



Tuesday, August 16, 2022

At the regular monthly meeting of the Mt. Gretna Campmeeting Association Board of Managers, held on Tuesday evening, August 16, 2022, in person at the Mt. Gretna United Methodist Church and via Zoom Webinar, Hal Myers presided.

A quorum was present including the following: (in person) Esther Mefferd, Ted Martin, Pat Wilmsen (via Zoom) Carmen Bianco, Kevin Burd, Don Dale, Joe Lamont, Hal Myers, and Tammy Travitz.

19 Members attended via Zoom, 22 Members attended the meeting in person.

### 1) **Call to Order, Carmen Bianco**

The Vice-President called the meeting to order at 4:30 p.m., noting that Hal Myers had been delayed and would be joining shortly.

### 2) **Interim New Business**

Please note: There was New Business conducted at the beginning of the 2022 Annual Membership Meeting. The Board approved funding for a Financial Services Agreement with engineering firm HRG as part of the water storage tank replacement project. For details, see the 2022 annual meeting minutes.

### 3) **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 July Minutes were approved on a motion by Tammy Travitz, seconded by Joe Lamont, and approved unanimously.

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

- a) The Jan-July expenses compared to budget report and the July balance sheet were shared with the Board prior to the meeting and are attached to these minutes.
- b) Pat Wilmsen reported that there are some line items that are now projected to be under budget and some that may be over budget. For overall income and expenses, we expect the net to be within budget for the year.
- c) The Finance Committee is working on the 2023 budget and hope to have that out for the community by October at the latest.
- d) Kevin Burd made a motion to accept the Treasurer's June report. Tammy Travitz seconded the motion and it passed unanimously.

### 5) **President's Report**

- a) Correspondence was in the meeting packet and is attached to these minutes.
- b) Hal Myers announced that due to the pending sale of his property, he would be stepping down from the Board September 16, 2022. Pat Wilmsen is the only Executive Committee member who is able to step forward to serve as President, and Kevin Burd has expressed a willingness to serve as Treasurer. The Board will discuss these positions under New Business.
- c) There was a 4-hour working session of the Board of Managers on August 13. The board discussed developments in the water tank replacement project, officer positions, the filling of vacant positions, as well as a brief look at the 2023 rough draft budget.

### 6) **Committee Reports**

#### a) **Buildings & Grounds – Interim Chair, Bob Travitz**

- (1) The B&G August meeting report was made available to the Board and to the Membership via the MGCA website prior to the evening's meeting. Highlights of that report are presented below:



- (a) No building permits were reviewed by the committee at the August meeting. The two building permits from July still do not have surveys and were not reviewed.
- (2) Ad-Hoc Tree Health & Maintenance Committee – Pat Wilmsen
  - (a) Pat Wilmsen thanked all the volunteers who have been continuing to help with the community garden. The mulch from our chipped up branches has started to be placed in the garden.
  - (b) A bad aphid infection was noted in a tree near the MGUMC. Arrangements are being made to have it treated in the very near future.
- (3) Zoning Working Group, Ben Slotznick, George Leyh, Don Dale, and John Brosious
  - (a) Ben read the committee report which is attached to these minutes.
- (4) Tabernacle Renovation Working Group, Ted Martin
  - (a) The group is considering the “refresh” offer for the Tabernacle bathrooms. This project includes fresh paint, changing some fixtures, etc. The MGTA is meeting on August 16 and in that meeting will discuss the possible financing of the project.
- (5) Project Review, Don Dale
  - (a) Storm Water Runoff: Had a meeting with Hackman Paving to go over possible work at Boehm Avenue which would direct water down towards Pinch Road rather than towards Markwood Avenue. Hackman will also provide a pothole and patching estimate. The MGCA is on Hackman’s schedule for October. Hackman is going to try to come in the next week or two to repair the drainage issue at Kephart Avenue & 3<sup>rd</sup> Street to remove a concrete slab and tree root.
  - (b) Tabernacle tension ring and structural post repairs: Are waiting for estimate from Funk & Sons so that the Advancement Committee can apply for a grant. We hope to have the work done in the Spring of 2023.
- (6) Water Tank Replacement Project, Joe Lamont
  - (a) Bids were requested from 7 companies, 2 responded.
  - (b) The bid results were received and were much higher than expected; not a surprise in the current economic climate. The lowest bid was \$250,000 higher than the anticipated construction costs. PennVest has assured the MGCA that our loan can be increased to cover that amount. It will involve an increase to our collateral and some timing changes which will be covered under New Business.
  - (c) There was also a wide gap between the two bids received. HRG explained that this is not at all uncommon and have assured us that the lower bidder is a quality company that they have worked with in many successful projects.
  - (d) The MGCA will also be requesting special arrangements so that we can start construction when planned, before closing of the loan. This is so that the project can still be completed by the May timeframe, and so that the construction bid amount is locked in.
  - (e) We’ve looked at what the increased loan impact will be per Member, it looks like it will be around \$65 per year per Member beyond the original estimate.
  - (f) Some Members posed questions related to the engineering design and construction company, and those questions have been reviewed by HRG.
  - (g) Some Members have asked if joining the MG Authority is still a possibility. Joe stated that after repeated conversations with the MGA President and their Board, there wasn’t a way to work with them to bring increased value to MGCA Members. Firstly, they would not consider taking on our distribution system so the Board could not ‘get out of the water business’. Secondly, there was no discussion about reducing rates, though there was a discussion of getting a rate study – something the MGA had never done. Finally, to move towards the MGA it would likely cost 400K – 500K



