



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

7:00pm January 24, 2022 Regular Meeting Agenda

Montour Preserve Environmental Education Center, 374 Preserve Rd, Danville, PA 17821
<https://us02web.zoom.us/j/82358160927?pwd=MlVJdy8vRStWVFMzQVpvTUplPNWRPdz09>
To connect by phone: (929) 205 6099 | Meeting ID: 823 5816 0927 | Passcode: 786166

Call to Order

Board Reorganization / Election of 2022 Officers

Public Comment

Officer Reports

- Chairman's Report (Tyler Dombroski)
 - Welcome new members (*page 41*)
 - Kristin Mikita (Montour County Resident Representative)
 - Tami Gabrielsen (Montour County Resident Representative)
 - Elizabeth Rake (Riverside Borough Elected Representative)
- Treasurer's Report (Dr. John Bulger) (*pages 2 - 25*)
- Secretary's Report (Chris Johns)

Partner Reports

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

Assistant Director / Naturalist's Report (Jon Beam) (*page 26*)

Senior Maintenance Technician's Report (Denny Piatt) (*page 26*)

Director's Report (Bob Stoudt) (*pages 27 - 40*)

- State Ethics Commission Statement of Financial Interests Reports
- Board Member Information Packets

Old Business

New Business

- McKonly & Asbury, LLP Audit Agreement (*pages 42 - 47*)
- Pennsylvania Master Naturalist Partnering Agreement Renewal (*pages 48 - 53*)
- Derry Township Parcels (Washingtonville Revitalization) Surveying (*pages 54 - 55*)
- DeLong Park Trees Purchase (Giant – Healing the Planet Grant)
- DCNR Hopewell Park Pump Track Grant Recipient Status and Administration
- Hopewell Park Pump Track Engineering and Permitting (*pages 56 - 74*)
- Stoudt Expense Reimbursement Requests (*pages 75 - 77*)

Other Items

Adjournment

next meeting: 7:00pm Monday, February 28, 2022



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
6837	11/22/2021	12/2/2021	12/1 - 12/31/21	Jon Beam (payroll 11/7 - 11/20)	payroll - Beam	wages	Montour County Hotel Tax	485.71		36,110.39
6838	11/22/2021	12/2/2021	12/1 - 12/31/21	Dennis Piatt (payroll 11/7 - 11/20)	payroll - Piatt	wages	Montour County Hotel Tax	381.70		35,728.69
6839	11/22/2021	12/2/2021	11/1 - 11/30/21	Lesley Yeich (payroll 11/7 - 11/20)	payroll - Yeich	wages	Montour County Hotel Tax	204.92		35,523.77
6840	11/22/2021	12/2/2021	12/1 - 12/31/21	Craig Reinard (payroll 11/7 - 11/20)	payroll - Reinard	wages	Montour County Hotel Tax	59.55		35,464.22
6841	11/22/2021	12/2/2021	12/1 - 12/31/21	Hannah Reavy (payroll 11/7 - 11/20)	payroll - Reavy	wages	Montour County Hotel Tax	144.08		35,320.14
6842	11/22/2021	12/2/2021	11/1 - 11/30/21	Robert Stoudt (payroll 11/7 - 11/20)	payroll - Stoudt	wages	Montour County Hotel Tax	1,247.82		34,072.32
6843	11/22/2021	12/2/2021	11/1 - 11/30/21	Verizon	Montour Preserve (telephone)	park & trail maintenance	Montour County Hotel Tax	109.75		33,962.57
6844	11/22/2021	12/2/2021	11/1 - 11/30/21	Erie Insurance (workers' compensation insurance)	insurance	insurance	Montour County Hotel Tax	688.00		33,274.57
auto pay	11/23/2021	12/2/2021	11/1 - 11/30/21	Zoom	dues and subscriptions	dues & subscriptions	Montour County Hotel Tax	15.89		33,258.68
auto pay	11/26/2021	12/2/2021	11/1 - 11/30/21	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		33,236.43
interest	11/30/2021	12/2/2021	11/1 - 11/30/21	interest	interest	interest income			3.64	33,240.07
debit card	12/8/2021	1/4/2022	12/1 - 12/31/21	Turbotville Great Value (diesel fuel)	Montour Preserve (maintenance/misc)	park & trail maintenance	Montour County Hotel Tax	55.92		33,184.15
debit card	12/8/2021	1/4/2022	12/1 - 12/31/21	Clark's Ag Center (rock salt)	Montour Preserve (maintenance/misc)	park & trail maintenance	Montour County Hotel Tax	25.40		33,158.75
debit card	12/8/2021	1/4/2022	12/1 - 12/31/21	Amazon.com (2022 labor law poster, 2022 dry-erase calendar, paper towels, light bulbs)	\$47.68 admin/misc; \$93.22 Montour Preserve maintenance/misc	\$47.68 miscellaneous expenses; \$93.22 park & trail maintenance	Montour County Hotel Tax	140.90		33,017.85
6845	12/9/2021	1/4/2022	12/1 - 12/31/21	Jon Beam (payroll 11/21 - 12/4)	payroll - Beam	wages	Montour County Hotel Tax	334.81		32,683.04
6846	12/9/2021	1/4/2022	12/1 - 12/31/21	Dennis Piatt (payroll 11/21 - 12/4)	payroll - Piatt	wages	Montour County Hotel Tax	321.33		32,361.71
6847	12/9/2021	1/4/2022	12/1 - 12/31/21	Lesley Yeich (payroll 11/21 - 12/4)	payroll - Yeich	wages	Montour County Hotel Tax	181.25		32,180.46
6848	12/9/2021	1/4/2022	12/1 - 12/31/21	Craig Reinard (payroll 11/21 - 12/4)	payroll - Reinard	wages	Montour County Hotel Tax	26.04		32,154.42
6849	12/9/2021	1/4/2022	12/1 - 12/31/21	Doug Fought (payroll 11/21 - 12/4)	payroll - Fought	wages	Montour County Hotel Tax	14.87		32,139.55
6850	12/9/2021	1/4/2022		Hannah Reavy (payroll 11/21 - 12/4)	payroll - Reavy	wages	Montour County Hotel Tax	15.17		32,124.38
6851	12/9/2021	1/4/2022	12/1 - 12/31/21	Robert Stoudt (payroll 11/21 - 12/4)	payroll - Stoudt	wages	Montour County Hotel Tax	1,092.18		31,032.20
6852	12/9/2021	1/4/2022	12/1 - 12/31/21	Big Pop's Mowing	\$150 Hess Recreation Area (mowing); \$50 Hopewell Park (mowing); \$1,500 Montour Preserve (mowing)	park & trail maintenance	Montour County Hotel Tax	1,700.00		29,332.20
6853	12/9/2021	1/4/2022	12/1 - 12/31/21	US Department of Agriculture (Montour Preserve wildlife management)	Montour Preserve (wildlife management)	park & trail maintenance	Montour County Hotel Tax	113.13		29,219.07
6854	12/9/2021	1/4/2022	12/1 - 12/31/21	Dennis Piatt (expense reimbursement for wooden stakes)	Montour Preserve (maintenance/misc)	park & trail maintenance	Montour County Hotel Tax	30.74		29,188.33
6855	12/9/2021	1/4/2022	12/1 - 12/31/21	PPL Electric Utilities	Hess Recreation Area (electricity)	park & trail maintenance	Montour County Hotel Tax	38.15		29,150.18
6856	12/9/2021	1/4/2022	12/1 - 12/31/21	SkyPacket Networks	Montour Preserve (internet service)	park & trail maintenance	Montour County Hotel Tax	79.00		29,071.18
6857	12/9/2021	1/4/2022	12/1 - 12/31/21	MePush	\$52.47 Montour Preserve (website); \$52.47 admin/misc	\$52.47 park & trail maintenance; \$52.47 miscellaneous expenses	Montour County Hotel Tax	104.94		28,966.24
6858	12/9/2021	1/4/2022	12/1 - 12/31/21	Ted Heaps Container Service	\$65 Hess Recreation Area (trash); \$125 Montour Preserve (trash)	park & trail maintenance	Montour County Hotel Tax	190.00		28,776.24
6859	12/9/2021	1/4/2022	12/1 - 12/31/21	Williamsport Electric, Inc. (repair of parking lot light fixtures)	Montour Preserve (maintenance/misc)	park & trail maintenance	Montour County Hotel Tax	1,644.85		27,131.39



MARC 2021 Checking Account (ID 40) Register

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6860	12/9/2021	1/4/2022	12/1 - 12/31/21	PPL Electric Utilities	Montour Preserve (electricity)	park & trail maintenance	Montour County Hotel Tax	455.84		26,675.55
6861	12/9/2021	1/4/2022	12/1 - 12/31/21	PPL Electric Utilities	Montour Preserve (electricity)	park & trail maintenance	Montour County Hotel Tax	862.40		25,813.15
6862	12/9/2021	1/4/2022	12/1 - 12/31/21	PPL Electric Utilities	Montour Preserve (electricity)	park & trail maintenance	Montour County Hotel Tax	44.65		25,768.50
6863	12/9/2021	1/4/2022	12/1 - 12/31/21	PPL Electric Utilities	Montour Preserve (electricity)	park & trail maintenance	Montour County Hotel Tax	40.37		25,728.13
deposit	12/10/2021	1/4/2022	12/1 - 12/31/21	deposit	\$1,550 unrestricted donations; \$5,000 Hopewell Park pump track donations; \$605 Montour Preserve donations; \$175 Montour Preserve pavilion reservations	\$1,550 contributions and user fees (unrestricted); \$605 contributions and user fees (Montour Preserve); \$5,000 contributions and user fees (Hopewell Park Pump Track); \$175 contributions and user fees (Montour Preserve)			7,330.00	33,058.13
auto pay	12/15/2021	1/4/2022	12/1 - 12/31/21	PA Dept. of Revenue (November payroll taxes)	payroll taxes	wages	Montour County Hotel Tax	197.53		32,860.60
auto pay	12/15/2021	1/4/2022	12/1 - 12/31/21	US Treasury (November payroll taxes)	payroll taxes	wages	Montour County Hotel Tax	1,327.44		31,533.16
transfer	12/15/2021	1/4/2022	12/1 - 12/31/21	transfer to Mahoning Township ARP Grant checking account to reimburse new checks fee (not grant eligible)				17.00		31,516.16
auto pay	12/23/2021	1/4/2022	12/1 - 12/31/21	Zoom	dues and subscriptions	dues & subscriptions	Montour County Hotel Tax	15.89		31,500.27
debit card	12/23/2021	1/4/2022	12/1 - 12/31/21	Amazon.com (face masks)	Montour Preserve (programming & educational supplies)	park & trail maintenance	Montour County Hotel Tax	110.72		31,389.55
auto pay	12/26/2021	1/4/2022	12/1 - 12/31/21	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		31,367.30
deposit	12/28/2021	1/4/2022	12/1 - 12/31/21	deposit	Montour Preserve (auditorium reservations)	\$125 contributions and user fees (Montour Preserve)			125.00	31,492.30
6864	12/29/2021	1/4/2022		Jon Beam (reimbursement for A1 Lock & Key service)	Montour Preserve (maintenance / misc)	park & trail maintenance	Montour County Hotel Tax	26.50		31,465.80
6865	12/29/2021	1/4/2022		Jon Beam (payroll 12/5 - 12/18)	payroll - Beam	wages	Montour County Hotel Tax	160.85		31,304.95
6866	12/29/2021	1/4/2022		Dennis Piatt (payroll 12/5 - 12/18)	payroll - Piatt	wages	Montour County Hotel Tax	364.47		30,940.48
6867	12/29/2021	1/4/2022		Lesley Yeich (payroll 12/5 - 12/18)	payroll - Yeich	wages	Montour County Hotel Tax	94.58		30,845.90
6868	12/29/2021	1/4/2022		Craig Reinard (payroll 12/5 - 12/18)	payroll - Reinard	wages	Montour County Hotel Tax	7.45		30,838.45
6869	12/29/2021	1/4/2022		Hannah Reavy (payroll 12/5 - 12/18)	payroll - Reavy	wages	Montour County Hotel Tax	37.93		30,800.52
6870	12/29/2021	1/4/2022		Robert Stoudt (payroll 12/5 - 12/18)	payroll - Stoudt	wages	Montour County Hotel Tax	1,583.40		29,217.12
6871	12/29/2021	1/4/2022		PPL Electric Utilities	Montour Preserve (electricity)	park & trail maintenance	Montour County Hotel Tax	748.40		28,468.72
6872	12/29/2021	1/4/2022		PPL Electric Utilities	Montour Preserve (electricity)	park & trail maintenance	Montour County Hotel Tax	1,266.10		27,202.62
6873	12/29/2021	1/4/2022		PPL Electric Utilities	Montour Preserve (electricity)	park & trail maintenance	Montour County Hotel Tax	42.78		27,159.84
6874	12/29/2021	1/4/2022		PPL Electric Utilities	Montour Preserve (electricity)	park & trail maintenance	Montour County Hotel Tax	32.51		27,127.33
6875	12/29/2021	1/4/2022		Verizon	Montour Preserve (telephone)	park & trail maintenance	Montour County Hotel Tax	109.68		27,017.65
6876	12/29/2021	1/4/2022		Menco Mechanical (Montour Preserve HVAC system repair)	Montour Preserve (HVAC maintenance)	park & trail maintenance	Montour County Hotel Tax	562.23		26,455.42
6877	12/29/2021	1/4/2022		Candy Fisher (cleaning service)	\$800 Montour Preserve (cleaning); \$48 Hess Recreation Area (restrooms)	park & trail maintenance	Montour County Hotel Tax	848.00		25,607.42
transfer	12/29/2021	1/4/2022	12/1 - 12/31/21	transfer of Montour County Hotel Tax funds to partially reimburse Hotel Tax eligible expenses incurred 7/11 - 12/29/21			Montour County Hotel Tax		49,713.25	75,320.67
6878	12/30/2021	1/4/2022		Brinkash & Associates, Inc. (Washingtonville Chillisquaque Creek parcels surveying)	Washingtonville Revitalization	park & trail maintenance	Youth in Philanthropy grant	1,000.00		74,320.67
6879	12/30/2021	1/4/2022		Shank's Lawn Equipment (Snowdog trail groomer with cross-country skiing and single-track mountain biking attachments)	SnowDog purchase	park & trail maintenance		5,012.00		69,308.67
interest	12/31/2021	1/4/2022	12/1 - 12/31/21	interest	interest	interest income			3.63	69,312.30



