



## BEAR CREEK LAKES CIVIC ASSOCIATION

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

### Board of Directors Meeting – April 21, 2018

**Attendees:** Ken Levitz, Margo Schaefer, Rich Berger, Gary Benedick, Colleen Bradley, Tom Larney, Bill Malone, Roger Stewart, Tom Nanovic, TJ McKeon, Bill Gullone

**Call-In:** Madeline Ligenza

**Absent:** Neil Mullen, Kevin McGrath, Charles Sgrillo, Mark Donski

**Visitors:** Ron Kraemer - 35 Maple Drive; Chuck Bender – 62 Indian Trail; Debbie Rotter – 22 White Oak Drive; Steve Sosnowski – 58 White Oak Drive; Bob and Barb Skiffington – 18 White Oak Drive; Amber Cunningham – 92 Mountain View; Dominic Yannuzzi – Benesch & Company, One S. Church Street, Suite 302, Hazleton, PA 18201

**President Ken Levitz:** Roll call and called the meeting to order at 9:08AM. Had problems with phone outlet and connecting with call-in.

### PREVIOUS MEETING MINUTES

- **Reviewed and approved March 2018 minutes:**
  - **MOTION: 18, 04-21-01:** Roger made motion to approve. Seconded by Margo. All in favor. Motion carried.

### TREASURER REPORT

- Rich distributed and discussed report

#### Balance Sheet

Cash Balance of \$1,477,082 as of March 31, 2018 comprised of:

Operating Funds	\$658,612
Road Funds	389,611
Capital Reserves & Improvement	416,347
Construction Escrow	12,512

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

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

#### No Capital Expenditures during March 2018

#### Profit & Loss

Dues revenue of \$56,143 and total revenue of \$61,999

Net income of \$28,730 versus \$38,605 in prior year

YTD net income of \$226,108 and net income (operating) of \$242,969

Capital improvement fees of \$19,690

- **MOTION: 18, 04-21-02:** Margo moved to accept Treasurer's Report. Seconded by Roger. All in favor. Motion carried.

### **VISITORS COMMUNICATIONS**

- Ron Kraemer – 35 Maple Drive: Ron was following-up on the wind turbine issue. In the March meeting, Ken stated that there would be draft changes submitted in April for the Board to consider. **Ken explained that this issue would be discussed during this meeting.**
- Chuck Bender – 62 Indian Trail; Debbie Rotter – 22 White Oak Drive; Steve Sosnowski – 58 White Oak Drive: All interested in the status of the dam study.
- Amber Cunningham – 92 Mountain View: Amber was interested in moving the Stroller class from Fridays at 10AM to Thursdays at 10AM and wanted to know if she could use Stewart Hall if unforeseen weather occurs. **Ken explained that the issue would be discussed during this meeting and you would be advised of the results.**
- Bob Skiffington – 18 White Oak Drive: Bob and one other person visited Locust Ridge Wind Farms. If anyone would like any information, please get in touch with him.
- Dominic Yannuzzi – Benesch & Company, One S. Church Street, Suite 302, Hazleton, PA presented a summary of the Dam Study.

