



## BEAR CREEK LAKES CIVIC ASSOCIATION

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

### **Board of Directors Meeting – February 15, 2020**

**Attendees:** Ken Levitz, Margo Schaefer, Madeline Ligenza, Ray Bradley, Rand Asher, Bill Gullone, Steve Sosnowski, Ron Kerwood, Ross McCartney, TJ McKeon, Tom Nanovic

**Absent:** Tom Larney, Roger Stewart, Pete Matone

**Phone-In:** Todd Laudenschlager, Jack McGeehan

**Visitors:** Ned Ramm – Piney Woods Drive; Robin McGeehan – BCL Drive; Matthew Smith – Beech Drive

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

### **PREVIOUS MEETING MINUTES**

- Reviewed and approved January 2020 minutes:
  - **MOTION: 20, 2-15-01:** Schaefer made motion to approve. Seconded by Ligenza. All in favor. Motion carried.

### **TREASURER REPORT**

- Margo stated she created an account for storm water project. Please check your budgets to ensure that your charges are correct.
  - **MOTION: 20, 2-15-02:** Kerwood made motion to approve. Seconded by McKeon. All in favor. Motion carried.

#### **Balance Sheet**

Cash Balance of \$1,865,236 as of January 31, 2020 comprised of:

Operating Funds	\$ 786,304
Capital Reserves & Improvement	1,057,467
Construction Escrow	17,525

#### **Capital Expenditures during January 2020**

An account was created for the Storm water project until project is complete.

### **VISITORS COMMUNICATIONS**

- Robin McGeehan – BCL Drive: Robin asked the Board to consider a Tai Chi or Yoga class to be held in Stewart Hall. Robin will find an instructor if it is approved. Ken replied that a discussion on this will take place later in the meeting and then Robin would be notified of the outcome.

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

- Officers – Margo shared that the audit for FY ending 2019 has been completed. It looks similar to prior years. Some funds will be transferred to Capital Reserves.

- **MOTION: 20, 2-15-03:** Schaefer made motion to accept the audit. Seconded by Kerwood. All in favor. Motion carried.  
Madeline shared that she contacted Garda and the monthly invoice will be forwarded to us via email and fax so our accountants can timely complete the Monthly Treasurer's Report. There was a \$300 discrepancy in last month's Treasurer Report. The accountant picked up the amount from the 1<sup>st</sup> Garda invoice, which was incorrect. The 2<sup>nd</sup> Garda invoice had the correct amount, which was paid correctly. This will be reflected in the February Treasurer's Report.
- Attorney – Tom N reported he has not heard anything further from Garda on their contract.

### **COMMITTEE ACTION ITEMS**

- Garda World Security Contract Proposal – Madeline reported there are still some issues with the contract and our representative is no longer with Garda. Ken and Madeline asked Tom N to review our points and get back to us since we are still in limbo. Our guards still show up and protect our property and we are receiving the monthly bills and paying them. Madeline checked with 2 other communities and they have armed guards and use the same insurance company as us.
  - **ACTION ITEM: Todd will check into this and get a rough cost estimate.**
- Pennoni Engineering Storm Water Management Plan – Ken and Tom L are in the process of reviewing bid packages and will meet with the engineers next Thursday. They have all the deeds of the properties that may be impacted. When the engineers finalize their plans, then the attorney will attach easements and approach each member. Money is available; we just need to properly account for it.
- Proposed Replacement of Maintenance Department Truck – Ross got 3 estimates from Koch33, Nazareth, and Leighton. Cost will be approximately \$71,000. Koch is our first choice. Check to see what they will give us on a trade-in.
  - **MOTION: 20, 2-15-04:** Schaefer made a motion to purchase the Koch 33 Ford truck. Seconded by Bradley. All in favor. Motion carried.
  - **MOTION: 20, 2-15-05:** McKeon made a motion to sell our current truck outright to the highest bidder. Seconded by McCartney. All in favor. Motion carried.
- Revisions to Tents/Camping/RV Rule – Table this until March.
- Review of Membership Services Accounts Receivable Aging Summary – Margo reported there are about 12 members who will be forwarded to the attorney. She and Tom N will meet this week.
- Proposed Revisions to Boat Rack Use Limitations and Rental Form – See Lake and Dam report below.
- North Beach Pavilion Permitting Status – Penn Forest Township wants to consider our pavilion a commercial structure. Do we want to spend more money on additional research or just scratch it? Amish Country Gazebos will charge us a 25% restocking fee should we wish to return it. Todd is asking for direction. The cost to be compliant is probably more than the cost of the structure. Advised to go to Township Meeting and plead our case to Board of Supervisors; if no satisfaction, go to Board of Appeals.
  - **MOTION: 20, 2-15-06:** Schaefer made motion for Todd or designee to go to the March 2 Township meeting and plead our case to the Board of Supervisors. Seconded by Bradley. All in favor. Motion carried. Todd will call Township to have us placed on agenda for the meeting.
- Proposed Maintenance Crew Additions -- Bill has interviewed a few people to replace Joe Riboldi. We would like to make an offer to Terry Baughn to join the Maintenance staff. Discussion will follow in Executive Session.
- Review of "Not for Profit" Language as Applied to Stewart Hall Usage – Madeline approached the Board a few times for clarification of the rule. A profit can't be made. Only open it to members and their guests. Pay a donation. Need agreement signed by the instructor and Recreation Director. Have them sign a release form. Advertise through Facebook.

