



BEAR CREEK LAKES CIVIC ASSOCIATION

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

Board of Directors Meeting – April 18, 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: Pam Berger, Kevin McGrath, Jim Creighton, Cleo Fogal–BCL Drive; Tom Orrino, Bob Skiffington–White Oak Drive; Kim Andreacola–Cherokee Lane; Beth Brennan, Pat/Tony Parson, Harriet Zetelski–Indian Trail; Elizabeth Cain, Tom Rooney–Midway Drive; Gary/Sandy Benedick–Willow Drive; Darci Bianchi–Larch Road; John Dawson – Piney Woods Drive

President Ken Levitz completed roll call, had a quorum, and called the meeting to order at 9:01AM.

PREVIOUS MEETING MINUTES

- Reviewed and approved March 2020 minutes:
 - **MOTION: 20, 4-18-01:** Ligenza made motion to approve. Seconded by Kerwood. All in favor. Motion carried.

TREASURER REPORT

- Margo stated the Attorney has started collection actions on 17 people. Ned asked if we would consider paying by credit card; Margo will look into the convenience fee for its use. Margo also stated that they are looking into changes to the payment plan program and overages and will get Board approval for next year.
 - **MOTION: 20, 4-18-02:** Schaefer made motion to approve. Seconded by Levitz. All in favor. Motion carried.

Balance Sheet

Cash Balance of \$1,857,811 as of March 31, 2020 comprised of:

Operating Funds	\$ 608,176
Capital Reserves & Improvement	1,237,046
Construction Escrow	12,525

Capital Expenditures during March 2020 - None

VISITORS COMMUNICATIONS

- Cleo Fogal – BCL Drive: Cleo asked if the pickleball courts could be opened. Ken replied that the Executive Committee will rethink and take whatever action is necessary.
- Kevin McGrath – BCL Drive: Kevin thanked the Board for putting this Zoom conference together. (1) He was inquiring about the cancellation of the CAI (Community Association Institute) membership (non-profit advocacy/educational representation on condos, electronic/media info, pool, lake, fishing) and what measures the Board had in place on legal and political issues on HOAs and (2) Is the Board using the Executive Session appropriately? Ken replied the CAI membership might have been terminated by default. A discussion was held. Executive Committee opted to cancel. If renewing, please include Tom.

- **MOTION: 20, 4-18-03:** McGeehan made motion to renew CAI Membership for \$250/year. Seconded by Ramm. All in favor. Motion carried.

OTHER OFFICERS REPORTS & ATTORNEY COMMENTS

- Officers – Ken reported the recreational closures were following Township rules and other communities. Staff is working their normal hours alone in the office with window and door locked. Nicole occasionally works remotely from home. Office staff is working one at a time. Maintenance: 2 were working together since 1 was new. The new employee has a spouse who has medical issues so he has been laid off and will return after COVID. John McMenamin has returned to work. Jim and John are working separately, using different equipment and following isolation procedures. Driveway Permit Approvals: Todd will take over approval of a driveway permit if it is tied into a building permit; if a member is asking for approval to pave their driveway, Bill will approve. Madeline thanked the residents making masks for the community members and for the BCL office and maintenance workers.
- Attorney – In response to Kevin's 2nd question, Tom stated that Section 5.11c of the bylaws speak about Executive Sessions. Decisions are not made at Executive Session so there is no need to keep notes. Motions are made after the session is over.

COMMITTEE ACTION ITEMS

- Garda World Security Contract Proposal – Tom spoke with the insurance agent on his language to be placed in contract. Garda changed it slightly. Tom will put the contract together and should be able to get it to the Executive Committee by the end of the week. Madeline inquired when guards can be armed and Tom replied as soon as contract is signed.
- Pennoni Engineering Storm Water Management Plan – Pennoni had a change in team leadership. There is a conference call Tuesday-Thursday this week with them, Ken, and Tom L. After the call, they will contact impacted members. One property will be physically impacted.
- North Beach Pavilion Permitting – Todd is taking the lead on this issue. He will discuss with Township supervisors at a face-to-face Township meeting. He has spoken to the Amish Country Gazebos and they have no problems waiting. This topic is tabled until COVID-19 allows face-to-face meetings.
- May Informational Meeting – Discussion on cancelling the May 23 meeting. Bylaws require a General Membership Meeting to elect new Board members and this meeting should be held September 5.
 - **MOTION: 20, 4-18-04:** Stewart made motion to cancel May 23 meeting at the Firehouse. Seconded by Ligenza. All in favor. Motion carried.
 - **MOTION: 20, 4-18-05:** McGeehan made motion to donate our \$100 deposit for the meeting to the Firehouse instead of returning it. Seconded by Stewart. All in favor. Motion carried.
 - **ACTION ITEM: Madeline will notify and send thank you letter to Holly at the Firehouse.**
- Rule Book and Permit Application Form Updates – Ken updated the tree permit application showing the \$10 filing fee and passed on to TJ for posting. Need to show revision date. Between Ron and Margo, all rules have been updated.
- Lifeguard Manager Recruitment – Even with COVID-19, we still need to move ahead and prepare for the summer. Dylan Bradley applied as a consultant to review/hire/train lifeguards. Dylan will continue to work at St. Luke's, but will be a resource person for us on advice and issues.
 - **MOTION: 20, 4-18-06:** McKeon made motion to offer Dylan Bradley the position as consultant. Seconded by Laudenschlager. All in favor. Motion carried.

