



Tuesday, October 16, 2018

At the regular monthly meeting of the Mt. Gretna Campmeeting Association Board of Managers, held on Tuesday evening, 10/16/2018 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), Pam Bishop, Larry Bowman, Kevin Burd, Lisa Carr, George Resh, Esther Mefferd, and Tammy Travitz. Mary Kopala was excused.

I. Call to Order, Ted Martin

The Chair called the meeting to order at 6:29 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 September Minutes were approved.

III. Treasurer's Report

- i. Expenses and income are in order for this time of the year. 20% penalty notices were sent out to three members.
- ii. The 2019 draft budget has been started.
- iii. On a motion from Pam Bishop and seconded by Tammy Travitz, a resolution was adopted unanimously as follows: RESOLVED, That the Board of Managers accepts the September P&L report presented by the Treasurer.

IV. Superintendent's Report – Ed Neidigh

- i. 1st Street sewer project is completed as of September 24th.
- ii. The truck inspection is scheduled for the end of the week, and new tires for the front end loader will need to be put on shortly.
- iii. Kresge estimates are in for doing the drainage work at the bottom of 4th Street, for the Kauffman Ave. drain, and for the sinkhole repair at the bottom of 1st Street.
- iv. Ed recommends the Board set green pick-up start and finish dates rather than have it be year round.
- v. Ed thanked the Board for the opportunity to work for the Campmeeting.
- vi. Doug Cheyney introduced himself. He shared a little of his professional background and that of his company. He has been working with Ed through the month of October to learn the job of the Superintendent.

V. Strategic Planning

A. Finance Committee - Sally Marisic

- i. Nothing to report.

B. Special Committee on Rentals

- i. The committee has put together a preliminary draft of their recommendations. They will bring it to an Executive session first. Ultimately these recommendations will go before the entire community for comment before anything is moved to a proposed change to the Rules & Regulations.



- C. Communications Committee – Kevin Burd
 - i. Newsletter went out late last week.
 - ii. Ted would like to consider an end-of-year public session in early December.
- D. Community Activities Committee – Tammy Travitz
 - i. Larry McKenna will repeat his programs and rent the Tabernacle.
 - ii. Heritage Festival would like to book two groups, July 6 Youngers August 10 Colebrook Rd.
- E. Ad-Hoc Personnel Committee – Mary Kopala
 - i. Committee is formally de-activated.
- F. Parks & Recreation Committee – Margaret Hopkins
 - i. Two chestnut trees have been re-located and caged to protect from deer.
 - ii. More tree work is scheduled for October 22nd.
- G. Property Ownership Committee – Pam Bishop
 - i. John & Barbara Bailey purchased 51 1st Street from Todd and Karen Erickson on 9/28/18.
- H. Ad-Hoc Policy & Procedures Committee – Margaret Hopkins
 - i. Board reviewed policy proposal.
- I. Nominations Committee – Esther Mefferd
 - i. No meeting, nothing to report.
- J. Tabernacle Association – Esther Mefferd
 - i. Will be meeting shortly for their final meeting of the year.
 - ii. Building inspection has been completed. Discussed air circulation challenges with the structural engineer. May seek further proposals from a mechanical engineer.
 - iii. Have also been discussing how to manage the tabernacle benches. Are looking to get them cleaned and sealed.
- K. Ad-Hoc Archives Committee – George Resh
 - i. Nothing to report.
- L. Ad-Hoc Library Committee – Lisa Carr
 - i. Library will close on the 31st for the season after trick-or-treat.
- M. Buildings & Grounds Committee – Ted Martin
 - i. B&G recommends all three building permit applications.
 - ii. Trash contract is coming to an end in 2018. Will be rebidding the trash contract in the next two months.
 - iii. Michelle Spencer, who works with a local volunteer spay and neuter group, is working on our feral cat population. She will trap the cats who will then be either spayed or neutered, have their ears clipped, and then be released back into the Campmeeting. Kittens will be adopted out. NO cats will be harmed and traps will only be placed on or near properties once agreement has been reached previously with cottage owners. The goal is for a healthy colony of feral cats that we live with in a humane way.
 - iv. The MGCA has received a grant from the National Trust to create an architectural overlay. Cornwall Borough has one which narrowly regulates architectural preservation in the community.



