



BEAR CREEK LAKES CIVIC ASSOCIATION

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

Board of Directors Meeting – June 15, 2019

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

Visitors: Ned Ramm – Piney Woods Drive; Barb Skiffington - White Oak Drive; Kevin McGrath – BCL Drive

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

PREVIOUS MEETING MINUTES

- **Reviewed and approved May 2019 minutes:**
 - **MOTION: 19, 06-15-01:** McGrath made motion to approve. Seconded by Asher. All in favor. Motion carried.

TREASURER REPORT

- Kevin discussed the Treasurer's report for May. We have a \$1.6 million balance. Expenses are increased in the summer.

Balance Sheet

Cash Balance of \$1,635,278 as of May 31, 2019 comprised of:

Operating Funds	\$ 476,039
Capital Reserves & Improvement	1,115,977
Construction Escrow	40,025

Capital Expenditures during May 2019

Improvements to bathhouses of \$2,475.

- **MOTION: 19, 06-15-02:** Laudenschlager moved to accept the Treasurer's report. Seconded by Miller. All in favor. Motion carried.

VISITORS COMMUNICATIONS

- Ned Ramm – Piney Woods: Gave Ken letter on car parked on side of Piney Woods right on the shoulder. He called Security. Looks like a hazard. Ken said they will discuss it in Executive Session.
- Kevin McGrath – BCL Drive: Surface grass is coming out of the lake. To the west of his property, there is a permanent dock with sand aggregating in that area. Would like it investigated and have limited dredging done to fix damage.

OTHER OFFICERS REPORTS & ATTORNEY COMMENTS

- Officers -- Nothing to report.
- Attorney – Attended a hearing with Ken. Will discuss in Executive Session.

COMMITTEE ACTION ITEMS

- Proposed North Beach Pavilion (N-1) – Roger explained kit is very well-engineered, would save \$1000 to use it, but we would need at least 4 people or 100 staff hours to put it together and we would have to buy 2 kits to get 4 tables under the pavilion. Risk ratio is not in our favor. Roger still has to get bids.
 - **ACTION ITEM:** Todd will get together with Roger to get prices. Table this for another month.
- North Beach Boat Racks (N-5) – Proposed North Beach Pavilion and this project should be treated as one package. Table until July.
- Behrens Road Safety Crossings (R-5) – Bill met with Butch Reiner and looked at location. We need to put markings at an angle but straight across, paint with yellow or white paint. Place signs in BCL on Mountain View and Indian Trail and right after dairy bend and on other side. Total of 4 signs on Behrens Road and 2 in BCL development. Place sign at bend in Midway to say “crosswalk ahead” which will slow traffic down for 5 streets. When we are ready, Butch will walk us through it.
 - **MOTION: 19, 06-15-03:** McGrath authorized Bill to put plan in effect, paint the crosswalk and obtain/install signs NTE \$1000. Ask Butch for traffic control while doing the work. Schaeffer seconded. All in favor. Motion carried.
 - **ACTION ITEM:** Roger submitted Safety Crossing Options to be discussed at the next meeting.
- Donated Propane Grills – We appreciate the offer but if we decide to go with it, we will make it part of the long-range plan, possibly next summer.
 - **ACTION ITEM:** Ken asked that Bill be responsible for this issue, with TJ’s assistance, and send thank you to donators.
- Additional Bathroom Access at Pool house – Todd looked into this issue. If pool was level with the entrance, fine, but ours is a step down. Doors would have to be swung into the space, need a 3x3 landing, and need double locks on pool side. This would not work. His recommendation is to add it to the plan for the future should we need to replace the pool/pool house. TJ suggested building an addition on the outside to accommodate a 1-2 stall unisex bathroom.
 - **ACTION ITEM:** Todd will work with TJ on coming up with \$s for small addition since we have storage and water.

Rand suggested replacing the porta john near Maintenance with an updated handicapped porta john. Get price on upgraded porta john addition.

- **MOTION: 19, 06-15-04:** McKeon suggested that Gary replace the porta john near Maintenance with an updated, handicapped accessible porta john. Seconded by Gullone. All in favor. Motion carried.
- Pool house Exterior Paint – Margo will work on a contest over the winter to paint at least 2 walls. Will be part of Recreation.

