



Tuesday, October 20, 2020

At the regular monthly meeting of the Mt. Gretna Campmeeting Association Board of Managers, held on Tuesday evening, 10/20/2020 via Zoom Webinar, Mt. Gretna, Pennsylvania, Barb Myers presided.

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

I. Call to Order, Barb Myers

The Vice-President called the meeting to order at 6:38 PM, Barb Myers 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 September edited Minutes were approved.

III. Vice-President's Report

- i. Received a thank you letter from the Mount Gretna Fire Company for a recent donation.
- ii. The B&G meeting has been moved to the first Tuesday of the month. The minutes from these meetings will be posted to the website no later than one week prior to the monthly meeting of the MGCA Board of Managers; no email notification will be sent regarding the B&G minutes posting.

IV. Treasurer's Report

- i. 75% of the fiscal year is finished. The budget is in order, though expenses are much lighter than anticipated due to Covid-19 restrictions.
- ii. At the end of the year, with a few exceptions to be discussed under new business, budget surplus will be transferred into the capital project improvement fund.
- iii. This is the first time in a number of years that all delinquent accounts are paid; there are no assessments due from prior years.
- iv. Ted Martin made a motion to approve the Treasurer's report. Seconded by Joe Lamont, the motion was passed unanimously.

V. Committee Reports

A. Buildings & Grounds – Don Dale

- i. Doug Cheyney noted a small leak in the Tabernacle roof which we are going to have a roofer investigate.
- ii. Doug Cheyney and Sally Marisic determined the location for the new trash can, it will be placed where the previous one was located; a concrete base will be poured and the trash can installed shortly.
- iii. The Tabernacle and Heritage Park bathrooms were given a final cleaning. The Tabernacle, Heritage Park, and Library bathrooms will be winterized by the end of October.



- iv. The B&G is putting together a map to show the best area for leaf and stick placement to make it more efficient for the Cheyney Property Maintenance Company to collect. The map should be ready by the spring of 2021.
- v. The electric bill at the pump house is always quite high over the winter due to an inefficient heater which is used to keep the pipes from freezing. Doug Cheyney has added some insulation to seal the windows. As part of the 2021 budget proposal, the B&G will be planning on installing a more efficient heating unit.
- vi. An odor was reported at the sewer outlets along Front Street and Dickson, Doug Cheyney is investigating the source of the smell.
- vii. Building Permit Application: 503 1st Street tree removal. A recent storm broke off most of a tree on the Member's property. They are asking to remove the rest of the tree at their expense.
- viii. Building Permit Application: Mount Gretna School of Art submitted two building permits for 411 5th Street. Neither application was complete. A letter was sent to the President of the MGSOA board and Jay Noble requesting a meeting to discuss the permits and the ongoing work at the property. Work has been completed and continues without required permits.
- ix. Some minor edits have been made to the building permit application form to add an applicant's signature and date, as well as a general project description statement.
- x. Harbor Engineering started their work to draw up the engineering plans for the culvert replacements.
- xi. The B&G has videos showing storm water runoff from Mills & Boehm during major storms. The water is running down from Bell and not catching the swales that are supposed to channel the water to Pinch Road. Instead, the water is being diverted down 3rd and 5th streets; about ½ is not going down the swales as it should be. In addition, Boehm has the same problem. The water coming down 3rd is crossing over Boehm and going down to the Tabernacle and eventually Markwood Ave. The B&G is proposing funds in the 2021 budget which will be used to repair some of the blockage problems to direct storm water to its proper location. These water issues in the south of the MGCA will need to be managed before addressing any road issues along Markwood.
- xii. A telephone conference call was held with the Member's attorney, the MGCA attorney, and the DEP attorney. In that conversation, the DEP stated it would not be permissible for the Member to pump their basement water into the well runoff pipe. The Member indicated through their attorney that they were going to continue to pump the water onto Batdorf. This water creates a hazardous situation through ice and algae/moss formation. The MGCA is responding to the letter to state this situation is not acceptable.
- xiii. The B&G is proposing that the rewriting of Rule 16 is tabled until the B&G has dealt with more pressing matters.



