



BEAR CREEK LAKES CIVIC ASSOCIATION

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

Board of Directors Meeting – March 16, 2019

Attendees: Ken Levitz, Todd Laudenschlager, Kevin McGrath, Margo Schaefer, Gary Benedick, Tom Larney, Madeline Ligenza, Neil Mullen, Bill Gullone, Ray Bradley, Steve Sosnowski, Rand Asher, TJ McKeon, Roger Stewart, Ed Miller, Tom Nanovic

Visitors: Bob & Barb Skiffington, Paul Martino - White Oak Drive; Sandy Benedick – Willow Drive; Peter Hillman, Bob Hillman, Jack McGeehan, Barbara & Dalton Fine – BCL Drive; Todd Wagner – Recreation Court; Pat & Tim O'Brien – Ash Drive; Jennifer Kowalonek – Benesch & Company – Pottsville, PA

President Ken Levitz: Roll call, has a quorum, and called the meeting to order at 9:03AM.

PREVIOUS MEETING MINUTES

- **Reviewed and approved February 2019 minutes:**
 - **MOTION: 19, 03-16-01:** McGrath made motion to approve. Seconded by Sosnowski. All in favor. Motion carried.

TREASURER REPORT

- Kevin distributed and discussed report for February.

Balance Sheet

Cash Balance of \$1,679,838 as of February 28, 2019 comprised of:

Operating Funds	\$ 539,926
Capital Reserves & Improvement	1,099,887
Construction Escrow	40,025

Capital Expenditures during February 2019

None

- **MOTION: 19, 03-16-02:** Schaefer moved to accept Treasurer's Report. Seconded by Levitz. All in favor. Motion carried.

VISITORS COMMUNICATIONS

- Jennifer Kowalonek – Benesch and Company: She made a presentation on the dam spillway. Dam is rated B-1 (B=height and storage capacity, 1=high hazard--potential for loss of life should there be a dam breach, structures in jeopardy, FT or PT inhabited). We should try to lower the "1" by lowering the impact downstream. Jennifer will prepare a proposal (for our review) to DEP, noting her calculated spillway capacity is slightly greater than theirs; and that there are fewer inhabited dwellings in the dam breach flow zone than in previous reviews. Inspection of dam: walls have some turning in.
 - **ACTION ITEM: Tim O'Brien questioned climate change and DEP changing regulations. Ken asked Tim to send an email to our office and Ken will forward it to Jennifer.**

- Bob Skiffington – White Oak Drive: Briefed the BOD on a recent PFT supervisors meeting. Roadmaster wanted to confirm with BCL who is on paying for lines and signs on Behrens Road. Next meeting is April 1. Ken stated there will be a Board member in attendance.
- Bob Skiffington – White Oak Drive: Expressed concern on discontinuance of recycling for PFT. Can we do it ourselves? Is there an alternative location? Ken said Kidder Township still has recycling. Tom N stated it is only a requirement when the population reaches a certain density.
- Peter Hillman – BCL Drive: Still concerned about the agenda not being posted. TJ replied that if he posts it on web, it can still be shared outside the community. He will discuss this with Margo and come up with a solution.

OTHER OFFICERS REPORTS & ATTORNEY COMMENTS

- Officers -- Nothing to report.
- Attorney – No comments.

COMMITTEE ACTION ITEMS

- Benesch Proposal for Required Routine 2019 Dam Inspections and Reports
 - **MOTION: 19, 03-16-03:** Laudenschlager made a motion to accept proposal. Seconded by Gullone. All in favor. Motion carried.
- On-Call Maintenance Program – Will be discussed in Executive Session.
- Board Members and Employees Conduct Standards and Training – Two-step process. First step will be with Board members only which will be conducted in Executive Session.

UNFINISHED BUSINESS

- Proposed North Beach Pavilion (N-1) and North Beach Boat Racks (N-5) – Roger did a manual survey and finished the boat rack design. Kevin asked Roger to prepare a sketch of where the racks will be located at North Beach and how they will be administered. Also need pavilion drawing and overall plan that we propose will happen and timeframe. Roger will present design and proposal at April Board meeting.
- Memorial Bench – We will use an existing bench at South Beach and Maryann will provide plaque.
 - **ACTION ITEM: Bill will install plaque.**
- Speed Ramp Research (R-4) – Tom L needs to collect statistics.
 - **MOTION: 19, 03-16-04:** Larney made motion to purchase basic radar sign (incl bracket) from All Traffic Solutions NTE \$3,500 (from Roads budget). Seconded by McGrath. Motion carried.
- Hotspot Access (H-3) – TJ stated Blue Ridge has off-season suspension. Ed Miller will donate modem.
 - **MOTION: 19, 03-16-05:** McKeon made motion to move forward with this plan. Seconded by McGrath. All in favor. Motion carried.
- Tree Permit Application Process – Ken will have a Committee meeting with volunteers in the next 30 days.
- Declaration Rewrite Process – Kevin has five committee members (Ken, Madeline, Gary, Roger, Jack McGeehan). Looking for a Chairperson. Will be having a kick-off meeting.
- Revised Sexual Abuse/Crisis Management Policy – Kevin is waiting for response from insurance company.

