

Board



BEAR CREEK LAKES
CIVIC ASSOCIATION

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

of Directors Meeting –

January 25, 2020

Attendees: Margo Schaefer, Madeline Ligenza, Ray Bradley, Rand Asher, Steve Sosnowski, Roger Stewart, Pete Matone, Ron Kerwood, Jack McGeehan, Tom Nanovic

Absent: Ken Levitz, Todd Laudenschlager, Bill Gullone, Tom Larney

Phone-In: Ross McCartney, TJ McKeon

Visitors: Bob Skiffington – White Oak Drive; Gary Benedick – Willow Drive; Laura Proulx – Bluejay Drive

Treasurer Margo Schaefer: Roll call, has a quorum, and called the meeting to order at 9:02AM.

PREVIOUS MEETING MINUTES

- Reviewed and approved November 2019 minutes:
 - **MOTION: 20, 1-25-01:** McGeehan made motion to approve. Seconded by Kerwood. All in favor. Motion carried.

TREASURER REPORT

- November Report: Margo stated she created an account for storm water project, line items for Road paving reimbursed by Reserves.
 - **MOTION: 20, 1-25-02:** Bradley made motion to approve. Seconded by Sosnowski. All in favor. Motion carried.
- December Report: Margo reported that the report may look like we are over budget, but we are not. And we are not behind in dues assessment.
 - **MOTION: 20, 1-25-03:** Bradley made motion to approve. Seconded by Stewart. All in favor. Motion carried.

Balance Sheet

Cash Balance of \$1,884,477 as of November 30, 2019 comprised of:

Operating Funds	\$ 722,647
Capital Reserves & Improvement	1,047,797
Construction Escrow	20,025

Cash Balance of \$1,877,994 as of December 31, 2019 comprised of:

Operating Funds	\$ 806,817
Capital Reserves & Improvement	1,053,198
Construction Escrow	17,525

Capital Expenditures during November 2019 & December 2019

Margo created an account called Storm water project in progress where engineering and construction bills are being posted until project is complete.

VISITORS COMMUNICATIONS

- Laura Proulx – Bluejay Drive: Laura's property is directly across from where the work is going to be done for the storm water project. She just wanted to make sure that the work being done will not cause any issues on her property, except for traffic. She has no water now and wants to ensure that whatever is being done does not cause her to get water. Margo stated that she would pass on Laura's concerns to Ken.

OTHER OFFICERS REPORTS & ATTORNEY COMMENTS

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

COMMITTEE ACTION ITEMS

- Garda World Security Contract Award – Madeline reported the contract is in the Attorney's hands. He had some concerns, made changes, sent to Executive Committee, and was waiting for their response. Margo replied that the Executive Committee did agree with the changes so now the Attorney can forward it to Garda. Status quo on firearms until the contract is signed.
- Pennoni Engineering Storm Water Management Plan – Table this until February.
- Proposed Replacement of Maintenance Department Truck – Ross got some estimates on a fully outfitted truck (\$50,000). This is a big capital investment, but Rand replied the truck is 10-12 years old and money has been approved in the budget for a replacement.
 - **ACTION ITEM: Bill and Ross will come back with bids and 1-2 recommendations at February meeting so Board can vote and approve.**
- Revisions to Proposed Rule to Prohibit the Use of Millings in BCL – Ron shared his proposed rule change (no millings to be used to avoid contaminants) with the Board.
 - **MOTION: 20, 1-25-04:** Schaefer made motion to adopt the rule. Seconded by Stewart. All in favor. Motion carried.
 - **ACTION ITEM: Ron will add this info to the current Driveway Permit.**Ron discussed the revision to the pet waste rule, page 18, #5, to include pet waste on BCL property.
 - **MOTION: 20, 1-25-05:** Stewart made motion to approve this rule revision. Seconded by Schaefer. All in favor. Motion carried.Ron will review and update rule change for tents/camping/RVs.
 - **ACTION ITEM: Ron will draft up revision to rule on RVs/tents/camping and bring to February meeting.**
- Review of Membership Services Accounts Receivable Aging Summary – Table this until February.
- Proposed Revisions to Boat Rack Use Limitations and Rental Form – Boat rack is for 1 boat, 1 canoe or 2 kayaks. Paddleboards do not have stickers. Do we want to allow paddleboards on boat racks? Is a paddleboard considered a boat?
 - **ACTION ITEM: Jack will work on this issue and present to the Board in February.**

