



Tuesday, July 21, 2020

At the regular monthly meeting of the Mt. Gretna Campmeeting Association Board of Managers (BOM), held on Tuesday evening, 7/21/2020 via Zoom teleconference, Kevin Burd presided.

A quorum was present including the following: Pam Bishop, Kevin Burd, Don Dale, Sally Marisic, Ted Martin, Esther Mefferd, Barb Myers, Tammy Travitz, Justin Williams and Pat Wilmsen. Joe Lamont was excused.

I. Call to Order, Kevin Burd

The President called the meeting to order at 6:33 PM, Kevin Burd 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 June Minutes were approved.

III. President's Report

- i. The President's report included correspondence received in the last month that was addressed to all Board Members. This includes correspondence from the Ackers, Margaret Hopkins, Mary Kopala, The Mt. Gretna United Methodist Church, and Lisa Sweeney. It also includes the President's response to Mary Kopala. All correspondence is attached to these minutes.
- ii. Pam Bishop commented that she was concerned with the Board's response to Mary Kopala's letters. She stated that the Board is committed to transparency and that the Board as a whole should be able to see or hear what the responses to her questions are.
Pam expected that Member correspondence would be addressed at its appropriate point in the meeting and believed that was Kevin's plan.
Pam agrees with Mary that it is time to allow MGCA Members to attend Board meetings via Zoom or some other platform.
Pam disagrees that Board Members should not be addressed directly by Members through their personal e-mail addresses.
Pam also expressed her thanks to Kevin for the excellent communicator he has been through the Covid crisis.
Kevin responded with a clarification that his response to Mary was not to make decisions, but to provide an additional communication opportunity with Mary, one that would be open to all Board members to participate.
- iii. Ted Martin supported Pam's statements and stated that all Members views should be heard and responded to publicly. He also said that the MGCA is at the point that we should be having public meetings as he stated to the Board in the e-mail that he sent to the Board this past Friday.
- iv. Barb did state that she disagrees with her personal e-mail address being given out to the community. She said that e-mails sent to the office for the entire Board can be forwarded to the Board by the office.
- v. Kevin added that as a general practice, Members who want their questions or concerns to be presented to the entire Board can send those into the office. At the office level they can be added to



the records and forwarded to individual board members for their consideration, action, and addition to the next month's board meeting agenda.

IV. Treasurer's Report

- i. We are 50% through the year and the expenses and income are in line with expectations. The personnel line looks high but it includes two months of invoices from Cheyney Property Maintenance.
- ii. The workers compensation audit generated a credit for the previous and current years' policies.
- iii. The restricted fund for the Seiders fund is now holding the monies from the check issued to MGCA from the DEP grant. The money will be held here (not in the capital improvement fund as a reimbursement for monies spent) until the Board knows whether or not the MGCA will be joining the Mt. Getna Authority as the grant states, or whether the grant monies may be able to redirected to replacement of the water tank.
- iv. There is still one delinquent account from 2019. The five accounts that are late are not on any payment plans. There are two garage rents that are late.
- v. On a motion from Tammy Travitz and seconded by Esther Mefferd, a resolution was adopted unanimously as follows: RESOLVED, That the Board of Managers accepts the June P&L report presented by the Treasurer.

V. Committee Reports

A. Buildings & Grounds – Don Dale

- i. The report from Cheyney Property Maintenance was submitted as part of the B&G Report and is attached to these minutes.
- ii. The report of the B&G Committee is attached to these minutes. Highlights are noted below.
- iii. Still working with Jay Noble and Mt. Getna School of Art on the building project at 411 5th Street. Project includes interior renovations and apparent foundation and structural work with no MGCA permit application and perhaps no building permit from the County. Jay was to check with Lebanon County Planning Department to determine if permit was necessary – haven't heard back.
- iv. The B&G Submitted proposed revisions to the building permit application and building permit application information form. On a motion by Don Dale and seconded by Pat Wilmsen, a resolution was adopted unanimously as follows: RESOLVED, That the Board of Managers approve the revisions to the building permit application and building permit application form submitted by the B&G Committee.
- v. The B&G will be seeking bids this fall for curbside pickup. Don Dale stated that anyone who is interested in providing curbside pickup service to the MGCA will be invited to submit bids.
- vi. The B&G became aware that Members are maintaining MGCA land between 1st Street and the Fire Co. parking lot. This is part of a larger question of who is and who should be maintaining MGCA land. The B&G is developing a policy on this maintenance.
- vii. Conversations with Becker Engineering and data collection on their behalf have shown some water issues that will be discussed in the future. Our heaviest water usage is during December through March; it would appear that some Members are still using the "drip system" to keep their pipes



from freezing. We also need to check on geothermal systems in the MGCA. Finally, we need to determine shut off valves for all residences in the MGCA.

