



BEAR CREEK LAKES CIVIC ASSOCIATION

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

Board of Directors Meeting – June 16, 2018

Attendees: Ken Levitz, Margo Schaefer, Rich Berger, Kevin McGrath, Tom Nanovic, Gary Benedick, Colleen Bradley, Tom Larney, Madeline Ligenza, Bill Malone, Neil Mullen, Roger Stewart, Todd Laudenschlager, Bill Gullone, Charles Sgrillo

Call-In: No one

Absent: T J McKeon

Visitors: Bob and Barb Skiffington – 18 White Oak Drive; Dylan Bradley – 58 White Oak Drive; Lisa Ivan – 102 Indian Trail

President Ken Levitz: Roll call and called the meeting to order at 9:02AM.

PREVIOUS MEETING MINUTES

- **Reviewed and approved May 2018 minutes:**
 - **MOTION: 18,06-16-01:** McGrath made motion to approve. Seconded by Larney. All in favor. Motion carried.

TREASURER REPORT

- Rich distributed and discussed report

Balance Sheet

Cash Balance of \$1,458,606 as of May 31, 2018 comprised of:

Operating Funds	\$627,759
Road Funds	389,864
Capital Reserves & Improvement	418,470
Construction Escrow	22,513

Sweep Account included in operating funds, but somewhat less than \$299,000 will be moved to Reserve Funds.

Roads Fund will be used first for paving until depleted.

Accounts Receivable lower than last year – dues collection better this year.

No Capital Expenditures during May 2018

Profit & Loss

Dues revenue of \$56,143 and total revenue of \$62,148

Net income of \$22,449 versus \$26,076 in prior year

YTD net income of \$279,247 and net income (operating) of \$300,702

Capital improvement fees of \$24,891

- **MOTION: 18,06-16-02:** McGrath moved to accept Treasurer's Report. Seconded by Ligenza. All in favor. Motion carried.

VISITORS COMMUNICATIONS

- Dylan Bradley – 58 White Oak Drive: Dylan explained that we are using 3 different AED machines at the pool, beaches, and Stewart Hall, operating under 3 different methods. He provided a research paper in which he had 3 options with pros and cons for each one. Dylan asked that the BOD approve the purchase of additional AED machines to replace those at the beaches and Stewart Hall. The most pressing issue is the June 30 expiration of the pad/battery sets for the 2 AEDs used at the beaches. Dylan will check to see if there is a trade-in package. Kevin thanked Dylan for his presentation and said that a decision would be made during the meeting.
- Bob Skiffington – 18 White Oak Drive: Bob was looking for a propane supplier since the current contract for BCL with Superior will expire June 30. Bill G had already contacted Berwick for their discounted rate. Charles was waiting for information from Superior. Bob expressed concern that we not be charged a surcharge on purchase vs. leased tanks.
 - **ACTION ITEM: Bill G and Charles are working on this and will issue an announcement on Face book, web site, email, etc.**
- Lisa Ivan – 102 Indian Trail: Lisa expressed concern about the releasing of the maps for our June 23 Yard Sale. Last year maps got leaked prior to the Yard Sale and members were receiving calls on the phone. Lisa also asked if there were any rules in the community about water run-off. Ken said no.
 - **ACTION ITEM: Barb S will complete map. Lisa will distribute the map the night before to members who signed up for the Yard Sale.**

OTHER OFFICERS REPORTS

- No reports.
- Attorney Comments: Tom N reported that he is researching how the State documentation for the Annual Dam Registration should be executed.
 - **ACTION ITEM: Tom N will make a recommendation to the BOD President.**

COMMITTEE ACTION ITEMS

- Updated Rules – Margo distributed a proposed change to the existing rule on Recreational Courts and Fields to reflect that shuffleboard, horseshoe pits, and bocce courts can be used between dawn and 10PM.
 - **MOTION: 18,06-16-03:** McGrath moved to approve the rule as stated. Seconded by Sgrillo. All in favor. Motion carried.
- Requests for Year-Round In-Water Docks – Margo proposed approving the 2 requests for “grandfather” waivers (one near peninsula and one near North Beach) with a specific notation reserving the right to rescind the approval if conditions change and that the waiver is only for that specific dock.
 - **MOTION: 18,06-16-04:** Schaefer made motion to approve. Seconded by Stewart. All in favor. Motion carried.
- Stewart Hall Rental Agreement – Last month, under Motion: 18, 05-19-03, the BOD approved the proposed guidelines. Rental agreement needs to have 2 names listed as contacts and the approved guidelines need to be attached to each agreement.