UNFINISHED BUSINESS

- Declaration Rewrite Process – Jack is the liaison. Ken will invite the Committee members to the next meeting. Table until February.

- Proposed Rule – Pet Waste Clean-up – See “Revision to Proposed Rule...” above under Committee Action Items.
- Protocol for All Traffic Solutions – Bob Skiffington would like to know what his role is in this project. Maintenance will erect the sign by Friday at Willow and Cottonwood. Rand’s company is donating a laptop to be used ONLY to extract data from sign. Bob will configure the laptop when it is received, extract data, and make it available on the shared drive. Bob will notify Margo and Bill when laptop is up and running.
- North Beach Pavilion Permitting Status -- Todd is working with Penn Forest Township on this. PFT is considering this a commercial building. Table this until February when Todd can report.

STANDING COMMITTEE REPORTS

- Lake/Dam –Lake: Jack reported the inspection by Benesch was sent to the State with minor changes. Aquatic Environmental Consulting submitted their proposal for this year – similar to the past years.
 - **MOTION: 20, 1-25-06:** McGeehan made motion to accept AEC proposal of \$2799. Seconded by Bradley. All in favor. Motion carried.
 Dam Update: Potentially another property in the breach, but received no clarification from DEP. Emergency Action Plan (EAP) needs to be completed every 5 years. Benesch will update it for us.
- Finance – Margo reported that the audit for last fiscal year has been completed and needs signatures from her and Ken.
- Special Projects – Steve said there are options available to outsource, from company doing everything and still have a Board to a private management company overseeing employees and operations. Board should decide what direction they would like to take. Steve will have more information in February.
- Lifeguards – Ray reported that the 2020 application was sent to Ken, TJ, Rand, and Linda to review. The ad needs to be placed in the paper and on line by February 1 for the manager/supervisor.
- Maintenance – No report.
- Roads – No report.
- Environmental – No report.
- HR – Rand stated HR is good. Margo reported that Joe Riboldi left and they haven’t hired a replacement yet for Maintenance. Extra help was taken on to plow.
- Permits – Ron reported 1 shed requested and approved. Just received a request for an addition to a house.
- Recreation – Madeline reported the Christmas Party was a success with a visit from Santa and his Elf, \$100 was donated from the candy ladies, and decorations were donated by a member who had a party the day before. Had a String Art class. Upcoming events: Karaoke/Dance Party 1/31, Super Bowl Party 2/2, Leap Year Party 2/29. Sign outside on Indian Trail was updated January 3.
- Security – Madeline reported there 12 people attended the Crime Watch meeting 1/11. Rescue throw bag was thrown in lake at South Beach, but rescued by new CW member. Madeline changed security system access codes in the office removing Barb and Joe. Cement planter in the lake issue will be addressed. Madeline did contact Indian Mountain Lake and Towamensing and they both use armed guards from Garda. Security report is attached.
- Membership Services – Margo said that there are a number of members on a payment plan and 8-12 will need to be given to the Attorney for action.
- Communications – TJ had nothing to report.
- Computer Technology – TJ had nothing to report.

