

Table of Contents

May Agenda	2
April Board of Managers Draft Minutes	3
April Treasurer's Report	6
May 7, 2025 Executive Committee Report	12
May 13, 2025 Executive Committee Report	13
May Tree Committee Report	14
May B&G Meeting Notes	15
Open Forum Guidelines	17



Board of Managers

MAY MEETING AGENDA

Tuesday, May 20, 2025 ▪ Time, 6:30 p.m.
In-person and recorded ZOOM™ Session

Sign in Reminder, Mic Reminder

- | | |
|---|------------|
| 1. CALL TO ORDER | P. Wilmsen |
| 2. ROLL CALL | M. Lloyd |
| 3. Approval of Minutes | M. Lloyd |
| a. April Board Meeting (Attached) | |
| 4. SECRETARY'S REPORT | M. Lloyd |
| 5. PRESIDENT'S REPORT (No Report) | P. Wilmsen |
| 6. TREASURER'S REPORT | |
| a. April Financial Reports (Attached) | K. Burd |
| 7. COMMITTEE REPORTS | |
| a. Finance Committee Report | K. Burd |
| b. Property Ownership Committee | K. Burd |
| c. Executive Committee (Attached) | |
| d. Tree Health & Maintenance Committee (Attached) | P. Wilmsen |
| e. Buildings & Grounds | M. Bojanic |
| i. May B&G Meeting Notes (Attached) | |
| f. Communications Committee | K. Wells |
| g. Grants & Funding Committee | T. Martin |
| h. Policy & Procedure Committee | T. Martin |
| i. Tabernacle Association | T. Martin |
| j. Nominating Committee | E. Mefferd |
| k. Community Activities/Recreation Committee | N. Godfrey |
| l. Library Committee | S. Marisic |
| m. Archive Committee | D. Miller |
| 8. OLD BUSINESS | |
| 9. NEW BUSINESS | |
| a. Fund Expenditure motion | |
| b. Easement Policy motion | |
| c. Building Permit extension motion | |
| 10. ADJOURNMENT | |

OPEN FORUM (Please Pre-Register by contacting the office and providing your Name, MGCA Cottage Address, and topic.)

Open Forum Guidelines (Attached)



Tuesday, April 15, 2025

At the regular monthly meeting of the Mt. Gretna Campmeeting Association Board of Managers, held on Tuesday evening, April 15, 2025, in person and via Zoom Webinar, Pat Wilmsen presided.

A quorum was present including the following: In person, Miles Bojanic, Marcie Lloyd, Esther Mefferd, Jeff Minnich, Pat Wilmsen; via Zoom, Ann Bering, Kevin Burd, Joe Lamont, George Leyh, Ted Martin, and Kevin Wells.

No Members attended in person and 23 Members attended via Zoom.

1) Call to Order, Pat Wilmsen

Pat Wilmsen called the meeting to order at 6:33 p.m. Marcie Lloyd conducted the roll call.

2) Approval of Minutes

Since the Minutes of the March Board meeting were distributed to Board members prior to the time of this regular monthly meeting, the reading of the Minutes was dispensed with and the March 18, 2025 minutes were approved on a motion by Jeff Minnich. The motion was seconded by Ted Martin and passed with Bering, Bojanic, Burd, Lamont, Leyh, Lloyd, Martin, Mefferd, Minnich, and Wells voting in favor.

3) Secretary's Report

No report.

4) President's Report

No report.

5) Treasurer's Report

- a) The March balance sheet, income/expense report, budget year-end report, and fund/project report were shared with the Board prior to the meeting.
- b) The balance sheet reflects the purchase of a 6-month CD. The CD is earning 4% interest.
- c) The first surge of early payments has finished; payments will likely drop off until the next deadline of June 30.
- d) Within the March expenses, there was a large payment for the water tower maintenance contract. \$10,601.

