



Tuesday, September 18, 2018

At the regular monthly meeting of the Mt. Gretna Campmeeting Association Board of Managers, held on Tuesday evening, 9/18/2018 in the United Methodist Church, Mt. Gretna, Pennsylvania, Mr. Martin presided and Margaret Hopkins acted as Secretary.

A quorum was present including the following: Ted Martin (President), Mary Kopala (Vice-President), Sally Marisic (Treasurer), Margaret Hopkins (Secretary), Larry Bowman, Kevin Burd, Lisa Carr, George Resh, Pam Bishop, Tammy Travitz, and Esther Mefferd.

I. Call to Order, Ted Martin

The Chair called the meeting to order at 6:28 PM, Mr. Martin opened the meeting.

II. Approval of Minutes

- i. Since the Minutes were distributed to Board members prior to the time of this regular monthly meeting, the reading of the Minutes was dispensed with and the revised August 2018 Minutes were approved. George moved; Tammy seconded
 1. Marisic question about whether bills are reviewed by B&G
 2. Martin said he always reviews the bills

III. Treasurer's Report – Sally Marisic

- i. Marisic reviewed the P&L with the Board, noting that employee hours are starting to reach what was projected for the entire year. No questions were presented from the Board, and the report was accepted by the Board. Bowman moved. Mefferd seconded.

IV. Superintendent's Report – Ed Neidigh

- i. A large red oak, about 100 years old, snapped and fell across State Route 117 at around 11 am, Tuesday, Sept. 18; Climb High working on Timber Road came over and helped with clean-up.
- ii. White pine needs to come down on 4th street for the anticipated Markwood paving project; all three companies that have been solicited for estimates have indicated a need to grind this tree's roots in order to be a good base; this tree was struck by lightning 3 years ago; tree is coming down – on Monday 10/1
- iii. Two bids for the Markwood currently. Waiting on additional estimates. This work will be done next spring
- iv. Waiting for an estimate on the draining project by Kresge on Kaufmann
- v. Masonry work to entrance pillars should be completed by mid-October
- vi. Sewer project was to have been completed on Wednesday (Sept. 19); Mr. Rehab is rescheduling because required tool that had been ordered had not arrived
- vii. Large pine tree on 7th street was removed by Climb High on Monday, Sept. 17
- viii. Two weddings this Saturday; two weddings in October
- ix. Ed is scheduling inspection of the Tabernacle; Ed will let Larry Bowman know when they are coming

V. Committee Reports



- L. Finance – Sally Marisic
 - 1. Committee heads should send in budget requests
- L. Special Committee on Rentals – Jon Green, Chair
 - 1. The Special Committee on Rentals has been charged with making recommendations to the Board of Managers about rental properties. Public comment sessions will be scheduled. This is not about banishing/outlawing rentals. The committee currently is collecting data about rentals.
 - a. The Office counts 48 rentals, but the committee estimates there are between 60-63 properties that are rentals, either short term or long term.
 - b. Committee is investigating zoning and learning about West Cornwall Township’s zoning ordinance and also Lebanon County’s; getting definitions correct for terms including home, family etc.
 - c. Committee is also investigating creating an application for rentals and permits (rather than zoning)
- L. Communications – Kevin Burd
 - 1. Articles for the Fall 2018 newsletter are due by Friday (Sept. 21)
- D. Community Activities – Travitz
 - 1. The Heritage Festival will continue into 2019, and Larry McKenna has said that he is willing to take over the Heritage Festival
 - a. Larry will put together a proposal of how this would work in relation to his summer concert series and present it to the Board of Managers
 - b. Board of Managers will review the mission of the Heritage Festival
- E. Ad-hoc Personnel – Kopala
 - 1. Mark Sheffy decided not to take the position, so the ad-hoc personnel committee re-opened the search. The committee has identified an individual and is planning to make an offer.
- F. Parks and Recreation – Hopkins
 - 1. Two chestnut trees will be donated for planting in Community Garden (Donation from Margaret Hopkins)
 - 2. Karrie Hontz – organizing a Community Garden clean up
 - a. She has volunteered to create a landscape plan for the garden
 - 3. Climb High – doing fall walk around; and creating priorities
- G. Property Ownership – Bishop
 - 1. One transfer at end of August 8/24/18; 400 Fifth St; across from the church; Dale and Sandra Diller who live in Lancaster;
 - 2. Another closing next week 15 First Street
- H. Policy and Procedure – Hopkins
 - 1. Discussion of two draft policies being prepared for first reading in October.
 - a. Draft policy on Use of Campmeeting Images
 - b. Draft policy on Rule 18: The MGCA Superintendent of Grounds may act as an agent of the Board of Managers.



