



Tuesday, August 20, 2019

At the regular monthly meeting of the Mt. Gretna Campmeeting Association Board of Managers, held on Tuesday evening, August 20 /2019 in the United Methodist Church, Mt. Gretna, Pennsylvania. Ted Martin presided and Margaret Hopkins acted as Secretary.

A quorum was present including the following: Ted Martin (President), Mary Kopala (Vice-President), Margaret Hopkins (Secretary), Larry Bowman, Kevin Burd, Esther Mefferd, Barb Myers, and Tammy Travitz. Absent: Sally Marisic, Pam Bishop, Justin Williams

I. Call to Order, Ted Martin

The Chair called the meeting to order at 6:30 PM, Ted 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 July Minutes were approved.

III. Treasurer's Report -

- i. Development of the 2020 budget will begin in September. Committee chairs should submit requests by 9/17.
- ii. Barb Myers asked if Attorney Tom Harlan had submitted billing for legal services.
- iii. On a motion from Larry Bowman and seconded by Barb Myers, a resolution was adopted unanimously as follows: RESOLVED, That the Board of Managers accepts the July 2019 P&L report presented by the Treasurer.

IV. Superintendent's Report – see attached

- i. Bob Rader was thanked for volunteering to perform daily water testing on Fridays, Saturdays and Sundays.

V. Committee Reports

iv. Finance Committee - Sally Marisic

- i. Work sessions to develop the 2020 budget to be scheduled for the fall.

v. Communications Committee – Kevin Burd

- i. Deadline for submission of articles for Fall 2019 newsletter is 9/19.
- ii. Asked that the minutes from the 2018 and 2019 annual meetings be posted to the website.

vi. Community Activities Committee – Tammy Travitz

- i. Heritage Festival events have concluded and planning for 2020 beginning.

vii. Parks & Recreation Committee – Margaret Hopkins

- i. Campmeeting will have six Dunstan Chestnut trees available for planting as memorial trees this fall.

viii. Property Ownership Committee – Kevin Burd

- i. 611 1st Street; new owners are Carmen Bianco & Maureen Garrity. Property will be a second home.
- ii. 209 5th Street; new owner is Deborah Griffith. Property will be a full-time residence.
- iii. 406 Otterbein; new owners are Bobby and Sharon Siegrist. Property will be a second home.



- iv. 13 properties are listed for sale and/or 'under contract'
- ix. Ad-Hoc Policy & Procedures Committee – Margaret Hopkins
 - i. No report.
- x. Nominations Committee – Esther Mefferd
 - i. Esther Mefferd thanked everyone for their work on the election.
- xi. Tabernacle Association – Larry Bowman
 - i. Association will meet in September
 - ii. Volunteers will be sought to work on the benches this fall.
- xii. Ad-Hoc Archives Committee – Barb Myers
 - i. Barb Myers met with George Resh (former committee chair), visited Historical Society.
- xiii. Ad-Hoc Library Committee – Sally Marisic
 - i. No report.
- xiv. Buildings & Grounds Committee – Ted Martin
 - i. Recommended approval of 2 building permits dealing with trees
 - ii. Harbor Engineering finishing up its report on infrastructure
 - iii. West Cornwall Township Zoning Hearing Board will meet on Wednesday, August 21 on Rockledge Cottage
 - iv. Recommended approval to reimburse Jenn and Dean Kantmann \$416 for installation of an asphalt curb at 212 Boehm Avenue to redirect water runoff
 - v. Tammy Travitz asked for an update on letters to owners of blighted properties
- xv. Executive Committee – Ted Martin
 - i. Ted Martin reported the board had a work session to discuss the upcoming zoning heard board meeting on Rockledge Cottage and a request for information by a Campmeeting property owner. Attorney Tom Harlan attended the work session.

VI. New Business

- i. A building permit filed by Leshau Musick, 107 6th Street, for tree work was approved. Property owner is paying for removal and trimming. Margaret Hopkins made the motion to approve. Barb Myers seconded.
- ii. A building permit filed by Jim Schlenker, 409 1st Street, to remove a dead tree was approved. Property owner is paying for removal. Margaret Hopkins made the motion to approve. Esther Mefferd seconded.
- iii. Payment of Climb High's invoice of \$6,267.50 for storm clean-up was approved. Larry Bowman made the motion to approve. Tammy Travitz seconded.
- iv. X made a motion to reimburse Jenn and Dean Kantmann \$416 for the installation of an asphalt curb at 212 Boehm Avenue to redirect water runoff. The motion was seconded by X and approved by a unanimous vote.
- v. Ted reported that the Rental Committee had met. Permits to be issued by 9/22.