UNFINISHED BUSINESS

- Speed Ramp Research (R-4) – Tom L stated the signs are here and Bob Skiffington has the package and will record data and print it for info. Tom L will mark 2 spots next Wednesday. Bill will instruct Jim and Joe to put post in ground after Tom L marks the spot. TJ will take whole box to set it up.
- Tree Permit Application Process – Ken's sub-committee (Ken, Gary, Roger, Pat Ayers, and Jack McGeehan) will meet June 18 and get back on track.
- Declaration Rewrite Process – Kevin reported Barrows Hoffman should have first draft to Kevin next week. It will be reviewed by the Committee, then the BOD, then the community.
- Revised Sexual Abuse/Crisis Management Policy – Kevin met with the insurance company and no questions were raised. This item can be deleted from Unfinished Business.
- Potential Aluminum Can Recycling Partners – Madeline is working on this. Table until July.

EXECUTIVE SESSION

- **MOTION: 19, 06-15-05:** Levitz made motion to go into Executive Session at 10:01AM. Seconded by Schaeffer.
- **MOTION: 19, 06-15-06:** Levitz made motion to exit Executive Session at 11:25AM. Seconded by Ligenza.

STANDING COMMITTEE REPORTS

- Lake/Dam – Gary reported the quarterly dam inspection is Wednesday and aquatic weed treatment is June 19. TJ to post this. Drain at boat launch not installed yet. He is working with Jim on spots for new signs. Some issues at boat racks: kayaks and canoes on same rack, about 6-8 kayaks do not have BCL tags.
 - **ACTION ITEM:** Margo will give TJ item to post on web and FB as a reminder of the rules.
- Finance – Kevin reported we need to approve the budget for next year and have it published on web by July 1. Dues will be \$750 next year. Dam contingency fund at \$14,000. Bad debt is unusually high. Rand asked if we could get another laptop funded. Kevin said yes and it will come out of equipment. MCTB – Check scanner will be installed in the office in August and staff will be trained. Staff won't have to take deposits to bank anymore. Interest rates on CDARS accounts not competitive. If Kevin brings them competitive rates, they may meet them. Kevin will do that Monday. Will buy 90-day CD at MCTB and hope for competitive rates. Payroll account and some CDs are in JTNB. In July, Kevin will recommend moving the payroll account to MCTB by September 1.
 - **MOTION: 19, 06-15-07:** McGrath moved to accept budget as is, with the exception of increasing phone line/internet to \$3,000/year and reducing dam contingency to \$13,200. Seconded by Stewart. Bylaws reflect we need to have 10 affirmative votes. All in favor. Motion carried.
 - **MOTION: 19, 06-15-08:** McGrath moved to approve Grady & Co. audit expenses of \$2895 and tax return cost of \$695 for the coming year. Seconded by Stewart. All in favor. Motion carried.
 - **MOTION: 19, 06-15-09:** McGrath moved to renew contract with Buckno, Lisicky at \$525/month, with rate locked-in for 2 years. Seconded by Miller. All in favor. Motion carried.
 - **MOTION: 19, 06-15-10:** McGrath moved to accept renewal policies as proposed by the insurance agents. We are in the 2nd year of a 3-year contract. Total insurance for the coming year - \$32,011. Seconded by Stewart. All in favor. Motion carried.
- Special Projects – Kevin had nothing to report.
- Lifeguards – Ray reported he hired one more lifeguard. Guards had 2 saves (1 pool, 1 lake) and neither guardian was appreciative of effort. Working on project to paint guard shack; just need paint. Have

someone who will paint mural on side with lifeguard scene and American flag. Kevin would like to see a sketch first.

