



BEAR CREEK LAKES CIVIC ASSOCIATION

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

Board of Directors Meeting – June 20, 2020 **Via Zoom Videoconference**

Attendees: Ken Levitz, Todd Laudenschlager, Margo Schaefer, Madeline Ligenza, Ray Bradley, Rand Asher, Bill Gullone, Steve Sosnowski, Ron Kerwood, Ross McCartney, TJ McKeon, Jack McGeehan, Roger Stewart, Pete Matone, Ned Ramm, Tom Nanovic

Visitors: Elizabeth Pushaw & Kim Andreacola – Cherokee Drive; Kevin McGrath, Stephen Sabatino, Michael Manoloudis – BCL Drive

President Ken Levitz completed roll call, had a quorum, and called the meeting to order at 9:05AM.

PREVIOUS MEETING MINUTES

- Reviewed and approved May 2020 minutes:
 - **MOTION: 20, 6-20-01:** Ramm made motion to approve. Seconded by Kerwood. Jack McGeehan asked that the minutes be changed as follows: Unfinished Business, strike first sentence under Rental Committee and Declaration Rewrite Process. All in favor. Motion carried.

TREASURER REPORT

- Margo reported she has nothing of note to report.
 - **MOTION: 20, 6-20-02:** Kerwood made motion to approve. Seconded by Ramm. All in favor. Motion carried.

Balance Sheet

Cash Balance of \$1,832,235 as of May 31, 2020 comprised of:

Operating Funds	\$ 572,851
Capital Reserves & Improvement	1,240,887
Construction Escrow	12,525

Capital Expenditures during May 2020 - None

MEMBER CONCERNS

- Elizabeth Pushaw – Cherokee Drive: Elizabeth discussed the 10-11 timeslot for water aerobics/lap swim and the letter from Ken to the community. Elizabeth has been running water aerobics for a few years. She was never consulted about changing the time slot or asked for her opinion. Elizabeth is asking the Board to reconsider the change and move it back to 11-12. In the past, Elizabeth would inform Dylan when class would not be held that day so he did not have a lifeguard on duty. Elizabeth tried to inform Dylan last Wednesday, but he was disrespectful to her and hung up on her. Elizabeth said our group is grateful and respectful and would not verbally abuse the lifeguards, as stated in Ken's letter. She apologizes to them and is sorry they were demeaned by this. Ken explained that this issue would be revisited. There was a lack of communication.
- Kevin McGrath – BCL Drive: (1) suggested changing our section Visitor Comments to Member Concerns, (2) he inquired about the most efficient and proper way to communicate with the Board, (3) Security's attention to permit posting, (4) written communication for last meeting about temporary storage. Ken's

responses were as follows: (1) Revitalizing the title is a good idea, (2) possibly had a few gaps in communications, but they should go through bclca@ptd.net, (3) Todd and Ron working on getting permits on our site, (4) we need to consider a formal "right to no request" process and this will be addressed in the future.

- Kim Andreacola – Cherokee Drive: She sent an email to the Board. There were a few people at the boat dock looking to rent paddles and lifejackets. They were not aware the boats were privately owned. Can we post a sign saying this? Jack said he would have signage made and posted at both boatdock and North Beach. He will ask the rental committee to have owners inform tenants about the rules.
- Stephen Sabatino – BCL Drive: Asked the Board to consider a one-time exception to the rule for a fireworks display. He sent in presentation. The group discussed. See below for results.
- Michael Manoloudis – BCL Drive: Asked if we could reconsider the July 4 activities and golf cart parade. Ken said there would be further discussion and the Executive Committee would isolate what can/can't take place. Ken said we are trying to be consistent throughout the community.

OTHER OFFICERS REPORTS & ATTORNEY COMMENTS

- Officers – **MOTION: 20, 6-20-03**: Schaefer made motion to notify JTNB that BCL Officers are: Ken Levitz-President, Todd Laudenschlager-Vice President, Margo Schaefer-Treasurer, Madeline Ligenza-Secretary. Seconded by Ligenza. All in favor. Motion carried.
- Attorney – Tom will discuss his comments on the topics of Garda Security Contract and North Beach Pavilion when those topics are reached on the agenda.