- Pool – Pete had nothing to report. Steve will forward Pete and Margo a pool timeline for key dates and operations.
- Rules – Ron had nothing else to report.
- Landscaping – Ray will get the committee member names from Steve. Ray will have a meeting with the members the end of February/beginning of March.
- Stewart Hall – Ray is programming the temperatures for Stewart Hall. There will be a wedding rental in Stewart Hall in October. Member will be present at all events.
- Long-Range Planning – Roger will have a Committee meeting and report back to the Board with results. Ron is taking the lead on the tent/trailer/RV issue. After the rules have been approved, a copy needs to go to office for resales, TJ for posting on the website, and posting them in the spring newsletter.

NEW BUSINESS

- None

AWARDING OF CONTRACTS

- None

FUTURE ACTION ITEMS

- Garda Security Contract – Attorney will send changes to Garda. (Nov-Jan)
- Pennoni Engineering Storm Water Management Plan – Table this until February. (Jan)
- Revision to Proposed Rule to Prohibit Use of Millings in BCL – Ron will revise Driveway Permit. (Jan)
- Proposed Rule on tents/campers/RVs – Ron will draft up rule and present at February meeting. (Jan)
- Review of Membership Services Accounts Receivable Aging Summary – Table this until February. (Jan)
- Proposed Revisions to Boat Rack Use Limitations and Rental Form – Jack will work on this issue and present at February meeting. (Jan)
- Boat Stickers – Readjust written rules in the new year. (July-Jan)
- Pool Exterior Paint – Margo will work on contest over the winter. (June-Jan)
- Declaration Rewrite Process – Ken will invite Committee members to next Board meeting. Table until February. (Oct-Jan)
- North Beach Pavilion Permitting Status – Table until February. (Jan)
- Special Projects – Steve will have more information on outsourcing in February. (Jan)
- Lake/Dam – Invite AEC to make a presentation at one of our meetings so we could discuss with the membership about treatment options. (August-Jan)
- Maintenance – TJ will get a fillable Work Order form on Web and shared drive. (June-Jan)
- 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-Jan)
- Environmental -- TJ will post number for Spotted Lantern flies on web page. (August-Jan)
- Stewart Hall – Ray is checking on our eligibility for electric service provider rebates. (Oct-Jan)

- Board Member and Employee Conduct Standards and Training – Rand will work on Part 2 for Employees. (Jan 19-Jan)
- Elimination of Interest Payments on Construction Escrow Accounts - Margo will rewrite provision. (Oct 18-Jan)
- New Truck – Bill and Ross will come to February meeting with bids and 1-2 recommendations. (Oct-Jan)
- All Traffic Solutions – In a few months, make motion to place sign in 2 different locations. (Jan)

ADJOURNMENT

- **MOTION: 20, 1-25-07:** Schaefer moved to adjourn at 10:15PM. Seconded by Ligenza.

Respectfully submitted by Linda Sott, Recording Secretary

Week of 11/10-16

3 citations
3 welfare checks
3 alarm calls
3 permit checks
2 medical calls/1 transport
70 amenity checks
1 solicitor call
1 lift assist

Week of 11/17-23

1 citation
2 welfare checks
1 alarm call
4 permit checks
67 amenity checks
1 medical call
2 property checks

Week of 11/24-30

1 citation
3 alarm calls
1 welfare check
3 permit checks
60 amenity checks
1 medical call
1 property check

Week of 12/1-7

2 citations
2 alarm calls
1 loose dog call
2 welfare checks
3 permit checks
54 amenity checks
1 open shed door

Week of 12/8-14

1 alarm call
2 permit checks
4 welfare checks
1 medical call
56 amenity checks
1 dog complaint

Week of 12/15-21

2 alarm calls
4 welfare checks
2 medical calls
60 amenity checks
1 permit check
2 dog complaints
1 ATV call

Week of 12/22-28

1 alarm call
2 welfare checks
1 medical call
71 amenity checks

Week of 12/29-1/4

1 alarm call
3 welfare checks
2 medical calls
57 amenity checks
1 permit check
3 People on the Ice calls

Week of 1/5-11

1 citation
2 welfare checks
2 alarm calls
1 permit
51 amenity checks
2 "Kids on Ice" calls