



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

## 7:00pm June 28, 2021 Regular Meeting Agenda

This meeting will be held through the Zoom platform only; no in-person meeting will be held.

<https://us02web.zoom.us/j/87176804273?pwd=WEEdBSIBFNmpVMHBNNRkdzZENPalo0Zz09>

To connect by phone: (929) 205 6099 | Meeting ID: 871 7680 4273 | Passcode: 026484

### Call to Order

### Public Comment

### Officer Reports

- Chairman's Report (Tyler Dombroski)
- Treasurer's Report (Dr. John Bulger) (*pages 2 - 18*)
- Secretary's Report (Chris Johns)

### Partner Reports

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

### Montour Preserve Concessionaire's Report (Riverside Adventure Company) (*page 19*)

### Assistant Director / Naturalist's Report (Jon Beam) (*page 21*)

### Senior Maintenance Technician's Report (Denny Piatt) (*page 21*)

### Director's Report (Bob Stoudt) (*pages 22 - 31*)

### Old Business

### New Business

- Expense Approvals
  - Press Enterprise brochures printing (*page 32*)
  - Elijah Evans Excavating (*page 33*)
  - Elijah Evans Excavating (*page 34*)
- Hess Loop Trail (Robbins Trail) Engineering (*pages 35 - 42*)
- Hopewell Park Lease Agreement
- Hopewell Park Pump Track Engineering and Permitting

### Other Items

### Adjournment

next meeting: 7:00pm Monday, August 23, 2021  
(**REMINDER: NO JULY MEETING**)



## 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 for Internal Budgeting	Statement of Revenues & Expenses Line Item	Grant to Credit or Debit (if applicable)	Debit (-)	Credit (+)	Account Balance
auto pay	5/23/2021	6/15/2021	5/1 - 5/31/21	Zoom	dues and subscriptions	dues & subscriptions	Montour County Hotel Tax	15.89		81,328.68
deposit	5/24/2021	6/15/2021	5/1 - 5/31/21	Geisinger (direct deposit of donation for Hopewell Park Pump Track project)	Hopewell Park pump track planning	contributions and user fees (Hopewell Park Pump Track project)			10,180.00	91,508.68
debit card	5/25/2021	6/15/2021	5/1 - 5/31/21	Clark's Ag Center (gloves)	park maintenance tools & supplies	park & trail maintenance	Montour County Hotel Tax	21.19		91,487.49
debit card	5/25/2021	6/15/2021	5/1 - 5/31/21	Amazon.com (toilet paper, hand sanitizer dispensers, paper towels)	Montour Preserve (maintenance/misc)	park & trail maintenance	\$126.81 Montour County Hotel Tax	180.63		91,306.86
debit card	5/25/2021	6/15/2021	5/1 - 5/31/21	Amazon.com (hand sanitizer)	Montour Preserve (maintenance/misc)	park & trail maintenance	Montour County Hotel Tax	93.27		91,213.59
auto pay	5/26/2021	6/15/2021	5/1 - 5/31/21	MailChimp (monthly email service)	\$11.12 Montour Preserve (email); \$11.13 administration / miscellaneous	\$11.12 park & trail maintenance; \$11.13 miscellaneous expenses	Montour County Hotel Tax	22.25		91,191.34
debit card	5/26/2021	6/15/2021	5/1 - 5/31/21	Turbotville Great Value (diesel fuel)	Montour Preserve (maintenance/misc)	park & trail maintenance	Montour County Hotel Tax	32.39		91,158.95
credit	5/30/2021	6/15/2021	5/1 - 5/31/21	Amazon.com (refund for cancelled toilet paper order)	Montour Preserve (maintenance/misc) (CREDIT)	park & trail maintenance			53.82	91,212.77
interest	5/31/2021	6/15/2021	5/1 - 5/31/21	dividend interest earned 5/1 - 5/31	interest	interest income			7.07	91,219.84
debit card	6/1/2021			USPS Danville (stamps)	office expenses	office expenses	Montour County Hotel Tax	33.00		91,186.84
6657	6/2/2021			Dennis Piatt (payroll 5/9 - 5/22)	payroll - Piatt	wages	Montour County Hotel Tax	466.99		90,719.85
6658	6/2/2021			Jon Beam (payroll 5/9 - 5/22)	payroll - Beam	wages	Montour County Hotel Tax	695.99		90,023.86
6659	6/2/2021			Lesley Yeich (payroll 5/9 - 5/22)	payroll - Yeich	wages	Montour County Hotel Tax	307.36		89,716.50
6660	6/2/2021			Robert Stoudt (payroll 5/9 - 5/22)	payroll - Stoudt	wages	Montour County Hotel Tax	2,958.95		86,757.55
6661	6/2/2021			Megan Hoey	Montour Preserve pavilion reservation (REFUND)	contributions and user fees (Montour Preserve)		90.00		86,667.55
6662	6/2/2021			SkyPacket Networks	Montour Preserve (internet)	park & trail maintenance	Montour County Hotel Tax	132.51		86,535.04
6663	6/2/2021			SkyPacket Networks	Montour Preserve (internet)	park & trail maintenance	Montour County Hotel Tax	79.00		86,456.04
6664	6/2/2021			Pace Analytical Services, LLC	Montour Preserve (water testing)	park & trail maintenance	Montour County Hotel Tax	120.00		86,336.04
6665	6/2/2021			MePush	\$52.47 Montour Preserve (email); \$52.47 admin/misc	\$52.47 park & trail maintenance; \$52.47 miscellaneous expenses	Montour County Hotel Tax	104.94		86,231.10
6666	6/2/2021			PPL Electric Utilities	Hess Recreation Area (electricity)	park & trail maintenance	Montour County Hotel Tax	44.50		86,186.60
6667	6/2/2021			Ted Heaps Container Service	\$125 Montour Preserve (trash); \$165 Hess Recreation Area (trash); \$50 Hopewell Park; \$50 North Branch Canal Trail	park & trail maintenance	Montour County Hotel Tax	390.00		85,796.60
6668	6/2/2021			PPL Electric Utilities	Montour Preserve (electricity)	park & trail maintenance	Montour County Hotel Tax	343.21		85,453.39
6669	6/2/2021			PPL Electric Utilities	Montour Preserve (electricity)	park & trail maintenance	Montour County Hotel Tax	45.72		85,407.67
6670	6/2/2021			PPL Electric Utilities	Montour Preserve (electricity)	park & trail maintenance	Montour County Hotel Tax	55.88		85,351.79
6671	6/2/2021			PPL Electric Utilities	Montour Preserve (electricity)	park & trail maintenance	Montour County Hotel Tax	484.72		84,867.07
6672	6/2/2021			Robert Stoudt (expense reimbursement for Millville Hardware purchase of flex tape and watering cans)	Montour Preserve (maintenance/misc.)	park & trail maintenance	Montour County Hotel Tax	38.66		84,828.41
debit card	6/2/2021			Cole's Hardware (toilet paper and gloves)	\$80.99 Montour Preserve; \$11.97 park maintenance tools & supplies	park & trail maintenance	Montour County Hotel Tax	92.96		84,735.45
deposit	6/3/2021			deposit	\$75 Hess Recreation Area users' fees; \$534 Montour Preserve pavilion reservations; \$750 Montour Preserve donations				1,359.00	86,094.45
debit card	6/9/2021			Penn Jersey Food Mart (diesel fuel)	Hess Recreation Area	park & trail maintenance	Montour County Hotel Tax	75.71		86,018.74
debit card	6/14/2021			USPS Danville (stamps)	office expenses	office expenses	Montour County Hotel Tax	22.00		85,996.74

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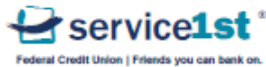


## MARC 2021 Checking Account (ID 40) Register

Number or Code	Transaction Date	Date Sent to Accounting	Recorded on Bank Statement	Description of Transaction	Credited / Debited to Subaccount for Internal Budgeting	Statement of Revenues & Expenses Line Item	Grant to Credit or Debit (if applicable)	Debit (-)	Credit (+)	Account Balance
debit card	6/14/2021			Cole's Hardware (cable ties, bolts, washers, drill bit for signage project)	Hopewell Park	park & trail maintenance	Montour County Hotel Tax	108.92		85,887.82
6673	6/15/2021			Dent Plumbing & Heating (25% deposit for Montour Preserve restroom plumbing replacement)	Montour Preserve (restroom plumbing)	park & trail maintenance	Montour County Hotel Tax	456.41		85,431.41
6674	6/15/2021			Candy Fisher (Montour Preserve cleaning 4/1 - 5/31)	Montour Preserve (cleaning)	park & trail maintenance	Montour County Hotel Tax	912.00		84,519.41
6675	6/15/2021			William Lemon (Montour Preserve pavilion reservation refund)	Montour Preserve pavilion reservation (REFUND)	contributions and user fees (Montour Preserve)		75.00		84,444.41
6676	6/15/2021			Dennis Piatt (payroll 5/23 - 6/5)	payroll - Piatt	wages	Montour County Hotel Tax	483.23		83,961.18
6677	6/15/2021			Jon Beam (payroll 5/23 - 6/5)	payroll - Beam	wages	Montour County Hotel Tax	316.71		83,644.47
6678	6/15/2021			Robert Stoudt (payroll 5/23 - 6/5)	payroll - Stoudt	wages	Montour County Hotel Tax	2,099.72		81,544.75
6679	6/15/2021			McKonly & Asbury (50% payment for 2020 audit)	auditing	professional fees	Montour County Hotel Tax	2,250.00		79,294.75
6680	6/15/2021			Big Pop's Mowing	\$966 Hess Recreation Area; \$200 River Drive; \$200 Hopewell Park; \$230 North Branch Canal Trail; \$80 Columbia County projects; \$3,530 Montour Preserve	park & trail maintenance	\$5,126 Montour County Hotel Tax	5,206.00		74,088.75
6681	6/15/2021			US Department of Agriculture (Montour Preserve wildlife management)	Montour Preserve (wildlife management)	park & trail maintenance	Montour County Hotel Tax	651.26		73,437.49
6682	6/15/2021			Robert Stoudt (expense reimbursement for 6/10 purchase of load 2RC stone for Hess Recreation Area access road)	Hess Recreation Area	park & trail maintenance	Montour County Hotel Tax	375.31		73,062.18
auto pay	6/15/2021			PA Dept. of Revenue (May payroll taxes)	payroll taxes	wages	Montour County Hotel Tax	315.18		72,747.00
auto pay	6/15/2021			US Treasury (May payroll taxes)	payroll taxes	wages	Montour County Hotel Tax	2,423.78		70,323.22
debit card	6/16/2021			Cole's Hardware (marking paint and paint wand)	special projects and events - Regional Mountain Biking Promotion	special projects	Montour County Hotel Tax	95.28		70,227.94
debit card	6/18/2021			Satin Stitches (MARC embroidered hats (26) for Land Steward program participants)	special projects and events - other	special projects	Montour County Hotel Tax	416.00		69,811.94
6683	6/21/2021			Verizon	Montour Preserve - telephone	park & trail maintenance	Montour County Hotel Tax	112.37		69,699.57
auto pay	6/21/2021			GoDaddy (MontourRec.com email service one-year renewal)	office expenses	office expenses	Montour County Hotel Tax	152.52		69,547.05
deposit	6/23/2021			deposit	\$126 Hess Recreation Area users' fees; \$1,792 Montour Preserve pavilion reservations; \$570 Montour Preserve donations	\$126 contributions and user fees (Hess Recreation Area); \$1,792 contributions and user fees (Montour Preserve); \$570 contributions and user fees (Montour Preserve)			2,488.00	72,035.05
auto pay	6/23/2021			Zoom	dues and subscriptions	dues & subscriptions	Montour County Hotel Tax	15.89		72,019.16
debit card	6/25/2021			Turbotville Great Value (diesel fuel)	Montour Preserve (maintenance/misc)	park & trail maintenance	Montour County Hotel Tax	53.25		71,965.91
debit card	6/25/2021			Clark's Ag Center (concrete screws)	Montour Preserve (maintenance/misc)	park & trail maintenance	Montour County Hotel Tax	7.95		71,957.96
6684	6/25/2021			Starr Portables (Montour Preserve restrooms sewage pumping)	Montour Preserve (sewage pumping)	park & trail maintenance	Montour County Hotel Tax	450.00		71,507.96
6685	6/25/2021			Pace Analytical Services, LLC	Montour Preserve (water testing)	park & trail maintenance	Montour County Hotel Tax	85.00		71,422.96
6686	6/25/2021			Craig Reinard (payroll 6/6 - 6/19)	payroll - Reinard	wages	Montour County Hotel Tax	160.03		71,262.93
6687	6/25/2021			Dennis Piatt (payroll 6/6 - 6/19)	payroll - Piatt	wages	Montour County Hotel Tax	610.66		70,652.27
6688	6/25/2021			Doug Fought (payroll 6/6 - 6/19)	payroll - Fought	wages	Montour County Hotel Tax	245.49		70,406.78
6689	6/25/2021			Jon Beam (payroll 6/6 - 6/19)	payroll - Beam	wages	Montour County Hotel Tax	110.60		70,296.18
6690	6/25/2021			Lesley Yeich (payroll 6/6 - 6/19)	payroll - Yeich	wages	Montour County Hotel Tax	189.15		70,107.03
6691	6/25/2021			Robert Stoudt (payroll 6/6 - 6/19)	payroll - Stoudt	wages	Montour County Hotel Tax	2,645.88		67,461.15