by the time you look at taking down the tower, upgrading the pump, upgrading the electrical feed, etc. All factors evaluated together, the MGA was simply a more expensive option in the short term and long term.

- (h) A concern was raised about the engineer review work being done on site during construction. We've been told that in the world of professional engineering, ours is a very simple, straightforward project. We have been assured that we will have a quality solution and the necessary inspections have been built into the proposal.
  - (i) Ted Martin asked who would be supplying the engineering review. Joe stated that HRG would be evaluating the work of the contractor and sub-contractors. The engineer state the requirements and then make sure those requirements are met. Hal added that while he was President, all HRG contracts had been reviewed by our attorney before he signed them. Also, built into the loan is the anticipated fee for our attorney to review all PennVest contracts and contracts with the construction firm. Joe added that PennVest has given us glowing reviews of HRG.
  - (j) Ted also asked about the potential cost of water being "trucked in". Joe responded that there would be no need for water to be trucked in. In the past, the MGA has told us that they would prefer not to supply us with water during the summer season. The Board asked what would happen if the MGA could not supply all our water, but the MGA has recently assured us that they will be able to supply our water needs during the project. In addition, if the contractor goes beyond the set date for completion, there are financial penalties in place that would offset the cost of any water that we needed to have 'trucked in'.
- (7) DEP Engineering Services, Doug Lorenzen
- (a) We are working with the DEP for free services that they provide to communities to develop asset management plans, perform water use audits, a well head protection program in conjunction with the Mt. Grena Borough, and develop a map of the water supply system. The kickoff meeting is August 17 at 10 a.m. There will be a meeting at August 23 at 4 p.m. to start the wellhead protection program.
- (8) Superintendent Position. The current contract was terminated, the last day of the current contractor will be early September. The B&G is discussing how to ensure all Superintendent job duties are taken care of. Bob Travitz also passed on that that Members have been making direct requests to the Superintendent. All work requests need to go through the Chair of the B&G who is the supervisor of that position. In addition, the Superintendent is exempt from Quiet Season as stated in our Rules & Regulations.
- (9) B&G "Goings On", previous month
- (a) Euthanized Raccoon. There was a raccoon that had to be euthanized in front of a cottage on 2<sup>nd</sup> Street. The police were called and were satisfied that the situation had been handled appropriately. The game commission's animal control officer affirmed that the raccoon's behavior was not normal, but that since no human was contacted, they would not test for rabies. A member asked why an emergency text was not sent; there is no money in this year's budget for texting service. [Note: Texting service is in the budget for 2023.] If Members have any additional questions about this matter, they are asked to contact Bob Travitz.
  - (b) Sewer Issues. The MGCA and Members continue to have sewer issues; tree roots push up lines and crack them, soil erosion leaves sewer lines closer to the surface, and this leaves the lines susceptible to ice ball clogs. If Members experience a sewer clog, they are encouraged to contact the B&G or the Office to get the name of a recommended vendor who is familiar with the lines in the MGCA. This has saved some Members thousands of dollars.



