



Tuesday, February 21, 2023

At the regular monthly meeting of the Mt. Gretna Campmeeting Association Board of Managers, held on Tuesday evening, February 21, 2023, 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, Joe Lamont, George Leyh, Marcie Lloyd, Ted Martin, Esther Mefferd, Jeff Minnich, Pat Wilmsen, (and via Zoom) Kevin Burd, and Don Dale. Kevin Wells was excused.

5 Members (2 households) were represented in person and 17 Members (16 households) 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 January 17, 2023 Minutes were approved on a motion by Kevin Burd, seconded by Marcie Lloyd, and approved unanimously.

3) **President's Report**

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

First, I would like to thank all the folks who have coordinated fun events throughout the community over the past couple of months. It is great to see Members enjoying time with their neighbors.

Second, I would like to thank everyone who took the time to respond to the survey. I understand that some found it confusing and frustrating and I apologize for that. If you are interested in being part of a working group that will take "draft" surveys and give feedback before they are sent out to the community, please let the office know.

At the close of the survey, we had 110 respondents. The survey results are attached to these minutes. I want to take the time to address some Member comments.

- A. **Email Communications** — It is apparent from the responses that emails from MGCA are not too frequent and the majority of Members want us to continue to communicate via email. If you are not getting emails from MGCA and would like to, please contact the office and Debby will make it happen. We try to not send out *too* many, but it is the best way to keep the community informed. You can also have the emails stopped by contacting the office.
- B. **Quarterly Forums** — Based on some of the responses we received, it is apparent not all Members are aware of these open forums. Once a quarter we will be holding an open forum. Three will be in person and one via Zoom. Open forums are an opportunity for you to ask the Board questions and discuss things that are on your mind. There are three more this year, all in person. The next one is April 22nd; more details will follow in the Newsletter.
- C. **By-Laws Changes** — One Member suggested we should go to the community first, before even writing down any suggested changes. The process works as follows:
 1. The Policy and Procedure Committee first makes recommendations to the Board.
 2. The Board, in a working group session, agrees on the recommendations.
 3. The first reading is done at a Board meeting.



4. The community has an opportunity to make comments, suggestions, etc.
 5. These comments go back to the Policy and Procedure Committee for revision or not. They are then forwarded to the Board. The Board can either make changes or not.
 6. If there are changes that greatly alter the meaning of the recommendation as presented in the first reading, a first reading is done again and steps 1 through 5 occur again. If there are few or no changes, a second reading occurs followed by steps 1 through 5 again. The first and second readings do not have to occur at consecutive meetings.
 7. If there are still no major changes after the second reading a third reading occurs and then the Board votes. By-Laws changes require approval by 2/3 of the Board.
- D. **Surveys** — We are getting about a 50% rate of return on surveys, which is considered a very good rate of return. If any of the information (emails or surveys) we send is going to your SPAM, you might want to change the settings in your email to receive emails from MGCA. From the 50% who are responding it appears the majority of Members appreciate the surveys. We will continue to use this tool in the future, and I do take your responses seriously.
- E. **Board Packets** — Everyone who has signed up to get the pre-Board meeting packets should be getting this information several days before each Board meeting in its draft form. Please know that you can give your input on the information in the packets via email to the office. Those emails will be sent to the entire Board as soon as possible after receipt, so the Board can know your viewpoint before they vote.
- F. **Newsletter** — I'm happy the majority of Members like the new Newsletter format and monthly editions. We encourage Members to receive the Newsletter electronically as it reduces printing and mailing costs. If you would like it via postal mail, please let the office know and we will mail you a copy.
- G. **Closing Comments** —
- Water Tower one-time payments were discussed at the January Board meeting and with the MGCA's accountant. We are unable to provide this option due to the complications it may cause with our PENNVEST Loan and accounting records.
 - Repair of the Mills Avenue pillar was paid for by the insurance of the driver who knocked it over.
 - The Board tries very hard not to spend money needlessly, but our water, sewer and roads are old and need attention. We are working on accomplishing these repairs in the most cost-efficient manner possible.
 - Response to all Member communication is done to the best of my ability or the committee chair's ability. Our comments to your communications are made public in the draft meeting packet before the monthly Board meetings and are included in the final packet when the minutes are approved. There are times when we just don't know the answer to a Member's question, the question was answered before elsewhere in the same packet, or we are advised by our counsel not to respond. Please be assured, we will make our best effort to respond the best we can.
 - Repair of Markwood Avenue has been made a priority for the B&G committee.

