



## BEAR CREEK LAKES CIVIC ASSOCIATION

57 Pool Drive, Jim Thorpe, Pennsylvania 18229  
(570) 325-3334

**Board of Director's Meeting: January 21, 2017**

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### **ATTENDEES**

**Present:** Gary Benedick, Rich Berger, Colleen Bradley, Mike Brennan, Tom Larney, Ken Levitz, Bill Malone, Kevin McGrath, Neil Mullen, Marty Palmer, Margo Schaefer, Roger Stewart, Todd Wagner, Attorney Tom Nanovic, Suzan Whiteley, Nadine Young

**Absent:** Pat Ayers & Steve Sosnowski

**Visitors:** Bob Skiffington, 18 White Oak Dr

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***Vice President Ken Levitz called the meeting to order at 9:00 AM***

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### **PREVIOUS MEETING MINUTES**

- **Review and approve with changes the November 19, 2016 minutes:**
    - **MOTION: 16/17, 01-21-01:** Rodger Stewart moved to accept the November 19, 2016 minutes as corrected. Seconded by Todd Wagner. Motion carried.
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### **TREASURER REPORT**

- Todd Wagner distributed the Treasurer's Report

#### **>> Profit and Loss: November**

- Dues revenue of \$56,144 and total revenue of \$58,156
- Net income of \$34,066, Approx. \$2,600 favorable to prior year
- YTD Net income of \$99,207 and Net Income (Operating) of \$13,569 (\$12,279 in prior year)
- Fishery Management revenue of \$0 for the mo., \$673 YTD
- Misc. income negative (-\$147.50), comprised of \$103.50 Admin fees on payment plans and a refund of \$245 for an overturned citation fee.
- ***Balance sheet:***
  - Cash Balance of \$1,320,922 as of Nov. 30, 2016
    - ***Cash Balances comprised of:***
      - operating \$407,555
      - road 483,559
      - capital reserves 384,798
      - construction escrow 45,010
      - \$175,000 transferred from MCTC Roads MM Acct to a CDAR (Certificate of Account Registry) in early December

- Accounts Receivables (gross) Down approx. 112K from prior mo.
- Capital expenditure of \$2,460 to Palmerton Garage Door for 2nd half of Maintenance garage doors.

**>> Profit and Loss: December**

- Dues revenue of \$56,143 and total revenue of \$68,999
- Net income of \$45,136, Approx. \$18,620 favorable to prior year
- YTD Net income of \$144,343 and Net Income (Operating) of \$31,310 (\$13,281 in prior year)
- Late Fees of \$9,865 for 29 accounts billed in December 2016 (prior billed in Jan.)
- Fishery Management revenue of \$0 for the mo., \$673 YTD
- Misc. income \$257, comprised mainly of Admin fees on payment plans
- **Balance sheet:**
  - Cash Balance of \$1,293,565 as of Dec. 31, 2016
    - **Cash Balances comprised of:**
      - operating \$392,513
      - road 487,073
      - capital reserves 376,468
      - construction escrow 37,511
      - \$175,000 transferred from MCTC Roads MM Acct to a CDAR (Certificate of Account Registry) in early December
      - Accounts Receivables (gross) Down approx. 6K from prior mo.
      - Capital expenditure of \$13,000 to Fast Fence (in 2 installments of \$6,500)
- **Review and Approval of the above Treasurer's Report for Nov. & Dec. 2016:**
  - **MOTION: 16/17, 01-21-02:** Ken Levitz moved to accept the Treasurer's Report. Seconded by Bill Malone. Motion carried.

**VISITOR'S COMMENTS**

- Bob Skiffington made the Board aware of 3 undeveloped lots for sale (owned by Bill McCartney who recently passed away). These 3 lots are in a potential "High Storm Run-off" area. Lots are along 903 lot reference 51-A-519 thru 51-A-511. Board will look into these properties and investigate if necessary to take action.

**COMMITTEE REPORTS**

**>> Attorney:**

- No reports

**>> Permits:**

- Rich Berger noted that a garage on Lake Drive has been completed and the bond refunded. There was one instance of someone that did not get a permit and had to stop the work until the permit was secured. No requests for tree permit.

### **>> Lake/Dam:**

- Gary Benedick presented an estimate for \$2691 which was for the Aquatic Vegetation and weeds the same cost as before. Woody vegetation and phragmites on Dam is \$1640. To use the Aquatic Environmental Consultants.
  - **MOTION: 16/17, 01-21-03:** Todd Wagner moved to approve both of the expenses of \$2691 & \$1640 for the Lake/Dam to the Aquatic Environmental Consultants.  
Seconded by Kevin McGrath. Motion carried.

### **>> Rules:**

Rich Berger presented several new rule changes.

- (Category I-a) Changes to Min fine from \$50 to \$25 for the 1st offence (Voted...see below)
- (Category I-b) All other moving violations \$50 1st offence, \$100 2nd (Tabled...need to be more specific)
- (Category II-a) Failure to Comply (Tabled...needs more parameters)
- Revision to Lake Fishing Rules limiting catches set (Tabled...needs further review)
  - **MOTION: 16/17, 01-21-04:** Margo Schaefer moved to approve Category I-a Changing the min. Fine to \$25 for the 1st offense of a traffic violation. Seconded by Kevin McGrath.  
Motion carried.
  - **\*\*NEED TO REVIEW RULES FOR FURTHER CHANGES\*\***

### **>> Lifeguards:**

- Colleen Bradley reported that there are 2 forms currently online for Lifeguards for the American Red Cross. This is the 2nd year for the update. Plans are to have 15-16 lifeguards. No filing fees for American Red Cross forms.

