



Tuesday, January 19, 2021

At the regular monthly meeting of the Mt. Gretna Campmeeting Association Board of Managers, held on Tuesday evening, 01/19/2021 via Zoom Webinar, Mt. Gretna, Pennsylvania, Kevin Burd presided.

A quorum was present including the following: Kevin Burd, Don Dale, Jenn Kantmann, 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 6:33 PM, Kevin Burd opened the meeting with a welcome to Jenn Kantmann whose term on the Board of Managers started this month.

II. Election of Officers

- A. Barb Myers made a motion to nominate Kevin Burd to serve as President of the Board of Managers for the 2021 term. Seconded by Pat Wilmsen, Kevin accepted the nomination and the motion was approved unanimously.
- B. Joe Lamont made a motion to nominate Barb Myers to serve as Vice-President of the Board of Managers for the 2021 term. Seconded by Esther Mefferd, Barb accepted the nomination and the motion was approved unanimously.
- C. Pat Wilmsen made a motion to nominate Sally Marisic to serve as Treasurer of the Board of Managers for the 2021 term. Seconded by Joe Lamont, Sally accepted the nomination and the motion was approved unanimously.
- D. Kevin Burd made a motion to nominate Pat Wilmsen to serve as Secretary of the Board of Managers for the 2021 term. Seconded by Jenn Kantmann, Pat accepted the nomination and the motion was approved unanimously.

III. 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 December, 2020 edited Minutes were approved on a motion by Pat Wilmsen, seconded by Joe Lamont, and approved unanimously.

IV. President's Report

- i. Communication to the Board attached to these minutes.
- ii. The draft of the committee membership for 2021 was presented at the November meeting. An edited draft was shared with the Board prior to the meeting. On a motion from Don Dale and seconded by Tammy Travitz, the Board voted to approve the committee roster. The final roster is attached to these minutes.

V. Treasurer's Report

- i. The December, Year-end P&L was distributed to the Board prior to the meeting. Additional Notes:
 - The Capital Expenditure line has been removed from the summary report, it is part of the detail fund expenditure report on the last page of the P&L. Typically, capital expenditures are not "budgeted" items but expenditures from special votes.



- There was a large budget surplus from 2020, largely due to projects put on hold due to Covid restrictions. As voted on in a prior meeting, the surplus from the tree maintenance fund and tree trimming fund was moved to the designated tree fund for use in 2021. The remainder of the surplus, \$103,000, was moved to the Capital Improvement Fund, bringing its balance up to \$174,083.
 - 2020 income was as budgeted with a surprising 75% paying in the early pay discount period.
 - We were significantly under budget in the Utilities line; we overestimated the increase from the Mt. Gretna Authority for sewer services. This is not common, usually our estimate is much closer to the actual increase. The Authority only finalizes their increase in their December meeting after our budget has already been approved.
 - All assessments are either paid in full or in a payment plan approved by the Treasurer.
 - The final page of the P&L shows the current fund balances as well as the special votes authorizing expenditures from these funds.
 - The graph shows about \$146,000 in our General Fund balance, similar to year-end balances of other years.
- ii. Kevin Burd noted that while some projects may not have been done in 2020 due to Covid restrictions, this does not mean that those projects will not happen; they have merely been delayed.
- iii. On a motion by Pat Wilmsen, seconded by Joe Lamont, the Treasurer's report was accepted unanimously.

VI. Committee Reports

A. Buildings & Grounds –Chair, Don Dale

- i. The minutes of the B&G meeting from January 05, 2021 are attached to these minutes. Highlights of that report follow.
- ii. **Christmas Tree Collection.** Trees will be collected through the end of the month; Members are welcome to take their own trees down to the collection location behind the garages.
- iii. **New One-Way Signs.** Signs have been installed around the grounds.
- iv. **Snow Removal.** We received a lot of positive feedback from Members with regard to the snow removal by the Borough and Cheyney from the last storm.
In the last storm, Members were emailed to request the voluntary removal of cars from the MGUMC parking lot to the Carter parking lot. All cars were removed; the Borough employees were extremely grateful. The time to clear the lot was substantially reduced and the quality of snow removal was far superior.
- v. **Sewer Report.** We had two sewage clogs in the same line one week apart at the north end of 7th Street. L&T could not get enough line to unclog the first episode. The second time we called in Kline Services who cut open the line and examined the line with cameras. They found a saddle in



- the line and two crushed areas of terra cotta pipe. The line can be dug up and replaced or have a liner inserted. The B&G will be looking into the options and will report back.
- vi. **Build Permit Application.** 209 Mills submitted a building permit application for the removal of a dead tree from their property.
 - vii. **Build Permit Application form edits.** The B&G Committee is working with the Policy & Procedure committee to revise the building permit application. The major change will be to require building permits to be submitted to the B&G Committee by the Thursday before the B&G meeting.
 - viii. **Becker Engineering.** Joe Lamont stated that when the community feedback period closes, the MGCA will go to Becker with a final set of questions.
 - ix. **Harbor Engineering.** The drawings for the culverts, and the DEP application have been started.
 - x. **Land tract along Boulevard & 117.** We have a survey of the Fire Company property from 2006 and a survey for the tract of land at the time of purchase from Eastern Enterprises in 1966. Some aspects don't appear to coordinate, the B&G is working with Matthew & Hockley to get a proposal to combine the two surveys on a drawing.
 - xi. **Barton Garage Swap Proposal.** The B&G made a motion to clarify their Nov proposal, recommending approval of the swap to the BoM with the understanding that approval of the concept does not mean approval of any garage style, structure, etc. If the swap proceeds, John Barton would submit a building permit application.
 - xii. **Trash/Recycling Contracts.** The RFP is almost ready to be sent to Lebanon County trash/recycling haulers, will be sent out after the Executive Committee reviews. One of the options will be a recycling center as an alternative to curbside pick up for recycling. It would be located in the dumpster area. The B&G is hoping to find a way to reduce trash/recycling collection costs. To this end, Bob Travitz has been doing a Monday walkabout to estimate how many trash bags are being collected. So far it would appear that curbside trash is down significantly as Members use the dumpsters more frequently.
 - **Ad-Hoc Tree Health & Maintenance Committee – Pat Wilmsen**
 - a. The committee has been discussing the community garden again via email. The committee is leaning towards a woodland garden for this area vs a more formal garden. A formal garden would require a higher expense for its maintenance. To this end, some of the trees planted this fall were planted around the perimeter of the community garden.
 - b. The committee will be proposing the purchase of a mulcher to use to amend the soil beds.
 - c. They continue to look into a watering system for the trees. Rather than using a tank that would sit on the back of a truck, they are now looking into a system that could be hauled on a small trailer by the MGCA lawn tractor.
 - d. The memorial tree design is not yet submitted by the artist.