1. Barb Myers asked whether owners who rent their cottage for only a few days need to apply for permits.
2. Barb Myers also asked if the \$75 fee for 2019 could be pro-rated.
3. Mary Kopala reported that she has been accused of revealing information about who has applied for permits. She stated that she has no information about who has applied as she does not serve on that committee and has received no information from committee members.
- vi. Ted Martin reported on a request for information from an MGCA property owner that involves considerable staff time to complete as well as legal review. At the request of a board member, the Board is tabling its response for the request.
- vii. Margaret Hopkins made the motion the Board allow the Executive Committee to approve a contract for review of the water tank. Mary Kopala seconded. Assessment of the tank is needed to ascertain the tank's condition and need for refurbishment.

VII. Old Business

- i. Barb Myers asked for information about well #2, specifically who owns it and on whose property it is located. She also asked that the well be tested before any decision is made to formally abandon it with the state Department of Environmental Protection.
- ii. Barb Myers asked for an update on the situation involving water discharge on Batdorf Avenue.
- iii. Mary Kopala asked for the following information prompted by the recent storm:
 - Who pays for the removal of a limb over a cottage when the tree belongs to an adjacent property owner?
 - Are MGCA members ever allowed to cut down trees without an approved building permit?
 - If an MGCA member cuts down trees without an approval building permit, what is the consequence?
- iv. Mary Kopala noted trash piles at the Art School's 5th St property. Ted Martin will talk with Jay Noble.
- v. Mary Kopala asked how MGCA responds to complaints about loud parties. Ted Martin reminded MGCA members of Quiet Hours.
 - Kevin Burd referred to the R&R referencing Quiet Hours.

VIII. MGCA Community Member Comments

- i. Hal Myers, 701 2nd St., commented about tree limb ownership and Quiet Hours but didn't submit written comments.
- ii. Merritt Neale, 502 6th St., commented about his request for information from the Board of Managers about the process for development of Rule #20 but didn't submit written comments.
- iii. Gerald Collins, 510 Otterbein Ave., encouraged attendance at the West Cornwall Township Zoning Hearing Board meeting but didn't submit written comments.
- iv. Jenn Kantmann, 404 3rd St., asked if the bylaws allowed for an all-community vote. She didn't submit written comments.



- v. Stephanie Bost, 09 Batdorf Avenue, expressed support for continuation of curbside trash pick-up but didn't submit written comments.
- vi. Janet Taylor, 03 Batdorf Avenue, said she supports continuation of curbside trash pick-up but didn't submit written comments.
- vii. Trish Lamont, 11 Batdorf Avenue, supports continuation of curbside trash pick-up but didn't submit written comments.
- viii. Don Dale, 505 Mills Ave., asked that the Board of Managers define what a tree is and whether size of the tree trunk is used to define a tree.
- ix. Yasmin Brown, 511 6th St., thanked the Board for its service and noted that the community worked well together during the recent storm.

Adjournment

On a motion by Esther Mefferd, seconded by Tammy Travitz, the meeting was adjourned at 7:52 pm.

The next regular meeting will be held Tuesday, September 17 at 6:30 pm.

