



Tuesday, January 18, 2022

At the regular monthly meeting of the Mt. Gretna Campmeeting Association Board of Managers, held on Tuesday evening, 01/18/2022 via Zoom Webinar, Mt. Gretna, Pennsylvania, Kevin Burd presided.

A quorum was present including the following: Carmen Bianco, Kevin Burd, Don Dale, Joe Lamont, Ted Martin, Esther Mefferd, Hal Myers, Katcha Neale, Tammy Travitz, and Pat Wilmsen.

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

**III. President's Report**

- i. Correspondence addressed to the Board in the prior month was in the meeting packet and is attached to these minutes.
- ii. Questions posed to the Board in November were addressed during the December meeting's President report. Those minutes are now approved and will be posted to the website. Kevin reiterated that it is common for committees to communicate to their 'constituency', especially the Buildings & Grounds Committee, the Tree Committee, and the Property Ownership Committee, though it is ultimately the Board of Managers that votes and makes decisions on behalf of the community.
- iii. Some Members had questions about committee membership. Committee membership is approved by the Board. However, from time-to-time committees may form workgroups to help with the work that needs to be done. Membership in these workgroups is determined by the committee chair and can be open to anyone who has the skills necessary to accomplish the work assigned by the committee chair.
- iv. A Member also questioned some of the information supplied by the MGCA to West Cornwall Township (WCT) regarding the Campmeeting originally having rental properties. Kevin read a section of the booklet, *The Mount Gretna Campmeeting: A Centennial History*; extract is attached to these minutes.

**IV. Annual Officer Election**

- i. President. Joe Lamont made a motion to nominate Hal Myers to the position of President of the Mt. Gretna Campmeeting Association for 2022. Pat Wilmsen seconded the motion. Hal accepted the nomination, and the motion passed unanimously.
- ii. Vice-President. Don Dale made a motion to nominate Carmen Bianco to the position of Vice-President of the Mt. Gretna Campmeeting Association for 2022. Tammy Travitz seconded the motion. Carmen accepted the nomination, and the motion passed unanimously.



- iii. Treasurer. Tammy Travitz made a motion to nominate Pat Wilmsen to the position of Treasurer of the Mt. Gretna Campmeeting Association for 2022. Joe Lamont seconded the motion. Pat accepted the nomination, and the motion passed unanimously.
- iv. Secretary. Pat Wilmsen made a motion to nominate Tammy Travitz to the position of Secretary of the Mt. Gretna Campmeeting Association for 2022. Don Dale seconded the motion. Tammy accepted the nomination, and the motion passed unanimously.
- v. Kevin Burd turned the meeting over to newly elected President, Hal Myers.

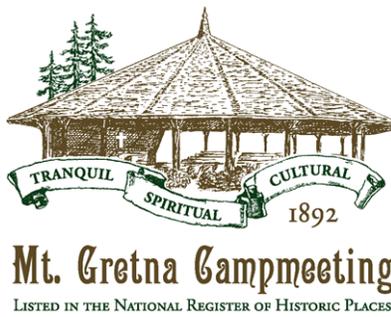
#### V. Treasurer's Report

- i. Pat Wilmsen presented the year end income and expense report on behalf of Sally Marisic who was Treasurer during the time period covered by the report. Pat reported that the year ended with a planned surplus, and she thanked the committee chairs who worked to keep their costs down. Pat also presented the report that showed the balances of the special funds at year end. Pat also stated that the year-end reports could change after our records have their annual review from our auditor.
- ii. Kevin Burd made a motion to accept the Treasurer's final report for 2021. Tammy Travitz seconded the motion and it passed unanimously.

