



Tuesday, August 18, 2020

At the regular monthly meeting of the Mt. Gretna Campmeeting Association Board of Managers, held on Tuesday evening, 8/18/2020 via Zoom Webinar, Kevin Burd presided.

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

I. Call to Order, Kevin Burd

The President called the meeting to order at 6:35 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 July Minutes were unanimously approved on a motion by Ted Martin, seconded by Joe Lamont.

III. President's Report

- i. Correspondence to the Board was placed in the Google Drive August meeting folder for Board member review. That correspondence is attached to these minutes.
- ii. On Wednesday, August 5, the B&G Committee reviewed and voted to recommend approval of an emergency building permit for the removal of two dead trees to the Board of Managers. Kevin Burd made a motion via e-mail on August 6 to approve the building permit, Sally Marisic seconded, and the motion was approved unanimously. The e-mail motion is attached to these minutes.

IV. Treasurer's Report

- i. We are 58% through the financial year. Expenditures have been down because of Covid restrictions. Receipts are up as expected from the increase in the assessment to build up the capital fund. The second to last page of the P&L report only shows restricted/designated fund activity within the calendar year. Fund balances are only shown on the very last page of the P&L report.
- ii. The General Fund balance is following the trajectory of other years but with a higher balance.
- iii. The delinquent account from 2019 has been contacted by our attorney, Tom Harlan. Unpaid accounts have been assessed a 10% penalty.
- iv. On a motion from Pat Wilmsen and seconded by Don Dale, a resolution was adopted unanimously to accept the July P&L report presented by the Treasurer.

V. Committee Reports

A. Buildings & Grounds – Don Dale

- i. The Committee met on 8/13, their minutes are attached and highlights follow.
- ii. Pat Wilmsen had been added to the B&G Committee. As Chair of the Tree Health and Maintenance sub-committee, it was felt that her expertise in these and other matters would benefit the committee.
- iii. Cheyney Property Maintenance Report:
 - Moved stone in Carter parking lot after the storm
 - New trash can ordered for the library area
- iv. The Policy & Procedure committee met with representatives from the B&G Committee to review the community comments that were submitted and to discuss possible changes to the proposed tree



maintenance policy. After much discussion, the consensus was to suggest a re-write of Rule 16 rather than use a tree maintenance policy to clarify the rule. Don Dale made a motion, seconded by Sally Marisic that the following statement be accepted by the Board.

As a direct response to reconsidering the proposed tree maintenance policy and community comments submitted to the Board about the tree policy, the B&G is recommending a reconsideration of Rule 16. This process will take several months.

In the meantime, the MGCA will not perform any nonemergency tree trimming, pruning, or removal of trees on MGCA property through October. The Board will reexamine this moratorium no later than its October meeting. Members may still remove trees from their property subject to the requirement in Rule 16 to obtain an MGCA building permit.

Discussion: Pam Bishop stated that she is not opposed to a withdrawal of the draft tree maintenance policy and to a rewrite of Rule 16. However she finds the above statement unnecessary – it is enough to direct the rewriting of Rule 16. Pam further expressed that she hopes the Board uses the recent model of giving two readings and inviting community comment to the rule draft once it is available.

Barb Myers stated that while she is not opposed to having two readings, that it is not required by the By-Laws and it is not a written policy of the Board to do so.

Ted Martin stated that while he only observed the Rule 20 process, he was told by previous Board Presidents that 2 readings was the norm in the past with adequate public comment.

The motion passed with Pam Bishop abstaining.

- v. John Barton submitted a request to the MGCA asking permission to grade and place stone at his expense in front of his garage, a portion of which would be on MGCA property. This is not a building request and one is not required to grade and put stone on his property, but rather this is a request to grade and put stone down on MGCA land next to his. The B&G made a motion to recommend giving John this approval. Pat Wilmsen made a motion, seconded by Don Dale to give John Barton permission to grade the grass in front of his garage and add brown landscape stone to make the garage accessible from the stone access road in front of his property. The MGCA will continue to perform routine maintenance of the stone access road.

