



Tuesday, November 19, 2019

At the regular monthly meeting of the Mt. Gretna Campmeeting Association Board of Managers, held on Tuesday evening, 11/19/2019 in the United Methodist Church, Mt. Gretna, Ted 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, Kevin Burd, Esther Mefferd, Barb Myers, Tammy Travitz, and Justin Williams.

I. Call to Order, Ted Martin

The President 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 October Minutes were unanimously approved on a motion from Mary Kopala, seconded by Tammy Travitz.

III. Treasurer's Report

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

IV. Superintendent's Report

- i. Water lines at the pump house are being streamlined to coordinate three different systems.
- ii. Kohl Brothers is getting estimate to test well #2 to see if it is viable. This work will be part of the DEP grant administered through West Cornwall Township.
- iii. Bills for tank work to date have been submitted by West Cornwall Township to the DEP.
- iv. Leaf collection will continue through the first week of December.

V. Committee Reports

A. Finance Committee - Sally Marisic

- i. The committee has been meeting to draft the 2020 budget. The final budget will be presented for formal vote at December's meeting.
- ii. Sally Marisic and Kevin Burd have met with an additional bank and a credit union to discuss the possibilities of a long-term loan for capital projects. Any financial matters relating to a loan are not part of the 2020 budget.

B. Communications Committee – Kevin Burd

- i. December 4th is the deadline for items for the winter newsletter.

C. Community Activities Committee – Tammy Travitz

- i. The Heritage Festival is moving along though performances are not completely set. The annual picnic and annual meeting are set for next year and the dates will be published in the newsletter.
- ii. The committee is exploring additional possibilities for community activities.



- D. Parks & Recreation Committee – Margaret Hopkins
- i. The committee recommends hiring Ryan Fretz to design a landscape plan for the community garden. He has done extensive landscaping work in the Campmeeting. He also has experience with native plants, low maintenance designs, and has worked with the MGCA on the replanting of chestnut trees. This is for a plan only and would then be presented to the community for possible donation of plants and labor.
 - ii. Six new chestnut trees have been planted this past year. Three of those have been adopted as memorial trees, three are still available.
- E. Property Ownership Committee – Pam Bishop
- i. Six properties have been transferred. The following properties have been transferred and are listed with their new owners:
109 1st Street – Timothy & Patricia Williams,
112 1st Street – Joanne Schmidt
111 2nd Street – Bryon & Allison Kaster,
200 Bell Avenue – Mike & Stacey Goldfarb,
108 5th Street - Bruce & Ginger Wagner, and
401 2nd Street – Jennifer & Steven Mellinger.
- F. Ad-Hoc Policy & Procedures Committee – Margaret Hopkins
- i. No meeting, nothing to report.
- G. Nominations Committee – Esther Mefferd
- i. Several people have shown an interest in the vacant seat made by Larry Bowman’s resignation. The committee is reviewing the interested parties and would like to make a proposal for a vote in the December meeting. When the nominating committee meets, they will forward their report/recommendation to the entire board. Submissions may be made until November 21st.
- H. Tabernacle Association – Esther Mefferd
- i. Larry Bowman has resigned from the Tabernacle Association Board of Trustees.
- I. Ad-Hoc Archives Committee – Barb Myers
- i. No meeting, nothing to report.
- J. Ad-Hoc Library Committee – Sally Marisic
- i. No meeting, nothing to report.
- K. Buildings & Grounds Committee – Ted Martin
- i. Correction to August minutes – the Building Permit approved for LeeShaun Musick for removal of dead tree limb was not for the property at 107 6th Street but rather for the property at 307 2nd Street.
 - ii. The committee reviewed three building permit’s at their meeting submitted by: Bianco, Myers, Testa. Recommendation for approval will be made under new business.
 - iii. Sent a letter to the Birts to remind them they need a permit for the work at their property.
 - iv. Water tank report – the inspection is complete and a summary report was submitted to the Board.