#### VI. Committee Reports

##### A. Buildings & Grounds – 2021 Chair, Don Dale

- i. The minutes of the B&G meeting from January 04, 2022 were posted to the Google drive and are attached to these minutes. Highlights from that report were presented.
- ii. Increased the B&G membership by four members to assist with the work. Barb Myers was nominated as chair of the committee for 2022; these additions will be approved when the committee membership is approved under new business.
- iii. **Superintendent Report:**  
Cheyney Property Maintenance finished their contract work at the end of 2021. Chip O'Neal is our new Superintendent; he has been quite busy with projects and snow removal.  
Since the B&G meeting, it has been decided to purchase a 10'x18' shed that will be located behind the garages on 1<sup>st</sup> Street as a temporary office for our Superintendent and associates until a permanent office is constructed. The shed will be delivered in the next few weeks. The cost is approximately \$5,000. After it is not needed as an office, it will be used as either a rental for the community or for storage of MGCA/B&G property. A building permit was obtained for the shed from WCT and there is a contract with an electrician to install electricity and internet connection as well.
- iv. Christmas trees will be picked up through January 20<sup>th</sup>. They are being recycled. If you put your tree out after the 20<sup>th</sup>, you will need to dispose of it.
- v. **Building Permit Applications:**
  1. 202 Bell: submitted a building permit application to install a 2<sup>nd</sup> floor dormer window. The permit was part of the meeting packet and is attached to these minutes. The B&G recommends approval of the building permit to install a 2<sup>nd</sup> floor dormer at their property.



- vi. **Tabernacle Structural Inspection:** We signed a proposal with Light-Heigel to get specifications for pillar replacement at the stage and Cassel Room and to prepare specifications for a possible chair storage area.

January 28<sup>th</sup> - Drawings will be ready for bid

January 31<sup>st</sup> – Drawings sent to contractors for bids

February 25<sup>th</sup> – Deadline for contractor bid submission

March 2<sup>nd</sup> – Award bids by this date

May 20<sup>th</sup> – Construction completed by this date

Ted asked if the stage would support larger gatherings. Don replied that once the repairs to the pillars are completed, the stage would be up to code to support events on the stage.

- vii. **Markwood Fire Hydrant:** Since the last meeting of the B&G, two proposals have been received to replace the leaking hydrant. Have signed an agreement with AH Moyer. Will replace hydrant and if necessary, the connections. Expect to commence the work within 2 weeks.
- viii. **Burst Pipe:** Discovered earlier this day that a Member had a burst pipe in their basement that was causing water to be pumped out onto Markwood Ave. Chip O’Neal detected the leak, repairs have been made.
- ix. **Culverts:** Harbor Engineering has reviewed the culvert work and the B&G has received an inspection report. The only work outstanding for this project is the final macadam work which will be done in the spring. Don suggested that \$500 of this project fund be held for possible landscape repairs in the spring if it is determined they are needed.
- x. **Dumpsters:** No violations. There has been some overflow in-between pickups, Members appear to be using the dumpsters more than curb side service. B&G continues to analyze use of dumpsters – we may need an additional pickup in December when Members are in residence for the holidays.
- xi. **Storm Water Working Group, Kevin Skovira**
- Mills Ave. and selective street patching will happen in the spring.
  - Regarding the Member proposal to create parking space on Matthews Ave. off of 3<sup>rd</sup> Street, the B&G Committee reviewed the request again, consulted with the Mount Gretna Fire Company, and voted unanimously to not recommend approval of that request. Will bring to motion under New Business.
- Pat Wilmsen added that the plantings there were not just for decoration but were specifically designed for the watershed and to assist in water retention. The land was also contoured to keep the water from Bell from running down the hill. In addition, Matthews Ave. is a fire lane and needs to be kept open so that emergency vehicles can get from the fire hydrant to 1<sup>st</sup> Street.
- xii. **Tabernacle Renovation Working Group, Bob Travitz**
- Waiting for cost for chair storage options.



xiii. **Zoning Working Group**

- In the packet on the Google drive there was a zoning working group report as part of the B&G minutes. There is a meeting on January 26<sup>th</sup> at 7:00pm at West Cornwall Township that is open to the public.

xiv. **Ad-Hoc Tree Health & Maintenance Committee – Pat Wilmsen**

- No additional report beyond what was already in B&G minutes.

