAL INCOME	INITIAL BUDGETED INCOME	5/18/2020 REVISED BUDGETED INCOME	8/24/2020 REVISED BUDGETED INCOME	ACTUAL YEAR-END LINE ITEM SURPLUS/ (DEFICIT)	INITIAL BUDGETED LINE ITEM SURPLUS/ (DEFICIT)	5/18/2020 BUDGETED LINE ITEM SURPLUS / (DEFICIT)	8/24/2020 BUDGETED LINE ITEM SURPLUS / (DEFICIT)
						DCNR grant (close-out payment in 2020)	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	•			
						DCED grant reimbursement \$	t \$ 2,284.05	۰ ۶	\$ 2,284.05	\$ 2,284.05				
1						pavilion / auditorium reservations	s \$ 9,057.00	\$ 10,000.00	\$ 2,500.00	\$ 7,000.00				
NCE	Montour Preserve \$(125,069.07) \$(155,000.00) \$(122,600.00) \$(132,000.00)	\$(125,069.07)	\$(158,000.00)	\$(122,600.00)	\$(132,000.00)	donations \$	s \$ 14,837.92	\$ 6,000.00	\$ 3,500.00	\$ 8,500.00	\$ (15,967.70)	\$ (58,000.00)	(58,000.00) \$ (21,393.55)	\$ (31,293.55)
1AN						pancake breakfast tickets \$	s \$ 1,585.12	' s	\$ 1,585.12	\$ 1,585.12				
ATE					1	transfer from Central Susquehanna Community Foundation Fund \$	50,000.00	\$ 50,000.00	\$ 60,000.00	\$ 50,000.00				
ΠAN						carryover prior year-end balance	e \$ 1,337.28	\$ 4,000.00	\$ 1,337.28	\$ 1,337.28				
יור א	Hess Recreation Area	\$ (18,393.18) \$	\$ (18,000.00) \$ (15,000.00)	\$ (15,000.00)	\$ (17,000.00)	uærfees	s \$ 830.00	\$ 2,000.00	\$ 250.00	\$ 500.00	\$ (17,563.18)	\$ (16,000.00)	\$ (14,750.00)	\$ (16,500.00)
АЯТ	North Branch Canal Trail (Montour Co. portion) \$	(893.71)	\$ (1,500.00) \$	(1,250.00)	\$ (2,000.00)		۰ ۶	\$ 300.00	\$ 100.00	۔ ج	\$ (893.71)	\$ (1,200.00)	\$ (1,150.00)	\$ (2,000.00)
r &	Columbia County projects \$	(445.95)	\$ (3,000.00)	\$ (3,000.00) \$	\$ (3,000.00)		- \$	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ (445.95)	s -	- s	- \$
ЯА₫	Hopewell Park/Borough Farm Trails \$	(6, 496.83)	\$ (5,500.00)	\$ (6,000.00) \$	\$ (6,000.00)	donations	s \$ 50.00	\$ 500.00	\$ 500.00	\$ 50.00	\$ (6,446.83)	\$ (5,000.00)	\$ (5,500.00)	\$ (5,950.00)
I	River Drive parcel (NBCT parking)	\$ (929.60) \$	\$ (2,000.00)	\$ (1,300.00)	\$ (1,300.00)		s -	s -	s -	s -	\$ (929.60)	\$ (2,000.00)	\$ (1,300.00)	\$ (1,300.00
	Washingtonville Revitalization projects \$	(9, 325.00)	\$ (6,000.00) \$	(9,300.00)	\$ (9,300.00)	donations [467.67]; CSVB Realtors' grants [5,500]; YiP grant [300]	\$ 6,267.67	\$ 3,000.00	\$ 6,300.00	\$ 6,000.00	\$ (3,057.33)	\$ (3,000.00)	\$ (3,000.00)	\$ (3,300.00)
	tools & supplies \$	(2, 135.85)	\$ (1,500.00) \$	(1,250.00)	\$ (1,250.00)		s -	- s	s -	s -	\$ (2,135.85)	\$ (1,500.00)	\$ (1,250.00)	\$ (1,250.00
SJ	Humdinger Trail Races	\$ (10,591.56) \$	\$ (11,500.00) \$ (10,700.00)		\$ (10,700.00)	race registration fees	s \$ 12,172.00	\$ 11,500.00	\$ 12,172.00	\$ 12,172.00	\$ 1,580.44	s -	\$ 1,472.00	\$ 1,472.00
LNE	Chilli Challenge	\$ (89.02) \$	\$ (7,500.00)	\$ (100.00) \$	\$ (100.00)		s -	\$ 7,500.00	s -	s -	\$ (89.02)	s .	\$ (100.00)	\$ (100.00)
AE 2	Montour 24	\$ (186.29) \$	\$ (7,500.00)	\$ (250.00) \$	\$ (200.00)		s -	\$ 7,500.00	۶ -	s -	\$ (186.29)	s -	\$ (250.00)	\$ (200.00)
8 ST	Danville / Montour Co. bike / ped safety projects	\$ (884.51) \$	\$ (1,000.00)	\$ (1,100.00)	\$ (1,100.00)		s -	- s	s -	s -	\$ (884.51)	\$ (1,000.00)	\$ (1,100.00)	\$ (1,100.00
) EC	wellness special projects \$	(227.54)	\$ (3,000.00)	\$ (500.00) \$	\$ (500.00)		s.	s -	s -	s -	\$ (227.54)	\$ (3,000.00)	\$ (500.00)	\$ (500.00)
БВС	tourism promotion special projects	\$ (3,926.14) \$	\$ (2,000.00)	\$ (2,000.00) \$	\$ (2,500.00)		۰ ع	۔ چ	s ۔	۔ \$	\$ (3,926.14)	\$ (2,000.00)	\$ (2,000.00)	\$ (2,500.00)
Ί	mountain biking special projects	\$ (6,343.04) \$	\$ (10,000.00)	\$ (6,500.00) \$	\$ (6,500.00)	Youth in Philanthropy grant	t \$ 300.00	\$ 3,500.00	\$ 500.00	\$ 500.00	\$ (6,043.04)	\$ (6,500.00)	\$ (6,000.00)	\$ (6,000.00)
ECI	Girls ROC Camp	\$ (1,014.29) \$	- \$	\$ - \$	\$ (935.00)	CSCF Women's Giving Circle grant [500]; donations [715]	] \$ 1,215.00	- s	s -	\$ 935.00	\$ 200.71	s -	s -	۶ -
IS	other special projects & events \$	(1,096.16)	\$ (2,000.00)	\$ (500.00) \$	\$ (500.00)		s -	- s	۶ -	s -	\$ (1,096.16)	\$ (2,000.00)	\$ (500.00)	\$ (500.00)
E	admin / misc. other (includes Stoudt admin labor) \$ (14,070.01)	\$ (14,070.01) \$	\$ (17,000.00)	\$ (15,000.00) \$	\$ (15,000.00)		s -	s -	\$	s -	\$ (14,070.01)	\$ (17,000.00)	\$ (15,000.00)	\$ (15,000.00)
3NY	fundraising	\$ (391.00) \$	s -	\$ (500.00)	\$ (400.00)		s -	s -	s -	s -	\$ (391.00)	s -	\$ (500.00)	\$ (400.00)
ามก	insurance (D&O, General & Workers' Comp)	\$ (12,293.00) \$	\$ (14,000.00)	\$ (14,000.00)	\$ (14,000.00)		s -	- s	s -	s -	\$ (12,293.00)	\$ (14,000.00)	\$ (14,000.00)	\$ (14,000.00)
SNI	accounting	\$ (1,450.00) \$	\$ (1,800.00)	\$ (1,800.00) \$	\$ (1,500.00)		ء ج	۔ چ	s ۔	s ۔	\$ (1,450.00)	\$ (1,800.00)	\$ (1,800.00)	\$ (1,500.00)
/ NI	office supplies	\$ (1,139.16) \$	\$ (1,000.00)	\$ (1,000.00) \$	\$ (1,300.00)		۔ \$	۔ \$	۔ \$	s -	\$ (1,139.16)	\$ (1,000.00)	\$ (1,000.00)	\$ (1,300.00
Ma	dues & fees	\$ (1,251.00) \$		\$ (1,251.00) \$	\$ (1,251.00)		۶ -	۶ -	\$	s -	\$ (1,251.00)	\$ (1,000.00)	\$ (1,251.00)	\$ (1,251.00)
¥	public notices	\$ (314.45) \$	\$ (1,000.00)	\$ (500.00) \$	\$ (500.00)		s -	s -	s -	s -	\$ (314.45)	\$ (1,000.00)	\$ (500.00)	\$ (500.00)
						Montour Co. Act 13 funding	g \$ 15,000.00	\$ 5,000.00	\$ 5,000.00	\$ 15,000.00	\$ 15,000.00	\$ 5,000.00	\$ 5,000.00	\$ 15,000.00
						Montour County Hotel Tax	\$ 70,147.21	\$ 100,000.00	\$ 37,500.00	\$ 57,500.00	\$ 70,147.21	\$ 100,000.00	\$ 37,500.00	\$ 57,500.00
						Montour County CARES Act Grant funding		- \$	s -	\$ 15,000.00	s -	s -	- \$	\$ 15,000.00
HER						Geisinger contribution	n \$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00
ITO						transfer from Central Susquehanna Community Foundation Fund		۔ چ	s ۔	- s	۰ چ	s .	۔ چ	۔ s
						carryover 2019 year-end unrestricted balance	e \$ 13,349.94	\$ 2,000.00	\$ 13,349.94	\$ 13,349.94	\$ 13,349.94	\$ 2,000.00	\$ 13,349.94	\$ 13,349.94
						unrestricted donations	s \$ 5,340.00	\$ 5,000.00	\$ 2,500.00	\$ 3,000.00	s.	\$ 5,000.00	\$ 2,500.00	\$ 3,000.00
						other income	\$ 696.84	s.	\$ 8,022.61	\$ 500.00	\$ 696.84	s.	\$ 8,022.61	\$ 500.00
	TOTAL EXPENSES \$ (218,956.34) \$ (275,800.00) \$ (21	\$ (218,956.34)	\$ (275,800.00)	\$ (215,401.00)	5,401.00) \$ (228,836.00)	TOTAL INCOME \$ 259,470.03 \$ 275,800.00 \$ 215,401.00 \$ 233,213.39	\$ 259,470.03	\$ 275,800.00	\$ 215,401.00	\$ 253,213.39	\$ 35,173.69	s -	\$ 0.00	\$ 24,377.39

