### **>> Landscaping/Stewart Hall:**

- Mike Brennan still needs a date in May for the BCL spring clean-up.
- Mike reminded all board members were reminded that in order to have heat in Stewart Hall the event must be posted on the BCL Calendar of Events.
- Stewart Hall has a new range.
- Looking into a Wifi thermostat system for the Heater to further save energy. The preliminary report is this is not possible.
- Stewart Hall used 600 gallons less of heating oil in 2016 than 2015. This was mainly due to warmer temperatures and better management.
- Mike reported that current price of propane offered to our homeowners is \$2.20/gallon. However, the current price is about \$1.00 less per gallon. Mike is in the process of getting formal quotes, and plans to update the website and communicate with our homeowners
- Getting a Polycom system for Stewart Hall was brought up. The primary purpose would be to allow those on the board not living in BCLA to attend meetings during inclement weather or during travel/vacations, thus reducing the number of meetings cancelled. This will be looked into and was tabled for now.

### **>> Roads:**

- Tom Larney reported that the road shoulder on Hawthorne hasn't begun yet. Presented information to "rejuvenate" the roads from Total Asphalt as opposed to adding new asphalt. Approx 5 miles = 75K. Doesn't include any grading or shoulder work...more needs to be researched and reviewed. Nothing formal presented at this time.

**>> Security:**

- Bill Malone addressed changes needed for the security committee hearings going forward to ensure bylaws are followed and court fairness is maintained. Rich & Bill will work on this and present something for review.

**>> Environmental:**

- Ken Levitz reported maintenance need on tree trimming however there is no longer any funding available under fire prevention.
- Wind Turbine meeting and Pipeline meeting mentioned. Both meeting to take place in March.

**>> Maintenance:**

- Ken Levitz reported that they serviced and winterized the equipment including changing fuel and adding a second containment. November and December road issues were only minor plowing and cindering.

**>> Safety/Security:**

- Bill Malone reported that the fence repair is done, along with the above reported oil tanks and cinder and plowing. Margo is going to do a write up for the website and newsletter about these improvements.
- There is a missing bouy but is most likely under the ice, hopes are that it will be found after the thaw.
- One complaint of a fight/altercation/argument in front of a house on Recreation Dr. which had dissolved by the time security was called.
- A member of BCLCA (who is with the FBI) fixed and did maintenance work on the security radios.

**>> Membership Services:**

- Kevin McGrath noted there were 28 members on payment plans and only 7-12 in collections for dues.

**>> Recreation:**

- Marty Palmer mentioned the super bowl party is approaching and is only \$5 for entry.
- Marty needs to plan the recreation schedule for 2017 so everything is on the calendar of events.
- Also reported that there is good community interest for volunteers for activities.

**>> Comp. Tech./Communication:**

- Margo Schaefer reported that she has been sending out emails periodically and will ramp up to weekly emails during the summer season.

**>> Long Range Planning:**

- Roger Stewart addressed a need for long term planning for 3 items:
  - (1) need for volunteers
  - (2) Lake & Access to Kayaks at secondary location
  - (3) Evaluation of run-off areas

These subjects were tabled.

**>>Long Range Planning**

- Bylaw changes are progressing but additional modifications are still necessary and will be addressed and brought to next meeting for review. Goal was set for March to sign off of new bylaws.
- Suggestion was made that added to the bylaws is a new section for "Special Meetings". These "Special Meetings" would be limited to the appropriate board members for such things as to approve a new vendor or contract between meetings as to not slow down progress.

- Suggestion was to allow for “attendance” at Board meetings via teleconference. Suggestion was made to limit Board member attendance via teleconference to no more than 2 times per year. More to follow.

**>> Finance:**

- Todd Wagner reported that the letter of credit paperwork pertaining to the dam was submitted and awaiting approval.
- Todd Wagner reported a need to address policies for setting up new vendors, board to review.
- 1099 will be out by 1/31/17.

**>> Human Resources:**

- Volunteer Policy...list of all activities approved by April.
- Work on a draft of the HR policy.
- Tracking of PTO implemented.

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**OLD BUSINESS**

- No Old Business

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**NEW BUSINESS**

- Margo Schaefer passed out the code of ethics for review and everyone to sign.

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**EXECUTIVE SESSION**

- 11:05 AM
  - **MOTION: 16/17, 01-21-05:** Todd Wagner moved to go into Executive Session. Seconded by Kevin McGrath. Motion carried.
- 11:45 AM
  - **MOTION: 16/17, 01-21-06:** Margo Schaefer moved to come out of Executive Session. Seconded by Rich Berger. Motion carried.
  - **MOTION: 16/17, 01-21-07:** Kevin McGrath to authorize attorney Tom Nanovich to proceed with foreclosure process on subject property. Seconded by Bill Malone. Motion carried.

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**ADJORNMENT**

- 11:45 AM
  - **MOTION: 16/17, 01-21-08:** Kevin McGrath moved to adjourn. Seconded by Ken Levitz. Motion carried.

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Respectfully submitted,

***Nadine Young, Recording Secretary***