



Tuesday, October 19, 2021

At the regular monthly meeting of the Mt. Gretna Campmeeting Association Board of Managers, held on Tuesday evening, 10/19/2021 via Zoom Webinar, Mt. Gretna, Pennsylvania, Kevin Burd presided.

A quorum was present including the following: Kevin Burd, Don Dale, Jenn Kantmann, Joe Lamont, Ted Martin, Esther Mefferd, Sally Marisic, 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.

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 Tammy Travitz, seconded by Ted Martin, and approved unanimously.

III. President's Report

- i. Correspondence to the Board and the Board's response was distributed to the Board prior to the evening's meeting and is included in this meeting's attachments.

IV. Treasurer's Report

- i. The September Income & Expense report was distributed to the Board prior to the meeting.

Additional Notes:

- The report shows that income and expense is as expected for this time of the year.
- Don Dale asked what additional income was anticipated before the end of the year. Sally responded that there are some unpaid assessments that are due by the end of the year, and there will also be income from the rental permit renewals, Tabernacle rental, and some expenses that will be reimbursed.

- ii. The financial report was accepted unanimously on a motion made by Sally Marisic, and seconded by Ted Martin.
- iii. Note: Not discussed at the meeting, but distributed to the Board in meeting material was the 2020 year-end review from our accounting firm, Garcia Garman & Shea. The year end review has been posted to the MGCA website and is attached to these minutes.

V. Committee Reports

A. Buildings & Grounds –Chair, Don Dale

- i. The minutes of the B&G meeting from October 05, 2021 are attached to these minutes. Highlights of that report follow.
- ii. **Cheyney Property Maintenance:**
Leaf pickup starts the 2nd week of October.
The water main shut off valves have been tested, those that are not functioning properly will be repaired in 2022.



- iii. **Building Permit Applications:**
For Information Only: Scott Zellers is replacing his garage roof mid-late October, no building permit necessary.
For Information Only: 504 Glossbrenner – maintenance work being done spring 2022, no building permit necessary.
301 Bell Ave. – submitted a building permit to build a two-car garage on their property.
Application tabled until November’s meeting pending further information.
- iv. **Superintendent Search:** Don expressed his sincere thanks to Jenn Kantmann, Barb Myers, and Joe Lamont for the hours they put into the Superintendent search process. If the budget is approved tonight and the candidate accepts their offer, the Superintendent will start their position on January 1, 2022.
- v. **Tabernacle Structural Inspection:** The inspection report has been received. The major items that need attention are as follows:
- All existing timber posts under the stage area and Cassel room need to be removed and replaced with concrete piers. If under-stage storage area for chairs is going to be built, this work should all be done at the same time.
 - One of the roof rafters in the Cassel room is rotting and needs to be replaced.
 - Other items are also listed on the report that need to be taken care of in the next year or two. The Executive Committee asked that Tabernacle curtain use be addressed as part of the inspection. Light-Heigel responded that the curtains can be used, but not until all the repairs are completed because of the added stress on the timbers that would be caused by wind moving the curtains.
- vi. **Batdorf Pumping Station:** The parts to build the new alarm panel have been received, expect Dourte Electric to have the new alarm system installed by the end of the year.
- vii. **Culverts:** On October 25th and 26th, the parking lot will be closed and will need to be cleared of cars for the removal of trees and shrubbery related to the project before the 25th.
- viii. **Water Tower/PennVest:** Joe Lamont stated he will be making a motion under New Business to accept the HRG proposal to prepare the PennVest loan application. PennVest could provide either a grant or a very low interest loan for the water tank replacement. As the water tower group has learned, the PennVest application is very complex with financial and legal requirements. We asked HRG to supply a proposal from their financial services arm for their preparation of the PennVest application and settlement process. Getting a loan from PennVest vs a commercial loan through a lending institution could save as much as \$21,550 year, which would mean \$646,485 over the life of the loan.
- Storm Water Ad-Hoc
 - a. Don Dale is having a conference call meeting on Wednesday the 20th with the excavator to work on final proposals and schedules for the gutter restoration work on Mills Ave.