## 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	3/5/21	2/1 - 2/28/21	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	3/5/21	2/1 - 2/28/21	deposit of Q4 2020 Montour County Hotel Tax grant		21,013.43	36,400.74
transfer	2/27/21	3/5/21	2/1 - 2/28/21	transfer to checking account to reimburse Montour County Hotel Tax eligible expenses incurred 2/13 - 2/27/21	6,195.23		30,205.51
transfer	3/31/21	4/5/21	4/1 - 4/30/21	transfer to checking account to reimburse Montour County Hotel Tax eligible expenses incurred 2/28 - 3/30/21	20,216.68		9,988.83
transfer	3/31/21	4/5/21	4/1 - 4/30/21	transfer of Q4 2020 supplemental Montour County Hotel Tax funds deposited to checking account on 3/30		749.28	10,738.11
interest	3/31/21	4/5/21	3/1 - 3/31/21	dividend interest earned 1/1 - 3/31/21		7.28	10,745.39
transfer	4/24/21	5/10/21	4/1 - 4/30/21	transfer to checking account to reimburse (partial) Montour County Hotel Tax eligible expenses incurred 4/1 - 4/24	10,721.02		24.37
deposit	5/22/21			deposit of Q1 2021 Montour County Hotel Tax grant		19,949.88	19,974.25
transfer	5/22/21			transfer of Q4 2020 supplemental Montour County Hotel Tax funds deposited to checking account on 5/11		409.82	20,384.07
transfer	5/22/21			transfer to checking account to reimburse (partial) Montour County Hotel Tax eligible expenses incurred 4/15 - 5/16	20,378.44		5.63



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Statement Period: 05/01/2021-05/31/2021

Page 1 of 3

### Summary of Accounts:

	Ending Balance	YTD Dividend	Member Number: 584727
<b>Savings</b>			
01 - REGULAR SAVINGS	5.63	7.28	
40 - CHECKING	96,597.51	22.23	
<b>Total</b>	<b>96,603.14</b>	<b>29.51</b>	

Authorized Signer(s): JOHN B BULGER DO, TYLER DOMBROSKI, CHRISTOPHER JOHNS, ROBERT T STOUDT

#### ID 01 REGULAR SAVINGS

Trans	Eff Date	Transaction	Deposit	Withdrawal	Balance
May 1		Balance Forward			24.37
May 22		Deposit by Check	19,949.88		19,974.25
May 22		Deposit Home Banking Transfer From Share 40	409.82		20,384.07
		Hotel Tax funds deposited 5/11			
May 22		Withdrawal Home Banking Transfer To Share 40		-20,378.44	5.63
		hotel tax eligible expenses 4/15 - 5/16			
May 31		Ending Balance			5.63
		Total Deposits 20,359.70			
		Total Withdrawals 20,378.44			

#### ID 40 CHECKING

Trans	Eff Date	Transaction	Deposit	Withdrawal	Balance
May 1		Balance Forward			79,237.81
May 3		Withdrawal Debit Card		-191.67	79,046.14
		5/2 PP*COLESHARDWADANVILLE DANVILLE PA			
May 3		Draft 6621		-351.91	78,694.23
May 4		Withdrawal ACH DANVILLE AREA EA		-397.91	78,296.32
		TYPE: TAX PAYMNT ID: 1232266087 CO: DANVILLE AREA EA			
May 3	May 04	Recurring Withdrawal Bill Payment #844627		-223.96	78,072.36
		TYCOINTEGRATEDSECURITY 800-289-2647 IN			
May 4		Draft 6618		-1,120.00	76,952.36
May 5		Withdrawal Debit Card		-34.96	76,917.40
		5/4 LOWE'S #1868 BLOOMSBURG PA			
May 6		Draft 6630		-2,817.10	74,100.30
May 6		Draft 6625		-3,830.78	70,269.52
May 11		Draft 6624		-112.38	70,157.14
		Processed Check - VERIZON FINANCIA TYPE: PAYMENTS ID: 7204096069			
May 11		Deposit	7,692.32		77,849.46
May 11		Draft 6636		-45.20	77,804.26
May 11		Draft 6635		-45.90	77,758.36
May 11		Draft 6634		-46.54	77,711.82

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**Member Number:** 584727  
**Statement Period:** 05/01/2021-05/31/2021

Page 2 of 3

### ID 40 CHECKING - Continued

Trans	Eff Date	Transaction	Deposit	Withdrawal	Balance
May 11		Draft 6632		-375.42	77,336.40
May 11		Draft 6633		-579.34	76,757.06
May 12		Withdrawal Debit Card		-58.25	76,698.81
		5/11 PP*COLESHARDWADANVILLE DANVILLE PA			
May 12		Draft 6629		-441.36	76,257.45
May 12		Draft 6628		-566.20	75,691.25
May 13	May 14	Withdrawal POS #073810		-73.32	75,617.93
		AMAZON.COM*2L4636Q70 SEATTLE WA			
May 14		Withdrawal Debit Card		-29.66	75,588.27
		5/13 PP*COLESHARDWADANVILLE DANVILLE PA			
May 14		Withdrawal Debit Card		-45.66	75,542.61
		5/13 TURBOTVILLE GREAT VAL TURBOTVILLE PA			
May 14		Withdrawal Debit Card		-148.37	75,394.24
		5/13 PP*COLESHARDWADANVILLE DANVILLE PA			
May 15		Withdrawal Debit Card		-76.20	75,318.04
		5/14 DNH*GODADDY.COM https://www.g AZ			
May 17		Withdrawal ACH IRS		-2,311.96	73,006.08
		TYPE: USATAXPYMT ID: 3387702000 CO: IRS			
May 17		Draft 6627		-568.52	72,437.56
May 18		Withdrawal ACH COMMWLTHOFPA INT		-308.19	72,129.37
		TYPE: PAEMPLOYTX ID: 1236003133 CO: COMMWLTHOFPA INT			
May 19		Withdrawal Debit Card		-121.35	72,008.02
		5/18 CLARKS AG CENTER TURBOTVILLE PA			
May 21		Draft 6626		-355.00	71,653.02
May 21		Draft 6654		-404.60	71,248.42
May 22		Deposit by Check	3,142.50		74,390.92
May 22		Withdrawal Home Banking Transfer To Share 01		-409.82	73,981.10
		Hotel Tax funds deposited 5/11			
May 22		Deposit Home Banking Transfer From Share 01	20,378.44		94,359.54
		hotel tax eligible expenses 4/15 - 5/16			
May 24		Deposit ACH GEISINGER PAY GR	10,180.00		104,539.54
		TYPE: AP PAYMENT ID: 1232164794 CO: GEISINGER PAY GR			
May 24		Recurring Withdrawal Debit Card SFFCU CHK CRD		-15.89	104,523.65
		5/23 ZOOM.US 888-799-9666 WWW.ZOOM.US CA			
May 25		Draft 6652		-112.38	104,411.27
		Processed Check - VERIZON FINANCIA TYPE: PAYMENTS ID: 7204096069			
May 25		Certified Draft 0000006644 for \$90.00			
May 25		Draft 6653		-418.98	103,992.29
May 25		Draft 6642		-2,250.00	101,742.29
May 25		Draft 6649		-2,532.50	99,209.79
May 26		Withdrawal POS #359066		-180.63	99,029.16
		AMAZON.COM*2R9T11E32 SEATTLE WA			
May 26		Withdrawal Debit Card		-21.19	99,007.97
		5/25 CLARKS AG CENTER TURBOTVILLE PA			
May 25	May 26	Withdrawal POS #155902		-93.27	98,914.70
		AMAZON.COM*2R2P86XT0 SEATTLE WA			
May 26		Draft 6640		-30.00	98,884.70
May 26		Draft 6644		-90.00	98,794.70
May 26		Draft 6638		-104.94	98,689.76
May 26		Draft 6637		-190.00	98,499.76

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Member Number: 584727 Statement Period: 05/01/2021-05/31/2021

Page 3 of 3

### ID 40 CHECKING - Continued

Trans	Eff Date	Transaction	Deposit	Withdrawal	Balance
May 26		Draft 6646		-279.19	98,220.57
May 27		Draft 6643		-840.27	97,380.30
		Processed Check - USDA APHIS GENL TYPE: PAYMENT ID: 1240340003			
May 27		Withdrawal Debit Card		-22.25	97,358.05
		5/26 MAILCHIMP *MONTHLY MAILCHIMP.COM GA			
May 27		Withdrawal Debit Card		-32.39	97,325.66
		5/26 TURBOTVILLE GREAT VAL TURBOTVILLE PA			
May 27		Draft 6645		-250.00	97,075.66
May 28		Draft 6647		-539.04	96,536.62
May 30		Withdrawal Adjustment POS #350569	53.82		96,590.44
		AMAZON.COM SEATTLE WA			
May 31		Deposit Dividend Dividend Post	7.07		96,597.51
		Annual Percentage Yield Earned 0.100% from 05/01/2021 through 05/31/2021			
May 31		Ending Balance			96,597.51
		Total Deposits 41,400.33			
		Total Withdrawals 24,040.63			

### Drafts for 40 - CHECKING

Date	Draft Number	Amount	Date	Draft Number	Amount	Date	Draft Number	Amount
May 4	□ 6618	1,120.00	May 11	□ 6632*	375.42	May 27	□ 6643	840.27
May 3	□ 6621*	351.91	May 11	□ 6633	579.34	May 26	□ 6644	90.00
May 11	□ 6624*	112.38	May 11	□ 6634	46.54	May 27	□ 6645	250.00
May 6	□ 6625	3,830.78	May 11	□ 6635	45.90	May 26	□ 6646	279.19
May 21	□ 6626	355.00	May 11	□ 6636	45.20	May 28	□ 6647	539.04
May 17	□ 6627	568.52	May 26	□ 6637	190.00	May 25	□ 6649*	2,532.50
May 12	□ 6628	566.20	May 26	□ 6638	104.94	May 25	□ 6652*	112.38
May 12	□ 6629	441.36	May 26	□ 6640*	30.00	May 25	□ 6653	418.98
May 6	□ 6630	2,817.10	May 25	□ 6642*	2,250.00	May 21	□ 6654	404.60

\* denotes skipped sequence

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

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

## MARC Account Reconciliation - Service 1st Accounts

UPDATED 5/31/2021

ending balance from 5/31/2021 bank statement	\$ 96,603.14
deposits not yet posted (detailed below)	\$ -
subtotal	\$ 96,603.14
withdrawals not yet cleared (detailed below)	\$ 5,377.67
calculated balance (should agree with actual combined balance)	\$ 91,225.47
balance (savings account ID01)	\$ 5.63
balance (checking account ID40)	\$ 91,219.84
actual combined balance	\$ 91,225.47
difference	\$ -

