



Tuesday, December 21, 2021

At the regular monthly meeting of the Mt. Gretna Campmeeting Association Board of Managers, held on Tuesday evening, 12/21/2021 via Zoom Webinar, Mt. Gretna, Pennsylvania, Kevin Burd presided.

A quorum was present including the following: Kevin Burd, Don Dale, Jenn Kantmann, Joe Lamont, 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.

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 November Minutes were approved on a motion by Ted Martin, seconded by Pat Wilmsen, and approved unanimously.

III. President's Report

- i. Kevin gave a verbal response to questions that had been raised by some Members in emails and at last month's board meeting in regard to committees directing communications to specific Members of the MGCA community.

It is common practice; there is no rule and no policy directing committee communication.

Committees do work to support the work of the volunteer board. Various committees communicate each month with segments of the community regarding trees, and buildings and grounds issues, as well as property ownership issues. The Property Ownership Committee has two directives: the first is to orient new Members to our rules and By-Laws, the second is to administer Rule 20, the rental rule. Notifying rental permit holders that Rule 20 could be affected by the Township re-zoning process was only preparing them. We don't know how Rule 20 *could* be affected, and it was also a recent article in the fall newsletter that went to the entire Membership. As a Board, we recently met in a working session to discuss these recent communications and the work that they bring to our volunteer board. Kevin pointed out that a communication was sent to the Membership the prior day outlining our response to Member comments moving forward. The only change will be that we will be reverting to one-way communication during Member comment during the board meetings. If an immediate response is warranted, it will occur. But all other responses will be addressed during the President's report at the next meeting so it becomes part of the official record. This will allow the Board to listen to understand rather than listening to respond. We can provide thoughtful fact-based responses to questions that also represent the entire Board's opinion. We hope that you can see our thoughtful intention. We also ask that all responses be limited to no more than two and keep comments to three minutes. Members can also submit written comments and questions to the Board that may be responded to in the same manner as outlined above.



IV. Treasurer's Report

- i. Sally thanked her fellow Board members past and present for volunteering to serve the needs of our community as well as supporting her as Treasurer. She also thanked staff for their assistance in all aspects of her Treasurer responsibilities.
- ii. The November Income & Expense report was distributed to the Board prior to the meeting.
Additional Notes:
 1. We are in the process of evolving our financial report presentations. We are bringing our reports more in line with reports given by our accountants as part of the financial review, and we are working to summarize the data more to make it a more general snapshot.
 2. We have finished 92% of the year and have surpassed the income goals for 2021. Some of the outstanding assessments have now been paid in full.
 3. We will be ending the year in the black.

V. Committee Reports

A. Buildings & Grounds –Chair, Don Dale

- i. The minutes of the B&G meeting from December 07, 2021 were posted to the Google drive and are attached to these minutes. Highlights from that report were presented.
- ii. **Cheyney Property Maintenance:**
Leaf collection is complete.
Thanks to Doug Cheyney for nativity scene at library – and all the work he has done.
- iii. **Chuck Erisman, Parking Offer:** Mr. Erisman of 705 3rd Street made a presentation to the B&G; he has offered to stone in a parking space at the edge of 3rd Street at Matthews Ave. Matthews has been landscaped as part of the water retention project. Mr. Erisman asked if he could install an 8'x18' parking spot for general Member use. This parking spot would overlap the landscaping of the water retention. Jay Noble is going to take a look at the spot to see if it would coordinate with current work. Don will discuss this project more under new business to explore a possible motion.
- iv. **Building Permit Applications:**
 1. 202 Markwood – The Mt. Gretna School of Art would like to put wheelchair accessible ramp to the house. They have already received an easement from neighbors required for ramp. The ramp meets ADA requirements and specs. The B&G is recommending approval of this application.
 2. 507 3rd Street – Tree removal request. The tree is dying and threatening house, Houser Plant Healthcare was consulted and recommends removal of tree. The B&G recommends approval of this application.
 3. 303 2nd Street – Minisplit installation on Member's property. The B&G recommends approval this application.
 4. 611 1st Street – Roof replacement. For information only, no building permit necessary, roof replacement.