- I. Nominations – Mefferd; no report
- J. Tabernacle Association – Bowman
 - 1. Steve Strickler has completed repairs on benches; under \$400
 - 2. Possibility of refinishing the benches this fall
 - 3. Investigating whether ventilation and airflow can be improved
 - 4. A fall meeting of the Tabernacle Association will be scheduled
 - 5. Marisc asked about snow preparedness for this winter. Neidigh assured her that this will be addressed during the superintendent transition
- K. Archives – Resh;
No report
- L. Library – Carr
 - 1. Little Free Library is in operation. Thanks to Sally, Steve Strickler, Fred Swarr and Ryan Fretz
 - 2. Library hours through September: Open Mondays and Wednesdays; hours in October will be announced
 - 3. Library will be open for Trick or Treat
- M. Buildings & Grounds Committee – Martin
 - 1. Bill recommendations
 - 2. Trash
 - a. MGCA members are being fined for failure to abide by trash regulations
 - b. Approval of renting 2 6-yard dumpsters at a cost of \$350/month to be placed with one near the MetEd pad and the second near the water tower. These dumpsters will be temporary and an experiment to see if they address the problem of trash being left outside before Monday pick-up. Their effectiveness will be assessed at the end of the year.
 - c. Trash contract has to be renegotiated
 - 3. Williams Community Grant update
 - a. An application was submitted on behalf of the Campmeeting for a \$10K grant to begin the process of developing a community-wide master plan for infrastructure
 - 4. Building permits – all approved
 - a. 511 Second Street to cover back porch; Barton requested to maintain some of the wood
 - b. Larry Bowman for tree removal at his cost
 - c. Jim and Cindy Baker 715 Third for tree removal at their cost
 - 5. Batdorf Runoff
 - a. Neidigh is working with the residents about this runoff problem
- VI. New Business
 - A. Board of Managers approved the release of \$200 from the library's restricted fund. Carr moved; Burd seconded.
 - B. Board of Managers approved authorizing Ted Martin to negotiate a contract with Cheyney Property Maintenance for superintendent services. Bowman moved; Burd seconded.



