



Tuesday, March 19, 2019

At the regular monthly meeting of the Mt. Gretna Campmeeting Association Board of Managers, held on Tuesday evening, 3/19/2019 in the United Methodist Church, Mt. Gretna, Pennsylvania, Mr. Ted Martin presided and Ms. 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, Kevin Burd, Mary Kopala, Esther Mefferd, Barb Myers, and Tammy Travitz. Larry Bowman was excused.

I. Call to Order, Ted Martin

The Chair called the meeting to order at 6:30 PM. In opening remarks, Mr. Martin reminded those present of the importance of maintaining civility and speaking civilly. He spoke about the need for a calm and respectful meeting and reminded those present that the Board of Managers are all volunteers who have been tasked with making decisions for the community and are attempting to do that.

II. Approval of Minutes

- i. Mr. Martin asked the board to hold approval of February minutes pending resolution of differing interpretations of Robert's Rules. Approval of the February 2019 minutes will occur at the April Board of Managers meeting.

III. Treasurer's Report

- i. On a motion from Sally Marisic and seconded by Esther Mefferd, a resolution was adopted unanimously as follows: RESOLVED, That the Board of Managers accepts the March 2019 P&L report presented by the Treasurer.

IV. Superintendent's Report

- i. Spring clean-up has begun. Leaves and sticks should be in separate piles for weekly pick up. Residents are asked to put piles in easily accessible places to facilitate pick up.
- ii. Asphalt repairs are planned.
- iii. Community Clean-Up scheduled for Saturday, April 20 from 8 am-noon.

V. Committee Reports

A. Finance Committee - Sally Marisic

- i. Mt. Gretna Borough is spearheading purchase of electronic traffic signs for Route 117 and Pinch Road. Signs will alert motorists of their speed. Cost is estimated between \$12000 and \$14000.
- ii. Soldiers Field will host a re-enactment of a muster of soldiers for the Spanish American War at the end of June.
- iii. Arts Council has scholarship opportunities for Lebanon County high school students interested in pursuing a college degree in the arts.

B. Communications Committee – Kevin Burd

- i. Articles for spring newsletter are due

C. Community Activities Committee – Tammy Travitz

- i. All events will be listed in the Spring 2019 newsletter



- D. Parks & Recreation Committee – Margaret Hopkins
 - i. No report
- E. Property Ownership Committee – Pam Bishop
 - i. Three properties sold: 307 Second Street; 105 Sixth Street; 205 Seventh Street
 - ii. Five properties are listed for sale
- F. Ad-Hoc Policy & Procedures Committee – Margaret Hopkins
 - i. Met to discuss changing the structure of the fines assessed for violations of Rules & Regulations
- G. Nominations Committee – Esther Mefferd
 - i. Esther Mefferd outlined the process that was followed for the nomination of an individual to the Board of Managers to fill Lisa Carr’s term.
 - ii. Four people expressed an interested in serving on the Board. Each was asked for a statement. Esther Mefferd read excerpts from each statement.
- H. Tabernacle Association – Esther Mefferd
 - i. The Tabernacle Association has reorganized. Appointment of members of the Board of Managers to serve on the Tabernacle Association will be approved in New Business.
- I. Ad-Hoc Archives Committee – Barb Myers
 - i. No report
- J. Ad-Hoc Library Committee – Sally Marisic
 - i. An image of the library will appear on an ornament commissioned by Chautauqua. There will be no proceeds from the sale of the ornament to the library.
- K. Buildings & Grounds Committee – Ted Martin
 - i. B&G recommended approval to remove a dead tree at the Art School, 411 5th Street. Cost of removal of the tree has been donated.
 - ii. B&G recommended approval of a building permit to upgrade electric service within 411 5th Street. No changes will be made to the outside of the house or to the lot.
 - iii. B&G recommended approval of a building permit for a retaining wall at 206 Edwards Avenue.
 - iv. Jay Noble (Art School) discussed the possibility of making 202 Markwood Avenue accessible by adding a new door and ramp to the property. B&G suggested that Noble present drawings and agreement with neighbor about the possible ramp, landing.
 - v. Doug Cheyney reported that DEP was coming to inspect the water system.
 - vi. Ted Martin reported that the current trash contractor, TNT, will extend contract until June 2019.
- L. Executive Committee – Ted Martin
 - i. Nothing to report