- **ACTION ITEM:** Ken will notify the office about the approved guidelines.
- **ACTION ITEM:** Charles will revise the Rental Agreement and present to the BOD at the next meeting.
- Thermostat Responsibility – Margo and Barb (office) can access remotely.
 - **ACTION ITEM:** Charles will have his and Neil's name and phone numbers posted on wall above thermostat.
- Reserve Update – Rich and Kevin reported that the Reserve Update looks good and that we need the projected spillway costs prior to finalizing.
- Credit Card Change – BCLCA currently does not have a business credit card and the Board thinks we should have one. Rich checking to see who issues corporate cards.
 - **ACTION ITEM:** Rich will secure a BCL corporate credit card.
- Bulletin Boards – Table this until July.
- Long-Range Planning – Roger made a presentation and distributed a proposed questionnaire for discussion. By the next meeting, Roger will have an updated list of all concepts.
 - **MOTION: 18,06-16-05:** Levitz made a motion for the Long Range Planning Committee to develop an approved concept of a pavilion at South Beach and continue to develop a design plan and cost estimate proposal to present to the BOD. Seconded by Larney. 6 Opposed. Motion carried.
 - **ACTION ITEM:** At the July BOD meeting, Roger will have an updated list of all concepts.
- Office Hours Review – Ken asked if we need to keep the office open more during the summer, or do we need an intermittent training position that would eventually move into an office position. No action.
- Road Maintenance – The bid proposal package will be in the office to be typed on June 20, then Tom L will double check it, and it will go out on June 22. Bids are due in July 19. BOD will review it July 21. Contractor will start paving September 10 and paving will be completed by September 28. Tom N said engineers told him if you receive bids in April cost will be lower than in July. Tom L stated that depending on the weather, we may not be able to see road conditions until after April and don't want to pave roads until September so as not to disturb the members.
- BCLCA Wind Turbine Position – We need to appoint a representative to present our letter at the Zoning Hearing Board. Roger volunteered and Sandy Benedick can attend with him. Solicitor said they received the letter but need someone to present it.
 - **MOTION: 18,06-16-06:** Levitz proposed a motion to have Roger represent BCLCA at the Zoning Hearing Board. Seconded by Sgrillo. All in favor. Motion approved.
- Handrail Installation at Baby Pool – As a result of an inquiry at the Spring Information Meeting, Kevin suggested that we look into putting a rail in after the season so it can be bonded and grounded as per code. We will add to budget for next year.
 - **ACTION ITEM:** Neil and the Pool Committee will look into getting prices.

UNFINISHED BUSINESS

- South Beach Restroom Drain Issue – Bill G will have this completed this week or next.
- Boat Dock Repair – Bill G will have this completed this week.
- Beach Sand Replenishment – Bill G will have this completed Friday or Monday.

- Painting of Pickle ball Court Lines – Bill M reported that 2 courts have been temporarily taped. They have been playing phone tag with the painting contractor. Kevin suggested buying a line striper and painting them ourselves. Bill M will research to see if there is another company.
 - **MOTION: 18,06-16-07:** Schaefer made a motion to paint 2 courts with pickle ball lines NTE \$1000 (out of Capital Reserve Funds). Seconded by McGrath. All in favor. Motion carried. (NOTE: Prior approval was for one court.)
- Future Planning for Lifeguard Recruitment and Supervision – Colleen spoke to a representative from Towamensing Trails. They are very happy with their outside pool management vendor. There are different tiers to choose from. Colleen requested a meeting with them. Bill M and Margo would also like to attend the meeting.
- Permitted Goose Population Control Methods – Margo checked with Fish and Wildlife. No Federal permit is required to handle eggs, but you need to be registered with PA Fish & Wildlife.
 - **ACTION ITEM: Margo will post information on website.**
- Barrow Hoffman Declaration Rewrite Proposal – Table until July.