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				2022 beginning balance						69,312.30
debit card	1/1/2022			Facebook.com (Humdinger Trail Races advertising)	Humdinger Trail Races (advertising)	special projects	Montour County Hotel Tax	3.12		69,309.18
debit card	1/2/2022			Traffic Safety Store (15 @ 42" traffic pylons w/ bases)	park maintenance tools & supplies	park and trail maintenance	Montour County Hotel Tax	480.35		68,828.83
debit card	1/2/2022			Amazon.com (printer toner cartridges)	office expenses	office expenses	Montour County Hotel Tax	59.34		68,769.49
debit card	1/2/2022			Amazon.com (printer toner cartridges, 3-ring binders, binder divider tabs, laminating pouches, paper)	office expenses	office expenses	Montour County Hotel Tax	401.31		68,368.18
6880	1/3/2022			PPL Electric Utilities	Hess Recreation Area (electricity)	park and trail maintenance	Montour County Hotel Tax	38.84		68,329.34
6881	1/3/2022			ASCAP (annual music licensing fee)	dues and subscriptions	dues and subscriptions	Montour County Hotel Tax	390.00		67,939.34
debit card	1/5/2022			Turbotville Great Valu (diesel fuel)	Montour Preserve (maintenance / miscellaneous)	park and trail maintenance	Montour County Hotel Tax	50.08		67,889.26
debit card	1/5/2022			Clark's Ag Center (tarps, drill bit, grinding stone)	Montour Preserve (maintenance / miscellaneous)	park and trail maintenance	Montour County Hotel Tax	77.97		67,811.29
debit card	1/6/2022			Facebook.com (Humdinger Trail Races advertising)	Humdinger Trail Races (advertising)	special projects	Montour County Hotel Tax	146.88		67,664.41
6882	1/10/2022			Press Enterprise (2022 meeting dates advertising)	public notices	legal notices	Montour County Hotel Tax	46.25		67,618.16
6883	1/10/2022			SkyPacket Networks	Montour Preserve (internet)	park and trail maintenance	Montour County Hotel Tax	79.00		67,539.16
6884	1/10/2022			MePush (website hosting)	\$52.47 Montour Preserve (website); \$52.47 admin/misc	\$52.47 park and trail maintenance / \$52.47 miscellaneous expenses	Montour County Hotel Tax	104.94		67,434.22
6885	1/10/2022			Jon Beam (payroll 12/19/21 - 1/1/22)	payroll - Beam	wages	Montour County Hotel Tax	170.91		67,263.31
6886	1/10/2022			Dennis Piatt (payroll 12/19/21 - 1/1/22)	payroll - Piatt	wages	Montour County Hotel Tax	192.55		67,070.76
6887	1/10/2022			Lesley Yeich (payroll 12/19/21 - 1/1/22)	payroll - Yeich	wages	Montour County Hotel Tax	23.64		67,047.12
6888	1/10/2022			Robert Stoudt (payroll 12/19/21 - 1/1/22)	payroll - Stoudt	wages	Montour County Hotel Tax	1,587.40		65,459.72
6889	1/10/2022			Ted Heaps Container Service	\$125 Montour Preserve (trash); \$65 Hess Recreation Area (trash)	park and trail maintenance	Montour County Hotel Tax	190.00		65,269.72
debit card	1/10/2022			Shank's Lawn Equipment (Snowdog sled)	park maintenance tools & supplies	park and trail maintenance	Montour County Hotel Tax	211.99		65,057.73
debit card	1/11/2022			Cole's Hardware (rock salt)	\$58.25 Hess Recreation Area; \$50.81 Hopewell Park	park and trail maintenance	Montour County Hotel Tax	109.06		64,948.67
debit card	1/11/2022			Cole's Hardware (rock salt, key copies, key rings)	Montour Preserve (maintenance / miscellaneous)	park and trail maintenance	Montour County Hotel Tax	84.86		64,863.81
debit card	1/13/2022			Clark's Ag Center (marking paint, tool box, pliers, screwdrivers, flashlight, pry bar, shackles, axe, gas cans, trash bags)	park maintenance tools & supplies	park and trail maintenance	Montour County Hotel Tax	205.28		64,658.53
debit card	1/13/2022			Turbotville Great Valu (unleaded gasoline for Snowdog)	park maintenance tools & supplies	park and trail maintenance	Montour County Hotel Tax	27.13		64,631.40
6890	1/13/2022			Robert Stoudt (cash expense reimbursement - wooden marker stakes)	park maintenance tools & supplies	park and trail maintenance	Montour County Hotel Tax	15.90		64,615.50
6891	1/14/2022			US Department of Agriculture (Montour Preserve wildlife management)	Montour Preserve (wildlife management)	park and trail maintenance	Montour County Hotel Tax	317.87		64,297.63
6892	1/14/2022			BMI (annual music licensing fee)	dues and subscriptions	dues and subscriptions	Montour County Hotel Tax	391.00		63,906.63
6893	1/14/2022			Verizon (Montour Preserve telephone)	Montour Preserve (telephone)	park and trail maintenance	Montour County Hotel Tax	107.59		63,799.04
debit card	1/14/2022			WalMart (binder divider tabs)	office expenses	office expenses	Montour County Hotel Tax	42.40		63,756.64
debit card	1/14/2022			Bloomsburg Powersports (helmet)	park maintenance tools & supplies	park and trail maintenance	Montour County Hotel Tax	147.34		63,609.30
deposit	1/14/2022			deposit (Columbia Montour Visitors Bureau contribution for Hopewell Park Pump Track)	Hopewell Park Pump Track donations	donations and user fees (Hopewell Park Pump Track)			50,000.00	113,609.30
automatic payment	1/16/2022			GoDaddy.com (two-year renewal of Montour24.com domain name)	admin / miscellaneous expenses	miscellaneous expenses	Montour County Hotel Tax	38.34		113,570.96
debit card	1/16/2022			VistaPrint (five vehicle MARC decals)	admin / miscellaneous expenses	miscellaneous expenses	Montour County Hotel Tax	146.00		113,424.96
6894	1/18/2022			Johnson Controls Security Solutions (Montour Preserve security system quarterly monitoring fee)	Montour Preserve (security system)	park and trail maintenance	Montour County Hotel Tax	240.75		113,184.21
automatic payment	1/18/2022			US Treasury (December payroll taxes)	payroll taxes	wages	Montour County Hotel Tax	1,071.16		112,113.05
6895	1/19/2022			Jon Beam (payroll 1/2 - 1/15)	payroll - Beam	wages	Montour County Hotel Tax	388.14		111,724.91
6896	1/19/2022			Dennis Piatt (payroll 1/2 - 1/15)	payroll - Piatt	wages	Montour County Hotel Tax	423.85		111,301.06
6897	1/19/2022			Lesley Yeich (payroll 1/2 - 1/15)	payroll - Yeich	wages	Montour County Hotel Tax	110.33		111,190.73
6898	1/19/2022			Craig Reinard (payroll 1/2 - 1/15)	payroll - Reinard	wages	Montour County Hotel Tax	29.78		111,160.95
6899	1/19/2022			VOID				-		111,160.95
6900	1/19/2022			Robert Stoudt (payroll 1/2 - 1/15)	payroll - Stoudt	wages	Montour County Hotel Tax	2,196.44		108,964.51
debit card	1/19/2022			Amazon.com (6,000ft 'Do Not Enter' tape)	park maintenance tools & supplies	park and trail maintenance	Montour County Hotel Tax	61.44		108,903.07
automatic payment	1/31/2022			PA Dept. of Revenue (December payroll taxes)	payroll taxes	wages	Montour County Hotel Tax	158.34		108,744.73



MARC 2021 Mahoning Township ARP Grant Checking Account Register

Number or Code	Transaction Date	Date Sent to Accounting	Recorded on Bank Statement	Description of Transaction	Debit (-)	Credit (+)	Account Balance
				2021 beginning balance			-
initial deposit	12/15/21	1/4/22	12/1 - 12/31/21	initial deposit of Mahoning Township American Rescue Plan Grant funds		25,000.00	25,000.00
transfer	12/15/21	1/4/22	12/1 - 12/31/21	transfer of funds from general checking account to reimburse new check fee (not grant eligible)		17.00	25,017.00
auto pay	12/15/21	1/4/22	12/1 - 12/31/21	Deluxe Checks (account checks) (not grant eligible)	17.00		25,000.00
1000	12/30/21	1/4/22		Kleinfelder (Hess Recreation Area Robbins Trail engineering)	9,305.00		15,695.00



MARC 2022 Mahoning Township ARP Grant Checking Account Register

Number or Code	Transaction Date	Date Sent to Accounting	Recorded on Bank Statement	Description of Transaction	Debit (-)	Credit (+)	Account Balance
				2022 beginning balance			15,695.00



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
transfer	12/29/21	1/4/22	12/1 - 12/31/21	transfer to checking account to reimburse (partial) Montour County Hotel Tax eligible expenses incurred 7/11 - 12/29/21	49,713.25		5.63
interest	12/31/21	1/4/22	12/1 - 12/31/21	interest earned 10/1 - 12/31/21		7.11	12.74



MARC 2022 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
				2022 beginning balance			12.74



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CORPORATE OFFICE
1385 MONTOUR BLVD.
P.O. BOX 159
DANVILLE, PA 17821-0159

ADDRESS SERVICE REQUESTED

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Statement Period: 11/01/2021-11/30/2021

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Summary of Accounts:

	Ending Balance	YTD Dividend	Member Number: 584727
Savings			
01 - REGULAR SAVINGS	49,718.88	11.51	
40 - CHECKING	39,632.78	47.87	
Total	89,351.66	59.18	

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
Nov 1		Balance Forward			5.63
Nov 10		Deposit by Check	49,713.25		49,718.88
Nov 30		Ending Balance			49,718.88
		Total Deposits 49,713.25			

ID 40 CHECKING

Trans	Eff Date	Transaction	Deposit	Withdrawal	Balance
Nov 1		Balance Forward			42,983.93
Nov 1		Withdrawal Debit Card		-219.25	42,764.68
		10/29 US SUPPLY CO LEWISBURG LEWISBURG PA			
Nov 1		Withdrawal ACH UNEMP COMP EFT		-175.89	42,588.99
		TYPE: PADLIUCCON ID: 1236003133 CO: UNEMP COMP EFT			
Nov 1		Draft 6807		-109.71	42,479.28
		Processed Check - VERIZON FINANCIA TYPE: PAYMENTS ID: 7204096069			
Nov 1		Draft 6800		-78.15	42,401.13
Nov 1		Draft 6810		-86.71	42,314.42
Nov 1		Draft 6811		-104.22	42,210.20
Nov 1		Draft 6813		-189.58	42,020.62
Nov 3		Draft 6809		-231.05	41,789.57
Nov 4		Withdrawal ACH DANVILLE AREA EA		-408.97	41,380.60
		TYPE: TAX PAYMNT ID: 1232268087 CO: DANVILLE AREA EA			
Nov 4		Draft 6806		-37.89	41,342.91
Nov 4		Draft 6805		-46.26	41,296.65
Nov 4		Draft 6803		-291.75	41,004.90
Nov 5		Withdrawal Debit Card		-12.89	40,992.21
		11/3 PP*COLESHARDWADANVILLE DANVILLE PA			
Nov 8		Deposit by Check	11,640.88		52,633.09
Nov 8		Draft 6812		-89.28	52,543.81
Nov 8		Draft 6808		-459.56	52,084.25
Nov 10		Withdrawal Debit Card		-240.75	51,843.50

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Member Number: 584727
Statement Period: 11/01/2021-11/30/2021

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ID 40 CHECKING - Continued

Trans	Eff Date	Transaction	Deposit	Withdrawal	Balance
		11/8 TYCOINTEGRATEDSECURITY 800-289-2647 IN			
Nov 12		Withdrawal Debit Card		-34.80	51,808.70
		11/10 USPS PO 41190008 410 M DANVILLE PA			
Nov 12		Draft 6835		-1,526.72	50,281.98
Nov 15		Withdrawal ACH COMMWLTHOFPA INT		-230.97	50,051.01
		TYPE: PAEMPLOYTX ID: 1236003133 CO: COMMWLTHOFPA INT			
Nov 15		Withdrawal ACH IRS		-1,609.20	48,441.81
		TYPE: USATAXPYMT ID: 3387702000 CO: IRS			
Nov 15		Draft 6822		-79.00	48,362.81
Nov 15		Draft 6829		-307.66	48,055.15
Nov 15		Draft 6819		-450.00	47,605.15
Nov 15		Draft 6830		-475.62	47,129.53
Nov 15		Draft 6827		-912.00	46,217.53
Nov 16		Draft 6818		-30.00	46,187.53
Nov 16		Draft 6831		-78.81	46,108.72
Nov 16		Draft 6834		-91.02	46,017.70
Nov 16		Draft 6836		-130.10	45,887.60
Nov 17		Draft 6825		-238.86	45,648.74
		Processed Check - USDA APHIS GENL TYPE: PAYMENT ID: 1240340003			
Nov 17		Draft 6817		-47.29	45,601.45
Nov 17		Draft 6828		-104.94	45,496.51
Nov 17		Draft 6832		-267.83	45,228.68
Nov 17		Draft 6815		-375.00	44,853.68
Nov 18		Draft 6820		-2,745.91	42,107.77
Nov 19		Draft 6821		-190.00	41,917.77
Nov 25		Recurring Withdrawal Debit Card SFFCU CHK CRD		-15.89	41,901.88
		11/23 ZOOM.US 888-799-9666 WWW.ZOOM.US CA			
Nov 29		Recurring Withdrawal Debit Card SFFCU CHK CRD		-22.25	41,879.63
		11/26 MAILCHIMP *MISC MAILCHIMP.COM GA			
Nov 29		Draft 6842		-1,247.82	40,631.81
Nov 30		Draft 6843		-109.75	40,522.06
		Processed Check - VERIZON FINANCIA TYPE: PAYMENTS ID: 7204096069			
Nov 30		Draft 6839		-204.92	40,317.14
Nov 30		Draft 6844		-688.00	39,629.14
Nov 30		Deposit Dividend Dividend Post	3.64		39,632.78
		Annual Percentage Yield Earned 0.100% from 11/01/2021 through 11/30/2021			
Nov 30		Ending Balance			39,632.78
		Total Deposits 11,644.52			
		Total Withdrawals 14,995.67			

Drafts for 40 - CHECKING

Date	Draft Number	Amount	Date	Draft Number	Amount	Date	Draft Number	Amount
Nov 1	□ 6800	78.15	Nov 17	□ 6815*	375.00	Nov 15	□ 6830	475.62
Nov 4	□ 6803*	291.75	Nov 17	□ 6817*	47.29	Nov 16	□ 6831	78.81
Nov 4	□ 6805*	46.26	Nov 16	□ 6818	30.00	Nov 17	□ 6832	267.83
Nov 4	□ 6806	37.69	Nov 15	□ 6819	450.00	Nov 16	□ 6834*	91.02
Nov 1	□ 6807	109.71	Nov 18	□ 6820	2,745.91	Nov 12	□ 6835	1,526.72
Nov 8	□ 6808	459.56	Nov 19	□ 6821	190.00	Nov 16	□ 6836	130.10
Nov 3	□ 6809	231.05	Nov 15	□ 6822	79.00	Nov 30	□ 6839*	204.92
Nov 1	□ 6810	86.71	Nov 17	□ 6825*	238.86	Nov 29	□ 6842*	1,247.82
Nov 1	□ 6811	104.22	Nov 15	□ 6827*	912.00	Nov 30	□ 6843	109.75
Nov 8	□ 6812	89.28	Nov 17	□ 6828	104.94	Nov 30	□ 6844	688.00
Nov 1	□ 6813	189.58	Nov 15	□ 6829	307.66			

* denotes skipped sequence

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Member Number: 584727	Statement Period: 11/01/2021-11/30/2021
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	Total for This Period	Total Year-to-Date
Returned Item Fees	0.00	0.00
Overdraft Fees	0.00	0.00

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Statement Period: 12/01/2021-12/31/2021

Page 1 of 3

Summary of Accounts:

	Ending Balance	YTD Dividend	Member Number: 584727
Savings			
01 - REGULAR SAVINGS	12.74	18.62	
40 - CHECKING	81,274.35	51.30	
43 - MAHONING ARP GRANT	25,000.00	0.00	
Total	106,287.09	69.92	

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
Dec 1		Balance Forward			49,718.88
Dec 28	Dec 29	Withdrawal Home Banking Transfer To Share 40 Hotel Tax eligible expenses 7/11 - 12/29		-49,713.25	5.63
Dec 31		Deposit Dividend Dividend Post Annual Percentage Yield Earned 0.100% from 10/01/2021 through 12/31/2021 On Average Daily Balance of 28,214.28	7.11		12.74
Dec 31		Ending Balance			12.74
		Total Deposits 7.11			
		Total Withdrawals 49,713.25			

ID 40 CHECKING

Trans	Eff Date	Transaction	Deposit	Withdrawal	Balance
Dec 1		Balance Forward			39,632.78
Dec 1		Draft 6841		-144.08	39,488.70
Dec 1		Draft 6838		-381.70	39,107.00
Dec 1		Draft 6837		-485.71	38,621.29
Dec 8	Dec 09	Withdrawal POS #0000A20QC5VH AMAZON.COM*1C9 SEATTLE WA		-140.90	38,480.39
Dec 10		Withdrawal Debit Card 12/8 TURBOTVILLE GREAT VAL TURBOTVILLE PA		-55.92	38,424.47
Dec 10		Withdrawal Debit Card 12/8 CLARKS AG CENTER TURBOTVILLE PA		-25.40	38,399.07
Dec 10		Deposit	7,330.00		45,729.07
Dec 13		Draft 6824		-50.00	45,679.07
Dec 13		Draft 6851		-1,092.18	44,586.89
Dec 13		Draft 6826		-4,708.00	39,878.89
Dec 14		Certified Draft 0000006833 for \$22.34			
Dec 14		Certified Draft 0000006848 for \$26.04			
Dec 14		Draft 6855		-38.15	39,840.74
Dec 14		Draft 6859		-1,644.85	38,195.89

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Member Number: 584727
Statement Period: 12/01/2021-12/31/2021

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ID 40 CHECKING - Continued

Trans	Eff Date	Transaction	Deposit	Withdrawal	Balance
Dec 15		Withdrawal ACH COMMWLTHOFA INT		-197.53	37,998.36
		TYPE: PAEMPLOYTX ID: 1236003133 CO: COMMWLTHOFA INT			
Dec 15		Withdrawal ACH IRS		-1,327.44	36,670.92
		TYPE: USATAXPYMT ID: 3387702000 CO: IRS			
Dec 15		Withdrawal Transfer To Share 43		-17.00	36,653.92
		SHARE 43 CHECK ORDER			
Dec 15		Draft 8833		-22.34	36,631.58
Dec 15		Draft 8848		-26.04	36,605.54
Dec 15		Draft 8863		-40.37	36,565.17
Dec 15		Draft 8862		-44.65	36,520.52
Dec 15		Draft 8856		-79.00	36,441.52
Dec 15		Draft 8847		-181.25	36,260.27
Dec 15		Draft 8845		-334.81	35,925.46
Dec 15		Draft 8860		-455.84	35,469.62
Dec 15		Draft 8804		-491.33	34,978.29
Dec 15		Draft 8861		-862.40	34,115.89
Dec 16		Draft 8853		-113.13	34,002.76
		Processed Check - USDA APHIS GENL TYPE: PAYMENT ID: 1240340003			
Dec 16		Draft 8849		-14.87	33,987.89
Dec 16		Draft 8854		-30.74	33,957.15
Dec 16		Draft 8846		-321.33	33,635.82
Dec 17		Draft 8857		-104.94	33,530.88
Dec 20		Draft 8858		-190.00	33,340.88
Dec 22		Certified Draft 0000006840 for \$59.55			
Dec 23		Withdrawal POS #00008TUK7QK5		-110.72	33,230.16
		AMAZON.COM*386 SEATTLE WA			
Dec 23		Draft 8840		-59.55	33,170.61
Dec 25		Recurring Withdrawal Debit Card SFFCU CHK CRD		-15.89	33,154.72
		12/23 ZOOM.US 888-799-9666 WWW.ZOOM.US CA			
Dec 28		Recurring Withdrawal Debit Card SFFCU CHK CRD		-22.25	33,132.47
		12/26 MAILCHIMP *MISC MAILCHIMP.COM GA			
Dec 28		Deposit by Check	125.00		33,257.47
Dec 28	Dec 29	Deposit Home Banking Transfer From Share 01	49,713.25		82,970.72
		Hotel Tax eligible expenses 7/11 - 12/29			
Dec 29		Draft 8852		-1,700.00	81,270.72
Dec 31		Deposit Dividend Dividend Post	3.63		81,274.35
		Annual Percentage Yield Earned 0.100% from 12/01/2021 through 12/31/2021			
Dec 31		Ending Balance			81,274.35
		Total Deposits 57,171.88			
		Total Withdrawals 15,530.31			

Drafts for 40 - CHECKING

Date	Draft Number	Amount	Date	Draft Number	Amount	Date	Draft Number	Amount
Dec 15	□ 8804	491.33	Dec 16	□ 8848	321.33	Dec 15	□ 8856	79.00
Dec 13	□ 8824*	50.00	Dec 15	□ 8847	181.25	Dec 17	□ 8857	104.94
Dec 13	□ 8826*	4,708.00	Dec 15	□ 8848	26.04	Dec 20	□ 8858	190.00
Dec 15	□ 8833*	22.34	Dec 16	□ 8849	14.87	Dec 14	□ 8859	1,644.85
Dec 1	□ 8837*	485.71	Dec 13	□ 8851*	1,092.18	Dec 15	□ 8860	455.84
Dec 1	□ 8838	381.70	Dec 29	□ 8852	1,700.00	Dec 15	□ 8861	862.40
Dec 23	□ 8840*	59.55	Dec 16	□ 8853	113.13	Dec 15	□ 8862	44.65
Dec 1	□ 8841	144.08	Dec 16	□ 8854	30.74	Dec 15	□ 8863	40.37
Dec 15	□ 8845*	334.81	Dec 14	□ 8855	38.15			