- v. Don Dale confirmed an \$8,800 estimate to build dumpster enclosure with the parameters given to him.
 - vi. A year-long contract with TNT has been requested. In response to an enquiry, TNT stated that recycling cannot be removed; it is required by state law.
 - vii. There was a recommendation to move forward with a month-to-month contract with TNT to allow for more flexibility, this discussion was tabled.
 - viii. Infrastructure – there is a list of projects that must be undertaken and are prioritized according to the engineering study. The water tank is the primary concern but the committee is also looking to move forward with some of the other projects. Possible grants and loan programs are going to be explored. There will be some limitations to availability of grants since we are not a municipality. We may be able to work through West Cornwall Township again.
 - ix. A copy of The West Cornwall Township zoning board ruling was officially delivered to the owners of Rockledge cottage; it reaffirmed the unanimous decision that they need to lower the cottage to 2 ½ stories. The owners have 30 days to appeal with the Court of Common Pleas.
 - x. The B&G was presented with a list of twelve trees that were recommended for removal before the end of the year. These removals would put the tree removal budget line over by about \$10,000. The committee is recommending that the trees be removed before the winter, and that the excess above the budget line be paid for from the capital improvement fund.
- L. Executive Committee – Ted Martin
- i. Larry Bowman’s letter of resignation from the MGCA Board of Managers was submitted.
 - ii. Ted is reviewing a letter drafted by our attorney addressed to the Wentzels regarding water runoff from their Batdorf property.
 - iii. President issued a written noise warning to 207 5th Street.

VI. New Business

- i. Rental Permit Committee reviewed permit applications for 2020. There is a current cap of 72; 67 permit applications were received. The committee is recommending the cap for 2020 be set at 67.
- ii. The Rental Permit Committee met with a few local realtors and other members of the community to get recommendations for change. Most of the requests were for a simplification of the rule, the possibility for year-round application for open permits, and a place to find out whether any permits are available. The committee is reviewing these suggestions and will make recommendations for possible changes to the Board.
- iii. On a motion from Justin Williams and seconded by Sally Marisic, a resolution was adopted with two no votes from Barb Myers and Tammy Travitz as follows: RESOLVED, That the Board of Managers sets the rental cap at 67 for 2020.
- iv. A motion was made by Justin Williams and seconded by Pam Bishop that all 62 rental permit applications for 2020 be approved pending details being worked out on the seven that had questions



attached to them. After some members of the Board expressed concern at approving applications that may still have questions attached, Justin withdrew his motion.

- v. On a motion from Justin Williams and seconded by Tammy Travitz, a resolution was discussed and adopted unanimously as follows: RESOLVED, That the Board of Managers approves the 55 rental application permits for 2020 that the committee recommended for approval. The seven that have some pending questions attached to them may be presented to the Board for approval at the December board meeting.
- vi. On a motion from Ted Martin and seconded by Margaret Hopkins, a resolution was discussed and adopted unanimously as follows: RESOLVED, That the Board of Managers approves the building permit presented by Carmen Bianco and Maureen Garrity to replace their porch of their property at 611 1st Street.
- vii. On a motion from Ted Martin and seconded by Margaret Hopkins, a resolution was discussed and adopted unanimously (Barb Myers recused herself) as follows: RESOLVED, That the Board of Managers approves the building permit presented by Hal & Barb Myers to construct a protective eave around the perimeter of their porch at 701 2nd Street.
- viii. On a motion from Ted Martin and seconded by Margaret Hopkins, a resolution was discussed and adopted unanimously as follows: RESOLVED, That the Board of Managers approves the building permit presented by Jenna Testa to upgrade pillar supports on the driveway side of her home at 601 5th Street.
- ix. On a motion from Margaret Hopkins and seconded by Esther Mefferd, a resolution was discussed and adopted unanimously as follows: RESOLVED, That the Board of Managers hires Ryan Fretz to develop a low-maintenance garden design for the community garden of mostly native plants, to be paid for from the Heritage Park fund.
- x. On a motion from Sally Marisic and seconded by Barb Myers, a resolution was discussed and adopted unanimously as follows: RESOLVED, That the Board of Managers direct Climb High to remove the recommended twelve trees before the winter months, with the additional monies beyond the budget line to be paid for from the Capital Improvement fund.
- xi. Jenn Kantmann discussed the building permit she and Dean Kantmann had presented to the Board for work at their property at 212 Boehm Ave. The permit had originally been submitted to the B&G Committee in April and was denied by the committee because the side landing was on MGCA property and the current easement policy would not allow for purchase of an easement. However, the permit was not presented to the entire Board for a vote. In addition, a written letter was never sent to the Kantmanns denying the request which would have allowed them to consider pursuing other options such as adverse possession. While there is a possibility that the easement policy will be reviewed, this will not happen until sometime in 2020. In order to tie up loose ends, the Kantmanns are asking the Board to approve their building permit, approve an easement, or formally deny both so that they can move forward. Jenn stated that a building permit is a reasonable request



since they are only enclosing what is already there and in fact are reducing the footprint by removing the stairs. On a motion from Pam Bishop and seconded by Margaret Hopkins, a resolution was discussed and adopted unanimously as follows: RESOLVED, That the MGCA Board of Managers approves the building permit submitted by Jenn & Dean Kantmann to enclose the landing at their home at 212 Boehm Ave.