- Implementation of All Traffic Solutions Data Collection – Laptop loaded with software and the sign is charged. Put sign out and get it started.

### **UNFINISHED BUSINESS**

- Declaration Rewrite Process – Jack will be consolidating all comments into a document to distribute and discuss with sub-committee at March Board meeting.
- Board Vacancy Update – Five resumes received so far; two were received before the vacancy was posted. This is a mid-term vacancy. Use the balance of this month to get information/solicit.
  - **ACTION ITEM: Discuss pros and cons at the March meeting to get the strongest individuals.**
- Review of Available Updated Cloud-based Data Storage Systems for BCLCA Records – TJ reported we are using Dropbox for file-sharing. SmartVault is the backup. But it might not be working that way. What do we want to share/back-up? Will continue to research.
  - **ACTION ITEM: TJ will come back with some solutions next month.**

### **STANDING COMMITTEE REPORTS**

- Lake/Dam –Lake: TJ uploaded the fish survey report to the Members Only site. Jack will soon be working on boat rack assignments. Sandy and Gary Benedick offered to help with the rack assignments. No stickers needed for paddleboards. If anyone is using the boat rack, their craft has to be stickered. Amend the rule and adopt the form. Put conditions on form after the racks are assigned. TJ created an on-line form; 8 people completed it on line. Do periodic water testing focusing on drainage from Larch Street property. Dam Update: We may be at risk again since DEP accepted their consultant's updated maximum storm event calculations for PA. Need conversation with Jennifer. We received DEP's 2/12 letter acknowledging annual inspection. EAP long overdue because DEP hasn't responded to our proposals on our spillways.
- Finance – Margo reported that our accounting firm will do our tax returns this week.
- Special Projects – Steve asked if board would be interested in hearing from a property manager who manages an HOA and is a consultant. His charge: \$100.
  - **ACTION ITEM: Steve will get with Ken on a date.**
- Lifeguards – Ray reported that everything posted. Linda will tweak want ad for manager/supervisor and TJ will place in paper.
- Maintenance – Bill reported status quo.
- Roads – Ken said quiet right now.
- Environmental – Refine and define our tree replacements. \$10 tree permit money will be used for trees only.
  - **ACTION ITEM: Small group to come to one of our meetings to discuss tree preservation and slowing down growth of invasives. Gary working on the date.**
- HR – Rand stated HR is good.
- Permits – Ron reported 1 deck and shed permit approved.
- Recreation – Madeline reported the Super Bowl Party was wonderful. Upcoming events: Easter Egg Hunt April 4, Yard sale June 27, Raindate June 28. Madeline will provide TJ with info to update website.
- Security – Madeline reported that Crime Watch has a new member. Crime Watch volunteers are wonderful. Security report is attached.

- Newsletter editor resigned. Need a new editor if we decide we still want a newsletter. Madeline will take it over. Newsletter will be emailed instead of mailed.
  - **ACTION ITEM: Discuss May Informational Meeting at April Board meeting.**
- Membership Services – Margo said that there are a number of members on a payment plan and 12 will be given to the Attorney for action.
- Communications – TJ reported quite a few communications went out yesterday via FB, website, email blast.
- Computer Technology – **ACTION ITEM: TJ will create dropbox account for BCL.**
- Pool – John McMenamin will be able to help with pool maintenance.
- Rules – Ron published the last 2 rules and is working on wording for campers, etc.
- Landscaping – Ray will have an upcoming meeting with the committee members.
- Stewart Hall – Ray said all OK.
- Long-Range Planning – Disagreement with the Township. See above.