### DEPOSITS NOT YET POSTED

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

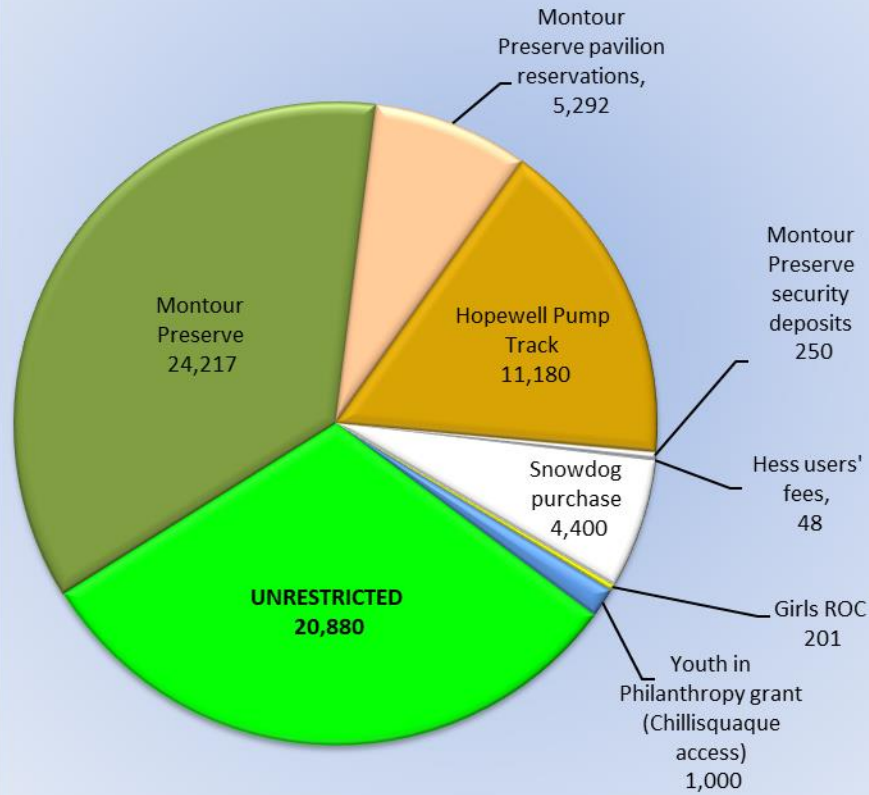
### WITHDRAWALS NOT YET CLEARED

TRANSACTION DATE	CHECK #	DESCRIPTION OF TRANSACTION	AMOUNT
5/16/2021	6639	Lisa Kroh (overpayment refund)	67.50
5/16/2021	6641	Big Pop's Mowing	4,381.00
5/16/2021	6648	Lesley Yeich (payroll 4/25 - 5/8)	354.67
5/16/2021	6650	Soccer Shots	250.00
5/17/2021	6651	Montour County Conservation District (E&S Control Plan waiver for DeLong Park sitting area project)	50.00
5/21/2021	6655	Susquehanna Fire Equipment Co. (Montour Preserve fire protection annual inspection)	154.50
5/21/2021	6656	Pace Analytical Services, LLC	120.00
		<b>TOTAL</b>	<b>\$ 5,377.67</b>



## MARC FUNDS EARMARKS AS OF 6/25/2021

COMBINED ACCOUNT BALANCE: \$67,466.78

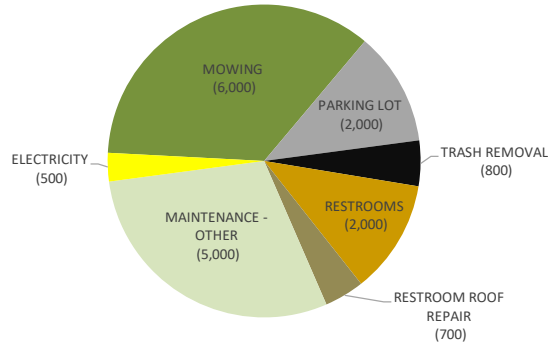


# **MONTOUR AREA RECREATION COMMISSION MANAGED SITES 2021 BUDGETS**

BUDGET ADOPTED 11/23/2020; YEAR-TO-DATE INFORMATION UPDATED 6/25/21

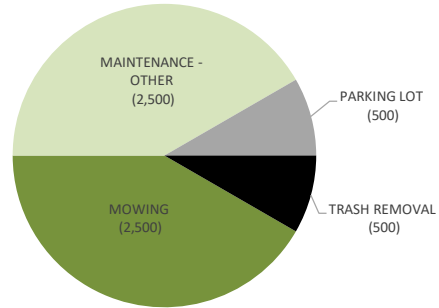
HESS RECREATION AREA 2021 BUDGET		
EXPENSE	YEAR-TO-DATE ACTUAL	BUDGET
MOWING	(1,752.00)	(6,000)
PARKING LOT	(2,200.00)	(2,000)
TRASH REMOVAL	(490.00)	(800)
RESTROOMS	(599.96)	(2,000)
RESTROOM ROOF REPAIR	-	(700)
MAINTENANCE - OTHER	(7,252.79)	(5,000)
ELECTRICITY	(274.54)	(500)
<b>TOTAL</b>	<b>(12,569.29)</b>	<b>(17,000)</b>

**2021 HESS RECREATION AREA BUDGETED EXPENSES**



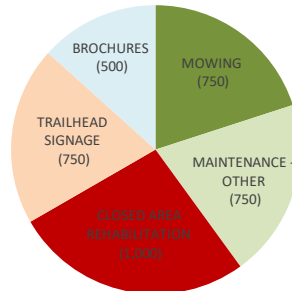
HOPEWELL PARK 2021 BUDGET		
EXPENSE	YEAR-TO-DATE ACTUAL	BUDGET
MOWING	(320.00)	(2,500)
MAINTENANCE - OTHER	(6,137.72)	(2,500)
PARKING LOT	-	(500)
TRASH REMOVAL	(50.00)	(500)
<b>TOTAL</b>	<b>(6,507.72)</b>	<b>(6,000)</b>

**2021 HOPEWELL PARK BUDGETED EXPENSES**



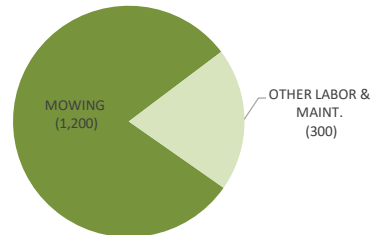
NORTH BRANCH CANAL TRAIL (MONTOUR) 2021 BUDGET		
EXPENSE	YEAR-TO-DATE ACTUAL	BUDGET
MOWING	(230.00)	(750)
MAINTENANCE - OTHER	(315.74)	(750)
CLOSED AREA REHABILITATION	-	(1,000)
TRAILHEAD SIGNAGE	-	(750)
BROCHURES	-	(500)
<b>TOTAL</b>	<b>(545.74)</b>	<b>(3,750)</b>

**2021 NORTH BRANCH CANAL TRAIL (MONTOUR CO.) BUDGETED EXPENSES**




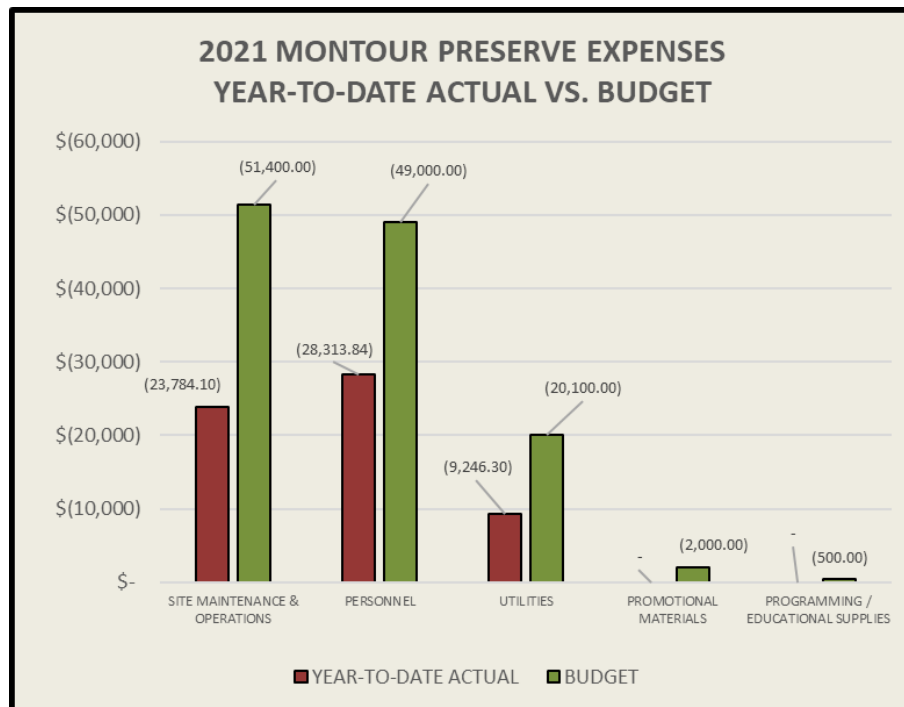
NBCT PARKING / RIVER ACCESS 2021 BUDGET		
EXPENSE	YEAR-TO-DATE ACTUAL	BUDGET
MOWING	(300.00)	(1,200)
OTHER LABOR & MAINT.	(23.55)	(300)
<b>TOTAL</b>	<b>(323.55)</b>	<b>(1,500)</b>

**2021 NBCT PARKING / RIVER ACCESS BUDGETED EXPENSES**



2021 MONTOUR PRESERVE INCOME		AMOUNT
Carryover starting balance from 2020	\$	-
2021 donations received direct to MARC checking	\$	2,901.82
2021 pavilion / auditorium reservations completed YTD	\$	3,614.00
donations granted from CSCF fund	\$	40,000.00
Montour County Hotel Tax expense reimbursements	\$	39,045.39
<b>2021 YTD INCOME TOTAL</b>	<b>\$</b>	<b>85,561.21</b>
MONTOUR PRESERVE INCOME (RESTRICTED)		AMOUNT
pavilion & auditorium reservations	\$	5,291.50
<b>TOTAL RESTRICTED INCOME</b>	<b>\$</b>	<b>5,291.50</b>
MARC 2021 MONTOUR PRESERVE LABOR SUMMARY		
EMPLOYEE	HOURS	AMOUNT
STOUDT	530.75	\$ (14,332.05)
BEAM	201.25	\$ (5,067.48)
PIATT	246.50	\$ (5,935.72)
YEICH	137.50	\$ (2,708.75)
FOUGHT	14.50	\$ (269.85)
REINARD	-	\$ -
<b>TOTAL</b>	<b>1,130.50</b>	<b>\$ (28,313.84)</b>
2021 MONTOUR PRESERVE ACCOUNTING SUMMARY		AMOUNT
Carryover starting balance from 2020	\$	-
donations received direct to MARC checking	\$	2,901.82
pavilion / auditorium reservations completed YTD	\$	3,614.00
donations granted from CSCF Montour Preserve Fund	\$	40,000.00
Montour County Hotel Tax reimbursements	\$	39,045.39
expenses incurred	\$	(33,030.40)
MARC labor year-to-date	\$	(28,313.84)
<b>2021 YEAR-TO-DATE PROJECT BALANCE</b>	<b>\$</b>	<b>24,216.97</b>

 <b>MONTOUR PRESERVE 2021 BUDGET</b>		
ADOPTED 11/23/20		
YEAR-TO-DATE ACTUAL AS OF 6/25/21		
EXPENSE	YEAR-TO-DATE ACTUAL	BUDGET
personnel	(28,313.84)	(49,000.00)
SITE MAINTENANCE & OPERATIONS	cleaning service	(2,032.00)
	HVAC system maintenance	(1,552.13)
	lawn care	(6,865.00)
	parking lot / road maintenance	-
	security system	(447.92)
	sewage pumping	(450.00)
	supplies / misc.	(9,745.29)
	water testing	(325.00)
	wildlife management	(1,725.29)
	picnic area restroom plumbing repair	(456.41)
	trail markers and signage	(185.06)
UTILITIES	electric	(7,084.80)
	internet service	(369.51)
	telephone	(671.57)
	trash service	(750.00)
	website hosting / email service	(370.42)
brochures and promotional materials	-	(2,000.00)
programming and educational supplies	-	(500.00)
<b>EXPENSE TOTAL</b>	<b>\$ (61,344.24)</b>	<b>\$(123,000.00)</b>