### **OTHER OFFICERS REPORTS**

- Margo – Nothing to report
- Ken – Nothing to report

### **COMMUNICATIONS ACTION ITEMS**

- Dam Study – The Executive Committee agreed to move ahead with the study. Previous review completed over 10 years ago. Executed an agreement with Benesch & Company. Hired to do quarterly inspection with some BCL members and then made call to DEP for analysis. DEP wanted incremental breach analysis which is the probable maximum flood. Benesch is waiting approximately one month to see if DEP publishes new predicted maximum storm event flows. Based on new model, if flood goes over spillway, dam breaks and a breach occurs. Analysis to be completed by 9/1. Did file review so far. Ken loaned Benesch all the information we had and they obtained additional information from DEP. Need to do this step-by-step and have it accepted by DEP. Possible scenarios: it works, it doesn't work and we need to put in grass spillway and concrete cut-off to prevent erosion wall, it doesn't work and we have to widen spillway. Ken asked if the review could be completed prior to 9/1 since our budget gets approved in July. Dominic said if the date is accelerated, DEP information will not be complete. Ken, the Dam Committee, and the Board will also review and edit the Emergency Action Plan. Steve Sosnowski said this is the last one on record and is filed with the Emergency Action Center, Penn Forest Township, and the Fire hall.
- Wind Turbine Letter – Rich asked if this can sway the Zoning Board. Ken said argument in favor of denial. Tom N said a copy of the letter should go to the Zoning Hearing Board. Margo thanked the Committee since this involved a lot of work; it was well cited and timely. The Committee consisted of Gary Benedick, Roger Stewart, Ken Levitz, and 2 community members, Sandy Benedick and Ray Bradley. Excellent work group.

- **MOTION: 18, 04-21-03:** Margo made motion to accept letter as written, send copy to Zoning Hearing Board, and scan and post in the Members Only BCL web page. Seconded by Bill M. All in favor. Motion carried.
- HR Sub-Committee – Neil, Bill G, and Colleen worked on this. John McMenamin is going P/T. Hours need to be filled with a F/T seasonal person, with the possibility of F/T employment after the summer. May is the busiest month with getting the pool ready for the summer. Retain John on P/T basis as salaried employee with flexible hours. Hire F/T seasonal person for 35-40 hours/week, working some weekend hours to cover events. For budget purposes, we are now adding labor dollars going from 2 F/T to 2 F/T and 1 P/T. Ads need to be placed in local papers and on-line. Colleen has 3 lifeguards that could help out until Memorial Day.
  - **MOTION: 18, 04-21-04:** Bill G to place newspaper ad and solicit in community and on-line. Roger made motion. Seconded by Bill M. All in favor. Motion carried.
  - **MOTION: 18, 04-21-05:** Hire F/T seasonal employee for additional Maintenance duties at the amount determined by the Board. Bill G will work on their schedule, including Saturday/Sunday hours. Bill G made motion to accept. Seconded by Tom L. All in favor. Motion carried.
- Stroller Program – Change day from Friday to Thursday. No strollers allowed inside Hall. Person in charge needs to have total control of the children and program. Find way to secure door to downstairs.
  - **MOTION: 18, 04-21-06:** Roger made motion to accept. Seconded by Colleen. All in favor. Motion carried.
- Feeding of Game Animals – Margo looked up Game Commission rules. No formal rule needed to prohibit feeding bears, as the Game Commission already prohibits it. With respect to feeding deer, the Game Commission can prohibit the feeding, but they have not done that. If Game Commission acts on this, then we can change in our Rule Book. No action needed on this.
  - Margo will draft up statement referencing the Game Commission and TJ can post it on the web site.
- Declaration/Covenant Re-write - Tom N will meet with the person who gave him information. He also said you need authorization to check with other associations.
- Reserve Study Update – Tom L will give updates (we have 17 miles and \$145,000 in patches and road repairs needed) to Rich, Rich will plug in dollars for Dam, and then Rich will submit report this week. Margo reminded everyone that we have a line of credit that we can use for special assessments.

### **EXECUTIVE SESSION**

- Start 10:25AM. **MOTION: 18, 04-21-07:** Ken moved to go into Executive Session. Seconded by Margo.
- End 10:38AM. **MOTION: 18, 04-21-08:** Ken moved to end Executive Session. Seconded by Margo.

### **STANDING COMMITTEE REPORTS**

- Lake/Dam - Gary looking at erosion of boat launch. Gary will set up meeting next week with Bill G, Steve, and Ken. Jim working on removing object in North Beach walkway (wood stump). Docks are in lake, porta-potties in place, boat racks assigned. Gary concerned with the condition of at least 2 of the boat racks. Have the maintenance person assess them and start replacing, as necessary. For succession planning, if needed, start replacing 1/year so we don't get hit all at once. Bill G will look at them when he looks at the wall. Due to weight, do we need different rack request forms (boats vs. canoes/kayaks)? Need office to find original copy of old form.