* denotes skipped sequence

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Member Number: 584727 **Statement Period:** 12/01/2021-12/31/2021

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

ID 43 MAHONING ARP GRANT

Trans	Eff Date	Transaction	Deposit	Withdrawal	Balance
Dec 15		Balance Forward			0.00
Dec 15		Deposit by Check	25,000.00		25,000.00
Dec 15		Deposit Transfer From Share 40	17.00		25,017.00
		SHARE 43 CHECK ORDER			
Dec 21		Withdrawal ACH DELUXE CHECK		-17.00	25,000.00
		TYPE: CHECK/ACC. ID: 1410216800 CO: DELUXE CHECK			
Dec 31		Ending Balance			25,000.00
		Total Deposits 25,017.00			
		Total Withdrawals 17.00			

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

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MARC Account Reconciliation - Service 1st Accounts
UPDATED 12/31/2021

ending balance from 12/31/2021 bank statement	\$ 106,287.09
deposits not yet posted (detailed below)	\$ -
subtotal	\$ 106,287.09
withdrawals not yet cleared (detailed below)	\$ 21,267.05
calculated balance (should agree with actual combined balance)	\$ 85,020.04
balance savings account (ID 01)	\$ 12.74
balance checking account (ID 40)	\$ 69,312.30
balance Mahoning Twp. ARP Grant checking account (ID 43)	\$ 15,695.00
actual combined balance	\$ 85,020.04
difference	\$ -

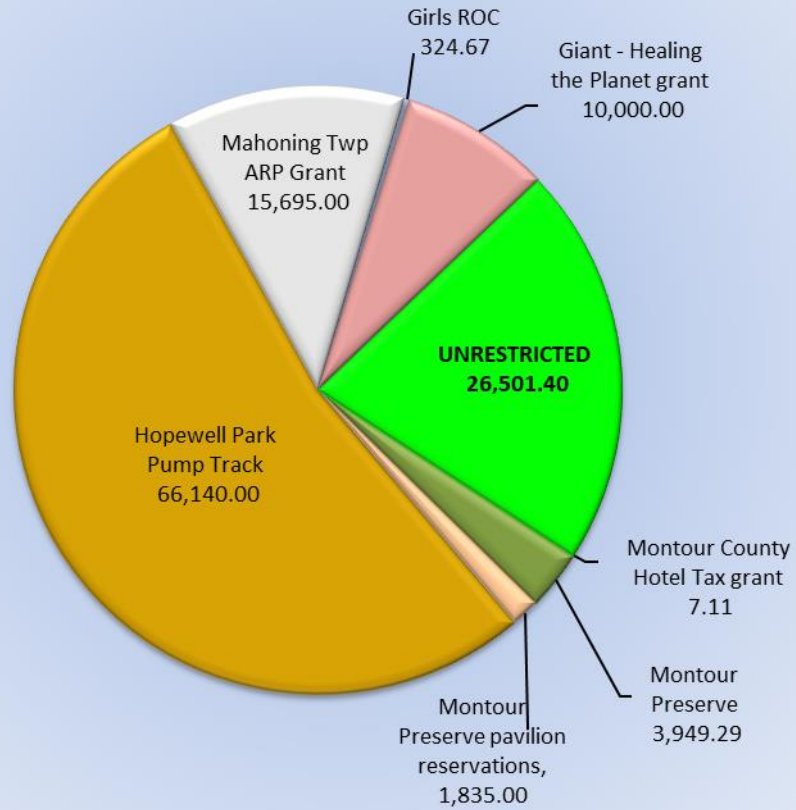
DEPOSITS NOT YET POSTED

TRANSACTION DATE	CHECK #	DESCRIPTION OF TRANSACTION	AMOUNT
TOTAL			\$ -

WITHDRAWALS NOT YET CLEARED

TRANSACTION DATE	CHECK #	DESCRIPTION OF TRANSACTION	AMOUNT
11/8/2021	6823	Commonwealth of Pennsylvania (DEP safe drinking water annual fee)	50.00
12/9/2021	6850	Hannah Reavy (payroll 11/21 - 12/4)	15.17
12/29/2021	6864	Jon Beam (reimbursement for A1 Lock & Key service)	26.50
12/29/2021	6865	Jon Beam (payroll 12/5 - 12/18)	160.85
12/29/2021	6866	Dennis Piatt (payroll 12/5 - 12/18)	364.47
12/29/2021	6867	Lesley Yeich (payroll 12/5 - 12/18)	94.58
12/29/2021	6868	Craig Reinard (payroll 12/5 - 12/18)	7.45
12/29/2021	6869	Hannah Reavy (payroll 12/5 - 12/18)	37.93
12/29/2021	6870	Robert Stoudt (payroll 12/5 - 12/18)	1,583.40
12/29/2021	6871	PPL Electric Utilities	748.40
12/29/2021	6872	PPL Electric Utilities	1,266.10
12/29/2021	6873	PPL Electric Utilities	42.78
12/29/2021	6874	PPL Electric Utilities	32.51
12/29/2021	6875	Verizon	109.68
12/29/2021	6876	Menco Mechanical (Montour Preserve HVAC system repair)	562.23
12/29/2021	6877	Candy Fisher (cleaning service)	848.00
12/30/2021	6878	Brinkash & Associates, Inc. (Washingtonville Chillisquaque Creek parcels surveying)	1,000.00
12/30/2021	6879	Shank's Lawn Equipment (Snowdog trail groomer with cross-country skiing and single-track mountain biking attachments)	5,012.00
12/30/2021	1000	Kleinfelder (Hess Recreation Area Robbins Trail engineering)	9,305.00
TOTAL			\$ 21,267.05

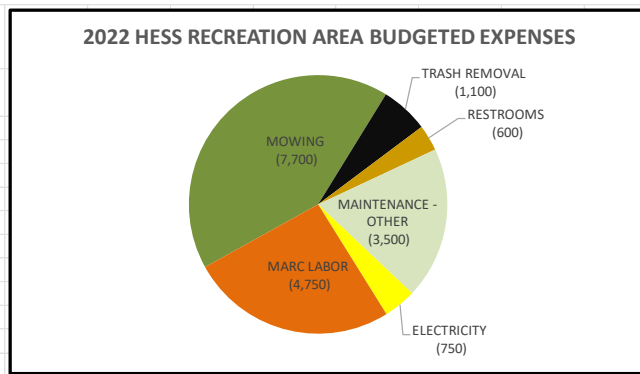
MARC FUNDS EARMARKS AS OF 1/22/22
COMBINED ACCOUNT BALANCE: \$124,452.47



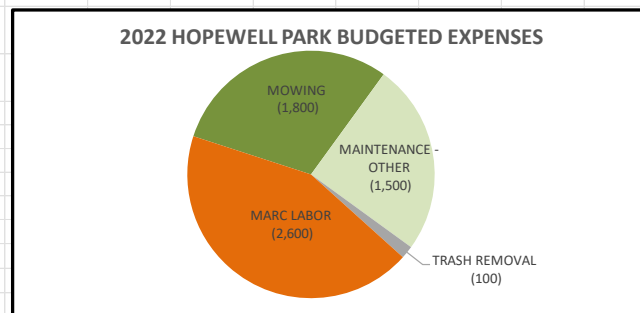
MONTOUR AREA RECREATION COMMISSION MANAGED SITES 2022 BUDGETS

BUDGET ADOPTED 11/22/21; YEAR-TO-DATE AS OF 1/20/22

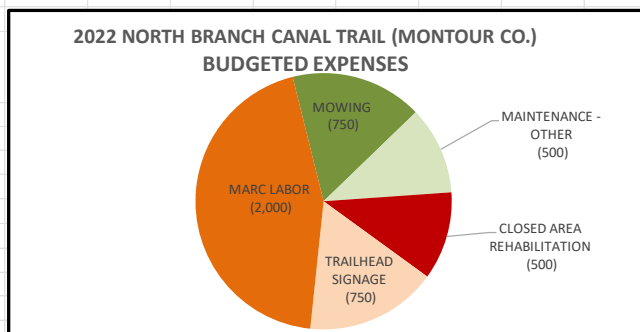
HESS RECREATION AREA 2022 BUDGET		
EXPENSE	YEAR-TO-DATE ACTUAL	BUDGET
MOWING	-	(7,700)
PARKING LOT	-	-
TRASH REMOVAL	(65.00)	(1,100)
RESTROOMS	-	(600)
RESTROOM ROOF REPAIR	-	-
MAINTENANCE - OTHER	(58.25)	(3,500)
ROBBINS TRAIL RECONSTRUCTION	-	-
ROAD REPAVING	-	-
ELECTRICITY	(38.84)	(750)
MARC LABOR	(212.12)	(4,750)
TOTAL	(374.21)	(18,400)



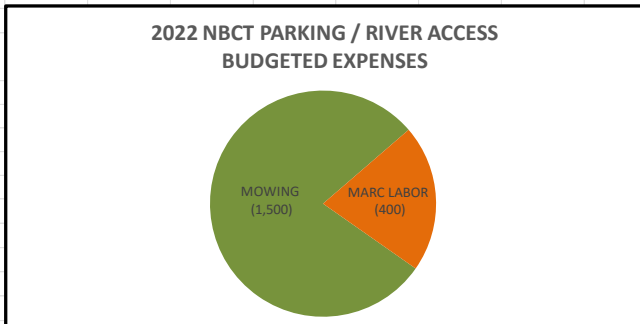
HOPEWELL PARK 2022 BUDGET		
EXPENSE	YEAR-TO-DATE ACTUAL	BUDGET
MOWING	-	(1,800)
MAINTENANCE - OTHER	(50.81)	(1,500)
TRASH REMOVAL	-	(100)
MARC LABOR	(465.29)	(2,600)
TOTAL	(516.10)	(6,000)




NORTH BRANCH CANAL TRAIL (MONTOUR) 2022 BUDGET		
EXPENSE	YEAR-TO-DATE ACTUAL	BUDGET
MOWING	-	(750)
MAINTENANCE - OTHER	-	(500)
CLOSED AREA REHABILITATION	-	(500)
TRAILHEAD SIGNAGE	-	(750)
MARC LABOR	-	(2,000)
TOTAL	-	(4,500)



NBCT PARKING / RIVER ACCESS 2022 BUDGET		
EXPENSE	YEAR-TO-DATE ACTUAL	BUDGET
MOWING	-	(1,500)
MARC LABOR	-	(400)
TOTAL	-	(1,900)



2022 MONTOUR PRESERVE INCOME		AMOUNT
Carryover starting balance from 2021	\$	9,330.30
2022 donations received direct to MARC checking	\$	-
2022 pavilion / auditorium reservations completed YTD	\$	-
donations granted from CSCF fund	\$	-
Montour County Hotel Tax expense reimbursements	\$	-
2022 YTD INCOME TOTAL	\$	9,330.30
MONTOUR PRESERVE INCOME (RESTRICTED)		AMOUNT
pavilion & auditorium reservations	\$	1,835.00
TOTAL RESTRICTED INCOME	\$	1,835.00
MARC 2022 MONTOUR PRESERVE LABOR SUMMARY		
EMPLOYEE	HOURS	AMOUNT
STOUDT	78.25	\$ (2,141.70)
BEAM	28.50	\$ (717.63)
PIATT	33.00	\$ (794.64)
YEICH	8.50	\$ (167.45)
FOUGHT	-	\$ -
REINARD	-	\$ -
REAVY	-	\$ -
TOTAL	148.25	\$ (3,821.42)
2022 MONTOUR PRESERVE ACCOUNTING SUMMARY		AMOUNT
Carryover starting balance from 2021	\$	9,330.30
donations received direct to MARC checking	\$	-
pavilion / auditorium reservations completed YTD	\$	-
donations granted from CSCF Montour Preserve Fund	\$	-
Montour County Hotel Tax reimbursements	\$	-
expenses incurred	\$	(1,135.59)
MARC labor year-to-date	\$	(3,821.42)
2022 YEAR-TO-DATE PROJECT BALANCE	\$	4,373.29

 MONTOUR PRESERVE 2022 BUDGET YEAR-TO-DATE		
EXPENSE	YEAR-TO-DATE ACTUAL	BUDGET
personnel	(3,821.42)	(58,000.00)
SITE MAINTENANCE & OPERATIONS	cleaning service	- (6,000.00)
	HVAC system maintenance	- (500.00)
	lawn care	- (33,000.00)
	parking lot / road maintenance	- (4,000.00)
	security system	(240.75) (1,500.00)
	sewage pumping	- (1,000.00)
	supplies / misc.	(212.91) (18,000.00)
	water testing	- (1,300.00)
	wildlife management	(317.87) (3,000.00)
	picnic area restroom plumbing repair	- (2,000.00)
	trail markers and signage	- (4,000.00)
UTILITIES	electric	- (15,000.00)
	internet service	(79.00) (1,200.00)
	telephone	(107.59) (1,300.00)
	trash service	(125.00) (2,000.00)
	website hosting / email service	(52.47) (1,000.00)
	brochures and promotional materials	- (4,000.00)
	programming and educational supplies	- (2,200.00)
EXPENSE TOTAL		\$ (4,957.01) \$(159,000.00)



MARC 2022 BUDGET

ADOPTED 11/22/21; YEAR-TO-DATE ACTUAL AS OF 1/22/22

EXPENSE		YEAR-TO-DATE ACTUAL	BUDGETED EXPENSES	FUNDING SOURCES	YEAR-TO-DATE ACTUAL	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)	-	(4,000.00)	Columbia County Hotel Tax Grant	-	4,000.00	-	-
	Hess Recreation Area	(394.74)	(18,400.00)	User Fees	-	1,750.00	(394.74)	(16,650.00)
	Hopewell Park / Danville Borough Farm Trails	(557.16)	(6,000.00)		-	-	(557.16)	(6,000.00)
	Montour Preserve	(5,381.01)	(159,000.00)	Pavilion / Auditorium Rental Fees	-	12,500.00	3,949.29	(100,500.00)
				Donations	-	6,000.00		
				Carryover balance from 2021	9,330.30	-		
				Transfer From Community Giving Foundation Montour Preserve Fund	-	40,000.00		
	North Branch Canal Trail (Montour County)	(10.26)	(4,500.00)		-	-	(10.26)	(4,500.00)
North Branch Canal Trail Parking / River Access	-	(1,900.00)		-	-	-	(1,900.00)	
Tools & Supplies	(1,149.43)	(2,500.00)		-	-	(1,149.43)	(2,500.00)	
SPECIAL PROJECTS & EVENTS	All-Terrain Vehicle Purchase (*)	-	(15,000.00)	Grants (*)	-	15,000.00	-	-
	Bicycle / Pedestrian Safety Projects	-	(500.00)		-	-	-	(500.00)
	Bicycle Routes Mapping and Promotion	-	(1,000.00)		-	-	-	(1,000.00)
	Chilli Challenge Adventure Triathlon	-	(6,000.00)	Race Registration Fees and Sponsorships	-	6,500.00	-	500.00
	Danville Borough Play Set Installation	-	(2,000.00)		-	-	-	(2,000.00)
	Girls ROC Camp (*)	-	(1,000.00)	Grants, Donations, and Participant Fees (*)	324.67	1,000.00	324.67	-
	Hopewell Park Pump Track Construction (*)	-	(220,000.00)	Grants [\$125,000] and Donations [\$95,000] (*)	50,885.00	220,000.00	50,885.00	-
	Hopewell Park Pump Track Engineering & Permitting	-	(30,000.00)	Donations [15,255] and Mahoning Twp. ARP Grant	15,255.00	30,000.00	15,255.00	-
	Humdinger Trail Races	(266.32)	(11,000.00)	Race Registration Fees and Sponsorships	-	11,500.00	(266.32)	500.00
	Regional Mountain Biking Promotion	(331.86)	(2,500.00)		-	-	(331.86)	(2,500.00)
	Riverside Borough Parks Revitalization	-	(2,000.00)		-	-	-	(2,000.00)
	Special Projects and Events - Other	(301.07)	(3,500.00)		-	-	(301.07)	(3,500.00)
	Tourism Promotion Special Projects - Other	(506.35)	(2,500.00)		-	-	(506.35)	(2,500.00)
	Washingtonville Revitalization Projects	(489.24)	(15,000.00)	Donations and grants [\$10,000 Giant Healing the Planet]	10,000.00	13,000.00	9,510.76	(2,000.00)
	Wellness Special Projects	-	(500.00)		-	-	-	(500.00)
	ADMIN / INSURANCE	Accounting	-	(1,800.00)		-	-	-
Administration / Misc. Other (Includes Stoudt Admin. Labor)		(2,881.02)	(23,000.00)		-	-	(2,881.02)	(23,000.00)
Audit		-	(4,820.00)		-	-	-	(4,820.00)
Dues & Licensing Fees		(781.00)	(1,500.00)		-	-	(781.00)	(1,500.00)
Fundraising		-	(1,000.00)		-	-	-	(1,000.00)
Insurance (D&O, General, & Workers' Comp)		-	(13,500.00)		-	-	-	(13,500.00)
Office Supplies		(503.05)	(1,750.00)		-	-	(503.05)	(1,750.00)
	(46.25)	(750.00)		-	-	(46.25)	(750.00)	
OTHER				2022 Year-End Carryover Unrestricted Balance	31,687.97	23,000.00	31,687.97	23,000.00
				Geisinger Contribution (unrestricted)	-	25,000.00	-	25,000.00
				Montour County Hotel Tax 2021 Carryover Balance	7.11	-	7.11	-
				Montour County Hotel Tax 2022 Grants	-	130,000.00	-	130,000.00
				Mahoning Township ARP Grant Carryover Balance	15,695.00	-	15,695.00	-
				Transfer From Community Giving Foundation Non-Endowed Fund	-	7,500.00	-	7,500.00
				Other Income	-	500.00	-	500.00
			Unrestricted Donations	-	10,000.00	-	10,000.00	
	TOTAL EXPENSES	(13,598.75)	(556,920.00)	TOTAL INCOME	133,185.05	557,250.00	119,586.30	330.00

NOTES: 1) Budget line items marked with (*) will occur only if grants and/or donations can be secured to fully fund the projects.