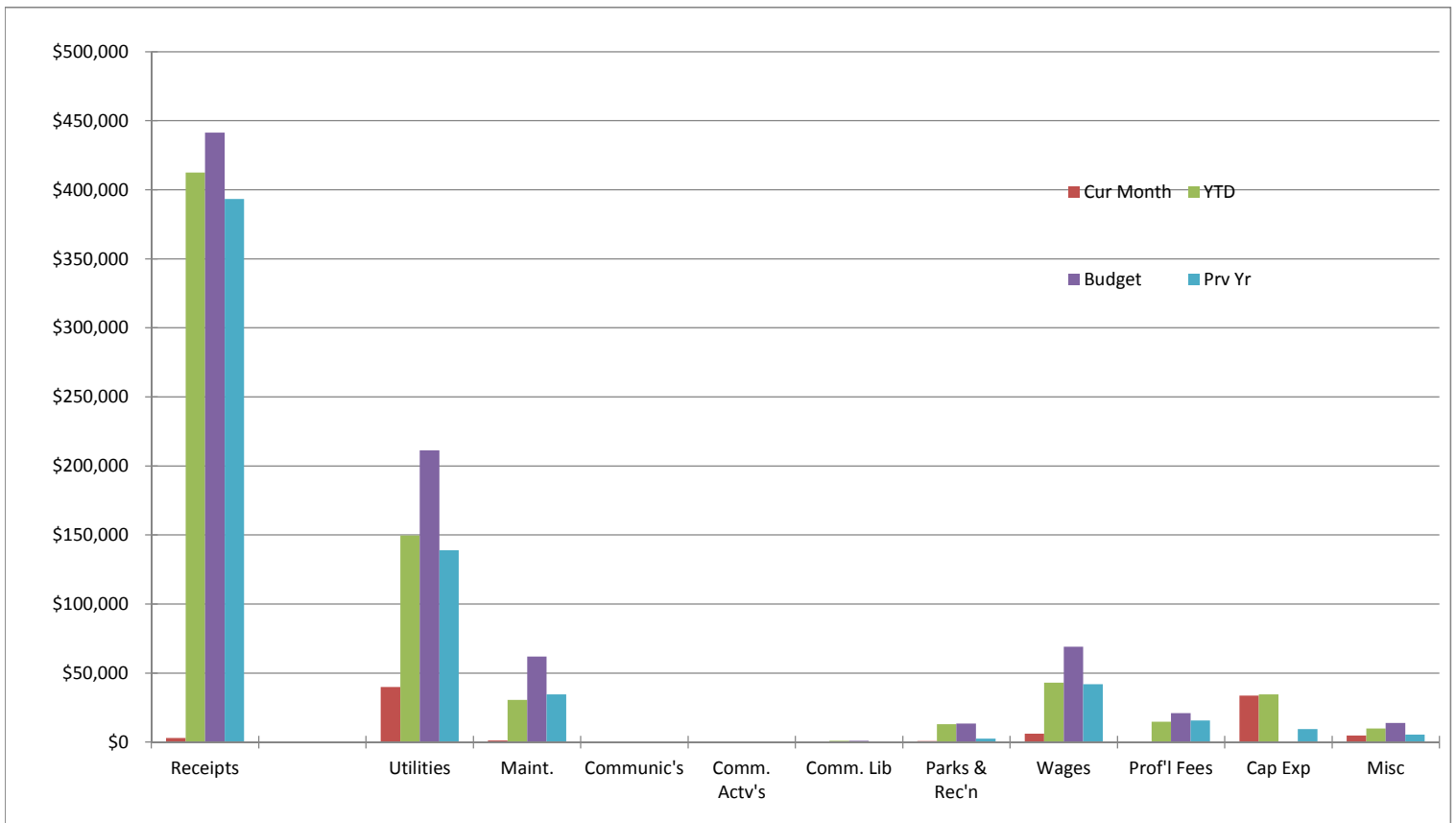
Attachments:

July P&L

Secretary

Chairman

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



July 2019

	<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	\$2,907	1%	\$412,430	93%	\$441,405	\$393,394	\$19,036	5%
Disbursements								
Utilities	\$39,832	27%	\$149,573	71%	\$211,165	\$138,973	\$10,599	8%
Maintenance	\$1,169	4%	\$30,508	49%	\$62,000	\$34,518	(\$4,010)	-12%
Communications	\$0	0%	\$42	19%	\$225	\$46	(\$4)	-9%
Community Activities	\$0	0%	\$36	8%	\$450	\$0	\$36	
Community Library	\$0	0%	\$1,000	100%	\$1,000	\$552	\$448	81%
Parks & Recreation	\$712	5%	\$13,024	97%	\$13,400	\$2,410	\$10,614	441%
Personnel	\$6,021	14%	\$42,995	62%	\$69,156	\$41,973	\$1,023	2%
Professional Fees	\$0	0%	\$14,769	70%	\$21,100	\$15,575	(\$806)	-5%
Capital Expenses/Projects	\$33,720	97%	\$34,604		\$0	\$9,504	\$25,100	264%
Miscellaneous	\$4,806	48%	\$9,921	72%	\$13,765	\$5,459	\$4,462	82%
Totals	\$86,259		\$296,471	76%	\$392,261	\$249,009	\$47,462	19%
Net Margin	(\$83,352)		\$115,959		\$49,144	\$144,386	(\$28,426)	-20%
								100%