Thanks to all of you for your support and assistance as we build a better Campmeeting.



- a) Correspondence sent to the Board in the past month is attached to these minutes. Pat added that she has asked that all email correspondence to the Board is attached to minutes, along with all responses to those emails. However, there is a lot of information that comes into the office – so if you notice that your communication is not included in the Board of Manager’s meeting packet, please notify the office and it will be fixed before the final packet is published.

4) Treasurer’s Report

- a) The January income/expense report, a budget year-to-date report, a fund/project report, and the December balance sheet were shared with the Board prior to the meeting and are attached to these minutes.
- b) 2022 Assessment
One Assessment remains outstanding and is in the hands of the Association’s legal counsel—they are initiating the collections process. The Finance Committee is hopeful that this outstanding Assessment will be recovered in 2023.
- c) 2023 Assessment
 - (1) I want to remind attendees that there are three payment options which will be outlined in the next newsletter:
 - (a) Early-Payment (2% Discount Plan) which is due no later March 31
 - (b) Multiple-Payment (Installment) Plan and those deadlines are February 28, April 30, and June 30
 - (c) Single, Full-Payment Plan which is due not later than June 30
 - (2) 75 (or 32%) Member Assessments were received—all ahead of the deadline(s)!
 - (3) 67 were submitted as the “Early-Payment” option; 185 are budgeted to be received.
 - (4) 8 were submitted as the “Multi-Payment” option; 56 are budgeted to be received.
- d) Balance Sheet/Income & Expense Sheet
 - (1) While there were a lot of assessment payments in January, we also had the expense of the quarterly sewer bill to the Authority, Equipment expenses that were paid out, and the movement of monies into various funds.
 - (2) You’ll note that the budgeted \$123,500 transfers to projects is complete.
 - (3) The sewer line under Utilities reflects the quarterly payment to the Authority.
 - (4) If you look at January as 8% of the year, there are some expense lines that are higher than you might anticipate.
 - (5) For example, Admin is at 22%, largely due to purchasing postage at the beginning of the year to take advantage of lower first-class stamp rates. We also needed to purchase replacement toner cartridges, and many of our annual software subscriptions were due.
 - (6) All in all, we are right where we’d expect to be 31-days into the new budget year.
- e) Fund/Class Activity
 - (1) There has been much activity in the funds during January based upon board voting, including.
 - (2) The Heritage Festival shows an expense of \$300 which was transferred to the community activities budget to contribute to the MGUMC for the use of their rooms for activities.
 - (3) The Operating Reserve has increased bringing the ‘liquid’ reserve up to \$135,000. The remainder is locked in the PENNVEST security CD.
 - (4) The repair to one of the entry pillars was paid for in January—this was money collected from the insurance policies.
- f) Water Tower Project/PENNVEST Loan (\$1.6 million)
 - (1) On February 8th the Association received a draw on the loan in the amount of \$49,715.64 to



cover ongoing project expenses. This was the third draw on the PennVest loan.

- (2) To date, we have requested and received \$212,359.47 from the loan, and the Association continues to make timely payments on the interest.
- g) George Leyh asked for clarification on the rental numbers in the budget report. Kevin responded that the garage, shed, and parking space rental comes in once per year, not monthly. The other rental income comes in by event.
- h) Kevin added that several years ago former Treasurer Sally Marisic started a project to protect MGCA deposits since our bank accounts balance was continually over the \$250,000 FDIC limit. Kevin reported that the MGCA is in the process of using an “Insured Cash Sweep” (ICS) program at our bank, Jonestown Bank (JBT). ICS is a safe service that provides FDIC insurance on large balances while giving us access to our money through JBT while keeping the ability to earn interest.
- i) Esther Mefferd made a motion to accept the Treasurer’s January report. Don Dale seconded the motion and it passed unanimously.

