



## BEAR CREEK LAKES CIVIC ASSOCIATION

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

### **Board of Directors Meeting – September 21, 2019**

**Attendees:** Ken Levitz, Todd Laudenschlager, Margo Schaefer, Tom Larney, Madeline Ligenza, Ray Bradley, Steve Sosnowski, Bill Gullone, Rand Asher, Roger Stewart, TJ McKeon, Pete Matone, Ross McCartney, Tom Nanovic

**Absent:** Ron Kerwood

**Visitors:** Henry Geyer – Hawthorne Drive; Larry Casertano – Honeysuckle; Barb Skiffington & Nicole Jurewicz – White Oak Drive; Mike Koenigbauer – Recreation Drive; Barbara Fine and Peter Hillman – BCL Drive

**President Ken Levitz:** Roll call, has a quorum, and called the meeting to order at 9:02AM.

**Rand Asher introduced Nicole Jurewicz, who was recently hired in the office.**

### **PREVIOUS MEETING MINUTES**

- **Reviewed and approved August 2019 minutes:**
  - **MOTION: 19/20, 09-21-01:** Laudenschlager made motion to approve. Seconded by Ligenza. All in favor. Motion carried.

### **TREASURER REPORT**

- The Treasurer report was prepared by our accountants, Buckno Lisicky. Since we have no Treasurer at the moment, Ken and Margo reviewed the report. Interest is higher. Miscellaneous income increased because of citations. Bad debt increased because of writing off fines on homeowners.

#### **Balance Sheet**

Cash Balance of \$1,448,654 as of August 31, 2019 comprised of:

Operating Funds	\$ 291,599
Capital Reserves & Improvement	1,136,622
Construction Escrow	17,525

#### **Capital Expenditures during August 2019**

A deposit of \$7,514.87 was made on the pavilion.

- **MOTION: 19/20, 09-21-02:** Levitz moved to accept the Treasurer's report. Seconded by Stewart. All in favor. Motion carried.

### **VISITORS COMMUNICATIONS**

- Larry Casertano -- Honeysuckle: Was interested in an update on the speed ramp research. Tom L said the objective was to determine which roads need slowing of traffic. Radar sign will count number of cars and their speed. Larry happy that Security is sitting at the top of the hill around Mulberry & Honeysuckle. However, he would like to see them mid-block. Thinks it is frivolous the way we spend money on billboard signs, kayak property on the North side. Why not refurbish tennis courts, get gym equipment? Ken suggested he run for the Board.
- Mike Koenigbauer – Recreation Drive: He requested a variance on his 2 kayaks and 1 canoe storage since his wife has a bad back. O-2 is his boat rack. Margo said he might not have the same rack next

year and he can apply for a 2<sup>nd</sup> rack (he did but was denied). Margo said it is a safety issue. Roger said LRP planning to build new racks over the winter around the lake.

- Henry Geyer -- Hawthorne Drive: He was at the North Beach looking at the progress of the Pavilion and boat racks. For the safety and comfort to use the beach, stones are hard to walk on. It would improve the quality of the beach if we added sand or cleaned up the stones behind the bulkhead.

### **OTHER OFFICERS REPORTS & ATTORNEY COMMENTS**

- Officers – Nothing to report.
- Attorney – Nothing to report.

### **COMMITTEE ACTION ITEMS**

- Speed Ramp Research (Laptop requirements) – Use the laptop in the office to download data.
- Selection of Appointee to Current Vacant Board Position -- Ken said they had one nominee – Jack McGeehan. He was a prior Board member, President/Vice President, and lake/dam was his primary interest.
  - **MOTION: 19/20, 09-21-03:** Schaefer made motion to nominate Jack McGeehan to the Board. Seconded by Ligenza. Motion carried.
- Selection of a Corporate Treasurer – We have no Treasurer at the moment. But the process we set up recognizes a need for an Assistant Treasurer. Kevin McGrath will be the Assistant Treasurer and will work with the Board during the transition.
  - **MOTION: 19/20, 09-21-04:** Levitz made a motion to nominate Margo Schaefer to the position of Treasurer. Seconded by Laudenschlager. All in favor. Motion carried.
- Selection to Fill any Potential Subsequent Executive Committee Vacancy Created by the Above Assignments
  - **MOTION: 19/20, 09-21-05:** Schaefer made motion to fill the Executive Secretary position with Madeline Ligenza. Seconded by Sosnowski. All in favor. Motion carried.
- Realignment of Committee Chairs due to Above Actions – TJ has responsibility for lifeguards. Currently he has some expanding family issues and needs to find some relief. Ken asked if anyone wanted lifeguards. Ray/Dylan/Linda will work on finding someone who has an interest.
- Proposal to Acquire a Lakefront Lot Suitable for North Beach Kayak Access – The wetland lot that was \$60,000 has dropped to \$35,000 and they may be willing to negotiate. This would provide lake access for members. This will be discussed at Executive Session.
- Additional “Package Size” Mailbox Units at our Four Locations -- Four large boxes are available at no cost to BCL. Bill will speak to the Postmaster this week.
  - **MOTION: 19/20, 09-21-06:** Levitz made motion to acquire these boxes. Seconded by Stewart. All in favor. Motion carried.

### **UNFINISHED BUSINESS**

- Declaration Rewrite Process – Work is in process. Attempting to schedule a conference call with Hal Barrow.