2) Budget excluding conditional line items (\$236,000) totals \$320,920.

3) For reference, projected 2021 year-end budget totals \$263,546.95 (21.8% increase)



MARC 2021 BUDGET

YEAR-END FINAL

EXPENSE		YEAR-END ACTUAL EXPENSES	BUDGETED EXPENSES	FUNDING SOURCES	YEAR-END ACTUAL INCOME	BUDGETED INCOME	YEAR-END ACTUAL LINE ITEM SURPLUS / (DEFICIT)	BUDGETED LINE ITEM SURPLUS / (DEFICIT)
PARK & TRAIL MAINTENANCE	Columbia County Projects (including North Branch Canal Trail)	(1,180.72)	(2,000.00)	Columbia County Hotel Tax Grant	-	2,000.00	(1,180.72)	-
	Hess Recreation Area	(36,469.79)	(17,000.00)	User Fees	1,496.00	1,000.00	(34,973.79)	(16,000.00)
	Hopewell Park / Danville Borough Farm Trails	(8,401.95)	(6,000.00)		-	-	(8,401.95)	(6,000.00)
	Montour Preserve	(140,769.65)	(123,000.00)	Pavilion / Auditorium Rental Fees	12,595.00	9,000.00	(81,030.83)	(65,000.00)
				Donations	7,143.82	9,000.00		
				Transfer From Central Susquehanna Community Foundation Fund	40,000.00	40,000.00		
	North Branch Canal Trail (Montour County)	(1,324.56)	(3,750.00)		-	-	(1,324.56)	(3,750.00)
SPECIAL PROJECTS & EVENTS	North Branch Canal Trail Parking / River Access	(1,169.57)	(1,500.00)		-	-	(1,169.57)	(1,500.00)
	Tools & Supplies	(2,219.09)	(2,500.00)		-	-	(2,219.09)	(2,500.00)
	All-Terrain Vehicle Purchase (*)	-	(13,000.00)	Grants (*)	-	13,000.00	-	-
	Bicycle / Pedestrian Safety Projects	(409.54)	(2,500.00)		-	-	(409.54)	(2,500.00)
	Bicycle Routes Mapping and Promotion	(40.60)	(1,000.00)		-	-	(40.60)	(1,000.00)
	Chilli Challenge Adventure Triathlon	(87.46)	(6,000.00)	Race Registration Fees [\$5,500] and Sponsorships [\$500]	-	6,000.00	(87.46)	-
	Danville Borough Play Set Installation	-	(2,000.00)		-	-	-	(2,000.00)
	Girls ROC Camp (*)	(350.04)	(1,000.00)	Grants, Donations, and Participant Fees (*)	674.71	1,000.00	324.67	-
	Hopewell Park Pump Track Design and Planning	(40.00)	(2,500.00)	donations	16,180.00	-	16,140.00	(2,500.00)
	Regional Mountain Biking Promotion	(2,458.92)	(2,000.00)		-	-	(2,458.92)	(2,000.00)
	Riverside Borough Parks Revitalization	-	(2,000.00)		-	-	-	(2,000.00)
	Snowdog Trail Groomer Purchase (*)	(5,012.00)	-	Grants and Donations	4,400.00	-	(612.00)	-
	Special Projects and Events - Other	(3,413.42)	(1,500.00)		-	-	(3,413.42)	(1,500.00)
	Tourism Promotion Special Projects - Other	(1,662.04)	(1,500.00)		-	-	(1,662.04)	(1,500.00)
	Washingtonville Revitalization Projects	(5,433.98)	(4,000.00)	Donations and grants [\$1,000 Youth in Philanthropy grant]	1,711.75	2,000.00	(3,722.23)	(2,000.00)
ADMIN / INSURANCE	Wellness Special Projects	(162.15)	(1,000.00)		-	-	(162.15)	(1,000.00)
	Accounting	(1,490.00)	(1,500.00)		-	-	(1,490.00)	(1,500.00)
	Administration / Misc. Other (Includes Stoudt Admin. Labor)	(23,919.71)	(17,000.00)		-	-	(23,919.71)	(17,000.00)
	Audit	(6,800.00)	(3,000.00)		-	-	(6,800.00)	(3,000.00)
	Dues & Licensing Fees	(1,399.68)	(2,500.00)		-	-	(1,399.68)	(2,500.00)
	Fundraising	(1,156.40)	(1,000.00)		-	-	(1,156.40)	(1,000.00)
	Insurance (D&O, General, & Workers' Comp)	(13,111.00)	(13,000.00)		-	-	(13,111.00)	(13,000.00)
OTHER	Office Supplies	(1,401.76)	(1,500.00)		-	-	(1,401.76)	(1,500.00)
	Public Notices	(669.00)	(500.00)		-	-	(669.00)	(500.00)
				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	133,641.92	90,000.00	133,641.92	90,000.00
				Mahoning Township American Rescue Plan Grant	25,000.00	-	25,000.00	-
				Giant - Healing the Planet Grant (2022 Washingtonville projects)	10,000.00	-	10,000.00	-
				Other Income	4,356.18	500.00	4,356.18	500.00
				Unrestricted Donations	23,350.00	10,000.00	23,350.00	10,000.00
TOTAL EXPENSES		(260,553.01)	(235,750.00)	TOTAL INCOME	345,950.83	238,500.00	85,397.82	2,750.00

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

STAFF MEMBER	DATE OF HIRE	INITIAL PAY RATE	DATE OF LAST COMPENSATION INCREASE	PAY RATE AS OF 1/1/22	2022 EFFECTIVE PAY RATE W/ TAXES	2021 AVERAGE HOURS WORKED / WEEK
STOUDT, ROBERT	1/4/2010	SALARIED \$40,000/YEAR	11/23/2020	\$25/hr	\$26.91/hr	45.4
BEAM, JON	1/5/2015	\$18/hr	11/23/2020	\$23/hr	\$25.18/hr	8.2
PIATT, DENNIS	2/8/2016	\$17/hr	11/23/2020	\$22/hr	\$24.08/hr	11.4
YEICH, LESLEY	4/23/2018	\$15/hr	11/23/2020	\$18/hr	\$19.70/hr	5.1
FOUGHT, DOUGLAS	6/1/2021	\$17/hr	N/A	\$17/hr	\$18.61/hr	3.6
REINARD, CRAIG	6/1/2021	\$17/hr	N/A	\$17/hr	\$18.61/hr	3.3
REAVY, HANNAH	9/14/2021	\$17/hr	N/A	\$17/hr	\$18.61/hr	4.5

NOTE: All MARC staff members are part-time hourly employees, receiving time and one-half pay for any hours worked in excess of 40 / calendar week. Staff receive no benefits, no paid holidays, and no paid vacation. Staff provide their own vehicles (and fuel), computers, cell phones, and work clothes, without reimbursement.

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.

9:18 AM

01/18/22

Cash Basis

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

	Dec 31, 21
ASSETS	
Current Assets	
Checking/Savings	
Mahoning Twp ARP Grant Cking	15,695.00
Service 1st - Savings	12.74
Service 1st FCU	69,312.30
Total Checking/Savings	85,020.04
Total Current Assets	85,020.04
TOTAL ASSETS	85,020.04
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Advance Payments Received	
Preserve Reservations	1,835.00
Total Advance Payments Received	1,835.00
Payroll Liabilities	1,621.48
Total Other Current Liabilities	3,456.48
Total Current Liabilities	3,456.48
Total Liabilities	3,456.48
Equity	
Retained Earnings	39,122.41
Net Income	42,441.15
Total Equity	81,563.56
TOTAL LIABILITIES & EQUITY	85,020.04

No Assurance Provided

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01/18/22

Cash Basis

Montour Area Recreation Commission Statement of Financial Activities December 2021

	Dec 21	Jan - Dec 21
Ordinary Income/Expense		
Income		
Donations Received		
CSCF Preserve Donations	0.00	40,000.00
Montour Preserve Donations	605.00	6,807.82
Donations Received - Other	6,550.00	69,641.75
Total Donations Received	7,155.00	116,449.57
Field & Park User Fees	125.00	14,427.00
Grants		
Girls ROC Camp	0.00	474.00
Mahoning Twp ARP Grant	25,000.00	25,000.00
Montour County Hotel Tax Grant	0.00	133,623.30
Youth In Philanthropy Grant	0.00	1,000.00
Total Grants	25,000.00	160,097.30
Healing the Planet Grant	0.00	10,000.00
Miscellaneous Income	0.00	4,304.88
Total Income	32,280.00	305,278.75
Gross Profit	32,280.00	305,278.75
Expense		
Administrative/Overhead		
Dues & Subscriptions	15.89	1,399.68
Fundraising Expenses	0.00	1,156.40
Insurance	0.00	13,111.00
Legal Notices	0.00	669.00
Miscellaneous	111.28	1,236.64
Office Expense	17.00	1,401.76
Organization Donations	0.00	100.00
Payroll Expenses	5,570.60	106,872.76
Professional Fees	0.00	8,290.00
Total Administrative/Overhead	5,714.77	134,237.24
Park & Trail Maintenance		
Columbia Cnty -NBCT	0.00	440.00
General -Tools & Supplies	5,012.00	7,231.09
Hess Recreation Area	9,606.15	27,344.51
Hopewell Park	50.00	4,242.89
Montour Preserve	8,833.03	84,116.78
North Branch Canal Trail	0.00	650.52
River Drive Parcel	0.00	1,100.00
Total Park & Trail Maintenance	23,501.18	125,125.79
Projects		
Hopewell Bike Jumps	0.00	40.00
Mountain Bike Special Proj.	0.00	95.28
Special Projects	1,000.00	1,766.04
Washingtonv Revitalization Exp	0.00	1,173.95
Total Projects	1,000.00	3,075.27
Special Events		
Other Events	0.00	469.22
RTRS	0.00	0.00
Total Special Events	0.00	469.22
Total Expense	30,215.95	262,907.52
Net Ordinary Income	2,064.05	42,371.23

No Assurance Provided

Page 1

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01/18/22



Cash Basis

Montour Area Recreation Commission
Statement of Financial Activities
December 2021

	<u>Dec 21</u>	<u>Jan - Dec 21</u>
Other Income/Expense		
Other Income		
Interest Income		
Grant Interest Earned	7.11	18.62
Interest Income - Other	3.63	51.30
Total Interest Income	<u>10.74</u>	<u>69.92</u>
Total Other Income	<u>10.74</u>	<u>69.92</u>
Net Other Income	<u>10.74</u>	<u>69.92</u>
Net Income	<u><u>2,074.79</u></u>	<u><u>42,441.15</u></u>

No Assurance Provided

Page 2

COMMUNITY GIVING FOUNDATION (CGF) FUND BALANCES AS OF 1/20/22	
FUND	BALANCE
MARC Non-Endowed Fund	\$ 10,172.35
MARC Endowed Fund	\$ 6,544.55
Hopewell Park Pump Track Fund	\$ 41,751.37
Washingtonville Revitalization Fund	\$ 2,576.18
Montour Preserve Fund	\$ 78,033.08
TOTAL	\$ 139,077.53
NOTES AND DISCLAIMERS REGARDING CGF FUNDS	
<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.	
	1/20/2022
Robert Stoudt, MARC Director	Date

ASSISTANT DIRECTOR / NATURALIST'S REPORT

In the past two months the assistant director has offered two public programs and one educational program for a visiting school group. He has finalized the design of interpretive signs for the sugarbush, marked trees to save from cutting and helped remove a signboard in the sugarbush. He has also begun work on developing a program for the 50th anniversary of the preserve. He hosted and participated in the annual Audubon Christmas Bird Count for northern Montour County.

Jon Beam

1/17/22

SENIOR MAINTENANCE TECHNICIAN'S REPORT

put brush hog on front of tractor and mowed Chilisaugi, Bluebird and Fossil Pit trails

removed fallen tree and blew leaves off Goose Woods trail

removed old split rail fence posts and rails that were replaced on Goose woods trail

removed sign board at Sugar Shack that os on pipeline right of way

removed dead shrubbery next to EEC and placed # 4 stone in beds

fetches snow dog to its new home

plowed snow at Preserve

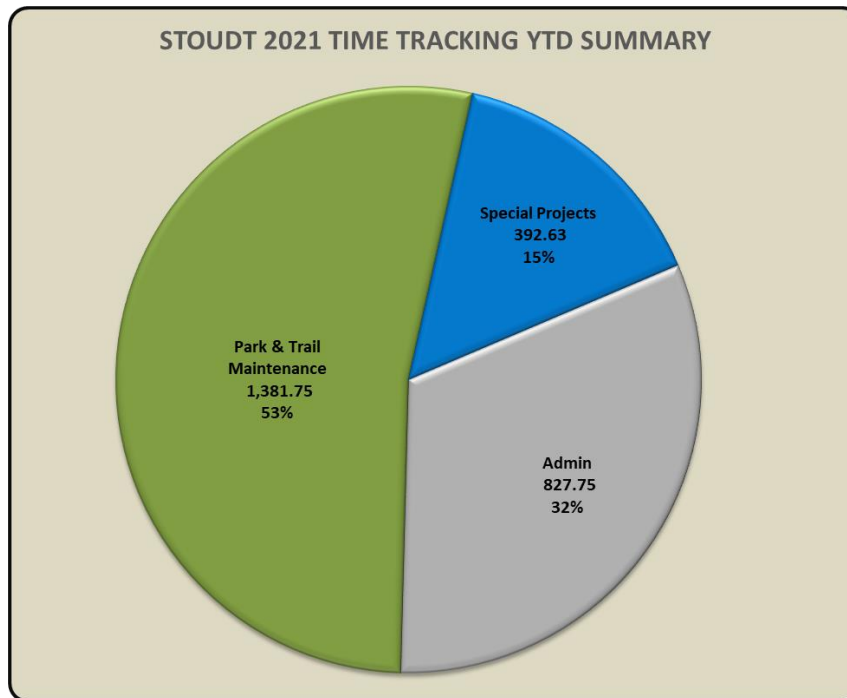
SPTMT

Dennis Piatt

1/19/22

DIRECTOR'S REPORT

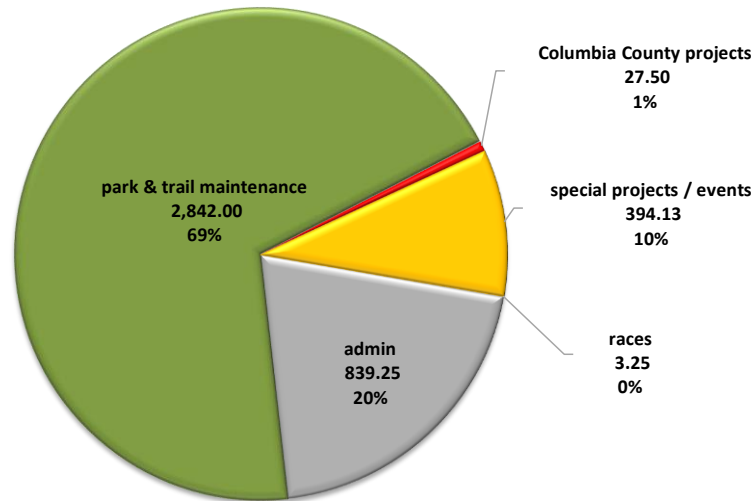
	STOUDT	PROJECT YTD TOTAL HOURS	NOVEMBER																												DECEMBER																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																											
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admin	MARC admin	760.50						0.25		8.50	0.50		2.50	0.25			0.75	0.50	6.50	5.00	2.50		0.25	3.50	2.50	3.00	2.00	3.00		0.50	2.00	3.00	1.50	2.00																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																								



DIRECTOR'S REPORT (continued)

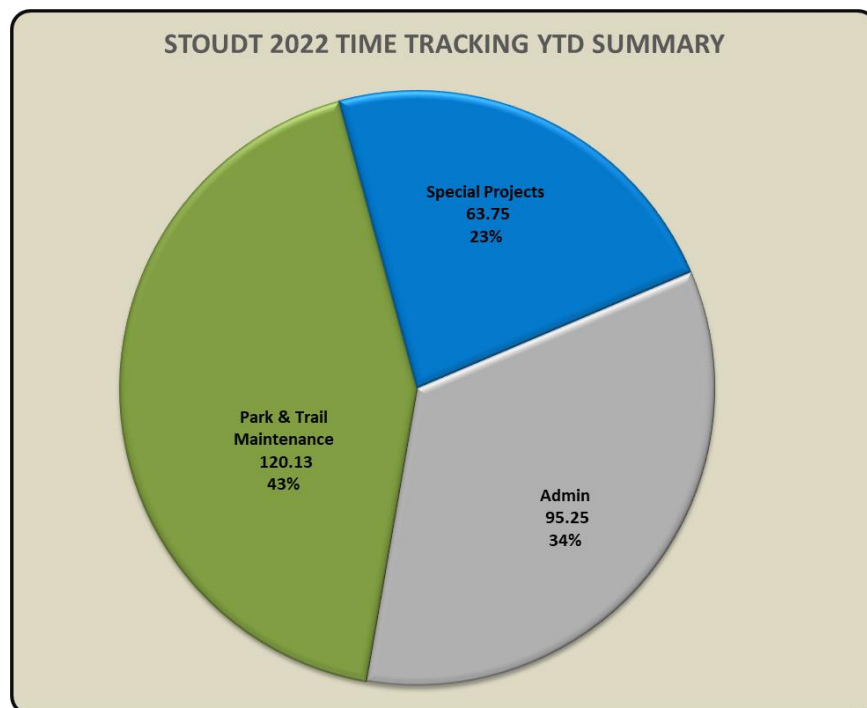
MARC STAFF 2021 YEAR-END COMBINED TIME ACCOUNTING								
YEAR-END FINAL; INCLUDES OVERTIME HOURS								
TASK	STOUDT	BEAM	FOUGHT	PIATT	REAVY	REINARD	YEICH	PROJECT TOTAL HOURS
MARC admin	827.75	-	3.00	-	1.50	7.00	-	839.25
Hess Recreation Area	264.13	-	-	42.50	-	43.50	8.00	358.13
Hopewell Park / Danville Farm Trails	154.38	-	-	-	-	-	-	154.38
Montour Preserve admin / maintenance	932.50	114.00	89.50	538.50	43.00	19.00	251.00	1,987.50
Montour Preserve programming	4.50	309.25	-	-	-	-	-	313.75
North Branch Canal Trail (Montour Co.)	24.88	-	-	-	-	0.25	-	25.13
River Drive trailhead / river access	1.38	-	-	-	-	1.75	-	3.13
bicycle routes mapping & promotion	1.50	-	-	-	-	-	-	1.50
bike / pedestrian safety special projects	15.13	-	-	-	-	-	-	15.13
Chilli Challenge	3.25	-	-	-	-	-	-	3.25
Columbia County projects	27.50	-	-	-	-	-	-	27.50
Danville Borough play set installation	-	-	-	-	-	-	-	-
mountain biking special projects	86.13	-	-	-	-	2.25	-	88.38
Riverside Borough parks revitalization	-	-	-	-	-	-	-	-
special projects / events - other	88.13	2.00	-	2.00	-	1.00	2.00	95.13
tourism promotion special projects	61.75	-	-	-	-	-	-	61.75
Washingtonville revitalization projects	103.25	-	-	7.50	-	9.50	6.00	126.25
wellness special projects	6.00	-	-	-	-	-	-	6.00
TOTALS	2,602.13	425.25	92.50	590.50	44.50	84.25	267.00	4,106.13