5) Committee Reports

a) Buildings & Grounds –Chair, Miles Bojanic

- (1) The B&G February meeting report was made available to the Board and to the Membership prior to the evening’s meeting. That report that is attached to these minutes.
 - (a) AH Moyer has finished their evaluation of Markwood Avenue, we are waiting for them to submit their proposal and cost. This project may be done in stages rather than all at once.
 - (b) Nate has spent a considerable amount of time cleaning up the playground area.
 - (c) Miles has received a quote from Weaver Electric to wire the former B&G Office shed to provide electricity.
 - (d) The water bill from the Authority was questioned, our contract referenced 242 EDUs and we were billed at 243 EDUs. The contract was a mistake, but they will honor the 242 number.
 - (e) The water tower working group members are working to develop their procedures, who will provide long-term maintenance, assuring we have everything in place for required DEP regulations, etc.

The Board did not have any questions.

- (2) Ad-Hoc Tree Health & Maintenance Committee – Pat Wilmsen
 - (a) An Earth Day work day will be April 22nd in the morning.
 - (b) Ryan Fretz submitted documentation about, “Saving Governor Dick Park”, Pat encourages reading this material which is attached in the correspondence section of this meeting’s attachments.
 - (c) It is very important that Members follow the rule with regard to tree removal, Rule #16 in the MGCA Rules and Regulations handbook. Today, it was brought to Pat’s attention that a Member was about to take down six to seven trees, some of which were on Campmeeting property. Pat and Nate stopped the process and met with the Member on site. At the end of lengthy discussions which included a Member hired arborist on site, it was decided that the Member would submit an emergency building permit application for the removal of three trees from their property, one which was clearly dead, and the other two the arborist stated were at imminent risk of coming down in the next month. Via telephone conversation, the Executive Committee approved an emergency building permit application submitted by Matt Clarkson of 410 6th Street to remove three trees from his property, based on the recommendation of the Clarkson’s hired certified arborist, who stated the two trees that were not dead posed an imminent threat to the Clarkson’s



property. **Resolution 2023.02.01-01** The building permit is attached to these minutes. Pat will be discussing how to proceed on this matter with the rest of the Board as there was a clear violation of Rule #16. Pat thanked Nate Godfrey who immediately addressed the situation and pointed out that many board members are hearing about this tree situation for the first time. Pat reminded Members that there is a process in place to review trees and it is very important to protect the tree canopy. Pat also noted that taking trees down can have a negative impact on other trees due to their symbiotic relationship. Pat also clarified for the Member who wrote to her, that in fact no arborist at all was present. This was in no way a unilateral decision.

[NOTE: Permission nullified 02/22/2023 when MGCA discovered the review was *not* performed by a certified arborist.]

- (d) Ted Martin commented that Members are well aware that trees cannot come down without a permit. Ted thanked everyone who prevented this travesty from happening, but also encouraged the Board to get the information from the so-called tree expert who was in the Campmeeting soliciting business to remove trees without any scientific basis that we are aware of, and to make this company known to the community as a firm that is not reputable compared to other tree removal companies that have worked in the greater Mount Gretna area.
 - (e) Pat stated that our tree health arborist has retired who has treated our trees for quite a few years, and after discussions with Miles Bojanic and Nate Godfrey, the MGCA is going to pay for Nate to become a certified arborist and continue the work. Nate will need to take four courses and then pass the certification exam. We hope the process will be complete before the end of the year. The cost of the courses can be covered in the budget from monies that normally would have paid Houser's Tree Service this year.
 - (f) Kevin Burd suggested that the Campmeeting look at the rules and fines the Borough/Chautauqua have in place; our current \$100 fine is not much of a deterrent. If this change were to be recommended to the MGCA rules, it would go through the normal board review process with time for public input.
 - (g) Pat reported that the tree by the water tower will need to come down because the digging for the platform has cut into its roots. It will also be in the way of the crane that will be used to install the tank.
- b) Communications Committee – Kevin Wells & Marcie Lloyd**
- (1) Marcie thanked the community for their positive feedback about the new monthly Newsletter format.
 - (2) Please continue to send in Gretna photos for use in the Newsletter.
 - (3) The first book review of *I Never Thought of it That Way* is soon approaching, please consider joining us.
- c) Community Activities & Recreation Committees – Kevin Wells & Marcie Lloyd**
- (1) Pot luck coming up on March 4th, coordinated by Deb Griffith.
 - (2) Ad-Hoc Library Committee – Sally Marisic
 - (a) No report.
- d) Executive Committee**
- (1) The Executive Committee minutes are attached to these minutes.
 - (2) Water Tower Working Group – Joe Lamont
 - (a) Report attached to these minutes.
 - (3) Ad-Hoc Archives Committee – Don Miller
 - (a) No report.
 - (4) Ad-Hoc Policy & Procedure Committee – Ted Martin