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

	Jul 19	Jan - Jul 19	Budget	\$ Over Budget	% of Budget	After Special Vote		Special Vote
						Budget	\$ Over Budget	
Ordinary Income/Expense								
Income								
Returned Check Charges	0.00	20.00						
Assessments								
Apartment	0.00	875.00	875.00	0.00	100.0%			
Garage	0.00	2,990.00	3,220.00	-230.00	92.86%			
Home								
Home Assessment Discounts	0.00	-5,950.00	-5,800.00	-150.00	102.59%			
Home - Other	3,118.00	392,963.00						
Total Home	3,118.00	387,013.00	-5,800.00	392,813.00	-6,672.64%			
Penalties	0.00	655.44	500.00	155.44	131.09%			
Assessments - Other	0.00	0.00	420,000.00	-420,000.00	0.0%			
Total Assessments	3,118.00	391,533.44	418,795.00	-27,261.56	93.49%			
Rentals								
Garage								
Deposit	0.00	10.00						
Garage Rental	0.00	12,720.00						
Garage - Other	0.00	0.00	12,720.00	-12,720.00	0.0%			
Total Garage	0.00	12,730.00	12,720.00	10.00	100.08%			
Parking	0.00	1,920.00	2,112.00	-192.00	90.91%			
Pavilion/Kitchen	100.00	100.00						
Raised Bed Gardens								
Deposit	0.00	-90.00						
Garden Rental	0.00	160.00						
Total Raised Bed Gardens	0.00	70.00						
Storage Sheds								
Deposits	0.00	0.00						
Shed Rental	0.00	4,070.66						
Storage Sheds - Other	0.00	0.00	4,128.00	-4,128.00	0.0%			
Total Storage Sheds	0.00	4,070.66	4,128.00	-57.34	98.61%			
Tabernacle	0.00	1,000.00	1,000.00	0.00	100.0%			
Total Rentals	100.00	19,890.66	19,960.00	-69.34	99.65%			
Interest Income	153.19	818.98	150.00	668.98	545.99%			

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

	Jul 19	Jan - Jul 19	Budget	\$ Over Budget	% of Budget	After Special Vote			Special Vote
						Budget	\$ Over Budget	% of Budget	
Community Activities Income									
Picnic Income	16.00	16.00							
Total Community Activities Income	16.00	16.00							
Miscellaneous Receipts									
Hist Picture Book & Posters									
"Listed"	-31.58	-31.58							
Total Hist Picture Book & Posters	-31.58	-31.58							
Historical Plaques	0.00	36.00							
Reimbursed Expenses									
Mulch, Top Soil, Stone	15.00	510.00							
Tabernacle Expense Reimbursemen	-463.30	-463.30	1,000.00	-1,463.30	-46.33%				
Reimbursed Expenses - Other	0.00	0.00	1,500.00	-1,500.00	0.0%				
Total Reimbursed Expenses	-448.30	46.70	2,500.00	-2,453.30	1.87%				
Total Miscellaneous Receipts	-479.88	51.12	2,500.00	-2,448.88	2.05%				
R&R Fines	0.00	100.00							
Total Income	2,907.31	412,430.20	441,405.00	-28,974.80	93.44%				
Gross Profit	2,907.31	412,430.20	441,405.00	-28,974.80	93.44%				