- xiv. There have been two dumpster violations. The first was a non-Member who dumped impermissible items into the dumpsters; it was turned over to the police. The second violation was from a Member who littered outside the dumpsters and was sent a letter and a fine.
- xv. Kevin Burd sent a letter to the Heights about the land strip next to the Fire House and 117 that is owned by the MGCA. We'll report back once we hear from the Heights.
- xvi. Additional one way signs and foot traffic only signs have been ordered.
- xvii. The B&G Committee is still seeking bids for the trash pick-up from various companies based in Lebanon County. We know that Waste Management will not be bidding.
 - Ad-Hoc Tree Health & Maintenance Committee – Pat Wilmsen
 - i. The trees have been ordered that were approved at the previous meeting. They should be planted early November.
 - ii. One of our new Members, Cory Wanamaker, will be proposing a memorial tree sculpture/donation center for the board to review.
 - iii. Paw paw seeds have been planted in the understory area. Milkweed has also been planted in the community garden area; the PA extension office said that milkweed appears to slow down or kill lantern flies. Some blackberry bushes were also planted in the Heritage Park area.
- B. Communications Committee – Kevin Burd
 - i. The fall newsletter was sent out October 17th.
- C. Community Activities Committee – Tammy Travitz
 - i. Are lining up performers for the summer of 2021.
 - Ad-Hoc Library Committee – Sally Marisic
 - i. The library committee has not met in the last month.
 - ii. The library is officially closed for the season and will meet in either January or February to start setting up programs for the summer of 2021.
- D. Executive Committee – Barb Myers
 - i. At last month's meeting Jenn & Dean Kantmann offered to sponsor a one year mobile texting service. While looking into this, the Executive Committee discovered that our current email campaign provider already includes this service. We plan to institute that service in the next year. Many thanks to the Kantmann's for their generous offer.
 - Ad-Hoc Archives Committee – Don Miller
 - i. The Archives Committee has gone through most of the documents at the historical society and in the Tabernacle. Documents have been organized and put in archival folders.
 - ii. The committee would now like to go through the storage boxes and discard what is no longer needed. Don shared a document that contained some categories of documents along with recommended retention times. These dates, where appropriate, were reviewed by our accountant, insurance agent, and attorney. Don is seeking permission to use the guidelines on this document. Discarded documents will be shredded.



- Ad-Hoc Policy & Procedures Committee – Hal Myers
 - i. The committee has met twice since the last board meeting. We anticipate that committee job description drafts will be finished in the next few weeks. When the drafts are finished, they will be sent as a packet to the board for review.
- E. Finance Committee - Sally Marisic
 - i. The Finance Committee has started preparing the expense portion of the budget. The B&G section is drafted and the rest should be finished in the next two weeks. It will be sent out to the Board the first week of November for review for a possible vote at the November board meeting.
- F. Nominations Committee – Esther Mefferd
 - i. No meeting, nothing to report.
- G. Property Ownership Committee – Pam Bishop
 - i. 202 Weaver Avenue was purchased by Kevin and JoAnn Skovira.
 - ii. John Waters purchased 203 Glossbrenner.
 - iii. Notification for rental permit applications was sent to the entire community via email, and mailed to current permit holders. The committee is also going to make an effort to reach out to those who have permits this year and for whom we have not received an application.
 - iv. The FAQ for Rule 20 was also updated for this year’s application. Both the FAQ and the application are on the website.
- H. Recreation Committee
 - i. The recreation committee currently does not have a chair and is not meeting.
 - ii. Sometime in the future, the Board will consider whether the By-Laws should be changed so that the standing committees of recreation and community activities be merged together.
- I. Mt. Gretna Tabernacle Board of Trustees – Esther Mefferd
 - i. No meeting, nothing to report.

VI. Unfinished/Open Business

- i. There was a working session of the Board of Managers this past Saturday to review all the water options and the information thus far provided by Becker Engineering. Members should look for communication from the Board which will be sent out no later than October 30th and will include an overview of all the options for our water system. The Board will continue to seek answers from Becker Engineering that remain open, and as the Board receives those answers, Members will continue to get information updates. The Board has a target date for a Zoom community presentation on Saturday, January 9th at 10 a.m. to present Members final information on the options the Board is considering for the water system. This currently includes refurbishment of the tank, replacement of the tank, or joining the Mt. Gretna Authority. This meeting will be posted on our website afterwards for anyone who is not able to attend.
Anyone who would like to see the letter that was sent to the Mt. Gretna Authority or the Authority’s response to that letter may see them in the attachments to this month’s meeting minutes.