Discussion: Pam Bishop asked if putting something on MGCA property requires a building permit. Kevin Burd replied that the improvements John is suggesting do not require a building permit according to the existing form.

Pat Wilmsen clarified that if this work is not done that John Barton does not have access to his garage.

Joe Lamont suggested that it is prudent for the Board to vote permission so that others know improvements cannot be made without MGCA approval.

The motion passed unanimously, Barb Myers recused herself and did not vote.

- vi. In order to give the Board members ample time to read B&G minutes and supporting documents before the monthly meeting, the B&G has decided to move the committee meeting to the 1st Tuesday of every month beginning in October.



- vii. Barb Myers will be meeting with the Mt. Gretna Volunteer Fire Company along with Kevin Burd and Joe Lamont in order to discuss emergency response and access issues within the Campmeeting.
- viii. Building Permit application – 705 1st, tree removal.
This was already covered under the President’s report. Permit is attached to minutes.
- ix. Building Permit application – 403 Boehm, tree removal.
The permit application was incomplete; the homeowner was notified.
- x. Building Permit application – 212 Boehm, landing enclosure for bathroom.
A building permit application had been submitted in November of 2019 by the previous owners for the same project; the permit was unanimously approved. Building permits do not transfer with sale of property. The B&G recommended forwarding the permit to the Board for consideration; they did not feel they could recommend a denial since the Board had previously approved the exact same project.

Kevin reported that while talking with our legal counsel, Tom Harlan, on another matter, that Kevin asked Tom’s opinion about this building permit. Tom would not recommend setting a precedent to approve more structure on MGCA property, but would recommend the Board grant an exception to the easement policy, grant them an easement, and then have them submit a building permit.

Don Dale stated that Members should have the ability to get a clear title for their property. If part of their structure is on MGCA property, there should be the possibility of getting an easement to get a clear title. Don is in favor of the building project, but after an easement.

Pam Bishop stated that the easement policy was to allow transfer of property when a lender required clear title for the mortgage to be granted. She suggested a different mechanism other an easement should be in place to allow alterations to structures already encroaching on MGCA property.

Don Dale noted that approving the building permit would be to go against our legal counsel’s advice.

Pam Bishop made a motion to approve the building permit for 212 Boehm. There was no second for the motion.

Barb Myers commented that building permits do not transfer with a sale, and reminded that circumstances have changed since the last vote because legal counsel has recently been given with regard to this permit. She also noted that the Board has the ability to make exceptions to the easement policy.

Ted Martin wanted to note that granting easements for money is a slippery slope that we need to be extremely careful about.

Don Dale wanted to clarify that the easement policy was not generated to make money.

Don Dale asked that a letter be drafted to the owners of 212 Boehm letting them know why their permit application was not approved and what their options are.

[Member comments addressed to B&G matters.]

Jenn Kantmann (404 3rd) As the previous owner of 212 Boehm she is disappointed in the Board’s decision because this is an urgent need for the family. She hopes that the matter is able to be



resolved expeditiously.

Hal Myers (701 2nd) While the easement policy does specify the circumstances in which an easement will generally be granted, it also states that the Board of Managers has discretionary power to deviate from the policy.

Dave Lloyd (403 1st) Noted that there is discretion in the easement policy that he helped to draft. Dave also noted that the policy was developed so that Members would not have to go through the more complicated and expensive process of adverse possession.

Pat Wilmsen stated that in the letter sent to the Johns, that she would like it specifically stated that they can apply for an easement from the Board in order to do this project.

xi. Ongoing Business

Becker Engineering: Hoping to have a report back soon, the first step before ultimately having a public meeting with MGCA Members.