- (a) The committee continues to work through the By-Laws changes. The language has been refined based on community input and will be presented at tonight's meeting. Comments were received in writing, and several Members met with the P&P Committee to answer questions about their written comments. The major changes are related to non-MGCA Member volunteers on the committees, building 'guardrails' around their roles on committees, what these volunteers could and could not do while serving on a committee.
 - (b) Ted gave the second reading of the proposed changes to the By-Laws, those revisions are attached to these minutes. The red text is the original proposed revision, the green text reflects proposed clarifications pursuant to community input.
 - (c) Bill Linton, 211 7th Street, asked how this could be considered a second reading with changes. Pat Wilmsen responded that after checking with our attorney, she advised that language that clarified the original intent of the first reading could count as a second reading. Only if you made a significant change in the intent of the first reading would you need to start the readings again.
 - (d) Joy Linton, 211 7th Street, raised the concern that the By-Laws do not currently allow for Zoom meetings, which language should be in place because of the revised 12th Edition of Robert's Rules of Order. She recommended that the Policy & Procedure Committee look into rectifying this as its highest priority. We are currently working off the recommendation of our lawyer at the time (see attached) and are seeking further clarification for moving forward.
- (5) Ad-Hoc Grants & Funding Committee – Ted Martin
- (a) No report.
- e) **Finance Committee – Kevin Burd**
- (1) Preliminary work of the 2024 Budget will begin in May. We plan to present a first-draft of the budget at the July board meeting and hope to have the budget finalized by September in order to present it to the Membership.
 - (2) The Committee is working to establish the 2024 Tabernacle Rate Schedule, and to develop a new/revised contract. Esther Mefferd has volunteered to assist with that project.
- f) **Nominations Committee – Esther Mefferd**
- (1) No additional report.
- g) **Property Ownership Committee – Kevin Burd**
- (1) There were no property transfers since the last regular board meeting; as of today, there are no known property listings in the community.
 - (2) Of the 72 short-term rental permits permitted by Rule 20 and the associated policy, 42 permits have been issued to date or 58% of the permits.
- h) **Mt. Gretna Tabernacle Board of Trustees (MGTA) – Esther Mefferd**
- (1) No report
- i) Marcie Lloyd made a motion to approve the committee reports. Seconded by Joe Lamont, the motion passed unanimously.
- 6) **Unfinished Business**
- a) 2nd reading presented in Policy & Procedure committee report.
- 7) **New Business**
- a) Kevin Burd made a motion to add Sarah Stuart to the Tree Health & Maintenance Committee, which was seconded by Joe Lamont. After due deliberation, the motion was approved by unanimous vote of all Board Members present, as the resolution of the board. Resolution. #2023.02.21-02



8) Community Comment

- a) There were no community comments.

9) Adjournment

The meeting adjourned at 7:24 p.m. on a motion by Don Dale, seconded by Esther Mefferd and passed unanimously.

The next regular meeting will be held Tuesday, March 21, 2023, at 6:30 p.m.

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

Attachments:

Correspondence:

01/20/2023 Email from Ryan Fretz re: Letter to County Commissioners re Governor Dick

01/20/2023 Email from Tom Heberling re: committee meeting attendance

02/18/2023 Email from Bill & Joy Linton re: By-Laws & Survey

02/19/2023 Email from Nelson & Ellen Lawrence re: By-Laws

02/20/2023 Emailed Letter from Sandy Leyh with several questions

02/20 and 02/21/2023 Emailed Responses to Sandy Leyh from Pat Wilmsen

Communication Survey Results

January Treasurer's Report

February B&G Committee Meeting Minutes

02/21/2023 Build Permit Application – 410 6th Street, Emergency removal of three trees

Executive Committee Minutes

Water Tank Project Working Group Report

4/2/2021 Legal Opinion on Electronic Meetings

Finance Committee Minutes

Second Reading - Proposed By-Laws Edits

Secretary

Chairman

P.O. Box 428., Mt. Gretna, PA 17064

Office@MtGretnaCampmeeting.org

717.964.3040

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