VII. New Business

- i. In order to have total costs for the different water options, it would be necessary to find out the cost of repairing or replacing the concrete base of the tank. If the MGCA refurbishes the tank, we would need to make sure the concrete foundation is safe and sound. If the MGCA decides to purchase a tank, the existing base would likely need to be replaced. In either case, the evaluation of a structural engineer would be necessary to determine whether or not the base is adequate and/or the cost of repairing or replacing the base. After much discussion, the consensus of the Board was that it would be beneficial to have a review of the base from a structural engineer along with the estimated costs of repair or replacement depending on the option the MGCA decides to pursue. Don Dale made a motion to allocate no more than \$7,000 from the capital fund to pay a structural engineer to inspect the existing foundation of the tank if it becomes necessary, and providing their report on whether we can use the foundation or if it will be necessary to repair or replace it. Joe Lamont seconded the motion. After considerable discussion, the motion was approved unanimously.
- ii. Ted Martin made a motion to delay the appointment of Trustees to the Mt. Gretna Tabernacle Association until the November meeting. The motion was seconded by Esther Mefferd and approved unanimously.
- iii. Don Dale made a motion to approve the building permit application for the 503 1st Street tree removal. Seconded by Pat Wilmsen, the motion was passed unanimously with one abstention from Pam Bishop.
- iv. Don Dale made a motion to deny the building permits submitted by the Mount Gretna School of Art. After much discussion, the Board agreed that the building permits that were submitted were not complete, and that is the reason that the B&G and therefore the Board could not consider them. Other Members who have submitted incomplete applications have them returned to make them complete before the B&G would review and then make recommendations to the Board. Don Dale withdrew his motion. The Board certainly needs to address the issues around the building permits and discuss these issues with the Board of the Mount Gretna School of Art.
- v. Normally at the end of the year, any budget surplus is put into the capital project fund. Sally Marisic made a motion that any surplus for the line items “Tree Health & Maintenance”, and “Tree Removal & Trimming” be put into the designated Tree Fund and be made available for use in 2021 in addition to the budgeted allocations for 2021. The motion was seconded by Pat Wilmsen. Pam Bishop asked roughly how much money this may be; Sally Marisic stated the rough estimate is \$28,000. Pam wondered if the money may be better placed in the capital project fund. Pat Wilmsen replied that we have many dead trees that should come down as well as potentially huge expenses from damage to the trees caused by the lantern fly. The motion passed unanimously.
- vi. Sally Marisic made a motion that the budget surplus in the line item “Water Tank Maintenance” of \$12,000 be set aside in a designated fund for water tank maintenance as was the original intent for



this budget line at Margaret Hopkins' recommendation. This motion was seconded by Pat Wilmsen and approved unanimously by the Board.

- vii. Tammy Travitz made a motion that \$4,800 be released from the Heritage Festival fund to pay for four performances, lighting, sound, and advertising. Pat Wilmsen seconded the motion and it was approved unanimously.
- viii. Tammy Travitz made a motion that a policy for document retention be developed, that the table presented by Don Miller be used as a guide for document retention and disposal, and any document not on the table will be kept until the table is updated and approved by the Board. Seconded by Joe Lamont, the motion was approved unanimously.
- ix. Pat Wilmsen made a motion that until a policy for document retention is developed, that the table presented by Don Miller be used as a guide for document retention and disposal, any document not on the table will be kept until the table is updated and approved by the Board. Seconded by Tammy Travitz, the motion was approved unanimously.

VIII. Open Forum

- i. No new items added.

IX. MGCA Community Member Comments

- i. None.

Adjournment

On a motion by Sally Marisic and seconded by Esther Mefferd, the meeting was adjourned at 8:26 p.m.

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

Attachments:

Letter from the Mount Gretna Volunteer Fire Company
September P&L
October B&G Report
Letter from the MGCA to the MGA
Committee Recommendation of the MGA to the MGCA
Building Permit, 503 1st Street
Archive Committee document retention guidelines

Secretary

Chairman