



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

7:00pm February 22, 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 RStoudt@MontourRec.com or (570) 336-2060.

Call to Order

Public Comment

Officer Reports

- Chairman's Report (Tyler Dombroski)
- Treasurer's Report (Dr. John Bulger) (*pages 2 - 32*)
- Secretary's Report (Chris Johns)

Partner Reports

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

Assistant Director / Naturalist's Report (Jon Beam) (*page 33*)

Senior Maintenance Technician's Report (Denny Piatt) (*page 33*)

Director's Report (Bob Stoudt) (*pages 34 - 41*)

- 2020 Annual Report (*provided separately*)

Old Business

- Sale of Bobcat Utility Vehicle and Accessories (*pages 42 - 43*)
- Montour Preserve Concessionaire Selection (*provided separately*)
- Hopewell Park Pump Track Non-Endowed Fund Creation (*pages 44 - 56*)

New Business

- Mountain Biking Advocacy Group (MBAG) Committee Appointments (*page 57*)
- US Dept. of Agriculture 2021 Montour Preserve Wildlife Management Agreement (*pages 58 - 61*)
- Application to Montour County Zoning Hearing Board for Montour Preserve Concessions
- Danville River Town Cleanup

Other Items

- Trail Groomer Purchase

Adjournment

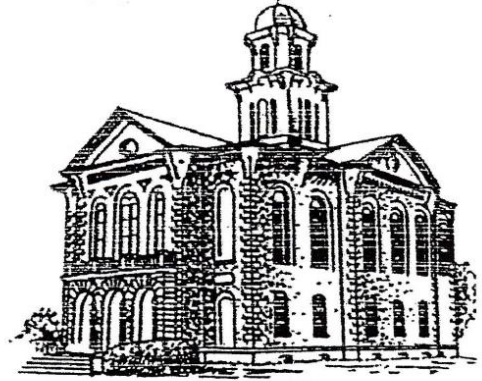
next meeting: 7:00pm Monday, March 22, 2021 (anticipated Zoom)
(planned presentation by Dr. Eric Miller re: Bloomsburg Citizens' Climate Lobby)

AUDITORS OF MONTOUR COUNTY

MONTOUR COUNTY ADMINISTRATION CENTER
435 E FRONT STREET
DANVILLE, PA 17821
570-271-3000 (phone) 570-271-3088 (fax)



HOME OF THE FIRST "T" RAIL IN AMERICA



Montour County Recreation Authority / Commission:

February 09, 2021

Re: The 2020 audit of M.A.R.C.

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

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

Audit was completed on February 10, 2021.

If you have any questions, please contact our office Monday through Thursday 8:00 a.m. to 2:00 p.m., at 570- 271-3044 x 1200.

Cordially,

MONTOUR COUNTY AUDITORS

Jamie J. Becker

Elizabeth A. Brown

Ray F. Shutt

c.c.: Montour County Commissioner's




MARC 2021 Checking Account (ID 40) Register

Number or Code	Transaction Date	Date Sent to Accounting	Recorded on Bank Statement	Description of Transaction	Credited / Debited to Subaccount	Grant to Credit or Debit (if applicable)	Debit (-)	Credit (+)	Account Balance
auto pay	1/23/2021	2/4/2021	1/1 - 1/31/21	Zoom	dues and subscriptions	Montour County Hotel Tax	15.89		9,228.45
auto pay	1/26/2021	2/4/2021	1/1 - 1/31/21	MailChimp (monthly email service)	\$11.12 Montour Preserve (email); \$11.13 administration / miscellaneous	Montour County Hotel Tax	22.25		9,206.20
6565	1/27/2021	2/4/2021		Robert Stoudt (1/25/21 expense report - 20ft 48" HDPE pipe for Hess Recreation Area trail repair)	Hess Recreation Area (maintenance)	Montour County Hotel Tax	901.00		8,305.20
6566	1/27/2021	2/4/2021		Susan Shultz, CPA (quarterly accounting fee)	accounting	Montour County Hotel Tax	385.00		7,920.20
debit card	1/27/2021	2/4/2021	1/1 - 1/31/21	USPS Danville (stamps)	office expenses	Montour County Hotel Tax	33.00		7,887.20
transfer	1/29/2021	2/4/2021	1/1 - 1/31/21	transfer of Montour County Hotel Tax funds from savings account to reimburse grant-eligible expenses incurred 1/23/21 - 1/29/21		Montour County Hotel Tax		1,357.14	9,244.34
interest	1/31/2021	2/4/2021	1/1 - 1/31/21	dividend interest earned 1/1 - 1/31/21	interest			0.77	9,245.11
auto pay	2/1/2021			PA UC Fund (Q4 payroll taxes)	payroll taxes	Montour County Hotel Tax	62.98		9,182.13
auto pay	2/1/2021			Danville Area Earned Income Tax Office (Q4 payroll taxes)	payroll taxes	Montour County Hotel Tax	283.76		8,898.37
debit card	2/2/2021			Valero (diesel fuel for tractor)	Montour Preserve (maintenance / misc)	Montour County Hotel Tax	44.52		8,853.85
debit card	2/3/2021			Cole's Hardware (duct tape, wooden stakes, fuel)	Montour Preserve (maintenance / misc)	Montour County Hotel Tax	51.84		8,802.01
6567	2/8/2021			Columbia-Montour Visitors Bureau (annual dues)	dues and subscriptions		99.00		8,703.01
6568	2/8/2021			US Department of Agriculture (Montour Preserve wildlife management)	Montour Preserve (wildlife management)	Montour County Hotel Tax	36.63		8,666.38
6569	2/8/2021			The Daily Item (classified advertising in Daily Item and Danville News re: Bobcat sale and Montour Preserve watercraft concessionaire RFP)	public notices	Montour County Hotel Tax	369.00		8,297.38
6570	2/8/2021			MePush (website hosting - two months)	\$104.94 Montour Preserve (website); \$104.94 admin/misc	Montour County Hotel Tax	209.88		8,087.50
6571	2/8/2021			Dennis Piatt (payroll 1/17 - 1/30)	payroll - Piatt	Montour County Hotel Tax	415.21		7,672.29
6572	2/8/2021			Jon Beam (payroll 1/17 - 1/30)	payroll - Beam	Montour County Hotel Tax	221.19		7,451.10
6573	2/8/2021			Lesley Yeich (payroll 1/17 - 1/31)	payroll - Yeich	Montour County Hotel Tax	204.93		7,246.17
6574	2/8/2021			Robert Stoudt (payroll 1/17 - 1/31)	payroll - Stoudt	Montour County Hotel Tax	1,583.40		5,662.77
6575	2/8/2021			Ted Heaps Container Service	\$125 Montour Preserve (trash); \$65 Hess Recreation Area (trash)	Montour County Hotel Tax	190.00		5,472.77
6576	2/8/2021			Press Enterprise (classified advertising in Daily Item and Danville News re: Bobcat sale and Montour Preserve watercraft concessionaire RFP)	public notices	Montour County Hotel Tax	169.90		5,302.87
6577	2/8/2021			PPL Electric Utilities	Hess Recreation Area (electricity)	Montour County Hotel Tax	47.04		5,255.83
6578	2/8/2021			SkyPacket Networks	Montour Preserve (internet service)	Montour County Hotel Tax	79.00		5,176.83
debit card	2/9/2021			Valero (diesel fuel for tractor)	Montour Preserve (maintenance / misc)	Montour County Hotel Tax	44.45		5,132.38
transfer	2/10/2021			transfer of Montour County Hotel Tax funds from savings account to reimburse grant-eligible expenses incurred 2/1/21 - 2/10/21		Montour County Hotel Tax		4,013.73	9,146.11
deposit	2/10/2021			deposit	\$40,000 transfer from CSCF Montour Preserve Fund; \$175 Montour Preserve pavilion reservations; \$100 Montour Preserve donations			40,275.00	49,421.11
debit card	2/13/2021			Amazon.com (webcam and USB extension cable)	office expenses	Montour County Hotel Tax	128.25		49,292.86
auto pay	2/16/2021			PA Department of Revenue (January payroll taxes)	payroll taxes	Montour County Hotel Tax	138.10		49,154.76
auto pay	2/16/2021			US Treasury (January payroll taxes)	payroll taxes	Montour County Hotel Tax	966.34		48,188.42

MARC 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
				2021 beginning balance			33,547.70
transfer	1/22/21	2/4/21	1/1 - 1/31/21	transfer to checking account to reimburse Montour County Hotel Tax eligible expenses incurred 1/1 - 1/22/21	12,789.52		20,758.18
transfer	1/29/21	2/4/21	1/1 - 1/31/21	transfer to checking account to reimburse Montour County Hotel Tax eligible expenses incurred 1/23 - 1/29/21	1,357.14		19,401.04
transfer	2/10/21			transfer to checking account to reimburse Montour County Hotel Tax eligible expenses incurred 2/1 - 2/10/21	4,013.73		15,387.31
deposit	2/12/21			deposit of Q4 2020 Montour County Hotel Tax grant		21,013.43	36,400.74

MONTOUR AREA RECREATION COMMISSION														
1/22/21 INTERNAL TRANSFER OF HOTEL TAX FUNDS														
EXPENSE LINE ITEM	CHECK #	DATE	AMOUNT	ADMIN / MISC	AUDITING	DUES & SUBSCRIPTIONS	FUNDRAISING EXPENSES	HESS RECREATION AREA	HOWELL PARK	MONTOUR PRESERVE	NORTH BRANCH CANAL TRAIL	OFFICE MAINTENANCE TOOLS & SUPPLIES	TOURISM PROMOTION SPECIAL PROJECTS	WASHINGTONVILLE REVITALIZATION
Vinyl Disorder (Montour Preserve voluntary watercraft stickers and MABC supporter stickers)	debit card	1/4/2021	175.00				175.00							
SkyPacket Networks	6545	1/4/2021	79.00							79.00				
Dennis Platt (payroll 12/20/20 - 1/2/21)	6546	1/4/2021	312.70					274.80		37.90				
Don Beam (payroll 12/20/20 - 1/2/21)	6547	1/4/2021	100.53							100.53				
Robert Stoudt (payroll 12/20/20 - 1/2/21)	6548	1/4/2021	1,035.52	395.99				558.37		71.07				10.15
Rovendale Supply, LLC (tractor tire replacement)	debit card	1/5/2021	100.70											
Cole's Hardware (nuts and bolts for signs)	debit card	1/6/2021	36.54					36.54						
Cole's Hardware (u-bolts for signs)	debit card	1/7/2021	15.43					15.43					100.70	
Deluxe Checks (new checks)	debit card	1/8/2021	68.00									68.00		
PPL	6549	1/8/2021	48.08					48.08						
Ted Heaps Container Service	6550	1/8/2021	190.00					65.00		125.00				
ASCAP (annual music licensing fee)	6551	1/8/2021	367.00			367.00								
Johnson Controls (Montour Preserve security system quarterly monitoring fee)	auto pay	1/9/2021	223.96							223.96				
Sheetz (diesel fuel for tractor)	debit card	1/10/2021	15.00							15.00				
Amazon.com (2021 labor law poster and erasable wall calendar)	debit card	1/11/2021	47.58									47.58		
Logo tags (MABC supporter tags)	debit card	1/11/2021	418.00				418.00							
Cole's Hardware (metal posts for signs)	debit card	1/12/2021	173.41											
Cole's Hardware (glue and adhesives for signs)	debit card	1/13/2021	30.55					127.04		46.37				
PA Department of Revenue (December payroll taxes)	auto pay	1/15/2021	145.60	47.74				3.49	4.22	30.55	11.20		3.30	
US Treasury (December payroll taxes)	auto pay	1/15/2021	1,008.62	330.70				24.17	29.25	516.39	77.59	7.63	22.89	
WEConservePA (online conference registration fee)	debit card	1/18/2021	45.00	45.00										
Cole's Hardware (ropes, adhesives, fence posts for signs)	debit card	1/19/2021	180.51							180.51				
Cole's Hardware (log bolts for signs)	debit card	1/21/2021	16.95							16.95				
Verizon	6552	1/22/2021	111.48							111.48				
BMI (music licensing annual fee)	6553	1/22/2021	368.00			368.00								
US Department of Agriculture (Montour Preserve wildlife management)	6554	1/22/2021	197.13							197.13				
Earthscopes Lawn & Garden (Howell Park parking lot drain pipe replacement)	6555	1/22/2021	958.20						958.20					
Dennis Platt (payroll 1/3 - 1/16)	6556	1/22/2021	466.99					293.01		173.98				
Don Beam (payroll 1/3 - 1/16)	6557	1/22/2021	145.77							145.77				
Lesley Vech (payroll 1/3 - 1/16)	6558	1/22/2021	15.76							15.76				
Robert Stoudt (payroll 1/3 - 1/16)	6559	1/22/2021	1,583.39	598.72				479.97	14.84	430.48	29.69			29.69
PPL Electric Utilities	6560	1/22/2021	663.33							663.33				
PPL Electric Utilities	6561	1/22/2021	1,063.10							1,063.10				
PPL Electric Utilities	6562	1/22/2021	46.04							46.04				
PPL Electric Utilities	6563	1/22/2021	36.65							36.65				
McKonily & Ashbury (balance due for DCNR Montour Preserve grant audit)	6564	1/22/2021	2,300.00	2,300.00										
TOTAL			12,789.52	1,418.09	2,300.00	735.00	593.00	1,925.90	1,006.51	4,401.50	118.48	8.73	115.58	39.84
NOTE: Payroll accounting has been calculated by dividing the number of hours worked per category by the total number of hours worked, then multiplying the resultant value by the amount paid. See attached sheet 20210122 calls for breakdown of payroll tax amounts.														
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 1/1/2021 - 1/22/2021 and that these expenses have not been reimbursed through any other grant programs.														