- xii. On a motion from Sally Marisic and seconded by Kevin Burd, a resolution was discussed and adopted unanimously as follows: RESOLVED, That the MGCA Board of Managers donates \$50 to the Mount Gretna School of Arts to demonstrate support of the school's \$100,000 house remodeling campaign, donation to be given on Giving Friday to allow for further matching of funds.
- xiii. Mary Kopala noted that according to Article VII, Section XV of the By-Laws, the Board is to make tentative committee appointments at the November meeting for a final vote in January. She suggested that Kevin add an article to the winter newsletter describing committees and asking for committee volunteers. On a motion from Mary Kopala and seconded by Sally Marisic, a resolution was discussed and adopted unanimously as follows: RESOLVED, That the MGCA Board of Managers makes tentative committee appointments for 2020 of those who currently serve on those same committees.

VII. Old Business

- i. None.

VIII. MGCA Community Member Comments

- i. Christine Slotznick of 507 3rd – asked the Board to affirm that leaf collection would be extended through the first week of December by skipping the last week of November. She also asked for an e-mail to be sent to the community to remind them of the deadline.
- ii. Jenn Kantmann, 404 3rd – asked for easement policy review. She also asked that as part of the rental permit review that transferring permits to non-family members be a part of that review. It hurts the resale value of a rental property.
- iii. Hal Myers, 701 2nd – Had a question re the water tank pitting/coatings. He asked if there had been any discussion about putting a bladder inside? Wouldn't that obviate coating and pitting? He also thinks the easement policy needs to be revisited. He thinks that the Board should routinely grant little or no-cost easements to allow members to use existing structures as their own.
- iv. Dave Lloyd informed the Board that recycling collection is required as part of PA Act 101, it is a county requirement. Lebanon's recycling is going to the York recycling center. A recycling truck is not even allowed into the Lebanon landfill.
- v. Jenna Testa, 601 5th – Asked when the 2020 permits might be issued. She was told they might be mailed in the next few weeks.
- vi. Bill Linton, 211 7th Street – Asked questions about the wells. Informed that we have only been using 1 well for the past 20-30 years. When we need to go off line, the Mt Gretna Water Authority



is our back up. While we are investigating the status of well #2, it may take considerable expense to get the well tested and fully functioning.

Adjournment

On a motion by Esther, the meeting was adjourned at 7:54 pm.

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


Attachments:

October P&L
B&G Report
Water Tower Report

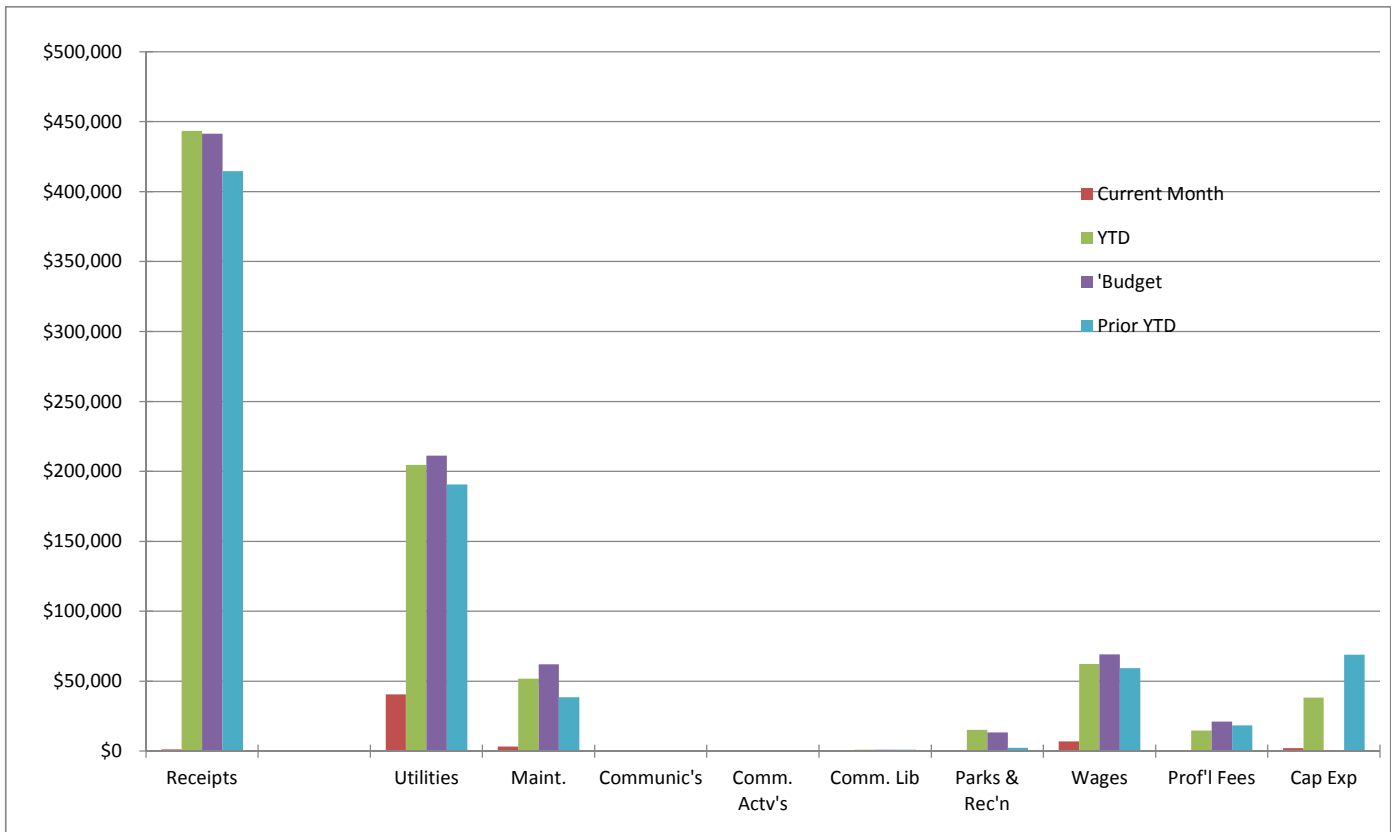
Written Community Comments presented at meeting:

None


Secretary


Chairman

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



October 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	\$1,264	0%	\$443,382	100%	\$441,405	\$414,502	\$28,879	7%
Disbursements								
Utilities	\$40,522	20%	\$204,691	97%	\$211,165	\$190,691	\$14,000	7%
Maintenance	\$3,255	6%	\$51,726	83%	\$62,000	\$38,606	\$13,120	34%
Communications	\$0	0%	\$70	31%	\$225	\$185	(\$115)	-62%
Community Activities	\$0	0%	\$324	72%	\$450	\$373	(\$49)	-13%
Community Library	\$0	0%	\$1,000	100%	\$1,000	\$1,070	(\$70)	-7%
Parks & Recreation	\$0	0%	\$15,095	113%	\$13,400	\$2,410	\$12,685	526%
Personnel	\$6,950	11%	\$62,312	90%	\$69,156	\$59,275	\$3,037	5%
Professional Fees	\$0	0%	\$14,769	70%	\$21,100	\$18,419	(\$3,650)	-20%
Capital Expenses/Projects	\$2,150	6%	\$38,415		\$0	\$68,937	(\$30,522)	-44%
Miscellaneous	\$358	3%	\$12,010	87%	\$13,765	\$11,630	\$380	3%
Totals	\$53,235		\$400,411	102%	\$392,261	\$391,595	\$8,816	2%
Net Margin	(\$51,972)		\$42,971		\$49,144	\$22,908	\$20,063	88%
								100%

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

	<u>Oct 19</u>	<u>Jan - Oct 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	0.00	3,220.00	3,220.00	0.00	100.0%
Home					
Home Assessment Discounts	0.00	-5,950.00	-5,800.00	-150.00	102.59%
Home - Other	946.80	415,116.80			
Total Home	<u>946.80</u>	<u>409,166.80</u>	-5,800.00	414,966.80	-7,054.6%
Penalties	187.20	1,355.14	500.00	855.14	271.03%
Assessments - Other	0.00	0.00	420,000.00	-420,000.00	0.0%
Total Assessments	<u>1,134.00</u>	<u>414,616.94</u>	418,795.00	-4,178.06	99.0%
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	<u>0.00</u>	<u>12,730.00</u>	12,720.00	10.00	100.08%
Parking	0.00	1,920.00	2,112.00	-192.00	90.91%
Pavilion/Kitchen	0.00	150.00			
Raised Bed Gardens					
Deposit	0.00	-90.00			
Garden Rental	0.00	160.00			
Total Raised Bed Gardens	<u>0.00</u>	<u>70.00</u>			
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	<u>0.00</u>	<u>4,070.66</u>	4,128.00	-57.34	98.61%
Tabernacle	0.00	2,800.00	1,000.00	1,800.00	280.0%
Total Rentals	<u>0.00</u>	<u>21,740.66</u>	19,960.00	1,780.66	108.92%
Rental Permit Fee	0.00	5,025.00			
Interest Income	129.86	1,223.82	150.00	1,073.82	815.88%
Community Activities Income					
Picnic Income	0.00	16.00			
Total Community Activities Income	<u>0.00</u>	<u>16.00</u>			