- Employee Conduct Standards and Training – This is a two-step process. Rand will conduct Part 1 with Board members today and will work on Part 2 for Employees.
- Behrens Road Safety Crossings (R-5) – Still unfinished. Need to follow-up with the Roadmaster on reimbursement for posting signage.
 - **ACTION ITEM:** Board member will attend next PFT meeting.

EXECUTIVE SESSION

- **MOTION: 19, 03-16-06:** McGrath made motion to go into Executive Session at 10:25AM. Seconded by Sosnowski.
- **MOTION: 19, 03-16-07:** Levitz made motion to exit Executive Session at 11:45AM. Seconded by McGrath.
- White Oak Property – Per Ken for Margo, nothing has been cleaned up. Tom N will move ahead.

STANDING COMMITTEE REPORTS

- Lake/Dam – Next week, Gary, Ken, and Tom L will look at boat launch and beaches.
- Finance – Kevin reported we had approximately \$1.7 million in bank. Collection letters were sent out by Attorney Tom Nanovic's office.
- Special Projects – Kevin had nothing to report.
- Lifeguards – Ray had nothing to report.
- Maintenance - Bill reported he is updating the boat racks at the beaches.
 - **MOTION: 19, 03-16-08:** Gullone made motion to renovate bathrooms at both beaches with anti-slip floor, paint, toilets, sinks NTE \$2,500. Seconded by McGrath. All in favor. Motion carried.
- Roads – Tom L had nothing further to report.
- Environmental – Ken had nothing to report.
- HR – Rand had nothing to report.
- Permits – Todd had nothing to report.
- Recreation – Madeline stated there will be a BCL informational meeting May 25 at the Firehouse. There will be Board openings for next year so there will be a first-ever Candidate Meet and Greet with light refreshments on August 10 at 6PM. Thanks to TJ for updating the listing. Easter egg hunt on April 13 and Derby Party on May 4. Thanks to Barb S for providing month-by-month calendar to her. Thanks to Sandy for baking and Linda for candy. Luau and pig roast will both be one week later this year.
- Security – Ed had nothing to report.
- Membership Services – Kevin had nothing to report.
- Communications – TJ had nothing further to report.
- Computer Technology – TJ reported BCLCA domain is up for renewal. No motion needed. Will renew for 3 years.
- Pool – Neil stated pool bathrooms need some renovations. Will discuss next month.
- Rules – Margo had nothing to report.
- Landscaping – Steve had nothing to report.
- Stewart Hall – Steve reported acoustics will be in March 26. Total cost under \$3,800.
- Long-Range Planning – Roger and the LRP Committee still working on N-1, Pavilion at North Beach; N-5, Boat Racks at North Beach; R-5, Safety Crossings; and G-5, Badges.

NEW BUSINESS

- Nothing to report.

AWARDING OF CONTRACTS

- Alfred Benesch and Company for dam engineering services.

FUTURE ACTION ITEMS

- North Beach Pavilion (N-1), North Beach Boat Racks (N-5), Badges (G-5) - Roger will present boat rack sketch and pavilion info at April BOD meeting. (Nov-April)
- Behrens Road Safety Crossings (R-5) – Board member will attend next PFT meeting. (Mar-April)
- Memorial Bench – Bill will install plaque when it is received. (March-April)
- Enforcement of Rules - Ken asked Ed to reinforce with the Security staff that rules need to be followed 12 months/year. (Feb-April)
- Lake/Dam Issues - BOD will review PA requirements for fishing licenses (16 and older), boating (mandatory safety equipment and life jacket [12 & younger must wear at all times and everyone must wear at all times from 11/1-4/30]), and safety equipment. (Feb-April)
- Speed Citations – Ed will confirm current practice Security is following on issuing speeding citations and report back to BOD at March meeting. (Feb-April)
- Enforcement of Placards - Ed will speak with Security about placard enforcement. (Feb-April)
- Declaration Rewrite Process – Kevin will have kick-off meeting to rewrite process. (Jan-April)
- Tree Permit Application Process – Ken will provide Margo with his current process and work with her to complete a formal SOP. (July-April)
- Revised Sexual Abuse/Crisis Management Policy – Kevin waiting to hear from insurance company. (Oct-April)
- Board Member and Employee Conduct Standards and Training – Rand will work on Part 2 for Employees. (Jan-April)
- Elimination of Interest Payments on Construction Escrow Accounts - Margo will rewrite provision. (Oct-April)
- Boat Rack Fees - Margo will update boat rack form for 2020 season. (Feb-April)

ADJOURNMENT

- **MOTION: 19, 03-16-09:** McGrath moved to adjourn at 11:57AM. Seconded by Sosnowski.

Respectfully submitted by Linda Sott, Recording Secretary