MARC STAFF TIME TRACKING 2021 YEAR-END SUMMARY



DIRECTOR'S REPORT (continued)

	STOUDT	PROJECT YTD TOTAL HOURS	DECEMBER 2021														JANUARY 2022																				
			19	20	21	22	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
admin	MARC admin	87.00	3.00	4.00	1.00	0.50			3.00	1.00	6.00	3.00	1.50	0.50		5.50	3.50	3.00	5.00	2.50	1.50		3.50	0.50	1.50	3.00	4.00	2.00	2.50	6.00	1.50	4.00	2.00	1.50	5.00	5.50	
PARK & TRAIL MAINTENANCE	Hess Recreation Area	7.75	0.25	0.25	0.25	0.25				0.25	0.50	0.25				0.25	0.25		0.25	0.50					0.75	0.25	0.25	0.75	0.50	0.75	0.50	0.25	0.25	0.25			
	Hopewell Park / Danville Farm Trails	15.50										0.50	6.25				0.50	0.75							0.50	0.50		0.50	4.50	0.25		0.25		1.00			
	Montour Preserve admin / maintenance	74.00	1.50	1.00	3.50	2.00			2.50	1.50	1.50		1.00	1.00		1.00	1.25	1.75	2.25	5.50	4.75		1.50	1.50	2.00	2.50	2.50	2.00	2.00	4.50	7.00	3.00	4.00	3.50	3.50	2.50	
	Montour Preserve programming	9.50			2.00	2.50			1.00	1.50																0.50		2.00									
	North Branch Canal Trail (Montour Co.)	0.25																															0.25				
	River Drive trailhead / river access																																				
SPECIAL PROJECTS & EVENTS	bicycle routes mapping & promotion																																				
	bike / pedestrian safety special projects																																				
	Chilli Challenge																																				
	Columbia County projects																																				
	Danville Borough play set installation																																				
	Humdinger Trail Races	4.00									0.25		0.25	2.00								0.25		0.25					0.25	0.25	0.25	0.25					
	mountain biking special projects	11.00			1.50						0.25	3.00																		4.00	0.50	0.75	1.00				
	Riverside Borough parks revitalization																																				
	special projects / events - other	9.00																							2.00	1.00	2.00	2.50				1.50					
	tourism promotion special projects	18.50	5.50									0.75											0.25	8.00		1.00	1.50		1.50								
	Washingtonville revitalization projects	16.25	5.00	3.50	2.00	0.50						0.75										0.25		0.50	0.50							2.75	0.50				
	wellness special projects																																				
DAILY TOTALS		252.75	10.50	8.25	7.25	8.75	5.25		6.50	4.25	8.50	7.50	9.75	3.50		6.50	5.50	5.75	7.25	8.25	6.75		5.75	10.00	7.50	9.00	10.25	9.25	9.75	13.00	9.25	11.75	6.50	10.25	11.50	9.00	
WEEKLY PAYROLL TOTAL			40.00							40.00							40.00							61.50							71.25						
BIWEEKLY PAYROLL TOTAL			80.00														101.50														71.25						
PAYROLL PERIOD			1														2														3						



DIRECTOR'S REPORT (continued)

GRANTS

- **Montour County Hotel Tax**

- MARC begins 2022 with a carryover balance of 2021 Montour County Hotel Tax revenues of \$7.11
- The next Montour County Hotel Tax grant installment (for Q4 2021) is anticipated in mid-February 2022
- Stoudt has provided to McKonly & Asbury MARC's 2021 accounting files to begin MARC's 2021 audit

- **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 may begin this year
- project mapping is available at <https://www.google.com/maps/d/edit?mid=17se2PMghOEBzg70bdSTOg3HPCTTO9drE&usp=sharing>

- **Community Giving Foundation Danville Youth in Philanthropy**

- Stoudt on 12/30/21 submitted the required grant close-out reports
- Grant is now closed and will not appear on future reports

- **Giant – Healing the Planet Grant**

- MARC on 11/8/21 received and deposited \$10,000 in grant funds to be administered on behalf of Washingtonville Borough
- Grant funds are to be used to plant new trees at Washingtonville Borough's DeLong Park and to make improvements to the proposed new Mill Park, along Mill Road in Derry Township
- Grant funds must be expended and work completed by 7/31/22; grant close-out reports must be submitted by 8/31/22

- **Mahoning Township American Rescue Plan Grant**

- MARC on 12/13/21 was awarded \$25,000 in American Rescue Act grant funding from Mahoning Township
- Funds are to be used to offset the negative economic impact of COVID-19 on MARC's operations and to be focused on projects of importance to Mahoning Township residents
- MARC on 12/30/21 expended \$9,305 to pay Kleinfelder for engineering work for the Hess Loop Trail (J. Manley Robbins Trail) at the Hess Recreation Area
- \$15,695 remains earmarked in a dedicated checking account to pay a portion of the costs for the planned engineering, permitting, and design work for the Hopewell Park Pump Track

DIRECTOR'S REPORT (continued)

GRANTS (continued)

- **DCNR 2021 Park Rehabilitation and Development Grant (Hopewell Park Pump Track)**
 - MARC was notified on 12/30/21 that its application to DCNR for \$125,000 in grant funding to rehabilitate Hopewell Park had been conditionally approved
 - Project activities will include 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
 - As of 1/22/22, MARC has so far secured \$167,696.37 in pledges and donations to match the DCNR grant
 - MARC on 1/14/22 received and deposited the Columbia Montour Visitors Bureau's \$50,000 contribution toward the project
 - Stoudt on 1/11/22 spoke with DCNR to discuss preconditions for the grant agreement
 - As previously reported by DCNR, because Hopewell Park is owned by Montour County (not MARC, the grant applicant); a copy of an executed lease (with a minimum 25-year lease term) between Montour County and MARC must be provided to DCNR before a grant agreement can be approved or project activities may begin
 - As also previously reported, the Montour County Commissioners prefer the grant be administered through Montour County, rather than through MARC, in order to avoid the necessity of a long-term lease agreement
 - Stoudt on 1/21/22 contacted DCNR to request consideration of designating Montour County as the grant recipient, with grant administration, funding, etc. to be provided by MARC, subject to approval by MARC's Board, Montour County, and DCNR
 - As of 1/22/22, DCNR has not yet replied to this request
 - Stoudt will request MARC Board consideration of this proposal during this meeting, conditioned upon similar approvals by Montour County and DCNR
 - Stoudt has reached out to three engineering firms to request proposals for project engineering and permitting assistance
 - Stoudt met on 12/9/21 with representatives of Mahoning Township, LIVIC Civil, Montour County Conservation District, and Brinkash & Associates to review engineering and permitting requirements for the project
 - LIVIC Civil declined to submit a proposal (conflict of interest as Mahoning Township's engineering firm); the other two (Brinkash & Associates, Inc. and Kleinfelder) have proposed to collaborate to provide the services needed by MARC
 - Stoudt will recommend at this meeting that MARC hire Brinkash & Associates, Inc., with subcontracting to be provided by Kleinfelder, as documented in this meeting packet
 - NOTE: Work may not begin until the question of site ownership/management has been resolved to DCNR's satisfaction and a grant agreement has been signed
 - Stoudt's updated project presentation, including a listing of project donors, is available at <https://docs.google.com/presentation/d/1b1DRhttSDZ3OfL0aYTalufPhW1XYNO7x/edit?usp=sharing&ouid=117951050608712833238&rtpof=true&sd=true>

DIRECTOR'S REPORT (continued)

MANAGED SITES

- **Hopewell Park / Danville Borough Farm**

- Stoudt and volunteer Jared Mowery on 1/15/22 trimmed vegetation around the pump track area and gathered and removed the pile of woody debris that had been placed near the park entrance after being collected in April 2021 during a site cleanup
- All hunting season trail closure signage has been removed
 - Only minor incidents were reported during the fall / winter hunting seasons, only one of which is known to have required Mahoning Township Police intervention
- MARC will work with Eagle Scout candidate Gabe Bittner to create a concrete pad to properly secure the new bike rack recently constructed and donated by Kris Huber and Nick Craven
- New trailhead kiosk signs will be installed in February
- Work is ongoing to prepare for the planned pump track construction and related redevelopment activities as reported elsewhere in this meeting packet

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

- No concerns noted since last meeting

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

- No concerns noted since last meeting
- MARC staff and volunteers will do trimming and dead tree removal at the site in coming weeks as conditions allow

- **North Branch Canal Trail**

- Land Stewards Wayne Kashner and Jennifer Hunsinger continue to monitor and maintain the trail
- All hunting season trail closure signage has been removed
 - No incidents were reported to MARC
- No progress has been made on resolving the ongoing legal dispute with the owners of the Bear Hunters' Grove Campground
 - Legal action is temporarily on hold at the request of a MARC partner agency, but may be able to resume in the near future
- 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)
- Land Steward Wayne Kashner has reported a partially failed culvert at trail mile 1.2
 - Mr. Kashner has made temporary fixes to protect trail user safety, but Stoudt will investigate a more permanent fix

DIRECTOR'S REPORT (continued)

MANAGED SITES (continued)

- **Hess Recreation Area**

- MARC has received the final report from Kleinfelder regarding the engineering evaluation of the section of the Hess Loop Trail – J. Manley Robbins Trail Segment between mile markers 1.3 - 1.5 which has been partially collapsing
 - The report is available at:
<https://drive.google.com/file/d/1oWJ04nJCEDZV9VzOLsfEXN5UtSXQ9bUi/view?usp=sharing>
 - Stoudt, Piatt, and others are evaluating the report to determine whether MARC might be able to perform the recommended fixes in-house or if MARC might need to hire a contractor (when funding allows)
 - Stoudt continues to monitor the problem section of trail on a regular basis; no significant changes have been noticed since the last meeting
- One road culvert pipe remains significantly blocked from repeated storm erosion; Stoudt has reached out to Danville area contacts for assistance (no change since last meeting; work must wait until conditions allow)
- 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)
- Stoudt and son, Ben, on 12/9/21 cleaned up nine bags of trash that had been dumped over the shoulder of the park's access road into a wetland area
 - Stoudt went through the materials and located several pieces of trash with names and addresses
 - Stoudt provided the materials to the Mahoning Township Police Department who spoke with the suspects and obtained confessions
 - Stoudt has requested community service for the responsible individuals and is awaiting word from Mahoning Township Police to see if the court has approved the request
- A section of the Mahoning Flats Trail boardwalk remains out of place because of flooding in late 2021
 - MARC staff and volunteers will attempt to put the section back into place when conditions allow (no change since last meeting)
- Stoudt has consulted with R.C. Young, Inc. regarding probable costs to repair the park access road
 - The recommendation is to clean existing potholes and install 9.5mm asphalt repairs, then furnish and install two coats of 1b tar and chip (assuming a road length of 3,600ft and width of 16ft)
 - Total cost is estimated at \$45,000 - \$50,000
 - Stoudt will continue to seek funding to allow this high-priority project to be completed

DIRECTOR'S REPORT (continued)

MANAGED SITES (continued)

- **Montour Preserve**

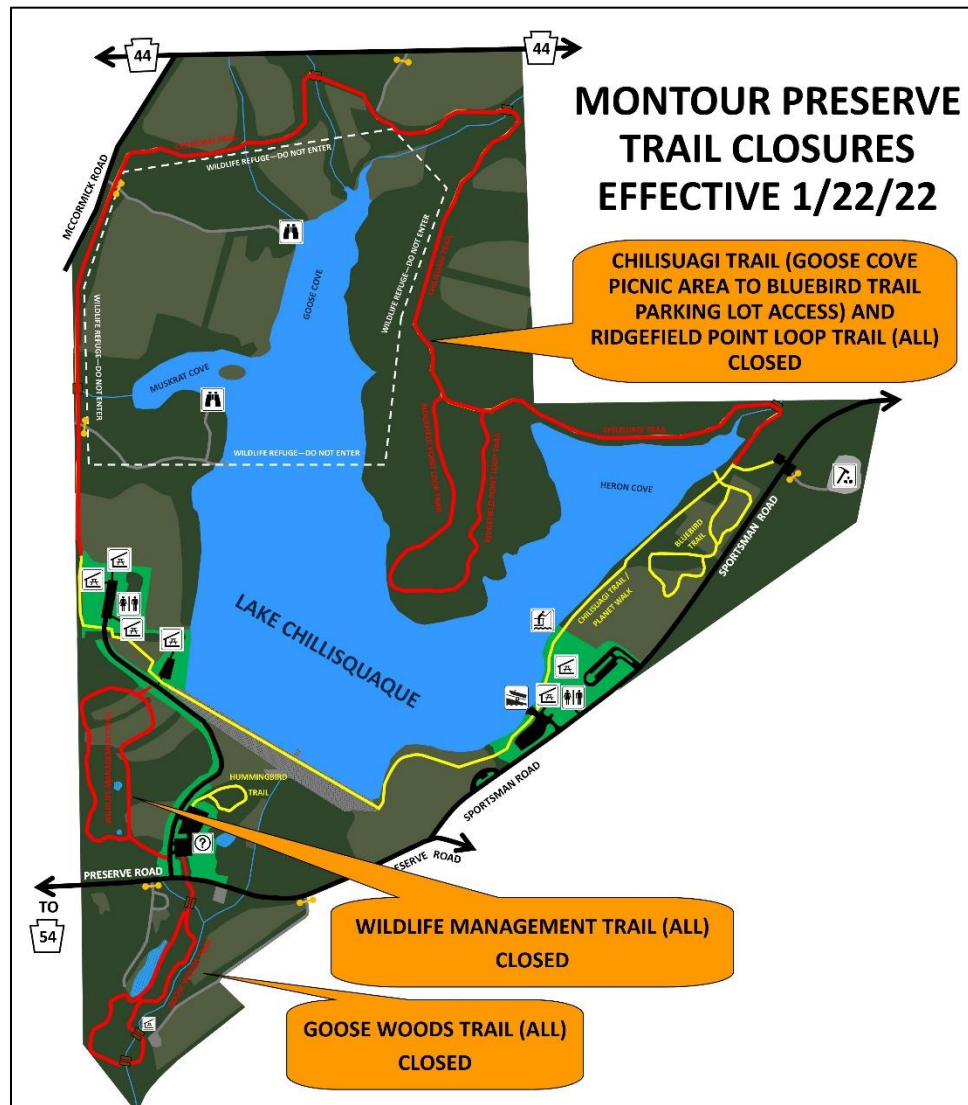
- MARC is still waiting for the computer chip necessary to complete the repair of the Visitors' Center / Environmental Education Center security system
 - Stoudt anticipates repairs will begin as soon as Johnson Controls receives the parts
 - The second ½ payment (\$2,745.92) for the repair will now be made on MARC's 2022 budget, rather than in 2021 as originally budgeted
- SkyPacket internet service continues to work well with no recent service interruptions
- MARC on 1/14/22 hosted an event organized by DRIVE to celebrate the regional roll-out of internet service, including at the Montour Preserve
- 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 is working with Eagle Scout candidate Jay Moyer to create several new picnic tables and rehabilitate several existing tables in need of significant repair
- MARC is working with Eagle Scout candidate Logan Maciejewski to repaint the Heron Cove A Pavilion
- MARC anticipates working with a Girl Scout Gold Award candidate and an Eagle Scout candidate to create and install new bluebird boxes, as well as related bluebird habitat restoration work
- MARC will be hosting the 4H Outdoor Explorers group's monthly meetings in the Environmental Education Center auditorium
- Stoudt and Beam are collaborating to offer Beam's in-person programming at the Preserve through the Zoom platform as well
- MARC staff have begun preparations for the 2022 maple sugaring season
 - Stoudt and Beam have ordered a new evaporator for the sugar shack to replace the existing unit which is believed to be nearly thirty years old and no longer able to be repaired
 - Maple sugaring open houses are planned for Saturday, February 26, and Sunday, March 13, from 12pm – 4pm both days
 - Beam and volunteers will offer programming for school groups and other community groups Tuesday through Friday, February 22 through March 4
- Gannett Fleming has completed the study of Lake Chillisquaque to determine whether the lake would be self-sustaining if water is no longer actively pumped into and out of the lake
 - <https://drive.google.com/file/d/1Y3r1LXBxz12lQPN8ykRvttsb2EdLoOdM/view?usp=sharing>
- Stoudt and Beam have worked with representatives of the Pennsylvania Master Naturalist program to update the partnering agreement to conduct training at the Montour Preserve
 - The new agreement is provided for consideration and approval during this meeting

DIRECTOR'S REPORT (continued)

MANAGED SITES (continued)