VI. New Business

- i. The Board of Managers approved the official roster of committee members. This should be posted to the website.
- ii. The Board of Managers approved the following slate for the Tabernacle Association: Ted Martin, Mary Kopala, Sally Marisic, Margaret Hopkins, Larry Bowman, and Barb Myers



- iii. The nominating committee recommended that Justin Williams be appointed to fill Lisa Carr's seat on the Board of Managers. Esther Mefferd made the motion; Sally Marisic seconded.
 - 1. Questions were raised about the nominating process.
 - 2. The following voted to approve the appointment of Justin Williams: Ted Martin, Mary Kopala, Margaret Hopkins, Sally Marisic, Esther Mefferd, Pam Bishop. Barb Myers, Kevin Burd, and Tammy Travitz opposed the motion.
- iv. The following building permits were approved:
 - 1. Removal of dead tree, 411 5th St.
 - 2. Upgrade to electric service, 411 5th St.
 - 3. Construction of retaining wall, 206 Edwards Ave.

VII. Old Business

- i. The Board of Managers approved the use of the image of the library for the ornament without compensation to Campmeeting

VIII. MGCA Community Member Comments

- i. Marcie Lloyd, 403 1st Street. Permanent resident. Spoke about the need for considering what is in the best interests of our community. Encouraged people to work for the common good. Comments submitted to the Board.
- ii. Linda Campbell, 402 Glossbrenner. Noted that Rule #15 does not allow commercial ventures in the Campmeeting. Comments were submitted to the Board.
- iii. Ellen Lawrence, 702 5th Street. Stated support for proposed Rule regarding rental properties. Comments were submitted to the Board.
- iv. Katcha Neale, 502 6th Street. Stated that the proposed Rule regarding rental properties may damage the community which historically has been a summer resort. Did not submit comments to the Board.
- v. Merritt Neale, 502 6th Street. Stated opposition to any constraints on rental properties. Did not submit comments to the Board.
- vi. Ed Neidigh, 209 1st Street. Permanent resident. Noted increases in water usage and parking issues because of rental properties. Did not submit comments to the Board.
- vii. Karrie Hontz, 309 7th Street. Seasonal residents.
- viii. Janet Green, 710 5th Street. Submitted comments to the Board.
- ix. Bob Rader, 501 6th Street. Submitted comments to the Board.
- x. Paula Deppen, 501 5th Street. Submitted comments to the Board.
- xi. Dave Adams, 609 6th Street. Submitted comments to the Board.
- xii. Pat Wilmsen, 400 Glossbrenner. Declined to speak but submitted comments to the Board.
- xiii. Brad Kenyon, 508 5th Street. Did not submit comments to the Board.
- xiv. (Al or Kay) Stokes, 610 Otterbein. Did not submit comments to the Board.
- xv. Tim Markovits, 501 Otterbein. Did not submit comments to the Board.
- xvi. Hal Myers, 511 1st & 701 2nd Street.



- xvii. Andrea George, 605 5th Street.
- xviii. Gail Widmer, 206 Edwards. Submitted comments to the Board, read by Mary Kopala.
- xix. Connie Pierce, 505 Glossbrenner. Submitted comments to the Board, read by Mary Kopala.
- xx. Val Swarr, 301 Bell. Submitted comments to the Board.
- xxi. Fred Swarr, 301 Bell. Submitted comments to the Board.
- xxii. Tom Heberling, 210 3rd Street. Submitted comments to the Board.
- xxiii. Cheryl Kreider, 205 4th Street.
- xxiv. Christine Slotznick, 507 3rd Street.
- xxv. Paula Deppen, 511 5th Street.

Adjournment

The meeting was adjourned at 8:28 pm.

The next regular meeting will be held Tuesday, April 16th at 6:30 pm.