6) Committee Reports

a) Finance Committee – Kevin Burd

Presenting a policy for approval tonight to guide committee chairs on how monies are spent from restricted and designated funds. This policy was drafted by the Finance Committee and reviewed by the Policy & Procedure Committee before being recommended to the Board for approval.

b) Property Ownership Committee – Kevin Burd

The report was made available to the Board and to the Membership prior to the evening's meeting.

c) Executive Committee

Attached.

d) Tree Health & Maintenance

Earth Day Celebration May 3rd.

e) Buildings & Grounds –Chair, Miles Bojanic

- (1) The B&G April meeting report was made available to the Board and to the Membership prior to the evening's meeting.
- (2) There are no building permits in process.
- (3) A bollard plan was put out to the community ahead of time; bollards will be put in place throughout

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the summer season.

- (4) Thanked Members who responded to the survey about asphalt problems. This was very helpful to plan for repairs around the community. Though the survey is closed, we welcome Members to continue to send in their observations.

f) Communications Committee – Kevin Wells & Marcie Lloyd

Now that we are approaching the busier summer months, please make sure to read the Newsletters which will be filled with activity information.

g) Grants & Funding – Ted Martin

No report.

h) Policy & Procedure – Ted Martin

The review of the Rules & Regulations continues. The Rules are currently being reviewed with West Cornwall Township (WCT) to ensure the rules are complimentary with WCT ordinances. We are heading towards the final review and hope to have something for the public to review in May.

We have heard many comments about the Quiet Season and are discussing a survey to go out to the community about Quiet Season.

i) Tabernacle Association – Ted Martin, Esther Mefferd

No report.

j) Nominations Committee – Esther Mefferd

No report.

k) Community Activities & Recreation Committees – Nate Godfrey

Pat reminded everyone that there are many Campmeeting and Gretna activities coming in the near future, and to please consult the Gretna Calendar.

l) Library Committee – Sally Marisic

No report.

m) Archive Committee – Don Miller

The Archive Committee is starting some new projects; will report in more detail next month.

7) Unfinished Business

- a) None.

8) New Business

- a) Ted Martin made a motion to accept the Restricted & Designated Fund Policy presented by the Executive Committee in the April meeting packet; seconded by Marcie Lloyd. There was no discussion and the motion passed unanimously. Resolution #2025.04.15-01.
- b) The Executive Committee proposed edits to the Assessment Payment Plan Policy. The original admin fee of \$30 was not adequate to cover related office expenses; a revised fee of \$75 is recommended. In addition, once a collection goes to the collection phase with our attorney, this months-long process requires a great deal of administrative time and the Executive Committee is proposing an additional \$500 admin fee that would be billed if the account needs to go to collection. Finally, the Executives proposed shortening the required wait time when a collection could be moved from a judgment to a sheriff's sale by one year. Jeff Minnich made a motion to adopt the proposed changes to the Assessment Payment Plan Policy; seconded by George Leyh. During discussion, Kevin Burd added that the legal bills associated with a collection are paid entirely by the Member. The motion passed unanimously. Resolution #2025.04.15-02.
- c) Miles Bojanic made a motion to pay for improvements to the Pump House's water system (work related to the Water Tower Project) from the PENNVEST Loan Principal Fund from the \$27,735, seconded by



- Jeff Minnich. There was no discussion, and the motion passed unanimously. Resolution #2025.04.15-03
- d) Miles Bojanic made a motion to use \$6,857 from the Hydrant Fund, \$945 from the Pillar Fund, and \$2,208 from the Pump House Fund to pay for the installation of a new hydrant at the Pump house, seconded by Marcie Lloyd. There was no discussion, and the motion passed unanimously. Resolution #2025.04.15-04
- e) Miles Bojanic made a motion to use \$1,465 from the Water Main Fund to pay for exploratory work on the 3rd Street water main, seconded by Esther Mefferd. There was no discussion, and the motion passed unanimously. Resolution #2025.04.15-05
- f) #2025.04.15-05
- g) Miles Bojanic made a motion to use \$11,385 from the B&G Emergency Fund to pay for an emergency repair to Verizon's sewer lateral until we are reimbursed by Verizon. Once we are reimbursed, the funds will be returned to the B&G Emergency Fund. The motion was seconded by Jeff Minnich. There was no discussion, and the motion passed unanimously. Resolution #2025.04.15-06

9) Adjournment

The meeting adjourned at 6:47 p.m. on a motion by Miles Bojanic, seconded by Jeff Minnich and passed unanimously.