These overlays can be as restrictive as you want to make them. Whatever is created will have to be passed by the Township as an ordinance and public input from the Campmeeting will be a part of any drafting. Ted Martin has been working with West Cornwall Township. A public meeting has been scheduled for 10/24 with the WCT planning commission. The \$5,000 grant will pay for any legal fees for an attorney to draft an ordinance.

N. Executive Committee – Ted Martin

- i. The DEP grant applied for in the spring of 2018 for \$69,000 has been awarded the the MGCA. Today we received the announcement that we were given \$69,760.

VI. Old Business

- i. None

VII. New Business

- i. The first reading was conducted for the Policy for the Use of Images of the Mount Gretna Campmeeting Association.
- ii. On a motion introduced by Margaret Hopkins and seconded by Larry Bowman, a resolution was recommended by the B&G Committee and approved unanimously as follows: RESOLVED, That the MGCA Board of Managers approves the building permit application submitted by Amy Elder at 500 Otterbein to put a new foundation under the house.
- iii. On a motion introduced by Sally Marisic and seconded by Tammy Travitz, a resolution was recommended by the B&G Committee and approved unanimously as follows: RESOLVED, That the MGCA Board of Managers approves the building permit application submitted by Matt Linnane of 507 1st Street to remodel a porch.
- iv. On a motion by George Resh and seconded by Tammy Travitz, a resolution was recommended by the B&G Committee and approved unanimously as follows: RESOLVED, That the MGCA Board of Managers approves the building permit applications submitted by Robin May of 507 5th Street and Leah Meyer of 501 5th Street to remove some asphalt in their parking area and re-pave other areas on their property.
- v. On a motion by Tammy Travitz and seconded by Kevin Burd, a resolution was unanimously approved as follows: RESOLVED, That the MGCA Board of Managers agrees to release \$2,000 from the Heritage Festival fund to book two acts for the 2019 Heritage Festival.
- vi. On a motion by Larry Bowman and seconded by Margaret Hopkins, a resolution was discussed and unanimously agreed upon as follows: RESOLVED, That the MGCA Board of Managers agrees to conduct green pick-up this fall from the dates of 10/29/18 – 11/30/18 only.



VIII. Community Comment

- i. Fred Swarr from Bell Ave. came to read a statement regarding the dumpster on Bell Ave. and to contribute suggestions for its movement from Bell to a more appropriate location.