MONTOUR AREA RECREATION COMMISSION									
1/29/21 INTERNAL TRANSFER OF HOTEL TAX FUNDS				ACCOUNTING LINE ITEM DETAIL					
EXPENSE LINE ITEM	CHECK #	DATE	AMOUNT	ADMIN / MISC	ACCOUNTING	DUES & SUBSCRIPTIONS	HESS RECREATION AREA	MONTOUR PRESERVE	OFFICE EXPENSES
Zoom	auto pay	1/23/2021	15.89			15.89			
MailChimp (monthly email service)	auto pay	1/26/2021	22.25	11.13				11.12	
Robert Stoudt (1/25/21 expense report - 20ft 48" HDPE pipe for Hess Recreation Area trail repair)	6565	1/27/2021	901.00				901.00		
Susan Shultz, CPA (quarterly accounting fee)	6566	1/27/2021	385.00		385.00				
USPS Danville (stamps)	debit card	1/27/2021	33.00						33.00
TOTAL			1,357.14	11.13	385.00	15.89	901.00	11.12	33.00
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 1/23/2021 - 1/29/2021 and that these expenses have not been reimbursed through any other grant programs.									
	1/29/2021								
Robert T. Stoudt, MARC Director	Date								



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

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Statement Period: 01/01/2021-01/31/2021

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Summary of Accounts:

	Ending Balance	YTD Dividend	Member Number: 584727
Savings			
01 - REGULAR SAVINGS	19,401.04	0.00	
40 - CHECKING	17,273.12	0.77	
Total	36,674.16	0.77	

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

ID 01 REGULAR SAVINGS

Trans	Eff Date	Transaction	Deposit	Withdrawal	Balance
Jan 1		Balance Forward			33,547.70
Jan 22		Withdrawal Home Banking Transfer To Share 40 hotel tax eligible expenses 1/1 - 1/22		-12,789.52	20,758.18
Jan 29		Withdrawal Home Banking Transfer To Share 40 hotel tax eligible expenses 1/23 - 1/29		-1,357.14	19,401.04
Jan 31		Ending Balance			19,401.04
Total Withdrawals 14,146.66					

ID 40 CHECKING

Trans	Eff Date	Transaction	Deposit	Withdrawal	Balance
Jan 1		Balance Forward			11,844.03
Jan 1		Withdrawal Debit Card 12/31 SHEETZ 0372 DANVILLE PA		-40.15	11,803.88
Jan 4		Draft 6543		-15.76	11,788.12
Jan 4		Draft 6542		-135.73	11,652.39
Jan 4		Draft 6541		-278.20	11,374.19
Jan 5		Withdrawal Debit Card 1/4 VINYLDISORD 866-723-3726 CA		-175.00	11,199.19
Jan 5		Draft 6537		-34.55	11,164.64
Jan 5		Draft 6538		-42.16	11,122.48
Jan 5		Draft 6539		-480.00	10,642.48
Jan 5		Draft 6535		-485.80	10,156.68
Jan 5		Draft 6536		-791.56	9,365.12
Jan 6		Draft 6540		-108.91	9,256.21
Jan 6		Processed Check - VERIZON FINANCIA TYPE: PAYMENTS ID: 7204096069			
Jan 6		Withdrawal Debit Card 1/5 ROVENDALE WATSONTOWN PA		-100.07	9,156.14
Jan 6		Draft 6520		-150.00	9,006.14
Jan 6		Draft 6517		-600.00	8,406.14
Jan 7		Withdrawal Debit Card		-36.54	8,369.60

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Member Number: 584727
Statement Period: 01/01/2021-01/31/2021

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ID 40 CHECKING - Continued

Trans	Eff Date	Transaction	Deposit	Withdrawal	Balance
		1/6 PP*COLESHARDWADANVILLE DANVILLE PA			
Jan 8		Withdrawal Debit Card		-15.43	8,354.17
		1/7 PP*COLESHARDWADANVILLE DANVILLE PA			
Jan 11		Withdrawal POS #595698		-47.58	8,306.59
Jan 11		AMAZON.COM*NG2MW6MZ3 SEATTLE WA			
Jan 11		Certified Draft 0000006548 for \$1,035.52			
Jan 12		Withdrawal Debit Card		-15.00	8,291.59
		1/10 SHEETZ 0372 00003723 DANVILLE PA			
Jan 13		Withdrawal Debit Card		-418.00	7,873.59
		1/11 LOGOTAGS 914-6647500 NY			
Jan 13		Withdrawal Debit Card		-173.41	7,700.18
		1/12 PP*COLESHARDWADANVILLE DANVILLE PA			
Jan 13		Draft 6548		-1,035.52	6,664.66
Jan 14		Withdrawal Debit Card		-30.55	6,634.11
		1/13 PP*COLESHARDWADANVILLE DANVILLE PA			
Jan 15		Withdrawal ACH IRS		-1,008.62	5,625.49
		TYPE: USATAXPYMT ID: 3387702000 CO: IRS			
Jan 15		Draft 6549		-48.08	5,577.41
Jan 19		Withdrawal Debit Card		-45.00	5,532.41
		1/18 PAYPAL *WECONSERVE 402-935-7733 PA			
Jan 19		Draft 6547		-100.53	5,431.88
Jan 19		Draft 6550		-190.00	5,241.88
Jan 19		Draft 6546		-312.70	4,929.18
Jan 20		Withdrawal ACH DELUXE CHECK		-68.00	4,861.18
		TYPE: CHECK/ACC. ID: 1410216800 CO: DELUXE CHECK			
Jan 20		Withdrawal Debit Card		-180.51	4,680.67
		1/19 PP*COLESHARDWADANVILLE DANVILLE PA			
Jan 20		Draft 6530		-436.75	4,243.92
Jan 21		Draft 6545		-79.00	4,164.92
Jan 22		Withdrawal Debit Card		-16.95	4,147.97
		1/21 PP*COLESHARDWADANVILLE DANVILLE PA			
Jan 22		Deposit Home Banking Transfer From Share 01	12,789.52		16,937.49
		hotel tax eligible expenses 1/1 - 1/22			
Jan 22		Deposit by Check	999.25		17,936.74
Jan 23	Jan 24	Recurring Withdrawal Bill Payment #983768		-15.89	17,920.85
		ZOOM.US 888-799-9666 WWW.ZOOM.US CA			
Jan 25		Draft 6551		-367.00	17,553.85
Jan 27		Withdrawal Debit Card		-22.25	17,531.60
		1/26 MAILCHIMP *MONTHLY MAILCHIMP.COM GA			
Jan 28		Certified Draft 0000006559 for \$1,583.39			
Jan 28		Withdrawal Debit Card		-33.00	17,498.60
		1/27 USPS PO 41190008 410 MILL DANVILLE PA			
Jan 29		Deposit Home Banking Transfer From Share 01	1,357.14		18,855.74
		hotel tax eligible expenses 1/23 - 1/29			
Jan 29		Draft 6559		-1,583.39	17,272.35
Jan 31		Deposit Dividend Dividend Post	0.77		17,273.12

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Member Number: 584727
Statement Period: 01/01/2021-01/31/2021

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ID 40 CHECKING - Continued

Trans	Eff Date	Transaction	Deposit	Withdrawal	Balance
		Annual Percentage Yield Earned 0.080% from 01/01/2021 through 01/31/2021			
Jan 31		Ending Balance			17,273.12
		Total Deposits 15,146.68			
		Total Withdrawals 9,717.59			

Drafts for 40 - CHECKING

Date	Draft Number	Amount	Date	Draft Number	Amount	Date	Draft Number	Amount
Jan 6	□ 6517	600.00	Jan 5	□ 6539	480.00	Jan 19	□ 6547	100.53
Jan 6	□ 6520*	150.00	Jan 6	□ 6540	108.91	Jan 13	□ 6548	1,035.52
Jan 20	□ 6530*	436.75	Jan 4	□ 6541	278.20	Jan 15	□ 6549	48.08
Jan 5	□ 6535*	485.80	Jan 4	□ 6542	135.73	Jan 19	□ 6550	190.00
Jan 5	□ 6536	791.56	Jan 4	□ 6543	15.76	Jan 25	□ 6551	367.00
Jan 5	□ 6537	34.55	Jan 21	□ 6545*	79.00	Jan 29	□ 6559*	1,583.39
Jan 5	□ 6538	42.16	Jan 19	□ 6546	312.70			

* denotes skipped sequence

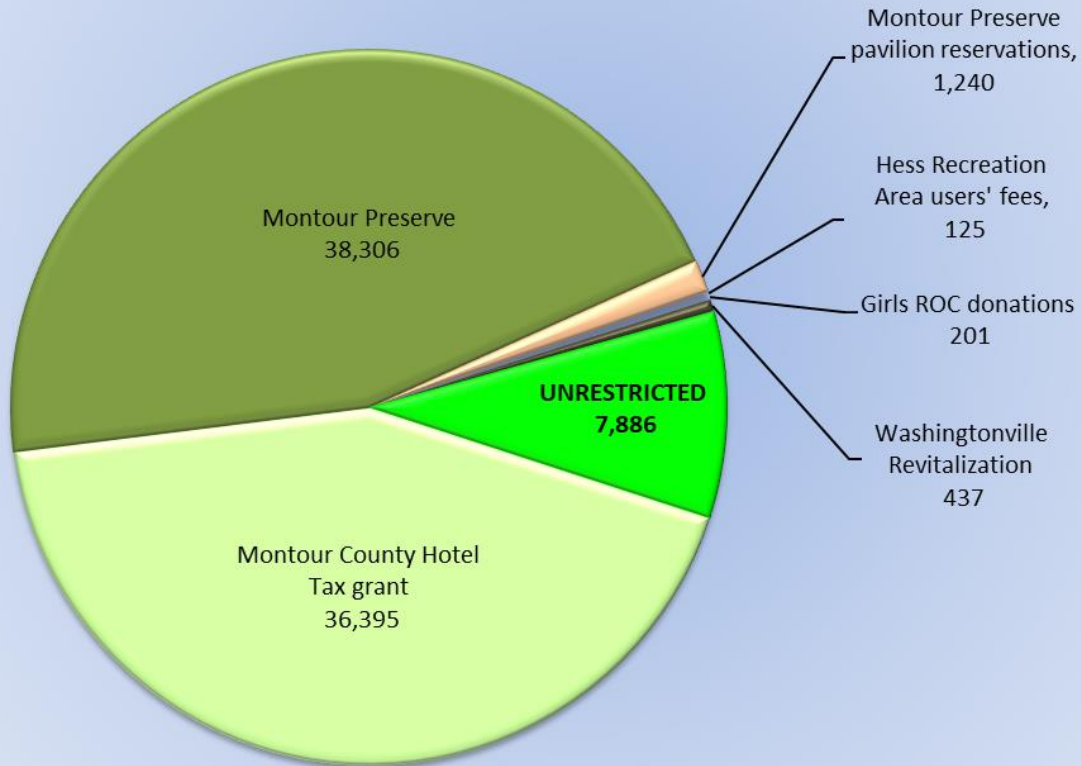
	Total for This Period	Total Year-to-Date
Returned Item Fees	0.00	0.00
Overdraft Fees	0.00	0.00

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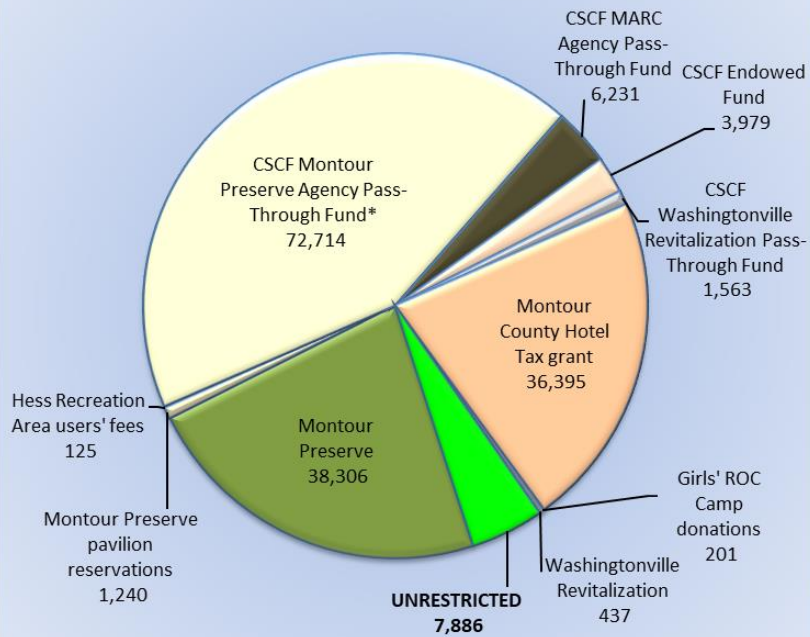
UPDATED 1/31/2021

