



Tuesday, September 21, 2021

At the regular monthly meeting of the Mt. Gretna Campmeeting Association Board of Managers, held on Tuesday evening, 09/21/2021 via Zoom Webinar, Mt. Gretna, Pennsylvania, Kevin Burd presided.

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

I. Call to Order, Kevin Burd

The President called the meeting to order at 6:34 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 September Minutes were approved on a motion by Ted Martin, seconded by Pat Wilmsen, and approved unanimously.

III. President's Report

- i. Nothing to report

IV. Treasurer's Report

- i. The August P&L was distributed to the Board prior to the meeting. In Sally Marisic's absence, Kevin Burd presented the P&L. Additional Notes:
 - YTD P&L report was in the meeting packet.
 - We have moved into penalty phase for Members who have not yet paid their 2021 assessment. There is one Member from 2020 and six Members from 2021 who have not yet paid. This is why the income line for assessments is not yet at 100%.
 - Expenses are in-lie with budgeted expectations.
- ii. The financial report was accepted unanimously on a motion made by Ted Martin, and seconded by Joe Lamont.

V. Committee Reports

A. Buildings & Grounds –Chair, Don Dale

- i. The minutes of the B&G meeting from September, 2021 are attached to these minutes. Highlights of that report follow.
- ii. **Leaf pickup:** Leaf pickup will begin the 3rd Monday of October and end the first Friday of December. This will be a perpetual schedule moving forward.
- iii. **Bathroom Shutoffs:** Public bathrooms are scheduled to be closed the first week of November.
- iv. **Speed Bump requests:** Members have requested additional speed bumps on 3rd and 5th between Bell and Mills. The cost of these speed bumps will be incorporated into the 2022 budget.
- v. **Speed Limit signs:** The B&G has been receiving quite a few complaints about speeding cars on various MGCA streets. The B&G is proposing that additional speed limit signs be posted with a speed limit of 8mph in order to get drivers' attention. The Board verified that the rules do not stipulate a speed limit.



- vi. **Sandwich Signs:** The B&G is planning to purchase several sandwich signs as part of the 2022 budget. These will be used around the grounds as an additional method to communicate with Members.
- vii. **Building Permit Application:** 04 Batdorf submitted a building permit application to replace a concrete driveway with an asphalt driveway; no additional area will be added for driving or parking. The B&G recommends approval of this permit to the Board.
- viii. **Tabernacle Structural Inspection:** Don Dale and Bob Travitz met with the structural engineer from Light-Heigel, connections were photographed. We are waiting for the report.
- ix. **Batdorf Sewer Pumping Station:** No update yet from Dourte Electric.
- x. **Exchanged garage properties:** The MGCA is utilizing our new garage.
- xi. **Culvert Project:** BR Kreider had scheduled tree, and shrub removal necessary for the culvert project for the first 2 weeks of September. Concrete culverts will be delivered on September 29th. They will be stored in Kaufmann parking lot in a roped off area.
- xii. **Water Tower/PennVest:** While we may be working towards a February application deadline, Tammy Travitz raised the point that doing all the preparatory work should be done as soon as possible in case there are vendor delays. Tammy raised the issue of getting property appraisals for use in the PennVest loan application. The cost of appraisals can be included in the loan. Tammy is going to contact some appraisers to get cost and availability and will either report back to the Board next month or to the Executive Committee earlier than that.
Ted Martin asked if we had an idea when the tank might be installed. Joe Lamont responded with the following rough timetable.
 1. Once the DEP permit process is final, we will be able to put the components out to bid. We expect this process to be completed in the spring.
 2. Once a vendor is awarded the tank contract, it will take approximately 2 months to build.
 3. The Mount Gretna Water Authority asked us to not draw on their water supply over the summer, so we anticipate on-site construction to begin around September 2022.
- xiii. **Superintendent Search Update:** Jenn Kantmann gave an update on the Superintendent search process.
Community Comments: There were seven community comments received, most were in support and only one Member had outright objections. All letters and emails with questions were answered. One of the community comments was submitted as a letter to the Board of Managers; that letter and the written response are attached to these minutes.
Job Description: A job description was developed which separated duties into managerial and labor duties.
Applications: There were 4 candidates for a full-time position, two are Members and two are non-Members. There were 2 candidates for a part-time position, both of whom were Members.
Interviews were held with all candidates. An additional meeting was held with a resident who had