Adjournment

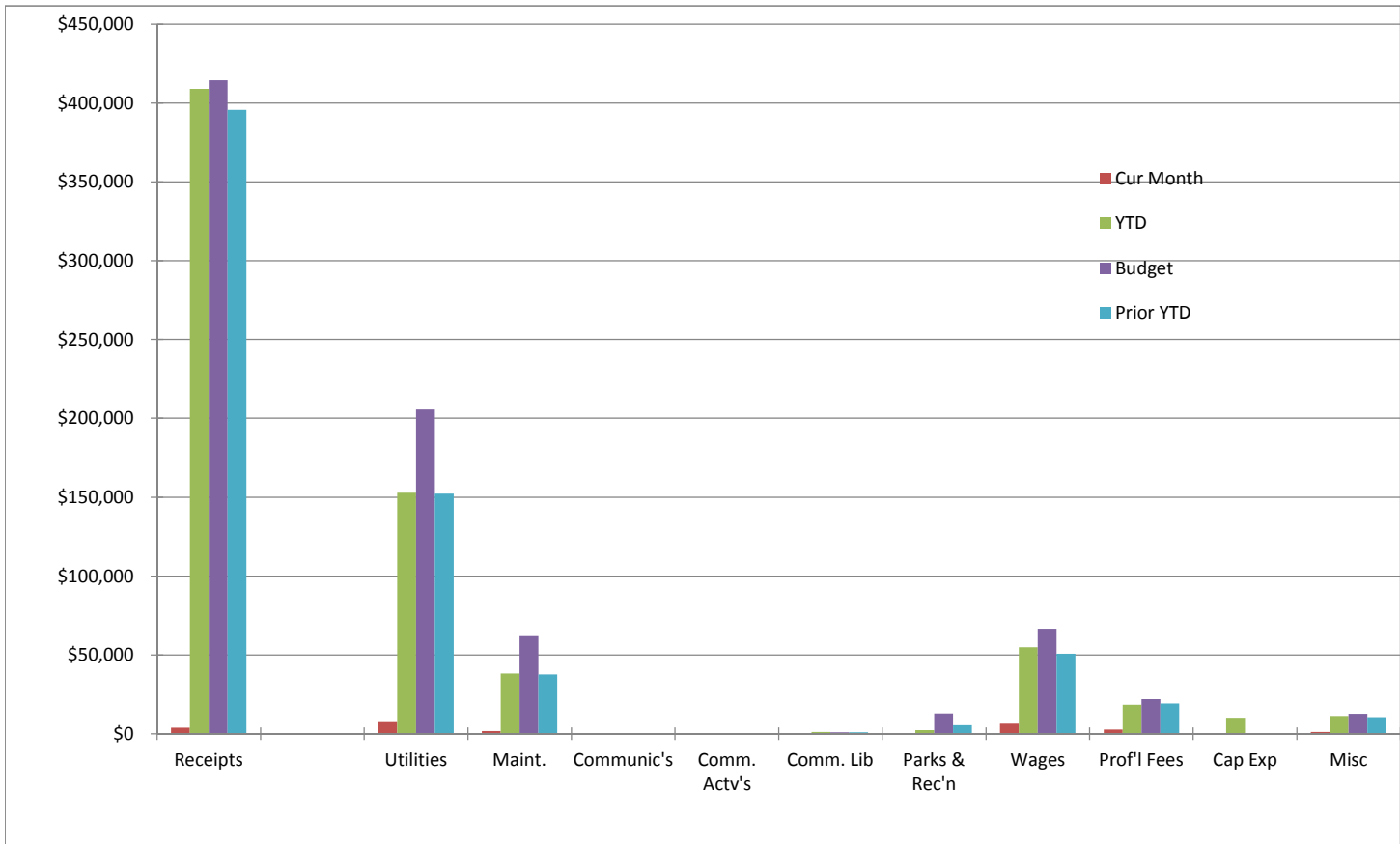
On a motion by George Resh, the meeting was adjourned at 7:33 pm.

The next regular meeting will be held Tuesday, November 20th at 6:30 pm.


Secretary


Chairman

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



September 2018	Cur. Mnth		Year to Date		Budget	Previous Year		
	Actual	% of YTD	Actual	% of Bud.	Actual	Actual	\$ Change	%
Income								
Receipts	\$3,874	1%	\$409,011	99%	\$414,418	\$395,689	\$13,323	3%
Disbursements								
Utilities	\$7,510	5%	\$152,836	74%	\$205,500	\$152,218	\$617	0%
Maintenance	\$1,660	4%	\$38,176	62%	\$62,000	\$37,602	\$574	2%
Communications	\$0		\$0	0%	\$200	\$211	(\$211)	-100%
Community Activities	\$0	0%	\$373	124%	\$300	\$73	\$300	412%
Community Library	\$0	0%	\$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	\$6,513	12%	\$54,866	82%	\$66,543	\$50,676	\$4,189	8%
Professional Fees	\$2,750	15%	\$18,419	84%	\$21,847	\$19,165	(\$746)	-4%
Capital Expenses/Projects	\$0	0%	\$9,504		\$0	\$0	\$9,504	
Miscellaneous	\$1,182	10%	\$11,302	89%	\$12,750	\$9,902	\$1,400	14%
Totals	\$19,615		\$288,953	75%	\$383,080	\$276,297	\$12,656	5%
Net Margin	(\$15,741)		\$120,058		\$31,338	\$119,391	\$667	1%