- **ACTION ITEM: Ken will notify Dylan. Ken and Dylan will sign a contract stating that Dylan will be paid hourly, paid at the end of the summer season, and take care of his own taxes.**

UNFINISHED BUSINESS

- Declaration Rewrite Process – Will schedule a workshop with the Board, Sub-committee members, and Tom either April 30 or May 6, whichever has greater attendance. Jack has everything assembled and will resend to Board, Sub-committee members, and Tom.
 - **MOTION: 20, 4-18-07:** Laudenschlager made motion for the Board and Sub-committee members to get together for an information-sharing workshop. Seconded by Schaefer. All in favor. Motion carried.
- Review of Upgraded SmartVault Cloud-based Data Storage Systems for BCLCA Records – TJ recommended staying with Dropbox. TJ will renew the Pro version. When this is completed, let Margo know so she can start migrating archives from SmartVault to Dropbox. Margo will take care of securing renewal for QuickBooks.
 - **MOTION: 20, 4-18-08:** McKeon made motion to switch our archiving service from SmartVault to Dropbox. Seconded by Stewart. All in favor. Motion carried.
- Traffic Survey Data – Data collected and analyzed: fewer than 10% of the vehicles were going 25mph or faster, 40% of cars slowed down when they saw the sign; 2 cars went faster when they saw the sign. Margo will review data again for cars going greater than 25mph and the times of day; if there's a pattern we can have Security in the area. Roger and Ross offered to assist Margo with data collection/review.

STANDING COMMITTEE REPORTS

- Lake/Dam –Lake: Jack said Maintenance will put the docks out this week. Boat racks have been assigned and invoices went out. Nicole did a good job. **In February minutes, it said no stickers needed for paddleboards; however, they are needed if they are using our racks.** Dam Update: Correspondence received this past week. Review by our engineers and recommendations from DEP submitted back to them and went back and forth with the engineering firm and DEP. More info next month.
- Finance – Margo had nothing to report.
- Special Projects – Steve had nothing to report.
- Lifeguards – We now have a few more applicants and a plan.
- Maintenance – Ross reported the delivery of the plow truck is delayed due to COVID. Madeline asked Bill if Maintenance can take over updating the sign at the entrance, and Bill agreed.
- Roads – Ken had nothing to report.
- Environmental – Ken said the gathering in early June with DEP and Schools on invasives and planting is on hold because of COVID-19. He is thinking now to tentatively set it for September to talk about next spring.
- HR – Rand thanked Jack for the nice words about Nicole. She continues to do a great job. He also thanked the members making masks for the safety of our personnel.
- Permits – Ron reported 1 deck extension approved.
- Recreation – Madeline reported status quo. Board decided to cancel all activities in BCL until May 31.
- Security – Madeline reported the Security report is attached. Madeline wanted to thank Garda for the guard's participation in the parade through the community with the Firehouse on April 11. Madeline asked TJ to grant access to Jack (Security) to the Members Only page so he can access the permits log when it

is uploaded. Madeline also thanked the office staff for being very helpful. Jack asked about members using placards from last year. This year, because of COVID-19, they can use them until Memorial Day weekend. After that, have to use 2020 badges/placards. Members can just call the office and they will make arrangements for their tags to be picked up. Madeline has badge checkers Mary Malone and Grace Bloomfield ready to work.

- Newsletter: Madeline reported it is 99% ready to go.
- Membership Services – Ken had nothing to report.
- Communications – TJ had nothing to report.
- Computer Technology – TJ had nothing to report. Someone asked about what's in the news regarding Zoom and its issues. TJ explained it is being done by hackers. We have not experienced any issues here.
- Pool – Pete reported we sent a check to the American Inspection Agency for the electrical inspection of the pool. He will set up an appointment. Bill said Maintenance will be taking the pool cover off. Pete will call Strand on availability to come out to pool to get it ready. We will keep as close to the past year's schedule as possible. Ray asked that the pool be ready, with heat on, 1-2 weeks prior to opening so Dylan can get the lifeguards certified. Rand will interface with the training for ½ hour.
- Rules – Ron had nothing to report.
- Landscaping – Ray said volunteers can work individually. He will get something posted this weekend. Ray will get plants using Steve's truck.
- Stewart Hall – Ray had nothing to report.
- Long-Range Planning – Roger had nothing to report.