- extensive feedback to give and with one potential vendor partner, Mount Gretna Home Services. *Next steps:* Don Dale will be presenting a motion to move forward with making an offer to the desired candidate contingent upon the Board of Managers approval of the 2022 budget. We are hoping to employ this person without the need to raise the assessment in order to cover the costs.
- xiv. **Equipment Needs:** The B&G will be reaching out to the community with a list of equipment and tools that would be helpful to add to our MGCA inventory for employee use. This list will be distributed over the next two months to see if anyone has any of the items they would be willing to donate to the Campmeeting.
- Storm water Ad-Hoc
 - a. Jay Noble has ordered the materials he will be using for the planting on Matthews Ave.; it is expected the planting will take place early November.
 - b. Kevin Skovira and Don Dale are working on the Mills Ave. restoration to direct storm water down the historic ditches. Work is expected to start this fall.
 - Tabernacle Renovation
 - a. Bids have been received for various aspects of the Cassel Room renovation to get a ball-park idea of what the project will cost.
 - b. Ted Martin held a meeting on Saturday, September 18, with the users of the Cassel Room to discuss the wish list for how the room will be used and what it will look like.
 - c. It will be easier to move forward on this project once the engineer's report on the Tabernacle has been received.
 - Ad-Hoc Zoning
 - a. Still waiting for West Cornwall Township to start this project.
 - Ad-Hoc Tree Health & Maintenance Committee – Pat Wilmsen
 - a. Chet Johns is coordinating with Penn State to pick up trees and shrubs. There are yellow flags around the community to mark where they will be planted the first weekend of October. Some of the dead trees have been removed around the memorial plaques to be replaced by live trees this fall.
 - b. Some Members have asked what will happen with landscaping after the culvert project. Pat Wilmsen is going to assess the situation once the project is complete; the area will be replanted this fall and, in the spring, if necessary. One Member whose land borders the Kaufmann parking lot has already indicated that they will be purchasing two mature trees to plant in the area.
- B. Communications Committee – Kevin Burd
- i. The fall newsletter will be published the first weekend of October, all articles should be received by Friday, September 24th.
- C. Community Activities & Recreation Committees – Tammy Travitz



- i. The last Heritage Festival performance was the 10th of September, the reading of Larry McKenna's musical. It was well attended. Acts for next summer are already being booked, 4 of the 5 concerts are set.
- Ad-Hoc Library Committee –Sally Marisic
 - a. No update.
- D. Executive Committee – Kevin Burd
 - i. We continue to work on requesting ARPA (American Rescue Plan Act) funding. We have not yet heard any definitive responses, but we hope to hear something positive from West Cornwall Township and Lebanon County.
 - Ad-Hoc Archives Committee – Don Miller
 - a. The committee is meeting regularly again. All archived documents have been reviewed; they are now being organized in a way to coordinate with the online Google Drive storage of scanned documents.
 - b. The committee is also looking into ways to store the documents. The MGCA is in need of a flat file for large document/map storage. Please contact the office if you know where one might be obtained for free or at a low cost.
 - Ad-Hoc Policy & Procedures Committee – Hal Myers
 - a. Committee Descriptions. The MGCA committee descriptions that the committee developed earlier this year will soon be ready for review by the Board. Later this week, Hal plans to coordinate with Office Manager, Debby Erb, to place them on the Google Drive so they're accessible by all Board members.