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

	<u>Sep 18</u>	<u>Jan - Sep 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
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	<u>0.00</u>	<u>2,761.55</u>	<u>2,930.00</u>	<u>-168.45</u>	<u>94.25%</u>
Home					
Home Assessment Discounts	0.00	-5,725.50	-5,500.00	-225.50	104.1%
Home - Other	1,315.00	387,565.85	393,912.00	-6,346.15	98.39%
Total Home	<u>1,315.00</u>	<u>381,840.35</u>	<u>388,412.00</u>	<u>-6,571.65</u>	<u>98.31%</u>
Penalties	0.00	567.00	500.00	67.00	113.4%
Total Assessments	<u>1,315.00</u>	<u>385,993.90</u>	<u>392,642.00</u>	<u>-6,648.10</u>	<u>98.31%</u>
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	<u>0.00</u>	<u>10,507.75</u>	<u>10,430.00</u>	<u>77.75</u>	<u>100.75%</u>
Parking	0.00	1,760.00	1,700.00	60.00	103.53%
Pavilion/Kitchen	-75.00	125.00			
Raised Bed Gardens					
Deposit	0.00	0.00			
Garden Rental	0.00	150.00			
Total Raised Bed Gardens	<u>0.00</u>	<u>150.00</u>			
Storage Sheds					
Deposits	0.00	0.00			
Rental - Storage Shed Discount	0.00	-22.90	-32.00	9.10	71.56%
Shed Rental	305.50	3,428.55	3,428.00	0.55	100.02%
Total Storage Sheds	<u>305.50</u>	<u>3,405.65</u>	<u>3,396.00</u>	<u>9.65</u>	<u>100.28%</u>
Tabernacle	2,000.00	3,450.00	3,000.00	450.00	115.0%
Total Rentals	<u>2,230.50</u>	<u>19,398.40</u>	<u>18,526.00</u>	<u>872.40</u>	<u>104.71%</u>
Library Income					
Library donations/reimbursement	100.00	260.00			
Total Library Income	<u>100.00</u>	<u>260.00</u>			
Interest Income	128.37	806.98	250.00	556.98	322.79%

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

	<u>Sep 18</u>	<u>Jan - Sep 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Miscellaneous Receipts					
Hist Picture Book & Posters					
"Listed"	0.00	9.47			
Total Hist Picture Book & Posters	0.00	9.47			
Historical Plaques	0.00	54.00			
Reimbursed Expenses					
Mulch, Top Soil, Stone	0.00	1,439.14	500.00	939.14	287.83%
Other Reimbursement	0.00	849.54			
Tabernacle Expense Reimbursemen	0.00	0.00	2,500.00	-2,500.00	0.0%
Total Reimbursed Expenses	0.00	2,288.68	3,000.00	-711.32	76.29%
Total Miscellaneous Receipts	0.00	2,352.15	3,000.00	-647.85	78.41%
R&R Fines	100.00	200.00			
Total Income	3,873.87	409,011.43	414,418.00	-5,406.57	98.7%
Gross Profit	3,873.87	409,011.43	414,418.00	-5,406.57	98.7%