WITHDRAWALS NOT YET CLEARED			
TRANSACTION DATE	CHECK #	DESCRIPTION OF TRANSACTION	AMOUNT
1/9/2021	auto pay	Johnson Controls (Montour Preserve security system quarterly monitoring fee)	223.96
1/15/2021	auto pay	PA Department of Revenue (December payroll taxes)	145.60
1/22/2021	6552	Verizon	111.48
1/22/2021	6553	BMI (music licensing annual fee)	368.00
1/22/2021	6554	US Department of Agriculture (Montour Preserve wildlife management)	197.13
1/22/2021	6555	Earthscapes Lawn & Garden (Hopewell Park parking lot drain pipe replacement)	958.20
1/22/2021	6556	Dennis Piatt (payroll 1/3 - 1/16)	466.99
1/22/2021	6557	Jon Beam (payroll 1/3 - 1/16)	145.77
1/22/2021	6558	Lesley Yeich (payroll 1/3 - 1/16)	15.76
1/22/2021	6560	PPL Electric Utilities	663.33
1/22/2021	6561	PPL Electric Utilities	1,063.10
1/22/2021	6562	PPL Electric Utilities	46.04
1/22/2021	6563	PPL Electric Utilities	36.65
1/22/2021	6564	McKonly & Asbury (balance due for DCNR Montour Preserve grant audit)	2,300.00
1/27/2021	6565	Robert Stoudt (1/25/21 expense report - 20ft 48" HDPE pipe for Hess Recreation Area trail repair)	901.00
1/27/2021	6566	Susan Shultz, CPA (quarterly accounting fee)	385.00
TOTAL			\$ 8,028.01

MARC FUNDS EARMARKS AS OF 2/19/2021
COMBINED ACCOUNT BALANCE: \$84,589.16
(INCLUDES SERVICE 1ST SAVINGS AND CHECKING ACCOUNTS;
EXCLUDES CSCF FUNDS)

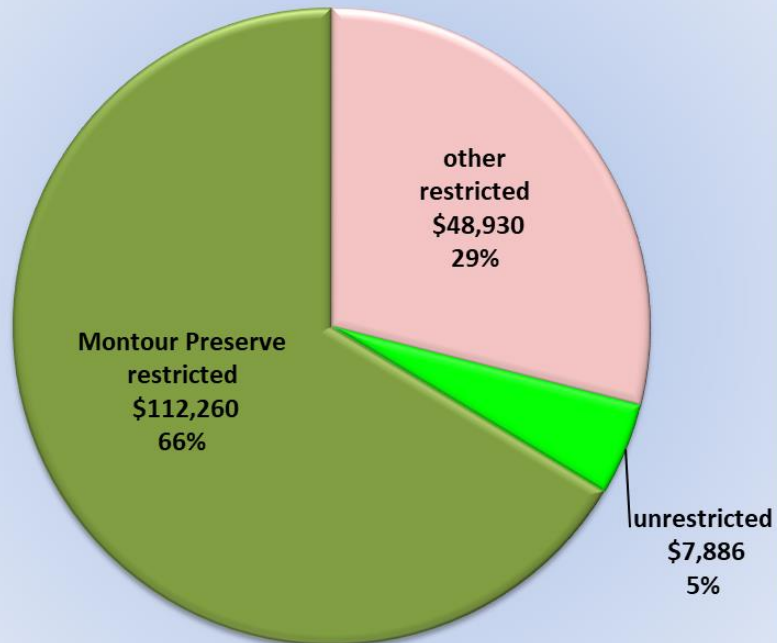


MARC TOTAL ASSETS AS OF 2/19/2021
COMBINED VALUE: \$169,075



NOTE: CSCF fund balances are accurate as of 12/31/2020 except that the January 2021 withdrawal of \$40,000 from the CSCF Montour Preserve Fund has been noted.

MARC TOTAL ASSETS AS OF 2/19/2021
COMBINED VALUE: \$169,075





MARC 2021 BUDGET

ADOPTED 11/23/2020; YEAR-TO-DATE INFORMATION UPDATED AS OF 2/19/21

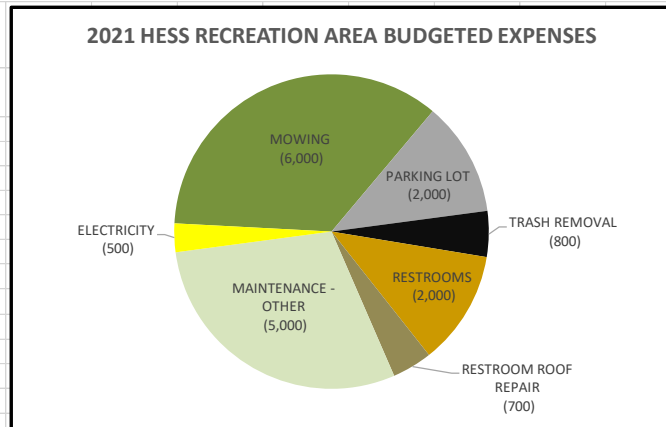
	EXPENSE	YEAR-TO-DATE ACTUAL EXPENSES	BUDGETED EXPENSES	FUNDING SOURCES	YEAR-TO-DATE ACTUAL INCOME	BUDGETED INCOME	YEAR-TO-DATE LINE ITEM SURPLUS / (DEFICIT)	BUDGETED LINE ITEM SURPLUS / (DEFICIT)
PARK & TRAIL MAINTENANCE	Columbia County Projects (including North Branch Canal Trail)	(41.06)	(2,000.00)	Columbia County Hotel Tax Grant	-	2,000.00	(41.06)	-
	Hess Recreation Area	(3,613.35)	(17,000.00)	User Fees	-	1,000.00	(3,613.35)	(16,000.00)
	Hopewell Park / Danville Borough Farm Trails	(1,115.58)	(6,000.00)		-		(1,115.58)	(6,000.00)
	Montour Preserve	(8,353.20)	(123,000.00)	Pavilion / Auditorium Rental Fees	-	9,000.00	31,751.81	(65,000.00)
				Donations	105.00	9,000.00		
				Transfer From Central Susquehanna Community Foundation Fund	40,000.00	40,000.00		
	North Branch Canal Trail (Montour County)	-	(3,750.00)		-		-	(3,750.00)
SPECIAL PROJECTS & EVENTS	North Branch Canal Trail Parking / River Access	-	(1,500.00)		-		-	(1,500.00)
	Tools & Supplies	(100.07)	(2,500.00)		-		(100.07)	(2,500.00)
	All-Terrain Vehicle Purchase (*)	-	(13,000.00)	Grants (*)	-	13,000.00	-	-
	Bicycle / Pedestrian Safety Projects	(13.69)	(2,500.00)		-		(13.69)	(2,500.00)
	Bicycle Routes Mapping and Promotion	-	(1,000.00)		-		-	(1,000.00)
	Chilli Challenge Adventure Triathlon	-	(6,000.00)	Race Registration Fees [\$5,500] and Sponsorships [\$500]	-	6,000.00	-	-
	Danville Borough Play Set Installation	-	(2,000.00)		-		-	(2,000.00)
	Girls ROC Camp (*)	-	(1,000.00)	Grants, Donations, and Participant Fees (*)	200.71	1,000.00	200.71	-
	Hopewell Park Pump Track Design and Planning	-	(2,500.00)		-		-	(2,500.00)
	Regional Mountain Biking Promotion	(143.69)	(2,000.00)		-		(143.69)	(2,000.00)
	Riverside Borough Parks Revitalization	-	(2,000.00)		-		-	(2,000.00)
	Special Projects and Events - Other	(13.69)	(1,500.00)		-		(13.69)	(1,500.00)
	Tourism Promotion Special Projects - Other	(20.53)	(1,500.00)		-		(20.53)	(1,500.00)
	Washingtonville Revitalization Projects	(355.81)	(4,000.00)	Grants and Donations	436.75	2,000.00	80.94	(2,000.00)
ADMIN / INSURANCE	Wellness Special Projects	(41.06)	(1,000.00)		-		(41.06)	(1,000.00)
	Accounting	(385.00)	(1,500.00)		-		(385.00)	(1,500.00)
	Administration / Misc. Other (Includes Stoudt Admin. Labor)	(4,252.89)	(17,000.00)		-		(4,252.89)	(17,000.00)
	Audit	(2,300.00)	(3,000.00)		-		(2,300.00)	(3,000.00)
	Dues & Licensing Fees	(849.89)	(2,500.00)		-		(849.89)	(2,500.00)
	Fundraising	(593.00)	(1,000.00)		-		(593.00)	(1,000.00)
	Insurance (D&O, General, & Workers' Comp)	-	(13,000.00)		-		-	(13,000.00)
OTHER	Office Supplies	(276.83)	(1,500.00)		-		(276.83)	(1,500.00)
	Public Notices	(538.90)	(500.00)		-		(538.90)	(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
				Montour County Hotel Tax 2020 Carryover Balance	33,542.07	20,000.00	33,542.07	20,000.00
				Montour County Hotel Tax 2021 Grants	21,013.43	90,000.00	21,013.43	90,000.00
				Other Income	558.27	500.00	558.27	500.00
				Unrestricted Donations	-	10,000.00	-	10,000.00
	TOTAL EXPENSES	(23,008.20)	(235,750.00)	TOTAL INCOME	102,715.61	238,500.00	79,707.41	2,750.00

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

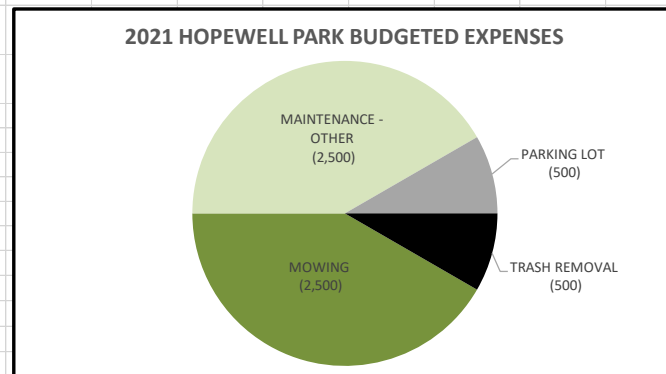
MONTOUR AREA RECREATION COMMISSION MANAGED SITES 2021 BUDGETS

BUDGET ADOPTED 11/23/2020; YEAR-TO-DATE INFORMATION UPDATED 2/19/21

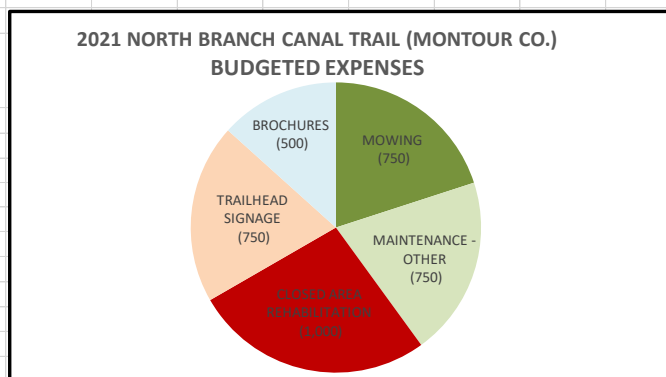
HESS RECREATION AREA 2021 BUDGET		
EXPENSE	YEAR-TO-DATE ACTUAL	BUDGET
MOWING	-	(6,000)
PARKING LOT	-	(2,000)
TRASH REMOVAL	(130.00)	(800)
RESTROOMS	(157.38)	(2,000)
RESTROOM ROOF REPAIR	-	(700)
MAINTENANCE - OTHER	(3,230.85)	(5,000)
ELECTRICITY	(95.12)	(500)
TOTAL	(3,613.35)	(17,000)



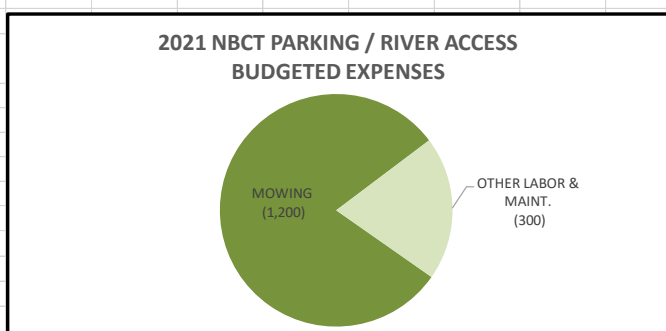
HOPEWELL PARK 2021 BUDGET		
EXPENSE	YEAR-TO-DATE ACTUAL	BUDGET
MOWING	-	(2,500)
MAINTENANCE - OTHER	(1,115.58)	(2,500)
PARKING LOT	-	(500)
TRASH REMOVAL	-	(500)
TOTAL	(1,115.58)	(6,000)