Attachments:
February P&L
Superintendent's Report

Community Comments presented at meeting:

Bob Rader, 501 6th
Connie Pierce, 505 Glossbrenner
Dave Adams, 609 6th
Ellen Lawrence, 702 5th
Gail Widmer, 206 Edwards
Janet Green, 710 5th
Jim & Linda Campbell, 402 Glossbrenner
Karrie Hontz, 309 7th
Marcie Lloyd, 403 1st
Pat Wilmsen, 400 Glossbrenner
Paula Deppen, 501 5th
Tom Heberling, 210 3rd
Val Swarr, 301 Bell

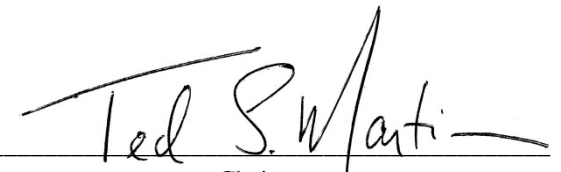
Community Comments presented prior to meeting:

Kristi Donahue, 501 6th
Robin May, 507 5th
Victor Massad, 203 Glossbrenner

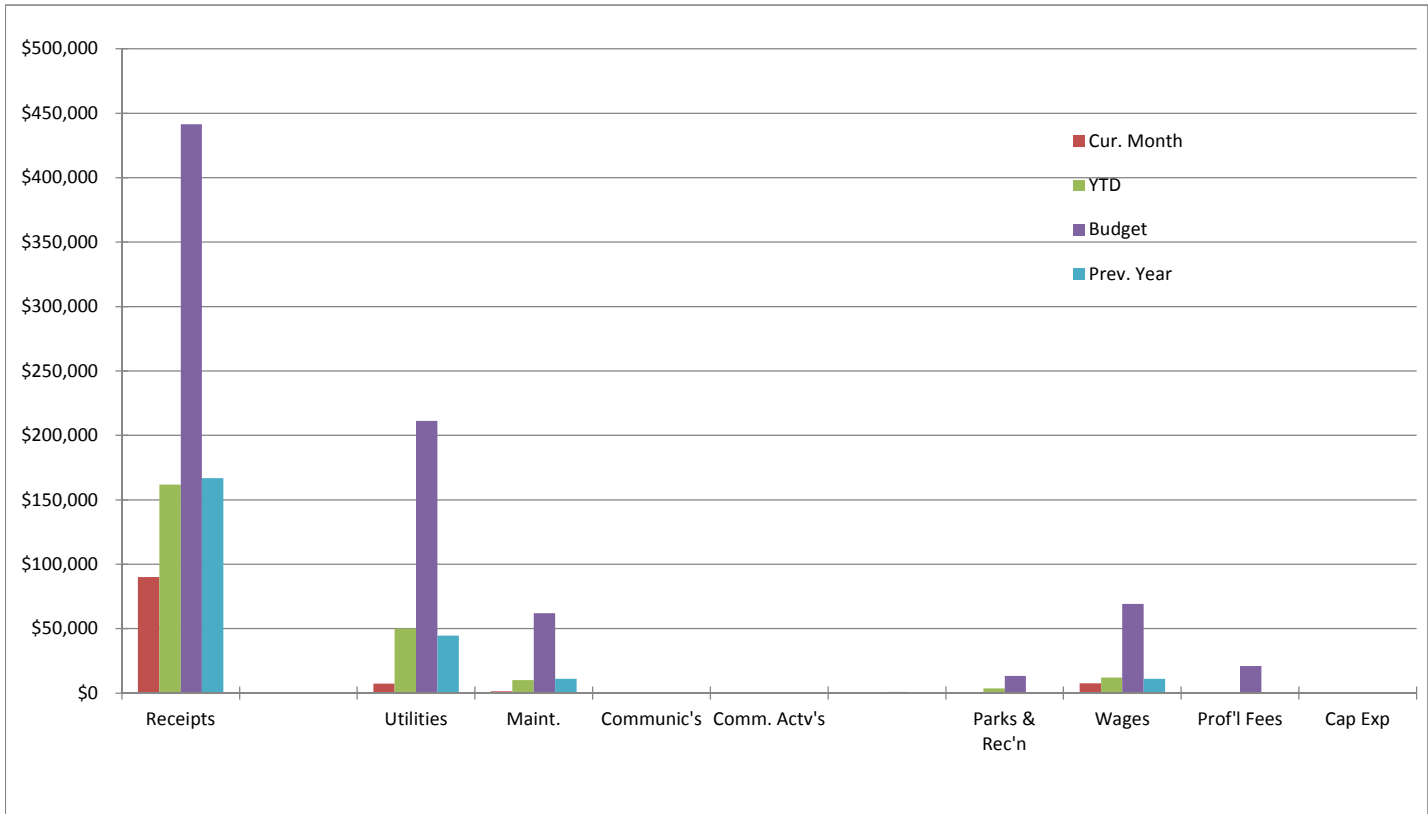
Other submissions:

Hilton Head rental article
Petition submitted by Val Swarr


Secretary


Chairman

**Mt. Gretna Campmeeting Association, Inc.
2019 General Fund Summary Report**



	<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	%
February 2019								
Income								
Receipts	\$90,147	56%	\$161,790	37%	\$441,405	\$166,891	(\$5,100)	-3%
Disbursements								
Utilities	\$7,402	15%	\$49,945	24%	\$211,165	\$44,507	\$5,438	12%
Maintenance	\$1,256	12%	\$10,134	16%	\$62,000	\$11,090	(\$956)	-9%
Communications	\$0		\$0	0%	\$225	\$0	\$0	
Community Activities	\$0		\$0	0%	\$450	\$0	\$0	
Community Library	\$0		\$0	0%	\$1,000	\$0	\$0	
Parks & Recreation	\$0	0%	\$3,675	27%	\$13,400	\$0	\$3,675	
Personnel	\$7,594	63%	\$12,067	17%	\$69,156	\$11,064	\$1,003	9%
Professional Fees	\$0		\$0	0%	\$21,100	\$262	(\$262)	-100%
Capital Expenses/Projects	\$0		\$0		\$0	\$0	\$0	
Miscellaneous	\$267	33%	\$811	6%	\$13,765	\$1,409	(\$598)	-42%
Totals	\$16,519		\$76,632	20%	\$392,261	\$68,333	\$8,299	12%
Net Margin	\$73,628		\$85,159		\$49,144	\$98,558	(\$13,399)	-14%

Mt. Gretna Campmeeting
Profit & Loss Budget vs. Actual
January through February 2019

	<u>Feb 19</u>	<u>Jan - Feb 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense					
Income					
Assessments					
Apartment	0.00	875.00	875.00	0.00	100.0%
Garage	690.00	2,530.00	3,220.00	-690.00	78.57%
Home					
Home Assessment Discounts	-1,330.00	-2,415.00	-5,800.00	3,385.00	41.64%
Home - Other	87,255.94	146,460.00			
Total Home	85,925.94	144,045.00	-5,800.00	149,845.00	-2,483.53%
Penalties	110.00	655.44	500.00	155.44	131.09%
Assessments - Other	0.00	0.00	420,000.00	-420,000.00	0.0%
Total Assessments	86,725.94	148,105.44	418,795.00	-270,689.56	35.37%
Rentals					
Garage					
Deposit	0.00	60.00			
Garage Rental	3,180.00	9,893.33			
Garage - Other	0.00	0.00	12,720.00	-12,720.00	0.0%
Total Garage	3,180.00	9,953.33	12,720.00	-2,766.67	78.25%
Parking	192.00	1,728.00	2,112.00	-384.00	81.82%
Storage Sheds					
Shed Rental	0.00	1,777.33			
Storage Sheds - Other	0.00	0.00	4,128.00	-4,128.00	0.0%
Total Storage Sheds	0.00	1,777.33	4,128.00	-2,350.67	43.06%
Tabernacle	0.00	0.00	1,000.00	-1,000.00	0.0%
Total Rentals	3,372.00	13,458.66	19,960.00	-6,501.34	67.43%
Interest Income	48.89	126.21	150.00	-23.79	84.14%
Miscellaneous Receipts					
Reimbursed Expenses					
Tabernacle Expense Reimbursemen	0.00	0.00	1,000.00	-1,000.00	0.0%
Reimbursed Expenses - Other	0.00	0.00	1,500.00	-1,500.00	0.0%
Total Reimbursed Expenses	0.00	0.00	2,500.00	-2,500.00	0.0%
Total Miscellaneous Receipts	0.00	0.00	2,500.00	-2,500.00	0.0%
R&R Fines	0.00	100.00			
Total Income	90,146.83	161,790.31	441,405.00	-279,614.69	36.65%
Gross Profit	90,146.83	161,790.31	441,405.00	-279,614.69	36.65%

Mt. Gretna Campmeeting Profit & Loss Budget vs. Actual January through February 2019