- viii. The quoit bed retaining wall appears to be leaning and moving. B&G is getting an estimate for repair and replacement.
- ix. A building permit application was submitted from Bob Travitz to put down asphalt between the concrete pad of his garage and 1st Street. Tammy Travitz left the meeting for this discussion and vote. This application shows property boundaries with survey pins. The B&G voted to recommend approval of the building permit application to the BOM at the B&G meeting. Don Dale made a motion to approve, Sally Marisic seconded the motion and discussion followed. Pam Bishop pointed out that the MGCA has recently denied Member applications to asphalt MGCA property for parking purposes. She also pointed out that the MGCA has a history of moving towards pervious materials rather than impervious to avoid runoff. She suggested that using stone would be better. Don Dale responded that Pam was correct that part of the asphalt would be on Member property and part would be on MGCA property. Don explained that the B&G was recommending approval because this piece of land was originally macadamized. As part of the renovation of the garage the asphalt was removed several years ago with the intention of replacing it. Now that the stone foundation has had a chance to settle, it is the appropriate time to re-asphalt. Ted Martin stated that he would abstain from the vote. While he understands the merits of the project and the reasons for it, he also understands the merits for porous materials and yet there is no policy in place for paving material. He is reluctant to vote for a permit that may set precedent. Esther Mefferd wondered if the Heberlings had any interest in the paving application since they own the garage immediately next to the Travitz garage. Barb Myers shared that the B&G discussed the issue in depth, that they don't want to encourage impervious material, and that they would like to develop a paving policy, but the fact that there is no policy currently in place and that the driveway was previously paved was why they recommended approval. Pat Wilmsen added the driveway's retaining wall has a gap that allows the water to flow down to the creek without going down the street. Justin Williams asked who had intended to replace the asphalt – was it the MGCA, the previous owners or the Travitzes. Don Dale responded that it was the Travitz intention to repave as part of the structural rebuild. Justin is concerned about precedent and might abstain unless it could be affirmed that the asphalt was part of the original building permit application. Ted Martin formally requested that a policy be developed regarding the use of impervious material on Member property and MGCA property. The vote was taken by roll call. **RESOLVED**, That the Board of Managers votes to approve the Travitz building permit to put down asphalt between their garage and 1st Street with 5 yes votes and 4 abstentions.
- x. Two new dumpsters have been installed by Waste Management and no violations have occurred within the last month. The MGCA map is also being revised to show the location of the dumpsters



and will ask the Property Ownership Committee to make sure that MGCA Members with a rental permit are telling their renters where the dumpsters are located and what the rules governing their use are.

Ted asked if warnings are being made public. Kevin told him that they were listed in the summer newsletter by address.

Pam Bishop shared comments about the dumpsters from Mary Kopala's letter, and on her behalf asked what the cost of the dumpsters was and whether or not a By-Law was violated by signing an agreement without the approval of the Board. Don responded that 8 yard dumpsters with side-sliding doors which were part of the original proposal were not available from TNT. We hope to see around a \$300 annual savings by moving to Waste Management for dumpster service. Kevin answered the portion of the question about the signing of the contract with TNT, Kevin knew from the B&G that it was within their budget, it was the type of dumpster called for in the initial plan, and that Section XXV of the By-Laws authorizes him as President to sign contracts on behalf of the MGCA.

- xi. The large rock near the Tabernacle that had been moved has been moved back to its original location.
- xii. The trash can relocated to the Tabernacle has resolved some of the trash collection problems. Are looking into the purchase of a new style of trash can to place at the library.
- xiii. The Comcast internet installation at the garage is nearing completion.
- xiv. The 1st Street bridge has been removed, it was inspected before removal and photographs were submitted to show its dangers.
Ted Martin submitted that MGCA Members expressed their concern to him upon the bridge removal, and suggested that the public should have been apprised ahead of time of the bridge's condition and schedule for removal.
- xv. The playgrounds and restrooms in Heritage Park were opened for the green phase. However, the restrooms needed to be closed again because the MGCA could not carry out the guidelines from the PA Dep't of Health with regard to Covid cleanings of public areas in parks. The playground is closed, but not locked for safety reasons. The bathrooms at the Tabernacle and Heritage Park will be cleaned and opened for rentals and other agreed upon uses, and then closed afterwards. Pam suggested that we contact our attorney to find out which is the greater risk – to lock and have someone climb the fence, or to not lock and have the facility used for play.
- xvi. Well #2 testing will be considered as part of the Becker Engineering proposal.
- xvii. The new DEP Operator Certificate is posted at the pump house.
- xviii. Ted Martin is coordinating Tabernacle bench cleaning sometime in mid-September. Will be looking for a minimum volunteer group of 10 people.
- xix. The Wentzels met with a landscape architect and are looking at several possible options to bring them into compliance with Lebanon County ordinances for water runoff.
- xx. A decision was issued with regard to Rockledge cottage, the decision is attached to these minutes.