There are a few outstanding issues the committee needs to get Board input on before the descriptions are completely finished, and Hal will be sending an email to all Board members explaining exactly what those are. Hal's thought is that each Board member could review the descriptions and questions, develop their own views and suggestions, then perhaps meet together to discuss and resolve those final few issues. Obviously, the Board can proceed however they wish to get this project wrapped up so that they can ultimately adopt the definitions.
 - b. P&P Meeting and Definitions. Hal will be contacting the P&P Committee to arrange a meeting in the next week to wrap up the definitions work was started on a while ago. The MGCA attorney, Amy Leonard, has provided her feedback on the work done to date, and Hal believes when the committee reviews her comments that they should be able to wrap up the definitions in one meeting. Once P&P is finished with them, they will be passed on to the Board for review and adoption.
- E. Finance Committee - Sally Marisic
 - i. Kevin Burd reported that the budget process has been moved forward by several months in order to assist the Superintendent hiring process. We are also working to redo expense categories to make



the budgeting process easier and spending reports more accurate reflections of ongoing vs occasional costs.

F. Nominations Committee – Esther Mefferd

- i. No meeting, nothing to report.

G. Property Ownership Committee – Barb Myers

Barb extended a welcome to:

- i. John & Erin Lucas, who purchased 109 5th Street, and
- ii. Daniel Grodzinski, who purchased 205 Markwood.
- iii. 85% of the current rental permit holders have completed the landlord orientation. There are some Members who will not be renewing their rental permit and there are 6 Members who have applied for a new permit.

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

- i. As discussed earlier, the Trustees will be working with B&G to move ahead on the Cassel room renovation project at the Tabernacle and then release donor funds to pay for the project.
- ii. As part of the renovation project, various pieces of property of the Bible Festival were cleaned out, many were given away, and some pieces of property (including communion sets, photographs, etc.) were donated to the Mt. Gretna Historical Society.
- iii. The Bible Festival reported more than 6,800 people in attendance of their summer events to date. There is one more event scheduled for the 1st weekend in October before the 2021 season closes.
- iv. The Board of Trustees will be meeting in early fall.

I. Esther Mefferd made a motion seconded by Pat Wilmsen to approve all the committee reports, the motion passed unanimously.

VI. Unfinished/Open Business

- i. None.

VII. New Business

- i. Don Dale made a motion that the Board approves the B&G adding more speed limit signs, to be paid for from the 2022 budget. The motion was seconded by Ted Martin and passed unanimously.
- ii. Don Dale made a motion that the Board of Managers approves the building permit application submitted by the Members at 4 Batdorf Drive to replace a concrete driveway with an asphalt driveway with no additional parking or driveway being added. Seconded by Pat Wilmsen, the motion passed unanimously.
- iii. Don Dale made a motion that the Board approve employing a full-time superintendent and several part-time employees, in accordance with the MGCA By-Laws, Article VII: Section 6, Buildings & Grounds Committee, and subject to approval of the associated costs in the 2022 budget. Also, for the Board of Managers to send conditional offers of employment, contingent upon the Board of Managers approval of the 2022 budget, to the chosen candidate for superintendent and several part-



time employees, all of whom would begin employment on January 1, 2022. The motion was seconded by Jenn Kantmann.

- iv. Ted Martin asked that the Tabernacle Board of Trustees slate be presented at the October board meeting rather than the September board meeting as required by the Campmeeting By-Laws Article 7 Section 2.

VIII. Open Forum

Members spoke at length during the open form section of the meeting. The subjects of their comments are presented below; if a Member spoke more than once, their comments are summarized collectively.

- i. Sandra Leyh, 310 6th Street. Stated she would like to be on the Tabernacle Committee. Stated that Ellen Lawrence would also like to be on the Tabernacle Committee. Requested that letters written to the Board be responded to in writing and responses made public. Requested that any additional speed limit signs not be posted on the corner next to their property at 6th & Boehm. Sandy stated that she was not recognized to speak at the end of the annual meeting. Sandy also stated that many Board Members were attending live summer events, so they shouldn't have a problem attending live meetings.

Responses: There is no Tabernacle committee. There is a Tabernacle Board of Trustees which oversees the Bible Festival and the Tabernacle Improvement fund. The Buildings & Grounds committee manages the building structure. Rentals go through the Campmeeting office. The Mt. Gretna concert series is rented by a Member, so that concert series goes through the office as a rental. The Campmeeting also sponsors the Heritage Festival whose concert series is decided by the Community Activities Committee.