- b. Matthew Ave landscaping scheduled to start mid-November.
- Tabernacle Renovation
 - a. The renovation work can move forward before the pier work is finished under the stage area.
 - b. Ted Martin reported that on October 12th there was a meeting with himself, Bob Travitz, Tammy Travitz, and a designer to discuss possible remodeling design for the Cassel Room. The designer took into consideration the needs of all the groups who currently use the Cassel Room.
- Ad-Hoc Zoning
 - a. Jeff Steckbeck sent a list of scheduled meeting dates for the Township to start zoning discussions. This list is part of the B&G minutes. The MGCA zoning committee will be meeting before the first Township meeting.
- Ad-Hoc Tree Health & Maintenance Committee – Pat Wilmsen
 - a. Hemlock treatment south of the MGUMC will be done this fall. Fall fertilization will also be finished by the end of November or early December. Mr. Houser is also marking all the treated trees on a map.
 - b. The trees with orange tape are the responsibility of Met-Ed to remove. We continue to try to work with the electric company to have them removed; they are too close to the wires for other companies to take down.
 - c. Pat Wilmsen gave thanks to Chet Johns, Bill Barlow, and Garey Wilmsen who helped plant donated streets from Penn State. Over 50 trees were planted. As part of the planting, dead trees were removed from behind memorial plaques and replaced with new trees.
 - d. We had planned to remove some dead trees this fall after the storm season. However, the tree companies are so busy they cannot do any work until early next year other than emergency work.
 - e. Any Members who have dead or damaged trees on their property should ask a tree company to come examine your trees and give an estimate. Members need to complete a building permit application to request permission to remove trees.
 - f. Planting in the culvert area will not be able to be done this fall, the culvert work is being finished too late. Planting will be done in the spring.
 - g. A Member expressed concern about the white signs being placed around the community to identify the trees. Pat is open to other options, but the signs so far have worked the best to identify the new, young trees so that they are not accidentally removed.
- B. Communications Committee – Kevin Burd
 - i. The articles are all written and the newsletter should be out in the next week.
- C. Community Activities & Recreation Committees – Tammy Travitz
 - i. The Heberlings have requested to use the Tabernacle for the annual buzzard drop. Tammy will make a motion to allow this under New Business.



- Ad-Hoc Library Committee –Sally Marisic
 - a. No report.
- D. Executive Committee – Kevin Burd
 - i. No report.
 - Ad-Hoc Archives Committee – Don Miller
 - a. No report, still working on scanning and filing archived documents.
 - Ad-Hoc Policy & Procedures Committee – Hal Myers
 - a. The committee has been working on and off to define basic terms used in discussing rules, by-laws, etc. Hal Myers asked the Board to review before definitions before the November meeting and to send any questions or notes to the committee. Hal would like to adopt the definitions at the November meeting.
 - b. An assessment policy was passed by the Board in July of 2011. Our attorney, Amy Leonard, recently had occasion to review our policy for the collection of our annual assessment. There were several areas of concern she suggested we address. Based on her recommendations, input from the Board, input from the Policy & Procedure committee, and input from the Treasurer, Sally Marisic, Hal Myers drafted policy revisions. Normally, this would have been a group project of the Policy & Procedure Committee, but the process was accelerated so that Members would have as much advance notice as possible for any changes that might be put into effect for 2022. Every board member, every member of the P&P Committee, and our attorney, all had final review of this rewrite. There is one outstanding issue that needs to be resolved.
- E. Finance Committee – Sally Marisic
 - i. Sally Marisic presented the budget proposal for 2022. Sally thanked all the board members who were involved in this process. Sally reported that there had been a working session of the Board to review the budget detail. Some of the highlights are:
 - The Finance Committee is proposing an expense category structure that will show expenses in greater detail. Rather than simply have a Maintenance and Utility category, there will be a Buildings & Grounds category which will be broken down into Buildings, Equipment, Land, Linear Structures, Projects, Structures, Trees, and Utilities. The 2022 budget summary was shown with expenses assigned to the currently existing expense categories, and again with expenses assigned to the proposed expense categories. The budget in both formats is attached to these minutes.
 - The overview compares the proposed budget to prior budgets. The proposed budget includes a home assessment of \$2,400 which is a \$250 increase.
 - Every expenditure was examined while knowing that maintenance and improvements must move forward.



- Communities across the Commonwealth are having to make very tough decisions with regard to the maintenance of infrastructure.
- F. Nominations Committee – Esther Mefferd
- i. No meeting, nothing to report.
- G. Property Ownership Committee – Barb Myers
- Barb extended a welcome to:
- i. Jeff & Gloria Lehigh purchased 107 5th Street.
 - ii. Landlord orientations have been completed for all but 5 of current permit holders.
- H. Mt. Gretna Tabernacle Board of Trustees – Esther Mefferd
- i. There have been ongoing discussions with regard to how the various Campmeeting entities can work better together. The minutes from one of those meetings in June of 2021 was distributed to the Board ahead of the meeting and is attached to these minutes.
 - ii. The Trustees met On October 12th. Highlights of the meeting are:
 - The minutes from the previous meeting of the Trustees were approved. Those minutes are included as an attachment.
 - The renovations to the Cassel Room at the Tabernacle were discussed.
 - \$8,000 had been donated to the Tabernacle Fund, a motion was approved to release these funds towards the Cassel Room renovation project.
 - The Bible Festival reported on the summer season. They had about 6,800 attendees for the summer events. They are also discussing acquiring a grand piano. There are also discussions for joint fundraising campaigns for the Tabernacle and possibly other projects.
 - The Trustees are proposing a slate of 7 candidates for 2022: From the MGCA, Kevin Burd, Pat Wilmsen, Don Dale and Ted Martin. From the Bible Festival, Bob Kettering, Esther Mefferd, and Cathy Garrison.
- I. Ted Martin made a motion to approve all the committee reports. Seconded by Tammy Travitz, the motion passed unanimously.

