



Tuesday, November 15, 2022

At the regular monthly meeting of the Mt. Gretna Campmeeting Association Board of Managers, held on Tuesday evening, November 15, 2022, in person at the Mt. Gretna United Methodist Church and via Zoom Webinar, Pat Wilmsen presided.

A quorum was present including the following: (in person) Miles Bojanic, Marcie Lloyd, Esther Mefferd, Pat Wilmsen, (via Zoom) Kevin Burd, Joe Lamont, Don Dale, Ted Martin, and Tammy Travitz. Carmen Bianco was excused. Kevin Wells, who will be joining the Board January 2023, attended as a guest.

9 Members (4 households) were represented in person and 15 Members (11 household) attended via Zoom.

### 1) **Call to Order, Pat Wilmsen**

The President called the meeting to order at 6:30 p.m.

### 2) **Approval of Minutes**

- a) 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 October 18, 2022 Minutes were approved on a motion by Kevin Burd, seconded by Esther Mefferd, and approved unanimously.

### 3) **President's Report**

*Rather than being attached to the minutes, the President's Report is entered here in its entirety.*

November is a month of Thanksgiving. I am so very thankful for our wonderful community, our support staff who give their all every day, the amazing donors for projects, and our wonderful volunteers, without them our community would not run. I wish there were time to name everyone—but you know who you are. I cannot express my thanks enough, to each one of you.

I am also thankful that our PENNVEST loan application process is now complete, and we can begin to take our first draws. Kevin Burd, Tammy Travitz and I completed settlement this morning. We also value our partners in this process both JBT Bank and our attorney, Amy Leonard. The few bumps we had were easily resolved. I would be remiss if I did not also express to each of you on the board my gratitude. This has been a year of changes, and each of you have been so supportive and given of yourselves, unselfishly. It makes me proud to be a member of this community.

November is also the month—per our Bylaws—that we must identify our committee membership for 2023 and you will hear more about this under New Business. If you are interested in serving on any of our committees and have not already been contacted, please let the committee Chair know. The committee chairs are solely responsible for their committee's membership.

You will be seeing your 2023 assessment in the mail soon. I know there are at least 30 Members who expressed an interest in paying off the water loan portion early and in one payment. The Board and the Finance Committee are still working out the details of how to accomplish this. There is much to consider in making this a viable option. Thank you for your patience. Please also note that this Assessment was not an easy one to arrive at and was worked on throughout the year. Thought, consideration, and “planning for the future” went into this budget by the Finance Committee and the Board of Managers.

Lastly, I would like to thank each of you. We are a small community but mighty when we work together, and we can make miracles happen.

Pat added that the structure of the meetings has changed under her Presidency; the meetings are shorter and being run by consensus. That means that many of the committee reports are submitted to the Board ahead of time for their review and to allow board members to consider the material and come up with questions ahead of time to be presented at the board meetings. Starting with next month's meeting, the meeting



attachments that have been made available to the board ahead of time will also be made available to the Membership via our website on the Thursday before the board meeting.

a) Correspondence sent to the Board in the past month is attached to these minutes.

#### 4) **Treasurer's Report**

- a) The October and Jan-October expenses compared to budget reports, a fund/project report, and the October balance sheet were shared with the Board prior to the meeting and are attached to these minutes.
- b) Kevin Burd reported that we are on track with where we would expect to be at this point in the year. Though one assessment is still outstanding, assessment income is higher than budget because of prior year assessments that were paid during this year. The outstanding assessment has been referred to our attorney for collection.
- c) Miles Bojanic made a motion to accept the Treasurer's September report. Tammy Travitz seconded the motion and it passed unanimously.

#### 5) **Committee Reports**

##### a) **Buildings & Grounds –Chair, Miles Bojanic**

(1) The B&G November meeting report was made available to the Board and to the Membership via the MGCA website prior to the evening's meeting. Miles read highlights of the report that is attached to these minutes.

(a) Two new pieces of equipment have been put into service in the past month: a Daihatsu HiJet 'truck' and a leaf mulcher.

(b) We look forward to receiving another piece of equipment that will help with snow removal.

(c) This past month we also had a problem with regard to knowledge of our sewer system and a Member who needed to conduct a repair. Miles and Nate will be meeting with Bill Care and working with other members of B&G as well as others who have knowledge of our system to build records to prevent similar problems in the future.

The Board did not have any questions.