4	MONTOUR PRESERVE 202	21 BUDGET	
	ADOPTED 11/23/2	.0	
	YEAR-TO-DATE ACTUAL AS O	F 1/22/21	
	EXPENSE	YEAR-TO-DATE ACTUAL	BUDGET
perso	nnel	(1,747.77)	(49,000.00)
	cleaning service	-	(4,000.00)
ONS	HVAC system maintenance	-	(500.00)
RATIC	lawn care	-	(21,000.00)
SITE MAINTENANCE & OPERATIONS	parking lot / road maintenance	-	(1,000.00)
8	security system	(223.96)	(1,200.00)
NCE	sewage pumping	-	(1,000.00)
ENA	supplies / misc.	(104.32)	(14,000.00)
VINT	water testing	-	(1,200.00)
MA	wildlife management	(197.13)	(3,000.00)
SITE	picnic area restroom plumbing repair	-	(2,500.00)
	trail markers and signage	(185.06)	(2,000.00)
	electric	(1,809.12)	(15,000.00)
IES	internet service	(79.00)	(1,100.00)
JTILITIES	telephone	(111.48)	(1,300.00)
5	trash service	(125.00)	(1,800.00)
	website hosting / email service	-	(900.00)
broch	ures and promotional materials	-	(2,000.00)
progr	amming and educational supplies	-	(500.00)
	EXPENSE TOTAL	\$ (4,582.84)	\$(123,000.00)



			MA	RC 2021 BUDGET				
		ADOPTED 11/2	23/2020; YEAI	R-TO-DATE INFORMATION UPDATED AS OF 1/22/2	1			
	EXPENSE	YEAR-TO-DATE ACTUAL EXPENSES	BUDGETED EXPENSES	FUNDING SOURCES	YEAR-TO-DATE ACTUAL INCOME	BUDGETED INCOME	YEAR-TO-DATE LINE ITEM SURPLUS / (DEFICIT)	BUDGETED LINE ITEM SURPLUS / (DEFICIT)
	Columbia County Projects (including North Branch Canal Trail)	-	(2,000.00)	Columbia County Hotel Tax Grant	-	2,000.00	-	-
CE	Hess Recreation Area	(2,463.46)	(17,000.00)	User Fees	-	1,000.00	(2,463.46)	(16,000.00)
NAN	Hopewell Park / Danville Borough Farm Trails	(978.73)	(6,000.00)		-		(978.73)	(6,000.00)
INTE				Pavilion / Auditorium Rental Fees	-	9,000.00		
L M/	Montour Preserve	(4,582.84)	(123,000.00)	Donations	5.00	9,000.00	(4,577.84)	(65,000.00)
PARK & TRAIL MAINTENANCE				Transfer From Central Susquehanna Community Foundation Fund	-	40,000.00		
8 Y	North Branch Canal Trail (Montour County)	-	(3,750.00)		-		-	(3,750.00)
PAR	North Branch Canal Trail Parking / River Access	-	(1,500.00)		-		-	(1,500.00)
	Tools & Supplies	(100.70)	(2,500.00)		-		(100.70)	(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)
ATS	Chilli Challenge Adventure Triathlon	-	(6,000.00)	Race Registration Fees [\$5,500] and Sponsorships [\$500]	-	6,000.00	-	-
EVEN	Danville Borough Play Set Installation	Triathlon - (6,000.00) Race Registration Fees [\$5,500] and Sponsorships			-		-	(2,000.00)
S&	Girls ROC Camp (*)	·         (2,000.00)           -         (1,000.00)         Grants, Donations, and Participant Fee		200.71	1,000.00	200.71	-	
DIECT	Hopewell Park Pump Track Design and Planning	-	(2,500.00)		-		-	(2,500.00)
SPECIAL PROJECTS & EVENTS	Regional Mountain Biking Promotion	(41.06)	(2,000.00)		-		(41.06)	(2,000.00)
CIAL	Riverside Borough Parks Revitalization	-	(2,000.00)		-		-	(2,000.00)
SPE	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	(68.43)	(4,000.00)	Grants and Donations	436.75	2,000.00	368.33	(2,000.00)
	Wellness Special Projects	-	(1,000.00)		-		-	(1,000.00)
	Accounting	-	(1,500.00)		-		-	(1,500.00)
щ	Administration / Misc. Other (Includes Stoudt Admin. Labor)	(1,803.52)	(17,000.00)		-		(1,803.52)	(17,000.00)
ADMIN / INSURANCE	Audit	(2,300.00)	(3,000.00)		-		(2,300.00)	(3,000.00)
INSN	Dues & Licensing Fees	(735.00)	(2,500.00)		-		(735.00)	(2,500.00)
I/N	Fundraising	(593.00)	(1,000.00)		-		(593.00)	(1,000.00)
MDM	Insurance (D&O, General, & Workers' Comp)	-	(13,000.00)		-		-	(13,000.00)
4	Office Supplies	(115.58)	(1,500.00)		-		(115.58)	(1,500.00)
	Public Notices	-	(500.00)		-		-	(500.00)
				2020 Year-End Carryover Unrestricted Balance	6,859.38	10,000.00	6,859.38	10,000.00
				Geisinger Contribution	-	25,000.00	-	25,000.00
OTHER				Montour County Hotel Tax 2020 Carryover Balance	33,542.07	20,000.00	33,542.07	20,000.00
6				Montour County Hotel Tax 2021 Grants	-	90,000.00	-	90,000.00
				Other Income	557.50	500.00	557.50	500.00
				Unrestricted Donations	-	10,000.00	-	10,000.00
	TOTAL EXPENSES	(13,782.31)	(235,750.00)	TOTAL INCOME	41,601.41	238,500.00	27,819.10	2,750.00
	NOTE: Budget line	items marked v	with (*) will occ	ur only if grants and/or donations can be secured to fully	fund the proje	cts.		



