



Tuesday, November 17, 2020

At the regular monthly meeting of the Mt. Gretna Campmeeting Association Board of Managers, held on Tuesday evening, 11/17/2020 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, Barb Myers, Tammy Travitz, and Pat Wilmsen. Kevin Burd and Esther Mefferd were excused.

Prior to calling the meeting to order Barb Myers made a few announcements. The first was that our President, Kevin Burd, is still on medical leave but plans to be part of the December board meeting. The second is that it is with deep sorrow that we report the passing of Ted Mefferd, husband to fellow Board member Esther Mefferd, and a former Board of Manager himself who served from 2010-2014, and was a long term supporter of the Mt. Gretna Bible Festival as well as the Mt. Gretna United Methodist Church.

I. Call to Order, Barb Myers

The Vice-President called the meeting to order at 6:33 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 October edited Minutes were approved on a motion by Barb Myers, seconded by Pat Wilmsen, and approved unanimously.

III. Vice-President's Report

- i. In Kevin's absence we have a new Board of Manager member taking the lead on the water distribution project, Joe Lamont.
- ii. The MGCA has been invited to participate in a project being funded through a grant to Mt. Gretna Music for performing arts readiness. This grant will ultimately assist Mt. Gretna in preparing a coordinated readiness and emergency report and include efforts on dealing with Covid in event planning. Tammy Travitz and Barb Myers will be attending these meetings on behalf of the MGCA.
- iii. The MGCA received a report of branches that fell onto a Member's house in a recent storm. Correspondence about the incident between the Member and the MGCA will be attached to these minutes.
- iv. Barb reminded Members that minutes from the B&G meetings are available on the MGCA website at least one week prior to the BoM monthly meeting.

IV. Treasurer's Report

- i. We are at 83% of the budget year and are at 98% of receipts. Income is slightly lower than anticipated due to the cancellation of the apartment assessment, higher number of Members taking the early pay discount for the assessment, and lower rentals of the Tabernacle due to Covid.
- ii. There should be a sizable budget surplus to move over to the capital project fund at the end year.
- iii. There are four Members who have not yet paid their assessments in full and who have received 20% penalties.
- iv. Pat Wilmsen made a motion to accept the Treasurer's report, seconded by Ted Martin the motion was passed unanimously.



V. Committee Reports

A. Buildings & Grounds – Don Dale

- i. The minutes of the B&G meeting from November 3, 2020 are attached to these minutes. Highlights of that report follow.
- ii. Thank you to Doug Cheyney and Cheyney Property Maintenance for continuing to put Christmas decorations around the community.
- iii. **Leaf Pickup:** Thursday, December 10th, will be the final leaf pick up day in the community. Sticks will continue to be picked up throughout the year. Some Members are still mixing sticks with leaves. We may lose our free leaf collection from West Cornwall Township if these are not separated.
- iv. **Snow Removal from Parking Lots:** MGCA has a contract with the Borough to plow drivable streets and the two parking lots at Carter Ave and the MGUMC. Members who park there prevent the Borough from being able to use their equipment to plow these lots, and Cheyney then needs to use our skid loader to clear snow. This is inefficient, time consuming, and an inappropriate and possibly dangerous use of the skid loader. B&G is suggesting that the MGCA require cars to be removed from the parking lots before storms. The B&G is looking to have temporary signs placed in the parking lots (November through April) which would make it enforceable to tow cars at the owner's expense to the Kaufman parking lot if not moved. Advance notice to Members would go via email and mail to those without email. This notice would be a general notice; there will not be notice sent before every snow event.
- v. **Land Survey:** MGCA owns the tract of land between the Fire House and 117 along Boulevard. The Heights has been managing the property believing they were responsible for it. We are in communication with the Heights about this. Surveying the property would cost \$1,500. B&G thinks the survey is necessary to show exactly where the lines are so we can determine use and care of this plot of land with the Heights and the Fire Company.
- vi. **Barton/MGCA Garage Trade:** Since the B&G meeting in November, several questions have arisen with Lebanon County zoning. The B&G did recommend that the Board consider and approve the exchange, but are going to hold off submitting the actual proposal until more questions are answered. More detailed notes are in the B&G report.
Ted Martin requested that a list of what is "unsafe" about the MGCA garage be added to the garage trade information packet.
The B&G is also recommending that the MGCA garage be surveyed. We would need this for the trade, but would also need this survey for work that we would need to do to our garage if we do not go forward with the trade.
- vii. **Ames Snow Removal Contract:** Ames sent a proposal to the MGCA to remove snow from the Tabernacle roof. We have had a contract with Ames in previous years, but not last season. Before



considering the contract, Don is getting information from Light-Heigel regarding at what point snow must be removed from the roof.