		<u>Feb 19</u>	<u>Jan - Feb 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Expense						
Utilities						
	Electric (Street Lights)	1,748.84	3,483.50	22,660.00	-19,176.50	15.37%
	Garbage	3,396.10	10,258.50	39,000.00	-28,741.50	26.3%
	Sewer	205.38	33,221.84	137,505.00	-104,283.16	24.16%
	Water	2,051.48	2,981.35	12,000.00	-9,018.65	24.85%
	Total Utilities	7,401.80	49,945.19	211,165.00	-161,219.81	23.65%
Maintenance						
	General Maintenance	270.90	334.50	8,000.00	-7,665.50	4.18%
	Garage Maintenance & Util's	48.16	118.81	2,000.00	-1,881.19	5.94%
	Library Bldng Maint. & Util's	31.28	89.64	1,000.00	-910.36	8.96%
	Paving	0.00	0.00	10,000.00	-10,000.00	0.0%
	Recreational Facilities Maint.	22.81	22.81	1,300.00	-1,277.19	1.76%
	Sewer/Water Line Maintenance	0.00	4,205.00	7,500.00	-3,295.00	56.07%
	Snow Removal	0.00	265.12	3,200.00	-2,934.88	8.29%
	Tabernacle Bldng Maint & Util's	31.92	67.44	3,000.00	-2,932.56	2.25%
	Tree Removal & Trimming	0.00	4,030.00	20,000.00	-15,970.00	20.15%
	Truck and Tractor Costs	515.25	664.44	6,000.00	-5,335.56	11.07%
	Water Line Maintenance	336.00	336.00			
	Total Maintenance	1,256.32	10,133.76	62,000.00	-51,866.24	16.35%
Communications						
	Newsletter	0.00	0.00	125.00	-125.00	0.0%
	Web-Site	0.00	0.00	100.00	-100.00	0.0%
	Total Communications	0.00	0.00	225.00	-225.00	0.0%
Community Activities						
	Picnic	0.00	0.00	400.00	-400.00	0.0%
	Community Activities - Other	0.00	0.00	50.00	-50.00	0.0%
	Total Community Activities	0.00	0.00	450.00	-450.00	0.0%
Community Library						
	Community Library	0.00	0.00	1,000.00	-1,000.00	0.0%
Parks & Recreation						
	Recreational Activities & Equip	0.00	0.00	100.00	-100.00	0.0%
	Tree Health/Maintenance	0.00	3,675.00	13,300.00	-9,625.00	27.63%
	Total Parks & Recreation	0.00	3,675.00	13,400.00	-9,725.00	27.43%

B&G Committee

Communications Committee

Activities Committee

Parks & Rec Committee

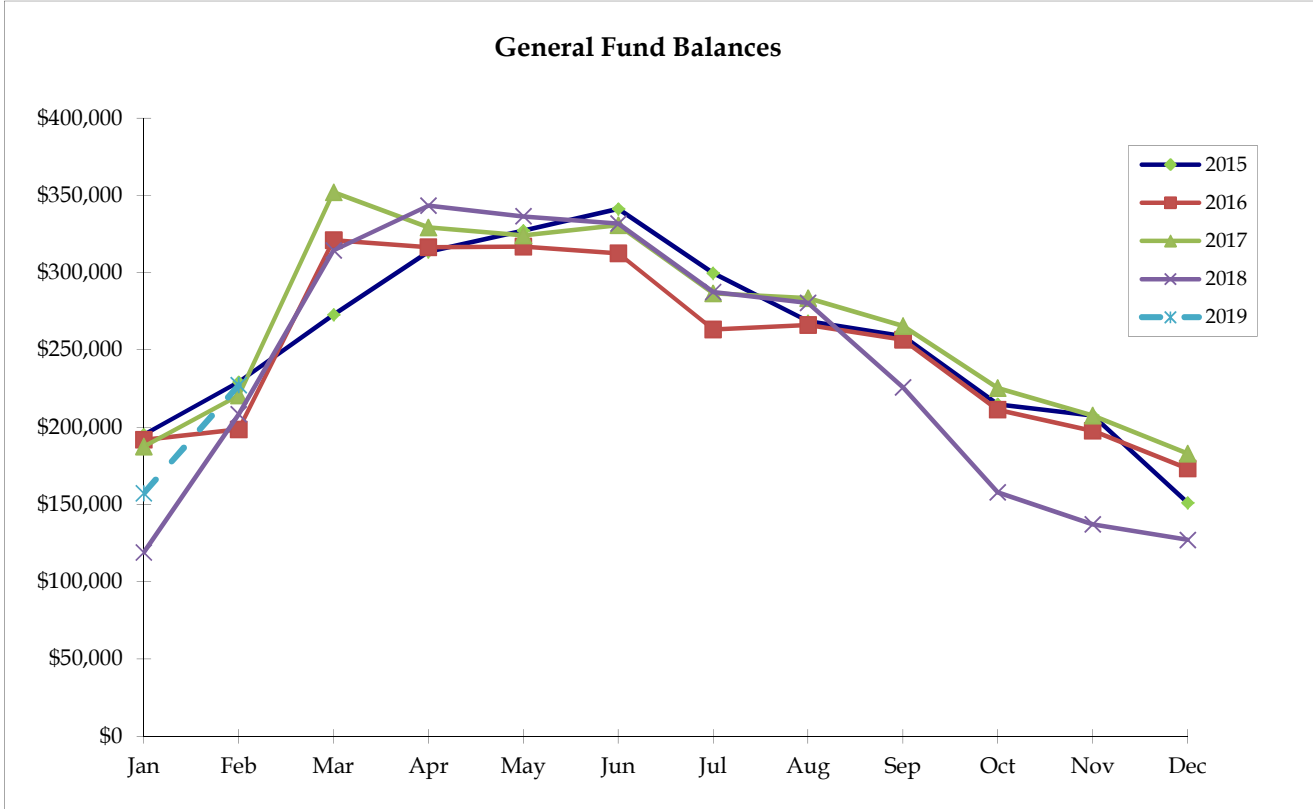
Mt. Gretna Campmeeting
Profit & Loss Budget vs. Actual
January through February 2019