## MARC 2021 BUDGET

ADOPTED 11/23/2020; YEAR-TO-DATE INFORMATION UPDATED AS OF 6/25/21

	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)	(463.79)	(2,000.00)	Columbia County Hotel Tax Grant	-	2,000.00	(463.79)	-
	Hess Recreation Area	(12,569.29)	(17,000.00)	User Fees	998.50	1,000.00	(11,570.79)	(16,000.00)
	Hopewell Park / Danville Borough Farm Trails	(6,507.72)	(6,000.00)		-	-	(6,507.72)	(6,000.00)
	Montour Preserve	(61,344.24)	(123,000.00)	Pavilion / Auditorium Rental Fees	3,614.00	9,000.00	(14,828.42)	(65,000.00)
				Donations	2,901.82	9,000.00		
				Transfer From Central Susquehanna Community Foundation Fund	40,000.00	40,000.00		
	North Branch Canal Trail (Montour County)	(545.74)	(3,750.00)		-	-	(545.74)	(3,750.00)
	North Branch Canal Trail Parking / River Access	(323.55)	(1,500.00)		-	-	(323.55)	(1,500.00)
	Tools & Supplies	(737.81)	(2,500.00)		-	-	(737.81)	(2,500.00)
SPECIAL PROJECTS & EVENTS	All-Terrain Vehicle Purchase (*)	-	(13,000.00)	Grants (*)	-	13,000.00	-	-
	Bicycle / Pedestrian Safety Projects	(322.09)	(2,500.00)		-	-	(322.09)	(2,500.00)
	Bicycle Routes Mapping and Promotion	(13.69)	(1,000.00)		-	-	(13.69)	(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	(40.00)	(2,500.00)		11,180.00	-	11,140.00	(2,500.00)
	Regional Mountain Biking Promotion	(2,243.64)	(2,000.00)		-	-	(2,243.64)	(2,000.00)
	Riverside Borough Parks Revitalization	-	(2,000.00)		-	-	-	(2,000.00)
	Snowdog Trail Groomer Purchase (*)	-	-	Grants and Donations	4,400.00	-	-	-
	Special Projects and Events - Other	(2,221.36)	(1,500.00)		-	-	(2,221.36)	(1,500.00)
	Tourism Promotion Special Projects - Other	(1,009.47)	(1,500.00)		-	-	(1,009.47)	(1,500.00)
	Washingtonville Revitalization Projects	(2,589.25)	(4,000.00)	Donations (\$436.75) and grants (Youth in Philanthropy Chillisquaque access)	1,436.75	2,000.00	(1,152.50)	(2,000.00)
	Wellness Special Projects	(67.97)	(1,000.00)		-	-	(67.97)	(1,000.00)
ADMIN / INSURANCE	Accounting	(740.00)	(1,500.00)		-	-	(740.00)	(1,500.00)
	Administration / Misc. Other (Includes Stoudt Admin. Labor)	(14,122.22)	(17,000.00)		-	-	(14,122.22)	(17,000.00)
	Audit	(6,800.00)	(3,000.00)		-	-	(6,800.00)	(3,000.00)
	Dues & Licensing Fees	(1,204.34)	(2,500.00)		-	-	(1,204.34)	(2,500.00)
	Fundraising	(943.40)	(1,000.00)		-	-	(943.40)	(1,000.00)
	Insurance (D&O, General, & Workers' Comp)	-	(13,000.00)		-	-	-	(13,000.00)
	Office Supplies	(1,039.53)	(1,500.00)		-	-	(1,039.53)	(1,500.00)
	Public Notices	(538.90)	(500.00)		-	-	(538.90)	(500.00)
OTHER				2020 Year-End Carryover Unrestricted Balance	6,859.38	10,000.00	6,859.38	10,000.00
				Geisinger Contribution (unrestricted)	25,000.00	25,000.00	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	42,129.69	90,000.00	42,129.69	90,000.00
				Other Income	3,425.57	500.00	3,425.57	500.00
				Unrestricted Donations	-	10,000.00	-	10,000.00
	<b>TOTAL EXPENSES</b>	<b>(116,387.96)</b>	<b>(235,750.00)</b>	<b>TOTAL INCOME</b>	<b>175,688.49</b>	<b>238,500.00</b>	<b>54,900.53</b>	<b>2,750.00</b>

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

### **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.

1:34 PM

06/25/21

Cash Basis

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

	May 31, 21
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Service 1st - Savings	5.63
Service 1st FCU	86,790.55
Total Checking/Savings	86,796.18
Total Current Assets	86,796.18
<b>TOTAL ASSETS</b>	<b>86,796.18</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Advance Payments Received	
Hess Field User Fees	95.00
Preserve Reservations	5,099.50
Total Advance Payments Received	5,194.50
Payroll Liabilities	3,187.99
Security Deposits Held	
Preserve Pavilion Security Dpst	250.00
Total Security Deposits Held	250.00
Total Other Current Liabilities	8,632.49
Total Current Liabilities	8,632.49
Total Liabilities	8,632.49
Equity	
Retained Earnings	39,122.41
Net Income	39,041.28
Total Equity	78,163.69
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>86,796.18</b>

No Assurance Provided

Page 1



1:34 PM

06/25/21

Cash Basis

**Montour Area Recreation Commission**  
**Statement of Financial Activities**  
**May 2021**

	May 21	Jan - May 21
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
<b>Donations Received</b>		
CSCF Preserve Donations	0.00	40,000.00
Montour Preserve Donations	923.00	1,581.82
Donations Received - Other	14,330.00	41,016.75
<b>Total Donations Received</b>	15,253.00	82,598.57
<b>Field &amp; Park User Fees</b>	1,827.50	2,395.00
<b>Grants</b>		
Montour County Hotel Tax Grant	20,359.70	42,122.41
Youth in Philanthropy Grant	1,000.00	1,000.00
<b>Total Grants</b>	21,359.70	43,122.41
<b>Miscellaneous Income</b>	0.00	3,403.34
<b>Total Income</b>	38,440.20	131,519.32
<b>Gross Profit</b>	38,440.20	131,519.32
<b>Expense</b>		
<b>Administrative/Overhead</b>		
Dues & Subscriptions	15.89	1,188.45
Fundraising Expenses	0.00	943.40
Legal Notices	0.00	538.90
Miscellaneous	169.80	799.20
Office Expense	0.00	832.01
Payroll Expenses	11,109.25	47,961.66
Professional Fees	2,250.00	5,290.00
<b>Total Administrative/Overhead</b>	13,544.94	57,553.62
<b>Park &amp; Trail Maintenance</b>		
Columbia Cnty -NBCT	40.00	40.00
General -Tools & Supplies	204.52	725.84
Hess Recreation Area	1,041.29	5,028.31
Hopewell Park	120.00	2,490.94
Montour Preserve	6,722.86	25,214.00
River Drive Parcel	100.00	100.00
<b>Total Park &amp; Trail Maintenance</b>	8,228.67	33,599.09
<b>Projects</b>		
Hopewell Bike Jumps	0.00	40.00
Washingtonvi Revitalization Exp	575.95	898.95
<b>Total Projects</b>	575.95	938.95
<b>Special Events</b>		
Other Events	0.00	415.89
RTRS	0.00	0.00
<b>Total Special Events</b>	0.00	415.89
<b>Total Expense</b>	22,349.56	92,507.55
<b>Net Ordinary Income</b>	16,090.64	39,011.77

No Assurance Provided

Page 1

1:34 PM

06/25/21



Cash Basis

**Montour Area Recreation Commission**  
**Statement of Financial Activities**  
May 2021

	May 21	Jan - May 21
Other Income/Expense		
Other Income		
Interest Income		
Grant Interest Earned	0.00	7.28
Interest Income - Other	7.07	22.23
Total Interest Income	7.07	29.51
Total Other Income	7.07	29.51
Net Other Income	7.07	29.51
Net Income	16,097.71	39,041.28

No Assurance Provided

Page 2

COMMUNITY GIVING FOUNDATION (CGF) FUND BALANCES AS OF 6/25/21	
FUND	BALANCE
MARC Non-Endowed Fund	\$ 9,141.28
MARC Endowed Fund	\$ 4,259.97
Hopewell Park Pump Track Fund	\$ 25,368.58
Washingtonville Revitalization Fund	\$ 1,579.82
Montour Preserve Fund	\$ 74,388.07
<b>TOTAL</b>	<b>\$ 114,737.72</b>
<b>NOTES AND DISCLAIMERS REGARDING CGF FUNDS</b>	
<p><i>MARC is the designated beneficiary of five funds at the Community Giving Foundation (CGF). The CGF has been granted variance power to redirect these funds at their discretion and accordingly, these funds are not deemed to be an asset of MARC and are not reported in MARC's financial statements.</i></p>	
<p><i>All contributions are administered through the Community Giving Foundation, a 501(c)(3) organization, and are tax-deductible to the extent provided by law. IRS regulations require us to state that no goods or services were provided in consideration for gifts and the Community Giving Foundation has exclusive legal control over the contributed assets. The official registration and financial information of the Community Giving Foundation may be obtained from the PA Dept. of State by calling toll free, within PA, 1-800-732-0999. Registration does not imply endorsement.</i></p>	
	
I do hereby attest this to be an accurate and complete accounting of MARC-affiliated funds at the Community Giving Foundation.	
	6/25/2021
Robert Stoudt, MARC Director	Date

# MONTOUR PRESERVE CONCESSIONAIRE'S REPORT

# Riverside

## ADVENTURE COMPANY

from the desk of

**DAVID  
DECOTEAU**

Thursday, June 24, 2021

Montour Area Recreation Commission  
Phone: (570) 336-2060 |  
Email: [RStoudt@MontourRec.com](mailto:RStoudt@MontourRec.com)  
Address: PO Box 456 Danville, PA 17821

RE: Montour Preserve Concessioners Monthly Report

**Physical address**  
476 D & H Avenue  
Riverside, PA 17821

**Mailing Address**  
1051 Charlene Drive  
Danville, PA 17821

**Business:** 570-849-3010  
**Cell:** 570-854-2437

**Website:**  
[www.RiversideAdventureCo.com](http://www.RiversideAdventureCo.com)

**Email:**  
[David@RiversideAdventureCo.com](mailto:David@RiversideAdventureCo.com)

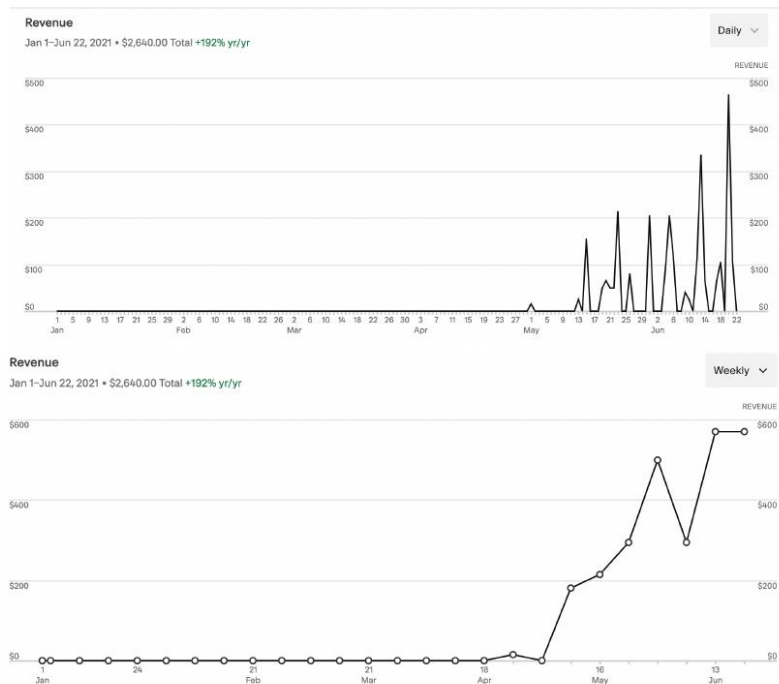
Dear Sirs,

June showed much improvement over May. We attribute most of that improvement to better weather. Below are some numbers for our sales. Please understand that these are the analytics for RAC overall, and maybe 2/3 of these totals represent sales at the Preserve.

Progress continues on the Kayak Kiosk. It's proven a bit more daunting than first imagined. We plan to have it complete in the next couple weeks...and that will be a glorious day.

Thank you,

David Decoteau



from the desk of

## DAVID DECOTEAU

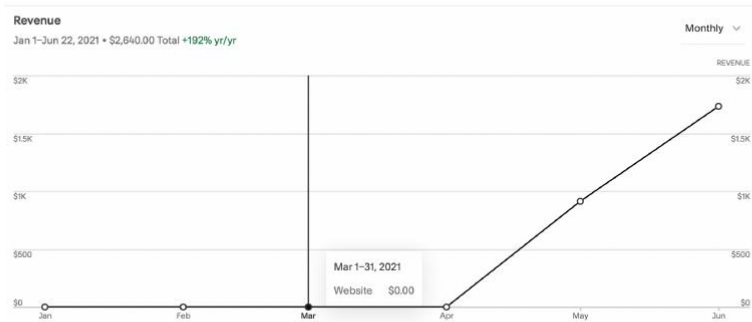
address

Work Street  
Work City, Work State Work ZIP

tel Work Phone

fax Work Fax Phone

url Work URL



## **ASSISTANT DIRECTOR / NATURALIST'S REPORT**

In the past month the assistant director continued to facilitate the PA Master Naturalist course.