(2) Ad-Hoc Tree Health & Maintenance Committee – Pat Wilmsen

(a) Pat was informed the morning of the board meeting that the tree branches that need to be trimmed back in order for the water tower replacement to proceed would be trimmed the following morning.

(3) Project Review, Don Dale

(a) The project report was submitted with the B&G minutes. The Board did not have any questions.

##### b) **Communications Committee – Kevin Wells**

(1) The first of what will be monthly newsletters was recently released. Are working on a new format that will be shorter and more immediately informative. We are aware that there were some issues with the visual quality of the first edition and are working to rectify that problem for the next issue. The next edition is scheduled for December 1<sup>st</sup>.

##### c) **Community Activities & Recreation Committees – Kevin Wells**

(1) No report.

(2) Ad-Hoc Library Committee –Sally Marisic

(a) Attached.

##### d) **Executive Committee**

(1) The Executive Committee minutes are attached to these minutes.

(2) In addition, the committee discussed the Community Activities Group that was formed by a group of Campmeeting Members. Originally, this group was not going to be attached to the Board at all. As



the group moved forward with plans, it became apparent that the group's activities needed to be under the Board of Managers in order to be under the Board's insurance policy and also have access to buildings owned by the MGCA. Therefore, the committee's activities are being put under the supervision of the Community Activities Committee. Kevin Wells added that this group's activities would fall under the Community Activities & Recreation Committee and that he has reached out to the Members who had initially signed up with Marcie Lloyd and Pat Wilmsen to help out with the programs. Any Member who is interested in officially serving on the Community Activities Committee are informally working on any activity or proposing activities, is welcome to contact Kevin Wells directly or through the office.

(3) **Water Tower Working Group – Joe Lamont**

The PENNVEST settlement was finalized this morning and have started the paperwork necessary for the first disbursement which will reimburse the MGCA for funds already spent on the water tower project.

Members of the working group met with the project manager for the tank's general contractor recently. One of the highlights was that they will be working to preserve the trees around the tank. In addition, stone will be put down for a temporary drive on the grass, the grass will be replaced after the construction.

Have coordinated with the Mt. Gretna Authority to prepare for the use of their water. At this time, we believe we will be using their water early December.

There will be a new shut-off valve installed after the tank; water will need to be shut off for approximately an hour and the community will be given ample notice.

Fencing is scheduled to be placed around the construction area the week after Thanksgiving.

Construction area directional signs will be posted around the community.

(4) **Ad-Hoc Archives Committee – Don Miller**

(a) No report.

(5) **Ad-Hoc Policy & Procedures Committee – Ted Martin**

(a) The committee continues to work through the request list that has been submitted by various committees of the Board.

(b) Revisions to the tree rule, Rule #16, has been available for public comment since last month's board meeting.

(c) The committee is going to start to discuss the permanence of committee, required committee membership, etc. over the next few meetings.

(d) Are also looking at the ways of incorporating improved public readings for rule changes so that the community can have input.

(6) **Ad-Hoc Advancement Committee – Ted Martin**

(a) Continue to work with the Tabernacle Association and the Bible Festival newsletter to increase the Tabernacle Preservation Fund.

(b) Are discussing ways to financially support next year's tension ring project.

(c) Ted also thanked Pat Brosious, who helped us to receive a \$10,000 grant from Lebanon County's hotel tax fund which will be used for the Tabernacle tension ring project.

e) **Finance Committee – Kevin Burd**

(1) No meeting and no report.

f) **Nominations Committee – Esther Mefferd**

(1) No report.



**g) Property Ownership Committee – Kevin Burd**

- (1) 2 properties have been transferred and new member orientations have been completed since the last regular board meeting.
  - (a) Melissa Thurber, new owner of 208 3<sup>rd</sup> Street
  - (b) Jack Gonzalez and Scollay Petry, new owners of 714 3<sup>rd</sup> Street
- (2) Of the 72 short-term rental permits permitted by Rule 20 and the associated policy, 53 permits have been issued to date or 74% of the permits.