- xxi. Comments were received about the decision of the Board to not enforce quiet hours. Pam said that several people spoke to her about the Board's decision to not enforce quiet season Monday through Friday from 8:30-4:30. They were upset that the Board made the decision without community input.
- Sally stated that the Board had the best of intentions to try to relieve some of the pressure from Covid. She sees both sides but hopes the community knows they acted with the best of intentions. Ted Martin was also contacted by Members who were not happy with the decision. Ted wondered if there was a way to alleviate some of the concerns about lack of enforcement; is there a way to add more quiet time from this point forward.
- Kevin asked board members to encourage the community to put their thoughts in writing to the Board.
- Pat also stated that the Board acted with the best of intentions and that maybe it should have been considered more – but at this point to change the decision when Members may have engaged contractors would not be fair.
- Don indicated that getting member comment was not practical. Construction was not permitted in March, April, or May, and when restrictions were finally lifted we were only a few weeks away from quiet hours. He was interested in hearing a proposal for another compromise.
- Kevin reminded members that quiet hours will be enforced from Friday at 4:30 until Monday at 8:30, and to please call the office to report any violations.
- Ad-Hoc Tree Health & Maintenance Committee – Pat Wilmsen
 - i. Thanked volunteers who were helping to water during the heat wave. The rye grass planted next to the library will be watered. She wondered who was responsible to water the plants around the library. Sally Marisic said that in previous summers library volunteers watered. With the library closed we need to determine who will maintain those plants. Pat also said that as new trees are planted, the system to water them will need to be considered.
 - ii. Some comments were received about the tree maintenance guidelines presented at last month's meeting. Some of those comments do ask for clarification or a change of language. Pam Bishop suggested that those comments be reviewed. On a motion by Pam Bishop and seconded by Barb Myers, a resolution was adopted with one abstention as follows: RESOLVED, That the Board of Managers tasks the P&P Committee to work with the authors of the tree maintenance guidelines to consider member comments, possibly revise the document, and re-submit to the Board at the August board meeting. The original tree maintenance guideline will stay open for additional public comment for 20 days, at which time the P&P Committee can review comments with the authors and revise as they see fit. Pam stated that when the Board is going to propose a rule, policy, or procedure, the community should be given notice who will be affected by it and a reasonable opportunity to respond and by heard. That reasonable time period is usually 30 days.
 - iii. Four dead trees were taken down from MGCA property by Climb High on Monday.



- iv. Pat had several Members approach her with questions about high risk trees where the Member does not have enough time to submit a building permit application. The Board stated that the permit still needs to be presented to B&G and noted as an emergency, and the B&G Committee would handle it on an emergency status. The process can be handled quickly if necessary but with documentation.
 - v. Three different bids to redo the community garden have now been submitted to the Board. The garden has become overgrown with weeds, poison ivy, and has a large tick problem. The committee is still considering the other two bids that are each around \$20,000. Both would remove the top 3” of soil to prepare the garden, all viable trees and designated shrubs will be left in place. The committee hopes to apply for a \$10,000 tourism grant from Lebanon County to subsidize the project. The garden design would focus on native plants which require very little maintenance and would carry color through all seasons. Pat will be proposing next month that one of the garden plans be approved and that monies from the Seiders fund and Heritage Park fund be used to pay for the project – whether or not the tourism grant is approved. She asked the board members to consider this project for next month’s meeting. The work would need to be started in the fall. The board will be sent the two proposals before next month’s meeting for their review.
- B. Communications Committee – Kevin Burd
- i. No report.
- C. Community Activities Committee – Tammy Travitz
- i. All events are postponed until next year.
 - Ad-Hoc Library Committee – Sally Marisic
 - i. Little free libraries are being re-stocked.
 - ii. There was no way to reopen the actual building in a safe and efficient way. The porch is available to use at the community’s discretion.
- D. Executive Committee – Kevin Burd
- i. The communication had already been discussed previously in the meeting.
 - Ad-Hoc Archives Committee – Don Miller
 - i. The committee had met and is moving forward with cataloging.
 - Ad-Hoc Policy & Procedures Committee – Hal Myers
 - i. The committee is working with committee chairs directly on committee job descriptions. Those drafts will be submitted for board approval at a future meeting. We are also working on common definitions for use by the Board with regard to policies and procedures.
- E. Finance Committee - Sally Marisic
- i. No report.
- F. Nominations Committee – Esther Mefferd
- i. All Members were mailed a ballot with specific guidelines. The count will be Saturday afternoon at 2 p.m. on the Tabernacle stage. When the ballots are counted, they will be posted around the community and on the website.