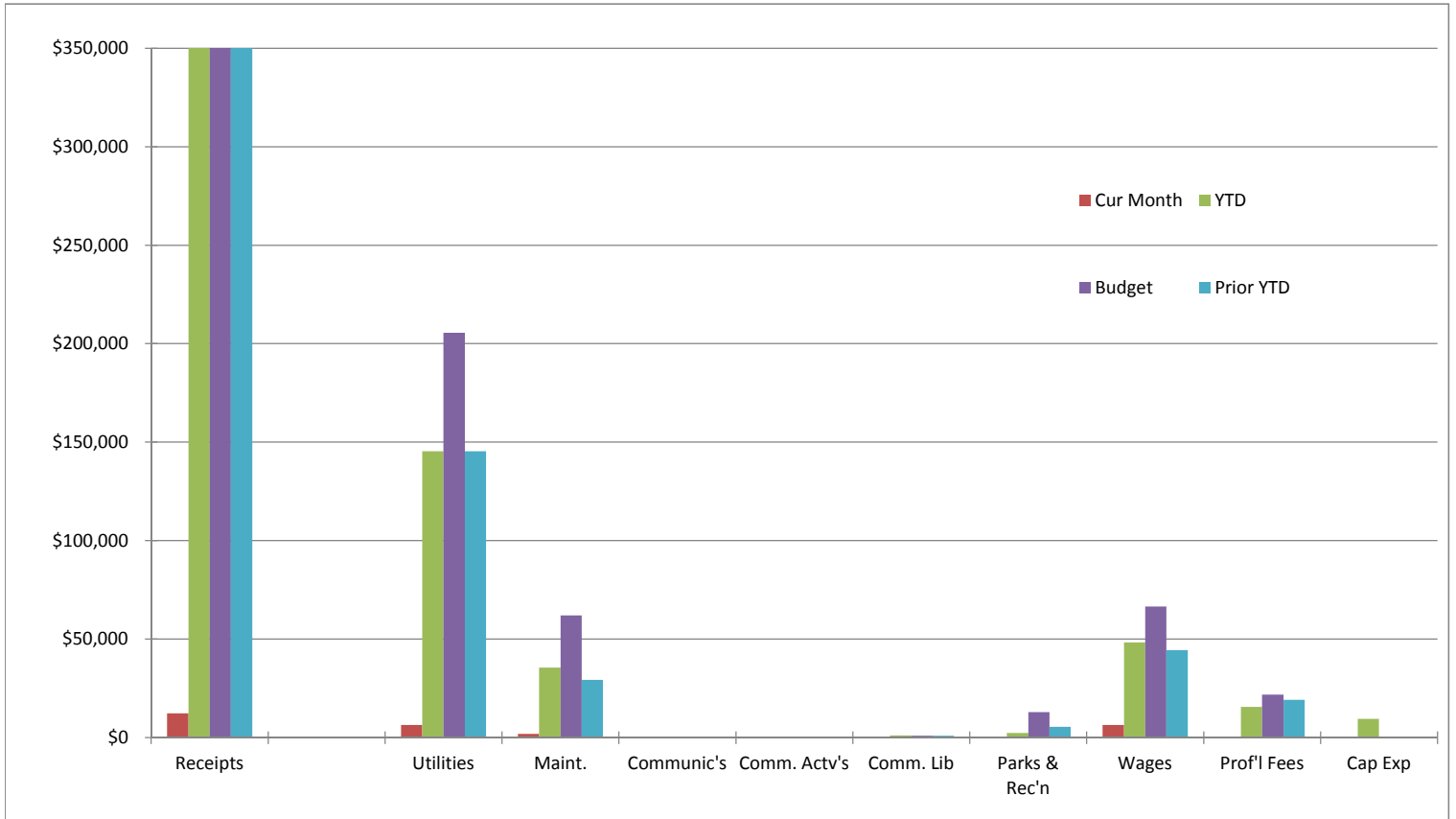
- C. Board of Managers approved payment of bills as outlined in the B&G. Martin moved to approve; Resh seconded.
 - D. Building permit recommendations
 - i. Bowman recused himself
 - ii. Kopala moved; Travitz second;
 - E. B&G was asked to look at the stone steps on Pinch Street leading to the Hoffsommer property
 - F. Bowman will contact MetEd about an electrical pole at 1st street and Kephart and also a pole on 2nd Street.
- VII. Old business - none
- VIII. MGCA Community Member Comments –
- A. Bob Travitz asked for a budget for the Heritage Festival
- IX. Resh moved to adjourn; 7:48 pm

The next meeting will be held Tuesday, October 16 at 6:30 pm.