VI. Unfinished/Open Business

- i. Ted Martin stated that he has done some research into how some local municipalities are holding their meetings. All report that most of their constituents have returned to meetings in person either with or without masks. All the organizations that he contacted recommend either returning to in-person meetings or offering a hybrid meeting. Ted has been talking with some of the municipalities who run hybrid meetings about how they run them. Ted is willing to continue to work with other Members who want to pursue a hybrid meeting structure to develop the details of how and where this could happen.
- ii. Ted also wanted to add a comment pursuant to the SendinBlue communication that had been sent out to Members about the Superintendent search. He stated that he appreciates the difficulty of that



task and is grateful for the effort that board members have put into that search. He wanted to add that a search was done in 2018 for a Superintendent; this search involved coming up with a comprehensive job description and an analysis of all the type of work that was necessary to be performed. A candidate was found who accepted the job, and that candidate later turned down the job. The Board then turned to Cheyney Property Maintenance to step in and take most of the responsibilities. He also added a personal observation that regardless of how we decide to move forward, Doug Cheyney has been a valuable contractor, worked very hard for the Campmeeting, and done a lot for the Campmeeting from cook-outs, to Christmas decorations.

VII. New Business

- i. Though we originally thought that volunteers could complete and submit the loan application for PennVest funding of our water supply and tank replacement project, the process has been found to be extremely complicated. Joe Lamont made a motion that the Board of Managers accepts the proposal from HRG for their financial services specialists to facilitate the application for PennVest, not to exceed \$10,625 as described in their October 14, 2021 proposal. The motion was seconded by Sally Marisic and was passed unanimously.
- ii. Tammy Travitz made a motion to permit the Heberlings to use the Tabernacle to host their annual buzzard drop. The motion was seconded by Pat Wilmsen and passed unanimously.
- iii. Sally Marisic made a motion that the Board accept the 2022 budget proposed by the Finance Committee which includes an increase to the assessment, bringing the home assessment to \$2,400 which. The motion was seconded by Barb Myers.

In discussion, Don Dale stated that an enormous amount of time was spent on putting this budget together. While supporting this budget, Don added that it he believes it is short to cover expenses of upcoming projects that need to be taken care of in the next several years to get the infrastructure into decent shape.

Barb Myers added that it is a hard thing to find the balance between needed projects which necessitate increases and Members who cannot afford a large increase. She also stated that Don Dale's work in identifying projects that need to be undertaken has been of great service and has provided direction to the Finance Committee for saving up for some of those projects.

Ted Martin echoed these sentiments; all of America is wrestling with an infrastructure that has fallen apart while trying to save money or focusing on other projects. This is a step in the right direction for our community.

The motion was passed unanimously.

- iv. The Board first discussed the penalty provision within the proposed revision to the assessment policy. The current assessment policy has a due date of the full assessment by June 30th. There is a 10% penalty added on July 1st on any overdue amount, and a further 20% penalty added on October 1st. Our attorney has suggested that we only have one penalty on July 1st, and if the Board wants to increase that penalty, they have the right to do so.



Pat Wilmsen made a motion that the Board accept the revisions to the policy as proposed with the following two modifications: first, that the one-time penalty be changed from 10% to 15%, and second, that the October 1st penalty be deleted. Barb Myers seconded the motion. The motion passed unanimously.

VIII. **Open Forum**

- i. Pam Bishop, 503 1st Street. Pam stated that it is usual for an organization to have a public comment period where Members at large can submit comments as well as board members. She asked that the Board include public comment period as part of their practice for the adoption or revision of policies, and most especially for any changes to By-Laws or rules and regulations for the Campmeeting.
- ii. Hal Myers, 701 2nd Street. Thanked the Board for the amount of work that was put into the budget process. Also agrees that in the future, we are going to have to face the costs that will be associated with maintaining our community into the future.

Adjournment

On a motion by Don Dale and seconded by Tammy Travitz, the meeting was adjourned at 8:08 p.m.

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

Attachments:

2021.09.30 Letter from Margaret Hopkins to the BoM re Superintendent Position
2021.10.05 Email from Jenn Kantmann to Hopkins in response to letter
September Income & Expense Report
Garcia Garman & Shea 2020 Year-End Review
October B&G Report
2022 Budget, expenses in current categories
2022 Budget, expenses in proposed categories
2021.06.12 Minutes, communication/cooperation meeting of MGTA and MGCA
2020.12.17 MGTA minutes
2021.10.12 MGTA financial statements
2021.10.29 Assessment Policy, Revised


Secretary


Chairman