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

	<u>Jul 19</u>	<u>Jan - Jul 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	After Special Vote Budget	\$ Over Budget	% of Budget	Special Vote
Parks & Recreation									
Recreational Activities & Equip	0.00	0.00	100.00	-100.00	0.0%				
Tree Health/Maintenance	712.00	13,023.58	13,300.00	-276.42	97.92%				
Total Parks & Recreation	<u>712.00</u>	<u>13,023.58</u>	<u>13,400.00</u>	<u>-376.42</u>	<u>97.19%</u>				
Personnel									
Labor, sub-contracted	4,103.75	29,855.00	47,040.00	-17,185.00	63.47%				
Employee Medical Exp Reimb	231.96	1,259.68	2,000.00	-740.32	62.98%				
Employee Payroll Taxes	136.88	1,105.33	1,700.00	-594.67	65.02%				
Gross Payroll	1,547.92	10,775.35	17,854.00	-7,078.65	60.35%				
Payroll Expenses	0.00	0.00	562.00	-562.00	0.0%				
Total Personnel	<u>6,020.51</u>	<u>42,995.36</u>	<u>69,156.00</u>	<u>-26,160.64</u>	<u>62.17%</u>				
Professional Fees									
Accounting	0.00	0.00	2,900.00	-2,900.00	0.0%				
Insurance									
Auto	0.00	1,010.00							
Bus. Catastrophe	0.00	2,288.00							
Commercial	0.00	9,071.00							
Workers Comp	0.00	1,860.00							
Insurance - Other	0.00	0.00	14,200.00	-14,200.00	0.0%				
Total Insurance	<u>0.00</u>	<u>14,229.00</u>	<u>14,200.00</u>	<u>29.00</u>	<u>100.2%</u>				
Legal Fees	0.00	540.00	4,000.00	-3,460.00	13.5%				
Total Professional Fees	<u>0.00</u>	<u>14,769.00</u>	<u>21,100.00</u>	<u>-6,331.00</u>	<u>70.0%</u>				
Capital Expenses/Projects									
Capital Improvements	33,720.01	34,603.76				\$38,500.00	-\$3,896.24	90%	\$38,500.00
Total Capital Expenses/Projects	<u>33,720.01</u>	<u>34,603.76</u>							

Parks & Rec Committee

Executive Committee

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

Executive Committee

Miscellaneous

Administrative costs

Banking Costs

Computer

Office Equipment/Furnishings

Office Supplies

Postage and Delivery

Printing and Reproduction

Telephone

Total Administrative costs

Contributions - Note 2 Fin Comm

Property Taxes

Total Miscellaneous

Total Expense

Net Ordinary Income

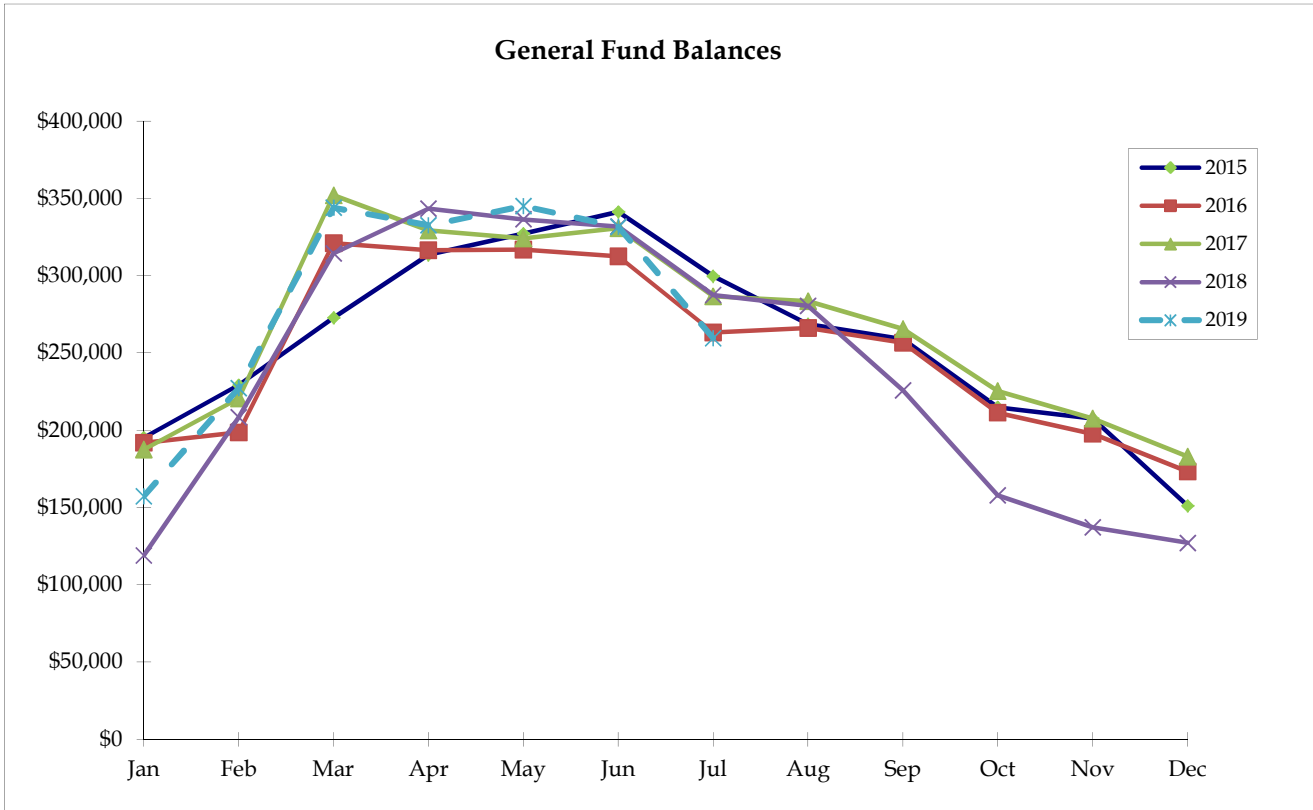
	<u>Jul 19</u>	<u>Jan - Jul 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Banking Costs	16.85	105.50	100.00	5.50	105.5%
Computer	0.00	0.00	325.00	-325.00	0.0%
Office Equipment/Furnishings	53.70	53.70	500.00	-446.30	10.74%
Office Supplies	33.20	344.67	380.00	-35.33	90.7%
Postage and Delivery	258.80	572.35	900.00	-327.65	63.59%
Printing and Reproduction	37.70	1,129.47	1,500.00	-370.53	75.3%
Telephone	108.05	1,184.94	2,160.00	-975.06	54.86%
Total Administrative costs	508.30	3,390.63	5,865.00	-2,474.37	57.81%
Contributions - Note 2 Fin Comm	100.00	1,100.00	2,400.00	-1,300.00	45.83%
Property Taxes	4,198.15	5,429.91	5,500.00	-70.09	98.73%
Total Miscellaneous	4,806.45	9,920.54	13,765.00	-3,844.46	72.07%
Total Expense	86,259.30	296,470.71	392,261.00	-95,790.29	75.58%
Net Ordinary Income	-83,351.99	115,959.49	49,144.00	66,815.49	235.96%