- Maintenance -- Bill reported all OK. Work orders should be submitted to Bill to prioritize work for Maintenance. They can be emailed.
 - **ACTION ITEM: TJ will work on getting a fillable PDF form on website and putting it on the shared drive.**
- Roads – Tom L approved several driveway permits. He is working on radar speed sign as discussed above. He and Ken will meet with engineers Wednesday and Friday on water runoff project. Working on paving work. He is checking on an issue on BCL Drive with owner dumping stone to fill in swale.
- Environmental – Ken reported there are several questions on the draft emailed from the engineer. He will speak with Jennifer when she is here Wednesday, then it will be submitted to DEP.
- HR – Rand said he had 2 training sessions with the guards. He ordered and paid for double-paned, tempered glass window with 2 locks for office and will submit work order to have it installed when received.
- Permits – Todd reported 1 attached garage, 1 attached carport, and 1 deck were approved.
 - **MOTION: 19.06-15-11:** Laudenschlager proposed a fine of \$250 to owner of property on White Birch Drive for working without a BCL permit. Seconded by Stewart. All in favor. Motion carried.
- Recreation – Madeline thanked Maryann Kessler for baking today. All Memorial Day weekend events went well. Yard sale will be June 22 with a rain date of the 23rd. Goods ordered for July 4th festivities. Luau is July 27. She thanked Linda for helping update the billboard sign.
- Security – Ed stated that Security had 4 citations (3 paid), 1 alarm, 1 medical, 1 medical transport, 3 welfare checks, 58 facility checks, 7 property checks, and 1 stop work order. He will attach this to the minutes. 4th of July coming up. TJ will repost about fireworks, etc.
- Membership Services – Kevin reported a member entered into new payment agreement as part of a bankruptcy issue. Tom N will not move forward on any actions. Dues will be going up to \$750, with adjacent lot staying at \$187.
- Communications – TJ will post April and May minutes this week. We need backup storage space. He will look at entire program and tower vs. laptop and report back to BOD. Wi-Fi at pool working fine.
- Computer Technology – TJ had nothing to report.
- Pool – No report.
- Rules – Margo reported BOD approved FT manual. She will be working on templates for PT and seasonal employees and will bring to July meeting.
 - **ACTION ITEM: Margo will issue letter for fine for property on White Birch and draft a reply to Maryann Kessler's letter declining changing the rules for diapers.**
- Landscaping – Steve thanked Bill for plant materials, Joe for assisting, and the Landscape Committee for decorating our areas. Since then, planters have been stolen from front entrance and boat dock. We need to check cameras. Neil replaced dead trees.
- Stewart Hall – Todd reported 4 trees right outside completely dead and need a professional to remove. Steve will check on this. He will have railing and front door painted.
- Long-Range Planning – Roger had no further report.

NEW BUSINESS AND AWARDING OF CONTRACTS

- Nothing to report.

FUTURE ACTION ITEMS

- North Beach Pavilion (N-1), North Beach Boat Racks (N-5) – Todd will work with Roger on obtaining prices. (Nov-June)
- Behrens Road Safety Crossings (R-5) – Roger submitted options to be discussed at July meeting. (Mar-June)
- Memorial Bench – Bill will install plaque when it is received. (March-June)
- 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-June)
- Rules -- Margo will bring templates for PT and seasonal employees to July meeting. (June)
- Donated Propane Grills – Bill will work on this. He will send letter to donators. (June)
- Pool house Exterior Paint – Margo will work on contest over the winter. (June)
- Declaration Rewrite Process – Kevin should have first draft next week. (Jan-June)
- Tree Permit Application Process – Ken will provide Margo with his current process and work with her to complete a formal SOP. (July-June)
- Potential Aluminum Can Recycling – Table until July. (May-June)
- Lake/Dam – Margo will give TJ boat rack reminders to post on Web and FB. (June)
- Maintenance – TJ will work on getting a fillable Work Order form on Web and shared drive. (June)
- Rules – Margo will issue letter for fine for property on White Birch and draft a reply to Maryann Kessler's letter declining changing the rules for diapers. (June)
- Board Member and Employee Conduct Standards and Training – Rand will work on Part 2 for Employees. (Jan-June)
- Elimination of Interest Payments on Construction Escrow Accounts - Margo will rewrite provision. (Oct-June)
- Boat Rack Fees - Margo will update boat rack form for 2020 season. (Feb-June)

ADJOURNMENT

- **MOTION: 19, 06-15-12:** Larney moved to adjourn at 12:25PM. Seconded by Levitz.

Respectfully submitted by Linda Sott, Recording Secretary