

Board
May
Via



BEAR CREEK LAKES CIVIC ASSOCIATION

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

of Directors Meeting –
16, 2020
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: Denise Booker --BCL Drive

President Ken Levitz completed roll call, had a quorum, and called the meeting to order at 9:03AM.

PREVIOUS MEETING MINUTES

- Reviewed and approved April 2020 minutes:
 - **MOTION: 20, 5-16-01:** Ramm made motion to approve. Seconded by Ligenza. All in favor. Motion carried.

TREASURER REPORT

- Margo stated there was nothing of importance to note. Accounts Receivables are lower than last year, but we were higher last year due to a number of fines. Ken asked that the Accountant number the pages of the Treasurers Report.
 - **MOTION: 20, 5-16-02:** Kerwood made motion to approve. Seconded by Laudenschlager. All in favor. Motion carried.

Balance Sheet

Cash Balance of \$1,846,627 as of April 30, 2020 comprised of:

Operating Funds	\$ 593,781
Capital Reserves & Improvement	1,239,986
Construction Escrow	12,525

Capital Expenditures during April 2020 - None

VISITORS COMMUNICATIONS

- Denise Booker – BCL Drive: Denise is interested in the North Beach pavilion permitting proposal. She inquired whether the process is in alignment with what normally happens in a formal process. She lives next to the beach and has noticed an increase in volume and a child urinating on her property. She wants to ensure that parking is sufficient and bathrooms are open. She asked if the Board can place a fence at the property line. Ken explained the issues we are waiting to discuss with the Township and asked Denise to send an email to the office summarizing her thoughts from today. Ken ensured that the email will be held in private and not shared with anyone.

OTHER OFFICERS REPORTS & ATTORNEY COMMENTS

- Officers – Ken reported Carbon County is moving to the yellow phase on May 22. We are awaiting a final, detailed description of what that means for us regarding the beaches, pool, facility use, 25 or less in group setting, etc. He has been trying to get more information from the State and Doyle Heffley's office.
- Attorney – Tom will discuss his comments on the topics of Garda Security Contract and Declaration Rewrite.

COMMITTEE ACTION ITEMS

- Garda World Security Contract Proposal – Tom reported the contract has been fine tuned and we can now approve it. The dates for the contract will be from 8/1/2019-7/31/2022.
 - **MOTION: 20, 05-16-03:** Ligenza made motion to accept Garda Security Contract, with an effective date of 8/1/2019. Seconded by Stewart. All in favor. Motion carried.
 - **ACTION ITEM: Ken will give Madeline a printed copy, which she will scan to the Exec Committee and send to Garda. Ken will sign and date today in 2 places on page 1.**
- Pennoni Engineering Storm Water Management Plan – Ken explained we need one final call with the engineers, and then we can move to easement agreements and have the engineer prepare documents. Ken would like this to be a face-to-face meeting and will schedule it with the engineers this coming week.
- North Beach Pavilion Permitting – Tom said June 1 is the first live Township meeting. Todd will call and get on the agenda, and Ron and Roger will accompany him.
- Rule Book and Permit Application Form Updates – Ken stated the original tree permit policy from February 2010 is still in effect. Need to work on the verbiage; 50% clear cut ruling still in effect. Ken and Ron will work on this regarding the rules and regulations part.
- Appointment of Nominating Committee Chair – Ken appointed Steve Sosnowski as the Nominating Chairperson. Margo has held this position for the past 2 years and has the procedures/dates/deadlines in place. Ken will speak with Steve about this position and Margo will forward the SOP and paperwork.
- Selection of BCLCA Representative to the Local CAI Chapter – We have re-joined and need a person to represent us at routine meetings and report back to us.
 - **MOTION: 20, 05-16-04:** Stewart proposed that Ned Ramm represent BCL at the CAI meetings. Seconded by Schaefer. All in favor. Motion carried.
- Committee Chair Reassignments – Ken will take over Lifeguards, Ned will take over Environmental, stormwater management, and tree preservation, and Ken/Margo will take over Membership Services.