- (c) Footpaths. Some Members have asked about the “Not a footpath” sign near the Library. This sign was placed at the insurance company’s request, Members are free to use the spillway to walk on at their own risk.
  - (d) Railing at Pinch and Boehm. The railing has been repaired for a second time. If it fails again, it will have to be completely replaced.
  - (e) Potholes. Members – please continue to notify the office of any potholes. The B&G keeps a list of needed repairs for spring and fall patching.
  - (f) Quiet Season Infractions. There were two infractions; one was addressed, the other will be in the near future.
  - (g) Shrubbery Trimming. The commercial trimmer donated to the MGCA by Bob Travitz was filled with the wrong fuel and is temporarily out of commission. The Superintendent has continued what work he can with the equipment we have.
  - (h) Foot Traffic Signs. The foot traffic signs continue to be willfully and accidentally damaged and moved. These signs were placed to try to ensure driving traffic stays on the appropriate roads – please help us to keep these signs in place and in good condition.
  - (i) Licking Dog. A guest of the library informed the office that her dog licked paint chips at the library; she was concerned about lead poisoning. The B&G will test the paint at the library to check for lead.
  - (j) Equipment Inventory. Two gas trimmers and a chainsaw were taken for service; we were told they were not repairable. A STIL weed-whacker was purchased and the trimming of the grounds is going faster. The B&G continues to evaluate equipment needs, but our ‘wish list’ is beyond the current budget.
  - (k) Year-Round Public Bathrooms. The B&G discussed the need for a year-round bathroom facility for guests and vendors. The committee proposes to insulate the Heritage Park bathroom facility to make it winterized, and to pay for the improvements from the Heritage Park fund. This will be discussed under New Business.
- b) Communications Committee – Hal Myers**
- (1) The Noise rule SurveyMonkey was sent out to the community. The deadline for response is September 9, well over 100 responses have been received to date.
  - (2) The fall newsletter deadline is the last day of September; committee chairs please be considering what articles you want to submit.
- c) Community Activities & Recreation Committees – Tammy Travitz**
- (1) An additional concert has been added to the Heritage Festival on September 16. This will be at no additional cost.
  - (2) Paula Deppen was appointed to the community activities and recreation committee.
  - (3) Ad-Hoc Library Committee – Sally Marisic
    - (a) The written report is attached to these minutes.
- d) Executive Committee**
- (1) In the next month, the Board will have business to conduct and papers to sign. The regular monthly board meeting schedule will not accommodate these needs. This necessary business, while very brief, will necessitate some special board meetings. These meetings will be made available to the public, will likely be zoom only, and will have a minimum of a 5-business day announcement.
  - (2) A member brought some questions about the “Sunshine Laws” before the Board at the annual meeting. While the Board wants to be transparent and open and cannot conduct business outside of a public meeting, Hal thought it would be wise to pursue the question to find out if the law does apply



to the MGCA and if so what it would mean. Our attorney has advised us that since we are a 501(c)4 corporation, that it does not apply to us. That does not mean that the Board does not want to comply with the spirit of the law, simply that this particular law does not apply to the MGCA.

(3) Ad-Hoc Advancement Committee – Pat Brosious

(a) Not present, no report.

(4) Ad-Hoc Archives Committee – Don Miller

(a) Don asked that anyone who has a key to the filing cabinets that had formerly been kept in the Violette Cassel room to please get in contact with him.

(5) Ad-Hoc Policy & Procedures Committee –

(a) Ted Martin was appointed to chair the Policy & Procedure Committee.

e) **Finance Committee – Pat Wilmsen**

(1) As stated earlier, the committee is working on the budget for next year. Everyone is making the best estimates they can and what needs of the community need to be planned for.

(2) Hal added that in working on the budget, everyone has known there would be a significant increase due to the water tank project. For the good or bad, the current Members are going to be subsidizing the last many decades of virtually free water.

f) **Nominations Committee – Esther Mefferd**

(1) Esther reminded everyone of how important it is to vote since this past election was so extremely close. She passed her congratulations to George Leyh, Kevin Wells, and Pat Wilmsen who were elected.

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

(1) Kevin reported that 2 cottages have transferred ownership. New Member Orientations have been completed for J.D. Shuman who purchased 502 6<sup>th</sup> Street, and for Stephanie Capeta, the new owner of 302 6<sup>th</sup> Street. There are five additional cottages that are scheduled to be transferred in the next month.

(2) Of the 72 short-term rental permits permitted by Rule 20 and the associated policy, 53 permits have been issued to date.

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

(1) No report.

i) Kevin Burd made a motion to approve the committee reports. Seconded by Tammy Travitz, the motion passed unanimously.

7) **Old Business**

a) **Reduction of Board Members**

Over the last two months, the board had two readings for a change to the By-Laws to change the number of required board members from 11 to 10. In the passing of time and after consideration and community comment, it would appear that the Board's support of this change had waned. In order to bring the question to vote, Joe Lamont made a motion to change the required number of managers from 11 to 10 in the By-Laws. The motion was seconded by Tammy Travitz. There was no discussion and the motion failed with a unanimous vote of opposition. The number of board members will remain at 11.

8) **New Business**

a) The B&G has requested the release of funds, not to exceed \$6,000, from the Heritage Park fund in order to winterize the bathroom at Heritage Park and therefore enable it to be open year-round. Pat Wilmsen reminded the Board that the Heritage Park fund came from donations and was specifically designated for the improvement of that park. The Finance Committee recommends approval of this request. Pat Wilmsen