B. **Communications Committee – Kevin Burd**

- i. The newsletter will be sent out in the next two days.

C. **Community Activities & Recreation Committees – Tammy Travitz**

- i. All MGCA sponsored events are now on our website, and the community calendar.
- ii. Tammy also said that additional volunteers for her committee would be welcome.

- **Ad-Hoc Library Committee –Sally Marisic**

- a. No meeting, nothing to report.

D. **Executive Committee – Hal Myers**

- i. As the new President, Hal did not have new business to present to the Board.
- ii. In the meeting packet were documents related to the PennVEST loan application being prepared by HRG. Pat Wilmsen and Joe Lamont, reiterated that the board needs to make a resolution to allow HRG to apply for the PennVEST loan. Joe added we will get way below market rates if we qualify for this loan. Pat added that the documents provided by HRG have been reviewed by the MGCA attorney; only minor changes were suggested to the documents. The two documents she reviewed were the resolution drafted by HRG, and a letter to be sent to PennVEST from the Board.

When asked by Hal, the Board indicated they had enough information to vote on the resolution under new business.

1. **Ad-Hoc Archives Committee – Don Miller**

- a. Started to meet again after a short break. Working with the office to make sure that the filing systems of the office and archives coordinate with one another.

2. **Ad-Hoc Policy & Procedures Committee – Hal Myers**

- a. The policy development to allow Members to get permission for temporary street closures is still in development.

E. **Finance Committee – Pat Wilmsen**

- i. No meeting, nothing to report.

F. **Nominations Committee – Esther Mefferd**

- i. No meeting, nothing to report.

G. **Property Ownership Committee – Kevin Burd**

Kevin extended a welcome to:

- i. 211 Boehm Ave purchased by Garey & Pat Wilmsen, and



- ii. 400 Glossbrenner Ave. purchased by Kevin Wells.
  - iii. There are 51 short term rental permits issued, an increase of 3 since the last meeting, and 10 long term rental permits issued.
- H. Mt. Gretna Tabernacle Board of Trustees (MGTA) – Esther Mefferd
- i. The Tabernacle Association, Bible Festival, and representatives from the MGCA will be meeting to discuss possible fundraising initiatives on January 29<sup>th</sup>.
  - ii. The MGTA Board of Trustees slate had been presented at an earlier meeting and will be voted on under new business.
- I. Kevin Burd made a motion to approve the Treasurer’s report and all the committee reports. Seconded by Esther Mefferd, the motion passed unanimously.

**VII. Unfinished/Open Business/New Business**

- i. Don Dale made a motion that the board approve the 201 Bell Avenue building permit application to install a 2<sup>nd</sup> floor dormer window. The motion was seconded by Pat Wilmsen, and the motion passed unanimously.
- ii. Don Dale made a motion to accept the B&G recommendation to not allow a Member to install, at their own expense, a parking space on Campmeeting property on Matthews Ave. off of 3<sup>rd</sup> Street. The motion was seconded by Pat Wilmsen. During discussion it was re-iterated that this area is a fire lane, the land needs to be used for water retention, and the MGCA just spent money in developing the area to be a water retention location and the parking spot would undo some of that work. Hal added that we don’t want to allow or encourage Member development of MGCA property for personal use. The motion passed unanimously.
- iii. The Board reviewed the committee roster. Hal stated that some working groups have been incorrectly referred to as committees or ad-hoc committees in the past. These working groups were formed by committees to assist in their work load and are not true ad-hoc committees as they were not created or voted on by the Board of Managers. We are trying to correct our use of the terms moving forward. There were some edits made to the committee roster during the meeting. Don Dale made a motion to accept the edited 2022 committee roster. The motion was seconded by Joe Lamont and passed unanimously. [Note: The 2022 committee roster is posted on the website and published in every quarterly newsletter.]
- iv. Ted Martin presented the hybrid meeting update. The minimum equipment required to run a hybrid meeting on zoom would be 2 tv screens, one laptop with wifi capability and sound board, and a microphone. The cost estimate for the first two items is \$1,389. That particular setup configuration is based on research from several communities that are hosting hybrid meetings. Kevin asked what the screen size would be, Ted answered 50” or larger. Carmen Bianco asked who would be responsible for storage, set up, and tear down? Ted stated that the set up and tear down has not been discussed, but there will be an office to store the equipment in.