- e. Ted Martin enquired what the status of the Memorial Tree program is. Pat responded that the individual tree plaques are no longer being placed. There will be a central plaque area that will reflect tree planting donations as well as being posted to the web site.
 - f. Ted Martin also asked how Pat determines a tree is “dead” for building permit applications. Pat responded that she consults with certified arborists when possible and necessary. In situations where the tree is clearly completely dead, she does not discuss it with an arborist.
- B. Communications Committee – Kevin Burd
- i. Nothing new to report.
- C. Community Activities Committee – Tammy Travitz
- i. Nothing new to report.
 - Ad-Hoc Library Committee – Sally Marisic
 - a. No meeting, nothing to report.
- D. Executive Committee – Kevin Burd
- i. Nothing new to report
 - Ad-Hoc Archives Committee – Don Miller
 - a. Don reported that the committee is meeting once a week to go through past 20 years of records to determine what needs to be scanned, retained, shredded, and/or discarded.
 - Ad-Hoc Policy & Procedures Committee – Hal Myers
 - a. Jenn Kantmann reported the committee continues to meet weekly to review committee descriptions. There are three remaining to finalize.
- E. Finance Committee - Sally Marisic
- i. No meeting, nothing to report.
- F. Nominations Committee – Esther Mefferd
- i. No meeting, nothing to report.
- G. Property Ownership Committee – Barb Myers
- i. No new property transfers since last meeting.
- H. Recreation Committee – Tammy Travitz
- i. No meeting, nothing to report.
- I. Mt. Gretna Tabernacle Board of Trustees – Esther Mefferd
- i. The Board met in December to propose officers.
 - ii. The Board is also working with the MGCA Treasurer to develop quarterly financial reports of the MGTA.
 - iii. The Tabernacle Association expects to start discussions soon with the B&G Committee to start the vent project and the bench cleaning project.
- J. Don Dale made a motion seconded by Tammy Travitz to approve all the committee reports, the motion passed unanimously.



VII. Unfinished/Open Business

- i. There was a community meeting regarding the water project on January 9th, and another is scheduled for February 13 at 10 a.m. There were questions that were raised at the January 9 meeting regarding option #4, joining the Water Authority. A letter was sent to the Authority with additional questions, as of yet no response has been received. We hope to receive responses to pass on to the community at the next community meeting.
- ii. When the Executive committee met, we acknowledged that no matter which route we take funding will be required. Kevin Burd and Sally Marisic have started to reach out to financial institutions to start investigating that process.

VIII. New Business

- i. Don Dale made a motion to approve the building permit application submitted by 209 Mills for a tree removal at the owner's expense. The motion was seconded by Joe Lamont and passed unanimously.
- ii. Don Dale made a motion that the Board of Managers accept the idea of swapping garages with John Barton (garages on 1st Street shown on survey submitted to Board prior to meeting); this motion affirms the Board is agreeable to the concept but is not approving a building permit. If John Barton chooses to proceed, the next step would be for John Barton to submit a building permit with design proposal. Barb Myers recused herself from the discussion. Tammy Travitz seconded the motion, the motion passed with one abstention from Barb Myers.
- iii. Information will be going out to the Membership from a new group called Chautauqua Cares, a Covid newsletter, reminding people about the resources available to them.
- iv. The revised contract with Cheyney Property Maintenance had been shared with the Board prior to the meeting. Jenn Kantmann asked how the hourly rates compared to 2020. Jenn also suggested that one party has more leniency than the other in the ending of the contract. The rate of the previous contract was \$38/hour, but a few months into the contract agreed to charge only \$35/hour to enable more working hours. This contract creates a two-tiered rate, \$38/hour for Doug's services and \$30/hour for the rest of his crew. There is no guarantee of minimum hours, just a maximum dollar amount. The B&G has been working with Cheyney to develop a year-plan for work and hours associated with those tasks. The B&G will also be working with Cheyney to make certain jobs more efficient so that hours can be used elsewhere for other projects. Don Dale made a motion that the Board accept the Cheyney Property Maintenance contract as submitted, Esther Mefferd seconded the motion and the motion was approved unanimously.

IX. Open Forum

- i. No new business presented from the Board.

X. MGCA Community Member Comments

- i. No Member comments.



Adjournment

On a motion by Tammy Travitz and seconded by Sally Marisic, the meeting was adjourned at 7:47 p.m.

The next regular meeting will be held Tuesday, February 16th at 6:30 pm.

Attachments:

- 2020.12.19 Email to Board from Hursts re snow removal
- 2021 Board Committee Lists
- December P&L
- January B&G Report
- Building Permit Application, 209 Mills – tree removal
- 1st Street garage survey
- Cheyney Property Maintenance Contract

Secretary

Chairman