Secretary

Chairman

Mt. Gretna Campmeeting Association, Inc.
2018 General Fund Summary Report



August 2018

	<u>Cur. Mnth</u>		<u>Year to Date</u>		<u>Budget</u>	<u>Previous Year</u>		
	Actual	% of YTD	Actual	% of Bud.	Actual	Actual	\$ Change	%
Income								
Receipts	\$12,311	3%	\$405,138	98%	\$414,418	\$393,177	\$11,961	3%
Disbursements								
Utilities	\$6,352	4%	\$145,326	71%	\$205,500	\$145,382	(\$56)	0%
Maintenance	\$1,959	6%	\$35,571	57%	\$62,000	\$29,333	\$6,238	21%
Communications	\$0		\$0	0%	\$200	\$211	(\$211)	-100%
Community Activities	\$373	100%	\$373	124%	\$300	\$73	\$300	412%
Community Library	\$518	48%	\$1,070	107%	\$1,000	\$920	\$149	16%
Parks & Recreation	\$0	0%	\$2,410	19%	\$12,940	\$5,531	(\$3,121)	-56%
Wages and Benefits	\$6,380	13%	\$48,353	73%	\$66,543	\$44,464	\$3,889	9%
Professional Fees	\$94	1%	\$15,669	72%	\$21,847	\$19,165	(\$3,496)	-18%
Capital Expenses/Projects	\$0	0%	\$9,504		\$0	\$0	\$9,504	
Miscellaneous	\$4,615	45%	\$10,192	80%	\$12,750	\$9,691	\$501	5%
Totals	\$20,290		\$268,465	70%	\$383,080	\$254,769	\$13,696	5%
Net Margin	(\$7,979)		\$136,673		\$31,338	\$138,408	(\$1,735)	-1% 100%

Mt. Gretna Campmeeting
Profit & Loss Budget vs. Actual
January through August 2018

	Aug 18	Jan - Aug 18	Budget	\$ Over Budget	% of Budget	After Special Vote		Special Vote
						Budget	\$ Over Budget	
Ordinary Income/Expense								
Income								
Assessments								
Apartment	0.00	825.00	800.00	25.00	103.13%			
Garage								
Garage Assessment Discount	0.00	-247.45	-80.00	-167.45	309.31%			
Garage - Other	0.00	3,009.00	3,010.00	-1.00	99.97%			
Total Garage	0.00	2,761.55	2,930.00	-168.45	94.25%			
Home								
Home Assessment Discounts	0.00	-5,725.50	-5,500.00	-225.50	104.1%			
Home - Other	10,652.50	386,250.85	393,912.00	-7,661.15	98.06%			
Total Home	10,652.50	380,525.35	388,412.00	-7,886.65	97.97%			
Penalties	55.00	567.00	500.00	67.00	113.4%			
Total Assessments	10,707.50	384,678.90	392,642.00	-7,963.10	97.97%			
Rentals								
Garage								
Garage Rental	0.00	10,578.35	10,580.00	-1.65	99.98%			
Rental - Garage Discount	0.00	-70.60	-150.00	79.40	47.07%			
Total Garage	0.00	10,507.75	10,430.00	77.75	100.75%			
Parking	0.00	1,760.00	1,700.00	60.00	103.53%			
Pavilion/Kitchen	75.00	200.00						
Raised Bed Gardens								
Deposit	-30.00	0.00						
Garden Rental	0.00	150.00						
Total Raised Bed Gardens	-30.00	150.00						
Storage Sheds								
Rental - Storage Shed Discount	0.00	-22.90	-32.00	9.10	71.56%			
Shed Rental	0.00	3,123.05	3,428.00	-304.95	91.1%			
Total Storage Sheds	0.00	3,100.15	3,396.00	-295.85	91.29%			
Tabernacle	800.00	1,450.00	3,000.00	-1,550.00	48.33%			
Total Rentals	845.00	17,167.90	18,526.00	-1,358.10	92.67%			
Library Income								
Library donations/reimbursement	50.00	160.00						
Total Library Income	50.00	160.00						
Interest Income	178.29	678.61	250.00	428.61	271.44%			

Mt. Gretna Campmeeting
Profit & Loss Budget vs. Actual
 January through August 2018