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

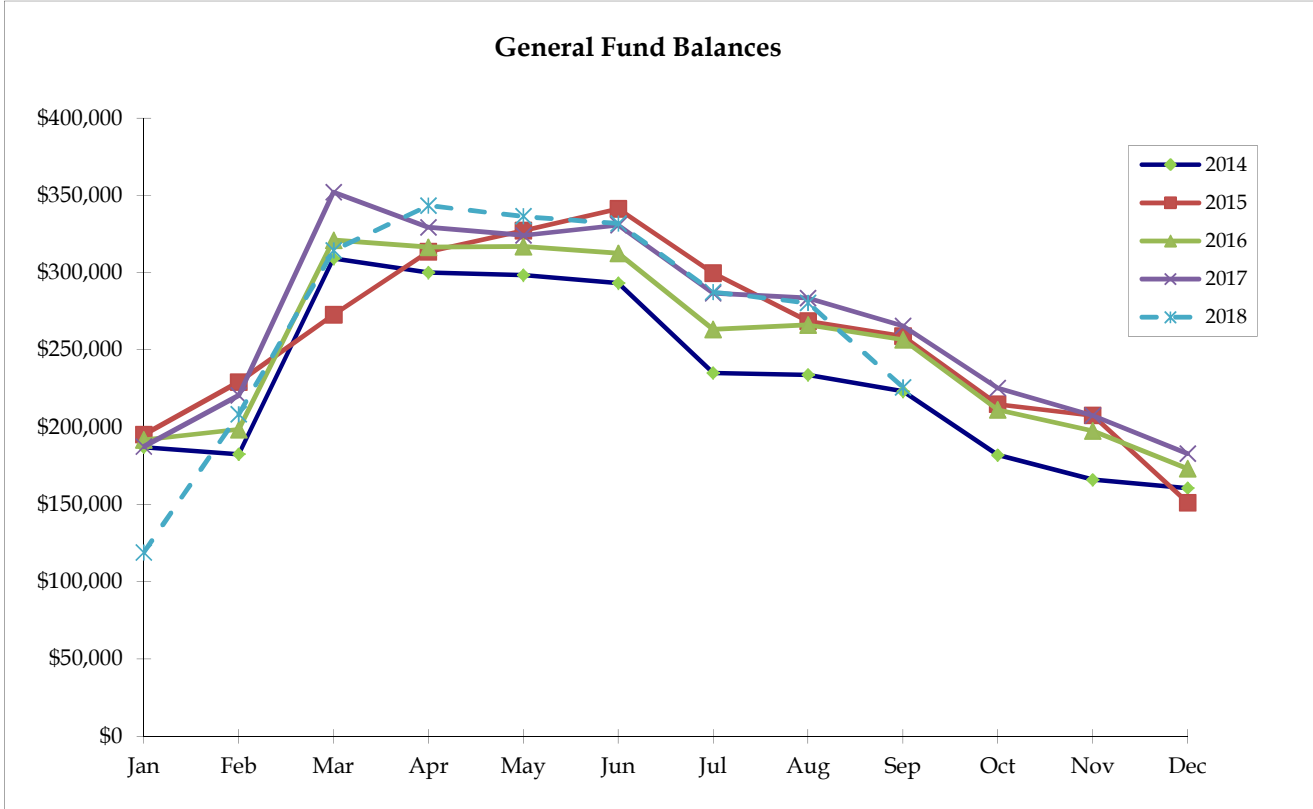
Expense	Sep 18	Jan - Sep 18	Budget	\$ Over Budget	% of Budget
Utilities					
Electric (Street Lights)	1,700.45	16,411.95	22,000.00	-5,588.05	74.6%
Garbage	3,053.90	27,886.95	38,000.00	-10,113.05	73.39%
Sewer	32.52	99,728.79	133,500.00	-33,771.21	74.7%
Water	2,722.93	8,807.92	12,000.00	-3,192.08	73.4%
Total Utilities	7,509.80	152,835.61	205,500.00	-52,664.39	74.37%
Maintenance					
General Maintenance					
Plantings	0.00	171.14			
General Maintenance - Other	1,199.33	8,620.86	8,000.00	620.86	107.76%
Total General Maintenance	1,199.33	8,792.00	8,000.00	792.00	109.9%
Garage Maintenance & Util's	39.80	409.74	2,000.00	-1,590.26	20.49%
Library Bldng Maint. & Util's	51.03	1,023.50	1,000.00	23.50	102.35%
Paving	0.00	0.00	7,500.00	-7,500.00	0.0%
Recreational Facilities Maint.	26.82	399.75	1,300.00	-900.25	30.75%
Sewer/Water Line Maintenance	0.00	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	181.86	3,143.06	8,000.00	-4,856.94	39.29%
Tree Removal & Trimming	0.00	9,171.50	18,700.00	-9,528.50	49.05%
Truck and Tractor Costs	161.06	4,549.58	3,000.00	1,549.58	151.65%
Total Maintenance	1,659.90	38,175.55	62,000.00	-23,824.45	61.57%
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	0.00	372.60	300.00	72.60	124.2%
Total Community Activities	0.00	372.60	300.00	72.60	124.2%
Community Library	0.00	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 September 2018

