



Tuesday, September 15, 2020

At the regular monthly meeting of the Mt. Gretna Campmeeting Association Board of Managers, held on Tuesday evening, 9/15/2020 via Zoom webinar conference, 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. 16 Members observed the meeting on Zoom.

I. Call to Order, Kevin Burd

The President called the meeting to order at 6:36 PM, Kevin Burd opened the meeting.

Kevin noted for the community that our e-mail provider had changed servers causing some email delivery problems. If any Members have contacted the office via email and not received a reply, please send your message again; we believe the email problem has been resolved. The email delivery problem also caused some Members to not receive the invitation for this evening's Zoom webinar.

The Board met over the weekend for a working session. One of the items discussed was meeting and committee meeting structure. The Board would like the monthly meetings to be as interactive as possible, so rather than saving all Member questions to the end, Members can raise their hand and ask questions during the meeting. Motions from committee chairs will be moved to the end of the meeting under New Business to allow for Member questions and comments on all issues before the Board votes.

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 August Minutes were approved on a motion by Kevin Burd, seconded by Pam Bishop.

III. Vote to fill Vacant Board Seat

- A. Seven Members submitted their names to be considered for the vacant seat. Member bios were sent to the Board ahead of the evening for their review and are attached to these minutes. The candidates are Linda Campbell, Susan Engle, Margaret Hopkins, Jeff Hurst, George Leyh, Katcha Neale, and Tim Williams.
- B. The Nominating Committee met to confirm candidate eligibility as well as to propose a voting process; this process is attached to these minutes. A majority of 6 votes is required.
- C. The first vote resulted in 5 votes cast for Margaret Hopkins and 5 votes cast for Katcha Neale. The second vote resulted in 5 votes cast for Margaret Hopkins and 5 votes cast for Katcha Neale. Margaret and Katcha were both invited to address the Board to summarize their reasons for volunteering. The third vote resulted in 5 votes cast for Margaret Hopkins and 5 votes cast for Katcha Neale. Because none of the candidates received a majority of the votes, Kevin Burd made a motion that the Board of Managers not fill the seat and allow it to stay vacant through December 31, 2021, seconded by Ted Martin, the motion was unanimously adopted.
- D. All the candidates were thanked for putting their names forward and being willing to serve.

IV. President's Report

- i. As part of the Board packet there were two items of correspondence included that are also attached to these minutes.



- ii. As required by Article VII, Section 2b, under New Business Kevin will be making a motion for Board members to serve on the Tabernacle Board of Trustees.

V. Treasurer's Report

- i. 67% of the year is complete and we are within budget for all categories. There was a \$200 donation from Larry McKenna to be designated to the tree fund. SendinBlue and Zoom fees are now under a new line called "Software Subscriptions" in the administrative costs. The final page of the detail budget report shows expenditures authorized by the Board from the designated and restricted funds. The last page of the report shows there are no more any delinquent accounts. There were 5 late fees assessed to Members, the lowest number in many years.
- ii. Joe Lamont made a motion to accept the financial report, seconded by Ted Martin the report was unanimously carried.

VI. Committee Reports

A. Buildings & Grounds – Don Dale

- i. The B&G meeting minutes are attached to these board meeting minutes for the detailed report.
- ii. A list of one way and foot traffic only signs necessary has been compiled. We are putting costs together to review at the October B&G meeting.
- iii. Harbor Engineering submitted a proposal to develop the required engineering for the culverts. A revised proposal from the original developed in 2019 was received. The revised proposal is attached to these minutes and was for \$15,500. The board had approved \$15,000 at the August meeting. If approved, the expenses would be incurred over time as the project moves forward. It is important to note that this project would design culvert pipes under Kaufmann and 1st Street to eliminate the possibility of a road collapse. This is a separate problem from the flooding that occurs in these same areas and will not solve the flooding problem. The B&G discussed these water issues at length. The B&G recommends that the Board move forward with the Harbor proposal, approve the extra \$500, and the cost of the DEP permits necessary for the project.

Pam Bishop made a further comment that this project will address the problems of the culvert collapse, but does not address the separate problem of storm water that overflows the banks of the streams.

Don Dale added that the storm water is not only coming from MGCA streets, but also from the water flow down through the Heights. The B&G is looking at what it can do to divert water from MGCA streets towards Pinch Road. We can't do anything about the storm water runoff from the state game lands and the Heights.