- **Montour Preserve (continued)**

- MARC has posted trail closures for the Goose Woods Trail, Wildlife Management Trail, Ridgefield Point Loop Trail, and a portion of the Chilisugi Trail (between the Goose Cove Picnic Area and the Bluebird Trail Parking Lot Access) (*see map below*)
 - These temporary trail closures are being made to protect visitor safety while Talen Energy and its subsidiaries conduct tree clearing and removal activities on Talen Energy owned lands in and around the Montour Preserve
 - Work is being done to support the construction of a proposed natural gas pipeline to supply the Montour Steam Electric Station
 - Trail closures are expected to last several days and will be lifted as soon as conditions are safe to again allow trail use



DIRECTOR'S REPORT (continued)

SPECIAL PROJECTS AND EVENTS

- **Bicycle / Pedestrian Safety Projects**
 - Stoudt will attend the 2/16/22 meeting of the Middle Susquehanna Active Transportation Committee
- **Bicycle Routes Mapping and Promotion** (no change since last meeting)
 - Kit Kelly, Dr. Victor Marks, and others have contributed GPS routes and mapping for numerous road routes for cycling in and around northern Montour County
 - MARC is working with the Columbia Montour Visitors Bureau and the Susquehanna River Valley Visitors Bureau to promote bicycling route mapping and online distribution, likely through the RideWithGPS platform (www.RideWithGPS.com)
 - 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
- **Chilli Challenge Adventure Triathlon**
 - Stoudt is working to secure the necessary insurance certificates and permitting required to host the event on Saturday, 10/1/22
 - Stoudt has requested the assistance of the Montour County Emergency Management Agency for safety logistics at the event
- **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 preparation for reassembly
 - It is anticipated the play set will be reconstructed at the F.Q. Hartman Recreation Area this spring
- **Girls ROC Camp**
 - \$324.67 is earmarked in MARC's checking account for this year's events
 - Stoudt remains in regular communication with event organizers for planning, logistics, and administration
- **Humdinger Trail Races**
 - Stoudt on 12/31/21 updated MARC's website and opened registration for the 2022 Humdinger Trail Races, scheduled for Saturday, 3/5/22
 - The race is capped at 200 participants as part of MARC's COVID-19 precautions
 - As of 1/22/22, 66 racers have registered for the event

DIRECTOR'S REPORT (continued)

SPECIAL PROJECTS AND EVENTS (continued)

- **Regional Mountain Biking Promotion**

- MARC's Mountain Biking Advisory Group met on 1/18/22 (see meeting agenda and materials later in this meeting packet)
 - Stoudt hopes to work with Danville area native / Western Colorado University student Allyson Scheunemann to prepare MARC's application to the International Mountain Bicycling Association's Ride Center program (<https://www.imba.com/ride/where-to-ride/ride-centers?param=ride-center>)
 - Stoudt has nearly completed the five-county mapping needed for the project and anticipates creation of a mountain biking page on MARC's website before the end of March
 - 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
- Stoudt continues to meet with organizers of the Dirty Grin Mountain Bike Festival to discuss planning for a 2022 event (no updates since last meeting)
 - A tentative date of 6/10 – 6/12/22 has been set, pending final approval
 - Stoudt anticipates that MARC will again host event activities at the Hess Recreation Area and Hopewell Park / Danville Borough Farm Trail System

- **Riverside Borough Parks Revitalization**

- The replacement sign for the river access will be reinstalled this spring when conditions allow
- Stoudt will continue to remain in contact with Riverside Borough representatives to discuss opportunities for MARC to assist with revitalizing the Borough's parks and outdoor recreation areas, particularly at the recently acquired former school property

- **Special Projects and Events – Other**

- No updates since last meeting

- **Tourism Promotion Special Projects – Other**

- No updates since last meeting

- **Wellness Special Projects**

- No updates since last meeting

DIRECTOR'S REPORT (continued)

SPECIAL PROJECTS AND EVENTS (continued)

- **Washingtonville Revitalization Projects**

- MARC on 12/20/21 released new mapping and content for the Chillisquaque Creek Watershed on MARC's website at <https://montourrec.com/chillisquaque-creek/>
 - MARC thanks Tyler Dombroski, Kit Kelley, and Van Wagner for significant project support
- Two parcels along Mill Road in Derry Township (adjacent to Washingtonville Borough) have recently been acquired through FEMA flood buyouts
 - The parcels are now cleared of structures and owned by Montour County
 - Discussions are ongoing regarding the potential to develop the parcels into a new 'Mill Park' to include a hand-carry watercraft access to Chillisquaque Creek and limited amenities for passive use of the site
 - Stoudt and Tyler Dombroski have reviewed the property deeds and applicable site restrictions and believe the site has great potential, but have concerns regarding potential property boundary disputes because of vague property descriptions
 - Stoudt has contacted three engineering firms to solicit proposals for deed research and surveying for the two properties
 - One firm (Hildebrand Surveying and Mapping) declined to submit a proposal
 - Two firms (The Crossroads Group and Brinkash & Associates) submitted proposals for consideration
 - After reviewing the proposals, Stoudt and Dombroski agreed the proposal from Brinkash & Associates provided the better value and firm pricing
 - Stoudt, Dombroski, and representatives of Brinkash & Associates met on 12/9/21 at the sites to do an initial evaluation of the properties and identify challenges and concerns
 - MARC used \$1,000 from the Danville Youth in Philanthropy grant to hire Brinkash & Associates to begin deed research for the two properties
 - Stoudt will recommend during this meeting that MARC contract with Brinkash & Associates to complete the parcel surveys as documented in this meeting agenda packet at a remaining cost of \$5,600
 - Funding for this work would include:
 - \$3,500 from the Giant – Healing the Planet grant
 - \$2,100 from MARC
- Stoudt continues to coordinate with the Washingtonville Revitalization Committee to focus on other projects of interest to the group and Washingtonville Borough
- Stoudt and Dombroski are exploring options for other new stream access locations along Chillisquaque Creek
- Stoudt continues to work with Washingtonville Revitalization Committee members to identify, map, and promote bicycling routes in the Washingtonville area

DIRECTOR'S REPORT (continued)

OTHER UPDATES

- Stoudt and Piatt on 1/10/22 traveled to Shank's Lawn Equipment in Chambersburg, PA to take delivery of MARC's new SnowDog trail grooming machine and cross-country skiing groomer accessory
 - Stoudt and Piatt chose to also purchase a utility sled for the machine to facilitate wintertime trail maintenance
 - Stoudt on 1/14/22 purchased a helmet from Bloomsburg Powersports to help protect MARC staff and volunteers when operating the machine
 - The singletrack (fat tire mountain bike) groomer remains on backorder, delayed by the ongoing Ukraine/Russia conflict
 - Piatt has begun to use the machine and accessories for trail maintenance at the Montour Preserve
 - The Standard-Journal newspaper featured the project in a recent story, available at: https://www.standard-journal.com/news/local/article_d490fceb-4d43-5594-98ee-28cd0169fd0e.html?utm_medium=social&utm_source=email&utm_campaign=user-share
 - Stoudt will coordinate a staff/volunteer training session in coming weeks when conditions allow
 - Stoudt anticipates trail grooming will occur when not less than six inches of snow cover exists and weather conditions are favorable for the snow to last for not less than several days
 - Stoudt has created new trail signage to be posted once grooming occurs



DIRECTOR'S REPORT (continued)

OTHER UPDATES (continued)

- Stoudt on 12/16/21 attended a PIRMA training for public officials
- Stoudt and Van Wagner on 12/19/21 led a hike for 30 participants on State Game Lands #115 to the remnants of the Liberty Iron Furnace
- Stoudt is participating in the Danville Area Community Center's Strategic Planning Community Committee
- Because of ongoing COVID-19 concerns, MARC will not host an annual volunteer recognition dinner / awards ceremony
 - In consultation with Chairman Dombroski, Stoudt has selected three entities to receive MARC's annual award recognitions
 - Stoudt will present the awards shortly after they are received from the manufacturer

UPCOMING MEETINGS AND SPECIAL EVENTS

- 1/27/22 Stoudt presentation to Selinsgrove Rotary
- 1/29/22 A Winter Walk (Jon Beam – Montour Preserve) <https://fb.me/e/13FwwJHJA>
- 1/30/22 Jerseytown Coal Mine Hike (Stoudt / Van Wagner) <https://fb.me/e/29BVO5GSY>
- 2/4/22 A Look Back – 50 Years of Montour Preserve (Jon Beam) <https://fb.me/e/1xSyF0QIQ>
- 2/9/22 Stoudt presentation to Chillisquaque Limestone Watershed Association
- 2/16/22 Middle Susquehanna Active Transportation Committee meeting
- 2/23/22 Managing Multi-Use Trails on Conserved Lands webinar
- 2/26/22 Montour Preserve Maple Sugaring Open House <https://fb.me/e/1Awbb7fAx>
- 2/28/22 MARC meeting
- 3/5/22 Humdinger Trail Races <https://fb.me/e/4UFcsDbQz>
- 3/13/22 Montour Preserve Maple Sugaring Open House <https://fb.me/e/2HGebYRFI>

MONTOUR AREA RECREATION COMMISSION 2022 MEMBERS

APPOINTING ENTITY	BOARD MEMBER	MEMBER TYPE	2021 OFFICER POSITIONS	FIRST APPOINTED	DATE OF REAPPOINTMENT	APPOINTMENT EXPIRATION
Danville Area School District	Chris Johns	staff	Secretary	February 9, 2015	October 26, 2021	October 25, 2024
	VACANT	elected official				
Danville Borough	Councilman Kevin Herritt	elected official		February 8, 2016	January 3, 2022	January 2, 2023
	Chadd Roadarmel	resident		September 8, 2020	January 3, 2022	January 2, 2025
Mahoning Township	Larry Robertson	elected official		May 13, 2020	N/A	May 12, 2023
	TS Scott	elected official		May 13, 2020	N/A	May 12, 2023
Montour County	Dr. John Bulger	resident	Vice-Chairperson / Treasurer	February 12, 2019	January 11, 2022	February 11, 2025
	Kristin Mikita	resident		December 28, 2021		December 27, 2024
	Commissioner Dan Hartman	elected official		January 22, 2018	annual	December 31, 2022
	Brett Johnson	resident		April 23, 2021		April 23, 2024
	Tami Gabrielsen	resident		January 11, 2022		January 10, 2025
Riverside Borough	Kyle Postupack	resident		February 9, 2019	January 3, 2022	January 2, 2025
	Elizabeth Rake	elected official		January 3, 2022	N/A	January 2, 2023
Washingtonville Borough	Councilman Frank Dombroski	elected official		pre-November 2010	annual	December 31, 2022
	Mayor Tyler Dombroski	elected official	Chairperson	February 11, 2013	annual	December 31, 2022

Per MARC's Intergovernmental Agreement of Cooperation, revised 5/13/2020:

Section 2b. **Representation** The Commission shall consist of representatives (hereinafter "Members") of each Participant, all of whom shall serve without pay. Each Participant, with the exception of Montour County, shall appoint two (2) residents of their municipality to the Commission, one (1) of whom is preferred to be an elected representative of their governing body. Montour County shall appoint five (5) residents, at least one (1) of whom will be an elected Commissioner. Such Members shall serve for terms of three (3) years, expiring on December 31, except that the original terms shall be staggered so that not more than one-third (1/3) of the Members' terms shall expire annually. Such Members may be reappointed as Members of the Commission at the discretion of Participants.

last revised 1/20/22 R. Stoudt

MEMBERS

AMERICAN AND PENNSYLVANIA INSTITUTES
OF CERTIFIED PUBLIC ACCOUNTANTS

INDEPENDENT MEMBER OF

 PrimeGlobal

January 5, 2022

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

RE: Montour Area Recreation Commission

Dear Members of the Board of Directors:

We are pleased to confirm our understanding of the services McKonly & Asbury, LLP (M&A) will provide to the above listed organization (the Organization) for the year ended December 31, 2021.

You have requested that we audit the financial statements of the Organization, as of December 31, 2021, and for the year then ended and the related notes, which comprise the statement of net position – modified cash basis, the statement of revenues, expenses, and change in net position – modified cash basis, and the related notes to the financial statements, which collectively comprise the Organization's basic financial statements as listed in the table of contents. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter.

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America (GAAS) will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

Auditor Responsibilities

We will conduct our audit in accordance with GAAS. As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit. We will also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.

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570.784.1111 • www.macpas.com • Fax: 570.784.1114

MAILING ADDRESS

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

RE: Montour Area Recreation Commission

- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Organization's ability to continue as a going concern for a reasonable period of time.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements may not be detected exists, even though the audit is properly planned and performed in accordance with GAAS.

Our responsibility as auditors is limited to the period covered by our audit and does not extend to any other periods.

Compliance with Laws and Regulations

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

Management Responsibilities

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

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

RE: Montour Area Recreation Commission

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

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

Nonattest Services

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

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

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

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

Our responsibilities and limitations of the nonattest services are as follows:

- We will perform the services in accordance with applicable professional standards.
- The nonattest services are limited to the financial statement services previously outlined. Our firm, in its sole professional judgment, reserves the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities, including determining account coding and approving journal entries.

Reporting

We will issue a written report upon completion of our audit of the Organization's basic financial statements. Our report will be addressed to the governing body of the Organization. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinion, add an emphasis-of-matter or other-matter paragraph(s) to our auditor's report, or if necessary, withdraw from the engagement. If our opinion on the basic financial statements is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express an opinion or to issue a report as a result of this engagement.

Other

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

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

RE: Montour Area Recreation Commission

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

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

Provisions of Engagement Administration, Timing and Fees

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

Your staff will provide us a trial balance that is in agreement with the general ledger for the year ended December 31, 2021, and supporting documentation for the financial statements prior to our commencement of final fieldwork. Your supporting documentation will include information detailed in future correspondence to you. These records remain your property and will be returned to you at the completion of our engagement. It is your responsibility to retain and protect these records for possible future use, including potential examination by any government or regulatory agency. Your records are provided to us only as needed to complete our engagement.

At the conclusion of this engagement, we will return all original records you supplied to us. Your Organization records are the primary records for your operations and comprise the backup and support for your financial reports and tax returns. For tax or consulting services, the records are your property; however, we reserve the right to maintain copies. Our firm destroys our client files and all pertinent work papers after a retention period of seven (7) years, after which time these items will no longer be available. Catastrophic events or physical deterioration may result in our firm's records being unavailable.

At the conclusion of our audit engagement, we will communicate to those charged with governance significant findings from the audit.

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

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

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

RE: Montour Area Recreation Commission

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

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

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

Our fee for these services will be \$4,635, which includes all reasonable out-of-pocket expenses. A technology/administrative fee of 4% will also be charged on each invoice (\$185 in total for a total cost of \$4,820). The fee estimate is based on anticipated cooperation from your personnel, and the assumption that unexpected circumstances will not be encountered during the work performed, and that management will provide to us on an agreed-upon date all items included on a list of items needed, which will be sent to you prior to the commencement of fieldwork. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Our invoices for these services will be rendered as follows and are payable on presentation:

April 2022	\$2,413 (\$2,320 plus \$93)
May 2022	\$2,407 (\$2,315 plus \$92)

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

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

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

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

In addition, you further agree that, in the event our firm or any of its employees or agents is called as a witness or requested to provide any information, whether oral, written, or electronic, in any judicial, quasi-judicial, or

RE: Montour Area Recreation Commission

administrative hearing or trial regarding information or communications that you have provided to this firm, or any documents and workpapers prepared by M&A in accordance with the terms of this agreement, you agree to pay any and all reasonable expenses including fees and costs for our time at our standard rates at the time, as well as any legal or other fees that we incur as a result of such appearance or production of documents.

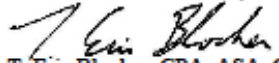
If any dispute, other than over fees, arises among the parties hereto, the parties agree to first try in good faith to settle the dispute by mediation. A mediator or mediation association will be chosen by M&A within thirty (30) days after written notice has been sent by either party to the other party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

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

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

Sincerely,

McKONLY & ASBURY, LLP



T. Eric Blocher, CPA, ASA, CVA

Principal

TEB/dmc

RESPONSE:

This letter correctly sets forth the understanding of Montour Area Recreation Commission:

Signature: _____

Title: _____

Date: _____

PENNSYLVANIA MASTER NATURALIST PARTNERING AGREEMENT

This PARTNERING Agreement ("Agreement") is executed between the Pennsylvania Master Naturalist ("PMN"), 501(c)(3) non-profit corporation, duly organized under the laws of the Commonwealth of Pennsylvania ("Commonwealth") with its principal place of business at 197 Montour Road, Elysburg, PA 17824; and *Montour Area Recreation Commission (MARC)*, a Pennsylvania Domestic Nonprofit Corporation (15 Pa C.S. § 5306) operating as a multi-governmental organization in Montour County, Pennsylvania as authorized by an Intergovernmental Agreement of Cooperation, dated 13 May, 2020, with its principle place of business at 374 Preserve Road, Danville, PA 17821 (each individually a "Party" and together the "Parties") and is effective as of the date of final authorized signatures affixed below.

WHEREAS, the purpose of this Agreement is to enhance existing natural resources stewardship, education and outreach activities for *Montour Area Recreation Commission (MARC)* and the region by providing natural history training at the local level, thereby developing a supply of dedicated, informed and certified PMN volunteers; and,

WHEREAS, *Montour Area Recreation Commission (MARC)* will serve as the "Coordinating Partner" and facilitate the training of citizen volunteers in accordance with Pennsylvania Master Naturalist program and its policy; and,

WHEREAS, *Montour Area Recreation Commission (MARC)*, the "Coordinating Partner", will help PMN broaden its reach by increasing the number of trained certified PMN volunteers regionally and statewide; and,

WHEREAS, *Montour Area Recreation Commission (MARC)*, the "Coordinating Partner", will become part of a statewide effort to increase natural resource conservation efforts by engaging trained citizen volunteers in interpretation/education, natural resource stewardship, citizen science and program support in local communities throughout Pennsylvania.

WHEREAS, PMN is a partnering initiative and can provide trained and dedicated volunteer leadership to advance volunteer stewardship and education goals at *Montour Area Recreation Commission (MARC)*; and,

WHEREAS, the parties agree that there is a public benefit in sharing resources to complement their mutual missions.