Executive Committee

	<u>Feb 19</u>	<u>Jan - Feb 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Personnel					
Labor, sub-contracted	5,801.25	8,627.50	47,040.00	-38,412.50	18.34%
Employee Medical Exp Reimb	80.54	80.54	2,000.00	-1,919.46	4.03%
Employee Payroll Taxes	164.70	323.02	562.00	-238.98	57.48%
Gross Payroll	1,547.92	3,035.75	17,854.00	-14,818.25	17.0%
Payroll Expenses	0.00	0.00	1,700.00	-1,700.00	0.0%
Total Personnel	<u>7,594.41</u>	<u>12,066.81</u>	<u>69,156.00</u>	<u>-57,089.19</u>	<u>17.45%</u>
Professional Fees					
Accounting	0.00	0.00	2,900.00	-2,900.00	0.0%
Insurance	0.00	0.00	14,200.00	-14,200.00	0.0%
Legal Fees	0.00	0.00	4,000.00	-4,000.00	0.0%
Total Professional Fees	<u>0.00</u>	<u>0.00</u>	<u>21,100.00</u>	<u>-21,100.00</u>	<u>0.0%</u>
Miscellaneous					
Administrative costs					
Banking Costs	33.00	33.00	100.00	-67.00	33.0%
Computer	0.00	0.00	325.00	-325.00	0.0%
Office Equipment/Furnishings	0.00	0.00	500.00	-500.00	0.0%
Office Supplies	0.00	180.09	380.00	-199.91	47.39%
Postage and Delivery	0.00	188.55	900.00	-711.45	20.95%
Printing and Reproduction	40.27	40.27	1,500.00	-1,459.73	2.69%
Telephone	193.39	368.91	2,160.00	-1,791.09	17.08%
Total Administrative costs	<u>266.66</u>	<u>810.82</u>	<u>5,865.00</u>	<u>-5,054.18</u>	<u>13.83%</u>
Contributions - Note 2 Fin Comm	0.00	0.00	2,400.00	-2,400.00	0.0%
Property Taxes	0.00	0.00	5,500.00	-5,500.00	0.0%
Total Miscellaneous	<u>266.66</u>	<u>810.82</u>	<u>13,765.00</u>	<u>-12,954.18</u>	<u>5.89%</u>
Total Expense	<u>16,519.19</u>	<u>76,631.58</u>	<u>392,261.00</u>	<u>-315,629.42</u>	<u>19.54%</u>
Net Ordinary Income	<u>73,627.64</u>	<u>85,158.73</u>	<u>49,144.00</u>	<u>36,014.73</u>	<u>173.28%</u>

Mt. Gretna Campmeeting
Profit & Loss Budget vs. Actual
 January through February 2019