NORTH BRANCH CANAL TRAIL (MONTOUR) 2021 BUDGET		
EXPENSE	YEAR-TO-DATE ACTUAL	BUDGET
MOWING	-	(750)
MAINTENANCE - OTHER	-	(750)
CLOSED AREA REHABILITATION	-	(1,000)
TRAILHEAD SIGNAGE	-	(750)
BROCHURES	-	(500)
TOTAL	-	(3,750)



NBCT PARKING / RIVER ACCESS 2021 BUDGET		
EXPENSE	YEAR-TO-DATE ACTUAL	BUDGET
MOWING	-	(1,200)
OTHER LABOR & MAINT.	-	(300)
TOTAL	-	(1,500)



 MONTOUR PRESERVE 2021 BUDGET		
ADOPTED 11/23/20		
YEAR-TO-DATE ACTUAL AS OF 2/19/21		
EXPENSE	YEAR-TO-DATE ACTUAL	BUDGET
personnel	(5,020.63)	(49,000.00)
SITE MAINTENANCE & OPERATIONS	cleaning service	- (4,000.00)
	HVAC system maintenance	- (500.00)
	lawn care	- (21,000.00)
	parking lot / road maintenance	- (1,000.00)
	security system	(223.96) (1,200.00)
	sewage pumping	- (1,000.00)
	supplies / misc.	(245.13) (14,000.00)
	water testing	- (1,200.00)
	wildlife management	(233.76) (3,000.00)
	picnic area restroom plumbing repair	- (2,500.00)
	trail markers and signage	(185.06) (2,000.00)
UTILITIES	electric	(1,809.12) (15,000.00)
	internet service	(158.00) (1,100.00)
	telephone	(111.48) (1,300.00)
	trash service	(250.00) (1,800.00)
	website hosting / email service	(116.06) (900.00)
brochures and promotional materials	-	(2,000.00)
programming and educational supplies	-	(500.00)
EXPENSE TOTAL	\$ (8,353.20)	\$ (123,000.00)

2020 MONTOUR PRESERVE ACCOUNTING SUMMARY	AMOUNT
Carryover starting balance from 2020	\$ -
donations received direct to MARC checking	\$ 105.00
pavilion / auditorium reservations completed YTD	\$ -
donations granted from CSCF Montour Preserve Fund	\$ 40,000.00
Montour County Hotel Tax reimbursements	\$ 6,553.73
expenses incurred	\$ (3,332.57)
MARC labor year-to-date	\$ (5,020.63)
2021 YEAR-TO-DATE PROJECT BALANCE	\$ 38,305.54



Montour Area Recreation Commission Funds (Consolidated)

Fund Statement: January 01, 2020 through December 31, 2020

FUND ACTIVITY SUMMARY

Beginning Balance	\$155,692.56
<u>Receipts:</u>	
Gifts	18,613.50
Investment Gains & Losses	351.60
Investment Interest & Dividends	572.18
Total Receipts	19,537.28
<u>Distributions:</u>	
Administrative Fee	-299.72
Grants & Scholarships	-50,436.75
Investment Fees	- 7.28
Total Distributions	-50,743.75
Ending Balance	<u>\$124,486.09</u>

FUND ACTIVITY DETAIL

Gifts	
2020-01-08	Mills, Mr. Michael B. and Mrs. Delores
2020-02-03	Everett Jr., Dr. Edward A. and Dr. Amy
2020-02-14	William R. Palme
2020-02-14	Washington Revitalization Committee
2020-02-16	Jack Jones
2020-02-22	Focht, Julie
2020-02-23	Gordon, Mrs. Christine
2020-02-24	Hayes, Mr. Ray D. and Mrs. Erin `
2020-03-02	Beverly J. Goll
2020-03-02	Iron Mill Church of the CMA
2020-03-02	Kit P. and Cathy J. Kelley
2020-03-05	George R. Cottenden
2020-03-08	Petrick, Dr. Anthony T.
2020-03-09	Jeffrey A. and Rebecca L. Sodergren
2020-03-11	Tyler J. Dombroski
2020-04-06	Montour Area Recreation Commission

COMMUNITY GIVING FOUNDATION | Albert J. Meale, CPA, Chief Financial Officer

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2020-04-30	Appelman, Mr. Lynn C.
2020-04-30	Kyle Postupack
2020-05-04	Thomas M. Kay A. Nazarchyk
2020-05-05	Youmans, Ms. Ruth K.
2020-05-05	Everett Jr., Dr. Edward A. and Dr. Amy
2020-05-11	Hartzell, Mr. Michael
2020-05-16	LuAnn S. O'Connell
2020-05-19	Gordon, Mr. Kyle and Mrs. Christine
2020-05-20	Cullen, Ms. Kimberly
2020-05-21	Marr, Mrs. Nancy J. and Mr. John J.
2020-05-21	Steransky, Mrs. Debra K. and Mr. Michael J.
2020-05-26	Benkovic, Dr. Gregory and Mrs. Paula
2020-05-27	Mohry, Mr. Sherwood T.
2020-05-28	Dillon, Ms. Kayley J.
2020-06-03	Elizabeth Burton
2020-06-12	Cressman, Laurie
2020-07-13	Benkovic, Dr. Gregory and Mrs. Paula
2020-07-28	Smith, Mr. Douglas E. and Mrs. Susan S.
2020-08-10	Egan, Timothy
2020-08-12	Fitzpatrick, Mrs. Laurie D. and Mr. Matthew J.
2020-08-19	Stamm, Jason
2020-08-24	Faust Jr., Mr. William S. and Mrs. Donna G.
2020-09-09	Sober, Sheryl
2020-09-09	Baker, Michael A
2020-09-17	Dombroski, Mr. Tyler
2020-09-23	Joan and Fred Miller Family Fund
2020-09-23	Beverly J. Laubach Fund
2020-10-05	Everett Jr., Dr. Edward A. and Dr. Amy
2020-10-21	Komar, Dr. Michael J. and Mrs. Jill M.
2020-11-02	Anonymous
2020-11-05	Keller, Mr. Rodney B. and Mrs. Susan
2020-11-06	Gordon, Mr. Kyle and Mrs. Christine
2020-11-09	Anonymous
2020-11-10	Otterbein, Nedette
2020-11-13	Hayes, Erin
2020-11-23	Superdock, David T
2020-11-27	Kelley, Kit and Cathy
2020-12-04	Everett Jr., Dr. Edward A.
2020-12-04	McCullough, Mr. Joseph and Mrs. Patricia
2020-12-15	Manning, Dr. Amanda R. and Zola, Dr. James A.
2020-12-20	Anonymous
2020-12-21	Armstrong, Dr. Christopher F.
2020-12-27	Houston, Dr. Evan
2020-12-30	Washingtonville Revitalization Committee
2020-12-30	Pharr, Mrs. Suzann M.
2020-12-31	Bulger, Dr. John

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Grants & Scholarships

2020-02-13	Montour Area Recreation Commission	50,000.00
2020-12-29	Montour Area Recreation Commission	249.35
2020-12-29	Montour Area Recreation Commission	187.40
Total Grants		<u>\$50,436.75</u>

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Montour Area Recreation Commission (MARC) Endowment Fund (Danville)

Fund Statement: January 01, 2020 through December 31, 2020

FUND ACTIVITY SUMMARY

Beginning Balance	\$1,590.39
<u>Receipts:</u>	
Gifts	2,025.00
Investment Gains & Losses	351.60
Investment Interest & Dividends	47.88
Total Receipts	2,424.48
<u>Distributions:</u>	
Administrative Fee	-29.06
Investment Fees	- 7.28
Total Distributions	-36.34
Ending Balance	<u>\$3,978.53</u>

FUND ACTIVITY DETAIL

Gifts

2020-01-08	Mills, Mr. Michael B. and Mrs. Delores
2020-09-09	Baker, Michael A
2020-12-15	Manning, Dr. Amanda R. and Zola, Dr. James A.

Grants & Scholarships

No grants this period.

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**Montour Area Recreation Commission (MARC) - Montour Preserve Fund
(Danville)**

Fund Statement: January 01, 2020 through December 31, 2020

FUND ACTIVITY SUMMARY

Beginning Balance	\$151,442.11
<u>Receipts:</u>	
Gifts	10,985.00
Investment Interest & Dividends	506.64
Total Receipts	<u>11,491.64</u>
<u>Distributions:</u>	
Administrative Fee	-219.70
Grants & Scholarships	-50,000.00
Total Distributions	<u>-50,219.70</u>
Ending Balance	<u>\$112,714.05</u>

FUND ACTIVITY DETAIL

Gifts

2020-02-03	Everett Jr., Dr. Edward A. and Dr. Amy
2020-04-30	Appelman, Mr. Lynn C.
2020-05-04	Thomas M. Kay A. Nazarchyk
2020-05-05	Youmans, Ms. Ruth K.
2020-05-05	Everett Jr., Dr. Edward A. and Dr. Amy
2020-05-16	LuAnn S. O'Connell
2020-05-20	Cullen, Ms. Kimberly
2020-05-21	Steransky, Mrs. Debra K. and Mr. Michael J.
2020-05-21	Marr, Mrs. Nancy J. and Mr. John J.
2020-05-26	Benkovic, Dr. Gregory and Mrs. Paula
2020-05-27	Mohry, Mr. Sherwood T.
2020-05-28	Dillon, Ms. Kayley J.
2020-06-12	Cressman, Laurie
2020-07-13	Benkovic, Dr. Gregory and Mrs. Paula
2020-07-28	Smith, Mr. Douglas E. and Mrs. Susan S.
2020-08-10	Egan, Timothy
2020-08-12	Fitzpatrick, Mrs. Laurie D. and Mr. Matthew J.

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2020-08-19	Stamm, Jason
2020-08-24	Faust Jr., Mr. William S. and Mrs. Donna G.
2020-09-09	Sober, Sheryl
2020-09-23	Joan and Fred Miller Family Fund
2020-09-23	Beverly J. Laubach Fund
2020-10-05	Everett Jr., Dr. Edward A. and Dr. Amy
2020-11-05	Keller, Mr. Rodney B. and Mrs. Susan
2020-11-09	Anonymous
2020-11-10	Otterbein, Nedette
2020-11-23	Superdock, David T
2020-12-04	Everett Jr., Dr. Edward A.
2020-12-04	McCullough, Mr. Joseph and Mrs. Patricia
2020-12-20	Anonymous
2020-12-21	Armstrong, Dr. Christopher F.
2020-12-27	Houston, Dr. Evan

Grants & Scholarships

2020-02-13	Montour Area Recreation Commission		50,000.00
		Total Grants	<u>\$50,000.00</u>

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Montour Area Recreation Commission (MARC) Non-Endowed Fund (Danville)

Fund Statement: January 01, 2020 through December 31, 2020

FUND ACTIVITY SUMMARY

Beginning Balance		\$1,733.37
<u>Receipts:</u>		
Gifts		4,519.00
Investment Interest & Dividends		12.11
	Total Receipts	4,531.11
<u>Distributions:</u>		
Administrative Fee		-33.84
	Total Distributions	-33.84
Ending Balance		<u>\$6,230.64</u>

FUND ACTIVITY DETAIL

Gifts

2020-02-22	Focht, Julie
2020-02-23	Gordon, Mrs. Christine
2020-02-24	Hayes, Mr. Ray D. and Mrs. Erin
2020-03-02	Beverly J. Goll
2020-03-02	Iron Mill Church of the CMA
2020-03-05	George R. Cottenden
2020-03-08	Petrick, Dr. Anthony T.
2020-03-09	Jeffrey A. and Rebecca L. Sodergren
2020-04-30	Kyle Postupack
2020-05-11	Hartzell, Mr. Michael
2020-05-19	Gordon, Mr. Kyle and Mrs. Christine
2020-06-03	Elizabeth Burton
2020-09-17	Dombroski, Mr. Tyler
2020-10-21	Komar, Dr. Michael J. and Mrs. Jill M.
2020-11-02	Anonymous
2020-11-06	Gordon, Mr. Kyle and Mrs. Christine
2020-11-13	Hayes, Erin
2020-12-30	Pharr, Mrs. Suzann M.
2020-12-31	Bulger, Dr. John

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Grants & Scholarships

No grants this period.