COMMITTEE ACTION ITEMS

- Garda World Security Contract Proposal – Tom reported we are continuing discussions with Garda on insurance coverage. The latest COI has been submitted to our insurance company. Todd said he has not heard anything yet from Ryan. Madeline spoke with Garda and they are working on it.
- Pennoni Engineering Storm Water Management Plan – Ken reported he, Tom Larney, and Ned met with the newly-appointed engineer this past week. Draft documents should be here in 10 days, then contact will be made with 10 affected property members about construction, and formal documentation to each individual acknowledging what is going on. We still need to select a builder. Possible construction October/November 2020 or into 2021.
- North Beach Pavilion Permitting – Todd and Roger attended the Board of Supervisors Township Meeting on June 1. Building Officer wants to keep this on the commercial side. Todd contacted an engineer who said we needed site elevations and site work and his cost is \$1000, along with \$500-1000 for site elevations. Todd contacted the Building Officer again and she will not back down and gave him a list of things she wants done by BCL. Todd then contacted a local architect and is waiting for return call. Todd asked where he should go from here. Per Margo, we only have \$5500 left to spend on this project.
 - **MOTION: 20, 6-20-04**: Schaefer made motion to terminate this project and get whatever money back from the Amish Country Gazebos. Seconded by Kerwood. Motion withdrawn.
 - **ACTION ITEM**: Todd will go to Joint Board of Appeals, asking them to consider this a residential case. Whatever decision is made will affect all developments in PFT. Todd will see if surrounding communities would be interested in coming to the hearing. If we apply this month, we will probably not go until July.
 - **MOTION: 20, 6-20-05**: Schaefer made motion authorizing Todd and Roger to go to the Joint Board of Appeals with filing fees NTE \$500. Seconded by Sosnowski. All in favor. Motion carried.
- Rule Book and Permit Application Form Updates – Ken is working with Ned and Ron on the tree permits.

- Fireworks Display Proposal – Steve thanked Stephen Sabatino for a thorough presentation. If approved, this would be precedent-setting, not an exception. Deed Covenant #8, Use of firearms, explosives of any kind, bows & arrows shall be prohibited upon herein the described premises. Rules Book, Pg 19, Rule 4, states No one shall detonate or set-off explosives or fireworks within the boundaries of Bear Creek Lakes.
 - **MOTION: 20, 6-20-06:** Schaefer made a motion to deny the request for fireworks on July 4. Seconded by Kerwood. Motion carried.
- Green Phase Impact on Use of Stewart Hall and Pavilion –
 - **MOTION: 20, 6-20-07:** Kerwood made motion to have the July 4 golf cart parade if Madeline speaks to Linda Kunkel and Linda is willing and has enough time to get it all together. Seconded by Stewart. Motion carried.

Madeline had spoken to Linda prior to the meeting and she did know about the cancellation, and Madeline suggested a possible parade at the end of the year. There will be no food at the end of the parade.

UNFINISHED BUSINESS

- Declaration Rewrite Process – Ken suggested sliding this into the new Fiscal Year for a formal presentation to the Board after the new board is elected.
 - **ACTION ITEM: Jack will get committee together to discuss where we are. Hold off on the final payment to Hal Barrows.**
- 2020/2021 Capital and Expense Budget – Margo distributed the proposed late fee policy for the coming year. The proposal gives the member less stringent late fees should they not pay their dues timely.
 - **MOTION: 20, 06-20-08:** Schaefer made motion to adopt the proposed late fee policy, as written, beginning FY 2020/2021. Seconded by Kerwood. Motion carried.

Margo distributed the draft budget for 2020/2021, making reference to our current budget and notes on how she got to the numbers. Suggestions to reduce the budget: eliminate porta potties, except at boat dock; in-house quarterly dam inspections; fix poolhouse out of Reserve monies. Margo still needs to receive salaries of office/maintenance workers; computer technology. Please look at budget again and give Margo your changes by 7/2. We have to pass budget at July Board meeting or we remain at same budget as this year.