	<u>Feb 19</u>	<u>Jan - Feb 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Other Income/Expense					
Other Income					
Designated Funds					
Capital Project Fund	55.90	128.22			
Tree Maintenance Fund	1.03	2.31			
Total Designated Funds	<u>56.93</u>	<u>130.53</u>			
Restricted Funds					
Heritage Fest'I (Comm Act Comm)	1.04	2.35			
Marlin & Nancy Seiders Memorial	2.56	5.77			
Playground Fund (Recreatn Comm)	0.73	1.65			
Total Restricted Funds	<u>4.33</u>	<u>9.77</u>			
Total Other Income	<u>61.26</u>	<u>140.30</u>			
Net Other Income	61.26	140.30	0.00	140.30	100.0%
Net Income	<u>73,688.90</u>	<u>85,299.03</u>	<u>49,144.00</u>	<u>36,155.03</u>	<u>173.57%</u>



Restricted Fund Balances

Heritage Festival Fund	\$11,501
Marlin & Nancy Seiders Fund	\$23,888
Playground Improvement Fund	\$7,981

Designated Fund Balances

Capital Project Fund	\$108,529
Library Fund	\$6,817
Tree Maintenance Fund	\$11,141

Late & Delinquent Accounts

As of 28-Feb-19

	Prior Years	2019	Total
Property Assessments	\$2,541 (2)	\$0	\$2,541
Rentals	\$0	\$2,805	\$2,805
Misc.	\$0	\$0	\$0
			\$5,346

March Building and Grounds Meeting 2019

Work breakdown Jan1 to present:

Total Hours January- 145.75 Hrs.

Snow removal hours- 94.5

Library Hours- 0

Resident Issues-4 (4 Batdorf) actually spent more time on this than reported and didn't charge!)

Other-(water/general)- 47.25

Total Hours February- 141.75 Hrs.

Snow removal- 95.75

Library- 3

Resident Issues- 6.5 (111 2nd street water issue/ Neighbor did not winterize properly)

Other-(water/general)- 36.5 hrs.

March Hours as of 3/10/19- 56.5

Snow removal- 53.5

Library-0

Resident-0

Other- (general/water)- 3

Budget for snow 2019- \$3200.00 (91 hrs.)

Actual- 243.75 Hrs. / \$8531.25

-Completion time for snow removal services for entire Camp meeting (walks, parking, garages, pathways. Streets) 4.5 to 6 hrs.!

- Average response time 15minutes

January Operations Summary:

- Water Testing, Trash removal
- 4 Batdorf water problem resolve
- Organize Pump House
- Repair foot traffic signs
- Removal of Christmas trees , debris piles, repair and store generator for tabernacle
- Snow removal services/ ice control

February Operations Summary;

- Library Lights repair and replace
- Water Testing, trash cleaning
- 111 2nd st. water issue resolve
- Buzzard control at Tabernacle
- Snow and ice control and removal

March **Projects/operations:**

- Water Testing, debris piles, trash
- Snow removal and ice control
- Arranged meetings with contractors to review projects that were discussed in 2018.
- Equipment Maintenance/prep
- Arranged L&T Plumbing to hook water back up (Tabernacle. Library, Playground)

- 1. Tabernacle clean and prep for operations**
- 2. Cleaning of winter debris along streets**
- 3. Cleaning of water run-off areas**
- 4. Repair broken asphalt**
- 5. Clean and organize storage/shop area**
- 6. Trim and grasses/ perennials as needed.**
- 7. Clean Tabernacle roof**
- 8. Organize projects and meet with contractors on proposed work from 2018**
- 9. Clean Library/Library Area**
- 10. Clean Parking lot areas/ repaint lines**

Additional Comments:

- Larry Bowman is selling his snow blower. He is moving and will have no use for it. I would suggest the Camp Meeting Association purchase this piece of equipment to help facilitate and expedite snow removal services. It also will serve as a backup in case original snow blower would happen to break down. He paid \$825 for the machine but only asking ½ that amount if the Association would be interested. If not, he has other potential buyers.
- I would encourage the B& G Committee to impose a cutoff date for collecting Christmas trees. (3rd week in January?) after that they can haul it themselves to the debris collection point.
- I would like to have more conversations about stream lining leaf pickups. I would like to reduce man power in this area. Purchasing some type of leaf vacuum system will help reduce labor significantly. I would like permission to research this.