- viii. **Becker Engineering:** Joe Lamont reported that he spoke with the Becker engineer earlier today. With regard to the concrete base, a structural engineer told him that a new concrete base would be required with a new tank. If the MGCA would go with one of the two options to “repaint” the tank internally and externally, that in those cases we may be able to continue with the base that we currently have. While there are no prices for the new tank and base yet, Becker has been in contact with the Mt. Gretna Authority to put together costs related to joining the Authority.
- ix. **Harbor Engineering:** The surveyors have done their work on the culverts. Harbor is now working on drawing and specifications for submittal to DEP for permits. Once submitted, it could be a 2-4 month process until we hear back with permits.
- x. **Storm water runoff:** The B&G is requesting funds as part of the 2021 budget to address some of the storm water management problems along Mills and Boehm. The work in 2021 should help channel the water to Pinch Road rather than downhill and north towards Markwood.
- xi. **Batdorf water runoff:** A letter was sent to Attorney Huber with a 20 day response time. The MGCA is still waiting for their response.
- xii. **Dumpster violations:** No dumpster violations since last meeting.
- xiii. **Trash & Recycling:** We will continue with TNT while we still investigate other possibilities.
- xiv. **One Way & Foot Traffic Only Signs:** These signs have been ordered and delivered. One way signs have already been installed and the foot traffic only signs will be posted in the spring.
 - Ad-Hoc Tree Health & Maintenance Committee – Pat Wilmsen
 - i. Pat gave a detailed report on the events surrounding storm damage from a tree that occurred on November 1st. These details are part of the attached report from the tree committee. In summary, once the MGCA determined the tree needed to be taken down, Climb High could not take the tree down until spring. Musser’s Tree Service will be able to remove the tree much sooner; it is currently scheduled to be taken down November 24th and nearby Members have been notified.
 - ii. Pat gave a reminder to Members that their property lines go to the sky, and so branches over their property are their responsibility.
 - iii. A few months ago the Board approved \$1,000 to purchase trees. The trees are arriving this week and should all be in the ground by Sunday. The trees will be identified with signs, have stakes, and be protected with chicken wire.
 - iv. The committee has been talking about the continuance of the memorial tree program for some time. Many plaques of former memorial trees are in disrepair, broken, or even buried in the ground. We are working with Member and artist Cory Wanamaker to come up with a sculpture/sign that will work for memorial tree designations. More information will be presented to the Board as it becomes available.



B. Communications Committee

- i. No meeting, nothing to report.

C. Community Activities Committee – Tammy Travitz

- i. In the hopes that we have a summer season, contracts for summer performances have been sent out and the sound company is lined up.
 - Ad-Hoc Library Committee – Sally Marisic
 - i. No meeting, nothing to report.

D. Executive Committee – Barb Myers

- i. In granting a recent easement application, it was discovered that the easement process had not been finalized with the Member. In discussing the situation with our legal counsel, we were advised that our easement policy should be revised to limit the time a Member has to complete the easement process.

The Executive Committee requested that the Policy & Procedure committee review the policy and add language that would limit the time a Member had to complete the process.

Our legal counsel also recommended, assuming the Board adopts a revised easement policy, that the same language be applied to the easement application for the easement application for 212 Boehm.

- Ad-Hoc Archives Committee – Don Miller
 - i. The Archive Committee has looked through all the folders in the filing cabinets. They have also reviewed the contents of the book file boxes from 1976-1981. The documents at the historical society and safe deposit box have all been reviewed. All documents are being reviewed to determine if they should be archived or if the document retention policy gives any guidelines to their retention or disposal. Archived documents are having metal removed (staples/paper clips) and being stored in archival folders.
 - ii. Don Miller has started a spreadsheet to track the archived folders and documents.
 - iii. The committee still needs to review records from 1996 to date.
- Ad-Hoc Policy & Procedures Committee – Hal Myers
 - i. Hal Myers submitted a report to the Board, it is attached to these minutes.
 - ii. The P&P Committee has been continuing to meet weekly to edit committee descriptions. They are now at the fine tuning stage and being sent back to committee chairs for one final review before being ready to submit to the board for their review.
 - iii. The Executive Committee asked the P&P Committee to revise the existing easement policy to add language that would act as a time limit.
 - iv. While discussing the policy, the committee also observed that creating a checklist for Members to use with the policy may be helpful. Some members of the committee thought the tone of the policy was too negative. It was also noted that the policy has a very loose definition



of the easement fee should be; the committee suggested a formula be put into the policy for future standard use.