## 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.

## ACCOUNTANT'S REPORTS INCOMPLETE, PENDING RECEIPT

## OF YEAR-END STATEMENTS FROM COMMUNITY GIVING FOUNDATION

## 2020 YEAR-END REPORTS TO BE PROVIDED DURING FEBRUARY MEETING



## ASSISTANT DIRECTOR / NATURALIST'S REPORT

In the past month, the assistant director has continued producing weekly episodes of Nature Notes and was interviewed for an article on the Preserve for the spring issue of the West Branch Magazine.

Jon Beam 1/19/21

## SENIOR MAINTENANCE TECHNICIAN'S REPORT

Dec & Jan

put up snow plow markers along roads and parking lots at preserve

cleaned out charcoal pits at picnic areas

used pallet forks to blow leaves from trails new technique

remove limbs from Muskrat Blind roof

hauled broken picnic table to boat house using new pallet forks on tractor instead of Bob or I backs also put picnic tables in there correct spots using forks

plowed snow from Dec storm at preserve

moved tractor and attachments to Hess Fields. First week we replaced washed out pipes and regraded trails.Second week we installed new signage on the trails and fields

moved equipment back to the preserve and hauled wooden posts from sawmill to preserve.

Started installing new signage at the preserve and will continue as time allows in the next few weeks

SPTMT Dennis Piatt 1/20/21





# **DIRECTOR'S REPORT**



		PROJECT				DI		BER	202	0																	Ja	nua	ry 2	2021	L						
	STOUDT	YTD TOTAL HOURS	20	21	22	23 2	24 25	5 26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12 1	3	14 :	15	16	17	18	19	20	21	22	23	24
admin	MARC admin	64.25		2.00	2.75	3.00 2	.00	1.00		1.50	0.25	0.25	2.50	4.00	0.25	0.75	4.50	0.25	0.50	0.25	4.50	2.00	0.50	5.00	4.00 2	.50	1.00	00.00	1.50		2.00	2.50	3.00	7.00			
	Hess Recreation Area	52.50		0.25	0.25	0.25 0	.25	1.75	0.50	1.00	9.75	8.00	5.00		0.50	0.25		7.50	7.25	7.75	0.25		0.25	0.25	0	.25	0	0.25	0.25			0.25	0.25	0.25			
ت ت ا	Hopewell Park / Danville Farm Trails	0.75																									(	).75									
PARK & TRAIL MAINTENANCE	Montour Preserve admin / maintenance	41.50			2.00	0.25 0	.25			0.50		0.25			0.25		1.25		0.25	0.50	0.50			2.50	3.25 4	.50	7.50 0	0.75	0.50		6.50	3.00	4.00	3.00			
RK &	Montour Preserve programming	0.25														0.25																					
PA	North Branch Canal Trail (Montour Co.)																																				
	River Drive trailhead / river access																																				
	bicycle routes mapping & promotion																																				
	bike / pedestrian safety special projects																							F.													
S	Chilli Challenge	30	F																					Þ		2	7	1	٦	6							
VEN	Columbia County projects	19			1																					Ч	1	М	1				4	-			
SPECIAL PROJECTS & EVENTS	Danville Borough play set installation																																				
JECT	mountain biking special projects	1.50																1.50																			
PRO	Riverside Borough parks revitalization																																				
CIAL	special projects / events - other																																				
SPE	tourism promotion special projects																																				
	Washingtonville revitalization projects	2.50								0.25			0.25														1.50						0.50				
	wellness special projects																																				
	DAILY TOTALS	163.25		2.25	5.00	3.50 2	.50	2.75	0.50	3.25	10.00	8.50	7.75	4.00	1.00	1.25	5.75	9.25	8.00	8.50	5.25	2.00	0.75	7.75	7.25 7	.25 1	10.00	1.75	2.25		8.50	5.75	7.75	10.25			
	WEEKLY PAYR				1	.6.00						35.00							40.00						40	.00							32.25				
	BIWEEKLY PAYR							-	L.00													80.							$ \rightarrow$							32.2	
	PAYRO	OLL PERIOD							1													2														3	





## GRANTS

#### • Montour County Hotel Tax

- As of 12/31/20, \$33,542.07 in Montour County Hotel Tax funds remained earmarked in MARC's savings account
- $\circ$  Stoudt on 1/22/21 transferred \$12,789.52 from MARC's savings account to the general checking account to reimburse Hotel Tax-eligible expenses incurred 1/1 1/22/21 (see page 7 of this report for detail)
  - After this transfer of funds, \$20,752.55 in Hotel Tax funds remain earmarked in MARC's savings account
- The next quarterly disbursement is anticipated in mid-February 2021
- Stoudt on 12/2/20 attended an online meeting of the Columbia-Montour Visitors Bureau Executive Committee to provide a semi-annual update on MARC's 2020 operations and plans for 2021

## • CSCF Women's Giving Circle 2020 grant

• Stoudt on 12/31/20 submitted required grant close-out report

## • CSCF Danville Area School District 2020 Youth in Philanthropy grant

• Stoudt on 12/31/20 submitted required grant close-out report

# • DCNR 2020 Non-Motorized Trails Grant (Danville Borough Levee North Branch Canal Trail Construction)

- In partnership with Danville Borough staff, Stoudt on 4/22/20 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 will be 1/1/21 12/31/24
- 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 <u>https://www.google.com/maps/d/edit?mid=17se2PMghOEBzg70bdSTOg3HPCTTO9drE&usp=shar</u> <u>ing</u>
- Stoudt, Danville Borough Manager Shannon Berkey, and LIVIC Civil Engineer Andrew Barton on 12/15/20 attended an online project start-up meeting with a representative of DCNR
- Danville Borough has received the fully-executed DCNR grant agreement and has requested initial start-up funds to allow next steps to begin



## MANAGED SITES

#### • Hopewell Park / Danville Borough Farm

• Stoudt has incorporated public input into a revised proposal for the Hopewell Park pump track and related improvements (see below)



- Stoudt has made initial contacts with the Montour County Conservation District and the Mahoning Township Zoning Office regarding the revised proposal
  - MARC will be required to secure NPDES permitting for the project and will need to consult with an engineering firm to revise the project's planned parking areas and drainage features to comply with Mahoning Township zoning regulations
  - Stoudt recommends MARC hire an engineering firm to ensure MARC successfully complies with permitting requirements, but this cost should be included in MARC's fundraising effort