UNFINISHED BUSINESS

- Rental Committee and Declaration Rewrite Process – Jack is tying in the rental committee with the Declaration rewrite process. Jack had a rental committee kick-off meeting May 5, discussing the purpose, structure, and future meetings. Committee consists of Jack, Ron, Rand, Ned, and Tom Miller. Jack has too much on his plate so Ron will take over as Chair with Jack as a committee member. They will meet every 2 weeks via video/phone, with the possibility of changing to monthly/quarterly in the future. Ken received an updated memorandum from Hal Barrows, who is assisting us with the Declaration Rewrite process. There are differing opinions on what should be involved. We don't need to rush into getting this accomplished. We can continue to work on the declaration rewrite but incur no additional legal costs.
 - **MOTION: 20, 5-16-05:** Levitz made motion to temporarily put the next step on hold, pending feedback from rental committee, and get invoice from Tom for his fees so far. Seconded by Ramm. All in favor. Motion carried.

- Traffic Survey Data – Margo shared the latest data with the Board. We do not have a speeding problem at the sites monitored to date. We will still use the sign as a tool to monitor areas and just move it around to different spots to slow down traffic. Sign is currently on Hawthorne, then Jack (Security) suggested boat dock, then Rand suggested Indian Trail.

STANDING COMMITTEE REPORTS

- Lake/Dam –Lake: Jack will convene a meeting. There are a few items of safety/security in boat ramp area regarding traffic control and security. Madeline/Gary/Jack met at the boat ramp on Sunday to monitor boats entering the lake to ensure they were properly stickered. Next month's meeting will have a more detailed report. Boat racks at North Beach are not numbered, lettered, or stained yet. Waiting for signage. They will be included in the lottery in the future. For right now, they are open racks. Jack and Bill are working together on this. Dam Update: Update from Engineer on dam project provided a little wrinkle that we want to take a look at. Holding off on update on spillway until next month.
- Finance – Margo asked that the Directors send their needs for next year so she can bring a draft budget to the June meeting. We should pass the budget in July. She has assembled a small team to work on a proposal for late penalties for next FY. They will have a recommendation at the June meeting. Margo looked at MCTC for info on accepting credit cards—fees not outrageous (\$5/month for account, 2.5% and .09 cents per transaction and upfront costs and a cheap tablet). Ned inquired about Google Pay. Ned will look into this and report back.
- Special Projects – Steve is waiting for a face-to-face meeting with an industry expert. He will possibly schedule at the July meeting.
- Lifeguards – Ken said we are concerned with the availability of people, competition, hiring, and pay scale going up based on budget and COVID-19 impact. We may attempt to run North Beach unguarded. We will update at that time.
- Maintenance – Bill reported pool is up and ready to go, awaiting guidance from the Governor's office. Ross said the new truck should be here by the end of May.
- Roads – Ken had nothing to report.
- Environmental – Ken is handing this over to Ned Ramm.
- HR – Rand brought more hand sanitizer to the office and is waiting for the Plexiglas for the window.
- Permits – Ron reported 2 new house permits. He is in discussions with members getting ready to go to PFT for permits for a lean-to, garage, deck extension.
- Recreation – Madeline reported Ladies Lunch was a success, under the pavilion, spaced 6 ft apart. She thanked Maintenance for clearing off dirt and leaves and supplying electricity. June Yard Sale will possibly be moved to August; Madeline will supply TJ with a blast.
- Security – Security report is attached. Madeline reported the radios were checked (1 Kenwood missing and 1 less expensive missing). She will soon have a Crime Watch meeting under the pavilion. Some CW issues: stop sign at Cherokee and BCL Drive lifted out and thrown in a neighbor's yard, neighbor's address thrown in woods, signs at the dam were cut off bulletin board, people walking down trail. CW doing double tours—day and night. Saw on CAI a new trail cam that goes to iCloud. Per TJ, to use iCloud, you will have to pay for some type of cellular service. For our trail cams, batteries need to be replaced. If we had electricity at the dam, we could place a camera high up and will not need to replace batteries. Todd suggested putting our trail cam back up, and fencing or park bench to deter going down. Per Tom, if the trail cams are only video, we do not need to notify the membership.
- Newsletter: Madeline distributed 120 newsletters to members on 4 mornings.