### **EXECUTIVE SESSION**

- **MOTION: 20, 2-15-07:** Levitz made motion to go into Executive Session at 11:35AM. Seconded by Ligenza.
- **MOTION: 20, 2-15-08:** Levitz made motion to exit Executive Session at 12:09PM. Seconded by Ligenza.

### **NEW BUSINESS**

- Need to resolve Garda Security Contract Dispute
  - **MOTION: 20, 2-15-09:** Motion by Gullone to make offer to Terry Baughn as new maintenance person. Pay rate will be equal to that of Joe Riboldi. Terry will be on a 90-day probationary period, with a review in 30 days. Wage increase after 90 days. Seconded by Schaefer. All in favor. Motion carried.

### **AWARDING OF CONTRACTS**

- None

### **FUTURE ACTION ITEMS**

- Garda Security Contract – Todd will look into armed guards in relation to insurance company and get rough estimates. (Nov-Feb)
- Revision to Proposed Rule to Prohibit Use of Millings in BCL – Ron will revise Driveway Permit. (Jan-Feb)
- Proposed Rule on tents/campers/RVs – Ron will draft up rule and present at February meeting. (Jan-Feb)
- Boat Stickers – Readjust written rules in the new year. (July-Feb)
- Pool Exterior Paint – Margo will work on contest over the winter. (June-Feb)
- Declaration Rewrite Process – Sub-committee will attend March Board meeting. (Oct-Feb)

- Board Vacancy Update – Discuss pros and cons of interested individuals. (Feb)
- Data Storage System for BCLCA – TJ will come to March meeting with solutions. (Feb)
- Special Projects – Steve will arrange for an HOA manager/consultant to come to future Board meeting. (Jan-Feb)
- Environmental -- Small group to come to one of our meetings to discuss tree preservation and slowing down growth of invasives. Gary working on the date. (Feb)
- May Informational Meeting -- Discuss May Informational Meeting at April Board meeting. (Feb)
- Computer Technology – TJ will create dropbox account for BCL. (Feb)
- Lake/Dam – Invite AEC to make a presentation at one of our meetings so we could discuss with the membership about treatment options. (August-Feb)
- Maintenance – TJ will get a fillable Work Order form on Web and shared drive. (June-Feb)
- Maintenance -- Bill will postpone painting the crosswalk until March/April. Bill will check with Butch Reiner to ensure Township will not be stone and chipping road after we paint crosswalk. (August-Feb)
- Stewart Hall – Ray is checking on our eligibility for electric service provider rebates. (Oct-Feb)
- Board Member and Employee Conduct Standards and Training – Rand will work on Part 2 for Employees. (Jan 19-Feb)
- Elimination of Interest Payments on Construction Escrow Accounts - Margo will rewrite provision. (Oct 18-Feb)
- All Traffic Solutions – In a few months, make motion to place sign in 2 different locations. (Jan-Feb)

#### ADJOURNMENT

- **MOTION: 20, 2-15-10**: Schaefer moved to adjourn at 12:13PM. Seconded by Sosnowski.

Respectfully submitted by Linda Sott, Recording Secretary

**Week of 1/12-18**

1 citation  
4 welfare checks  
2 permit checks  
3 alarm calls  
64 amenity checks  
2 dog calls  
2 ice fishing calls

**Week of 1/19-25**

3 citations  
3 welfare checks  
1 permit check  
66 amenity checks  
1 dog call  
2 injured deer calls  
1 people on ice call  
1 bus stop check  
1 property owner PPL call

**Week of 1/26-2/1**

2 citations  
4 welfare checks  
2 permit checks  
70 amenity checks  
1 injured deer call  
1 people on ice call  
1 alarm call  
1 property owner dispute  
1 loose dog call

**Week of 2/2-8**

2 citations  
1 permit check  
64 amenity checks  
2 welfare checks  
1 cat in tree call  
2 littering complaints  
1 suspicious vehicle  
1 suspicious male  
1 burglar alarm call