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

	<u>Oct 19</u>	<u>Jan - Oct 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Miscellaneous Receipts					
Hist Picture Book & Posters					
"Listed"	0.00	-31.58			
Total Hist Picture Book & Posters	0.00	-31.58			
Historical Plaques	0.00	36.00			
Memorial Tree Program Income	0.00	125.00			
Reimbursed Expenses					
Mulch, Top Soil, Stone	0.00	510.00			
Other Reimbursement	0.00	20.00			
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	530.00	2,500.00	-1,970.00	21.2%
Total Miscellaneous Receipts	0.00	659.42	2,500.00	-1,840.58	26.38%
R&R Fines	0.00	100.00			
Total Income	1,263.86	443,381.84	441,405.00	1,976.84	100.45%
Gross Profit	1,263.86	443,381.84	441,405.00	1,976.84	100.45%

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

Expense	Oct 19	Jan - Oct 19	Budget	\$ Over Budget	% of Budget
Utilities					
Electric (Street Lights)	1,684.05	17,164.25	22,660.00	-5,495.75	75.75%
Garbage	3,950.00	40,684.50	39,000.00	1,684.50	104.32%
Sewer	33,961.97	135,641.46	137,505.00	-1,863.54	98.65%
Water	925.55	11,200.30	12,000.00	-799.70	93.34%
Total Utilities	40,521.57	204,690.51	211,165.00	-6,474.49	96.93%
Maintenance					
General Maintenance					
Plantings	0.00	668.08			
General Maintenance - Other	1,393.33	10,541.98	8,000.00	2,541.98	131.78%
Total General Maintenance	1,393.33	11,210.06	8,000.00	3,210.06	140.13%
Garage Maintenance & Util's	39.17	461.92	2,000.00	-1,538.08	23.1%
Library Building Maint. & Util's	61.15	981.92	1,000.00	-18.08	98.19%
Paving	461.00	788.07	10,000.00	-9,211.93	7.88%
Recreational Facilities Maint.	64.06	2,465.52	1,300.00	1,165.52	189.66%
Sewer/Water Line Maintenance	0.00	8,591.53	7,500.00	1,091.53	114.55%
Snow Removal	0.00	6,218.44	3,200.00	3,018.44	194.33%
Tabernacle Bldng Maint & Util's	148.92	3,317.75	3,000.00	317.75	110.59%
Tree Removal & Trimming	0.00	14,372.50	20,000.00	-5,627.50	71.86%
Truck and Tractor Costs	1,087.63	3,318.25	6,000.00	-2,681.75	55.3%
Water Tank Maintenance	0.00	0.00			
Total Maintenance	3,255.26	51,725.96	62,000.00	-10,274.04	83.43%
Communications					
Newsletter	0.00	70.00	125.00	-55.00	56.0%
Web-Site	0.00	0.00	100.00	-100.00	0.0%
Total Communications	0.00	70.00	225.00	-155.00	31.11%
Community Activities					
Picnic	0.00	324.06	400.00	-75.94	81.02%
Community Activities - Other	0.00	0.00	50.00	-50.00	0.0%
Total Community Activities	0.00	324.06	450.00	-125.94	72.01%
Community Library	0.00	1,000.00	1,000.00	0.00	100.0%
Parks & Recreation					
Recreational Activities & Equip	0.00	36.02	100.00	-63.98	36.02%
Tree Health/Maintenance	0.00	15,058.78	13,300.00	1,758.78	113.22%
Total Parks & Recreation	0.00	15,094.80	13,400.00	1,694.80	112.65%