WHEREAS, each PMN Trainee completing Core Training with MARC and moving on in the program will contribute not less than twenty (20) hours of volunteer service at MARC-managed park and trail facilities under MARC staff supervision following their Core Training course. PMN Trainees will have fifteen (15) months to complete service at MARC-managed parks and trail facilities following their Core Training course.

Therefore, the parties to this Agreement, intending to be legally bound, specify the following terms and conditions of the Agreement:

A. PRELIMINARY PARAGRAPHS

The Preliminary Paragraphs contained above will be incorporated into the body of this Agreement.

B. RESPONSIBILITIES OF PMN

1. Manage all administrative aspects of regional and statewide program, including participant enrollment, volunteer recognition, program assessment and evaluation. Oversee and manage the tracking of service and advanced training hours regionally and statewide.
2. Coordinate a program advisory committee to guide the PA Master Naturalist program curriculum and training model.
3. Provide Coordinating Partner training to *Montour Area Recreation Commission (MARC)* staff member or an experienced volunteer who will be coordinating the initial 55-hour Volunteer Training Course (also referred to as "Core Training").
4. Provide Training Manual and curriculum materials for the 55-hour volunteer training course (curriculum content is developed regionally with the guidance of the Advisory Council).
5. Manage tracking of annual service and advanced training hours of participants following the "Core Training."
6. Coordinate annual meeting event for PMN participants and partnering organizations.

C. RESPONSIBILITIES OF *Montour Area Recreation Commission (MARC)* ("Coordinating Partner")

1. Serve as a Coordinating Partner in the PMN program (as per definition below).
2. Organize and coordinate a Core Training course for PMN Trainees in Montour County and initiate in the spring or fall of 2022. Following the first year (2022), PMN Training Courses would be held annually by the Coordinating Partner until the expiration of this agreement. Courses will be held in the spring season (April – June). A course consists of a minimum of 50 educational contact hours. Courses may be canceled by PMN due to low attendance or issues impacting the safety and wellness of participants.
3. Provide a staff member or experienced volunteer to act as the local Training Coordinator. Training Coordinators must have educational and/or professional experience: **either** a degree program in environmental science, education, or related field; or demonstrated comparable practical experience providing natural resource conservation education programs. *Montour Area Recreation Commission (MARC)* partners with other organizations

to assist in facilitating the training. Partnering organizations may provide classroom space, instructors, and may serve as the class facilitators at their facilities. Training Coordinators must engage in at least one PMN Coordinator Training Workshop provided by PMN prior to "Core Training."

4. Review the Coordinating Partner's Manual and follow the specified guidelines as stated in the Requirements for a PMN Volunteer Training Course.

5. Coordinate and facilitate the logistics of the PMN Core Training (with support from PMN) including but not limited to developing and coordinating the schedule in cooperation with PMN, arrange for and secure instructors for field trips and classroom sessions, attend core training classes and serve as the on-site host, and present program informational sessions during training. As a "Coordinating Partner," *Montour Area Recreation Commission (MARC)* will provide or secure a classroom that has the capability to show PowerPoint slides (computer and projector) for all class sessions except the field trips.

6. Local Training Coordinators will be invited to attend our PMN Annual Meeting of Master Naturalists (state conference) in November and other meetings as necessary with other regional Coordinating Partners and PMN.

7. Provide to each PMN Trainee a listing of available volunteer opportunities at MARC-managed park and trail facilities.

8. Oversee a minimum of twenty (20) hours of volunteer service for each PMN Trainee completing the Core Training course with MARC. Service will be conducted at MARC-managed park and trail facilities under the supervision of MARC staff. PMN Trainee volunteer service will begin after the Core Training course, and they will have 15 months to complete.

D. SHARED RESPONSIBILITIES

1. Marketing of the program. PMN will market Core Training through their website, partnering organization networks, and their social media outlets. *Montour Area Recreation Commission (MARC)* will market Core Training on their website, through their membership and contact lists, social media, and press releases and media outlets distributed locally.

2. Participant oversight and management. In connection with PMN Core Training, *Montour Area Recreation Commission (MARC)* will be responsible for PA Master Naturalist Trainee oversight and management on-site during the initial training course or under the supervision or leadership of their staff (e.g., ensuring a safe learning, training, and work environment, communicating crisis management plan in the event of an emergencies, etc.). PMN will be responsible for PA Master Naturalist Trainee and Volunteer oversight and management that occurs off-site before and after the initial training course or under the supervision or leadership of PMN staff (e.g., selection and enrollment process, record keeping of participant service and training requirements, and volunteer recognition).

3. PMN agrees to defend *Montour Area Recreation Commission (MARC)* and its directors, officers, employees, agents, successors and assigns and will indemnify and hold *Montour Area Recreation Commission (MARC)* and its directors, officers, employees, agents, successors and assigns harmless from and against any losses, costs, damages, fees or expenses caused by the negligence, gross negligence or willful misconduct of PMN and which are not caused by the negligence, gross negligence or willful misconduct of *Montour Area Recreation Commission (MARC)* and attributable to matters that arise at *Montour Area Recreation Commission (MARC)*'s facility or under *Montour Area Recreation Commission (MARC)*'s supervision. *Montour Area Recreation Commission (MARC)* agrees to defend PMN and its directors, officers, employees, agents, successors and assigns and will indemnify and hold PMN and its directors, officers, employees, agents, successors and assigns harmless from and against any losses, costs, damages, fees or expenses caused by the negligence, gross negligence or willful misconduct of *Montour Area Recreation Commission (MARC)* and attributable to matters that arise at *Montour Area Recreation Commission (MARC)*'s facility or under *Montour Area Recreation Commission (MARC)*'s supervision, which are not caused by the negligence, gross negligence or willful misconduct of PMN. Further provided, in the event of a dispute arising under this Agreement, the substantially prevailing party shall be entitled to recover reasonable attorneys' fees and costs.

4. Notwithstanding anything to the contrary in this Agreement, neither PMN nor *Montour Area Recreation Commission (MARC)* shall be construed to be the agent of the other in any respect. The parties have entered this Agreement as separate organizations, and nothing herein shall be construed to place the parties in the relationship of partners, joint venturers, agency, or legal representation. None of PMN or *Montour Area Recreation Commission (MARC)* will have the authority to obligate or bind the other in any manner as to any third party.

E. FINANCIAL CONSIDERATIONS

1. For each training course conducted, PMN shall provide to MARC not less than \$1,250 in total cash reimbursement, whether through tuition fees, sponsorships, donations, or other sources of revenue. Such reimbursement shall be provided to MARC not more than thirty (30) days after the completion of each training course.

2. MARC will work in partnership with PMN to assist in identifying funding opportunities, such as sponsorships, donations, partnering grants and other sources of revenue.

F. TERM OF AGREEMENT:

1. This agreement will commence upon the date the final required signature is affixed below and continue for a two (2) year term until November 1, 2024. This agreement may only be modified or amended upon written agreement of the parties and may be terminated upon written notice by either party. Termination notice should be made by either party at least

eight (8) months in advance of the PMN Core Training Course facilitated by *Montour Area Recreation Commission (MARC)*.

G. DEFINITIONS:

Coordinating Partner — Coordinating Partners are organizations, institutions and agencies who are already program partners and coordinate and implement the PMN 55-hour volunteer training course. Coordinating Partners must commit a staff member or volunteer to coordinate the logistics and implementation of the local core training course ("**Training Coordinator**").

PMN Trainee – Participant of the PMN program who is completing the 50-hour initial training (core training).

PMN Volunteer – Participant of the PMN program who has completed their first-year requirements and whose status in the program is active.

Core Training – This is the initial training course of PMN Trainees and required before annual volunteer service and continuing education.

The authorized representatives of the parties execute this Partnering Agreement as of the date indicated below.

Pennsylvania Master Naturalist

**Montour Area Recreation Commission
(MARC)**

By: Michele Richards
[Signature]

Name: Michele Richards

Title: President

Date:

By: _____
[Signature]

Name: Robert Timothy Stoudt

Title: Director, MARC

Date: _____

By: _____
[Signature]

Name: _____

Title: Chairperson, MARC

Date: _____



1713 Centre Street ♦ Ashland Pa 17921 ♦ Phone: (570)-875-1018 ♦ Fax: (570)-875-1670
December 15, 2021

Bob Stoudt, Director
Montour Area Recreation Commission
PO Box 456
Danville, PA 17821
Sent via email: RStoudt@MontourRec.com

Re: Proposal for Surveying Services-Derry Twp, Montour County
Parcel 26 (2.1 Acres +/-) & Parcel 27 (1.25 Acres +/-):

Dear Bob,

Thank you very much for the opportunity to provide you with this proposal. The following is the scope of services for surveying services for Parcels "26" and "27" located along Township Road 415 (Kelly Mill Road) in Derry Township Montour County, Pa.

1. Obtain copies of current records from courthouse
2. Computer plot deeds.
3. Preliminary survey to locate boundary lines and evidence of boundary lines.
4. Location of physical improvements on property
5. Plot and calculate preliminary survey.
6. Correlate deed and maps with field survey.
7. Render professional optional of location of boundary lines and corners
8. Set corners with no. 5 rebars approximately eighteen inches (18") long at missing perimeter corners. Also set three (3) additional line markers as directed by MARC (Surveyor reserves the right to substitute material based on field conditions).
9. All verified found corners and set corners will be painted and flagged with Florescent Orange. (Any other paint and flagging found is a part of our preliminary survey and is not to be considered property line)
10. Prepare final map of survey.

QUOTE.....\$6,600.00

Upon receipt of one signed and dated copy of this estimate, work will be started within 2 weeks and completed within 10 additional weeks from date of authorization to proceed, barring inclement weather and/or unforeseen problems. This is our standard timeline and

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jobs requiring expedited schedules can be discussed and worked on to meet client's needs.

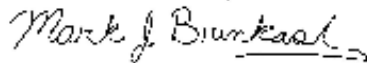
Not Included Services: Items not specifically mentioned under "Scope of Services to be Rendered" are not to be assumed as included work items.

1. Marking lines with intermediate pins/stakes or blazing lines through wooded areas beyond what is noted in the scope of services.
2. Subdivision or Engineering Land Development planning

If a work item is missing from this estimate that you believe should be included, please call this issue to the immediate attention of Brinkash & Associates, Inc. to discuss evaluation of additional work and associated cost. Quotes for additional services can be supplied upon request.

Payment terms: Final invoice will be based on an itemized account of all time spent on job. Payment in full is expected upon Net 30 days from date of invoice. 1 ½ % interest is added monthly to all outstanding invoices, until balance is paid in full. *This standard payment term applies unless other arrangements are made prior to the start of work. If these payment terms pose a problem, surveyor is open for discussion about various options.*

Thank You Very Much,



Mark J. Brinkash, PLS
Brinkash and Associates, Inc.

Print Name

Signature

Date:

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1713 Centre Street ♦ Ashland Pa 17921 ♦ Phone: (570)-875-1018 ♦ Fax: (570)-875-1670
January 11, 2022

Bob Stoudt
Director, Montour Area Recreation Commission
PO Box 456
Danville, PA 17821
Sent Via Email to: MontrRec@ptd.net

Re: Proposal for Civil Engineering Services
Hopewell Park – Pump Track Project
Mahoning Township, Montour County, PA

Dear Bob,

Thank you for allowing us the opportunity to provide a proposal for civil engineering and land surveying services for your project. The following proposal is based on projects of similar size and nature.

PROJECT ASSUMPTIONS

The following assumptions have been made with regard to this project. Please keep in mind that these assumptions are based only on known information and no guarantee is made as to their accuracy or applicability. Significant deviation from the following could result in an increase or decrease in cost associated with the items listed.

1. The project site is the existing Hopewell Park located south of the intersection of SR 0011 (Montour Blvd.) and Woodbine Lane in Mahoning Township, Montour County, Pa.
2. The proposal assumes a layout conceptually in accordance with a presentation provided to Brinkash via email on 12/8/2021
3. The proposal assumes that the earth disturbance will be greater than one acre. A General NPDES permit will be required based on the receiving waterway classification.
4. The proposal assumes that no water/sewer connections are required for the project.
5. The proposal assumes that PennDOT permitting will be either not be required or will be limited to a minimum use Highway Occupancy Permit.

Proposal for Civil Engineering Services
Hopewell Park
Mahoning Township, Montour County, PA
1/11/2022

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6. The proposal doesn't include wetland delineation or infiltration testing for stormwater management and assumes that these services will be performed by others and Brinkash will be provided with the necessary results.
7. The proposal assumes that no Chapter 105 permitting (relating to waterway encroachments) will be required for the project.
8. The proposal assumes that no other environmental, historical, or archeological impacts are present on the subject site or in a proximity that would require additional permitting.
9. The proposal assumes that geology of the site would be suitable for construction.
10. All permit application and legal fees will be paid for directly by the Client and are not part of this proposal.
11. All plans by Brinkash & Associates, Inc. will be prepared by utilizing Autodesk Civil 3D 2019.

Proposal for Civil Engineering Services
Hopewell Park
Mahoning Township, Montour County, PA
1/11/2022

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SCOPE OF SERVICES

The following is the outline of the scope of services to be provided for this project along with associated fees. Items not specifically listed in the scope of services should not be assumed to be included.

TASK I - SURVEYING SERVICES

1. PA One Call and log responses.
2. Set a minimum of two (2) GPS control points. Static GPS information will be post processed using OPUS to obtain data for NAD 83(horizontal) & NAVD 88 (vertical)
3. Approximate Boundary of the parent parcel to as required per the Township Subdivision and Land Development Ordinance. Detailed topographic and location survey will be performed within the limits of the new lot and at critical locations adjacent to the lot. Existing LIDAR topography will be utilized for portions beyond the project limits if required.
4. Locate and map wetland flags delineated by others
5. Perform utility location surveys. All utility location surveys are subject to the following conditional statement: *"the underground utilities shown have been located from field survey information and existing drawings. the surveyor makes no guarantee that the underground utilities shown comprise all such utilities in the area, either in service or abandon. The surveyor further does not warrant that the underground utilities shown are in the exact location indicated. Although he does certify that they are located as accurately as possible from information available. The surveyor has not physically located the underground utilities."*
6. Prepare 'Existing Conditions Plan' to be used for design purposes.

Estimated Costs for Services Associated with Task I \$4,000.00

Proposal for Civil Engineering Services
Hopewell Park
Mahoning Township, Montour County, PA
1/11/2022

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TASK II – SITE DEVELOPMENT DRAWINGS FOR DCNR GRANT PROCESS

A. Preparation of Site Development Drawing with following information:

1. Project and Applicant's Name.
2. Scale, North Arrow, Legend and Date
3. Professional Engineer's Certification
4. Acreage of Site and Acreage of Developed Area per Tax Maps and deed
5. Project Boundary Map with boundaries based solely off of Tax Mapping/ Deeds – no boundary survey is required/proposed.
6. Surrounding properties and uses obtained from GIS.
7. Known rights of way and easements contained in the deed will be approximated on the plans if possible. No title search or field survey location of such is proposed.
8. Topography based on PASDA LIDAR.
9. Vegetation based on latest aerial mapping.
10. Water Areas based on available aerial mapping and other GIS mapping.
11. Flood Plains per FEMA mapping.
12. Wetlands per the National Wetland Inventory Mapping – no site delineation is require/proposed.
13. Soils and limiting subsurface conditions per the USDA soils web mapper application.
14. Proposed facilities
15. Existing Buildings per available aerial mapping.
16. Circulation – access roads, drives, etc. per existing available aerial mapping.
17. Drainage structures and features will be show to greatest extent possible by aerial mapping and site observation – no field survey.
18. Approximate location of existing and proposed utilities will be identified based on best available information.
19. Landscaping areas will be shown.
20. Limits of work will be depicted.
21. Notation as to project phasing.
22. Approximate floor plans
23. Site photos will be incorporated into the final plan.

B. Site Location Map

Utilize U.S.G.S. or other similar base mapping to provide a project location map in accordance with the DCNR guidelines

Estimated Costs for Services Associated with Task II \$1,500.00

Proposal for Civil Engineering Services
Hopewell Park
Mahoning Township, Montour County, PA
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TASK III – LAND DEVELOPMENT PROCESS

1. Utilize survey performed by Brinkash & Associates, Inc.
2. Detailed design of proposed site plan which will include building footprint, access drive, etc.
3. Design proposed site utility plan and grading plan which will be coordinated with Owner. Detailed Design of the Pump Track will be performed by other and provided to Brinkash.
4. Design proposed stormwater management facilities including the preparation of a 'Stormwater Management Report'
5. Prepare Preliminary/Final Land Development Plan in accordance with the requirements of the Municipal and/or County Subdivision and Land Development Ordinance. Tentatively, the submission will likely include the following plan sheets:
 - a. Cover Sheet / Index
 - b. Existing Features Plan of property.
 - c. Subdivision Plan (creating a separate 1 acre parcel per the sketch)
 - d. Two Dimensional Site Plan showing building pad location, traffic flow, dimensions and any other information required.
 - e. Grading and Stormwater Management/ Erosion and Sediment Control Plan
 - f. Construction Details
 - g. Stormwater Management and Erosion and Sediment Control Design Reports
6. Submit plans and reports to Municipal and County Planning and serve as the point of contact for site related issues with the Planning Commission and appropriate outside agencies throughout the process.
7. Attend required Municipal and County Meetings and represent the plans throughout this process as required.
8. Perform Plan and Report revisions based on comments received by the reviewing entities.

Estimated Costs for Services Associated with Task III..... \$4,000.00

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TASK IV – GENERAL NPDES PERMIT

1. Utilize portions of information prepared under other Tasks.
2. Prepare General N.P.D.E.S. Application with all required information including:
 - a. Post Construction Stormwater Management Plans and Reports
 - b. Erosion and Sediment Control Plans and Report.
 - c. Notice of Intent
 - d. Required DEP Modules and Spreadsheet Calculations
 - e. PNDI search and coordination
 - f. Act 67 and 68 coordination
 - g. Engineer's Certification
3. Meeting Time which would include the following:
 - a. One (1) pre-application meeting
 - b. One (1) technical review meeting with County Conservation District Staff.
4. Make appropriate revisions based on review comments.
5. Required infiltration testing and report to prepared by others.