The next regular meeting will be held Tuesday, May 20, 2025, at 6:30 p.m.

This meeting was recorded and will be available on the MGCA website for one month.

In attendance:

Members in Person:

None

Members on Zoom:

Joe Bering, 305 8th St
Pam Bishop, 503 1st St
Lydia Cochran, 505 Mills Ave
Gary Collins, 601 Mills Ave
Kristi Donahue, 501 6th St
Susan Engle, 705 1st St
Jeffrey Hazel, 602 Kephart Ave
Kim Kramer, 401 6th St
Janelle Kuligowski, 204 5th St
Peggy Lichty, 205 Castle Ave

Dave Lloyd, 403 1st St
Charity Lorenzen, 105 3rd St
Tim Markovits, 501 Otterbein Ave
Kelsey Meteyer Bane, 200 Bell Ave
Don Miller, 610 4th St
Diane Neff, 305 1st St
Dianne Port, 300 Markwood Ave
Stacy Schroeder, Guest from MG Borough
Stephanie Seldomridge, 102 2nd St
Jeff Thompson, 207 Glossbrenner Ave
Bob Travitz, 502 2nd St
Garey Wilmsen, 211 Boehm Ave
Jan Wolff, 211 8th St
Scott Zellers, Garage 1st St

Attachments:

None

Secretary

Chairman

Mount Gretna Campmeeting
Balance Sheet
As of April 30, 2025

Cash Basis

	Apr 30, 25
ASSETS	
Current Assets	
Checking/Savings	
Checking Account - Jonestown	69,248
Shadow	320,504
JBT CD Water Tower	159,980
JBT CD 2025.03.14	501,669
PV Pass Through	8,970
Total Checking/Savings	1,060,371
Accounts Receivable	-785
Other Current Assets	
Inventory Asset	
MGCA Historical Plaque	676
Total Inventory Asset	676
Total Other Current Assets	676
Total Current Assets	1,060,262
TOTAL ASSETS	1,060,262
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	548
Other Current Liabilities	67
Total Current Liabilities	615
Total Liabilities	615
Equity	
Net Assets- Temp. Restricted	
Net Assets- Temp Rest Playgroun	16,884
Net Assets- Temp. Restricted - Other	6,377
Total Net Assets- Temp. Restricted	23,261
Net Assets-Designated	130,915
Net Assets-Undesignated	146,881
Retained Earnings	576,128
Net Income	182,463
Total Equity	1,059,647
TOTAL LIABILITIES & EQUITY	1,060,262

Mount Gretna Campmeeting Income & Expense April 2025

Cash Basis

	Community Maintenance	Overhead	TOTAL
Ordinary Income/Expense			
Income			
Admin Fee Reimbursement	0	600	600
Assessments			
Home	40,086	0	40,086
Total Assessments	40,086	0	40,086
Interest Income	0	2,097	2,097
Miscellaneous Receipts	0	101	101
Rental Permit Fee	150	0	150
Rentals			
Garage	117	0	117
Parking	595	0	595
Pavilion/Kitchen	-25	0	-25
Total Rentals	686	0	686
Total Income	40,922	2,797	43,720
Gross Profit	40,922	2,797	43,720
Expense			
Administrative costs	0	2,060	2,060
Buildings & Grounds			
Maintenance Expense	436	0	436
Operating Expense			
Electric	143	0	143
Fuel & Oil	257	0	257
General Supplies	749	0	749
Grounds Maintenance	82	0	82
Restroom Maintenance	54	0	54
Total Operating Expense	1,286	0	1,286
Total Buildings & Grounds	1,722	0	1,722
Utilities (B&G)			
Garbage	5,859	0	5,859
Sewer	46,994	0	46,994
Street Lights	2,242	0	2,242
Water Rate			
Loan Repayment	7,156	0	7,156
Water Production	1,530	0	1,530
Total Water Rate	8,685	0	8,685
Total Utilities (B&G)	63,781	0	63,781
Community Activities	17	0	17
Community Library	264	0	264
Personnel	6,183	5,255	11,438
Professional Fees			
Legal Fees	0	39	39
Total Professional Fees	0	39	39
Trees	1,484	0	1,484
Total Expense	73,451	7,354	80,805
Net Ordinary Income	-32,529	-4,557	-37,085
Net Income	-32,529	-4,557	-37,085