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**Montour Area Recreation Commission (MARC) - Washingtonville Revitalization
Non-Endowed Fund (Agency) (Danville)**

Fund Statement: January 01, 2020 through December 31, 2020

FUND ACTIVITY SUMMARY

Beginning Balance	\$0.00
<u>Receipts:</u>	
Gifts	250.00
Investment Interest & Dividends	0.45
Total Receipts	250.45
<u>Distributions:</u>	
Administrative Fee	- 1.10
Grants & Scholarships	-249.35
Total Distributions	-250.45
Ending Balance	<u>\$0.00</u>

FUND ACTIVITY DETAIL

Gifts			
2020-04-06	Montour Area Recreation Commission		
Grants & Scholarships			
2020-12-29	Montour Area Recreation Commission		249.35
		Total Grants	<u>\$249.35</u>

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**Montour Area Recreation Commission (MARC) - Washingtonville Revitalization
Non-Endowed Fund (Danville)**

Fund Statement: January 01, 2020 through December 31, 2020

FUND ACTIVITY SUMMARY

Beginning Balance	\$926.69
<u>Receipts:</u>	
Gifts	834.50
Investment Interest & Dividends	5.10
Total Receipts	<u>839.60</u>
<u>Distributions:</u>	
Administrative Fee	-16.02
Grants & Scholarships	-187.40
Total Distributions	<u>-203.42</u>
Ending Balance	<u>\$1,562.87</u>

FUND ACTIVITY DETAIL

Gifts

2020-02-14	Washington Revitalization Committee
2020-02-14	William R. Palme
2020-02-16	Jack Jones
2020-03-02	Kit P. and Cathy J. Kelley
2020-03-11	Tyler J. Dombroski
2020-11-27	Kelley, Kit and Cathy
2020-12-30	Washingtonville Revitalization Committee

Grants & Scholarships

2020-12-29	Montour Area Recreation Commission	187.40
Total Grants		<u>\$187.40</u>

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725 West Front Street, Berwick, PA 18603 | Work 570-752-3930 ext. 5 | Cell 570-447-8682 | ameale@csgiving.org

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.

11:00 PM

02/19/21

Accrual Basis

Montour Area Recreation Commission Statement of Financial Position

As of December 31, 2020

	Dec 31, 20
ASSETS	
Current Assets	
Checking/Savings	
Service 1st - Savings	33,547.70
Service 1st FCU	8,681.21
Total Checking/Savings	42,228.91
Total Current Assets	42,228.91
Other Assets	
CSCF - Trusted Funds	
MARC Agency Endowment Fund	3,978.53
Montour Preserve Fund	112,714.05
Washingtonville Revitalization	1,562.87
CSCF - Trusted Funds - Other	6,230.64
Total CSCF - Trusted Funds	124,486.09
Total Other Assets	124,486.09
TOTAL ASSETS	166,715.00
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Advance Payments Received	
Hess Field User Fees	125.00
Preserve Reservations	1,065.00
Total Advance Payments Received	1,190.00
Conditional Contributions	
Agency Endowment Fund	1,000.00
CSCF-Preserve Donations & Int	4,531.74
Girls ROC Camp	201.00
Montour Cnty Hotel Tax Grant	33,542.07
Washingtonville Revitalization	537.92
Total Conditional Contributions	39,812.73
Payroll Liabilities	1,479.75
Total Other Current Liabilities	42,482.48
Total Current Liabilities	42,482.48
Total Liabilities	42,482.48
Equity	
Retained Earnings	113,677.60
Net Income	10,554.92
Total Equity	124,232.52
TOTAL LIABILITIES & EQUITY	166,715.00

No Assurance Provided

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02/19/21

Accrual Basis

Montour Area Recreation Commission
Statement of Financial Activities
December 2020

	Dec 20	Jan - Dec 20
Ordinary Income/Expense		
Income		
Donations Received		
CSCF Preserve Donations	2,360.74	67,614.39
Donations Received - Other	7,442.42	38,880.49
Total Donations Received	9,803.16	106,494.88
Field User Fees	0.00	830.00
Grants		
Act 13-Gas & Oil Impact Grant	0.00	15,000.00
CSVBR - Grant Income	0.00	5,500.00
DCED Grant Income	0.00	2,284.05
Girls ROC Camp	0.00	1,014.00
Montour County Hotel Tax Grant	0.00	36,605.14
Youth in Philanthropy Grant	0.00	600.00
Total Grants	0.00	61,003.19
Miscellaneous Income	0.00	627.12
Montour Preserve Income	610.00	48,326.84
River Town Race Series		
Racer Registrations	0.00	12,172.00
Total River Town Race Series	0.00	12,172.00
Total Income	10,413.16	229,454.03
Gross Profit	10,413.16	229,454.03
Expense		
Administrative/Overhead		
Dues & Subscriptions	0.00	1,251.00
Fundraising Expenses	0.00	391.00
Insurance	0.00	12,293.00
Legal Notices	46.25	314.45
Miscellaneous	59.89	1,018.39
Office Expense	151.82	1,446.16
Organization Donations	0.00	50.00
Payroll Expenses	5,116.73	71,283.09
Professional Fees	0.00	1,450.00
Total Administrative/Overhead	5,374.69	89,497.09
Girls ROC Camp Expenses	0.00	1,014.29
Montour Preserve	4,485.70	83,916.66
Park & Trail Maintenance		
Columbia Cnty -NBCT	0.00	360.00
General -Tools & Supplies	0.00	2,135.85
Hess Recreation Area	105.15	12,797.82
Hopewell Park	0.00	5,060.85
North Branch Canal Trail	0.00	506.70
River Drive Parcel	0.00	900.00
Total Park & Trail Maintenance	105.15	21,761.22
Projects		
Bike/Peds Safety Project	0.00	40.00
Mountain Bike Special Proj.	2,500.00	5,000.00
Tourism/Promo Project	0.00	981.00
Washingtonvi Revitalization Exp	436.75	6,276.00
Total Projects	2,936.75	12,297.00

No Assurance Provided

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02/19/21

Accrual Basis

Montour Area Recreation Commission Statement of Financial Activities

December 2020

	Dec 20	Jan - Dec 20
Special Events RTRS	7.41	10,894.16
Total Special Events	7.41	10,894.16
Total Expense	12,909.70	219,380.42
Net Ordinary Income	-2,496.54	10,073.61
Other Income/Expense		
Other Income		
Interest Income	478.35	481.31
Total Other Income	478.35	481.31
Net Other Income	478.35	481.31
Net Income	-2,018.19	10,554.92

No Assurance Provided

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10:52 PM

02/19/21

Accrual Basis

Montour Area Recreation Commission
Statement of Financial Position
As of January 31, 2021

	Jan 31, 21
ASSETS	
Current Assets	
Checking/Savings	
Service 1st - Savings	19,401.04
Service 1st FCU	9,390.71
Total Checking/Savings	28,791.75
Total Current Assets	28,791.75
Other Assets	
CSCF - Trusted Funds	
MARC Agency Endowment Fund	3,978.53
Montour Preserve Fund	112,714.05
Washingtonville Revitalization	1,562.87
CSCF - Trusted Funds - Other	6,230.64
Total CSCF - Trusted Funds	124,486.09
Total Other Assets	124,486.09
TOTAL ASSETS	153,277.84
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Advance Payments Received	
Hess Field User Fees	125.00
Preserve Reservations	1,065.00
Total Advance Payments Received	1,190.00
Conditional Contributions	
Agency Endowment Fund	1,000.00
CSCF-Preserve Donations & Int	4,531.74
Girls ROC Camp	201.00
Montour Cnty Hotel Tax Grant	19,395.41
Preserve Donations & Income	5.00
Washingtonville Revitalization	537.92
Total Conditional Contributions	25,671.07
Payroll Liabilities	1,735.15
Total Other Current Liabilities	28,596.22
Total Current Liabilities	28,596.22
Total Liabilities	28,596.22
Equity	
Retained Earnings	124,232.52
Net Income	449.10
Total Equity	124,681.62
TOTAL LIABILITIES & EQUITY	153,277.84

No Assurance Provided

Page 1

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02/19/21

Accrual Basis

Montour Area Recreation Commission
Statement of Financial Activities
 January 2021

	Jan 21	Jan 21
Ordinary Income/Expense		
Income		
Grants		
Montour County Hotel Tax Grant	14,146.66	14,146.66
Total Grants	14,146.66	14,146.66
Miscellaneous Income	557.50	557.50
Total Income	14,704.16	14,704.16
Gross Profit	14,704.16	14,704.16
Expense		
Administrative/Overhead		
Dues & Subscriptions	750.89	750.89
Fundraising Expenses	593.00	593.00
Miscellaneous	56.13	56.13
Office Expense	148.58	148.58
Payroll Expenses	4,924.68	4,924.68
Professional Fees	385.00	385.00
Total Administrative/Overhead	6,858.28	6,858.28
Montour Preserve	5,146.19	5,146.19
Park & Trail Maintenance		
General -Tools & Supplies	100.07	100.07
Hess Recreation Area	1,193.09	1,193.09
Hopewell Park	958.20	958.20
Total Park & Trail Maintenance	2,251.36	2,251.36
Special Events		
RTRS	0.00	0.00
Total Special Events	0.00	0.00
Total Expense	14,255.83	14,255.83
Net Ordinary Income	448.33	448.33
Other Income/Expense		
Other Income		
Interest Income	0.77	0.77
Total Other Income	0.77	0.77
Net Other Income	0.77	0.77
Net Income	449.10	449.10

No Assurance Provided

Page 1

ASSISTANT DIRECTOR / NATURALIST'S REPORT

In the past month, the assistant director continued producing weekly Nature Notes episodes and assisted with setting sign posts along a trail. He also supplies photographs for an upcoming article about Montour Preserve in the West Branch Magazine and is working on an interpretive booklet for the Chilisugi Trail.

Jon Beam

2/17/21

SENIOR MAINTENANCE TECHNICIAN'S REPORT

Worked with MARC crew installing trail signage on Goose Woods and Wildlife Mgt. trails at the Montour Preserve.

The snow put a stop to installing trail signs but it started the snow plowing work which seems to be the weekly norm

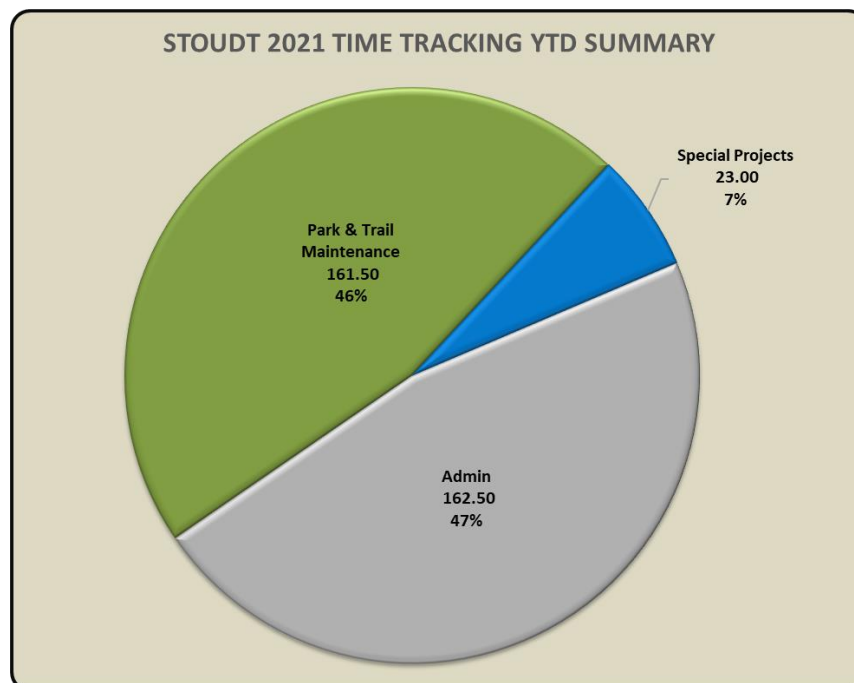
SPTMT

Dennis Piatt

2/17/21

DIRECTOR'S REPORT

	STOUDT	PROJECT YTD TOTAL HOURS										FEBRUARY																				
			24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	
admin	MARC admin	162.50	1.50	8.50	5.00	3.00	1.50	2.50	2.00	0.50	1.25	0.25	1.00	3.50	0.25		1.00	2.50	1.00	3.50	2.50	5.50	4.25	2.00	4.50	5.00	8.75	9.00	13.00			
PARK & TRAIL MAINTENANCE	Hess Recreation Area	57.75		0.25		0.25	0.25				0.25		1.50	0.25	0.25			0.25	0.25	0.25	0.25	0.25			0.25		0.25		0.25			
	Hopewell Park / Danville Farm Trails	5.75				0.25							0.50		0.75													3.50				
	Montour Preserve admin / maintenance	97.75		1.50	3.00	0.75	6.00	1.50		1.50	3.00	8.50	0.50	2.50	2.75		1.00	1.75	5.50	1.50	2.00	3.50	0.50	2.00	2.00	2.00	0.50	0.50				
	Montour Preserve programming	0.25																														
	North Branch Canal Trail (Montour Co.)																															
	River Drive trailhead / river access																															
SPECIAL PROJECTS & EVENTS	bicycle routes mapping & promotion																															
	bike / pedestrian safety special projects	0.50									0.50																					
	Chilli Challenge																															
	Columbia County projects	1.50									0.25											0.75				0.50						
	Danville Borough play set installation																															
	mountain biking special projects	5.25										1.25									0.50		0.75		1.25							
	Riverside Borough parks revitalization																															
	special projects / events - other	0.50																									0.50					
	tourism promotion special projects	0.75									0.75																					
	Washingtonville revitalization projects	13.00			0.75					7.00	1.25							0.50	0.25						0.25							
	wellness special projects	1.50						1.50																								
	DAILY TOTALS	347.00	1.50	10.25	8.75	4.25	7.75	5.50	2.00	9.00	7.25	10.00	3.50	6.25	4.00		2.00	5.00	7.00	5.25	5.25	10.00	5.50	4.00	8.25	7.50	9.50	13.50	13.25			
	WEEKLY PAYROLL TOTAL		40.00									40.00						40.00						56.00								
	BIWEEKLY PAYROLL TOTAL	80.00										80.00												56.00								
	PAYROLL PERIODS											4												5								