Jon Beam

6/22/21

## **SENIOR MAINTENANCE TECHNICIAN'S REPORT**

completed installing 2 RC stone on Goose Woods and Wildlife Mgt Trails

installed new buoys at Refuge area on lake

moved tractor to Hess Fields to prepare the area for bike event

moved tractor back to Preserve and started to mow back brush on the trails

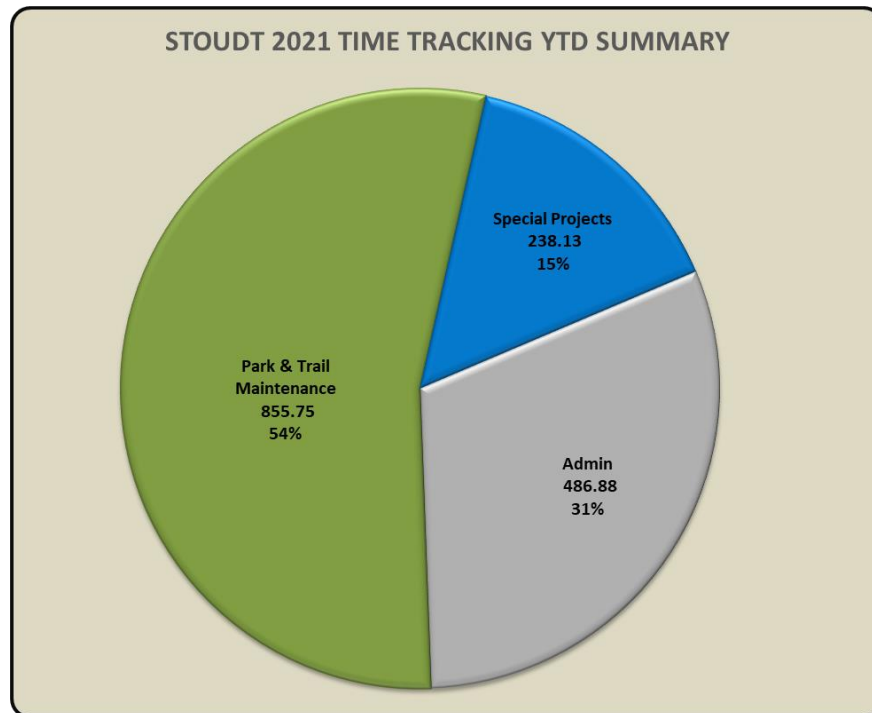
SPTMT

Dennis Piatt

6/22/21

# DIRECTOR'S REPORT

	STOUDT	PROJECT YTD TOTAL HOURS	PROJECT										JUNE																													
			23	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	22	23	24	25	26	27				
admin	MARC admin	439.75	7.50	6.00	2.00	1.00	2.75	3.00	1.50	0.50	2.00	3.75	3.50	3.00	1.00		6.50	6.50	1.50	0.50	0.25	1.50	0.25	0.50	1.00	1.50	1.00	1.50	0.50		2.00	2.25	3.00	0.25	5.50							
PARK & TRAIL MAINTENANCE	Hess Recreation Area	158.75	0.25	0.25	0.25	0.25	0.25	0.25	0.50		0.50	0.50	1.50	0.25	1.25		0.25		0.25	8.50	8.50	0.25	2.00	0.50	1.25	0.75	0.50	3.50	1.00		0.50	0.25	0.25	0.25								
	Hopewell Park / Danville Farm Trails	119.50						0.25		0.75	0.25	0.25	1.00					1.25	0.25						2.25	1.00	1.50					0.50										
	Montour Preserve admin / maintenance	478.50	1.50	2.50	6.00	7.50	2.50	3.00	6.50	0.75	5.00	4.50	3.50	3.50	1.50		1.00	8.25	4.50	1.50	0.75	3.00	0.75	2.50	6.50	5.50	4.00	1.50	2.00		6.50	8.00	3.50	1.25	5.00							
	Montour Preserve programming	0.25																																								
	North Branch Canal Trail (Montour Co.)	8.50						0.25			0.25											0.25	2.25	2.00																		
	River Drive trailhead / river access	0.75						0.25			0.25																															
SPECIAL PROJECTS & EVENTS	bicycle routes mapping & promotion	0.50																																								
	bike / pedestrian safety special projects	11.00																				1.25																				
	Chilli Challenge																																									
	Columbia County projects	11.25						0.25			0.25											0.25	2.25	2.00																		
	Danville Borough play set installation																																									
	mountain biking special projects	64.50																	2.00									5.00	6.50	3.50	3.50											
	Riverside Borough parks revitalization																																									
	special projects / events - other	38.25					2.00																																			
	tourism promotion special projects	31.25																1.00								0.50																
	Washingtonville revitalization projects	39.75									0.50																				1.50											
wellness special projects	2.50																	1.00																								
	DAILY TOTALS	1405.00	9.25	8.75	8.25	8.75	7.50	7.25	8.50	2.00	9.00	9.00	9.50	6.75	3.75		1.75	11.00	9.50	10.50	9.50	6.50	7.50	7.50	11.00	9.25	7.00	11.50	10.00	5.00	3.50	9.00	10.50	7.25	1.50	10.75						
	WEEKLY PAYROLL TOTAL		58.25										40.00					56.25					61.25					42.50														
	BIWEEKLY PAYROLL TOTAL		98.25															117.50					61.25					42.50										42.50				
	PAYROLL PERIOD		12															13															14									





## DIRECTOR'S REPORT (continued)

MARC STAFF 2021 YEAR-TO-DATE COMBINED TIME ACCOUNTING							
Stoudt as of 6/25/21; others as of 6/19/21							
TASK	STOUDT	BEAM	FOUGHT	PIATT	REINARD	YEICH	PROJECT TOTAL HOURS
MARC admin	486.88	-	2.00	-	2.00	-	490.88
Hess Recreation Area	178.50	-	-	42.50	3.25	-	224.25
Hopewell Park / Danville Farm Trails	135.75	-	-	-	-	-	135.75
Montour Preserve admin / maintenance	530.50	44.00	14.50	246.50	-	137.50	973.00
Montour Preserve programming	0.25	157.25	-	-	-	-	157.50
North Branch Canal Trail (Montour Co.)	9.88	-	-	-	-	-	9.88
River Drive trailhead / river access	0.88	-	-	-	-	-	0.88
bicycle routes mapping & promotion	0.50	-	-	-	-	-	0.50
bike / pedestrian safety special projects	11.88	-	-	-	-	-	11.88
Chilli Challenge	-	-	-	-	-	-	-
Columbia County projects	12.75	-	-	-	-	-	12.75
Danville Borough play set installation	-	-	-	-	-	-	-
mountain biking special projects	78.13	-	-	-	2.25	-	80.38
Riverside Borough parks revitalization	-	-	-	-	-	-	-
special projects / events - other	46.50	2.00	-	2.00	-	2.00	52.50
tourism promotion special projects	37.50	-	-	-	-	-	-
Washingtonville revitalization projects	48.38	-	-	7.50	4.50	6.00	66.38
wellness special projects	2.50	-	-	-	-	-	2.50
<b>TOTALS</b>	<b>1,580.75</b>	<b>203.25</b>	<b>16.50</b>	<b>298.50</b>	<b>12.00</b>	<b>145.50</b>	<b>2,219.00</b>

**MARC STAFF TIME TRACKING 2021 YEAR-TO-DATE SUMMARY**

Category	Hours	Percentage
park & trail maintenance	1,501.25	68%
admin	490.88	22%
special projects / events	214.13	10%
races	-	0%

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

### **GRANTS**

- **Montour County Hotel Tax (NO UPDATES SINCE LAST MEETING)**
  - As of 6/25/21, no Hotel Tax funds remain earmarked in MARC's accounts
  - The next grant installment for Q2 2021 is anticipated mid-August
- **DCNR 2020 Non-Motorized Trails Grant - Danville Borough Levee North Branch Canal Trail Construction (administered by Danville Borough) (NO UPDATES SINCE LAST MEETING)**
  - Danville Borough staff continue working to identify final trail alignments and secure final agreements for affected properties
  - Project construction is not anticipated until 2022 at the earliest
  - project mapping available at <https://www.google.com/maps/d/edit?mid=17se2PMghOEBzg70bdSTOg3HPCTTO9drE&usp=sharing>
- **Community Giving Foundation Danville Youth in Philanthropy (NO UPDATES SINCE LAST MEETING)**
  - MARC on 5/22/21 received and deposited \$1,000 in grant funding for the Chillisquaque Creek Access Project to fund the construction of Chillisquaque Creek access locations, perform stream cleanup events, and purchase signage, brochures, and other promotional materials for the project
  - MARC will provide matching funds for the grant
  - Work must be completed, and close-out reports submitted before 12/31/21

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

### **GRANTS**

- **DCNR 2021 Park Rehabilitation and Development Grant**

- Stoudt on 4/14/21 submitted to DCNR an application for \$125,000 in grant funding to rehabilitate Hopewell Park in Mahoning Township, Montour County, by expanding and improving parking, improving site drainage, creating bicycle skills features, reconstructing the existing earthen beginner-level pump track and jumps area, creating a new asphalt-paved pump track, and adding new universally-accessible parking and access features.
- If approved, MARC will be required to provide \$125,000 in matching funds
  - As of 6/25/21, MARC has so far secured \$149,000.95 in donations and pledges from 53 donors, including a \$50,000 pledge from the Columbia-Montour Visitors Bureau
  - Stoudt is preparing to launch a public fundraising campaign in the next few weeks
- DCNR on 6/3/21 notified MARC that it had completed the technical review of MARC's grant application and found the project "not ready to go" for three reasons, including:
  - Site is owned by Montour County (not MARC, the grant applicant); a copy of an executed lease between Montour County and Montour Area Recreation Commission will be preferred, but DCNR will accept a copy of a draft lease to enable ready-to-go status, with a minimum 25-year lease term. DCNR will need to review draft lease before it is accepted.
  - The grant application's site development drawing (an aerial overlay with labels) was not prepared by a design consultant. The site development drawing was missing accessible connections to proposed bike skills features (mulch), reconstructed beginners' pump track (dirt), and reconstructed bike jumps area (dirt). Existing parking lot closer to these improvements should have designated ADA parking, in addition to the proposed ADA parking on the other side of the pump track. Proposed ADA parking does not offer an accessible route to these improvements, although existing parking lot provides an opportunity to make these improvements accessible.
  - Budget attached, missing details on materials planned for ADA parking spaces and accessible connections. Project needs a clear scope of work.
- Stoudt will request board approval during this meeting to address items identified by DCNR as deficiencies
- Stoudt cautions that even if deficiencies are corrected, MARC's application may not be approved for grant funding during the 2021 round, but would be significantly more competitive in the 2022 grant round (or possibly for other grant funding sources)
- A final grant decision is expected in mid-November 2021

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

### **MANAGED SITES**

- **Hopewell Park / Danville Borough Farm**

- MARC staff will create a concrete pad to properly secure the new bike rack recently constructed and donated by Kris Huber and Nick Craven
- Stoudt continues working with Kevin Bowie, Dr. Matt McElroy, Dave Decoteau, and others to evaluate and improve the trail signage system
  - Eagle Scout candidate Griffon Young has nearly completed the installation of new sign posts and trail signs
- Trail mapping has been updated and Stoudt will request board approval during this meeting to print an updated version of the site brochure
  - Stoudt will create and post new trailhead mapping in coming days
- Recent storms have brought down significant numbers of trees along the trails on top of the hill
  - MARC thanks volunteer Dr. Victor Marks, Jr. and others for efforts to clear the obstructions

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

- No concerns noted since last meeting

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

- Land Steward Wayne Kashner and Stoudt have observed encroachments by an adjacent property manager
  - Stoudt is unable to locate property corner pins installed at the site after a 2012 site survey
    - Stoudt will contact surveying firms to determine the cost of relocating and marking the property corners
  - Stoudt will work to identify the responsible party and prevent future encroachments

- **North Branch Canal Trail**

- MARC intern Hannah Reavy has completed the design of a new brochure for the trail
  - Stoudt will request approval during this meeting to move forward with printing the brochures
- Land Steward Wayne Kashner continues improving problem areas along the trail in Montour Township, Columbia County
- Land Steward Jennifer Hunsinger continues litter cleanup efforts along the trail
- Stoudt, Wayne Kashner, and Tyler Servose from the Montour County Conservation District met on 3/16/21 to consider options to improve the ford crossing at trail mile 2.72 (no change since last meeting)
  - It is recommended that MARC rebuild the crossing with R6 rock and a log cross-vane to provide better long-term stability for the crossing
    - Stoudt will investigate costs and will schedule the work when funding and staff availability allow
- Stoudt will contact the Columbia County Conservation District to determine permitting requirements to install a new culvert at trail mile 5.4 (culvert was permitted under NPDES permit, but not installed) (no change 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 6/25/21, Stoudt does not believe legal notice has been served against the campground owners (no change since last meeting)