5. 301 Bell Ave. – Requesting stoned parking area on Member property; application has been revised three times as an attempt to address concerns presented by the B&G and the Board. The B&G recommends approval of this application with conditions; these will be stated with the motion under New Business.
- v. **Tabernacle Structural Inspection:** Bob Travitz met with Light-Heigel engineer, to discuss plans to replace pillars under stage and Cassel Room. We hope to start construction in the early spring and finish by May of 2022.
- vi. **Markwood Fire Hydrant:** In an attempt to make the hydrant operational, BR Kreider flushed out the holes of the hydrant. BR Kreider stated it appears to have fixed the drainage problem. Since that time, a Member has notified the B&G that there is a small leak in the hydrant; BR Kreider will be coming out to address the problem immediately.
- vii. **Culverts:** The culvert repair is completed except for the asphalt finishing which will be done in the early spring of 2022. The line painting for the Kaufmann Ave parking lot will be taken care of as soon as possible.
- viii. **Storm Water Ad-Hoc,** Kevin Skovira
- Don reported that the Mills Ave. paving repair work is scheduled for April of 2022. Any additional budgeted funds remaining will be put towards general asphalt street patching.
 - Travis Hull, Fire Chief for Mt. Gretna Fire Company, had some concerns about access on to Matthews because of the temporary fence. He was told that if there is any need to run a hose across the Matthews Ave. property, they would they be able to do so. The fire company was assured that they should feel free to do whatever they need to do with the fence in case of fire.
- ix. **Tabernacle Renovation,** Bob Travitz
- Don reported there are three aspects of Tabernacle renovation being managed. The first project is the repair/replacement of the pillar supports under the stage and the Cassel room. The second project is other general repairs to the Tabernacle recommended in the engineering report. The third project is the renovation of the Cassel room which is being partially funded through a donation for this project made to the Tabernacle Association. The latter two projects are on hold until the pillar support work is done and until an estimate is put together for alternate chair storage locations.
- x. **Ad-Hoc Zoning**
- Don thanked John Brosious, George Leyh, and Ben Slotznick for all the work they've been doing, especially Ben who has been writing all the reports, letters, and communications. Ben verbally gave his report and it is attached to these minutes.
- xi. **Ad-Hoc Tree Health & Maintenance Committee** – Pat Wilmsen
- Has engaged Musser's Tree Service to remove a tree leaning on wires at 2nd & Glossbrenner.



- Another small tree at 6th & Otterbein is also leaning on wires. We are asking Met-Ed to remove this tree. Though small, we cannot safely remove the tree ourselves since the tree is currently resting on the wires.
 - During the culver project none of the shrubs at the Kauffman parking lot had to be removed. We will replant trees in the spring after the stumps are removed.
 - The 10 million tree campaign has advertised that chestnut trees will be available next year. The tree committee is considering participating next year. There are more requirements for the 10 million tree campaign as compared to the Penn State program.
 - Pat reminded Members not to walk on the temporarily fenced off area of Matthews Ave. The plants growing there are young, tender, and could easily be destroyed until the mature. A lot of time and effort has been put into the planting to help with storm water retention; Member support of this project is greatly appreciated.
 - There are some trees around the water tower that may need to be removed as part of the water tower replacement project.
 - Please keep the ivy off trees on your property.
 - Pawpaw seedlings are growing nicely.
 - The Memorial Tree program is being started again. It is \$200 to plant a tree and will include a temporary plaque until the larger brass tree with permanent markers is acquired.
- B. Communications Committee – Kevin Burd
- i. The winter newsletter will be published by January 7th, any articles should be in by December 22nd.
- C. Community Activities & Recreation Committees – Tammy Travitz
- i. Have filled the final Heritage Festival slot for a total of 5 shows.
 - ii. The buzzard drop is still on at the Tabernacle for New Year’s Eve.
- Ad-Hoc Library Committee –Sally Marisic
 - a. Donations for the library can be given through the PA Chautauqua for a tax deductible donation, just note in the memo that it is for the library.
 - b. Amazon gift cards can also be donated to the library for book purchases.
- D. Executive Committee – Kevin Burd
- 1. Ad-Hoc Archives Committee – Don Miller
 - a. No report.
 - 2. Ad-Hoc Policy & Procedures Committee – Hal Myers
 - a. The board had the committee descriptions for review prior to the meeting. There is no requirement to approve or adopt them, but the board could formally adopt them. These descriptions serve as a type of job description and provide continuity from year to year regardless of committee composition.