## **MANAGED SITES (continued)**

#### • Hopewell Park / Danville Borough Farm (continued)

- Stoudt is confident there is sufficient demand for the project and of MARC's ability to successfully execute the project, so long as MARC can raise the necessary funds
- Stoudt is projecting a total project cost of \$200,000 for project engineering, permitting, and construction, but Stoudt recommends MARC secure no less than an additional \$20,000 to be kept in reserve for future site maintenance and improvements (Stoudt recommends a total fundraising goal of \$220,000)
- Stoudt will recommend at this meeting that MARC begin fundraising for the project, effective immediately
- Stoudt recommends the creation of a Corporate Non-Endowed Fund at the Central Susquehanna Community Foundation (now the Community Giving Foundation) to accept and hold project funds
  - Doing so will allow for tax-deductible contributions to the project and will provide added reassurance to potential donors (though donors may choose to contribute directly to MARC if they wish to do so and if tax-deductibility is not a concern)
  - The fund would be structured like MARC's existing Washingtonville Revitalization Fund
  - Stoudt recommends the following statement of purpose for the fund: The Fund's purpose is to provide funds to the Organization for the charitable purposes of the Organization for the Hopewell Park Pump Track so long as it is recognized by the Pennsylvania Department of State's Corporation Bureau as a Domestic Nonprofit Corporation under the Pennsylvania Nonprofit Corporation Law of 1988 (15 Pa. C.S. Section 5306) as a multi-governmental organization which is non-profit representing Montour County, Danville Borough, Washingtonville Borough, Riverside Borough, Danville Area School District, and Mahoning Township. This fund will support the design, permitting, construction, and ongoing maintenance of the Hopewell Park Pump Track, bicycle jumps and skills areas, and related parking areas, to be located in Mahoning Township, Montour County.
- Stoudt recommends MARC reach out to several engineering firms at this time to get cost estimates for the required project engineering and permitting work
  - Stoudt recommends MARC move forward with project engineering and permitting as soon as adequate funds are secured
- Once project engineering and permitting are complete, Stoudt recommends MARC move forward with project construction in phases (subject to revision per permitting requirements), likely to be:
  - parking lot expansion
  - rehabilitation of existing beginners' pump track and jumps area
  - new pump track construction
- Stoudt on 12/23/20 met online with Wes Fahringer, DCNR Region 4 Coordinator / Recreation and Parks Advisor, to discuss the viability of a 2021 grant application for this and other MARC projects
  - Stoudt will continue to evaluate the viability of a possible grant application and will provide future updates as needed



## MANAGED SITES (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 11/17/20 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
    - Stoudt has observed the removal of at least one encroachment, but the addition of at least one camper
    - As of 1/22/21, Stoudt does not believe legal notice has been served against the campground owners
  - Flooding caused by the Christmas day rainfall and snowmelt caused minor to moderate damages along the Columbia County portion of the trail
    - Trail Steward Wayne Kashner has begun repairs, but work remains to be done
      - Stoudt plans to begin work on or around 1/26, weather permitting
      - Stoudt will consult with the Columbia County Conservation District regarding drainage improvements, to possibly include a new culvert, at trail mile 5.4
    - Stoudt will consult with the Montour County Conservation District regarding possible improvements to the ford crossing at trail mile 2.7
      - this location continues to wash out in heavy streamflow events and a more permanent solution is desired
      - because this location is a perennial stream, permitting challenges (and costs) may be significant



## **MANAGED SITES (continued)**

## • Hess Recreation Area

- Heavy rains and snowmelt on Christmas day caused damages along the Hess Loop Trail J. Manley Robbins Trail segment and along the Mahoning Flats Trail
  - two culverts were blown out between mile markers 1.2 and 1.1 on the Hess Loop Trail
  - a section of the wooden boardwalk along the Mahoning Flats Trail (the same section that has washed out numerous times in past years) washed out of place
  - Stoudt and Piatt on 12/29 12/31/20 replaced one damaged culvert pipe (18" diameter) with a new, much larger (48" diameter) culvert pipe
    - MARC thanks Ben and Brian Stoudt for their assistance with the repairs
    - Stoudt will submit an expense report at this meeting for reimbursement for the culvert pipe purchase (\$901)
  - a salvaged portion of the 18" pipe was installed beside another existing 18" pipe to improve the drainage at that location
  - the damaged section of the Mahoning Flats Trail boardwalk will be repaired when conditions allow











MARC January 25, 2021 meeting agenda packet

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## **MANAGED SITES (continued)**

#### • Hess Recreation Area (continued)

- Stoudt and Piatt on 1/6 and 1/7 cleared culverts along the park access road and cleared drainage problems along the Hess Loop Trail – Old Reading Line Trail segment near mile marker 0.5
  - one road culvert pipe remains significantly blocked from recent storm erosion
    - Stoudt is in contact with Danville area resources for possible help clearing the obstruction
- $\circ$  Stoudt and Piatt on 1/5 1/7 completed the installation of all Hess Loop Trail mile marker signs, trailhead signage, and caution signage; only parking restriction signage remains to be installed
  - signage locations and project status can be seen at <u>https://www.google.com/maps/d/edit?mid=1zJ0iJhbMwva1NZHNxpLEaNd4IFLxNCQk&usp=sharing</u>



- Stoudt continues design work for the new J. Manley Robbins Trail interpretive sign for installation at the Beaver Place Trailhead
  - installation is anticipated late February / early March
- MARC thanks Alex Cole, Sevon King, and Cameron Pehowic for repairing the damaged wooden decking of the powerline observation area along the Hess Loop Trail – J. Manley Robbins Trail segment
- MARC again thanks Alex Cole, Sevon King, and Cameron Pehowic for disassembling and salvaging materials from the bike skills area
  - salvaged materials will be moved to storage at the pig barn for eventual reconstruction at Hopewell Park
  - MARC on 1/22 deposited \$557.50 in restitution received for March 2020 turf damages
    - MARC anticipates a total restitution of \$2,000



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

#### • Montour Preserve

- $\circ~$  Stoudt and Piatt on 12/17 12/19/20 used MARC's tractor to plow 24" +/- snow from the roads and parking lots
- The new Sky Packet Networks internet service failed on (or before) 1/11 and remains out of order as of 1/22
  - Stoudt contacted customer service on 1/11 and 1/13, but service has not been restored
- $\circ$   $\;$  Stoudt, Piatt, Beam, and Yeich have begun signage installation around the site
  - signage locations and project status can be seen at <u>https://www.google.com/maps/d/edit?mid=1zJ0iJhbMwva1NZHNxpLEaNd4IFLxNCQk&usp=sharing</u>
  - Work is expected to continue into mid-February
- Stoudt has drafted a Watercraft Concessionaire Request for Proposals to be considered at this meeting (file provided separately)
  - Stoudt has referenced similar documents for PA State Parks and other venues and has consulted with PIRMA and Talen Energy to address any concerns
  - Per MARC's PIRMA representative, MARC will see a \$250 surcharge to its annual insurance policy to cover the additional liability exposure
  - MARC must apply for a special exception from the Montour County Zoning Hearing Board to allow for commercial operations at the Montour Preserve
    - Stoudt anticipates a \$450 application fee and an as-yet unknown permit fee for the business operation
    - If MARC's Board approves advertising the request for proposals, Stoudt will plan to submit the special exception application form in coming days
- Stoudt and Piatt have concluded that the Bobcat utility vehicle is no longer worth the expense or effort to repair yet again and are recommending at this meeting that MARC advertise the vehicle and attachments (front bucket and plow blade) for sale to the high bidder
  - Stoudt will recommend a minimum asking price of \$200
  - The winning bidder will be required to pick up the vehicle and accessories from the Montour Preserve boat house


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

### SPECIAL PROJECTS AND EVENTS

### • Bicycle / Pedestrian Safety Projects

 $\circ~$  The next meeting of the Middle Susquehanna Active Transportation Committee is scheduled for 2/5/21

### • Bicycle Routes Mapping and Promotion

- Stoudt continues to work with volunteers of the Washingtonville Revitalization Committee to identify, map, and promote bicycling routes in the Washingtonville area
- Stoudt will update mapping for other known routes, including the Chilli Challenge, 75 Miles of MonTour, and others, for publication and promotion
- Stoudt anticipates creating a page on MARC's website for content distribution

### • Chilli Challenge Adventure Triathlon

- Stoudt has consulted with the Columbia-Montour Visitors Bureau and the Susquehanna River Valley Visitors Bureau regarding the scheduling of the event
  - Stoudt is considering Saturday, 10/2/21, for the event to tie in with marketing for the planned 10/10/21 unPAved of the Susquehanna River Valley event
- Stoudt will continue to monitor the status of the COVID-19 vaccine distribution to determine whether it will be safe for MARC to host the event this year
- Stoudt intends to make a go / no go recommendation at MARC's March meeting

### • Danville Borough Play Set Installation

- 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 10/30/20 disassembled the play set and moved it to the pig barn for storage
- MARC staff will repair and possibly repaint play set materials in coming weeks in preparation for reassembly
- It is anticipated the play set will be reconstructed at the F.Q. Hartman Recreation Area this spring