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

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

- **Hess Recreation Area**

- After consultations with representatives of Brinkash & Associates, Kleinfelder, and LIVIC Civil regarding the section of the Hess Loop Trail – J. Manley Robbins Trail Segment between mile markers 1.3 - 1.5 which has been partially collapsing, Stoudt will recommend during this meeting that MARC hire Kleinfelder to begin the engineering tasks necessary to eventually stabilize the trail
  - Stoudt continues to monitor the problem section of trail on a regular basis; no significant changes have been noticed since the last meeting
- Stoudt, Piatt, and Hannah Reavy on 6/9 and 6/10/21 filled the remaining potholes along the park access road, trimmed vegetation along the access road and trails, and completed other maintenance tasks necessary to prepare the site for the 6/18 – 6/20/21 Dirty Grin Mountain Bike Festival
- Contractors working on behalf of Danville Borough on 6/9/21 began delivering the first of more than fifty dump-truck loads of asphalt millings to the site's main parking lot
  - Weather conditions during the delivery period were ideal and Stoudt noted no damages to the park access road caused by the heavy truck traffic
  - MARC's equipment was inadequate to move the large volume of heavy materials in a timely fashion, so Stoudt contacted Elijah Evans Excavating for assistance with spreading the materials
    - Material spreading and initial compaction was completed between 6/10 – 6/18/21
      - An invoice for the work already completed will be presented during this meeting for approval
    - Stoudt and Evans agree that additional compaction of the materials would improve the driving surface and provide a better long-term surface for the parking lot
      - Stoudt will present a proposal during this meeting to proceed with this work
  - MARC thanks Danville Borough for the donation of the asphalt millings, estimated at more than 11,000 tons of materials worth more than \$22,000
- One road culvert pipe remains significantly blocked from recent storm erosion; Stoudt has reached out to Danville area contacts for assistance (no change since last meeting)
- Stoudt continues design work for the new J. Manley Robbins Trail interpretive sign for installation at the Beaver Place Trailhead (no progress since last meeting)
- MARC staff oversaw the layout of the Hess Field area for the 6/18 – 6/20/21 Dirty Grin Mountain Bike Festival and assisted on an as-needed basis with the event
  - MARC staff noted no significant problems with the event and will recommend assisting with the event again in 2022 if so desired by event organizers

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

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

- **Montour Preserve**

- SkyPacket internet service at the site failed again on or before 6/7/21
  - A SkyPacket technician visited the site on 6/17/21 and reported the service restored, but Stoudt found the service to be extremely poor to not functional
  - Stoudt contacted SkyPacket again on 6/23/21 to request a resolution to the problem, but has received no reply as of the time of the preparation of this report
  - Because of the lack of adequate internet service at the site, this meeting will be held only through the Zoom online meeting platform; no in-person meeting will be held
    - Stoudt has relocated two additional meetings which require internet service and will have to continue to do so until the issue is resolved
  - Stoudt is exceedingly dissatisfied with the reliability of the service provided by SkyPacket and has begun reconsidering other options for internet service at the Montour Preserve
- Stoudt contacted four plumbing contractors to secure estimates for the replacement of plumbing in the Heron Cove and Goose Cove restrooms
  - Of the four firms contacted, two failed to provide estimates
  - Dent Plumbing & Heating provided a quote of \$1,825.65 to remove all existing copper piping in the utility area of both restroom buildings, to be replaced with new Pex piping and valves
    - After consultation with Chairman Dombroski, Stoudt on 6/15/21 accepted the proposal and submitted the required 25% down payment
    - It is Stoudt's hope that work will be completed in July
- MARC on 6/15/21 was notified that the monthly water sampling for the Heron Cove water system had detected low levels of Coliform
  - Additional sampling was completed on 6/17/21, re-confirming the presence of low levels of Coliform
  - MARC staff are working to re-sanitize the system and evaluate potential sources of contamination
  - Stoudt anticipates that reporting and additional actions will be required for DEP compliance
- MARC has purchased six new charcoal grills to be installed at pavilions to replace worn-out units
  - Installation is expected by early July
- MARC is working with Eagle Scout candidate Sam Roup to install new fish habitat structures in Lake Chillisquaque, subject to approval by Talen Energy Supply, the PA Fish & Boat Commission, and PA DEP
  - MARC must apply for and receive a DEP GP-1 (Fish Habitat Enhancement Structures) permit before installation may proceed (NO CHANGE SINCE LAST MEETING)
- MARC anticipates working with Eagle Scout candidate Chris Heckman to refurbish and reinstall the fossil pit interpretive sign
  - MARC intern Hannah Reavy has nearly completed the design of a new sign to be installed at the site
- Stoudt, Piatt, and MARC intern Hannah Reavy on 6/7/21 installed two additional marker buoys and repaired one existing buoy on the Lake Chillisquaque wildlife refuge boundary
- Sewage pumping at the Goose Cove and Heron Cove restrooms was completed on 6/19/21

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

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

- **Montour Preserve (continued)**

- MARC on 6/21/21 received a report regarding ATV/UTV riders observed on the evening of 6/20/21 riding on the Lake Chillisquaque dam
  - MARC believes two ATV/UTV vehicles were ridden onto the dam from the Goose Cove side of the lake and exited the property through the Heron Cove boat launch parking lot
  - The ATVs/UTVs were last seen traveling northbound on Sportsman Road toward PA-44
  - MARC has notified Talen Energy, Talen Energy's security contractor, and others regarding the incident and is providing additional patrols of the site to watch for repeat violations
  - Because of the seriousness of the issue, MARC will seek the assistance of the Pennsylvania State Police to press all applicable charges if those responsible can be identified
- MARC on 6/23/21 learned of numerous vandalism incidents in the vicinity of the Montour Preserve
  - It is believed stones and other materials were removed from the Montour Preserve for use in one or more incidents
  - MARC staff are cooperating with law enforcement officials and others in the investigation

### **SPECIAL PROJECTS AND EVENTS**

- **Bicycle / Pedestrian Safety Projects**

- Stoudt attended (online) the 6/11/21 meeting of the Middle Susquehanna Active Transportation Committee's Connections Work Group

- **Bicycle Routes Mapping and Promotion (no change since last meeting)**

- Stoudt on 2/25/21 met (online) with Andrew Miller, Executive Director – Susquehanna River Valley Visitors Bureau, to discuss options for bicycling route mapping and online distribution
  - Stoudt and Miller are considering the use of RideWithGPS ([www.RideWithGPS.com](http://www.RideWithGPS.com)) for online mapping of routes
  - This software will allow creation of routes by regional recreation and tourism promotion organization, as well as by individuals
- Stoudt anticipates also creating and distributing hard copy brochures of routes within MARC's service area, including those created by the Washingtonville Revitalization Committee
- 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 and linking to the pages of the Susquehanna River Valley Visitors Bureau and Columbia Montour Visitors Bureau

- **Chilli Challenge Adventure Triathlon (no change since last meeting)**

- Stoudt will begin permitting for the planned 10/2/21 event date
- Stoudt hopes to co-promote the event with the planned 10/10/21 unPAved of the Susquehanna River Valley event (<https://www.unpavedpennsylvania.com/>)
- Because MARC's bike racks were stolen from the pig barn in 2018, MARC will need to purchase new materials to create bike racks



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

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

- **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 summer
- **Girls ROC Camp (no change since last meeting)**
  - \$200.71 remains earmarked in MARC's checking account for the 2021 camps
  - Stoudt will remain in contact with event organizers to finalize bill payments as needed
- **Regional Mountain Biking Promotion**
  - As noted earlier in this report, MARC's staff oversaw the layout of the Hess Field area for the 6/18 – 6/20/21 Dirty Grin Mountain Bike Festival and assisted on an as-needed basis with the event
    - MARC estimates approximately 100 people attended the event
    - MARC staff noted no significant problems with the event and will recommend assisting with the event again in 2022 if so desired by event organizers
  - MARC's MBAG Committee met on 5/5/21
    - Stoudt will work to schedule the committee's next meeting in coming weeks
  - Stoudt continues to consult with representatives of the Columbia-Montour Visitors Bureau, the Susquehanna River Valley Visitors Bureau, and other regional partners to identify branding and promotional potential for regional mountain biking assets
- **Riverside Borough Parks Revitalization (no updates since last meeting)**
  - The replacement sign for the river access will be installed when conditions and staffing allow
  - Stoudt will contact Riverside Borough representatives to discuss opportunities for MARC to assist with revitalizing the Borough's parks and outdoor recreation areas
- **Special Projects and Events – Other**
  - No updates since last meeting
- **Tourism Promotion Special Projects – Other**
  - The new Columbia and Montour Counties Outdoor Recreation Guide brochures are now available and have been distributed throughout the CMVB's service region
  - Stoudt and CMVB staff continue to enhance the new outdoor recreation online mapping content at <https://itourcolumbiamountour.com/outdoorrecmap/>
  - 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

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

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

- **Wellness Special Projects**
  - Stoudt on 6/8/21 attended the Geisinger Community Health Needs Assessment virtual town hall
- **Washingtonville Revitalization Projects**
  - MARC Seasonal Maintenance Technician Craig Reinard, intern Hannah Reavy, and Stoudt assisted with the 6/19/21 Washingtonville Community Beautification Day
  - Stoudt continues to coordinate with the Washingtonville Revitalization Committee to focus on projects of interest to the group and Washingtonville Borough
  - Mayor Tyler Dombroski continues to work with a landowner adjacent to Chillisquaque Creek to revise a proposed stream access easement
    - If approved by the landowner, Stoudt expects to present the agreement to MARC's Board for consideration at an upcoming meeting
  - Stoudt continues to work with Washingtonville Revitalization Committee members to identify, map, and promote bicycling routes in the Washingtonville area
  - Stoudt on 6/21/21 contacted the Community Giving Foundation to request the disbursement of \$275 from the MARC Washingtonville Revitalization Fund as authorized by MARC's Board on 3/22/21
    - When received, funds will be distributed to the Montour DeLong Fair for use in the log cabin restoration project as intended by the donor

### **OTHER UPDATES**

- MARC's new Seasonal Maintenance Technicians Doug Fought and Craig Reinard began on 6/1/21
- Stoudt on 6/15/21 contacted several Snowdog trail grooming vehicle retailers to secure quotes for the purchase of a Snowdog Standard B13MER trail groomer, ski trail groomer, and singletrack groomer
  - After receiving replies from two retailers, Stoudt notified Shank's Lawn Equipment in Chambersburg, PA of MARC's intention to purchase the items for \$4,800 as quoted
  - Stoudt remains in contact with Shank's to finalize the purchase and coordinate the pick-up of the items
- Stoudt and Hannah Reavy on 6/22/21 met with MARC's PIRMA insurance representative to review MARC's policy in preparation for the annual renewal

### **UPCOMING MEETINGS AND SPECIAL EVENTS**

- 8/23/21        MARC meeting
- 10/2/21       Chilli Challenge



**Press Enterprise, Inc**  
 3185 Lackawanna Ave  
 Bloomsburg, PA 17815  
 Ph: (570) 784-2121  
 FAX: (570) 784-3057  
 Email: info@pressenterprise.net  
 Web: http://www.pressenterprise.net/

**Estimate #: 5092**

Page 1 of 1

<b>Created Date:</b>	6/24/2021 3:39:43PM	<b>Prepared For:</b>	Montour Area Recreation Commission
<b>Salesperson:</b>	Taryn Crayton	<b>Contact:</b>	Robert Stoudt, Director
<b>Email:</b>	info@pressenterprise.net	<b>Office Phone:</b>	(570) 336-2060
<b>Not Specified:</b>	(570) 784-2121	<b>Email:</b>	
<b>Entered by:</b>	Sarah DeMott	<b>Address:</b>	P.O. Box 456 Danville, PA 17821

**Description: Brochures Printing Request 6-24-21-**

		Quantity	Unit Price	Subtotal
<b>1</b>	<b>Product:</b> Small Format Prints <b>Description:</b> 5,000 - MARC Brochures • 5000- 8.5 in (H) x 14 in (W) Double Sided, Color Print(s) on IPT - 12x18 - 100# Gloss White Text stock material • 4-panel fold	5000	\$0.27	\$1,325.00
<b>2</b>	<b>Product:</b> Small Format Prints <b>Description:</b> 1,000 - Hopewell Park Brochures • 1000- 8.5 in (H) x 14 in (W) Double Sided, Color Print(s) on IPT - 12x18 - 100# Gloss White Text stock material • 4-panel fold	1000	\$0.35	\$350.00
<b>3</b>	<b>Product:</b> Small Format Prints <b>Description:</b> 500 - North Branch Canal Trail Brochures • 500- 8.5 in (H) x 14 in (W) Double Sided, Color Print(s) on IPT - 12x18 - 100# Gloss White Text stock material • 4-panel fold	500	\$0.45	\$225.00
<b>4</b>	<b>Product:</b> Small Format Prints <b>Description:</b> 500 - Goose Woods Stitch & Trim Books • 500 Sets of 4 Originals, 2000 8.5 in (H) x 11 in (W) Double Sided Color Print(s) on IPT - 12x18 - 100# Gloss White Text stock material • Saddle Stitching	2000	\$0.24	\$475.00
<b>5</b>	<b>Product:</b> Small Format Prints <b>Description:</b> 1,000 - Fossil Pit Brochures • 1000- 8.5 in (H) x 11 in (W) Double Sided, Color Print(s) on IPT - 12x18 - 100# Gloss White Text stock material • Tri-Fold	1000	\$0.25	\$250.00