Pat stated that before we purchase the equipment, she thinks we should have a plan for set up and tear down.

Hal asked about the role of the laptop in the meeting. Ted responded that it was to act as the internet connection for the meeting, as the camera, and may serve as the microphone; an external microphone might be necessary as well.

Tammy asked where the internet would come from. Would the meetings be in the church? Ted said the church was certainly a location that would be looked at.

Ted also suggested that while we continue to work on this problem, it may need to be put off for a few months and suggested that in the meantime committee meetings be opened for the public to watch.

Hal mentioned that the summer months would open possibilities to have hybrid meetings in the open air at the Tabernacle.

- v. Ted Martin presented the slate of Trustees for the Mt. Gretna Tabernacle Association; it consists of the MGCA Executive Committee, himself, Bob Kettering, Cathy Garrison, and Tom Heberling. Ted Martin made a motion that they be approved, Joe Lamont seconded the motion. There was no discussion and the motion was passed unanimously.
- vi. Pat Wilmsen made a motion that the Mt. Gretna Campmeeting Association, Inc. shall be, and the same hereby are authorized to submit a Financial Assistance Application to the Pennsylvania Infrastructure Investment Authority (PennVEST), substantially in the form presented at this meeting for the purpose of financing/partially financing the rehabilitation and/or extension of the water system. Appropriate officers of the Governing Body are hereby authorized to execute all certifications and documentation required in connection with the application. Tammy Travitz seconded the motion. There was no discussion and the motion passed unanimously.
- vii. Pat thanked all the Members and businesses in the community that sent in support letters for this project. The response and backing are incredibly helpful.
- viii. Jenn Kantmann submitted her letter of resignation to the Board of Managers which leaves one less board member. Discussion followed as to whether the Board should appoint someone to fill the remainder of her term (2023) or wait until the election in the summer. Points were made for both options. Some pointed out that there is a great deal of work to be done and having another member who is willing to help with the work would be advantageous. Others pointed out that considering it is for 2 remaining years of a term, that perhaps it would be better to allow the community to elect their representative rather than the board selecting them. The consensus of the Board was to take another month to consider and discuss the matter before bringing it up again for a possible decision next month.

## VIII. Open Forum



- i. Before moving in to the Member comments, Hal thanked the Board members for the confidence they are placing in the new Executive Committee. Hal also thanked the 2021 board members for working to make the Campmeeting a better place for their neighbors and for the future Members.
- ii. Hal reminded Members that they could present comments and questions to the board, answers would be presented at a later time, Members are allowed two 3-minute periods, and the Member should state their name and property address.
- iii. Linda Campbell, 402 Glossbrenner Ave. Linda reminded the Board that she had asked the Board about the legitimacy of certain committee membership. Linda hopes that this Board takes following the Charter and By-Laws seriously, that a Member who seeks to have them followed is not being “petty”. Linda Campbell’s full comments were submitted in writing and are attached to these minutes.

#### Adjournment

The meeting was adjourned at 8:25 p.m. on a motion by Don Dale, seconded by Esther Mefferd, and unanimously approved.

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

#### Attachments:

##### Correspondence:

2022.01.13 Email to Board from Deb Griffith, 209 5<sup>th</sup> St.

2022.01.17 Letter to Board from Sandy Leyh, 310 6<sup>th</sup> St.

*The Mt. Gretna Campmeeting: A Centennial History* Extract

December Income & Expense Report

2021 Year-End Balance Sheet

January B&G Report

Building Permit, 201 Bell Ave.

PennVEST application documents

Linda Campbell, 402 Glossbrenner Ave. – Community comment

Assistant Secretary

Chairman