	<u>Aug 18</u>	<u>Jan - Aug 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	After Special Vote			Special Vote
						Budget	\$ Over Budget	% of Budget	
Miscellaneous Receipts									
Hist Picture Book & Posters									
"Listed"	0.00	9.47							
Total Hist Picture Book & Posters	<u>0.00</u>	<u>9.47</u>							
Historical Plaques	0.00	54.00							
Reimbursed Expenses									
Mulch, Top Soil, Stone	120.00	1,439.14	500.00	939.14	287.83%				
Other Reimbursement	310.00	849.54							
Tabernacle Expense Reimbursemen	0.00	0.00	2,500.00	-2,500.00	0.0%				
Total Reimbursed Expenses	<u>430.00</u>	<u>2,288.68</u>	<u>3,000.00</u>	<u>-711.32</u>	<u>76.29%</u>				
Total Miscellaneous Receipts	<u>430.00</u>	<u>2,352.15</u>	<u>3,000.00</u>	<u>-647.85</u>	<u>78.41%</u>				
R&R Fines	<u>100.00</u>	<u>100.00</u>							
Total Income	<u>12,310.79</u>	<u>405,137.56</u>	<u>414,418.00</u>	<u>-9,280.44</u>	<u>97.76%</u>				

Mt. Gretna Campmeeting Profit & Loss Budget vs. Actual January through August 2018

		January through August 2018					After Special Vote			
		Aug 18	Jan - Aug 18	Budget	\$ Over Budget	% of Budget	Budget	\$ Over Budget	% of Budget	Special Vote
Gross Profit		12,310.79	405,137.56	414,418.00	-9,280.44	97.76%				
Expense										
B&G Committee	Utilities									
	Electric (Street Lights)	1,700.45	14,711.50	22,000.00	-7,288.50	66.87%				
	Garbage	3,178.10	24,833.05	38,000.00	-13,166.95	65.35%				
	Sewer	206.80	99,696.27	133,500.00	-33,803.73	74.68%				
	Water	1,267.10	6,084.99	12,000.00	-5,915.01	50.71%				
	Total Utilities	6,352.45	145,325.81	205,500.00	-60,174.19	70.72%				
	Maintenance									
	General Maintenance									
	Plantings	0.00	171.14							
	General Maintenance - Other	742.93	7,287.89	8,000.00	-712.11	91.1%				
	Total General Maintenance	742.93	7,459.03	8,000.00	-540.97	93.24%				
	Garage Maintenance & Util's	39.74	369.94	2,000.00	-1,630.06	18.5%				
	Library Building Maint. & Util's	50.44	972.47	1,000.00	-27.53	97.25%				
	Paving	0.00	0.00	7,500.00	-7,500.00	0.0%				
Recreational Facilities Maint.	63.72	372.93	1,300.00	-927.07	28.69%					
Sewer/Water Line Maintenance	159.80	7,462.18	7,500.00	-37.82	99.5%					
Snow Removal	0.00	3,224.24	5,000.00	-1,775.76	64.49%					
Tabernacle Bldng Maint & Util's	750.44	2,961.20	8,000.00	-5,038.80	37.02%					
Tree Removal & Trimming	0.00	9,171.50	18,700.00	-9,528.50	49.05%					
Truck and Tractor Costs	152.00	3,577.30	3,000.00	577.30	119.24%					
Total Maintenance	1,959.07	35,570.79	62,000.00	-26,429.21	57.37%					
Communications										
Newsletter	0.00	0.00	100.00	-100.00	0.0%					
Web-Site	0.00	0.00	100.00	-100.00	0.0%					
Total Communications	0.00	0.00	200.00	-200.00	0.0%					
Community Activities										
Picnic	372.60	372.60	300.00	72.60	124.2%					
Total Community Activities	372.60	372.60	300.00	72.60	124.2%					
Community Library	517.57	1,069.65	1,000.00	69.65	106.97%					
Parks & Recreation										
Recreational Activities & Equip	0.00	0.00	100.00	-100.00	0.0%					
Tree Health/Maintenance	0.00	2,409.52	12,840.00	-10,430.48	18.77%					
Total Parks & Recreation	0.00	2,409.52	12,940.00	-10,530.48	18.62%					

Mt. Gretna Campmeeting
Profit & Loss Budget vs. Actual
January through August 2018

Executive Committee

Wages and Benefits

	<u>Aug 18</u>	<u>Jan - Aug 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Employee Medical Exp Reimb	562.41	4,000.00	4,000.00	0.00	100.0%
Employee Payroll Taxes	435.32	3,833.08	6,128.00	-2,294.92	62.55%
Gross Payroll	5,376.99	39,813.22	55,715.00	-15,901.78	71.46%
Payroll Expenses	5.25	706.21	700.00	6.21	100.89%