**Estimate Total:** \$2,625.00  
**Subtotal:** \$2,625.00  
**Taxes:** \$157.50  
**Total:** \$2,782.50

**Payment Terms:** Balance due upon receipt.

**Client Reply Request**

☐ Estimate Accepted "As Is". Please proceed with Order.
 ☐ Other: \_\_\_\_\_  
☐ Changes required, please contact me.
 SIGN: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Print Date: 6/24/2021 3:48:53PM  
 SYSTEM\Estimate\_Estimate01

Elijah Evans Excavating LLC 2020

11 North Old Furnace Road  
PA 17821

## Invoice

Date	Invoice #
6/21/2021	2081

Bill To
Montour Area Recreation Commission PO Box 456 Danville, PA 17821

P.O. No.	Terms	Project
	Net 15	

Quantity	Description	Rate	Amount
1	Mobilization of equipment - Dozer to and from Hess Field	500.00	500.00
25.5	Dozer - Grading milling provided by M.A.R.C. Grade and track parking lot	135.00	3,442.50
		<b>Total</b>	<b>\$3,942.50</b>

# Elijah Evans Excavating LLC.

11 N Old Furnace Rd.

Danville PA 17821

**Phone 570 854 0194**

HIC# PA024055

Montour Area Recreation Commission

PO box 456

Danville PA 17821

Hess Field parking lot improvement 2.0 Roll millings

1. Option 1. Compact Hess Field with a four ton Vibratory Roller \$900.00
  - A. Equipment mobilization
  - B. Roll Milling
2. Option 2. Compact Hess Field with a ten ton Vibratory Roller \$1,500.00
  - a. Equipment Mobilization
  - b. Roll Milling



June 24, 2021

Bob Stoudt  
Montour Area Recreation Commission  
P.O. Box 456  
Danville, PA 17821

**RE: Proposal to Provide Engineering Services  
Hess Loop Slope Repair  
Mahoning Township, Montour County, Pennsylvania  
Kleinfelder Opportunity No. 1061742**

Dear Mr. Stoudt:

Kleinfelder appreciates the opportunity to submit this proposal to provide geotechnical engineering services for the above referenced project. This proposal is a statement of our understanding of your needs and is based on the following:

- Electronic mails with the client.
- A site walk with the client to visually observe the areas of concern.
- A .kml file provided by the client, identifying the specific areas of concern.
- Our experience with similar project conditions.
- Review of readily available geologic information for the site vicinity.

The Kleinfelder team assigned to this project will include:

- Josh Krebs, Project Manager/Professional with over 15 years of experience.
- Bruce Stegman, PE, Senior Geotechnical Engineer with over 40 years of experience.
- Mark Giunta, PE, Senior Geotechnical Engineer with over 21 years of experience.

Kleinfelder is committed to providing quality service to our clients, commensurate with their needs and desired level of risk. If a portion of this proposal does not meet your needs Kleinfelder is prepared to consider appropriate modifications, subject to the standards of care to which it adheres as professionals. Modifications such as changes in scope, methodology, scheduling, and contract terms and conditions may result in changes to the risks assumed by the Client as well as adjustments to Kleinfelder's fees.

## **BACKGROUND AND PROJECT UNDERSTANDING**

### **Site**

The project site consists of a portion of the J. Manley Robbins Trail Segment within the greater Hess Recreation Area located in Mahoning Township, Montour County, Pennsylvania. It is our understanding that at approximately mile marker 1.5, a large tree on the downslope (northern) side of the trail was uprooted, creating a void below the trail. As a result, a series of tension cracks extending across the trail have formed. Additionally, an area farther to the southeast has been settling for approximately 18 months. Based on conversations with the client, we also understand that these sorts of occurrences, while generally less severe, have been a long-term issue throughout the  $\pm 1.25$ -mile trail. Specifically, a  $\pm 1,100$  linear foot section near the middle of the trail was identified as an area of concern by the client.

Proposal No.: 1061742  
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Page 1 of 5

June 24, 2021  
[www.kleinfelder.com](http://www.kleinfelder.com)

KLEINFELDER 435 Independence Avenue, Suite C, Mechanicsburg, PA 17055 p| 717.458.0800

The trail is a former light-gauge rail converted for recreational use in the 1890's. It is situated along the northeastern hillside of Bald Top, above Mahoning Creek. The trail elevation varies across its length from approximately 481 – 517 feet with steep slopes above and below. Due to this grade change, access from above and/or below the trail is problematic. A representative of Kleinfelder was on site on April 30, 2020 to review the areas of concern with the client. It was noted that "pinch points" on either end of the trail are as narrow as 60 inches, further limiting site access.

## **SCOPE OF SERVICES**

Our proposed scope of services will be separated into three tasks.

Task I – Geotechnical Recommendation Letter

Task II – Design Drawings

Task III – Overall Trail Assessment

It should be noted that Task II is contingent on performance of Task I.

### **TASK I – Geotechnical Recommendation Letter**

This task will consist of an assessment of the failed and settled areas outlined above. A limited subsurface exploration will be conducted by Kleinfelder personnel using hand tools in order to determine the subsurface conditions underlying the failed area. We will collect soil samples for laboratory testing (standard classification) and ultimately produce a letter report with several applicable repair methods.

Specifically, the Letter Report will include the following:

- Geologic Site Evaluation (including terrain description, brief geological history, and surface drainage conditions)
- Description of Subsurface Conditions (including description of exploration and sampling methods, soil identification and classification)
- Results of Geotechnical Analysis
- Results of Laboratory Analysis
- Hand Auger/Test Pit Logs
- Exploration Plan
- Recommendations for stabilizing/repair
- Recommendations for control of surface runoff water

A digital (.PDF) copy of the letter report will be delivered to the Client within 2 weeks of the completion of the field work. The geotechnical engineering report will be completed under the direction of a professional engineer, licensed in the Commonwealth of Pennsylvania and qualified in geotechnical engineering.

It should be noted that the stability of the slope may change in a short period of time which may prevent the collection of data in a safe manner. If field detailed measurements are unable to be collected safely, alternative methods, including the use of a 3D High Definition Laser Scanner may be necessary. Kleinfelder will review the alternatives with the client should this situation arise.

Additionally, the intent of our work is to address the localized settled/failed areas, not to assess any underlying global stability or stormwater-related issues which may be present. Should this service be requested, Kleinfelder will provide a separate proposal



## **TASK II – Design Drawings**

Following a review of the Geotechnical Recommendation Letter (Task I), the applicable repair methods will be evaluated. We will assist with the evaluation by attending phone calls and/or attending in-person meetings. Once a repair option is chosen, we will perform a detailed design of the chosen option.

Design calculations and construction drawings will be prepared for the proposed stabilization technique. The final stabilization design package will be suitable for construction and submission to jurisdictional agencies for required review and will include the following:

- Site plan summary showing location of the stabilization.
- Profile and elevation view of the repair area.
- Material and product specifications.
- Construction specifications and details.

Miscellaneous details, such as a fencing, will be shown on the design drawings provided that the client provides the type of such improvements to be installed on the project.

All work will be performed or supervised by a senior Professional Engineer, licensed in the state of Pennsylvania.

## **TASK III – Overall Trail Assessment**

We will visually assess the overall trail to identify and categorize additional problem areas and categorize based on severity. We expect a rating system with 3 categories be applied to the entire trail. This assessment will be based on visual observations of the trail and surrounding areas. We will look for tension cracks, indications of soil creep, areas of soil erosion, etc. We will not be held liable for areas that fail no matter how the section is categorized.

## **FEE SCHEDULE**

The requested services will be invoiced as follows:

Task I – Geotechnical Recommendation Letter	\$	4,500 Lump Sum
Task II – Design Drawings	\$	2,500 Budget Estimate
Task III – Overall Trail Assessment	\$	3,500 Lump Sum

## **SAFETY**

Kleinfelder takes safety seriously and uses a behavioral based safety training and reporting program known as the Loss Prevention System™ (LPS), which will be used during completion of all project assignments.

## **CONFIDENTIALITY**

Business or technical information obtained or generated during the performance of the Scope of Services may be considered confidential. Kleinfelder will not disclose confidential information without the written authorization of the client, except to the extent required for: performance of services proposed herein; compliance with professional standards of conduct for the preservation of public health, safety, and welfare; compliance with court order or government directive; and protection of Kleinfelder against claims arising from performance of the services proposed herein.

## ASSUMPTIONS

This proposal assumes the following conditions:

- Kleinfelder will not be held liable for any damage resulting from falling trees, rock or collapse of the slope and recreation trail.
- Services are limited to those specifically detailed within the proposal and additional costs, including but not limited to: contractor services, regulatory fees, permit fees, review fees, fines and/or penalties will be paid directly by others and are not included in this proposal. A change order can be prepared for review and approval by the Client should the requested services differ from those detailed herein.
- This proposal assumes that Erosion & Sedimentation Control (E&S) Plans are not required for this project and is not included in our scope of work.
- No permits or other regulatory access is required.
- Client will provide Kleinfelder with all required drawings, reports, and existing information as required to complete the scope of work presented herein.
- The site is non-hazardous, and a site-specific hazardous site health and safety plan required by OSHA in conformance with CFR1910.120 will not be required for the subsurface explorations.
- This proposal assumes Kleinfelder has been provided all information, including mapping, on the location of known potentially regulated aquatic resources including wetlands, watercourses, ditches, and/or open waterbodies within the area of investigation and/or property area, prior to issuing this proposal.
- Kleinfelder will not be held liable for disturbance to potentially regulated aquatic resources as a result of the proposed scope of work.
- This proposal assumes a PNDI has been submitted and reviewed by the Client, and that the proposed scope of work will be conducted in accordance with the results of the PNDI, such as the proposed scope of work will be conducted within the time of year allowed and will have no impacts to rare, threatened and/or endangered species and/or their habitat.
- Our work will be performed in a manner consistent with that level of care and skill ordinarily exercised by other members of Kleinfelder's profession practicing in the same locality, under similar conditions and at the date the services are provided.

## LIMITATIONS

Regulations and professional standards applicable to Kleinfelder's engineering services are continually evolving. Techniques are, by necessity, often new and relatively untried. Different professionals may reasonably adopt different approaches to similar problems. As such, our services are intended to provide the Client with a source of professional advice, opinions, and recommendations based on our limited number of field observations and tests, collected and performed in accordance with the generally accepted engineering practice that exists at the time our services are rendered and may depend on, and be qualified by, information gathered previously by others and provided to Kleinfelder by the Client.

Kleinfelder offers various levels of investigative and engineering services to suit the varying needs of different clients. Although risk can never be eliminated, more detailed and extensive studies will yield more information, which may help understand and manage the level of risk involved. Since detailed study and analysis involves greater expense, our clients participate in determining levels of service that provide adequate information for their purposes at acceptable levels of risk. More extensive studies could be performed to reduce these uncertainties.

#### AUTHORIZATION/CLOSING

This proposal is an agreement for our services as described herein. If there is a need for any modification of the Scope of Services contemplated herein, please contact us. Changes may require revision of the proposed fee, which will be communicated to you upon assessment of the requested changes. No additional services or associated fees will occur without prior authorization from the client. This proposal is valid for a period of 45-days from the date of issuance. It was prepared specifically for the client, and its designated representatives, and may not be provided to others without Kleinfelder's express permission.

Kleinfelder appreciates the opportunity to be considered for the above referenced work. Should you have any questions concerning this proposal, or require additional information, please do not hesitate to contact the undersigned.

Sincerely,

**KLEINFELDER, INC.**



Joshua E. Krebs  
Project Professional



David C. Clouser  
Senior Program Manager



Mark Giunta, P.E.  
Principal Professional





## CLIENT SERVICES AGREEMENT

This Agreement is made on June 24, 2021 between Montour Area Recreation Commission with offices at P.O. Box 456 Danville, PA 17821 (Client) and Kleinfelder, Inc. with offices at 550 West C Street, Suite 1200, San Diego, CA (Kleinfelder).

### RECITALS:

Client wishes to appoint Kleinfelder to provide certain services (the Services) required by Client on the terms and conditions contained in this Agreement.

Kleinfelder has agreed to perform the Services on the terms and conditions contained in this Agreement.

Now it is agreed as follows:

Any different, conflicting or additional terms in any purchase order, order acknowledgment, sales agreement, sales contract, or other writing from Client or in any other writing from Kleinfelder shall be void unless expressly agreed in writing and signed by an officer of Kleinfelder stating plainly that Client and Kleinfelder intend it to serve as a substitution, modification, or supplement to the terms and conditions contained in this Agreement. This Agreement shall comprise the exclusive terms, conditions, and agreements of the parties respecting any Services to be performed by Kleinfelder. The invalidity of the whole or in part of any provisions hereof shall not affect the validity of any other provision.

**ENTIRE AGREEMENT:** Client acknowledges that the proposal for services provided by Kleinfelder is hereby incorporated by reference and is thus an integral part of this Agreement.