Mount Gretna Campmeeting

Income & Expense Budget vs. Actual

January through April 2025

Cash Basis

	Total Community Maintenance			Overhead			TOTAL		
	Jan - A...	Budget	% of B...	Jan - A...	Budget	% of B...	Jan - A...	Budget	% of B...
Ordinary Income/Expense									
Income									
Admin Fee Reimbursement	0			1,000			1,000	0	100%
Assessments									
Garage	3,876	4,520	86%	0			3,876	4,520	86%
Home	609,456	787,080	77%	0			609,456	787,080	77%
Penalties	32			60			92	0	100%
Prior Year Assessment Payments	4,454			0			4,454	0	100%
Total Assessments	617,818	791,600	78%	60			617,878	791,600	78%
Interest Income	0	0	0%	4,163	10,000	42%	4,163	10,000	42%
Miscellaneous Receipts	0			432	500	86%	432	500	86%
R&R Fines	0			100			100	0	100%
Rental Permit Fee	450	3,375	13%	0			450	3,375	13%
Rentals									
Kauffman Parking Lot	0	6,000	0%	0			0	6,000	0%
Garage	15,867	16,800	94%	0			15,867	16,800	94%
Parking	12,162	6,000	203%	0			12,162	6,000	203%
Pavilion/Kitchen	200	300	67%	0			200	300	67%
Security Deposits	-50			0			-50	0	100%
Storage Sheds	5,400	5,400	100%	0			5,400	5,400	100%
Tabernacle	0	1,875	0%	0			0	1,875	0%
Total Rentals	33,579	36,375	92%	0			33,579	36,375	92%
Total Income	651,846	831,350	78%	5,755	10,500	55%	657,601	841,850	78%
Gross Profit	651,846	831,350	78%	5,755	10,500	55%	657,601	841,850	78%

Mount Gretna Campmeeting

Income & Expense Budget vs. Actual

January through April 2025

Cash Basis

	Total Community Maintenance			Overhead			TOTAL		
	Jan - A...	Budget	% of B...	Jan - A...	Budget	% of B...	Jan - A...	Budget	% of B...
Expense									
Administrative costs	0			5,790	20,275	29%	5,790	20,275	29%
Buildings & Grounds									
Maintenance Expense	738	10,000	7%	0			738	10,000	7%
Operating Expense									
Dues & Subscriptions	18			0			18	0	100%
Electric	692			0			692	0	100%
Fuel & Oil	812			0			812	0	100%
General Supplies	1,090			0			1,090	0	100%
Grounds Maintenance	131			0			131	0	100%
Restroom Maintenance	54			0			54	0	100%
Snow Removal	5,440			0			5,440	0	100%
Operating Expense - Other	0	40,000	0%	0			0	40,000	0%
Total Operating Expense	8,235	40,000	21%	0			8,235	40,000	21%
Total Buildings & Grounds	8,973	50,000	18%	0			8,973	50,000	18%
Utilities (B&G)									
Garbage	23,040	67,013	34%	0			23,040	67,013	34%
Sewer	89,891	183,185	49%	0			89,891	183,185	49%
Street Lights	8,605	28,091	31%	0			8,605	28,091	31%
Water Rate									
Loan Repayment	28,623	85,920	33%	0			28,623	85,920	33%
Water Production	22,018	64,080	34%	0			22,018	64,080	34%
Total Water Rate	50,641	150,000	34%	0			50,641	150,000	34%
Total Utilities (B&G)	172,177	428,289	40%	0			172,177	428,289	40%
Community Activities	2,144	2,400	89%	0			2,144	2,400	89%
Community Library	383	500	77%	0			383	500	77%
Contributions - Note 2 Fin Comm	0			1,300	2,500	52%	1,300	2,500	52%
Personnel	24,904	93,125	27%	23,151	66,738	35%	48,055	159,863	30%
Professional Fees									
Accounting	0			80	3,450	2%	80	3,450	2%
Insurance	0			9,303	16,891	55%	9,303	16,891	55%
Legal Fees	0			675	10,000	7%	675	10,000	7%
Survey	0	3,000	0%	0			0	3,000	0%
Total Professional Fees	0	3,000	0%	10,058	30,341	33%	10,058	33,341	30%