- v. The definition of terms has not yet been finalized. No public comments have been received, so we hope to present them to the Board for adoption soon.
- vi. Ted Martin added two observations about the submitted committee report. The first was that the written report implied that the entire committee thought the easement policy had a negative tone. While that review was expressed by a few people on the committee, not everyone on the committee felt that way. The second was to acknowledge that Hal Myers added personal comments to his report that Hal clearly marked as his personal observations, but Ted wanted to add emphasis that these are observations that do not reflect the thoughts of the committee as a whole.
- vii. Ted Martin read the recommended language that would be added as point 8 to the current easement policy. "If the easement application is approved by the MGCA Board of Managers, the MGCA Member will have sixty (60) days from the date of the approval vote to complete the entire easement policy including filing/recording it with Lebanon County and paying in full all agreed easement costs to the MGCA. If not completed within sixty (60) days, the easement application approval will automatically be revoked."
Pat Wilmsen asked what allowance there may be for hardship circumstances. It was pointed out that in the policy the Board has discretion to deviate from the policy if they see fit.

E. Finance Committee - Sally Marisic

- i. Garcia, Garman, and Shea completed their review of the MGCA 2019 financial records. They did not recommend any changes based on their review. Their report will be available on the website.
- ii. Sally Marisic then presented the 2021 budget proposal for the Finance Committee. This budget was built on line item submissions from all the relevant committee chairs.
 - For many expenses the committee used a cost of living increase of 3%.
 - The budget includes a proposed \$150 increase to home assessments and a \$20 increase to garage assessments with no proposed changes to rental rates.
 - Utilities are projected to increase by 3%, though the sewer budget line's projection was based on 2020 actuals rather than the 2020 budget.
 - The garage maintenance line has been increased substantially to address critical structural issues with the MGCA garage. These numbers were composed before the possibility of the garage swap was raised.
 - The sub-contracted labor line has been moved out of personnel and to the B&G portion of the budget and increased by 96 hours for 2021.
 - The paving line shows a substantial increase to address storm water drainage issues, earlier discussed by Don Dale in the B&G report.



- The pump house line has money added for a mini split system. We expect this system to pay for itself with significantly lower electric costs.
 - The Tabernacle maintenance line has been increased due to various maintenance requests for 2021.
 - The Finance Committee is also suggesting that \$5,000 be added to the survey line under Professional Fees.
 - The large increase in administration costs is for a new computer to replace the 7-year old laptop that needs to be retired. The office is working with an IT specialist to find the right computer that will serve our needs and run the software important for the MGCA.
 - In this budget we are still projecting a surplus for our capital project fund.
- iii. The Board had a chance to review the budget at an earlier working session. Sally Marisic asked if there were any additional questions. Pam Bishop raised a concern about putting money towards surveys when that money may be better served being put towards the water tower project. Pam wondered what specific needs there were for surveys in 2021.
- Don responded that the property between 117 and firehouse needs to be surveyed in order to have meaningful discussions with the fire company and the Heights with regard to its maintenance. The garage needs to be surveyed either as a requirement to the garage swap, or as the first step to rebuilding the MGCA's current garage. Other areas of concern are the garages that we own and rent on 1st Street, the Carter parking lot (can't rearrange/add spots without knowing what we own). Surveys may also be necessary in relation to the water tower project. In addition, while not a high priority, if a Member is having their property surveyed and the MGCA owns a property nearby, funds will be available to survey those parks.
- Ted Martin asked that a formal list of projects be made for which surveys might be needed. Don will do this.
- Sally pointed out that if the money is not used it would be added to the budget surplus and moved to the capital project fund.
- F. Nominations Committee – Esther Mefferd
- i. No meeting, nothing to report.
- G. Property Ownership Committee – Pam Bishop
- i. There were no new home sales between the last board meeting and this meeting.
 - ii. The 2021 rental permit applications were submitted and reviewed. There were 60 applications and the committee is recommending that all 60 be approved. Allowances were made to Members who were not able to rent their property during the past year due to Covid and/or building projects. Without an alternate motion, the rental cap would become 60, the number of permits awarded for 2021.



H. Recreation Committee

- i. No meeting, nothing to report.

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

- i. No meeting, nothing to report.

VI. Unfinished/Open Business

- i. Joe Lamont already gave a status report on the water tower project and Becker Engineering in the B&G Committee report.
- ii. The culver project also has its update in the B&G report.