**SERVICES:** Kleinfelder shall devote such resources that it deems necessary, in its reasonable discretion, to complete the Services in the manner provided in the Proposal/Scope of Services, including the number and identity of Kleinfelder employees, contractors, or agents for the purposes of completing the Services.

**SCOPE OF SERVICES.** A description of the services to be provided by Kleinfelder under this Agreement is set forth in the Proposal/Scope of Services attached hereto and incorporated herein by reference. If additional services become necessary during the course of the project, Kleinfelder can perform such additional services in accordance with a written addendum to this Agreement between the Client and Kleinfelder, setting forth the additional services and fees.

**PRICING:** The proposed fees set forth in this Agreement shall be open for acceptance for ninety (90) days from the above date. If the Agreement is signed after that date, the proposed fees may be adjusted prior to commencement of Services. The hourly rates charged for Kleinfelder's Services are adjusted annually in January of each year to reflect changes in the various elements that comprise such hourly rates. All adjustments will be in accordance with generally accepted accounting practices as applied on a consistent basis by Kleinfelder and consistent with Kleinfelder's overall compensation practices and procedures. Kleinfelder shall be reimbursed for all travel expenses reasonably incurred with respect to such Services, including but not limited to

transportation and lodging and other costs related to employees, agents and to the extent applicable, equipment needed or otherwise used to render the Services.

**ASSIGNMENT:** The Client shall not attempt to transfer or assign any part of this Agreement to another party without the consent of Kleinfelder.

**TAXES AND GOVERNMENTAL CHARGES:** Prices do not include any taxes or other governmental charges, including, without limitation, value-added, sales, use or privileges taxes, or excise or similar taxes. At Kleinfelder's discretion, any such taxes and charges may be added to the price for any Services or may be billed separately. Client agrees, in any event, to pay all such taxes and charges, on or before their due dates. In the event Kleinfelder is required at any time to pay any such tax or charge, Client agrees to reimburse Kleinfelder promptly on demand. If any governmental agency requires Client to withhold any portion of the gross payment due to Kleinfelder, then such payment shall be increased by the amount of such withholding.

**TERMS OF PAYMENT:** Unless otherwise stated in Kleinfelder's invoice or agreed to in writing by the parties, terms of payment for all Services and reimbursements will be net thirty (30) days from date of invoice. Kleinfelder shall submit invoices to the Client at the time of completion of each task, or at an agreed upon schedule (maximum monthly) for ongoing service contracts. All payments for Services and reimbursements are non-refundable. The terms of payment are also subject to review of Client's credit by Kleinfelder. Kleinfelder shall have the right, at any time and from time to time, to require a prepaid cash balance equal to any unfulfilled order(s) or a guaranteed irrevocable letter of credit or other assurance of payment satisfactory to Kleinfelder as a condition to acceptance of any order or performance of any Services. All payments by Client to Kleinfelder shall be in U.S. Dollars fully net, without set-off, deduction for payment processing or counterclaim and, unless otherwise agreed to by Kleinfelder, shall be by check to be drawn on Client's corporate account at a national bank, by electronic funds transfer pursuant to Kleinfelder's instructions, or by Kleinfelder's draw upon a bank letter of credit satisfactory in form and substance to Kleinfelder. The requirement of a letter of credit is standard for Services to be performed outside the U.S. If not otherwise specified or agreed upon between the Client and Kleinfelder, remittance shall be sent to the Corporate Office address listed herein.

**LATE CHARGES:** If Client fails to pay any payment due to Kleinfelder promptly and when due, Kleinfelder may require Client to pay, in addition to the payment, interest thereon at a rate equal to the lesser of 1-1/2% per month and the maximum rate of interest allowable under applicable law, from the original due date until full payment has been made by Client or on Client's behalf. In the event legal action is necessary to enforce the payment provisions of this Agreement, Kleinfelder shall be entitled to recover from Client the reasonable attorneys' fees, court costs, and expenses incurred by Kleinfelder in connection therewith.



## CLIENT SERVICES AGREEMENT

**SUSPENSION OF SERVICES.** Once a payment is PAST DUE, Client's non-payment shall be deemed to be in breach of this Agreement or in breach of any other Agreement between Client and Kleinfelder. Kleinfelder may therefore suspend performance of services at any time upon written notice to the Client; and Kleinfelder shall have no liability whatsoever to the Client for any costs or damages resulting from such suspension.

**STANDARD OF CARE:** Kleinfelder will perform its Services in a manner consistent with that level of care and skill ordinarily exercised by other members of Kleinfelder's profession practicing in the same locality, under similar conditions and at the date the Services are provided. Kleinfelder makes no representation, guarantee or warranty, express or implied, regarding the Services, or any communication (oral or written), certification, report opinion, instrument of service or Documents (as defined below) provided pursuant to this Agreement. If Client is dissatisfied at any point with the performance of the Services by any Kleinfelder employee(s), Client shall promptly (and in any event within thirty (30) days following the completion of the Service in question) notify Kleinfelder in writing before exercising any other remedy. Upon receipt of such notice, Kleinfelder shall meet with Client to discuss the problem and, if reasonable and feasible, will arrange for the re-performance of any defective Services. This Section sets forth the sole and exclusive remedy if Client believes the Services are inadequate or defective.

**LIMITATION OF LIABILITY:** Under no circumstances shall Kleinfelder's liability arising out of or in connection with this Agreement or Kleinfelder's performance or asserted failure to perform hereunder, in contract, tort (including negligence) or otherwise, including liability for the action or failure to act of Kleinfelder's employees or agents, exceed the purchase price of the Services to which such liability relates. In no event shall Kleinfelder be liable for special, incidental, exemplary, consequential or other indirect damages, including, without limitation, damages resulting from loss of use, profits, business or goodwill, whether or not Kleinfelder has been advised of the possibility thereof. This limitation of liability represents an allocation of risks between Kleinfelder and Client, which allocation is reflected in the price of the Services.

**INDEPENDENT CONTRACTOR:** The relationship of Kleinfelder and Client shall be that of independent contractor and under no circumstances shall either party be, or be deemed to be, a partner, agent or joint venturer with the other party and no employee, contractor or agent of either party is intended to be, or shall be deemed to be, an employee or agent of the other party. Neither party shall have any authority to make any representation, warranty, agreement or other undertaking on behalf of the other party, nor to bind the other party in any manner whatsoever, and neither party shall claim to have such authority or otherwise purport to act on behalf of the other party, without the prior written consent of such other party.

**INTELLECTUAL PROPERTY:** All reports, plans, specifications, computer files, field data, notes and other documents and instruments prepared by Kleinfelder, pursuant

to this Agreement ("Documents") are and will remain the property of Kleinfelder as instruments of service with respect to this Agreement. The Documents are not intended or represented to be suitable for reuse by the Client or others on extensions of this project or on any other project. Any reuse of the Documents without the written approval by Kleinfelder will be at the Client's sole risk and without liability or legal exposure to Kleinfelder. The Client shall indemnify, defend, and hold harmless Kleinfelder from and against any claims, damages, or losses including attorneys' fees and costs, arising out of or resulting therefrom. Kleinfelder grants to the Client, and only the Client, a non-exclusive, non-assignable, and non-transferable license to reproduce, distribute, and display the Documents, to the extent necessary for the Client to undertake construction and/or perform other acts that are all collectively required to construct the project. Kleinfelder shall retain all common law, statutory, and other reserved rights to the Documents, including the copyright thereto. Both the Client and Kleinfelder agree that none of the services or Documents provided by Kleinfelder are "work made for hire" as defined in the Copyright Act.

**EMPLOYMENT OF PERSONNEL:** Client acknowledges that Kleinfelder has trained its technical staff at considerable expense. Until the two (2) year anniversary of the payment of the last invoice submitted by Kleinfelder to Client for Services, Client shall not, directly or indirectly, employ, attempt to employ, recruit or otherwise solicit, induce or influence to leave his or her employment with Kleinfelder any person employed by within the previous one-year period. Client acknowledges that a breach of this covenant will cause irreparable damage to Kleinfelder and that Kleinfelder's remedy at law will be inadequate.

**COMPLIANCE WITH LAWS:** Client agrees to comply with all applicable laws and licensing requirements in connection with its use of the Services. Client also agrees to comply with the United States Foreign Corrupt Practices Act, and shall indemnify Kleinfelder for any failure to comply or violation of such Act by Client. Client shall, at its sole cost and expense, obtain and maintain in effect all permits, licenses and other consents necessary to permit Kleinfelder to perform the Services hereunder.

**INDEMNIFICATION:** Kleinfelder agrees, subject to the provisions herein, to indemnify and hold the Client harmless from any damage, liability, or cost to the extent caused solely by Kleinfelder's negligent acts, errors, or omissions in the performance of professional services under this Agreement.

The Client agrees to indemnify and hold Kleinfelder harmless from any damage, liability, or cost (including reasonable attorneys' fees and costs of defense) to the extent caused by the Client's negligent acts, errors, or omissions and those of his or her contractors, subcontractors, or consultants, or anyone for whom the Client is legally liable. Kleinfelder is not obligated to indemnify the Client for the Client's own negligence.

**NON-EXCLUSIVE:** Nothing contained within this Agreement shall be construed to prohibit Kleinfelder from providing like





## CLIENT SERVICES AGREEMENT

products or services to third parties, pursuant to agreement or otherwise, within any territory or in any other manner.

**FORCE MAJEURE:** Kleinfelder shall not be liable for failure to perform any duty or obligation under this Agreement where such failure has been caused by an act of God, natural disaster, acts of the government of the United States or of any State or governmental agency or official thereof, acts of terrorists, court order, third party non- performance, or other cause, or any other events or circumstance beyond the reasonable control of Kleinfelder to perform.

**GOVERNING LAW:** Client and Kleinfelder agree that the laws of the State of California will govern the validity of this Agreement, its interpretation, and performance. Any litigation arising in any way from this Agreement shall be brought in the State or Federal Courts of California. Except as otherwise provided in these terms and conditions, disputes between Client and Kleinfelder pertaining to any Services performed hereunder shall be settled by binding and final arbitration in California, USA, pursuant to the Commercial Rules of Arbitration of the American Arbitration Association ("AAA") before a single arbitrator appointed by the AAA.

**GEOTECHNICAL AND ENVIRONMENTAL PROVISIONS**  
**SITE INFORMATION:** Before starting the work, it shall be the responsibility of the Client to supply all known and available information to Kleinfelder concerning environmental conditions or underground structures (including private underground utilities, storage tanks, conduits/pipes, built structures, etc.) present on or adjacent to the subject site. Private utilities are those utilities associated with the business or residence on the project site that are not located by the State's One-Call Utility Mark-out System. Kleinfelder will not be held responsible for damage to private utilities not marked out in the field by the Owner or Client prior to conduct of the site work as described in this Agreement.

If, as part of this Agreement, Kleinfelder will conduct a subsurface investigation (e.g. underground borings, test pits, etc.), Kleinfelder hereby represents that the data collected provides limited information regarding a specific location of the project area. On the basis of the information provided by these borings/test pits, Kleinfelder will use its professional expertise to endeavor to project the nature and extent of subsurface conditions; however, the accuracy of such projections is limited by the number of locations investigated. Kleinfelder's subcontractor will backfill each boring/test pit to the original grade before demobilizing from the site. Should settlement occur after the drilling subcontractor demobilizes from the site, it will be the responsibility of the Client to maintain grade at each boring/test pit location.

Client will communicate to Kleinfelder any site-specific safety standards, hazard communication practices, or emergency

evacuation protocols. Client will provide Kleinfelder with documentation regarding these practices prior to Kleinfelder commencing work at the site so that Kleinfelder may orient its employees and subcontractors and prepare for anticipated site conditions.

**SITE ACCESS:** Client will provide Kleinfelder with free and uninterrupted access to and from the site in question for personnel and motor vehicle equipment during the course of work. The Client represents that it has lawful rights or in place access agreements to the property on which Kleinfelder will conduct the work described in this Agreement. If work is delayed or interrupted because of access difficulties, an additional \$200/hour rate will be charged for time lost. Where clearing of trees and other debris is required to gain site access, time to do so will be charged at the above stated rate.

**SAMPLES:** Kleinfelder will not be held responsible as a generator of hazardous wastes, and will not be required to store, transport, or dispose of hazardous substances as part of the work conducted under this Agreement. Environmental samples collected from the project site shall remain the Client's property, and it will be the Client's responsibility to arrange for lawful disposal of samples and other waste streams generated in connection with work conducted under this Agreement. Geotechnical (non-environmental) soil samples analyzed at a Kleinfelder laboratory will be discarded 90 days after analysis, unless otherwise requested by the Client. During this 90-day period, samples may be picked up by the client or his/her representative at a Kleinfelder soil mechanics laboratory.

**IN WITNESS WHEREOF,** Client and Kleinfelder have caused this Agreement to be executed on the date first written above.

**KLEINFELDER:**

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

**CLIENT:**

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_