Jenn stated that a decision made to attend an event is personal, an organization requiring or encouraging in-person attendance is different. Barb Myers added that an outdoor event is also different than a small, closed room event.

- ii. Jim Campbell, 402 Glossbrenner. Would like to volunteer to be on the Tree Committee. Stated that comments they received back from the Board in response to the Campbell's Rule 20 comments were not included in the board packet. Jim suggested that Board responses to letters be made public.
- iii. Linda Campbell, 402 Glossbrenner. Would like to serve on the Policy & Procedure Committee.
- iv. Margaret Hopkins, 505 Glossbrenner. Asked if an offer had been made for the position of Superintendent.

Response: No offers have been made since a motion approving such an action had not passed before this meeting. Conditional offers will now be extended.

- v. Don Miller, 610 4th Street. Asked if all letters sent to the Campmeeting office were published with the minutes.

Response: Letters addressed to the entire Board are published as part of the minutes. Letters



addressed to individual Members of the Board will not be published, and may or may not be shared with the entire Board.

- vi. George Leyh, 310 6th Street. Requested that monthly board meetings and committee meetings return to face-to-face meetings as a hybrid in-person/Zoom meeting. George has a petition signed by 53 separate Member households supporting this request which he will provide to Kevin Burd. George would also like to be considered to serve on the B&G Committee.

Response: A blended meeting may be a possibility moving forward and one the Board can create a working group to look into. A blended meeting will have costs associated with it due to the purchase of additional equipment. Ted Martin stated his support of a blended meeting option and his willingness to serve on a working group to investigate the possibility. Ted also asked that committee meetings, or certain committee meetings, be open to Members as well. Pat Wilmsen also asked that a policy for blended meetings be developed to protect the safety of meeting attendees and board members. Jenn Kantmann stated that some items to consider would be: logistics will need to be worked out with technology, many of the volunteers on committees are enjoying the remote meetings as it cuts down on travel time, and we need to consider whether guests would be observers only or participants – and even as observers may inhibit the discussion of other committee members.

- vii. Ann Bering, 305 8th Street. Asked what the benefit would be to having an in-person component to the monthly meetings.

Response: Jenn Kantmann responded that in person meetings allow for more interaction, allow for attendees to see who else is interested in a topic (attendees at the monthly board meetings can't see one another on Zoom), people don't have to wait so formally to be recognized, and there is an ease of back-and-forth communication.

- viii. Hal Myers, 701 2nd. There are benefits to Zoom meetings but also believe there is value in to in-person meetings. I declined to sign the “resume in-person meetings” petition because there wasn't enough specificity in what protocols would be used to reduce COVID risk.

To get an informed perspective on the issue, I spoke with Dr. Wallace Greene, associate professor of pathology and medical director of the Clinical Pathology Diagnostic Virology Laboratory at the Penn State Milton S. Hershey Medical Center. In his view, given current COVID conditions, holding indoor meetings like our Board meetings would pose an unacceptable risk, particularly in smaller rooms. He also believed that mask wearing would not provide a satisfactory level of protection in a small meeting room environment. Based on his input and my own concern over current conditions, I do not support resuming in-person meetings at this time.

- ix. Pat Wilmsen thanked Kevin Burd for his efforts in trying to create a safe, remote meeting environment where Members can feel free to speak as many times or as long as they wish to in order to be heard by the Board.



- x. Bob Travitz, 502 2nd. Stated that he would not be comfortable with moving to in-person meetings in the near future, but likes the idea of a blended option in the future.
- xi. Esther Mefferd thanked the Members who responded to her phone calls to while she works to update our text and email opt-in information.

Adjournment

On a motion by Esther Mefferd and seconded by Don Dale, the meeting was adjourned at 8:40 p.m.

The next regular meeting will be held Tuesday, October 19th at 6:30 pm.

Attachments:

August P&L

September B&G Report

Building Permit Application – 04 Batdorf

2021.09.01 Bishop.Lorenzen email to Board of Managers re Superintendent position

2021.09.20 Kantmann response to Bishop.Lorenzen

Secretary

Chairman