## STANDING COMMITTEE REPORTS

- Lake/Dam – Ken reported the package is with DEP. We are still waiting for the results of their analysis of the 2017 assessment. All quarterly and annual inspections and reports are all good.
- Finance – Nothing to report.
- Special Projects – Nothing to report.
- Lifeguards – Nothing to report.
- Maintenance -- Bill reported they are moving forward with the pavilion—waiting for delivery date from Roger. Floor will be poured after pavilion goes up. Year-end: closed the pool.
- Roads – Tom L reported they will be paving at the end of the month. Tom L approved 3 driveway permits in the last couple of weeks.
- Environmental – Ken spoke about the tree permit package. On the change on the SOP on the replacement policy, in some cases it will not be feasible to replace one for two. We would like to change the wording to “2 trees where feasible and practical.” Need list of recommended trees. On stormwater management, engineers are moving ahead and deeds were handed over to them.
- HR – Rand thanked TJ for his laptop/printer research.
- Permits – Todd reported 1 new home and 1 shed approved.
- Recreation – Madeline thanked Carole Kearney for baking today. Only one dinner will be held next summer. Halloween party will be advertised soon.
- Security – Madeline reported that 20 people attended the Crime Watch meeting. Gave out badges to wear. One citation was upheld. Jack (Security) and representative from Garda were present.
  - **ACTION ITEM: Multiple proposals were received from Garda on the Security contract. Madeline will distribute copies to the BOD and this will be discussed next month. Look at armed vs. unarmed.**
- Membership Services – Ken is temporarily assuming these duties.
- Communications – TJ reported he updated Facebook and web emails were sent out.
- Computer Technology – TJ will disable Wifi for the winter. With the new laptop, he will be looking at streamlining some of the processes with the transition.
- Pool – Pete has some questions. Steve will work with him.
- Rules – No report.
- Landscaping – Ray had nothing to report.
- Stewart Hall – Ray had nothing to report.
- Long-Range Planning – Roger reported 12 additional boat racks will be built and available at North Beach.

## NEW BUSINESS

- Proposal to Increase Lifeguard Budget to \$49,500 and Initiate Search for Head Lifeguard/Supervisor
  - **MOTION: 19/20, 09-21-07:** Levitz made motion to increase budget to \$50,000. Seconded by Sosnowski. All in favor. Motion carried.
  - **MOTION: 19/20, 09-21-08:** Sosnowski made motion for BCL to acquire property at 419 Bear Creek Lake Drive at a cost NTE \$35,000. Seconded by Stewart. All in favor. Motion carried.
  - **MOTION: 19/20, 09-21-09:** Sosnowski made motion to hire Jim Shober to appraise 419 Bear Creek Lake Drive at a fee NTE \$500. Seconded by Schaefer. All in favor. Motion carried.

- **ACTION ITEM:** Bill will come back to the Board with three proposals on the purchase of a new truck.

#### **EXECUTIVE SESSION**

- **MOTION: 19/20, 09-21-10:** Levitz made motion to go into Executive Session at 10:09AM. Seconded by Schaefer.
- **MOTION: 19/20, 09-21-11:** Schaefer made motion to exit Executive Session at 10:59AM. Seconded by Gullone.

#### **AWARDING OF CONTRACTS**

- Nothing to report

#### **FUTURE ACTION ITEMS**

- Boat Stickers – Readjust written rules in the new year. (July-Sept)
- Pool house Exterior Paint – Margo will work on contest over the winter. (June-Sept)
- Declaration Rewrite Process – Attempting to schedule conference call with Hal Barrow. (Jan-Sept)
- Lake/Dam – TJ and Gary will look into trail cams. Maintenance will remove stone walkway and string Caution tape. (August-Sept)
- Lake/Dam – Invite AEC to make a presentation at one of our meetings so we could discuss with the membership about treatment options. (August-Sept)
- Lake/Dam -- Paddleboards should not be on boat racks because they have no sticker. Margo will work on that rule for next year. (August-Sept)
- Maintenance – TJ will get a fillable Work Order form on Web and shared drive. (June-Sept)
- Maintenance -- Bill will postpone painting the crosswalk until March/April. He will check with Butch Reiner to ensure Township will not be stone and chipping road after we paint crosswalk. (Aug-Sept)
- Roads -- Tom L will write up proposed rule about millings and bring to September meeting. He would also like to have it added to driveway permit requests. (August-Sept)
- Environmental -- TJ will locate this number and post it on web page. (August-Sept)
- Board Member and Employee Conduct Standards and Training – Rand will work on Part 2 for Employees. (Jan-Sept)
- Elimination of Interest Payments on Construction Escrow Accounts - Margo will rewrite provision. (Oct 18-Sept)
- Security Contract -- Multiple proposals were received from Garda on the Security contract. Madeline will discuss next month. Look at armed vs. unarmed. (Sept)
- New Truck – Bill will come back to the Board with three proposals on the purchase of a new truck. (Sept)

#### **ADJOURNMENT**

- **MOTION: 19/20, 09-21-12:** Levitz moved to adjourn at 11:07AM. Seconded by Schaefer.

Respectfully submitted by Linda Sott, Recording Secretary

**Week of 8/18-24**

7 citations/2 paid  
3 alarm calls  
6 welfare checks  
70 facility checks  
14 property checks for  
Todd L  
3 medical calls  
2 lifeguard assists  
1 loose dog

**Week of 8/25-31**

5 citations  
2 alarm calls  
4 welfare checks  
70 facility checks  
12 property checks for  
Todd L  
2 medical calls

**Week of 9/1-7**

4 citations  
3 alarm calls  
5 welfare checks  
14 property checks  
1 medical call  
2 dog calls  
1 ATV call

**Week of 9/8-14**

4 citations  
2 alarm calls  
7 welfare checks  
17 property checks  
2 medical calls  
1 unauthorized vehicle  
1 RV call  
1 ATV