### • Girls ROC Camp

- o \$200.71 remains earmarked in MARC's checking account for the 2021 camp
- Stoudt will remain in contact with event organizers to help administer the event as needed



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

### SPECIAL PROJECTS AND EVENTS (continued)

### Regional Mountain Biking Promotion

- Stoudt on 12/1/20 and 1/5/21 participated in online meetings with organizers of the planned Young Life mountain biking event in and around Danville
  - the event is now being branded as the 'Dirty Grin Mountain Bike Festival' and is planned for 6/18 - 6/20/20
  - MARC will provide assistance with event hosting at the Hess Recreation Area and will assist as needed with promoting the event
- An online meeting of the MARC Mountain Bike Advocacy Group (MBAG) Advisory Committee was held on 12/11/20
  - meeting minutes are provided on pages 49 56 of this agenda packet
  - Stoudt held follow-up meetings on 12/14/20 with Heather Kerr, Forester Weiser State Forest District and on 12/15/20 with representatives of the Columbia-Montour Visitors Bureau and the Susquehanna River Valley Visitors Bureau
  - The next meeting of the MBAG Advisory Committee will be 3/12/21

### Riverside Borough Parks Revitalization

- The replacement sign for the river access will be installed in coming weeks as conditions allow
- Stoudt will contact Riverside Borough representatives to discuss opportunities for MARC to assist with revitalizing the Borough's parks and outdoor recreation areas

### • Special Projects and Events – Other

• No updates since last meeting

### • Tourism Promotion Special Projects – Other

- Stoudt continues to monitor the Danville Borough Montgomery Park River Access, with no recent problems noted
  - MARC thanks Danville Borough staff for continuing to maintain the site for public access
- 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 <u>https://drive.google.com/file/d/149lyD3L2SCsKQ3hwj2vcTiZC4KpRfnzF/view?usp</u> <u>=sharing</u>
- Stoudt continues to participate in the Danville Heritage Festival Committee to consider options for a 2021 event, tentatively scheduled for 9/4/21
- No new updates are available regarding the ongoing navigable waters dispute along Fishing Creek in Columbia County



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

### SPECIAL PROJECTS AND EVENTS (continued)

### Washingtonville Revitalization Projects

- As authorized at MARC's 11/23/20 meeting, Stoudt on 12/28/20 requested the release of \$436.75 from MARC's Washingtonville Revitalization Funds at the Central Susquehanna Community Foundation (CSCF; now the Community Giving Foundation) to reimburse previously incurred project expenses related to fundraising for the Washingtonville log cabin restoration project
  - Stoudt requested the withdrawal of \$250.25 from the Washingtonville Revitalization Fund (Agency) to zero out that fund and the remaining balance of \$186.50 from the Washingtonville Revitalization Fund (Corporate)
  - CSCF staff reported the fund balance in the Agency fund was \$249.35 after administrative fees had been deducted; the account was zeroed out as requested and the balance was deducted from the Corporate Fund
  - Funds were received and deposited to MARC's checking account on 1/22
- Mayor Tyler Dombroski continues 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 attended the 1/14/21 meeting of the Washingtonville Revitalization Committee to discuss ongoing projects and planned efforts for the 2021 season
- Stoudt on 1/20 met with Mayor Dombroski at DeLong Park to consider options for next steps in the ongoing DeLong Park revitalization
  - Stoudt will create new mapping for consideration by Washingtonville Borough Council and the Washingtonville Revitalization Committee
  - Stoudt anticipates beginning work as soon as approvals and necessary permitting are received and weather conditions allow
- Stoudt continues to work with volunteers to identify, map, and promote bicycling routes in the Washingtonville area

### • Wellness Special Projects

• No updates since last meeting





### **RESOLUTION 2021-1**

WHEREAS the Montour Area Recreation Commission (MARC) wishes to update the list of individuals authorized to sign documents on behalf of MARC, and

WHEREAS all MARC checks or other financial instruments shall require two signatures, including those of MARC's Director and either MARC's Chairperson or Treasurer, and

WHEREAS all MARC contracts, agreements, and other legally binding documents shall require two signatures, including those of MARC's Director and either MARC's Chairperson or Secretary, and

WHEREAS this resolution replaces any prior listings of individuals authorized to sign documents on behalf of MARC, and

WHEREAS this resolution, 2021-1, has been presented and adopted at the regularly scheduled monthly MARC meeting on January 25, 2021.

NOW THEREFORE, it is resolved that:

The following individuals are authorized to sign documents, including checks, contracts, legal agreements, etc. on behalf of the Montour Area Recreation Commission (MARC):

	Director		signature
and			
Either			
	, Ch	airperson	signature
or			
	, Tre	asurer	signature
or			
	, Sec	cretary	signature
I hereby attest that Res Commission (MARC) on	olution 2021-1, as docum		signature



EXPENSE REPORT TOTAL \$ 901.00	Transaction Date     Description     Account     Amount       12/29/20     Fry's Plastic, LLC (20ft section 48" HDPE culvert pipe)     Hess Recreation Area     \$ 901.00       Image: Section 48" HDPE culvert     Hess Recreation Area     \$ 901.00       Image: Section 48" HDPE culvert     Hess Recreation Area     \$ 901.00       Image: Section 48" HDPE culvert     Hess Recreation Area     \$ 901.00       Image: Section 48" HDPE culvert     Image: Section 48" HDPE culvert     Image: Section 48" HDPE culvert       Image: Section 48" HDPE culvert     Image: Section 48" HDPE culvert     Image: Section 48" HDPE culvert       Image: Section 48" HDPE culvert     Image: Section 48" HDPE culvert     Image: Section 48" HDPE culvert       Image: Section 48" HDPE culvert     Image: Section 48" HDPE culvert     Image: Section 48" HDPE culvert       Image: Section 48" HDPE culvert     Image: Section 48" HDPE culvert     Image: Section 48" HDPE culvert       Image: 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page 1 of 2



	REMIT TO: 5 F Kresgeville, PA	<b>BPLASTIC</b> , 560 Rabbittown Rd., Pennsda Phone (570) 546-8758 Fax (57 A Phone (610) 681-5500 Fax G, PA Phone (717) 796-3660 D:	le, PA 17756 0) 546-7093 610) 681-6449	INV. # C. 2 INV. DATE / C ORDER # EIN 81-4641	2-24-20
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MEMBERS AMERICAN AND PENNSYLVANIA INSTITUTES OF CERTIFIED PUBLIC ACCOUNTANTS INDEPENDENT MEMBER OF PrimeGlobal

January 18, 2021

Board of Directors Montour Area Recreation Commission P.O. Box 456 Danville, PA 17821

RE: Montour Area Recreation Commission

Dear Members of the Board of Directors:

We are pleased to confirm our understanding of the services McKonly & Asbury, LLP (M&A) will provide to the above listed organization (the Organization) for the year ended December 31, 2020.

You have requested that we audit the financial statements of the Organization as of and for the year ended December 31, 2020, which comprise the statement of net position – modified cash basis, the statement of revenues, expenses, and change in net position – modified cash basis, and the related notes to the financial statements, which collectively comprise the Organization's basic financial statements as listed in the table of contents. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter. Our audit will be conducted with the objective of our expressing an opinion on those basic financial statements.

#### Auditor Responsibilities

We will conduct our audit in accordance with U.S. generally accepted auditing standards (U.S. GAAS). Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements are free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the basic financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the basic financial statements, whether due to fraud or error, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements.

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 basic financial statements. If appropriate, our procedures will therefore include tests of documentary evidence that support the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of cash, investments, and certain other assets and liabilities by correspondence with creditors and financial institutions. As part of our audit process, we will request written representations from your attorneys, and they may bill you for responding. At the conclusion of our audit, we will also request certain written representations from you about the basic financial statements and related matters.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements (whether caused by errors, fraudulent financial reporting, misappropriation of assets, or violations of laws or governmental regulations) may not be detected exists, even though the audit is properly planned and performed in accordance with U.S. GAAS and, if applicable, in accordance with Government Auditing Standards, and/or any state or regulatory audit requirements.