Total Wages and Benefits	6,379.97	48,352.51	66,543.00	-18,190.49	72.66%
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Professional Fees

Accounting	0.00	0.00	2,750.00	-2,750.00	0.0%
Insurance					
Auto	0.00	982.00	1,000.00	-18.00	98.2%
Bus. Catastrophe	0.00	2,283.00	2,250.00	33.00	101.47%
Commercial	0.00	8,895.00	8,900.00	-5.00	99.94%
Workers Comp	0.00	3,153.00	3,947.00	-794.00	79.88%

Total Insurance	0.00	15,313.00	16,097.00	-784.00	95.13%
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Legal Fees	93.60	355.85	3,000.00	-2,644.15	11.86%
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Total Professional Fees	93.60	15,668.85	21,847.00	-6,178.15	71.72%
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Capital Expenses/Projects	0.00	9,503.66			
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Miscellaneous

Administrative costs

Banking Costs	0.00	122.41	150.00	-27.59	81.61%
Computer	95.00	363.26	300.00	63.26	121.09%
Office Equipment/Furnishings	0.00	615.40			
Office Supplies	0.00	213.67	400.00	-186.33	53.42%
Postage and Delivery	222.75	792.71	500.00	292.71	158.54%
Printing and Reproduction	37.98	265.46	1,500.00	-1,234.54	17.7%
Telephone	174.92	1,402.55	2,100.00	-697.45	66.79%

Total Administrative costs	530.65	3,775.46	4,950.00	-1,174.54	76.27%
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Contributions - Note 2 Fin Comm	0.00	1,100.00	2,300.00	-1,200.00	47.83%
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Property Taxes	4,084.33	5,316.09	5,500.00	-183.91	96.66%
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Total Miscellaneous	4,614.98	10,191.55	12,750.00	-2,558.45	79.93%
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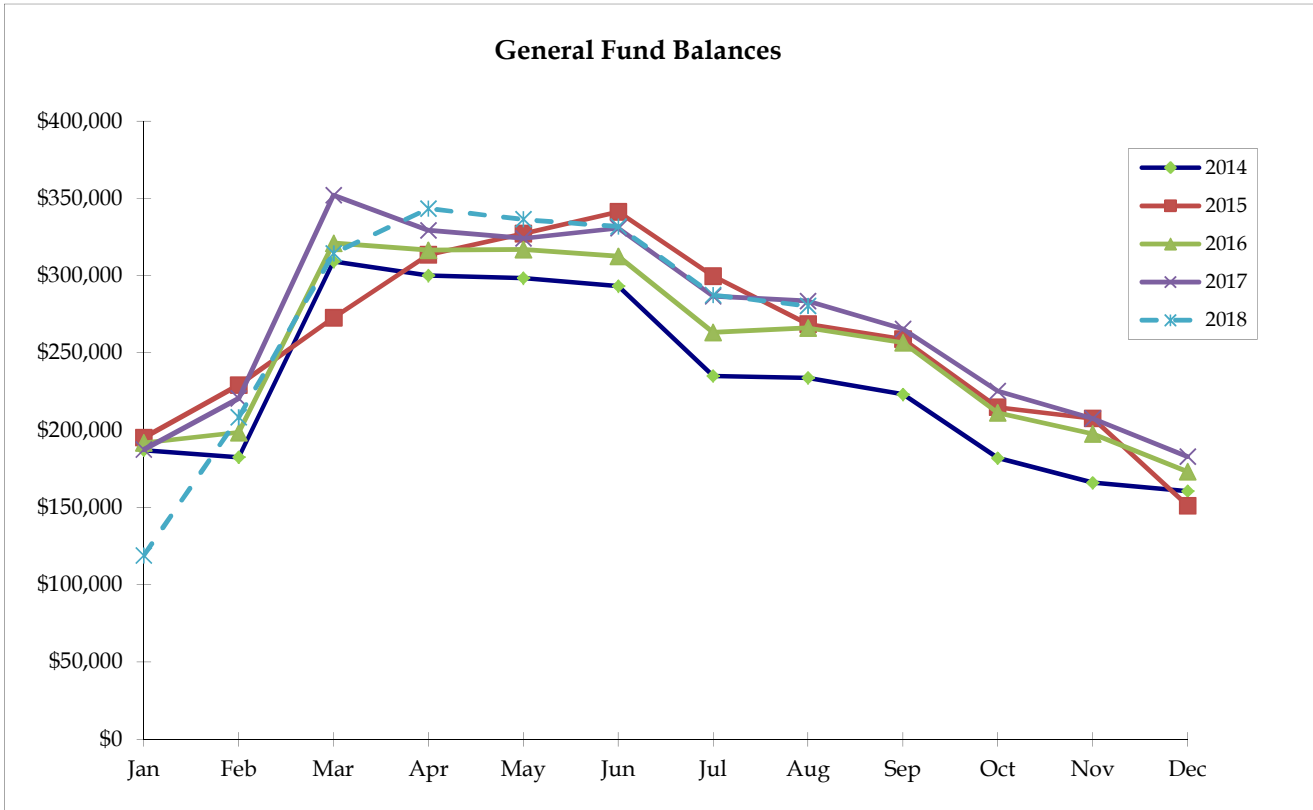
Total Expense	20,290.24	268,464.94	383,080.00	-114,615.06	70.08%
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Net Ordinary Income	-7,979.45	136,672.62	31,338.00	105,334.62	436.12%
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	After Special Vote	Special Vote
	\$ Over Budget	% of Budget
Budget	\$80,709.98	19%
\$ Over Budget	-\$65,041.13	
% of Budget		
Special Vote		\$58,862.98