NEW BUSINESS

- Establishment of a Rental Property Inventory – The Board agreed that we start a rental property committee and get an inventory of property owners who use their house as a rental. Jack will head the committee, with Ned, Ron, Rand, and possibly a non-Board member, Tom, serving as members of the committee. We are trying to preserve the atmosphere in BCL and need data for future situations. We may need stricter rules/regulations to protect our integrity.
- May 16 Board Meeting – Will be held via Zoom Videoconference. Executive Committee will meet by phone Monday, May 11, to formulate agenda. After pre-meeting is completed, Ken will send agenda to TJ and asks that it be posted by Wednesday. Jack and Roger thanked Margo and TJ for putting this call together.
- Visitor Cleo Fogal's Request to Open Pickleball Courts – Discussion ensued. Why is dam closed off with caution tape? Response to dam is that people have been sitting on bench, rocks, and not keeping social distancing.
 - **MOTION: 20, 4-18-09:** Schaefer made motion to open all BCL common facilities for use by household units. Seconded by Ramm. Motion carried.
 - **ACTION ITEM: TJ will post this on the web and Facebook pages effective Monday, April 20. Bill will ask Maintenance to unlock gates and remove caution tape on Monday.**

EXECUTIVE SESSION

None

AWARDING OF CONTRACTS

- Garda World Security Services – Hope to be able to execute contract by end of week when we receive it from Tom.
- Dylan Bradley Pool Lifeguard Recruitment/Training – Potential agreement will be completed and executed for Dylan to start as soon as possible, with a copy to Dylan's folder.

FUTURE ACTION ITEMS

- Garda Security Contract – Tom will put contract together by end of next week. (Oct-April)
- North Beach Pavilion Permitting -- Todd will get on agenda and attend Township meeting. On hold due to COVID-19. (Nov-April)
- Revision to Proposed Rule to Prohibit Use of Millings in BCL – Ron will revise Driveway Permit. (Jan-April)
- Rules – Ken and TJ will discuss tree permit changes and TJ will update changes on the website. (March-April)
- Boat Stickers – Readjust written rules in the new year. (July-April)
- Declaration Rewrite Process – Board and sub-committee will meet 4/30 or 5/6. (Oct-April)
- Special Projects – Steve will arrange for an HOA manager/consultant to come to future Board meeting. On hold due to COVID-19. (Jan-April)
- Environmental – Ken working with County Forester to tentatively hold program in September to discuss tree preservation and slowing down growth of invasives. (Feb-April)
- Lake/Dam – Invite AEC to make a presentation at one of our meetings so we could discuss with the membership about treatment options. (August-April)
- Maintenance – TJ will get a fillable Work Order form on Web and shared drive. (June-April)
- 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-April)
- Stewart Hall – Ray is checking on our eligibility for electric service provider rebates. (Oct-April)
- Board Member and Employee Conduct Standards and Training – Rand will work on Part 2 for Employees. (Jan 19-April)
- Grills at the Pavilion – TJ will research and come to April meeting with planning structure or plans (March-April)
- Lifeguard Manager Recruitment -- Ken will notify Dylan. Ken and Dylan will sign a contract stating that Dylan will be paid hourly, paid at the end of the summer season, and take care of his own taxes. (April)
- Cancellation of May 23 Meeting -- Madeline will notify and send letter to Holly at the Firehouse. (April)
- Opening Common Areas --TJ will post this on the web and Facebook pages effective Monday, April 20. Bill will ask Maintenance to unlock gates and remove caution tape on Monday. (April)

ADJOURNMENT

- **MOTION: 20, 4-18-10**: Ligenza moved to adjourn at 12:10PM. Seconded by McKeon.

Respectfully submitted by Linda Sott, Recording Secretary

Week of 3/22-28

2 citations
1 permit check
2 welfare checks
2 medical calls
53 amenity checks
1 alarm
1 loose dog on N Beach

Week of 3/29-4/4

1 citation
2 welfare checks
2 permit checks
1 tree trim call
1 ambulance call
1 injured deer
50 amenity checks
1 burn

Week of 4/5-11

1 citation
3 welfare checks
2 permit checks
52 amenity checks
1 loose dog call
1 ambulance call
2 injured deer calls
1 assist/Fire Co Parade