Costs for Services Associated with Task IV \$6,500.00

TASK V – DCNR FINAL BID PACKAGE

1. Utilize portions of information prepared under Task I through IV
2. Prepare necessary Drawings and Bid Documents in accordance with DCNR Grant process.
3. Assist in Administration of required DCNR Documents.
4. Submit through DCNR Grant Portal

Costs for Services Associated with Task V..... \$4,000.00

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REIMBURSABLE EXPENSES

Fees incurred by Brinkash & Associates, Inc. that are a direct result of this project and client requests are subject to reimbursement at the direct cost to Brinkash & Associates, Inc. For purposes of this project, all required printings, copies, mailings, mileage, etc. have been accounted for and are included in the base prices. In the event that an extraordinary amount of copies, printings, mailings, mileage, etc. is requested, Brinkash & Associates, Inc. will contact the client to discuss reimbursable expenses prior to providing these additional services.

COMPENSATION

Invoices will be generated based on time and material using the attached fee schedule. Payment is due within thirty (30) days of receipt of the invoice. The failure to pay outstanding invoices is subject to a late fee charge as well as monthly interest charges. Final professional certification will not be issued until all pending invoices are paid in full unless other arrangements are made in writing and acknowledged by the client and Brinkash and Associates. Failure to pay outstanding invoices within thirty (30) days may result in delay of the project and may also result in additional fees that are directly related to the time associated to re-starting a suspended project. Failure to pay outstanding invoices within (60) days of receipt of the invoice will be grounds for termination of this contract at the discretion of Brinkash & Associates, Inc. If this were to occur, the client will be responsible to pay all outstanding invoices plus collection fees including legal fees and court costs.

Any service performed in addition to the Scope of Services shall be considered an Additional Service. Any Additional Service will be designated as such on the invoices and will be based on time and material utilizing the attached fee schedule. No Additional Service will be performed without receiving written authorization from the client.

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ADDITIONAL SERVICES

The following is a list of Additional Services that are either not anticipated based on the outlined assumptions. The need for these items either cannot be determined with the information known at this time or are not traditionally required for a project of this nature in this local. The Scope of Work makes reasonable assumptions without burdening the client with additional costs that can be avoided. It would be rare that any of the below items would be required for this project, however, there is always a possibility that some unforeseen situation could prompt a need for any of these items. The following is a list of Additional Services:

1. Off-site Engineering or Land Surveying.
2. Boundary Survey
3. PennDOT Permitting beyond a minimum use driveway permit.
4. Construction Stakeout services
5. Plan Recordation
6. Special Flood Boundary Studies.
7. Work relating to new sewage and water services
8. The design of any on-lot sewage disposal systems, pump stations, sewage treatment facilities, wells, water tanks, water treatment facility or retaining walls.
9. Wetland Delineation and specialty environmental assessments are not included in this price.
10. Infiltration/ Soils Testing
11. A traffic impact study and or any related off site design or services associated with such study.
12. Changes, modifications, or revisions to any plans or data that are not specifically identified in the Scope of Services provided within this proposal
13. Revisions per client requiring changes to design after commencement of a given Task.
14. Any additional services necessary if the Assumptions stated in this proposal are not true
15. Revisions to applicable regulations subsequent to the date of this contract.
16. Construction stakeout or additional field survey not specifically mentioned in this proposal.
17. 'As-built' drawings.
18. Any hydro-geological studies, comprehensive wetland study, wetland mitigation, floodplain analysis or related work or permitting.
19. Permitting not required for Land Development Approval.
20. Phase I environmental study
21. Any services not specifically described within the Scope of Services and fee estimates stated here within.

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AUTHORIZATION

If you accept this proposal and wish to authorize the work outlined herein, please sign the authorization below and initial each page of this document. Please return one copy to our office and keep the other copy for your records. Again, we greatly appreciate the opportunity to provide a proposal for these services. We can assure you that if you choose to use our services, we will make this project a priority and utilize all resources to meet each and every deadline.

Sincerely,



Michael P. Brinkash, PLS, PE
Brinkash & Associates, Inc.

Total Cost **\$20,000.00**

Accepted By: _____ Title: _____ Witness: _____

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Hopewell Park
Mahoning Township, Montour County, PA
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December 23, 2021

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

**RE: Proposal to Provide Ecological and Geotechnical Engineering Services
Hopewell Park – Pump Track
Mahoning Township, Montour County, Pennsylvania
Kleinfelder Opportunity No. 1065617**

Dear Mr. Stoudt:

Kleinfelder appreciates the opportunity to submit this proposal to provide geotechnical engineering and ecological 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 from the client.
- A .kml file provided by the client, identifying the project area.
- 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.
- Leeron Tagger, Senior Wetland Ecologist with over 15 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 the existing Hopewell Bike Park located south of the intersection between Montour Boulevard and Woodbine Lane in Mahoning Township, Montour County, Pennsylvania.

It is our understanding a beginner level dirt pump track and bike jumps were constructed in 2017 as well as an additional parking expansion in 2020. However, due to current demand for the site exceeding capacity, additional upgrades are proposed. Development of the project site will consist of upgrades to the existing parking areas, reconstructed beginners pump track and bike jump area, and the construction of a new 150' x 300' asphalt-paved pump track with integrated stormwater management features.

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SCOPE OF SERVICES

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

Task I – Wetland and Stream Determination

Task II – Wetland and Stream Delineation, GPS Survey and Report

Task III – Geotechnical Exploration and Report

It should be noted that Task II is contingent on performance of Task I. A description of the specific details included in each of these tasks are provided below.

Task I – Wetland and Stream Determination

Kleinfelder biologists will review desktop resources and assess the extent of wetlands, streams and open waters within the Site boundary per the U.S. Army Corps of Engineers (USACE) 1987 Corps of Engineers Wetland Delineation Manual and the 2012 Eastern Mountains and Piedmont Regional Supplement (Version 2.0). Our methods will include the following:

1. A desktop review of the Natural Resources Conservation Service (NRCS) soil survey maps to evaluate the potential for hydric soils.
2. A desktop review of the U.S. Geological Survey (USGS) 7.5-minute Topographic Maps and aerial photographs to evaluate the potential for waters of the U.S.
3. A desktop review of the U.S. Fish and Wildlife Service (USFWS) National Wetland Inventory (NWI) mapped wetlands.
4. Review of the Pennsylvania Natural Diversity Index (PNDI) Report
5. Review of Federal Emergency Management Act (FEMA) Flood Insurance Maps
6. National Hydrology Data (NHD) Set Maps

Fieldwork to be conducted will include the on-site assessment of soils data, plant species, hydrology observations, and site photographs in support of wetland, stream and open water presence/absence determinations. Wetland and stream determination data forms will be used to log field collected data where necessary. Field work is expected to take 1 day.

Should wetlands and or other potentially regulated aquatic resources not be identified onsite, Kleinfelder will prepare a letter report describing existing conditions across the property, a figure of the area of investigation, and photographs with descriptions. The letter report will be provided to the Client in PDF format submitted via e-mail.

Task II – Wetland and Stream Delineation, GPS Survey and Report

Should wetlands or other potentially regulated aquatic resources be identified onsite during the presence/absence determination, Kleinfelder will remain onsite to conduct their delineation.

Continuation of fieldwork will include the on-site collection of soils data, plant species, hydrology observations, and site photographs in support of the wetland and stream delineations. Wetland and stream determination data forms will be used to log data collected in the field. Wetland and stream limits will be delineated and recorded with the use of a sub-meter Global Positioning System (GPS).

The USACE maintains jurisdiction over Waters of the U.S. (WOTUS) under Section 404b of the Clean Water Act (CWA). Jurisdictional waters are defined to include the territorial seas and traditional navigable

water bodies, perennial and intermittent tributaries to traditional navigable waters, and adjacent wetlands, ponds, and lakes that have "regular surface water communication" with traditional navigable waters. Kleinfelder will complete an analysis to determine the likelihood that on-site wetlands and/or streams will be considered jurisdictional by the USACE or isolated waters of the Commonwealth of Pennsylvania by investigating surface water connectivity to navigable waters during the wetland and stream delineation field work.

Kleinfelder will prepare a Wetland and Stream Report documenting our findings. The report will include Site location, background information, vegetation, soils, and hydrology of the Site. Additionally, maps, figures, photographs, and data forms will be provided that include the Site location and potentially jurisdictional waterbody boundaries. A figure will be provided that shows potentially jurisdictional wetlands, streams and open waterbodies on an aerial background. Recommendations for further studies or regulatory agency coordination will be included in this report. The final report will be provided to the Client in PDF format submitted via e-mail. Electronic files (ArcGIS or AutoCAD) of all delineated features can be provided upon request.

Task III – Geotechnical Exploration and Report

Test Pits/Infiltration Testing

A series of test pits will be excavated across the project site in an effort to support NPDES permitting. Each test pit will extend to a minimum depth of 2 feet below the test elevation to identify limiting zones (i.e. bedrock, groundwater, and/or soil mottling). Samples of the soils will be logged in the field by a qualified representative.

In order to determine the infiltration rate (permeability) of the subgrade soils, a single infiltration test will be completed within each test pit completed at a depth of approximately 4 feet below existing site grades. Infiltration testing will be completed utilizing the "double-ring infiltrometer" method in accordance with the PADEP Best Management Practices Manual (Appendix C – Site Evaluation and Soil Testing). Samples of the soils will be recovered and logged in the field by a qualified representative.

It is our understanding excavation equipment will be provided by Others. This proposal includes supervision and monitoring of the field exploration by our qualified geotechnical specialists who will field locate the test locations based on information provided by the Client.

Laboratory Testing Program

In order to define the physical characteristics of the soils encountered, it is proposed that laboratory analysis of soils, consisting of a USCS classification, be conducted in accordance with ASTM 2487 standards and specifications. This testing will include Atterberg limits determination, mechanical gradation analysis, and natural moisture content testing. It is proposed that 3 standard classification tests be performed on representative soil samples obtained from the project site.

Stormwater Infiltration Summary Report

A Stormwater Infiltration Summary Report presenting our results and recommendations, based on the scope work outlined above will be prepared which 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)
- Infiltration Test Pit Logs
- Exploration Plan
- Consideration of Karst Geology, If Applicable
- Results of Stormwater Infiltration Analysis

A digital (.PDF) copy of the final report will be submitted to the Client within 10 working days upon completion of the fieldwork.

FEE SCHEDULE

The requested services will be invoiced as follows:

Task I – Wetland and Stream Determination and Report	\$ 5,000 (LS)*
Task II – Wetland and Stream Delineation, GPS Survey and Report	\$ 7,500 (LS)*
Task III – Geotechnical Exploration and Report	\$ 3,450 (LS)

*If potentially regulated aquatic resources including wetlands are not found onsite, only Task I will be charged. If potentially regulated aquatic resources are identified onsite, only Task II will be charged.

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:

- This proposal assumes all fieldwork will be completed under normal weather conditions. In the case of inclement weather, Kleinfelder reserves the right to make a judgement call whether to begin or resume field work during inclement weather. Should it be decided that work will proceed during inclement weather, any additional time and expenses incurred as a result of inclement weather conditions, the additional effort and associated work expenses will be billed on a T&M basis in accordance with the fee schedule provided below.
- Should the wetland assessment be performed outside of the growing season or if significant disturbance is identified, the full extent of the hydrologic systems may not be identified and may require further evaluations based on procedures in effect at this time.

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December 23, 2021
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- This proposal excludes costs for additional site visits and client meetings, beyond what is described above such as further coordination with agencies having jurisdiction over aquatic resources (including wetlands) and threatened or endangered species, further ecological studies, revisions to documents produced by Kleinfelder, meetings, or permitting. Subsequent negotiations with agencies, or follow-up surveys, revisions to documents, sometimes required by the agencies is not included in this proposal or will be conducted on a time and materials basis in accordance with the fee schedule provided below.
- This proposal is based upon the most recent survey protocols developed by the agencies having jurisdiction. Should these protocols or requirements be changed by the agencies subsequent to the final acceptance of this proposal, Kleinfelder retains the right to renegotiate the pricing based upon demonstrable increases in workload.
- 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.
- Excavation equipment will be provided by Others. This proposal assumes the excavation equipment will be capable of excavating to the test depths specified as well as bench and support test pits in accordance with industry safety standards, if needed. Furthermore, it is assumed the operator is capable of excavation operations and utilization of the equipment.
- 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

Kleinfelder's work will be performed in a manner consistent with that level of care and skill ordinarily exercised by other members of its profession practicing in the same locality, under similar conditions and at the date the services are provided. Kleinfelder's conclusions, opinions and recommendations will be based on a limited number of observations and data. It is possible that conditions could vary between and beyond the data evaluated. Kleinfelder makes no guarantee or warranty, express or implied, regarding the services, communications (oral or written), report, opinion, or instrument of service provided.

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



Leeron Tagger
Principal, Wetland Ecologist



David C. Clouser
Senior Program Manager



CLIENT SERVICES AGREEMENT

This Agreement is made on December 23, 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



CLIENT SERVICES AGREEMENT

shall be construed to prohibit Kleinfelder from providing like 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: _____



Payment receipt

You paid \$1,172.88

to Cape May Woodshop on January 18, 2022

Invoice no.	1199
Invoice amount	\$1,172.88
Total	\$1,172.88

Payment method	DISCOVER****9235
Authorization ID	MQ0066453601

Thank you



Cape May
Woodshop
by max samuelson

Cape May Woodshop

(609) 408-2003

www.capemaywoodshop.com | max@capemaywoodshop.com

1012 Seashore Rd., Cape May, NJ 08204

Project Hurdling Trail Race
Category awards/prizes
Approved By NTS
Date 1/18 Check expense report




WIZARD PINS
INVOICE NO. #55154
ORDER DATE January 16, 2022
PAYMENT Discover
SHIPPING FedEx Ground

BILL TO

Robert Stoudt
 Montour Area Recreation Commission
 121 Oakwood Drive
 Danville, PA 17821

SHIP TO

Robert Stoudt
 Montour Area Recreation Commission
 121 Oakwood Drive
 Danville, PA 17821
 Tel (570) 336-2060

ITEM DESCRIPTION	QTY	PRICE	ITEM TOTAL
 Custom Soft Enamel Coins - 1.5in. 100+ / Regular 100+	x 100	\$4.47	\$447.00
 Metal Butterfly Clutch	x 100	\$0.00	\$0.00
 Custom Soft Enamel Pins - 1.25in. 100+ / Regular 100+	x 100	\$2.80 \$2.52	\$252.00
Discounts 10% off Cheapest Custom!			-\$28.00
Subtotal			\$699.00
Shipping			\$0.00
Sales Tax			\$41.94
TOTAL			\$740.94

not requesting reimbursement

\$267.12

Project Fundraising
 Category
 Approved By ATS/
 Date 1/16 Check expense report

If you have any questions, please contact us.
 orders@wizardpins.com

PO Box 160
 Attleboro, MA 02703
 347-766-3368

**THANKS FOR YOUR
 BUSINESS!**

wizardpins.com

** requesting \$267.12 reimbursement*





Questions? Call us at 866-723-3726



Easy & Secure Checkout

Thank you for your order. Please [print this page](#) for your records.
If you have any questions about your order, please [Contact Us](#)

Shopping Cart

Item	Options	Unit Price	Qty.	Cost
 Circle Stickers	Setup-Fee : Free! (-\$1) Custom-Price : (+\$90.00) Sticker-Image : /2022-01-16/2022%20montour%20preserve%20launch%20tag%20sticker.pdf Outline : Circle Size : 3" x 3" Custom-Length : Custom-Width : Sticker-Quantity : 250 Material-Type : Premium Vinyl Finish-Type : Gloss Add Digital Proof : yes (+0) Reorder Number : Instagram : sbsubmit : Add to Cart	\$90.00	1	\$90.00
 Circle Stickers	Setup-Fee : Free! (-\$1) Custom-Price : (+\$352.00) Sticker-Image : /2022-01-16/montour%20preserve%2050th%20anniversary%20logo.pdf Outline : Circle Size : 4" x 4" Custom-Length : Custom-Width : Sticker-Quantity : 1000 Material-Type : Premium Vinyl Finish-Type : Gloss Add Digital Proof : yes (+0) Reorder Number : Instagram : sbsubmit : Add to Cart	\$352.00	1	\$352.00
 Circle Stickers	Setup-Fee : Free! (-\$1) Custom-Price : (+\$90.00) Sticker-Image : /2022-01-16/hundinger%20sticker.jpg Outline : Circle Size : 3" x 3" Custom-Length : Custom-Width : Sticker-Quantity : 250 Material-Type : Premium Vinyl Finish-Type : Gloss Add Digital Proof : yes (+0) Reorder Number : Instagram : sbsubmit : Add to Cart	\$90.00	1	\$90.00
 Rectangle Stickers	Setup-Fee : Free! (-\$1) Custom-Price : (+\$80.00) Sticker-Image : /2022-01-16/marc%202022%20park%20and%20trail%20supporter%20sticker.pdf Outline : Rounded Corners Size : 4" x 2" Custom-Length : Custom-Width : Sticker-Quantity : 250 Material-Type : Premium Vinyl Finish-Type : Gloss Add Digital Proof : yes (+0) Reorder Number : Instagram : sbsubmit : Add to Cart	\$80.00	1	\$80.00

Project	\$90	\$527
Category	advertising	Fundraising
Approved By	HJS	
Date	1/16	Check exp

Subtotal:	\$612.00
Shipping:	\$5.00
Tax:	\$0.00
Total:	\$617.00

Project Hundinger | \$527
Category advertising
Approved By HJS
Date 1/16 Check expense report

Order Confirmation

Confirmation
Order Date: 01/16/2022
Order Number: Vinydisorder-288901

Ship To

Robert Stoudt
121 Oakwood Dr
Danville, PA 17821
5703362060

Shipping Method: First Class Mail (2-5 Days)

Bill To

Robert Stoudt
121 Oakwood Dr
Danville, PA 17821
5703362060
RStoudt@MontourRec.com (Will send order confirmation to this email)

[Keep Shopping](#)