- b. The committee was tasked to develop a policy to manage Member request to close/block MGCA streets. These requests could be for moving trucks, construction work, or social events. The committee has been discussing this for some time and came to the conclusion that Rule #8, which would govern this policy, needs to be clarified before a policy is written. The committee is suggesting that Rule 8 be made more clear as part of developing a policy. A modified Rule 8 would define what an acceptable parking location is, would make it clear that streets/walkways must be kept clear of obstructions to allow passage of regular and emergency vehicles, would allow a vehicle to be stopped for up to 30 minutes providing a driver is immediately available to move if necessary, would allow a Member to ask for MGCA permission to block street, and would define conditions/logistics of possible street blockages. Are looking to develop a rule/policy that would apply to all streets and walkways. Hal asked for input on how the committee should proceed.

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

Barb extended a welcome to:

- i. James & Rebecca Bonner, 612 2nd Street,
- ii. Jenna DiCarlo, 203 Boehm Ave.,
- iii. Austen & Jennifer Henry, 206 Castle Ave., and
- iv. James & Carol Pennington, 507 7th Street.
- v. Landlord Orientations are 100% complete for 2021 rental permit holders.
- vi. Thanked Kevin Burd as Board President and Don Dale as Chair of the B&G for the incredible amount of much needed work for the Campmeeting they have either done or overseen. Barb also thanked her fellow board members for all the work they've done and wishes all the best for the new board in 2022.

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

- i. Ted reported there is an upcoming session in January to discuss fundraising for the Tabernacle and the possible acquisition of grants.

- I. Jenn Kantmann made a motion to approve the Treasurer's report and all the committee reports. Seconded by Ted Martin, the motion passed unanimously.

VI. Unfinished/Open Business

- i. None.



VII. New Business

- i. Don Dale made a motion to accept the B&G's recommendation to approve the building permit submitted for 202 Markwood to install a wheelchair ramp. The motion was seconded by Pat Wilmsen. There was no discussion, and the motion passed unanimously.
- ii. Don Dale made a motion to accept the B&G's recommendation to approve the building permit submitted for 507 3rd Street to remove a dying tree. The motion was seconded by Barb Myers. There was no discussion, and the motion passed unanimously.
- iii. Don Dale made a motion to accept the B&G's recommendation to approve the building permit submitted for 303 2nd Street to install an HVAC system on their property. The motion was seconded by Tammy Travitz. There was no discussion, and the motion passed unanimously.
- iv. Don Dale made a motion to accept the B&G's recommendation to approve the building permit submitted for 301 Bell Ave. to install a stoned parking area with the caveat that if for any reason the two trees noted on the permit by the parking area should die, that the Member will pay for their removal and will replace them with trees that are 5-8' tall nearby, in a location approved by the B&G. The motion was seconded by Pat Wilmsen. There was no discussion, and the motion passed unanimously.
- v. Don asked if anyone was willing to make a motion for or against the parking space proposed by Chuck Erisman so that the issue could be resolved. It was clarified that the Member would be making a spot for anyone to use at the Member's expense. Pat Wilmsen stated that Jay Noble was going to review the parking spot and discuss with the B&G any impact it may have on the Matthews Ave. planting project. Pat also has concerns about the trees that may be impacted. The committee is not even exactly sure precisely where this spot would be located. Pat thinks the B&G needs to have more time to consider the proposal. Don agreed that it can go back to B&G for further consideration with Jay before bringing a recommendation to the Board.
- vi. Don Dale made a motion to adopt the committee descriptions as proposed by the Policy & Procedure Committee. The motion was seconded by Pat Wilmsen. When asking for discussion, Kevin pointed out that this is a project the board has been working on since 2017. Kevin also pointed out that we are simply memorializing what we already do in order to give future committee members a guideline. It gives us a foundation to move forward and can be amended as needed in the future. The motion passed unanimously.
- vii. Pat Wilmsen made a motion that any remaining funds from the 2021 budget allocated for tree removal be deferred to the 2022 budget. The motion was seconded by Don Dale and approved unanimously.
- viii. Pat Wilmsen reported that she was in a meeting with the group working with HRG on the PennVest application. As a result of that meeting, a request was sent to Members and area businesses to send in letters of support for securing a loan for the water tower project. It is our understanding that letters of community support can be very important in the application review process. These letters