Mount Gretna Campmeeting
Income & Expense Budget vs. Actual
January through April 2025

Cash Basis

	Total Community Maintenance			Overhead			TOTAL		
	Jan - A...	Budget	% of B...	Jan - A...	Budget	% of B...	Jan - A...	Budget	% of B...
Property Taxes	600			961	6,836	14%	1,561	6,836	23%
Transfer to Fund/Project Net 0	110,000	110,000	100%	0			110,000	110,000	100%
Trees	8,384	23,483	36%	0			8,384	23,483	36%
Total Expense	327,566	710,797	46%	41,260	126,690	33%	368,826	837,487	44%
Net Ordinary Income	324,280	120,553	269%	-35,505	-116,190	31%	288,775	4,363	6,619%
Net Income	324,280	120,553	269%	-35,505	-116,190	31%	288,775	4,363	6,619%

Restricted & Designated Fund Activity

	Balance as of <u>3/31/2025</u>	Activity during: <u>April</u>	Balance as of <u>4/30/2025</u>
Restricted Funds			
Community Activities Fund	\$514	\$0	\$514
DEP Grant	\$29,397	\$0	\$29,397
Heritage Festival	\$14,002	\$0	\$14,002
Library Program Fund	\$1,394	\$0	\$1,394
Designated Funds			
Operating Reserve	\$221,760	\$0	\$221,760
Seiders Fund	\$20,843	\$0	\$20,843
Survey Fund	\$2,361	\$0	\$2,361
Tree Fund	\$45,147	\$0	\$45,147
Capital Projects			
B&G Emergency Reserve	\$32,045	(\$11,385)	\$20,660
Building: Garages.Sheds (Rentals)	\$31,774	\$0	\$31,774
Building: Library	\$5,131	\$0	\$5,131
Buildings	<u>\$77,213</u>	<u>\$0</u>	<u>\$77,213</u>
Total Buildings:	\$114,118		\$114,118
Equipment	\$50,000	\$0	\$50,000
Land: Heritage Park	\$17,048	\$0	\$17,048
Linear Structures	\$133,457	\$0	\$133,457
Structures: Hydrants	\$6,847	(\$6,847)	
Structures: Entrance Pillars	<u>\$945</u>	<u>(\$945)</u>	<u>\$0</u>
Total Buildings:	\$7,792		\$0
Water Operations			
Water Operations: General	\$9,250	\$0	\$9,250
Water Operations: Mains	\$6,925	(\$1,465)	\$5,460
Water Operations: Pump House	\$9,889	(\$2,208)	\$7,682
Water Operations: Maintenance Program	\$5,441	\$0	\$5,441
Water Operations: PENNVEST Principal	<u>\$94,557</u>	<u>(\$27,735)</u>	<u>\$66,822</u>
Total Water Operations:	\$126,062		\$94,654



Mt. Gretna Campmeeting

LISTED IN THE NATIONAL REGISTER OF HISTORIC PLACES

Executive Committee Decision via email
May 07, 2025

The Executive Committee was presented with an emergency tree removal permit. On a motion made via email, Kevin Burd proposed that the May 3, 2025 Tree Removal Permit submitted by Bob Chaundy of 1 Batdorf Avenue to remove a dead tree from his property be approved. The motion was approved unanimously by the Executives via email.

Draft



Mt. Gretna Campmeeting

LISTED IN THE NATIONAL REGISTER OF HISTORIC PLACES

Executive Committee Meeting
May 13, 2025

The Executive Committee unanimously agreed by consensus to hire Gray Haldeman as a seasonal employee to operate sound for the Heritage Festival.

Draft

Tree Committee Report

To date for 2025 we have already taken down six trees that were on community property. Other trees have been taken down that are not on community property. We will do our best to replant all the trees that were on community property in the fall.

Draft

May 12, 2025 – Meeting Notes

Hybrid Meeting of the B&G Committee at the Mt. Gretna Campmeeting's Office and via Zoom teleconference.