DIRECTOR'S REPORT (continued)

GRANTS

- **Montour County Hotel Tax**

- MARC on 2/12/21 deposited \$21,013.43 in Montour County Hotel Tax funds received for Q4 2020
- The next installment for Q1 2021 is anticipated mid-May
- Internal fund transfers of Hotel Tax funds were made on 1/22/21 (12,789.52), 1/29/21 (\$1,357.14), and 2/10/21 (\$4,013.73) as documented on pages 5 – 7 of this agenda packet
- \$36,395.11 in Hotel Tax funds remain earmarked in MARC's savings account

- **DCNR 2020 Non-Motorized Trails Grant (Danville Borough Levee North Branch Canal Trail Construction) (no update since last meeting)**

- 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 <https://www.google.com/maps/d/edit?mid=17se2PMghOEBzg70bdSTOg3HPCTTO9drE&usp=sharing>
- Danville Borough has received the fully-executed DCNR grant agreement and has requested initial start-up funds to allow next steps to begin

DIRECTOR'S REPORT (continued)

MANAGED SITES

- **Hopewell Park / Danville Borough Farm**
 - The proposed agreement for the creation of a new Hopewell Park Pump Track Non-Endowed Corporate Fund at the Community Giving Foundation is included with this meeting agenda packet as pages 44 - 56 for consideration and board action
 - Stoudt continues to meet with Wes Fahringer, DCNR Region 4 Coordinator / Recreation and Parks Advisor, and other partners to discuss the viability of a 2021 grant application for partial project funding
 - Stoudt will attend an online meeting of the Columbia-Montour Visitors Bureau's Executive Committee on 2/24/21 to provide project updates
- **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 (no updates since last meeting)**
 - 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
 - As of 2/19/21, Stoudt does not believe legal notice has been served against the campground owners
- **Hess Recreation Area**
 - MARC thanks the Danville Borough Streets Department for continued help with plowing the park access road and parking areas
 - Weather conditions have prevented work to repair the damaged section of the Mahoning Flats Trail boardwalk; repairs will be made when conditions allow
 - One road culvert pipe remains significantly blocked from recent storm erosion; weather conditions have prevented work to clear the blockage
 - Repairs will be made when conditions allow
 - Installation of parking restriction signage has been delayed by weather conditions
 - Installation will be completed when conditions allow
 - Stoudt continues design work for the new J. Manley Robbins Trail interpretive sign for installation at the Beaver Place Trailhead
 - Installation is anticipated late March
 - Salvaged materials from the bike skills area remain frozen in place in the parking lot
 - Materials will be moved to storage at the pig barn for eventual reconstruction at Hopewell Park when conditions allow and necessary permissions are secured
 - The Hess Loop Trail – J. Manley Robbins Trail was recently featured in the Rails-to-Trails Conservancy Magazine as the oldest known rail-to-trail in the US
https://www.railstotrails.org/magazine/?fbclid=IwAR3Uv_P8_TrEg9YU0CpBJxhDYEb43S85bv6OHqvvpvbkO16_aFWVGOsrLq8#latest

DIRECTOR'S REPORT (continued)

MANAGED SITES (continued)

• Montour Preserve

- Stoudt and Piatt continue to plow parking lots and access roads as needed
 - Plowing has required considerably more time than normal this year
- Cross-country skiing use of trails – particularly the Chilisugi Trail, Wildlife Management Trail, and the Goose Woods Trail – has been relatively high in recent weeks because of sustained snow cover
- Ice anglers have begun setting up on Lake Chillisquaque
 - MARC does not monitor ice thickness and posts 'Enter at Own Risk' signage
- Stoudt met on 2/12/21 with a technician from Sky Packet Networks to investigate the ongoing internet service outage
 - Service failed on (or before) 1/11/21 and remains out of order as of 2/19/21
 - The technician found that a radio receiver had failed, but replacement parts are not currently available
 - Parts have been ordered, but it is unknown when service will be restored
 - Stoudt will again contact Sky Packet Networks to request a billing credit for the period of time during which service has been and will be unavailable
- Work on signage installation has been halted because of weather conditions
 - Installation will resume when conditions allow
 - Current project status can be seen at <https://www.google.com/maps/d/edit?mid=1zJ0iJhbMwva1NZHNxpLEaNd4iFLxNCQk&usp=sharing>
- Two proposals for watercraft concessions were received by the deadline
 - Stoudt will review the proposals and make a recommendation for board consideration during this meeting
 - Stoudt will request board approval to submit an application to 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
- Stoudt and/or Piatt met with seven interested parties regarding the Bobcat utility vehicle and Stoudt spoke by phone with several others
 - Seven sealed bids have been received and will be opened during this meeting
 - The minimum bid price is \$200
 - The winning bidder will be required to provide payment and pick up the vehicle and accessories from the Montour Preserve boat house by no later than Monday, March 8
 - See pages 42 – 43 for bidder documentation

DIRECTOR'S REPORT (continued)

SPECIAL PROJECTS AND EVENTS

- **Bicycle / Pedestrian Safety Projects**
 - The next meeting of the Middle Susquehanna Active Transportation Committee is scheduled for 2/24/21
 - Stoudt will attend a PennDOT bikeway webinar on 2/24/21
- **Bicycle Routes Mapping and Promotion (no updates since last meeting)**
 - 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 (no updates since last meeting)**
 - 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 (no updates since last meeting)**
 - 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 (no updates since last meeting)**
 - \$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 2/2/21 and 2/15/21 participated in online meetings with organizers of the planned Dirty Grin Mountain Bike Festival, scheduled for 6/18 – 6/20/21
 - MARC will provide assistance with event hosting at the Hess Recreation Area and will assist as needed with promoting the event
- The next meeting of the MBAG Advisory Committee will be 3/12/21
 - Stoudt will present a listing of candidates during this meeting for board consideration for appointment to the committee

- **Riverside Borough Parks Revitalization (no updates since last meeting)**

- The replacement sign for the river access will be installed when 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**

- Stoudt will recommend during this meeting that MARC partner with the Susquehanna Greenway Partnership for a Danville River Town cleanup event on 4/24/21

- **Tourism Promotion Special Projects – Other**

- 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
 - the brochure and online content release is tentatively anticipated in April
- Stoudt continues to participate in the Danville Heritage Festival Committee to consider options for a 2021 event, now scheduled for 9/4/21 in conjunction with the Danville Business Alliance Fall Arts & Crafts Festival
- No new updates are available regarding the ongoing navigable waters dispute along Fishing Creek in Columbia County

- **Washingtonville Revitalization Projects**

- 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
- Washingtonville Borough Council has considered suggestions for new improvements at DeLong Park
 - Stoudt and Mayor Dombroski will continue to gather input from the Washingtonville Revitalization Committee and anticipate beginning work as soon as approvals and necessary permitting are received and weather conditions allow
- Stoudt continues to work with Washingtonville Revitalization Committee members to identify, map, and promote bicycling routes in the Washingtonville area
 - Stoudt hopes to make brochures available by the start of the spring biking season

- **Wellness Special Projects**

- No updates since last meeting


DIRECTOR'S REPORT (continued)

OTHER UPDATES

- Stoudt on 1/27/21 attended an online meeting of the Conservation and Natural Resources Advisory Council re: PA DCNR trends for 2021
- Stoudt on 2/19/21 attended an online webinar by the Columbia County Conservation District re: stream dynamics and restoration
- Stoudt will meet on 2/26/21 with representatives of Geisinger to discuss MARC's 2020 progress and plans for 2021
- MARC on 2/9/21 successfully passed an annual audit by the Montour County Auditors (see page 2)
- Stoudt has compiled all required materials and met on 2/19/21 with representatives of McKonly & Asbury to begin MARC's 2020 audit
 - it is hoped the audit will be complete by mid-April

UPCOMING MEETINGS AND SPECIAL EVENTS (MARC events in bold)

- 2/24/21 PennDOT Bikeways webinar
- 2/24/21 Middle Susquehanna Active Transportation Committee funding panel webinar
- 2/24/21 Stoudt presentation to Columbia-Montour Visitors Bureau Executive Committee (Zoom)
- 2/26/21 Stoudt meeting with Geisinger (Zoom)
- 3/1/21 Danville Heritage Festival Committee meeting (Zoom)
- 3/2/21 Lower North Branch Susquehanna River stakeholders meeting (Zoom)
- 3/2/21 Dirty Grin Mountain Bike Festival meeting (Zoom)
- 3/5/21 Community Giving Foundation annual meeting (Zoom)
- 3/9/21 Montour Solar One public information session (Zoom)
- 3/9/21 Stoudt presentation to Trout Unlimited (Zoom)
- 3/10/21 Columbia Montour Chamber of Commerce Montour County Taskforce meeting (Zoom)
- 3/11/21 Washingtonville Revitalization Committee meeting (Zoom)
- **3/12/21 MARC Mountain Biking Advocacy Group Committee meeting (Zoom)**
- **3/22/21 MARC meeting (Zoom)**
- 3/24 & 25/21 WeConservePA webinar
- 3/27/21 Mentored Youth trout season
- 4/2/21 Columbia Montour Chamber of Commerce Joint Governmental Affairs (Zoom)
- 4/3/21 Trout season opening day
- **4/24/21 Danville River Town Cleanup Event (proposed)**
- 5/1/21 Danville Business Alliance Spring Fling (tentative)
- 6/18 – 20/21 Dirty Grin Mountain Bike Festival
- 9/4/21 Danville Heritage Festival / Danville Business Alliance Fall Arts & Crafts Festival
- 9/11/21 Fork to Farm Fondo (tentative)
- **10/2/21 Chilli Challenge (proposed)**
- 10/10/21 unPAved of the Susquehanna River Valley

 MONTOUR AREA RECREATION COMMISSION 2021 MEMBERS						
APPOINTING ENTITY	BOARD MEMBER	MEMBER TYPE	POSITION (IF APPLICABLE)	FIRST APPOINTED	DATE OF REAPPOINTMENT	APPOINTMENT EXPIRATION
Danville Area School District	Chris Johns	staff	Secretary	February 9, 2015	November 14, 2018	November 13, 2021
	VACANT	elected official				
Danville Borough	Councilman Kevin Herritt	elected official		February 8, 2016	annual	December 31, 2021
	Chadd Roadarmel	resident		September 8, 2020	N/A	December 31, 2021
Mahoning Township	Larry Robertson	elected official		May 13, 2020	N/A	May 12, 2023
	TS Scott	elected official		May 13, 2020	N/A	May 12, 2023
Montour County	Dr. Kendra Boell	resident		April 23, 2018	N/A	April 22, 2021
	Dr. John Bulger	resident	Vice-Chairperson / Treasurer	February 12, 2019	N/A	February 11, 2022
	Heather Good	resident		August 10, 2015	November 13, 2018	November 12, 2021
	Commissioner Dan Hartman	elected official		January 22, 2018	annual	December 31, 2021
	Mike Mills	resident		pre-November 2010	November 13, 2018	November 12, 2021
Riverside Borough	Kyle Postupack	resident		February 9, 2019	N/A	February 8, 2022
	Kevin Romansik	elected official		January 1, 2021	annual	December 31, 2021
Washingtonville Borough	Councilman Frank Dombroski	elected official		pre-November 2010	annual	December 31, 2021
	Mayor Tyler Dombroski	elected official	Chairperson	February 11, 2013	annual	December 31, 2021
Per MARC's Intergovernmental Agreement of Cooperation, revised 5/13/2020:						
Section 2b. Representation The Commission shall consist of representatives (hereinafter "Members") of each Participant, all of whom shall serve without pay. Each Participant, with the exception of Montour County, shall appoint two (2) residents of their municipality to the Commission, one (1) of whom is preferred to be an elected representative of their governing body. Montour County shall appoint five (5) residents, at least one (1) of whom will be an elected Commissioner. Such Members shall serve for terms of three (3) years, expiring on December 31, except that the original terms shall be staggered so that not more than one-third (1/3) of the Members' terms shall expire annually. Such Members may be reappointed as Members of the Commission at the discretion of Participants.						
last revised 1/26/21 R. Stoudt						



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

**MONTOUR AREA RECREATION COMMISSION
2006 BOBCAT MODEL 2300 UTILITY VEHICLE WITH BUCKET AND BLADE
OFFICIAL BID FORM**

The Montour Area Recreation Commission (MARC) will accept bids for the purchase of a 2006 Bobcat Model 2300 Utility Vehicle with bucket and blade. Vehicle engine is in working condition, but vehicle's drivetrain and other components require repair. Vehicle and accessories are sold AS-IS with a minimum bid of \$200.

To arrange for an in-person inspection, call (570) 336-2060 or email RStoudt@MontourRec.com.

Bids must be received by MARC by 5:00pm on February 19, 2021. Sealed bids may be hand-delivered or mailed to MARC, PO Box 456, Danville, PA 17821.