of support are due in to the MGCA office by January 5th.

In addition, the MGCA needs to decide whether or not to itemize administrative and financial audit expenses for the loan application or instead use fixed costs provided by HRG. The loan application consists of various ‘buckets’ such as Construction, Administrative, Legal, Financial Review, and Other. When money is withdrawn from these ‘buckets’, the MGCA will start to pay interest; conversely, if approved money is *not* withdrawn, there is no cost to the MGCA. Once the project is complete, the MGCA will start to pay principal and interest on any of the funds withdrawn. It is the PennVest application committee’s recommendation that we use whichever is the higher amount (itemization or HRG recommendations) because once the application is approved, money from one area can be moved to other areas if necessary. Pat made a motion that we use HRG recommendations for future cost estimates for the PennVest application for the non-construction ‘buckets’. Tammy Travitz seconded the motion and it was approved with one abstention from Ted Martin.

VIII. **Open Forum**

- i. Kevin made some comments before moving to community comments. He reiterated the thanks already expressed to Barb and Sally elsewhere in the meeting. Kevin highlighted the years and committees on which they served and the many positions they’ve held.
- ii. Jenn Kantmann, 404 3rd, wanted to share some comments as a Member and board member. Recognizes that some Members (community and Board) are feeling discouraged because of some recent communications that have been sent to the Board. She wanted to remind the community that we are all volunteers and neighbors, not just your Board. Everyone in this group does their best and gives a great deal of time. And even when the Board may not always agree with one another, they all recognize that each Member wants what they think is best for the overall community. Board members give a huge amount of time as volunteers to work to better the Campmeeting, and when a small subset of Members promote discord and conflict, it discourages board members from wanting to volunteer. Being nice to one another matters, even when we disagree with one another treating our fellow neighbors with courtesy matters. Encouraged fellow board members to give a direct answer when they can, but then to not be pulled away from doing work for the broader community by the demands of a few. Also encouraged us to concentrate on facts rather than stories, and that the Board focus on interests rather than positions. We are going to disagree, but decisions are not arbitrary and the board is doing their very best.
- iii. Don Miller, 610 4th, gave his thanks to the Board and Committees for the work done this past year. He doesn’t think the community knows just how many hours are volunteered to keep our community going.
- iv. Hal Myers, 701 2nd, with regard to the work in the Tabernacle, asked if the work under the stage would be coordinated with possible chair storage under-stage solutions. Bob Travitz responded that the two projects are being coordinated.



- v. Ron and Karrie Hontz wanted to make a comment during the forum but were experiencing technical difficulties and could not. Kevin offered to read comments from the chat, or to take a telephone call and play the comments on speaker phone. The Hontz's chose to submit their comments by email, and they are attached to these minutes.

Adjournment

The meeting was adjourned at 8:08 p.m.

The next regular meeting will be held Tuesday, January 18th, 2022 at 6:30 pm.

Attachments:

November Income & Expense Report
December B&G Report
12/21 Zoning Committee updated report
Build Permit, 202 Markwood
Building Permit, 507 3rd Street
Building Permit, 303 2nd Street
Building Permit, 301 Bell Ave.
Ron & Karrie Hontz emailed Community Comments


Secretary


Chairman