Members of the B&G Committee present: (In person) Miles Bojanic, Nate Godfrey, Joe Lamont, Bill Linton, Doug Lorenzen, Bob Rader, Kevin Skovira, (Via Zoom), George Leyh, Ben Slotznick, and Pat Wilmsen. Debby Erb was in attendance. Excused: Jeff Minnich.

Miles Bojanic opened the meeting at 6:30 p.m.

REPORTS

Superintendent Report

- Having problems with The Merv. After a tune-up, still having problems with it starting. Jeff Thompson took a look at it, and he and Bob Rader were able to get it working.
- Nate asked the committee to continue to observe amount of leaves being put out to consider condensing spring leaf pickup next year.
- Dourte Electric did some upgrades to the lighting in the Tabernacle.
- The Saturday volunteer cleanup crew at the Tabernacle did a great job; 13 volunteers showed up to clean the building to open it for the season.
- The painting at the library is almost finished.
- The bollard plan was distributed to the community and will be put in place throughout the summer. Have been getting some feedback from the community.
- The pot holes will be cold patched by MGCA employees through the spring.
- Carter parking lot has been stoned. The rain has already helped to hard pack the stone. The lot will be lined. Look into line painting – Miles will ask the Hideaway who they use to paint parking lot lines.

Water Operations

1. Water usage is down as expected at this time of year.
2. Tri-Star does have a security system that could be wired to the control panel. Will pursue a quote from Tri-Star.

Building Permit Application Review

1. No pending none new

MGCA Active Projects/Old Business

1. **Verizon Sewer Lateral:** No update.
2. **Rental Garages:** Miles had an opportunity to inspect the interior of garages W1-W5. After that inspection, Miles observed that the wood is in good condition and believes they could be restored for far less money. The doors need to be replaced, some roof spots may need to be repaired, the garages with dirt floors may be given asphalt. The committee's consensus is to pursue garage restoration to include painting and new garage doors. Miles will schedule the work for the fall.
3. **Carter Parking Lot:** The stone is down. The committee discussed putting a soy oil sealer coat on. The committee agreed to put down the coating. It works as a binder. Should be done before line painting.
4. **Long range Project Planning:** The Tabernacle needs a lot of work. Miles wants to recommend a capital campaign to the Mt Gretna Tabernacle Association for the purpose of acquiring the funding required to do all the projects that need to be done. He believes a capital campaign would open us up to more corporate donations as well. Miles asked the committee to rate all the other capital projects pick top 3 for next month.
5. **3rd Street Water Main:** No update.

6. **Tabernacle Runoff:** No update.
7. **Kauffman Ditch.** Bill Care checked the sewer line running under Kauffman. He confirmed the line is not leaking, but is collapsing. He also confirmed the line is the Heights responsibility; the Heights has acknowledged responsibility and will be repairing. There is also a sink hole by the pagoda on MGCA land that will be repaired by West Cornwall Township.
8. **Pinch Road.** PennDOT Pinch Rd repairs are supposed to happen in June.

New Business

1. None.

Adjourn 7:37 p.m.

Rules Governing Participation in an-open Forum

From the Civility website.

1. Each Member who desires to speak at the Members Forum should call or email the MGCA Office no later than noon on the day of the meeting.
2. The request should state:
 - a. The name of the Member who would like to speak,
 - b. Their MGCA Cottage address, and
 - c. The general topic of their comment(s).
3. Each Member will be called upon to speak in the order in which they submitted their name and topic.
4. Each Member will be limited to three (3) minutes, as timed and recorded by an MGCA Board Member.
5. No Member will be allowed extra time to speak.
6. No member will be allowed to yield the floor to another person.
7. Character assassinations, foul language, and other inappropriate remarks will not be tolerated.
8. Neither the staff nor members of the board will directly address any members remarks during the Forum.
9. A Member expressing his/her concerns during his/her allotted time shall be extended the courtesy of silence.
10. Each Member will be unmuted/recognized when it is their turn to speak.
11. If a Member has additional items to be discussed following the Forum, they should contact the President, Pat Wilmsen, via email at President@MtGretnaCampmeeting.org