



## BEAR CREEK LAKES CIVIC ASSOCIATION

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

### ***Board of Director's Meeting: April 15, 2017***

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#### **ATTENDEES**

**Present:** Pat Ayers, Gary Benedick, Rich Berger, Colleen Bradley, Tom Larney, Ken Levitz, Bill Malone, Kevin McGrath, Neil Mullen, Tom Nanovic, Margo Schaefer, Roger Stewart, Todd Wagner, Steve Sosnowski,

**Absent:** Mike Brennan & Marty Palmer

**Visitors:** Mark Brugan (31 Honeysuckle), Madeline Ligenza (133 Behrens)

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***President Steve Sosnowski called the meeting to order at 9:00 AM***

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#### **PREVIOUS MEETING MINUTES**

- **Review and approved March 2017 minutes:**
    - **MOTION:17, 04-15-01:** Bill Malone moved to accept the March 2017 minutes as already corrected. Seconded by Pat Ayers. Motion carried.
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#### **TREASURER REPORT**

- Todd Wagner distributed the Treasurer's Report

##### **>> Profit and Loss: March**

- Dues revenue of \$56,143 and total revenues of \$62,201
- Net Income of \$38,586 vs \$36,847 in prior year
- YTD Net income of \$235,258 and Net Income (Operating) of \$39,795
- Fishery Management revenue of \$300 for the mo., \$1224 YTD. Net cumulative donations and carryovers over \$25 in excess of expenses
- Misc. income is (\$6.50), comprised primarily of Administrative fees on payment plans less reversals of two citations totaling \$110
- Capital Improvement Fee Income of \$3,343 (four full fees and one ½ fee)
- Newsletter income of \$1,130
- Billing of attorney fees and filing fees of \$4,315
- **Balance sheet:**
  - Cash Balance of \$1,220,963 as of March 31, 2017
    - **Cash Balances comprised of:**
      - operating \$330,750
      - road 492,311

- capital reserves & improvement 377,893
- construction escrow 20,209

**Accounts Receivables** (gross) Down approx. \$7,398  
from prior mo. (\$51,057 at 3/31 vs \$58,455 at 2/28)

Capital Expenditures in March 2017:

- Goldberg Plumbing  
& Heating \$ 38.00 (residual parts for oil tank)
- New Pig Corp \$1445.94 (chlorine tank replacement system)
- New Pig Corp \$ 804.66 (chlorine tank replacement system)
- Carefree \$5800.00 (deposit on retaining wall project)

- **Review and Approval of the above Treasurer's Report for March 2017:**

- **MOTION: 17, 04-15-02:** Bill Malone moved to accept the Treasurer's Report as amended.  
Seconded by Roger Stewart. Motion carried.

### **VISITOR'S COMMENTS**

- Mark Brugan presented a letter on behalf of Lakeside R&R Corp. and Pier 13. The groups are requesting that the two lots be classified as "Adjacent Lots" under the proposed new Bylaws.
- Madeline Ligenza also questioned the fairness of her second, non-adjacent lot (which doesn't perc) being charged full dues under the proposed bylaws.

***Steve Sosnowski announced that we would discuss Special Projects first, for the visitor's benefit***

### **COMMITTEE REPORTS**

#### **>>Special Projects**

- Todd Wagner discussed the changes made to the bylaws based on Member's comments / questions at the Town Hall meetings.
- Treatment of ~30 lots not meeting the definition of "Adjacent Lot":
  - Lots will be grandfathered (i.e. considered an Adjacent Lot) until the lot is improved or change in ownership. Initial annual impact in revenues is about \$16,700 (about \$20 per Member) and over time difference will go away as lots are sold or developed
- Request to define a fourth category for lots that don't perc:
  - Committee declined to create a separate category.
- Issuance of badges and parking permits:
  - Clarified that each lot that pays full dues will receive a full set of credentials. No extra credentials for Adjacent lots or grandfathered lots
- Budget process:
  - Left language as written in previous draft
  - Reserve fund vs. "Road Fees":
    - Going forward, we will have a Capital Reserves fee that encompasses both roads and other infrastructure. The money in the Roads fund will be spent down as needed for road maintenance.
- Request to amend language around liens:
  - Left language as written in previous draft

- In the language regarding appointing Directors to fill vacancies (5.6 / 5/7), the committee changed “shall” to “may”. This allows the Board to have a vacancy filled by election.
  - **MOTION: 17, 04-15-03:** Todd Wagner moved to accept the Bylaws as written, with the possibility of Attorney Young changing the language in section 4.2 to make sure that grandfathered lots do not get an extra set of credentials; changing “unanimous” in 11.2 to “2/3 vote” and removing “ballot” from section 4.6. Seconded by Gary Benedick. Motion carried 11-2
- Todd indicated that the bylaws will be mailed out to the Members as required. Kevin commented that the bylaws should be mailed out First Class as required by the UPCA.
- Todd will draft Policies and Procedures that need to be in place on 5/27/17 if the new Bylaws are accepted by the Members.