STANDING COMMITTEE REPORTS

- Lake/Dam –Lake: May 26 was a lake/dam meeting. Lake was treated last week for noxious invasive weed treatment. Jack has a safety concern with trailer accessing at boat launch. Jack and Bill will work on signage: no parking-loading zone, car parking only, trailer parking only, and have them installed. Dam: Our EAP is overdue; engineer will submit to the State. Until we hear final decision from the State, dam spillway could be a major capital project. Need to look at secondary spillway, who owns it, do feasibility study and what the State will mandate us to do. May have 5 years to accomplish it.
- Finance – Margo had nothing else to report.
- Special Projects – Steve said face-to-face meeting with an industry expert will not take place until after September. Elections: Steve reported the drop dead date is July 5 to submit your name. So far he has 8 names of sitting Board members and other interested parties. He thanked TJ for posting.
- Lifeguards – Ken said we are spending a lot, but the pool and South Beach are open and manned, while addressing COVID-19 concerns. There is a little more work for the consultant, with a final obligation through June, and a final assessment after that.
- Maintenance – Ross reported we received the new truck last Friday. It will be outfitted for winter. Ross will touch base with Jim on its use. Todd said we will be interested in selling the old maintenance truck,

possibly for \$30,000, and he may have an interested party. Terry has been here 90 days--will be discussed in Executive Session.

- Roads – Todd asked about the paving. Bill will speak with Tom Larney.
- Environmental – Ned emailed minutes from the meeting he attended. Jack will remain on the committee.
- HR – Rand said all OK. Spoke to Bill and Ross on pay increase. Doing a great job with health and safety.
- Permits – Ron reported 6 new homes should be completed by year-end. Active season--sheds, decks.
- Recreation – Madeline was in touch with Linda Kunkel about parade. Linda said she can do it but will need assistance. Steve, Ray, Roger and Mike M will assist her. She also needs to have it advertised by TJ.
- Security – Security report is attached. Ned volunteered to check badges.
- Membership Services – Margo had nothing to report.
- Communications – TJ reported communications are going out.
- Computer Technology – TJ reported dropbox is finalized. Wi-Fi is up and running at the pool. Password: Summer2020.
- Pool – Pete reported things are going great.
- Rules – Ron had nothing to report, except for changes to tree permits.
- Landscaping – Ray provided report to Steve: Thanks to all who participated this year with clean-up and beautification: Steve and Ginny, Elaine and Joe, Margo, Julie, Neil and Beth, Dylan. He deeply appreciates all you did.
- Stewart Hall – Ray provided report to Steve. All events at Stewart Hall have been cancelled through July.
- Long-Range Planning – Roger reported there will be a committee meeting in October.

NEW BUSINESS

- Long Term Beach Maintenance – There is a lot of sand on shoreline. How effective are the bulkheads? Lakefront owners should be maintaining what they have on their properties. Installation of the bulkhead covered 95% of sand in the lake. Ken stated if we close the bulkhead we wouldn't need any special action.
 - **ACTION ITEM: Bill will look into this and come up with a solution. Table this until July.**
- "Right to Know" Request Process – Todd researching a formalized method of requesting info on complaints/questions. Table until July when he will have forms and papers to review.
- Thank You to Maintenance: Madeline read an email submitted by Linda Sott from Chief Lynd of Penn Forest Township Volunteer Fire Company #1, thanking Jim Halpin and Terry Baughn for their assistance at the fire at 103 Midway Drive (see attached).

EXECUTIVE SESSION

- **MOTION: 20, 6-20-09**: Levitz made motion to go into Executive Session at 12:42PM. Seconded by Ligenza. All in favor. Motion carried.
- **MOTION: 20, 6-20-10**: Levitz made motion to come out of Executive Session at 1:10PM. Seconded by Ligenza. All in favor. Motion carried.
- **POST EXECUTIVE SESSION MOTION: 20, 6-20-11**: McGeehan made motion to adjust Terry Baughn's hourly salary to the level being paid to his predecessor. Seconded by Stewart. All in favor. Motion carried.