Culverts: Recent heavy storms created a mess of Carter parking lot. The two critical flow issues are at the Kaufmann and 1st Street culverts. They pose the risk of road collapse as well as continued wash outs. Harbor Engineering studied these areas in 2019 and gave projected estimates for preparatory engineering before getting bids. In order to get bids in the next two years, Don made a motion to request funds in the 2021 budget to finance Harbor Engineering to do the engineering design work on the Kaufmann and 1st Street culverts so that when the Board is able to, they can get bids for these projects. The plans won't change as time goes by; the engineering costs are estimated at \$15,000. Ted Martin seconded the motion recognizing that water is still the priority.

Discussion: Sally Marisic suggested that the engineering work could go forward this fall if we used funds from the capital project fund.

Don amended his motion to allow for funding this fall rather than next year – Ted still seconded, the motion carried with one abstention from Pam Bishop.

Bob Travitz (502 2nd) – Noted that plants on the east side of 1st Street were flattened from water overflow. The pipe under Carter is not being used adequately because the culvert is not directing water to it. The water overflowing the Kaufmann culvert was hitting car tires and dispersing, causing some cars to get up to 2' of water inside.

Batdorf Water Runoff: MGCA is fine with any legal solution the Wentzels come up with and the Wentzels pay for. Our attorney is drafting a response.

Dumpsters: No new violations in the previous month.

Other ongoing items listed in the B&G report attached to these minutes.

Margaret Hopkins (505 Glossbrenner) – 1. Carter parking lot, creek had not overflowed but a huge volume of water was coming off 1st Street into the parking lot. Her observation is that it is not just the culvert but water flow as well. 2. Considers the Rule 16 revision wise, but wonders what the purpose of the revision will be. Strongly suggests getting someone with expertise on that committee, possibly a forester or an arborist who can address pruning, trimming, and planting. We have a retired forester as a Member and two certified arborists who have worked long-term with the MGCA.



- Ad-Hoc Tree Health & Maintenance Committee – Pat Wilmsen
 - i. Pat recently walked the MGCA grounds with Bob Houser of Houser Plant Health Care. Bob observed that there are more people driving on walking streets which will cause more runoff problems from soil compaction. Bob has also seen damage to tree trunks from cars hitting them.
 - ii. Have seen lantern flies – but Bob Houser does not see it as a big problem for this year.
 - iii. The Community Garden project is on hold until the use of restricted and designated funds is discussed more with the community.
 - iv. Barb made a motion to release \$1,000 from the designated tree maintenance fund to purchase trees to plant this fall on MGCA property. The motion was seconded by Sally Marisic and was passed unanimously.
 - v. Pat thanked all the Members who helped to water trees this past summer.
- B. Communications Committee – Kevin Burd
 - i. No report.
- C. Community Activities Committee – Tammy Travitz
 - i. Three of the four Heritage Festival shows are rescheduled to 2021.
 - ii. The porch sale has been cancelled for 2020 and will be Saturday May 29, 2021.
 - Ad-Hoc Library Committee – Sally Marisic
 - i. No report.
- D. Executive Committee – Kevin Burd
 - i. The attached Executive Committee report shows legal counsel update, still considerably under budget.
 - ii. An easement application packet was given to the Board in the meeting packet. Legal counsel has reviewed the packet and sees no reason not to approve the easement application and terms as presented. The easement is required by the buyer’s mortgage company for a clean title. Kevin Burd made a motion that based upon the request, information supplied, the subsequent agreement to our terms, and legal counsel recommendation, that the Board grant this easement request. Pat Wilmsen seconded the motion.

Discussion: Pam noted it appears this easement is for a porch that has been there 100 years. While not opposed to the easement, she will abstain from the vote, not wanting to give the impression that it is necessary to have an easement in order to have confidence that your porch may be in jeopardy without one.

The motion passed with two abstentions from Ted Martin and Pam Bishop.
 - iii. Member did not re-apply for rental permit due to confusion about the necessity to re-apply. Member thought both application and permit fee were waived for 2020; only the permit fee was waived. When the Member realized their mistake, they immediately sent in a 2020 rental permit application. In discussions with Pam Bishop, it was determined this is a simple mistake and rule violation. It was suggested that the Member pay a rule violation fine and have their permit approved maintaining their grandfathered status.