STANDING COMMITTEE REPORTS

- Lake/Dam – Fishing contest underway. Received a donation for fishing. Gary will ask TJ to update amounts on website. North Beach root was removed and soft spots filled in. Weed treatment of lake was completed. The toe seepage at the Right Weir Measuring V was repaired by our maintenance staff as instructed by Benesch Engineering.
- Finance & Special Projects – Rich provided budget worksheets and asked all Chairs to respond back to him so we can finalize the budget at the July Board Meeting.
- Lifeguards – Colleen said she had an inquiry from a member to do laps while water aerobics is going on. Colleen checked what Red Cross requires and she would have to put another lifeguard on. Consensus was that we cannot increase staffing to accommodate this request.
 - **MOTION: 18,06-16-08:** McGrath proposed that we purchase 2 new Phillips Heart Start FRX AEDs (option 3 on Dylan's white paper). They will replace the 2 AEDs at the beaches. Money will be taken out of Capital Reserves. Seconded by Mullen. All in favor. Motion carried. Charles will check with the firehouse to see if he can get us a discounted price and let Colleen know by Wednesday. If not, Dylan will order these machines.
- Maintenance - Bill G reported that using work orders for maintenance would be a good idea and prioritize their work. Bill M got form from office and distributed to BOD for their use.
- Roads – Tom L asked if anyone finds any needed repairs, let him know.
- Environmental – Ken will work with Roger and Tom L for long-range plan on storm water issues.
- HR – Ken will revisit this again. Long-term support/succession planning needed and will be part of 2018/2019 budget.
- Permits – Todd will take over permits for tree harvesting for clearance for building. Ken will do all other permits for trees. Photos and notes should go in member's file and a SOP should be developed stating this. Tree preservation statement should be attached to each application.
 - **ACTION ITEM: Ken will provide Margo with his current process and work with her to complete a formal SOP.**
- Recreation – Madeline reported Memorial Day activities were a success. Volunteers were fabulous. Fishing contest is today. Yard sale will be June 23. Teen night was a success-34 teens attended. Pickle

ball is a great addition to BCL. Larry temporarily taped off 2 courts and sweeps them every Saturday. Kevin suggested getting a leaf blower for the courts. Notified T J to put blast out on July 21st. Tickets on sale Wednesday for \$15. Sand castle contest rescheduled. Everything ready for July 4th weekend-golf cart parade, ice cream night. Three people commented that the bulletin board is wonderful. Thanked Rich for a report.

- Security – No incidents this month. Still looking for nominations for the Board.
- Membership Services – Kevin reported that member dues running strong. Insurance policy expires June 29—\$2100 increase over last year.
 - **MOTION: 18, 06-16-09:** Malone proposed that we renew with the same agent/company (Resort Guard) at \$33,116. Seconded by Schaefer. All in favor. Motion carried.
- Communications – Ken reported for T J. Nothing major. Thanked Bill M for updating the bulletin board. 281 members enrolled in FB. Colleen asked if Dylan can have access to FB Communications page to alert members if pool/beaches are closed because of weather or open an extra hour.
 - **ACTION ITEM: Colleen will email T J, with a cc to Ken, for him to give Dylan access.**
- Pool – Neil said all OK.
- Landscaping & Stewart Hall – Charles said no report.
- LR Planning – Roger said no report.

NEW BUSINESS

- Pool Propane Tank – Todd commented that the main propane tank has been here for many years and we may want to check it to possibly replace it.
 - **ACTION ITEM: Bill G and Neil will look at it.**
- On Call Maintenance – Kevin suggested that we develop an “on-call” system with our maintenance staff for emergencies. Need further discussions on this.
- Awarding of Contracts – No report.

FUTURE ACTION ITEMS

- Propane Supplier for 2018-19 – **Bill G and Charles are working on this and will issue an announcement on Facebook, web site, email, etc. (July)**
- Annual Dam Registration - **Tom N will make a recommendation to the BOD President. (July)**
- Revision of Stewart Hall Rental Contract – **Ken will notify the office about the approved guidelines. Charles will revise the Rental Agreement and present to the BOD. (July)**
- Thermostat Responsibility – **Charles will have his and Neil's name and phone numbers posted on wall above thermostat. (July)**
- BCL Credit Card - **Rich will secure a BCL corporate credit card. (July)**
- Community bulletin boards - **Table this issue until July meeting. (July)**
- LR Planning - **At the July BOD meeting, Roger will have an updated list of all concepts. (July)**
- Permits - **Ken will provide Margo with his current process and work with her to complete a formal SOP.**
- Roads – **BOD will review bid proposals. (July)**
- Barrow Hoffman Declaration Rewrite Proposal – **Table until July. (July)**
- Sample Envelope and Ballot for Voting - **Revisit this topic in one year. (May 2019)**

ADJOURNMENT

- Adjournment 12:05PM
 - **MOTION: 18,06-16-10:** Levitz moved to adjourn. Seconded by Sgrillo.

Respectfully submitted by Linda Sott, Recording Secretary