HARRISBURG • LANCASTER • BLOOMSBURG 570.784.1111 • www.macpas.com • Fax: 570.784.1114

MAILING ADDRESS McKonly & Asbury • 420 West Fifth Street • Bloomsburg, Pennsylvania 17815



Board of Directors Montour Area Recreation Commission Page 2 January 18, 2021

#### **RE: Montour Area Recreation Commission**

In making our risk assessments, we consider internal control relevant to the Organization's preparation and fair presentation of the basic 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 the Organization's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the basic financial statements that we have identified during the audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any other periods.

We cannot provide assurance an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or add emphasis-of-matter or other-matter paragraphs. If our opinion on the basic financial statements is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or to issue a report as a result of this engagement.

#### Compliance with Laws and Regulations

As previously discussed, as part of obtaining reasonable assurance about whether the basic financial statements are free of material misstatement, we will perform tests of the Organization's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance, and we will not express such an opinion.

#### Management Responsibilities

Our audit will be conducted on the basis that management and, when appropriate, those charged with governance acknowledge and understand that they have responsibility:

- For the preparation and fair presentation of the basic financial statements in accordance with the modified cash basis of accounting.
- b. For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of basic financial statements that are free from material misstatement, whether due to error, fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements; and
- c. To provide us with:
  - Access to all information of which management is aware that is relevant to the preparation and fair presentation of the basic financial statements such as records, documentation, and other matters;
  - ii. Additional information that we may request from management for the purpose of the audit;
  - Unrestricted access to persons within the Organization from whom we determine it necessary to obtain audit evidence.
- For including the auditor's report in any document containing basic financial statements that indicates that such basic financial statements have been audited by the Organization's auditor;
- For identifying and ensuring that the Organization complies with the laws and regulations applicable to its activities;
- f. For adjusting the basic financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current year period(s) under audit are immaterial, both individually and in the aggregate, to the basic financial statements as a whole; and
- g. For acceptance of nonattest services, including identifying the proper party to oversee nonattest work;
- h. For maintaining adequate records, selecting, and applying accounting principles, and safeguarding assets;



Board of Directors Montour Area Recreation Commission Page 3 January 18, 2021

#### RE: Montour Area Recreation Commission

- For informing us of any known or suspected fraud affecting the entity involving management, employees with significant role in internal control and others where fraud could have a material effect on the financials; and
- j. For the accuracy and completeness of all information provided.

As part of our audit process, we will request from management and, when appropriate, those charged with governance, written confirmation concerning representations made to us in connection with the audit.

#### Other Services

With respect to any nonattest services we perform, at the end of the year, we agree to perform the following:

- Propose adjusting or correcting journal entries to be reviewed and approved by the Organization's management.
- · Prepare a draft of the financial statements and related notes.
- We will also assist in preparing the financial statements of the Organization in conformity with the modified cash basis of accounting based on information provided by you.

We will not assume management responsibilities on behalf of the Organization. However, we will provide advice and recommendations to assist management of the Organization in performing its responsibilities.

The Organization's management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual, preferably from senior management, to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) establishing and maintaining internal controls, including monitoring ongoing activities.

We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

#### Reporting

We will issue a written report upon completion of our audit of the Organization's basic financial statements. Our report will be addressed to the governing body of the Organization. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement.

#### Engagement Administration, Fees and Other

We understand that your employees will prepare all confirmations we request and will locate any documents or support for any other transactions we select for testing.

Your staff will provide us a trial balance that is in agreement with the general ledger for the year ended December 31, 2020, and supporting documentation for the financial statements prior to our commencement of final fieldwork. Your supporting documentation will include information detailed in future correspondence to you. These records remain your property and will be returned to you at the completion of our engagement. It is your responsibility to retain and protect these records for possible future use, including potential examination by any government or regulatory agency. Your records are provided to us only as needed to complete our engagement.

At the conclusion of this engagement, we will return all original records you supplied to us. Your Organization records are the primary records for your operations and comprise the backup and support for your financial reports and tax returns. For tax or consulting services, the records are your property; however, we reserve the right to maintain copies. Our firm destroys our client files and all pertinent work papers after a retention period



Board of Directors Montour Area Recreation Commission Page 4 January 18, 2021

#### **RE: Montour Area Recreation Commission**

of seven (7) years, after which time these items will no longer be available. Catastrophic events or physical deterioration may result in our firm's records being unavailable.

Professional standards prohibit us from being the sole host and/or the sole storage for your financial and nonfinancial data. As such, it is your responsibility to maintain your original data and records and we cannot be responsible to maintain such original information. By signing this engagement letter, you affirm that you have all the data and records required to make your books and records complete.

The audit documentation for this engagement is the property of M&A and constitutes confidential information. However, we may be requested to make certain audit documentation available to regulators pursuant to authority given to it by law or regulation, or to peer reviewers. If requested, access to such audit documentation will be provided under the supervision of M&A's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to regulators. The regulators may intend, or decide, to distribute the copies of information contained therein to others, including other governmental agencies.

By your signature on this letter, you acknowledge and agree that, upon the expiration of the 7-year period, M&A shall be free to destroy our records related to this engagement.

If you intend to publish or otherwise reproduce the financial statements and make reference to our firm, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

During the course of the engagement, we may communicate with you or your personnel via fax or e-mail, and you should be aware that communication in those mediums contains a risk of misdirected or intercepted communications.

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. Third party service providers may be located outside of the United States of America. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Regarding the electronic dissemination of audited financial statements, including financial statements published electronically on your Internet website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

If, during the course of our engagement, we encounter circumstances which we believe may create a conflict of interest or conflict with the ethical standards of our profession, we will inform you of our concerns in writing. If these concerns cannot be adequately addressed to our satisfaction, or we are compelled to do so by the professional standards of our profession, we may withdraw from the engagement. Additionally, we reserve the right to withdraw from the engagement should we encounter circumstances which conflict with the ethical standards of our firm.

T. Eric Blocher, CPA, ASA, CVA, is the engagement principal for the audit services specified in this letter. His responsibilities include supervising M&A's services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report.



Board of Directors Montour Area Recreation Commission Page 5 January 18, 2021

#### **RE: Montour Area Recreation Commission**

To ensure that M&A's independence is not impaired under the AICPA Code of Professional Conduct, you agree to inform the engagement principal before entering into any substantive employment discussions with any of our personnel.

Our audit engagement ends on delivery of our audit report. Any follow-up services that might be required will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific engagement letter for that service.

Our fee for these services will be \$4,500, which includes all reasonable out-of-pocket expenses. The fee estimate is based on anticipated cooperation from your personnel, and the assumption that unexpected circumstances will not be encountered during the work performed, and that management will provide to us on an agreed-upon date all items included on a list of items needed, which will be sent to you prior to the commencement of fieldwork. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Our invoices will be rendered as follows and are payable on presentation:

April 2021	\$2,250
May 2021	\$2,250

During the course of the audit, we may observe opportunities for economy in, or improved controls over, your operations. We will bring such matters to the attention of the appropriate level of management either orally or in writing.

You may request that we perform additional services not addressed in this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fee. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

You agree to inform us of facts that may affect the financial statements of which you may become aware during the period from the date of the auditor's report to the date the financial statements are issued.

In accordance with our firm policies, work may be suspended if your account becomes sixty (60) days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination. A late charge of 1½ percent per month will be added to any account balance which remains outstanding for more than thirty (30) days from the date such balance is first invoiced. We will proceed with the understanding that any fees billed will be reasonable and mutually acceptable in the light of all circumstances and we will follow the practice of promptly discussing with you difficulties, if any, that we might encounter. By your signature below, you acknowledge and agree that in the event we stop work or withdraw from this engagement as a result of your failure to pay on a timely basis for services rendered as required by this engagement letter, we shall not be liable for any damages that occur as a result of our ceasing to render services.