- Membership Services – Margo reported Tom sent out the nice letters. Based on this, one paid in full, one is questioning the amount owed, and one couldn't agree to the payment plan. Tom will contact Margo for the names of those still in arrears. We are talking about 17 people. No hearings are available yet, but we can file complaints to get them ready. We have a formal policy. We need to be consistent with the bylaws.
- Communications – TJ reported he is posting communications by email, FB, and web. Per the insurance company, via Todd, we need to have constant communications with the membership on openings/closings/etc.
- Computer Technology – TJ acquired a 1-year agreement with Drop box and he, Margo, and Nicole will upload files to Drop box. He has not renewed Wi-Fi at the pool; will get in touch with Blue Ridge when pool is opening.
- Pool – Pete had a number of concerns: newsletter states pool opening June 6; if we open pool without Governor's guidance, are we liable for damages; how to we get into compliance? Based on COVID-19, do we disinfect every 2 hours? Social distancing: can we schedule outside events, are members responsible for his/her own disinfectant? We hope to get Governor's guidance. TJ will draft notice and send to Executive Committee. Ron asked Linda to forward verbiage to TJ. Linda replied she sent it to TJ and Ken: **Until further notice, we are postponing the opening of the pool and beaches until further guidance is received from the Governor's office. Any other activities must comply with PA State regulations.** When final comes out, TJ will send to entire board, post signs, and will post on line. No activities in Stewart Hall yet.
- Rules – Ron had nothing to report.
- Landscaping – Ray said Elaine Carosella did a great job at the entrance, Margo supplied flowers at the boat dock, everyone else working on their part. Ray will probably come in under budget which will be great, since next year, he wants to replace railroad ties at edging of pool area.
- Stewart Hall – Ray is looking for hand sanitizer dispensers. He will get with Rand or try the restaurant store.
- Long-Range Planning – Roger hopes to get the Supervisors meeting taken care of. We should be using the Reserve Study as a guide. Within the next month, he would like to generate a draft of the Strategic Plan.

NEW BUSINESS

None

EXECUTIVE SESSION

None

AWARDING OF CONTRACTS

- Garda World Security Services – Executed May 16, 2020.

FUTURE ACTION ITEMS

- North Beach Pavilion Permitting -- Todd will get on agenda and attend the June 1 Township Supervisors' meeting. (Nov-May)
- Revision to Proposed Rule to Prohibit Use of Millings in BCL – Ron will revise Driveway Permit. (Jan-May)
- Rules – Ken and TJ will discuss tree permit changes and TJ will update changes on the website. (March-May)
- Boat Stickers – Readjust written rules in the new year. (July-May)
- Declaration Rewrite Process – Continue to work on this without incurring any additional legal costs. (Oct-May)
- Special Projects – Steve will arrange for an Industry Expert to come to future Board meeting, possibly July. (Jan-May)
- Environmental – Ken working with County Forester to tentatively hold program in September to discuss tree preservation and slowing down growth of invasives. (Feb-May)
- Lake/Dam – Invite AEC to make a presentation at one of our meetings so we could discuss with the membership about treatment options. (August-May)
- Maintenance – TJ will get a fillable Work Order form on Web and shared drive. (June-May)
- 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-May)
- Stewart Hall – Ray is checking on our eligibility for electric service provider rebates. (Oct-May)
- Board Member and Employee Conduct Standards and Training – Rand will work on Part 2 for Employees. (Jan 19-May)
- Grills at the Pavilion – TJ will research and come to April meeting with planning structure or plans (March-May)
- Opening Common Areas – TJ will post updated message regarding pool, beaches and other activities. (April-May)
- Long Range Planning -- Within the next month, Roger would like to generate a draft of the Strategic Plan. (May)

ADJOURNMENT

- **MOTION: 20, 5-16-06**: Stewart moved to adjourn at 11:42AM. Seconded by Laudenschlager. All in favor. Motion carried.

Respectfully submitted by Linda Sott, Recording Secretary

Week of 4/ 12-18

2 citations
3 permit checks
2 welfare checks
2 medical calls
59 amenity checks
2 alarms
1 loose dog-no collar
1 injured deer

Week of 4/19-25

1 citation
3 welfare checks
2 permit checks
1 medical call
1 deer hit by car
62 amenity checks
1 alarm call
2 dog complaints

Week of 4/26-5/2

2 citations
1 welfare check
3 permit checks
64 amenity checks
1 dog call
2 medical calls
1 alarm call
1 ATV complaint

Week of 5/3-9

2 citations
2 permit checks
1 medical call
2 alarm calls
3 welfare checks
63 amenity checks
1 noise complaint
1 dirt bike call-no sticker