After Special Vote
\$ Over Budget
% of Budget

Special Vote

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

	Jul 19	Jan - Jul 19	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	50.06	390.79							
Library Fund	-292.97	1,689.96							
Tree Maintenance Fund	1.02	-1,290.62				\$2,500.00	-\$1,209.38	52%	\$2,500.00
Total Designated Funds	<u>-241.89</u>	<u>790.13</u>							
Restricted Funds									
Heritage Fest'I (Comm Act Comm)									
Her Fest Donations	857.00	2,923.55							
Heritage Fest'I Expense	-1,000.00	-2,638.69							
Heritage Fest'I (Comm Act Comm) - Other	1.20	8.00							
Total Heritage Fest'I (Comm Act Comm)	<u>-141.80</u>	<u>292.86</u>				\$2,700.00	-\$2,992.86	-11%	\$2,700.00
Marlin & Nancy Seiders Memorial	-1,997.44	-1,980.76				\$2,000.00	-\$19.24	99%	\$2,000.00
Playground Fund (Recreatn Comm)	0.73	5.51							
Total Restricted Funds	<u>-2,138.51</u>	<u>-1,682.39</u>							
Total Other Income	<u>-2,380.40</u>	<u>-892.26</u>							
Net Other Income	<u>-2,380.40</u>	<u>-892.26</u>	0.00	-892.26	100.0%				
Net Income	<u><u>-85,732.39</u></u>	<u><u>115,067.23</u></u>	<u><u>49,144.00</u></u>	<u><u>65,923.23</u></u>	<u><u>234.14%</u></u>				



Restricted Fund Balances

Heritage Festival Fund	\$11,791
Marlin & Nancy Seiders Fund	\$21,907
Playground Improvement Fund	\$7,985

Designated Fund Balances

Capital Project Fund	\$108,791
Library Fund	\$8,507
Tree Maintenance Fund	\$9,848

Late & Delinquent Accounts

As of 31-Jul-19

	Prior Years	2019	Total
Property Assessments	\$2,541 (2)	\$6,240	\$8,781
Rentals	\$0	\$0	\$0
Misc.	\$0	\$0	\$0
			\$8,781