BIDDER NAME _____

BIDDER MAILING ADDRESS _____

BIDDER PHONE NUMBER _____

BID AMOUNT _____

I hereby acknowledge and accept the following terms and conditions of sale:

1. The 2006 Bobcat Model 2300 Utility Vehicle with bucket and blade are sold in AS-IS condition.
2. A photo ID or other form of identification will be required at the time of sale.
3. Payment must be made by cash, check, or cashier's check. Credit cards will not be accepted.
4. Pick up and removal of materials from the Montour Preserve must be completed by no later than Monday, March 8, 2021.
5. In the event that payment and pick-up of materials are not completed by Monday, March 8, 2021, MARC may, at its discretion, offer for sale the materials to the next highest bidder.

Name (printed)

Name (signature)

Date

2006 BOBCAT MODEL 2300 UTILITY VEHICLE W/ BUCKET & BLADE





Non-Endowed Agency Fund Agreement

Fund Name: **Montour Area Recreation Commission – Hopewell Park Pump Track Non-Endowed Agency Fund** ("Fund")

Establishment Date: February 22, 2021

This agency fund agreement ("Agreement") is made between Community Giving Foundation: Danville ("Danville"), an affiliate of the Community Giving Foundation ("Foundation") and the Montour Area Recreation Commission ("Donor"), to establish the above-named fund.

1. **Creation of the Fund (Initial contribution):** Donor hereby contributes \$_____ to the Community Giving Foundation to create the Fund. Donor or any other person may make subsequent contributions to the Fund.
2. **Purpose of the Fund:** Provide funds to the organization for the charitable purposes of the Montour Area Recreation Commission (MARC) for the Hopewell Park Pump Track so long as MARC 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.
3. **Affiliate:** Danville has an affiliate agreement with the Foundation, pursuant to this agreement, which Donor specifically authorizes, the rights and obligations of Danville under this agreement shall be transferred to and become the rights and obligations of the Foundation so long as the Fund is held by the Foundation pursuant to the affiliate agreement.
4. **Variance Power:** This fund agreement is subject to the Foundation's authority to vary the terms of the gift. As stated in the Foundation's Articles of Incorporation, the Foundation may modify any restriction or condition on the distribution of funds for any specified charitable purpose or to any specified organization if, in the sole judgement of the governing body (without necessity or court approval) such restriction or condition becomes, in effect, unnecessary, incapable of fulfillment, or inconsistent with the charitable needs of the areas served.
 - a. The Foundation shall not make any determination to make distributions for another purpose under subsection (6) above without having given at least 90 days prior written notice to the Donor. Notice shall be deemed sufficient if mailed certified mail, return receipt requested, to the last known address of the Donor, whether or not received or receipted by the Donor.
5. **Distributions from the Fund:** The Foundation shall make distributions from the Fund, after consultation with the Fund Advisors, and may distribute any or all of the Fund's balance to the Donor to support the Fund's purpose noted above (2.), subject to any condition placed upon a contribution by a fundholder thereof.
 - a. MARC's board officers will serve as fund advisors, provide advice on distributions from the Fund, and assist with growing the assets of the Fund. The fund advisors shall serve as spokespersons.
6. **Administration:** The Foundation shall administer the Fund in accordance with the terms of this Fund Agreement, under and subject to the Foundation's governing instruments, as amended from time to time, and in accordance with procedures for the administration of similar funds at the Foundation,

Page 1 of 3

including charges for services. The Fund, and distributions from the Fund, shall be subject to the ultimate control and absolute discretion of the Foundation.

- a. No distribution shall be made from the Fund to satisfy a pledge or other commitment of the Donor or any other person with right to advise the Foundation.
 - b. No distribution from the Fund shall be made that will result in the exchange of goods and services and/or result in a material benefit to donor(s), advisor(s), or related parties.
 - c. No distribution from the Fund shall be made to individuals, including checks written directly to an individual or checks written to an entity for the benefit of a specified individual.
 - d. Any recipient of grants from the Fund shall be advised that such grants are from the Fund.
 - e. The Fund is intended to be a non-endowed component fund of the Foundation.
 - f. Financial reports shall be provided to the Donor upon reasonable request.
7. **Fees:** The Foundation charges endowed and non-endowed funds an administrative fee based upon their respective fund balances. This fee is charged to the funds quarterly. However, non-endowed funds created and paid down to zero fund balance within one year may be charged a fee for every gift/deposit to the fund. In addition, an investment fee which is assessed monthly on the fund balance, will be applied to any monies invested with the Foundation's large pool as requested by the fundholder. Fees are subject to change as considered necessary by the Foundation Board of Directors.
8. **Agreement Irrevocable:** Limited Power of Amendment: This Agreement is irrevocable. For the sole purpose of ensuring that the Fund qualifies as a component part of the Foundation for federal tax purposes, the Foundation shall have the power, acting alone, to modify the terms of this Agreement to the extent necessary to ensure such qualification.
9. **Controlling Law:** This Agreement shall be governed by the laws of the Commonwealth of Pennsylvania.

IN WITNESS WHEREOF, the Foundation and Donor have executed this Agreement.

COMMUNITY GIVING FOUNDATION

M. Holly Morrison, President and CEO

Signature:

COMMUNITY GIVING FOUNDATION: Danville

Bonnie Trump, Chair

Signature:

DONOR – Montour Area Recreation Commission

Robert Stoudt, Director

Signature:

Tyler Dombroski, Chairperson

Signature:

Dr. John Bulger, Vice-Chairperson/Treasurer

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Signature:

Fund Advisor(s):
Montour Area Recreation Commission Director and Board Officers
Robert Stoudt, Director
RStoudt@MontourRec.com
(570) 336-2060

Tyler Dombroski, Chairperson
tyler.dombroski@gmail.com

Dr. John Bulger, Vice-Chairperson/Treasurer
drcatch23@gmail.com

Montour Area Recreation Commission
PO Box 456, Danville, PA 17821 (mailing)
374 Preserve Rd, Danville, PA 17821 (office)

|



Fund Establishment Form

Type of Fund

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

- | | |
|---|--|
| <input type="checkbox"/> Designated Fund (endowed) | <input type="checkbox"/> Scholarship Fund (non-endowed) |
| <input type="checkbox"/> Donor Advised Fund (endowed) | <input checked="" type="checkbox"/> Agency Endowment (endowed and/or non-endowed) |
| <input type="checkbox"/> Field of Interest Fund (endowed) | <input type="checkbox"/> Community Impact Fund (restrictions apply/non-endowed fund) |
| <input type="checkbox"/> General Charitable Purpose / Unrestricted (endowed or non-endowed) | |

Name of Fund:

Montour Area Recreation Commission - Hopewell Park Pump Track Non-End

Is the establishing donor name requesting anonymity?

☐ Yes ☒ No

Description of Gift

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

Gift type:

Gift Amount:

Is this a testamentary gift? ☐ Yes ☒ No

Would like to become a member of the Legacy Society? ☐ Yes ☐ No

Purpose of Fund

See Fund Agreement - 2. Purpose

Donor Information

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

Donor 1Name **MARC Director, Chairperson & Vice-Chair**

Mailing Address

City, State, Zip **PO Box 456, Danville 17821**

Home Phone

Cell Phone

Business Phone

Email

Date of Birth

Primary Contact? ☒ Yes ☐ NoDonor 2

Name

Mailing Address

City, State, Zip

Home Phone

Cell Phone

Business Phone

Email

Date of Birth

Advisor 1

Are you working with a professional advisor?

☐

Attorney

☐

CPA

☐

Financial Planner

☐

N/A

Advisor's Name

Company Name

Mailing Address

City, State, Zip

Phone

Email

Advisor 2

Are you working with a professional advisor?

☐

Attorney

☐

CPA

☐

Financial Planner

☐

N/A

Advisor's Name

Company Name

Mailing Address

City, State, Zip

Phone

Email

For use in Foundation Publicity

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

Why did you choose the Community Giving Foundation?

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

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

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

Does your organization have a website? (if applicable)

Additional Information for all Funds

Administration

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

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

Distributions From Fund

Spending Policy for Endowed Funds. The Foundation sets its annual spending policy for permanent funds by applying a percentage, determined annually by the Board of Directors based on the recommendation of the Audit and Finance Committee, to a fund's average net balance. Average net balance is based on a rolling 16-quarter market value as determined by the Audit and Finance Committee. In determining the applicable percentage, the Audit and Finance Committee considers the Foundation's history, spending policies in place at other community foundations, and the foundation's responsibility to preserve the purchasing power of its permanent funds over time. The spending policy for 2021 is 5%. Funds must be at \$10,000 before the spending policy is enacted. An exception to this will be to allow supplemental gifts for scholarship awards not to exceed \$500 annually. The spending policy is the amount available that a fund can grant annually.

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

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

Fees

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

Variance Power

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

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

Irrevocability of Gift / Additional Gifts

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

Controlling Law

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

Investment of Assets

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

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

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

Endowment funds will be invested in our large pool.

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

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

Administrative Fees

Community Giving Foundation charges endowed and pass-through funds a 1.5% administrative fee based upon their respective fund balances (exceptions noted below). This fee is charged to the funds quarterly and is calculated by taking the average fund balance from the last 16 quarters and multiplying that average by $\frac{1}{4}$ of 1.5%.

Exceptions:

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

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

Administrative Services

Basic Services:

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

Additional Services

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

Fundraising

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

Fund Activity

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

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

- Regular Grant Recommendations. Donor advisor generally recommends grants at least annually to qualified charitable organizations. The amount of grantmaking can vary from year to year.

Donor could also recommend grants to a specific qualified charitable organization over a period of 20 years so that the donor can monitor how the charitable organization performs, and to consider whether another organization would better achieve the donor's charitable objectives.

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

Activating Grantmaking

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

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

Grantmaking

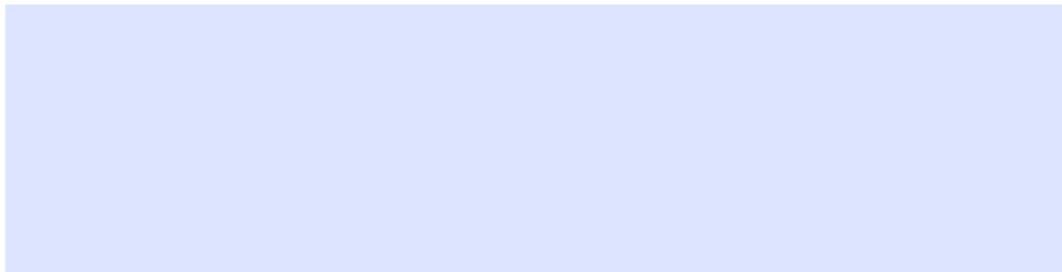
Grants are awarded to qualified, public 501(c)(3) charities classified under 509(a)(1) and 509(a)(2). The Foundation utilizes IRS determination letters and Guidestar Charity Check to verify a potential grantee's tax status. All grants must benefit the residents and communities within the defined geographic

boundaries of the fund. Please refer to the Foundation's Grantmaking Policy for more information regarding due diligence procedures and practices.

Additional Information by Fund Type

Designated Funds

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



Donor Advised Funds

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

Role of Advisors. The Foundation welcomes the involvement and recommendations of its fundholders with respect to distributions from advised funds, but such recommendations are advisory only. The Foundation will have ultimate authority to determine that all distributions from the fund are permissible under all laws, rules and regulations to which the Foundation is subject. In evaluating recommendations for distributions from advised funds, the Foundation staff investigates all prospective grant recipients to ensure that they are organized and operated for charitable purposes within the meaning of Section 50(c)(3) of the Internal Revenue Code and reviews the recommended grantee's financial and program information.

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

Donor advised funds established by corporations or other organizations, rather than by individuals, are often advised by an appointed committee with a process of selecting new members. Any changes in advisors to the fund must be made in writing by an officer or authorized representative of the corporation or other organization that established the fund.

Scholarship Funds

All scholarship awards must be given for charitable purposes, and selection of recipients must be made on an objective, non-discriminatory basis. There must be broad dissemination of eligibility requirements

and application deadlines for scholarship awards. The Foundation makes scholarship grants on the basis of written criteria only to qualified educational institutions for the benefit of selected students.

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

In any case, donors or their family members may not make up the majority of any selection committee. There must be no benefit to a donor, relative of a donor, or individual selected solely by the donor. Members of a selection committee must disclose any familial relationship with any applicant and must refrain from voting on that particular applicant.

The selection committee will observe the following guidelines:

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

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

- ☐ Yes, we would like to be involved in reviewing and selecting the recipient, in accordance with Foundation scholarship fund guidelines.
- ☒ No, thank you, we would prefer not to be involved with the selection process

Scholarship Presentation. Please select one:

- ☐ Yes, we would like the opportunity to present the scholarship at the school's award ceremony.
- ☒ No, thank you, we would prefer not to present the award.