G. Property Ownership Committee – Pam Bishop

- i. Ken Storck purchased 301 Bell Ave. from Fred & Val Swarr.
- ii. Cory & Christy Wanamaker purchased 112 2nd Street from Terry & Pauletta Engleman/
- iii. Andrew & Kim Kramer purchased 401 6th Street from Sandra Brown.
- iv. Three more sales are scheduled.

H. Recreation Committee – Justin Williams

- i. Committee description was submitted to P&P.
- ii. Has also spoken to some members of the library committee to possibly work together on the children's carnival for next summer.

I. On a motion from Justin Williams seconded by Ted Martin, a resolution was unanimously accepted as follows: RESOLVED, That the MGCA Board of Managers accepts all committee reports.

VI. Unfinished/Open Business

- i. We continue to supply Becker Engineering with information requests and are now waiting for their report. This report will not only be presented to the Board but to the MGCA community as a whole.

VII. New Business

- i. Kevin summarized the Board's communication responses in light of Covid-19. First, the Board responded to Members' request for information by mailing weekly Covid updates. Our original free email account would no longer support its extensive use and so we moved to an online service, SendinBlue, with direct email capability. That charge is \$25/month that was not originally in the budget. While not an anticipated expense, it has given us the unexpected benefit of analytics that tell us how many Members are opening e-mails and/or following links. Members who do not have e-mail addresses are still sent these memos through the USPS.
- ii. After the March meeting was cancelled, the Board moved to the Zoom platform and it has been well received. The annual rate for Zoom was \$160/year, unbudgeted but necessary.
- iii. One Member has put in writing their request to be able to attend live meetings. This would mean that the Board would need to upgrade to a Webinar platform with Zoom. Kevin was thinking about the application of this technology for an annual meeting. Our by-laws state that there must be an annual meeting in the summer. Kevin suggested that with the support of webinar technology and with the water report from Becker expected in the near future, that the annual meeting be postponed to a later date before Labor Day and be held with the Zoom webinar feature. The August board meeting would be a test run with the Webinar software before having an annual meeting using it. On a motion by Kevin Burd, seconded by Ted Martin, a resolution was adopted unanimously as follows: RESOLVED, That the Board approve us to move forward purchasing the Webinar upgrade to be used at the August board meeting, and postpone the annual meeting on or before August 31st so it would be available to interact with Members.

VIII. Open Forum

- i. One of our Mt. Gretna neighbor's lost their home in the Heights. The Mt. Gretna United Methodist Church is serving as a central hub for donations – if you would like to help out please contact them.



- ii. In an effort to get meeting materials out to Board members as soon as possible, we're looking at putting board materials in a shared google folder so that you'll have information as soon as possible for your consideration.

IX. MGCA Community Member Comments

- i. None

Adjournment

On a motion by Barb Myers and seconded by Tammy Travitz, the meeting was adjourned at 9:31 pm.

The next regular meeting will be held Tuesday, August 18th at 6:30 pm.

Attachments:

Correspondence:

Glen & Barb Acker, 701 1st Street
Margaret Hopkins, 505 Glossbrenner
Mary Kopala, 609 6th Street
Mt. Gretna United Methodist Church
Lisa Sweeney, 307 1st Street
President's Response to Mary Kopala

June P&L

B&G Report

Cheyney Property Maintenance Report
Building Permit Form – Proposed Revisions
Building Permit Information Form – Proposed Revisions
Building Permit Application, Travitz 1st Street garage
Pictures of failing bridge behind 109 1st Street

Court of Common Pleas Decision, Elder vs. West Cornwall Township

Written community comments submitted at or prior to meeting:

Secretary

Chairman