In addition, you further agree that, in the event our firm or any of its employees or agents is called as a witness or requested to provide any information, whether oral, written, or electronic, in any judicial, quasi-judicial, or administrative hearing or trial regarding information or communications that you have provided to this firm, or any documents and workpapers prepared by M&A in accordance with the terms of this agreement, you agree to pay any and all reasonable expenses including fees and costs for our time at our standard rates at the time, as well as any legal or other fees that we incur as a result of such appearance or production of documents.

If any dispute, other than over fees, arises among the parties hereto, the parties agree to first try in good faith to settle the dispute by mediation. A mediator or mediation association will be chosen by M&A within thirty (30) days after written notice has been sent by either party to the other party regarding the dispute. The mediation shall be conducted under the mediator's or association's applicable rules for resolving professional accounting



Board of Directors Montour Area Recreation Commission Page 6 January 18, 2021

#### RE: Montour Area Recreation Commission

and related services disputes before either party resorts to litigation. The costs of any mediation proceeding shall be shared equally by all parties.

The Organization and M&A both agree that any dispute over fees charged by the accountant to the client will be submitted for resolution by arbitration in accordance with the applicable rules for resolving professional accounting and related services disputes of the arbitrator or the alternative dispute association chosen by M&A, except that under all circumstances the arbitrator must follow the laws of Pennsylvania and only address the fee dispute between or among the parties. Such arbitration shall be binding and final. In agreeing to arbitration, we acknowledge that in the event of a dispute over fees charged by the accountant, each of us is giving up the right to have the dispute decided in a court of law before a judge or jury and instead we are accepting the use of arbitration for resolution. The prevailing party shall be entitled to an award of reasonable attorneys' fees and costs incurred in connection with the arbitration of the dispute in an amount to be determined by the arbitrator.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you acknowledge and agree with the terms of our engagement as described in this letter, including our respective responsibilities, please sign and return to us.

Sincerely,

McKONLY & ASBURY, LLP T. Eric Blocher, CPA, ASA, CVA

**Principal** 

TEB/dmc

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### MOUNTAIN BIKING ADVOCACY GROUP (MBAG) 12:00pm – 1:30pm Friday, December 11, 2020

### **MEETING MINUTES**

#### ిం Introductions

Attendees:

Bob Stoudt (Director, Montour Area Recreation Commission (MARC)) Otto Kurecian (Executive Director, Columbia-Montour Visitors Bureau (CMVB)) Shane Kiefer (Director of Marketing, CMVB) Andrew Miller (Executive Director, Susquehanna River Valley Visitors Bureau (SRVVB)) Timothy Dowhower (Marketing Director, SRVVB) Dr. Jon Gabrielsen (Central Susquehanna Hammers / Geisinger) Mike Kuhn (Pennsylvania Interscholastic Cycling League (PICL) / unPAved of the Susquehanna River Valley) Wes Fahringer (Region 4 Coordinator, PA DCNR Bureau of Recreation & Conservation) Dave Decoteau (Central Susquehanna Hammers / Riverside Adventure Company) Heather Kerr (Forester, PA DCNR Bureau of Forestry – Weiser Forest District)

#### So Why are we here?

Bob Stoudt noted that the group had last met on February 26, 2020 at the Montour Preserve to begin a discussion of regional efforts (Montour, Columbia, Northumberland, Union, and Snyder Counties) to promote mountain biking and related activities. After many months of COVID-19 delays, this meeting is intended to continue that discussion. Stoudt hopes to make this a regularly-scheduled quarterly meeting.

#### 🎋 Status updates from regional organizations

Susquehanna River Valley Visitors Bureau (<u>https://www.visitcentralpa.org/</u>)

#### unPAved of the Susquehanna River Valley (<u>https://www.unpavedpennsylvania.com/</u>)

Andrew Miller reported on the success of the 2020 upPAved of the Susquehanna River Valley event and the COVID-19 mitigation measures required for the successful conduct of the event. Miller reported that efforts are underway to conduct the event again in 2021 (anticipated October 10, 2021) and noted planned efforts to conduct ancillary events to build upon the event's success. Miller also noted mapping work underway with Purple Lizard Maps (<u>https://www.purplelizard.com/</u>) to promote the biking opportunities available in the SRVVB service area.

Meeting follow-up: Stoudt to contact SRVVB and CMVB contacts to discuss opportunities for collaboration and cross-promotion.

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Columbia-Montour Visitors Bureau (<u>https://itourcolumbiamontour.com/</u>)
 Columbia & Montour Counties park and trail mapping update

Otto Kurecian noted the CMVB and MARC effort to create a new brochure and online mapping of all parks, trails, and outdoor recreation opportunities in Montour and Columbia Counties. Bob Stoudt displayed a draft copy of the brochure mapping, anticipated for release in Q1/Q2 2021

(https://drive.google.com/file/d/149lyD3L2SCsKQ3hwj2vcTiZC4KpRfnzF/view?usp=sharing).

Shane Kiefer discussed plans to host a Fork to Farm Fondo in Columbia and Montour Counties in 2021, at a date yet to be determined. A planned 2020 event was cancelled because of COVID-19. *Meeting follow-up: Stoudt to contact CMVB and SRVVB to discuss opportunities for collaboration and cross-promotion.* 

#### • Weiser State Forest

#### (https://www.dcnr.pa.gov/StateForests/FindAForest/Weiser/Pages/default.aspx)

Heather Kerr reported on ongoing efforts to add parking, comfort stations, signage, and other amenities in support of Weiser State Forest – Roaring Creek Tract trails. Kerr noted that most trail maintenance for mountain biking in the forest is done by the Friends of Weiser State Forest group, in coordination with DCNR staff. Improvements to the forest's trail system are ongoing, but limited by ongoing budget challenges and COVID-19 restrictions.

Meeting follow-up: Stoudt to contact Kerr to discuss project locations, signage, and other issues with which MARC or other partners may be able to assist. Stoudt to also recontact Friends of Weiser State Forest to seek participation in this group's future meetings.

#### DCNR (<u>https://www.dcnr.pa.gov/Pages/default.aspx</u>)

Wes Fahringer noted that DCNR's 2021 grant round will open on January 19, 2021. Fahringer noted that many of the mountain biking project under discussion during this meeting may be eligible for DCNR grant funding and encouraged groups to contact him to discuss projects under consideration. *Meeting follow-up: Stoudt to contact Fahringer to discuss planned MARC projects.* 

#### • PA Interscholastic Cycling League teams (<u>http://www.pamtb.org/</u>)

Mike Kuhn discussed the league's efforts to conduct activities in compliance with COVID-19 restrictions. Dave Decoteau noted the league's continued growth in 2020 and anticipated growth in 2021 and beyond. Decoteau and Dr. Jon Gabrielsen discussed the Central Susquehanna Hammers' activities for the 2020 season and use of the Hopewell Park / Danville Borough Farm trail system. Stoudt thanked the team for their ongoing care for the site's trail network.

#### • North Branch Young Life 2021 mountain biking festival (<u>https://northbranch.younglife.org/</u>)

Event organizers were unable to attend the meeting. In their absence, Stoudt reported on the group's efforts to conduct a mountain biking festival in the Danville area, tentatively scheduled for May 14 - 16, 2021. It is anticipated that camping and other events will be based at the Hess Recreation Area in Danville, with group rides, educational programs, and other activities conducted at locations throughout the Danville area and surrounding region.

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#### o Girls / Women ROC camps (https://www.hammersmtb.com/girls-roc-camp)

Event organizers were unable to attend the meeting. In their absence, Bob Stoudt reported on the event's initial creation in 2019 as a Girl Scout Gold Award project by Allison Scheunemann to introduce girls to mountain biking. Under the leadership of Connie Scheunemann and Dr. Julie Book and in cooperation with the Central Susquehanna Hammers and MARC, the event continued and expanded in 2020 at the Hess Recreation Area and the Hopewell Park / Danville Borough Farm trail system to include women of all ages. Despite required COVID-19 restrictions, the event was successful and event organizers hope to continue the event in 2021 at a date yet to be determined.