- made a motion to allocate up to \$6,000 from the Heritage Park fund for the Heritage Park bathroom winterization, Don Dale seconded the motion. Hal added that if at some future point the Heritage Park pavilion were added onto to create an office for the MGCA, no work would have to be redone to the bathroom in order to be incorporated into the office. There was no further discussion and the motion passed unanimously.
- b) Water Tank Project. This was discussed extensively in the Board's working session on Saturday, August 13. To aid that discussion, Hal had created a PowerPoint presentation. Hal reviewed those slides at this meeting and they are attached to the minutes. These slides reviewed the loan application and its financial components, how the construction bid differs, and what financial decisions the Board needs to make as a result. Of additional note, given that the low bidder's submitted bid was significantly different from the other bidder, they were given two days to change their submission. They were confident in their numbers and declined to change the bid. These slides also show possible ways the necessary funds can be set aside in the reserves or uses required by the project. Don Dale added that depending on how funds were set aside, it may mean that fall asphalt projects may be delayed until the spring.
  - c) Officers. Though Hal will not be leaving the board until mid-September, in the working session it was discussed that it may be advantageous to change officers earlier in order to facilitate document signing, etc. Pat Wilmsen had volunteered to serve as President; Kevin Burd volunteered to serve as Treasurer. Joe Lamont made a motion to nominate Pat Wilmsen as President effective September 1, 2022. Don Dale seconded the motion. The motion passed with Pat Wilmsen abstaining. Joe Lamont made a motion to nominate Kevin Burd as Treasurer effective September 1, 2022. Don Dale seconded the motion. The motion passed with Kevin Burd abstaining.  
Hal also appointed Kevin Burd as assistant Secretary, effective September 1, 2022.
  - d) Board Vacancies. There is an open seat, vacated by Jenn Kantmann, for a term ending in 2023. There is another open seat from Katcha Neale's property sale for a term ending in 2024. Esther Mefferd made a motion to place the election runner-ups in the vacant seats; Don Dale to fulfill the remainder of the 2023 term, Miles Bojanic to fill the remainder of the 2024 term, Pat Wilmsen seconded the motion. The motion passed unanimously.
  - e) Future board vacancy. The board discussed how to manage the vacancy that will be made when Hal Myers leaves September 16. Tammy Travitz made a motion that the position be filled by one of the two candidates that put their names forward for consideration, Bill Linton and Marcie Lloyd; Pat Wilmsen seconded the motion. Discussion followed.
    - a. Ted Martin noted that the whole community does not know that Hal will be stepping down and therefore have not had an opportunity to come forward and indicate their interest in serving the remainder of Hal's term.
    - b. Esther suggested we wait another month to discuss.
    - c. The board discussed that the Nominating Committee should discuss and bring names forward for consideration.
    - d. Carmen suggested that the Board is not ready to vote and that there will be special meetings that the board can use to appoint someone if they feel the need to do so before September.Tammy Travitz withdrew her motion. The Nominating Committee was asked to gather names of interested members to present to the Board. The Nominating Committee will establish timelines for this process.
  - f) Kevin Burd, Carmen Bianco, and Joe Lamont thanked Hal for all the work he had done.
  - g) Hal Myers appointed Miles Bojanic to chair the Buildings & Grounds Committee.



## 10) Community Comment

Bill Linton, 211 7<sup>th</sup> Street, expressed his concern of the lack of detail provided in the bid with regard to tank thickness, foundation, etc.

Joy Linton, 211 7<sup>th</sup> Street, Joy reviewed the process the MGUMC used for approving their elevator project. She is concerned that member input is not at the heart of the board's work. She hopes the board will work on servant leadership to build intentional community. She asked again that community input be put at the beginning of the meeting. Hal informed the member of their time being up, but the member declined to cease their presentation.

## 11) Adjournment

The meeting was adjourned at 6:47 p.m. on a motion by Carmen Bianco, seconded by Tammy Travitz, and passed.

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

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

### Attachments:

#### Correspondence:

Margaret Hopkins, 505 Glossbrenner, Annual Meeting Location  
Margaret Hopkins, 505 Glossbrenner, Quiet Hours  
Dave Tyndall, 701 Otterbein, Annual Meeting  
Dave Tyndall, 701 Otterbein, Annual Meeting  
Cory Wanamaker, 112 2<sup>nd</sup>, Gretna visitor feedback  
Sandy Leyh, 310 6<sup>th</sup>, Annual meeting follow-up and questions  
Bill Linton, 211 7<sup>th</sup> Street, Water Tank  
Linda Campbell, 402 Glossbrenner, meeting times and days  
Margaret Hopkins, 505 Glossbrenner, Meeting agenda  
Karrie Hontz, 309 7<sup>th</sup>, Water project  
Sandy Leyh, 310 6<sup>th</sup>, various concerns

July Treasurer's Report

August B&G Committee Meeting Minutes

B&G Project List – July updates

Zoning Working Group Report

Library Committee Report

Candidates for future Open Seat

Water Tank PPT Slides

Correspondence submitted after meeting end:

Joy Linton, 211 7<sup>th</sup> Street, Information access

Connie Pierce, meeting attendance

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Secretary

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Chairman