Ted asked for a clarification on the bridges and building up Kauffmann that were mentioned in the Harbor Engineering report. Don responded that Harbor had stated that the only way the MGCA could manage all the water runoff, that both Kaufmann and 1st Streets would need to be raised with bridges, and then the parking lots would need to be raised as well. It's not a practical or affordable solution.

- iv. The B&G is working on budget requests for 2021.



- v. The B&G overlooked the discussion of Rule 16 revisions at the last meeting. The #1 priority for the committee right now is water and the second is the culverts. We will continue to look at Rule 16 working with the P&P committee, but may not have a revised rule prepared for the October Board meeting.
- vi. 205 4th Street submitted a building permit application to relocate a propane tank. The B&G reviewed the application and site plan and is recommending approval of this permit.
- vii. Becker Engineering – we continue to answer their questions as they work on the cost and benefit analysis. Their work appears to be coming to a close in a report that will be reviewed by the B&G, the Board, and then the community as a whole.
- viii. The B&G meeting has been changed to the first Tuesday of the month starting October 6th.
 - Ad-Hoc Tree Health & Maintenance Committee – Pat Wilmsen
 - i. The McKennas are going to be selling some t-shirts to raise money for the trees. Mary Kopala asked if there would be a problem with the MGCA selling items for a profit. Pat responded that the committee has not yet presented the idea for approval, it is still in the brainstorming phase. However, the entire project may be run by the McKennas; Pat will pass on the possible problem of the MGCA selling items to the committee to consider. Sally Marisic noted that tax would not need to be collected on the sale of a clothing item in PA.
 - ii. The committee is ordering 3-4' trees for fall planting. The tree list is attached to the minutes. Recommendations are from the arborist, would grow the best, and resist the lantern fly. Shrubs and fertilizer boost will be ordered as well.
 - iii. As leaves start to fall, please leave some on the ground for our trees. Please do not park or drive on walking streets as it can damage the tree roots.
- B. Communications Committee – Kevin Burd
 - i. September 18th is the deadline for submitting articles for the fall newsletter.
- C. Community Activities Committee – Tammy Travitz
 - i. Tom Heberling has asked to use the Tabernacle for the buzzard drop on New Year's Eve.
 - Ad-Hoc Library Committee – Sally Marisic
 - i. Will be meeting the last Saturday in September to start discussing the next season.
- D. Executive Committee – Kevin Burd
 - i. The easement for 203 Glossbrenner was finalized and the signed easement is attached to these minutes.
 - ii. The owners of 212 Boehm submitted an easement application with a request to the Board and a survey to show their request. Tom Harlan, legal counsel, did review the application and recommends approval. The easement application is attached to these minutes.
 - Ad-Hoc Archives Committee – Don Miller
 - i. Don has drafted a document retention policy that needs to be reviewed by our accountant, then it will be forwarded to the P&P Committee for review before being presented to the Board for approval.



- Ad-Hoc Policy & Procedures Committee – Hal Myers
 - i. Hal noted that the committee has continued working on the committee job descriptions and are about the ½ way point. He hopes to finish this project by the end of the year.
 - ii. The committee also submitted a sheet of existing and proposed term definitions for the board to review: Charter, By-Laws, Policy, Procedure, and Forms. The definitions for charter and by-laws were mostly constructed by their respective documents, the definitions for policy, procedure, and forms are being proposed by the committee for further board discussion. The committee proposes that having a common agreed upon definition will aid the board and community in future discussions. The committee is asking the board to review the definitions, propose changes, and then formally adopt them at a future meeting.
 - iii. Pam Bishop shared some of the comments in the Jim Campbell email to the Board and expressed her wish that two readings should be necessary for changes to the rules and regulations. Pam noted that the definition doesn't reflect past practice.
Hal suggested that if the Board would like to ensure two readings for rule changes for the future, that a change to the By-Laws should be made.
Barb Myers responded to statements in the Campbell email; Barb clarified that her statement was that the Board does not *have* to have two readings for a rule change and that if that is what the Board would like to do in the future, that a formal policy or change to the By-Laws should be initiated. Recent past practice shows that two readings to a rule change were done for the rental rule.
Mary Kopala noted that the no smoking and no alcohol at the Tabernacle rule also had two readings.
- E. Finance Committee - Sally Marisic
 - i. The Finance Committee will start discussions in October. Working sessions will be started in September to start putting numbers together.
- F. Nominations Committee – Esther Mefferd
 - i. Esther thanked those who put their names forward for consideration for the open Board seat.
- G. Property Ownership Committee – Pam Bishop
 - i. One property transfer, the LaRicci family purchased 409 7th Street.
 - ii. The rental permit application period opened September 1st and will be open until the end of October. A notice will be e-mailed to the community, mailed to current permit holders, and advertised in the newsletter.
- H. Recreation Committee –
 - i. No meeting, nothing to report
- I. Mt. Gretna Tabernacle Board of Trustees – Esther Mefferd
 - i. No report.
- J. On a motion by Don Dale, seconded by Pam Bishop, the Board agreed unanimously to accept all committee reports.