B&G Committee

Communications Committee

Activities Committee

Parks & Rec Committee

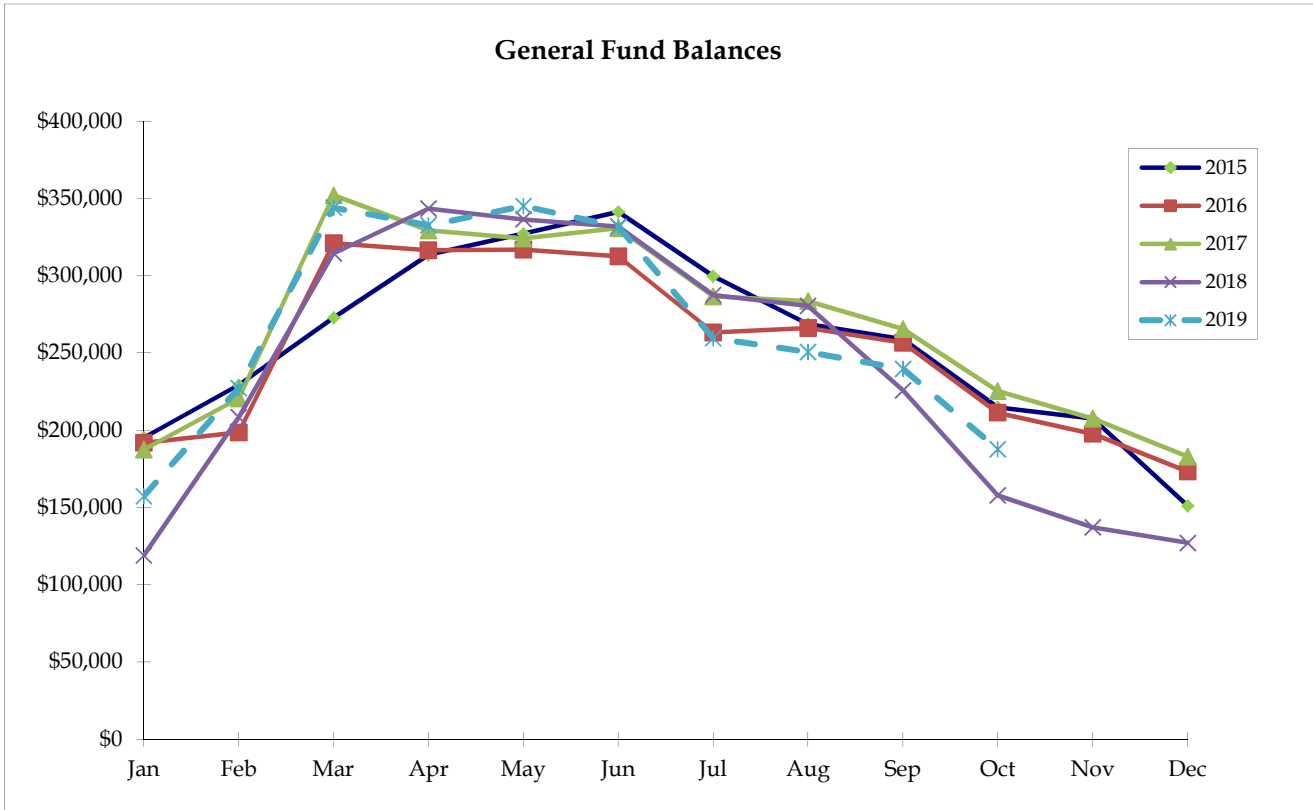
Mt. Gretna Campmeeting
Profit & Loss Budget vs. Actual
January through October 2019

Executive Committee

	<u>Oct 19</u>	<u>Jan - Oct 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Personnel					
Labor, sub-contracted	4,970.00	43,312.50	47,040.00	-3,727.50	92.08%
Employee Medical Exp Reimb	313.68	2,119.00	2,000.00	119.00	105.95%
Employee Payroll Taxes	118.43	1,460.62	1,700.00	-239.38	85.92%
Gross Payroll	1,548.04	15,419.47	17,854.00	-2,434.53	86.36%
Payroll Expenses	-0.01	-0.02	562.00	-562.02	-0.0%
Total Personnel	<u>6,950.14</u>	<u>62,311.57</u>	<u>69,156.00</u>	<u>-6,844.43</u>	<u>90.1%</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	<u>0.00</u>	<u>540.00</u>	<u>4,000.00</u>	<u>-3,460.00</u>	<u>13.5%</u>
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	<u>2,150.00</u>	<u>38,415.01</u>			
Total Capital Expenses/Projects	<u>2,150.00</u>	<u>38,415.01</u>			
Miscellaneous					
Administrative costs					
Banking Costs	0.00	115.40	100.00	15.40	115.4%
Computer	0.00	31.77	325.00	-293.23	9.78%
Office Equipment/Furnishings	0.00	53.70	500.00	-446.30	10.74%
Office Supplies	80.92	600.16	380.00	220.16	157.94%
Postage and Delivery	0.00	672.05	900.00	-227.95	74.67%
Printing and Reproduction	28.74	2,217.89	1,500.00	717.89	147.86%
Telephone	248.76	1,789.04	2,160.00	-370.96	82.83%
Total Administrative costs	<u>358.42</u>	<u>5,480.01</u>	<u>5,865.00</u>	<u>-384.99</u>	<u>93.44%</u>
Contributions - Note 2 Fin Comm	0.00	1,100.00	2,400.00	-1,300.00	45.83%
Property Taxes	0.00	5,429.91	5,500.00	-70.09	98.73%
Total Miscellaneous	<u>358.42</u>	<u>12,009.92</u>	<u>13,765.00</u>	<u>-1,755.08</u>	<u>87.25%</u>
Total Expense	<u>53,235.39</u>	<u>400,410.83</u>	<u>392,261.00</u>	<u>8,149.83</u>	<u>102.08%</u>
Net Ordinary Income	-51,971.53	42,971.01	49,144.00	-6,172.99	87.44%