- Finance & Special Projects – Rich had nothing else to report.
  - **ACTION ITEM:** Rich will have BCL credit card changed from individual to corporate credit card.
- Lifeguards – Towamensing Trails just signed on with an outside company for hiring purposes. Colleen will check with them to see how this is working for them. Colleen hired 17 lifeguards (three are 15 years old). Ordered first aid supplies, sweatshirts, and T-shirts. Asked that the chairs not be mounted yet—Red Cross changed some regulations. Colleen has a fan to donate to lifeguard shack—Franz Electric will look at electric to determine what is needed.
- Bocce Ball & Horseshoe Project – Bill G said project will start this week. He will order what is needed, have it delivered, submit invoice to office, and office will cut a check.
- South Beach Sand – Bill G has received numerous inquiries about the sand on South Beach. Jim in Maintenance excavates sand from the water to pile at the end of the season.
  - **MOTION: 18, 04-21-09:** Explore bringing in enough sand prior to summer season to alleviate any rocky or bare areas on beaches. TJ motioned to approve. Seconded by Bill G. 1 opposed. Quorum approved. Motion carried.
- Roads – Tom L approved driveway permit for 118 White Oak Drive. Will start looking at roads now for any needed repairs.
- Environmental – Ken stated no report.
- HR – Ken stated no report.
- Permits – Roger said they are, once again, working on the property in question from last month.
- Security – Bill M said no incidents last month. Security came in early 3 days/week to check areas for unregistered vehicles and didn't see anything. Abandoned autos have been reported at an address on Mountain View. Security will check and, if cited before, fine will be issued at a higher rate. Bill M will have locks changed on the Supply Room door. The only people that should have keys are Recreation, Front Office, 1-2 Board members, Maintenance, and quilters. Try to get smart key/lock. At 6:20AM one morning, Gary saw unregistered car at boat dock and people at North Beach with fishing rods. In PA, a private citizen cannot request owner information from DMV based on tag number; State Police can but not private citizens. May need to discuss if increase in budget needed to increase hours of Security. Bill M said if Security works more than 8 hours/day, they would get time and a half.
- Communications – TJ said newsletter currently at the printer. Collected \$5240 in advertising fees. Members excited about pickle ball addition. Started an "Indeed" account for posting jobs. TJ has user name and password if anyone needs it.
- Computer Technology – Going good per TJ. Positive feedback on FB page - 234 members signed up. Will clean up Swip & Swap page. TJ will get with Kevin to get access to Drop Box and/or Smart Vault so he can post approved meeting minutes.
- Pool – Neil said all OK.
- Rules – Margo said all OK.
- Landscaping & Stewart Hall – Charles to report on three items from March meeting.
- Long-Range Planning – Roger working on format for prototypes.

### **NEW BUSINESS**

- BCLCA is continuing to accept donations for Fishery Management.

- Additional lighting at North Beach – TJ said it looks OK with the LED lights; no need for additional lights.

#### **FUTURE ACTION ITEMS**

- Charles was to work on sample envelope and ballot for voting process.
  - **ACTION ITEM:** Charles and Bill M will work with the office on this and discuss at April meeting.
- Revision of Stewart Hall Rental Contract – Needs update stating no commercial activity and updated contact information.
  - **ACTION ITEM:** Charles will edit the contract and present to the Board for approval.
- New thermostat – Bill M said should be 2 names posted if too cold/hot. Charles and Neil can change.
  - **ACTION ITEM:** Charles will speak to the office about posting sign for Thermostat.
- Additional Office Support

#### **ADJOURNMENT**

- Adjournment 11:25AM
  - **MOTION: 18, 04-21-10:** Ken moved to adjourn, Seconded by Margo.

Respectfully submitted by Linda Sott, Recording Secretary