Mt. Gretna Campmeeting Profit & Loss Budget vs. Actual January through August 2018

	Aug 18	Jan - Aug 18	Budget	\$ Over Budget	% of Budget	After Special Vote			Special Vote
						Budget	\$ Over Budget	% of Budget	
Other Income/Expense									
Other Income									
Designated Funds									
Capital Project Fund	72.15	316.17							
Library Fund	0.00	1,868.13							
Tree Maintenance Fund	1.49	-1,793.09				-\$2,000.00	\$206.91	90%	-\$2,000.00
Total Designated Funds	73.64	391.21							
Restricted Funds									
Heritage Fest'l (Comm Act Comm)									
Her Fest Sponsorships & Ads	500.00	2,450.00							
Her Fest Donations	1,477.00	3,206.00							
Heritage Fest'l Expense	-335.69	-6,181.75				-\$7,300.00	\$1,118.25	85%	-\$7,300.00
Heritage Fest'l (Comm Act Comm) - Other	1.29	1,262.88							
Total Heritage Fest'l (Comm Act Comm)	1,642.60	737.13							
Marlin & Nancy Seiders Memorial	3.20	-2,468.25				-\$2,500.00	\$31.75	99%	-\$2,500.00
Playground Fund (Recreatn Comm)	0.92	6.42							
Total Restricted Funds	1,646.72	-1,724.70							
Total Other Income	1,720.36	-1,333.49							
Net Other Income	1,720.36	-1,333.49	0.00	-1,333.49	100.0%				
Net Income	<u>-6,259.09</u>	<u>135,339.13</u>	<u>31,338.00</u>	<u>104,001.13</u>	<u>431.87%</u>				



Restricted Fund Balances

Heritage Festival Fund	\$11,423
Marlin & Nancy Seiders Fund	\$23,871
Playground Improvement Fund	\$7,977

Designated Fund Balances

Capital Project Fund	\$125,429
Library Fund	\$6,351
Tree Maintenance Fund	\$11,134

Late & Delinquent Accounts

As of 31-Aug-18

	Prior Years	2018	Total
Property Assessments	\$3,191	\$9,838	\$13,030
Rentals	\$0	\$0	\$0
Misc.	\$0	\$200	\$200
			\$13,230