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

	<u>Oct 19</u>	<u>Jan - Oct 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Other Income/Expense					
Other Income					
Designated Funds					
Capital Project Fund	62.68	566.19			
Library Fund					
Library donations	0.00	2,298.00			
Library expenses	-31.79	-1,681.85			
Total Library Fund	-31.79	616.15			
Tree Maintenance Fund	1.06	-2,326.42			
Total Designated Funds	31.95	-1,144.08			
Restricted Funds					
Heritage Fest'l (Comm Act Comm)					
Her Fest Donations	0.00	3,520.55			
Heritage Fest'l Expense	0.00	-4,263.69			
Heritage Fest'l (Comm Act Comm) - Other	1.24	12.01			
Total Heritage Fest'l (Comm Act Comm)	1.24	-731.13			
Marlin & Nancy Seiders Memorial	2.95	-1,972.08			
Playground Fund (Recreatn Comm)	0.92	8.09			
Total Restricted Funds	5.11	-2,695.12			
Total Other Income	37.06	-3,839.20			
Net Other Income	37.06	-3,839.20	0.00	-3,839.20	100.0%
Net Income	<u>-51,934.47</u>	<u>39,131.81</u>	<u>49,144.00</u>	<u>-10,012.19</u>	<u>79.63%</u>



Restricted Fund Balances

Heritage Festival Fund	\$10,767
Marlin & Nancy Seiders Fund	\$21,910
Playground Improvement Fund	\$7,988

Designated Fund Balances

Capital Project Fund	\$108,967
Library Fund	\$7,433
Tree Maintenance Fund	\$8,812

Late & Delinquent Accounts

As of 31-Oct-19

	Prior Years	2019	Total
Property Assessments	\$2,541 (2)	\$8,323	\$10,864
Rentals	\$0	\$0	\$0
Misc.	\$0	\$0	\$0
			\$10,864

Buildings and Grounds Committee
November 14, 2019

MINUTES

IN ATTENDANCE: Dale, Lorenzen, Lamont, Martin, Cheyney, Travitz, Kantmann

ABSENT: Hopkins

Chairman Martin convened the meeting at 6:30PM

Superintendent's Report

Cheyney noted that overall; work has been proceeding on schedule. Cheyney and staff noted that their major effort was directed towards leaf clean-up. He requested that a notice be sent to the community notifying residents that 12/8 would mark the official end of leaf pick-up for 2019. Cheyney's request was agreed to by the committee. Cheyney also noted that he was working closely with Kohl Brothers on remaining repairs to the pumphouse covered by the grant from DEP.

Building Permits

The Committee recommended approval of two buildings permits:

- Bianco Porch Flooring Replacement – 611 1st Street
- Myers construction of protective eave on porch – 710 2nd Street

Conditional approval was granted to Jenna Testa at 601 5th Street to upgrade support pillars beneath the foundation pending proof of a permit from Lebanon County and a written statement from Testa stating that the cottage would not be permanently lifted above its current height.

Doug Lorenzen asked if the work being done to the cottage at 303 2nd Street had a Campmeeting building permit. Martin explained that it did not. Everyone agreed that it was a tremendous step in the right direction that the work was being done and that the owner should be thanked and reminded that the permit is necessary. Lorenzen agreed to draft a letter to the cottage owner with such a reminder. The cottage is owned by William Birt.

Water Tank Update

Board member Margaret Hopkins was unable to attend the meeting and provided a written report. It has been provided to Board members and will be made part of the record. Hopkins will offer any updates necessary at the November Board meeting. Martin noted that all paperwork has been submitted to DEP for grant reimbursement.

Trash

At Martin's request, Don Dale confirmed his earlier estimate of approximately \$8800 to construct a secure enclosure around the dumpsters in their new location. This estimate has been provided to the Finance Committee and will be part of budget planning. The committee reviewed a first estimate on a new trash contract that had been provided by TNT. Martin requested the estimate and asked TNT what removing the cost of recycling would mean for the overall contract. Martin was told by TNT that the law requires them to provide recycling. There was some question regarding the specifics of such a law, and the committee agreed to do some research on the matter.