	<u>Sep 18</u>	<u>Jan - Sep 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Wages and Benefits					
Employee Medical Exp Reimb	0.00	4,000.00	4,000.00	0.00	100.0%
Employee Payroll Taxes	487.05	4,320.13	6,128.00	-1,807.87	70.5%
Gross Payroll	6,020.97	45,834.19	55,715.00	-9,880.81	82.27%
Payroll Expenses	5.24	711.45	700.00	11.45	101.64%
Total Wages and Benefits	<u>6,513.26</u>	<u>54,865.77</u>	<u>66,543.00</u>	<u>-11,677.23</u>	<u>82.45%</u>
Professional Fees					
Accounting	2,750.00	2,750.00	2,750.00	0.00	100.0%
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%
Legal Fees	0.00	355.85	3,000.00	-2,644.15	11.86%
Total Professional Fees	<u>2,750.00</u>	<u>18,418.85</u>	<u>21,847.00</u>	<u>-3,428.15</u>	<u>84.31%</u>
Capital Expenses/Projects	0.00	9,503.66			
Miscellaneous					
Administrative costs					
Banking Costs	11.90	134.31	150.00	-15.69	89.54%
Computer	0.00	363.26	300.00	63.26	121.09%
Office Equipment/Furnishings	0.00	615.40			
Office Supplies	76.37	301.59	400.00	-98.41	75.4%
Postage and Delivery	6.70	716.21	500.00	216.21	143.24%
Printing and Reproduction	1,087.30	1,352.76	1,500.00	-147.24	90.18%
Telephone	0.00	1,402.55	2,100.00	-697.45	66.79%
Total Administrative costs	<u>1,182.27</u>	<u>4,886.08</u>	<u>4,950.00</u>	<u>-63.92</u>	<u>98.71%</u>
Contributions - Note 2 Fin Comm	0.00	1,100.00	2,300.00	-1,200.00	47.83%
Property Taxes	0.00	5,316.09	5,500.00	-183.91	96.66%
Total Miscellaneous	<u>1,182.27</u>	<u>11,302.17</u>	<u>12,750.00</u>	<u>-1,447.83</u>	<u>88.64%</u>
Total Expense	<u>19,615.23</u>	<u>288,953.38</u>	<u>383,080.00</u>	<u>-94,126.62</u>	<u>75.43%</u>
Net Ordinary Income	-15,741.36	120,058.05	31,338.00	88,720.05	383.11%

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

	<u>Sep 18</u>	<u>Jan - Sep 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Other Income/Expense					
Other Income					
Designated Funds					
Capital Project Fund	57.74	373.91			
Library Fund	466.30	2,334.43			
Tree Maintenance Fund	1.19	-1,791.90			
Total Designated Funds	<u>525.23</u>	<u>916.44</u>			
Restricted Funds					
Heritage Fest'I (Comm Act Comm)					
Her Fest Sponsorships & Ads	0.00	2,450.00			
Her Fest Donations	0.00	3,206.00			
Heritage Fest'I Expense	0.00	-6,250.65			
Heritage Fest'I (Comm Act Comm) - Other	1.14	1,264.02			
Total Heritage Fest'I (Comm Act Comm)	<u>1.14</u>	<u>669.37</u>			
Marlin & Nancy Seiders Memorial	2.57	-2,465.68			
Playground Fund (Recreatn Comm)	0.73	7.15			
Total Restricted Funds	<u>4.44</u>	<u>-1,789.16</u>			
Total Other Income	<u>529.67</u>	<u>-872.72</u>			
Net Other Income	<u>529.67</u>	<u>-872.72</u>	<u>0.00</u>	<u>-872.72</u>	<u>100.0%</u>
Net Income	<u><u>-15,211.69</u></u>	<u><u>119,185.33</u></u>	<u><u>31,338.00</u></u>	<u><u>87,847.33</u></u>	<u><u>380.32%</u></u>



Restricted Fund Balances

Heritage Festival Fund	\$11,355
Marlin & Nancy Seiders Fund	\$23,874
Playground Improvement Fund	\$7,977

Designated Fund Balances

Capital Project Fund	\$125,487
Library Fund	\$6,817
Tree Maintenance Fund	\$1,135

Late & Delinquent Accounts

As of 30-Sep-18

	Prior Years	2018	Total
Property Assessments	\$3,191	\$8,461	\$11,653
Rentals	\$0	\$0	\$0
Misc.	\$0	\$100	\$100
			\$11,753