AWARDING OF CONTRACTS

- Garda World Security Services – On hold until insurance information is resolved.

FUTURE ACTION ITEMS

- North Beach Pavilion Permitting -- Todd will go to Joint Board of Appeals. (Nov-June)
- Revision to Proposed Rule to Prohibit Use of Millings in BCL – Ron will revise Driveway Permit. (Jan-June)
- Rules – Ken and TJ will discuss tree permit changes and TJ will update changes on the website. (March-June)
- Boat Stickers – Readjust written rules in the new year. (July-June)
- Declaration Rewrite Process – Jack will get committee together. Hold off on final payment to Hal Barrows. (Oct-June)
- Special Projects – Steve will arrange for an Industry Expert to come to future Board meeting, after new Board in place. (Jan-June)
- Environmental – Ken working with County Forester to tentatively hold program in September to discuss tree preservation and slowing down growth of invasives. (Feb-June)
- Lake/Dam – Invite AEC to make a presentation at one of our meetings so we could discuss with the membership about treatment options. (August-June)
- Maintenance – TJ will get a fillable Work Order form on Web and shared drive. (June 19-June 20)
- Maintenance -- Bill will postpone painting the crosswalk until March/April. Bill will check with Butch Reiner to ensure Township will not be stoned and chipping road after we paint crosswalk. (August-June)
- Stewart Hall – Ray is checking on our eligibility for electric service provider rebates. (Oct-June)
- Board Member and Employee Conduct Standards and Training – Rand will work on Part 2 for Employees. (Jan 19-June)
- Grills at the Pavilion – TJ will research and come to April meeting with planning structure or plans. (March-June)
- Opening Common Areas – TJ will post updated message regarding pool, beaches and other activities. (April-June)
- Long Range Planning -- Within the next month, Roger would like to generate a draft of the Strategic Plan. (May-June)
- Long-Term Beach Maintenance – Bill will look into this and come up with a solution. Table until July. (June)
- “Right to Know” Request Process – Table until July when Todd will have info. (June)

ADJOURNMENT

- **MOTION: 20, 6-20-12:** McGeehan moved to adjourn at 1:15PM. Seconded by McKeon. All in favor. Motion carried.

Respectfully submitted by Linda Sott, Recording Secretary

Week of 5/10-16

1 citation	2 kids on bikes calls
2 welfare checks	2 medical calls
3 medical calls	3 loose dogs calls
74 amenity checks	2 fishing license calls
2 alarm calls	1 gunshot call
1 ATV call	3 fireworks calls
1 Shots Fired call	
2 dog calls	
1 disabled vehicle assist	
1 vandalism (street sign)	

Week of 5/17-23

3 citations
1 welfare check
2 medical calls
1 house fire
92 amenity checks
1 alarm call
3 ATV calls
3 juveniles on bikes
2 dog calls
2 burning calls
1 fireworks call

Week of 5/24-5/30

3 citations
2 welfare checks
85 amenity checks
1 loose dog call
1 medical call
1 ATV call (noise complaint)
3 wildlife calls (2 deer/1 bear)
1 kayak w/o sticker (not in lake)
1 loud music complaint (unfounded)
1 dog bite call (dog vs. dog)
1 stolen kayak found

Week of 5/31-6/6

3 citations
3 medical calls
1 welfare check
80 amenity checks
1 dog on beach call
1 fireworks call
1 fishing call
2 dirt bike calls

Week of 6/7-13

6 citations
70 amenity checks
2 welfare checks

Summary of June 15, 2020, from Linda Sott to the Executive Committee

At the last Penn Forest Township Fire Company #1 Board meeting of June 3, 2020, Chief Lynd expressed his appreciation to two of our maintenance men, Jim Halpin and Terry Baughn, for their quick response to a fire at 103 Midway Drive.

Jim and Terry tried to contain the fire with a fire extinguisher, and then found the garden hose, hooked it up and were spraying the fire when the fire company arrived.

Chief Lynd said, without their assistance, the fire could have been a lot worse.

Linda Sott