VII. New Business

- i. Tammy Travitz made a motion to accept the 2021 budget proposed by the Finance Committee. Seconded by Joe Lamont, the motion was carried with 7 yes votes and 1 abstention from Pam Bishop.
- ii. The By-Laws Section XV, Tentative appointments to committees are to be made in the November meeting with a final vote in the January meeting. The Board was provided with a tentative list of MGCA Committees and the Tabernacle Board of Trustees, and Barb made a motion that the Board approves the tentative list for 2021. Ted Martin noted that this is a tentative list available to the public and an invitation to the public to express their interest in serving on board committees. Barb Myers noted that Kevin, as President, may have other thoughts to committee formations; there is time for movement or changes between now and January. The motion was seconded by Tammy Travitz and passed unanimously.
- iii. Ted Martin made a motion that the MGCA Easement Policy be amended to add point #7, “If the easement application is approved by the MGCA Board of Managers, the MGCA Member will have sixty (60) days from the date of the approval vote to complete the entire easement policy including filing/recording it with Lebanon County and paying in full all agreed easement costs to the MGCA. If not completed within sixty (60) days, the easement application approval will automatically be revoked.” The motion was seconded by Don Dale and approved unanimously.
- iv. Upon passing of this easement policy language and with the advice of our legal counsel, a motion was made by Pat Wilmsen that the easement application for 212 Boehm approved by the Board at their September 15, 2020 meeting, that the Members fully complete this process within 60 days of today’s meeting. If the Member fails to complete the entire easement process in the 60 day period including filing and recording with Lebanon County and paying in full all easement costs to the MGCA, the easement application approval will be automatically withdrawn as per the policy we just voted to enact. The motion was seconded by Tammy Travitz and approved unanimously.
- v. Pam Bishop made a motion to accept and approve the 60 applications for 2021 rental permits. The motion was seconded by Sally Marisic and was approved unanimously.
- vi. Don Dale made a motion that cars be required to be moved from the Carter parking lot and the Mt. Gretna United Methodist Church parking lots for snow plowing purposes; that Members be given a



notice via SendinBlue and USPS where no email address exists; and that appropriate signage be placed in the parking lots. Further, we recommend that signs warn that cars will be towed at the owner's expense if not moved and that the MGCA will pre-arrange towing services with a local company. Pat Wilmsen seconded the motion and it was approved unanimously.

- vii. Don made a motion to have Matthew & Hockley survey the MGCA garage on 1st street beside the Barton garage for \$300 and the property between Rt. 117 and the fire house along Boulevard for \$1,500, to be paid for from the B&G general maintenance line. The motion was seconded by Tammy Travitz.

Pam Bishop asked if the survey of the MGCA garage was necessary if we did not move forward with the swap. Don responded that if we did not do the swap, we would need to tear the garage down and rebuild it, and for a rebuild the survey is necessary. The price from Matthew & Hockley for \$300 was a discounted price for doing both surveys together.

Pam also asked if a motion was necessary since the surveys would be paid from funds already approved in the budget. Barb Myers stated that she thought all surveys should be approved by the board as a professional service even if the money is available in the budget.

After discussion, Don Dale called the vote, the motion carried with 5 yes votes, and three abstentions from Pam Bishop, Ted Martin, and Barb Myers.

- viii. Pam Bishop made a motion to set the rental cap at 60, the number of permits issued for 2021. Ted Martin seconded the motion.

Discussion followed as to how the cap works and when it is applied. The rental permit application period is over until September 1st next year, so without a hardship case, no one can apply for 2021 rental permits. The cap will apply to 2022 rental permit applications. Sally Marisic suggested that the Board keep the cap at 63 for 2022.

Pam Bishop revised her motion to set the cap at 63, Ted Martin agreed, and the Board approved the motion unanimously.

VIII. Open Forum

- i. No new items added.

IX. MGCA Community Member Comments

- i. Jenn Kantmann, 404 3rd made the point that more discussion needs to be had about the easement policy that will help Members navigate the process regarding improvements to their property. She is working on some recommendations for the board to consider.



Adjournment

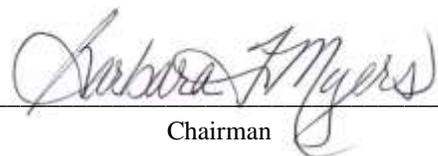
On a motion by Pam Bishop and seconded by Pat Wilmsen, the meeting was adjourned at 9:08 p.m.

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

Attachments:

Email from Lintons to MGCA re storm damage at 211 7th
Letter from MGCA to Lintons in response to storm damage
October P&L
November B&G Report
November Tree Committee Report
Policy & Procedure Committee Report
2021 Budget Proposal
2021 Committee Membership Draft


Secretary


Chairman