VII. Unfinished/Open Business

- i. The Becker report was already addressed under B&G.

VIII. New Business

- i. Don made a motion to accept the Harbor Engineering proposal for \$15,500 to develop the engineering for the culverts at Kaufmann and 1st Street, with the understanding that work would commence this fall to start submitting for DEP permits, and the work completed after the DEP finishes their review in 2021. Ted seconded the motion, and the motion was adopted unanimously.
- ii. Don made a motion that the building permit for 205 4th Street's propane tank relocation be accepted. The motion was seconded by Pat Wilmsen and passed unanimously.
- iii. Sally Marisic made a motion that the McKenna donation be added to the tree fund and made available to the tree committee for use. Tammy Travitz seconded the motion and it passed unanimously.
- iv. Tammy Travitz made a motion to allow Tom Heberling to use the Tabernacle again for the New Year's Eve buzzard drop. Seconded by Barb Myers, there was some discussion and then the motion passed unanimously.
- v. Kevin Burd made a motion that with the approval of our legal counsel, that the Board approve the easement application as submitted for 212 Boehm Ave by the Johns. The motion was seconded by Don Dale and the motion carried with one no vote from Ted Martin and one abstention from Esther Mefferd.
- vi. Sally Marisic made a motion to follow past practice and deposit the \$1,142.60 received from the easement for 203 Glossbrenner to the designated tree fund. The motion was seconded by Pat Wilmsen and passed unanimously.

IX. Open Forum

- i. Jenn Kantmann noted that many homes are not clearly noted with house numbers which make it extremely difficult not only for deliveries, but also emergency services.
- ii. The Kantmanns are also willing to financially support an initiative for one year to have a mobile texting service. It can be an instant way for communication with Members.
- iii. Don Dale responded to the Member email regarding trash. Kevin noted that the trash issue was resolved and that the Member received a warning letter. Don wanted to add 3 comments. The first is that the MGCA did not spend almost \$10,000 on the dumpster. Second, the dumpsters do help the renters, but they are also helpful to our Members who are not here on Sunday night to put out their trash. Finally, the office has not received any complaints about trash being put out in bags, and in fact this could be an issue for renters and non-renters alike.
- iv. One of the options that Becker is evaluating as part of their water system review is the possibility of joining the Mt. Gretna Water Authority. However, until the MGCA knows what the MGA is willing to consider and not willing to consider, Becker cannot do a cost benefit analysis on that service. In order to start the conversation to narrow down the options, the Board discussed in a working session that the MGA should be approached and asked to consider completely taking over the MGCA water system. Kevin made a motion that such a letter should be drafted, reviewed by the



Board, and presented to the MGA at their monthly meeting on September 16th. Ted Martin seconded the motion. After some discussion, the Board agreed unanimously.

Adjournment

On a motion by Ted Martin and seconded by Esther Mefferd, the meeting was adjourned at 8:40 pm.

The next regular meeting will be held Tuesday, October 20th at 6:30 pm.

Attachments:

Voting process for Board vacancy election
Member bios, submitted for consideration for vacant seat
Gmail from Jim Campbell
Gmail from George & Sandy Leyh
August P&L
B&G Report
Harbor Engineering Report
Building Permit Application, 205 4th Street
Tree committee report
Easement – signed copy for 203 Glossbrenner
Easement application – 212 Boehm
Policy & Procedure Committee report
P&P – existing and recommended term definitions for Board review
Property Ownership Committee report

Secretary

Chairman