**h) Mt. Gretna Tabernacle Board of Trustees (MGTA) – Esther Mefferd**

- (1) Ted reported that at last month's meeting the MGCA approved the MGTA Board of Trustees. Since that meeting, the Trustees have selected their leadership which will be Ted Martin serving as President, Bob Kettering serving as Vice-President, Shawn Gingrich serving as Treasurer, Pat Wilmsen serving as Secretary, and Esther Mefferd as the representative to the MGCA.
- i) Pat Wilmsen accepted questions from Margaret Hopkins, 505 Glossbrenner Avenue, before committee reports were approved.
  - (1) Margaret asked Pat to confirm that meeting material would be made available before the hybrid meeting; Pat confirmed that the Board discussed Margaret's request at a working session and agreed to make meeting materials available to Members before the meeting. Margaret thanked the Board for doing this.
  - (2) Margaret asked if there would be funding allocated to the activities of the newly expanded Community Activities Committee and whether or not committee membership would be restricted to MGCA Members. Pat responded that there is no budget for any activities. Committee membership is yet to be determined.
  - (3) Margaret also asked if there were any published reports that showed expenditures on the water tower tank to date and how they compared to the project budget. Pat responded that such a report is still being worked on but will be easier now that we will have reports from PENNVEST as loan disbursements move forward. The monies spent to date will be reflected in the first loan draw (as the MGCA is reimbursed) and may be reported on at next month's meeting depending on the disbursement date.
- j) Kevin Burd made a motion to approve the committee reports. Seconded by Tammy Travitz, the motion passed unanimously.

**6) Unfinished Business**

- a) None.

**7) New Business**

- a) The Board shared the draft committee list for 2023. There were no questions about the committee presentations which will also be attached to the minutes.
- b) Joe Lamont made a motion to deposit the proceeds from the 109 5<sup>th</sup> Street easement to the Operating Reserve Fund which total \$1,600.00, which was seconded by Esther Mefferd. After due deliberation, the motion was approved by unanimous vote of all Board Members present, as the resolution of the board.  
**Resolution 2022.11.15-01.**
- c) Of the \$198,000 originally deposited to the Members 1<sup>st</sup> PENNVEST Reserve Fund bank account, Marcie Lloyd made a motion to return \$48,007.17 to the JBT Operating Reserve bank account, which was seconded by Miles Bojanic. [Note: Pat explained that the \$198,000 was originally moved from JBT to Members 1<sup>st</sup> in part to protect MGCA deposits from the maximum FDIC deposit insurance limitation. Since that account was created, the MGCA has learned there are other ways to protect our funds while



managing them all through Jonestown Bank, and because Members 1<sup>st</sup> refused to sign a document required by the PENNVEST loan, the \$198,000 was returned to JBT from whence it came. PENNVEST required a reserve fund of \$150,000 rather than the \$198,000 we were originally planning for, so some of the funds making up the \$198,000 were ‘unfrozen’; with the motion the board is ‘unfreezing’ some of the Operating Reserve funds.] After due deliberation, the motion was approved by unanimous vote of all Board Members present, as the resolution of the board. **Resolution 2022.11.15-02.**

- d) No Member comments were received in response to the proposed tree rule changes since being introduced at the October Board meeting. Ted Martin made a motion to adopt the recommended adjustments to the Tree Rule, Rule #16, presented at tonight’s board meeting, which was seconded by Marcie Lloyd. After due deliberation, the motion was approved by unanimous vote of all Board Members present, as the resolution of the board. **Resolution 2022.11.15-03.**
- e) Today, the MGCA office received the West Cornwall Township rental application draft.

### 8) Community Comment

- i) Bill Linton, 211 7<sup>th</sup> Street, asked how reserve funds would be shown to Members to demonstrate that monies being set aside for future projects are actually set aside. Kevin Burd responded that there has been a report added in the last few months that does show fund activity and the balances of those special project funds. Pat Wilmsen added that QuickBooks had also been re-configured a year ago to track the special project funds in a detailed way. In addition, many of the project funds are also in separate bank accounts as demonstrated on the monthly balance sheet report.
- ii) Don Dale asked how many Members were attending in person, the camera was used to pan around the room and show those in attendance. Margaret Hopkins asked which Members were attending online, and the camera was used to show the attendance window on the projection screen.

### 9) Adjournment

The meeting was adjourned at 7:07 p.m. on a motion by Kevin Burd, seconded by Tammy Travitz, and passed unanimously.

The next regular meeting will be held Tuesday, December 20, 2022, at 6:30 p.m.

This meeting was recorded and will be available on the MGCA website for one month.



Attachments:

Correspondence:

11/8/2022 Email from Linda Campbell to B&G re water shut-off valve replacement

11/12/2022 Email from Margaret Hopkins to Office re meeting attachments

October Treasurer's Report

November B&G Committee Meeting Minutes

Library Committee Report

Executive Committee Minutes

Draft 2023 Committee Roster

Proposed adjustments to Rule #16, the Tree Rule

Secretary

Chairman