#### Bald Eagle State Forest

No updates.

#### • Geisinger Stewardship Forest

Dr. Jon Gabrielsen reported heavy use of the Geisinger Stewardship Forest trail system throughout 2020. New trail naming and signage were implemented in 2019. Trail maintenance and improvements are ongoing.

#### o MARC

#### Hopewell Park new 5-year MOU

Stoudt reported that the Montour Area Recreation Commission (MARC) and Danville Borough had recently agreed to a new 5-year Memorandum of Understanding regarding the operation and maintenance of the Danville Borough Farm and associated structures and trail system. MARC, in coordination with Danville Borough, will continue to be responsible for the maintenance, operation, and administration of the trail system and enforcement of site rules.

#### Hopewell Park trail connection to DASD school campus

Stoudt reported that the newly signed Hopewell Park MOU allows MARC to pursue the creation of a trail connection between the Danville Area School District / Danville Area Community Center campus and the existing Hopewell Park / Danville Borough Farm trail system. The trail alignment is expected to parallel the US-11 corridor. MARC will be responsible for all planning, permitting, and construction, subject to all necessary Danville Borough and other entity approvals. Stoudt hopes to begin planning work for the project in 2021. Stoudt and Dr. Jon Gabrielsen also discussed the potential for communication with the Sisters of Saints Cyril & Methodius for additional trail connections to the Danville community.

#### Hopewell Park pump track design; next steps

Stoudt presented an updated draft of the proposed design of a new asphalt-paved pump track and related improvements to Hopewell Park (see design next page). If no objections are noted by required permitting agencies, Stoudt anticipates pursuing a fundraising goal of \$225,000 to fund the planned \$200,000 project and an additional \$25,000 to be retained for ongoing maintenance and improvements. Construction could begin as soon as 2021 if fundraising is exceedingly successful, but it more likely that construction will begin in 2022. *Meeting follow-up: Stoudt will contact permitting entities in coming weeks and may present a fundraising plan to MARC's Board at its January 25, 2021 meeting.* 

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#### Geisinger Stewardship Forest adjacent parcel update

Stoudt reported that MARC had failed to secure funding to acquire the 413 (+/-) acre parcel adjacent to the Geisinger Stewardship Forest. Stoudt had hoped to acquire the parcel to create trail linkages between the Geisinger Stewardship Forest, Sunnybrook Park, and the Hess Recreation Area, as well as to protect the ecological value of the forested parcel which faces significant development pressure. The parcel had gone to auction in late 2019 and is under new ownership in 2020. The new owners had offered much of the parcel for sale to MARC if so desired, but MARC was unable to generate sufficient interest from potential funding partners for the roughly \$1,000,000 asking price. It is possible MARC may have the opportunity to acquire a smaller portion of the parcel in the future, but Stoudt doubts the recreational / ecological viability of what may remain.

#### Trail signage

Stoudt reported that MARC has recently designed and begun fabrication of more than 300 new trail signs for the Hess Recreation Area, Hopewell Park / Danville Borough Farm trail system, North Branch Canal Trail, and the Montour Preserve. Signs include new trailhead signage for all trails, as well as caution, interpretive, and mile marker signs. Installation is anticipated to begin in coming days and is anticipated to be complete by late January 2021 (weather permitting).

https://drive.google.com/drive/folders/1zYq7EDbwQ6Fo8UbmgE-JmV87fkN1dOZu?usp=sharing

#### 2021 special events / Chilli Challenge

Stoudt reported that MARC will not conduct any races or other special events until July 1, 2021 at the earliest as part of its COVID-19 mitigation efforts. Stoudt hopes to conduct the Chilli Challenge Adventure Triathlon at the Montour Preserve in late September or early October, assuming COVID-19 restrictions have been sufficiently reduced by that time.

Meeting follow-up: Stoudt will contact the SRVVB and CMVB to attempt to coordinate the event's date with other planned events, particularly the unPAved of the Susquehanna River Valley and associated events.

#### Application to IMBA Trail Towns program

Stoudt reported that MARC's planned application to the International Mountain Biking Association's Ride Center program (<u>https://www.imba.com/ride/where-to-ride/ride-centers?param=ride-center</u>) was delayed by MARC's 2020 budget cuts. Stoudt anticipates investigating the program in coming weeks and consulting with regional partners to evaluate the viability of an application.

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#### MBAG committee membership

Stoudt thanked meeting attendees for their participation and their work to improve mountain biking opportunities in our region. Stoudt reminded attendees that MARC's Board on February 24, 2020 authorized the creation of the Montour Area Recreation Commission Mountain Biking Advocacy Group (MBAG). The committee's mission is to advise and assist MARC with creating and promoting mountain biking and related amenities and opportunities in and around MARC's service area.

The committee's structure and operation are to be as follows:

#### 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

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Stoudt asked meeting attendees whether they would be interested and willing to serve as official members of MARC's MBAG committee. Hearing no objections, Stoudt will plan to recommend to MARC's Board on January 25, 2021 appointments to the committee.

#### o other updates

No other updates were noted.

#### 5 Updates regarding known regional problems and deficiencies

Stoudt noted that work was underway at the Weiser State Forest – Roaring Creek Tract, Hopewell Park / Danville Borough Farm Trail System, Hess Recreation Area, and other locations to correct known deficiencies in parking, signage, and other visitor amenities. Additional work is planned at those same sites in coming months. Stoudt thanked the SRVVB and CMVB for their work to advertise and promote our region's mountain biking potential.

Dave Decoteau and Stoudt discussed the concern that our region may become too popular too quickly, causing problems for local residents and visitors alike. Decoteau and Stoudt referenced the cautionary tale of the Kingdom Trails network (<u>https://www.outsideonline.com/2407740/mountain-biker-behavior-trail-access</u>) and noted that such concerns were raised when this group first met in February. Stoudt noted that MARC remains cognizant of such concerns and has experienced some similar issues on a limited scale at the Hopewell Park / Danville Borough Farm trail network. Stoudt noted that MARC continues to mediate ongoing conflicts between various user groups – in particular hunters vs. mountain bikers – and those objecting to trail users with dogs off leash.

MARC will keep these concerns front-of-mind as it moves forward with planned improvements at the sites under its management and will continue to seek input from MBAG members on an ongoing basis.

#### 🏷 Re-prioritization of regional efforts / opportunities for collaboration

Stoudt noted that several follow-up conversations will be held in coming days and weeks to continue discussions begun during this meeting. Opportunities for collaboration and prioritization of efforts will remain a key focus of the MBAG group.

# Priorities and opportunities for promotion and advertising in a COVID / COVID vaccine world Regional mountain biking promotional booklet

Stoudt reported that the idea of a mountain biking promotional booklet, as first suggested by Dr. Jon Gabrielsen at the group's February meeting, remains under consideration. Stoudt noted that MARC's budget concerns in 2020 prevented progress on the effort, but Stoudt hopes to return to the project for possible publication in 2021.

#### So Next steps?

Stoudt will make contact with representatives of the SRVVB, CMVB, DCNR, and Weiser State Forest in coming days to continue several conversations and will continue to reach out to committee members on a regular basis. Stoudt will also consult with Dr. Jon Gabrielsen and Dave Decoteau regarding the identification of members of the Central Susquehanna Hammers team who may be interested in becoming formally involved with the committee.

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#### 🎋 Next meeting date

The next meeting of the MARC MBAG committee will be held on Friday, March 12, 2021, from 5:00pm – 6:30pm. Stoudt anticipates the meeting will be held via the Zoom platform, but an in-person meeting option will be offered again as soon as conditions allow.

Respectfully submitted:

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Bob Stoudt, MARC Director December 15, 2020

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as an invaluable member of the 2020 Census Community Partnership and Engagement Program. We appreciate the efforts you made in making the Partnership Program a success and helping achieve a successful 2020 Census.



Dr. Steven D. Dillingham, Director U.S. Census Bureau