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### **EXECUTIVE SESSION**

- 10:05 AM
  - **MOTION: 17, 04-15-04:** Steve Sosnowski moved to go into Executive Session. Seconded by Margo Schaefer. Motion carried.
  - **MOTION: 17, 04-15-05:** Bill Malone moved to come out of Executive Session. Seconded by Margo Schaefer. Motion carried.

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#### **>> Attorney:**

- Tom Nanovich reported on his interpretation of “Volunteers Having Contact with Children” He recommends the following actions:
  - Create a volunteer manual
  - Document volunteer responsibilities for each BCL event
  - Create a committee to look at the volunteer responsibilities and decide if the volunteers need child-abuse clearances
  - At each BCL event, have volunteers sign in. Keep these records.
    - **MOTION: 17, 04-15-06:** Margo Schaefer moved to accept Tom’s recommendations. Seconded by Roger Stewart . Motion carried.

#### **>> Membership Services:**

- Kevin McGrath announced that one Member, currently in arrears for assessments and in bankruptcy, has offered to surrender their lot to the Association in lieu of past due assessments. Discussion followed.
  - **MOTION: 17, 04-15-07:** Kevin McGrath moved to authorize Attorney Barrow to pursue the transfer of the lot to BCLCA. Seconded by Roger Stewart. Motion carried.

#### **>> Permits:**

- Pat Ayers has been following up with property owners whose construction projects seem to have stalled.

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

- Margo Schaefer reported that request for Members Only access to the website spiked with the recent postings regarding the changes to the Bylaws.

**>> Lake/Dam:**

- Steve Sosnowski reported that the old retaining wall at the boat launch has been removed by our workers, and will be replaced by Carefree Landscape. Work should be done before Memorial Day
  - **MOTION: 17, 04-15-08:** Todd Wagner moved to confirm the e-mail approval of the contract with Carefree for \$11,600 an additional amount of \$1,600 over the previous \$10,000 approved. Seconded by Roger Stewart. Motion carried.
- Gary Benedick reported that the Lake & Dam committee is working on fishing rules for the lake. Also, the boat racks have been assigned and Members will be notified soon.

**>> Rules:**

- Rich Berger reported that the rules are being updated to reflect policies that are affected by the proposed Bylaws.

**>> Lifeguards:**

- Colleen Bradley reported that she has been conducting interviews. She has hired 12 returning lifeguards and six new lifeguards.
  - **MOTION: 17, 04-15-09:** Colleen Bradley moved to spend \$1500 from Capital Reserves to replace two rescue boards needed at the beaches. Seconded by Steve Sosnowski. Motion carried.

**>> Landscaping/Stewart Hall:**

- No report.

**>> Roads:**

- Tom Larney has been assessing road maintenance / repair needed this year.

**>> Environmental:**

- Ken checked on recent runoff issues. All are the responsibility of individual owners, not BCLCA. He is investigating the issue of a dying tree line along Behrens Rd near the dam.
- Three new "dog refuse" stations have been purchased and will be installed near the North Beach, South Beach, and at the dam park. The existing station at the boat dock will be relocated further from the picnic table.

**>> Security:**

- Bill Malone is still looking for Badge Monitors.
- Security would like to have electronic access to Member information (emergency contact info, etc.) Currently they use a printed list, which is hard to search and sometimes out of date. Margo to work with the office to facilitate electronic access.

**>> Maintenance:**

- The blocks that were removed from the walls near the boat dock are available (free of charge) to Members. Margo to post information on the website.

**>> Recreation:**

- No Report.

**>> Long Range Planning:**

- Roger Stewart reported that there are currently no plans for lighting on the sports fields at Recreation Park on Route 903.

**>> Pool:**

- Neil Mullen reported that the cover will come off the pool on April 24<sup>th</sup>. Strand will again manage the chemical treatments for the season. The electrical system will be inspected in May.
- The pool will open May 27<sup>th</sup>
- The new chlorine tank and spill containment will be installed in the fall. There is not enough time to do the installation before the pool opens

**>> Finance:**

- The first draft of the FY 2017-18 budget will be put together in June, for approval at the July Board of Directors meeting
- Directors should review their needs and submit their budget to Todd by the end of May

**>> Human Resources:**

- No report.

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**OLD BUSINESS**

- None

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**NEW BUSINESS**

- Gary Benedick questioned the renting of Stewart Hall to a Member, who then allows a non- member to conduct a commercial activity in the hall. Discussion followed; we will revisit in May
- Gary Benedick questions the appropriateness of a Member giving or loaning (long term) badges and parking placards to non-members. We will revisit this in May.

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**ADJORNMENT**

- 11:25 AM
  - **MOTION: 17, 04-15-10:** Todd Wagner moved to adjourn.  
Seconded by Tom Larney, all in favor. Motion carried.

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***Respectfully submitted,***

***Margo Schaefer, Secretary & Nadine Young, Recording Secretary***