Barb Myers states that she believes the fine should be waived in this instance.

Pat Wilmsen made a motion that their 2020 rental permit application be approved, their grandfathered status be maintained, and no fine be issued for this first occurrence of neglecting to apply for a renewal when rental status was not being given up. Esther Mefferd seconded the motion and the motion was unanimously approved.

- Ad-Hoc Archives Committee – Don Miller
 - i. Barb Myers thanked Carol and Don Miller for their work in cataloguing all the documents that have been found in the Tabernacle.
 - ii. In this process have found some interesting and fun items. All work is being entered into a database for ease of future reference.
- Ad-Hoc Policy & Procedures Committee – Hal Myers
 - i. The committee has been meeting weekly to work on committee job descriptions. These will include the purpose, responsibility, and authority of the committees. There are 16 committees, 3 job description drafts have been completed, 13 are yet remaining. We have been able to work on 2 per week and plan to have a set to the Board by October for their review. We hope these descriptions will give future committee chairs and members a better understanding of what their responsibilities are.
 - ii. The committee has also been working on definitions of some basic terms to be used by the Board to ensure we are all using the terms in the same way. Some of these are “policy” and “procedure”.
 - iii. The larger most recent project was the tree maintenance policy. As reported under the B&G committee, the P&P met with the chair of B&G and the Tree committee and agreed that the best solution was to rewrite Rule 16. Identifying the ownership of trees appears to be the most vexing issue. B&G will be investigating some possible more affordable solutions that may avoid the necessity of Member surveys. While we did not come up with a finished product, the process worked with community feedback.

E. Finance Committee - Sally Marisic

- i. The budget preparation process will be started in September with the goal of Board presentation in November.
- ii. Committee chairs are asked to start preparing their requests.
- iii. Jenn Kantmann was invited to sit in on the process to observe.

F. Nominations Committee – Esther Mefferd

- i. Justin Williams resigned from the Board which creates an opportunity for someone else to serve.
- ii. Any Member who has an interest in serving is invited to send in their name to the office with a 100 word bio before Tuesday, September 08. This position will run through December 31, 2021.
- iii. This position will also be announced this Saturday at the annual meeting.

G. Property Ownership Committee – Pam Bishop

- i. Chester & Emily Johns purchased 212 Boehm Ave.
- ii. Scott & Barb Schreve purchased 201 2nd Street.



H. Recreation Committee –

i. No report.

I. Mt. Gretna Tabernacle Board of Trustees – Esther Mefferd

i. No report.

J. Kevin made a motion to approve the committee reports (not including Archives and P&P), seconded by Esther Mefferd the motion was approved unanimously.

K. Kevin made a motion to approve the Archive and P&P reports, seconded by Tammy Travitz the motion was approved unanimously.

VI. Unfinished/Open Business

i. The water project was addressed under the B&G report.

VII. New Business

i. No new business.

VIII. Open Forum

i. Pam Bishop mentioned that if there was going to be a working group to revise Rule 16, that it would be nice to invite some of the Members who gave extensive comments to participate in that process.

Adjournment

On a motion by Pam Bishop and seconded by Ted Martin, the meeting was adjourned at 9:06 p.m.

The next regular meeting will be held Tuesday, September 15th at 6:30 pm.



Attachments:

Justin Williams Board of Managers resignation letter

Written community comments submitted at or prior to meeting:

Paula Deppen (7/29/2020)

Mary Kopala (08/02/2020)

Margaret Hopkins (08/02/2020)

Trish Lamont (08/06/2020)

Eugene Leonard (08/07/2020)

Lisa Sweeney (08/16/2020)

President's Report – Emergency Building Permit Approval

July P&L

2020.08.13 B&G Report

Barton gravel request

Build Permit – Susan Engle

Build Permit – Chet & Emily Johns

Community Comments to Proposed tree maintenance policy

Executive Committee Report

Easement Application 203 Glossbrenner

Executive Committee update

Secretary

Chairman