Information Reviewed By:

Donor: Robert Stoudt, MARC Director

Date:

(Signature)

Foundation Staff: Kara G. Seesholtz

Date:

(Signature)

Community Giving Foundation Fund Establishment Form December 2020 KGS

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MARC MOUNTAIN BIKE ADVOCACY GROUP (MBAG) COMMITTEE MEMBERS PROPOSED FOR APPROVAL 2/22/2021		
NAME	AFFILIATION	CATEGORY
Brian Auman	Buffalo Valley Composite MTB Team / Friends of Bald Eagle State Forest	Community
Dr. Julie Book	Girls ROC / Central Susquehanna Hammers	Community
Dr. Kendra Boell	MARC	MARC Board
Sam Crone	Dirty Grin MTB Festival	Community
Dave Decoteau	Central Susquehanna Hammers / Riverside Adventure Company	Community
Timothy Dowhower	Susquehanna River Valley Visitors Bureau	Partner Organization
Wes Fahringer	PA Department of Conservation and Natural Resources	Partner Organization
Dr. John Gabrielsen	Geisinger / Central Susquehanna Hammers	Community
Paul Gabrielsen	Central Susquehanna Hammers	Student
Mike Hamme	Dirty Grin MTB Festival	Community
Heather Kerr	PA DCNR Bureau of Forestry - Weiser Forest District	Partner Organization
Shane Kiefer	Columbia-Montour Visitors Bureau	Partner Organization
Mike Kuhn	PA Interscholastic Cycling League / unPAved of the Susquehanna River Valley	Community
Otto Kurecian	Columbia-Montour Visitors Bureau	Partner Organization
Dr. Matt McElroy	Geisinger / Central Susquehanna Hammers	Community
Andrew Miller	Susquehanna River Valley Visitors Bureau	Partner Organization
Brenna Ross	Central Susquehanna Hammers	Student
Connie Scheunemann	Girls ROC / Central Susquehanna Hammers	Community
Bob Stoudt	MARC	MARC staff
Adam Zakarian	Dirty Grin MTB Festival	Community

Per the terms of the committee authorization as approved 2/24/20:

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

WS Agreement Number: _____-RA
WBS: _____

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

ARTICLE 1

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

ARTICLE 2

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

ARTICLE 3

APHIS-WS and the Cooperator agree:

1. The Cooperator will provide payment upon receipt of monthly/quarterly bill to "US Department of Agriculture" in the amount of \$4,343.58.
2. The performance of wildlife damage management actions by APHIS-WS under this agreement is contingent upon a determination by APHIS-WS that such actions are in compliance with the National Environmental Policy Act, Endangered Species Act, and any other applicable federal statutes. APHIS-WS will not make a final decision to conduct requested wildlife damage management actions until it has made the determination of such compliance.
3. Nothing in this agreement shall prevent APHIS-WS from entering into separate agreements with any other organization or individual for the purpose of providing wildlife damage management services exclusive of those provided for under this agreement.
4. The Cooperator certifies that APHIS-WS has advised the Cooperator there may be private sector service providers available to provide wildlife damage management services that the Cooperator is seeking from APHIS-WS.
5. The performance of wildlife damage management actions by APHIS-WS under this agreement is contingent upon a determination by APHIS-WS that such actions are in compliance with the National Environmental Policy Act, Endangered Species Act, and any other applicable federal statutes. APHIS-WS will not make a final decision to conduct requested wildlife damage management actions until it has made the determination of such compliance.
6. The cooperating parties agree to coordinate with each other before responding to media requests on work associated with this project.

ARTICLE 4

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

ARTICLE 5

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

ARTICLE 6

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

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

This agreement shall become effective March 1, 2021, and shall continue until December 30, 2021. This agreement may be amended or terminated at any time by mutual agreement of the parties in writing. Further, in the event the Cooperator does not, for any reason, provide necessary funds, APHIS-WS is relieved of the obligation to provide services under this agreement.

As required by Debt Collection Improvement Act of 1996:

Cooperator's Tax ID No. : 26-1858983

APHIS-WS's Tax ID: 41-0696271

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

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

Cooperator's Signature _____

Date _____

Harris Glass, State Director _____

Date _____

WORK PLAN**Introduction**

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

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

Wildlife Species: Canada geese

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

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

Location type (circle): Rural or Urban

Services Provided [include disposition information as needed]:

1. Montour Preserve will institute a no feeding waterfowl policy and actively enforce (i.e., education and signage) the policy.
2. APHIS WS will conduct nest and egg treatment at approximately 7-10 day intervals during the 8 week nesting season. Nests and eggs will be collected and disposed of following the 28-30 day incubation period.
3. APHIS WS will also remove any goslings found on the property at the request of Montour Preserve.
4. APHIS WS will conduct a Canada goose round-up, removing up to 40 of the geese molting on the site. It is possible to remove up to 50% of the molting geese. APHIS WS will document the number of geese observed on the site prior to molting to accurately determine the number of birds that can be legally removed. Canada geese will be humanely captured, euthanized, and processed for human consumption.
5. APHIS WS personnel will be available to provide technical assistance to Montour Preserve in further deterring Canada geese and preventing other wildlife damage.

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

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

FINANCIAL PLAN

Cost Element		Full Cost
Personnel Compensation		\$ 2,797.21
Travel		
Other Services (Vehicle Fuel and Maintenance)		\$ 333.90
Supplies, Materials and Equipment		\$ 285.00
Subtotal (Direct Charges)		\$ 3,416.11
Pooled Job Costs [for non-Over-the Counter projects]	11.00%	\$ 375.77
Indirect Costs	16.15%	\$ 551.70
Agreement Total		\$ 4,343.58

The distribution of the budget from this Financial Plan may vary as necessary to accomplish the purpose of this agreement, but may not exceed: **\$4,343.58**

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

There is 3 billing options, please circle your desired billing option:

Monthly Billing

Quarterly Billing

Paid In Full

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

Montour Preserve

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

USDA – APHIS - WS State Office

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

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0579-0335. The time required to complete this information collection is estimated to average .059 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

OMB Approved
0579-0335

UNITED STATES DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE WILDLIFE SERVICES				WORK INITIATION DOCUMENT FOR WILDLIFE DAMAGE MANAGEMENT																																																		
S E C T I O N 1	1. WORK INITIATION DOCUMENT NUMBER			2. STATUS <input type="radio"/> NEW <input checked="" type="radio"/> RENEWAL																																																		
	3. TYPE OF WORK INITIATION DOCUMENT <i>mark all that apply</i> <input checked="" type="checkbox"/> PRIVATE PROPERTY <input type="checkbox"/> NON-PRIVATE PROPERTY <input type="checkbox"/> TEMPORARY / CIVIL <input type="checkbox"/> ADJACENT LANDOWNER <input type="checkbox"/> AMENDMENT TO AN EXISTING WORK INITIATION DOCUMENT			Assign to These Special Groups (1) CAGO PROJECTS EASTERN DISTRICT <input type="checkbox"/> (2) <input type="checkbox"/> (3) <input type="checkbox"/> (4) <input type="checkbox"/>																																																		
S E C T I O N 2	4. Cooperator's Name: STOUT, ROBERT <div style="display: flex; justify-content: space-between;"> Last First Middle </div>																																																					
	5. Cooperator's Mailing Address: 374 PRESERVE ROAD, DANVILLE, PA 17021 <div style="display: flex; justify-content: space-between;"> Address City State Zip Code </div>																																																					
S E C T I O N 3	6. Common Name: MONTOUR PRESERVE			7. 570-336-2060 Cooperator Phone Number																																																		
	8. Owner's or Representative's Name (if different from Cooperator's) <div style="display: flex; justify-content: space-between;"> Last First </div>			9. Owner/Rep. Phone Number																																																		
S E C T I O N 4	10. Owner's or Representative's Address (if different from Cooperator's) <div style="display: flex; justify-content: space-between;"> Address City State Zip Code </div>																																																					
	11. PROPERTY / LAND CLASS INFORMATION <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>COUNTY</th> <th>PROPERTY</th> <th>LAND CLASS</th> <th>ACRES</th> </tr> </thead> <tbody> <tr> <td>A. MONTOUR</td> <td>MONTOUR</td> <td>PRIVATE</td> <td>965</td> </tr> <tr> <td>B. <input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>C. <input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>D. <input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>E. <input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>			COUNTY	PROPERTY	LAND CLASS	ACRES	A. MONTOUR	MONTOUR	PRIVATE	965	B. <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C. <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	D. <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	E. <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12. ADJOINING PROPERTY WID NOS A. <input type="checkbox"/> B. <input type="checkbox"/> C. <input type="checkbox"/> D. <input type="checkbox"/> E. <input type="checkbox"/>		13. TARGETED SPECIES <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th></th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>A. DUCKS, FERAL</td> <td><input type="checkbox"/></td> <td>F. <input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>B. GOOSE, CANADA</td> <td><input type="checkbox"/></td> <td>G. <input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>C. GOOSE, FERAL</td> <td><input type="checkbox"/></td> <td>H. <input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>D. SWANS, MUTE</td> <td><input type="checkbox"/></td> <td>I. <input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>E. <input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>J. <input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>						A. DUCKS, FERAL	<input type="checkbox"/>	F. <input type="checkbox"/>	<input type="checkbox"/>	B. GOOSE, CANADA	<input type="checkbox"/>	G. <input type="checkbox"/>	<input type="checkbox"/>	C. GOOSE, FERAL	<input type="checkbox"/>	H. <input type="checkbox"/>	<input type="checkbox"/>	D. SWANS, MUTE	<input type="checkbox"/>	I. <input type="checkbox"/>	<input type="checkbox"/>	E. <input type="checkbox"/>	<input type="checkbox"/>	J. <input type="checkbox"/>
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STATE: PA TOTAL ACRES: <input type="text"/>			14. <input type="checkbox"/> There are additional target species (Complete and attach WS Form 12 Addendum)																																																			
S E C T I O N 5	15. In consideration of the benefits to be derived from the proper management of damage caused by those species listed in Section 3 Item 14. (and Item 15, if applicable), I the undersigned cooperator or cooperator's representative, do hereby give my consent and concurrence to the Animal and Plant Health Inspection Service (APHIS) (to include its officials, employees, and agents) to use, upon land owned, leased, or otherwise controlled by me, and identified by this Work Initiation Document, the following methods and devices: A. FIREARMS <input checked="" type="checkbox"/> B. HANDCAUGHT/GATHERED <input checked="" type="checkbox"/> C. LASERS (ALL) (DETERRENT) <input checked="" type="checkbox"/> D. OIL, CORN <input checked="" type="checkbox"/> E. PYROTECHNICS (ALL) <input checked="" type="checkbox"/> F. TRAPS, DRIVE <input checked="" type="checkbox"/>																																																					
	16. <input type="checkbox"/> There are additional components (complete and attach WS Form 12 Addendum)																																																					
S E C T I O N 6	17. I, the cooperator or cooperator's representative have been informed of the methods and the manner in which the control materials and devices listed in Section 4 will be used, and of the possible hazards associated with their use. I understand that APHIS (to include its officials, employees, and agents) will exercise reasonable precautions to safeguard all persons to prevent injury to animal life other than those listed in Section 3, Item 14. (and Item 15, if applicable) guard against the misbranding of control devices and materials, and exercise due caution and proper judgment in all wildlife damage management operations. I understand that APHIS, WS, will provide copies of the records or record information promptly upon the property owner's or cooperator's request. I understand that APHIS may collect Global Positioning System (GPS) coordinates at the property site as part of component or activity tracking or as wildlife disease monitoring or research data. As a Lessee, the Cooperator agrees that the lease is current and will remain so while APHIS WS conducts operational activities on the property and will notify WS if the lease expires or is canceled. The Lessee agrees to notify the landowner about any methods or devices (components) to use by APHIS WS on the property.																																																					
	18. In consideration of these understandings and of the benefits to be derived, I, the cooperator or cooperator's representative, agree to: take reasonable precautions to prevent injury to livestock and other domestic animals; assume responsibility for injury to my property under my control, when said injury is not the result of negligence on the part of APHIS; assist in maintaining each warning sign as APHIS may place for the purpose of notifying persons entering onto each land of the possible hazards associated with wildlife damage management measures in use thereon; and to give adequate warning of these possible hazards to persons I authorize to enter onto such lands. Further, in recognition of the benefits to be derived from the use of specified methods and devices authorized by this Work Initiation Document, I, the cooperator or cooperator's representative, agree not to consciously use or allow to be used upon land covered by this Work Initiation Document, any toxic material that might reasonably be expected to take a species listed above in Section 3, Item 14. (and Item 15, if applicable) unless such use of said toxicant is agreed to by APHIS in writing.																																																					
GPS COORDINATES (N41.10339, W 76.66479)																																																						
19. SPECIAL CONSIDERATIONS:																																																						
20A. LANDOWNER, LESSEE, OR ADMINISTRATOR NAME AND TITLE: ROBERT STOUT, DIRECTOR				20B. SIGNATURE AND TITLE:		20C. DATE:																																																
21A. APHIS REPRESENTATIVE NAME: CHARLES CINI				21B. SIGNATURE:		21C. DATE: 02/09/21																																																
21D. APHIS REPRESENTATIVE TELEPHONE NUMBER: 570-290-2593				21E. STATE OFFICE ADDRESS: P.O. BOX 60827 HARRISBURG, PA 17106-0827																																																		

WS FORM 12A - electronic version