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Bob Travitz made a motion to recommend to the Board that we move forward with a month-to-month contract with TNT and re-open the entire process to bid. The motion was seconded by Don Dale. Martin reminded him that the Board had already voted to move forward with a year-long contract with TNT and that he could not support such a recommendation. Martin suggested tabling the motion and Travitz and the committee agreed. The committee agreed to ask TNT for clarification on the recycling question and to move forward with preparation of a contract.

Infrastructure

Martin noted that budget discussions had begun and that infrastructure improvements were foremost in the conversations of Finance Committee members. Martin also provided committee members with a brief overview of infrastructure funding programs available to municipal governments through the Pennsylvania Department of Community and Economic Development (DCED), many specifically through the Governor's Center for Local Government Services. Martin is employed by DCED and works in the Center. He explained the specifics of many of the programs, provided materials for each committee member to review, and noted that the Campmeeting would have to work through an established municipal government to seek funding. The committee agreed to review the materials and reach out to the Board of Supervisors of West Cornwall Township to determine their interest in working together.

Rockledge Cottage Update

Martin provided a copy of the West Cornwall Township Zoning Hearing Board ruling to the committee. The ruling was issued on November 5 and the Rockledge Cottage owners have exactly 30 days to appeal the decision to the Court of Common Pleas.

Tree Removal

The Campmeeting tree service, Climb High, made a request to remove the remaining trees on their removal list:

The remaining trees we are planning on addressing the week of 11/25 are:

- Black oak (Tag #562, 1 Street, 503 2nd Street (yellow house))
- Black oak (1st Street, 503 2nd Street (yellow house))
- Hemlock (Tag #269, corner of 1st and Markwood; dead top)
- Eastern white pine (Tag #428, 611 1st Street)
- Eastern white pine (Tag #953, Kephart – next to 507 3rd (“wind chime” house))
- Eastern white pine (Tag #1930, corner of Boehm and 6th) – this tree removal requires MetEd to first address the Eastern white pine at 6th/Boehm as it will allow us safe crane access to the tree...if MetEd does not remove the other tree before 11/25 then we will not be able to remove this tree before 12/31/19
- Eastern white pine (#55, Library garden area)

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**November Buildings and Grounds Committee/
MINUTES**

- Eastern white pine (#81, Quoits Court along 117)
- Dead Hemlocks (approx. four trees along 5th, right of 702 Mills)

Their estimate to remove all the trees was approximately \$12,000 and Climb High has time to do the work the week of 11/25. Martin noted that such an expense would put us approximately \$10,000 over budget. He also explained that storm damage had prompted approximately \$6000 of unexpected tree expense this past year. The committee noted his concern, and requested that he ask Climb High to rank the trees according to their status. Martin agreed to make the request and report back to the Board of Directors at the November meeting. Several committee members requested time to look at the trees on the list in order to make a better final decision.

The meeting adjourned at 7:55pm.

The water tank inspection was completed on Oct. 30. Extensive photographs of the inside of the tank were taken as well as samples of coatings from the inside walls. These were sent to labs for analysis. Results will take several weeks and are needed so that future work can be determined.

More specifically, the inside walls have pitting which in some places has reduced the thickness of the steel walls in half (from 1/4 inch to 1/8 inch). The report will indicate whether those pits can be addressed through welding on additional steel or whether the tank's structural integrity has been compromised.

Additionally, analysis of the coatings will tell whether those coatings need to be removed or whether there are new coatings that can be applied that are compatible with what is existing. The coatings are applied to protect the steel from further pitting (caused by the corrosive quality of the chlorine that we must add to the water).

Furthermore, pictures of the floor of the water tank showed severe pitting. These also will have to be addressed.

In addition to maintenance needed, the tank needs to be brought up to code. This means an additional manhole at the bottom (the current manhole does not meet OSHA standards); work on the hatch on the top of the tank; and work on access to the tank via the ladder. It was also mentioned that some of the screening on the tank currently allows bugs to get in (the floor was littered with dead ladybugs).

The company's report will define the scope of suggested repairs and assign priorities. Once that has occurred, then we will be provided with some working budget numbers.

I have asked for two sets of budget numbers: 1) for the repair and refurbishment of the tank; and 2) for ongoing maintenance.

As has been mentioned repeatedly, the tank was overdue for an inspection and for refurbishment. By DEP statute, the tank should be inspected annually and drained every three years.

I reached out today (11/12/19) to the main office to express the need for some kind of numbers as we move forward in our budget process. I have yet to hear back.