



## BEAR CREEK LAKES CIVIC ASSOCIATION

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

### Board of Directors Meeting – August 17, 2019

**Attendees:** Ken Levitz, Todd Laudenschlager, Margo Schaefer, Gary Benedick, Tom Larney, Madeline Ligenza, Neil Mullen, Bill Gullone, Rand Asher, Roger Stewart, TJ McKeon, Tom Nanovic

**Absent:** Kevin McGrath, Ray Bradley, Ed Miller, Steve Sosnowski

**Visitors:** Maryann Kessler – Midway Drive; Kim Andreacola – Cherokee Drive; Chuck Bender – Indian Trail; Pat Ayers – White Birch; Pete Matone and Peter Hillman – BCL Drive; Mike Garrant – North Lake Drive

**President Ken Levitz:** Roll call, has a quorum, and called the meeting to order at 9:05AM.

### PREVIOUS MEETING MINUTES

- **Reviewed and approved July 2019 minutes:**
  - **MOTION: 19, 08-17-01:** Schaefer made motion to approve. Seconded by Ligenza. All in favor. Motion carried.

### TREASURER REPORT

- Kevin submitted the report prior to the meeting. Ken discussed the Treasurer's report for July. We have \$354,000 excess in capital improvement funds. Construction escrow dollars are on hold. \$4,600 undeposited funds.

#### Balance Sheet

Cash Balance of \$1,518,731 as of July 31, 2019 comprised of:

|                                |            |
|--------------------------------|------------|
| Operating Funds                | \$ 354,450 |
| Capital Reserves & Improvement | 1,132,138  |
| Construction Escrow            | 27,525     |

#### Capital Expenditures during July 2019

None

- **MOTION: 19, 08-17-02:** Laudenschlager moved to accept the Treasurer's report. Seconded by McKeon. All in favor. Motion carried.

### VISITORS COMMUNICATIONS

- Maryann Kessler – Midway Drive: She decided not to have a plaque attached to a bench at South Beach in honor of her husband.
- Peter Hillman – BCL Drive: He said that the Game Commission was out a couple of weeks ago and asked if we could post a placard explaining what is needed for watercraft, e.g., whistle. Ken said we would take this into consideration and we are in the process of changing our bulletin boards.
- Mike Garrant – North Lake Drive: He was concerned with the ATV and dirt bike traffic. Late at night they are going more than 15mph. Ken explained that this has been a notable item in the past few weeks.

Security felt it is under control. It is from outside BCL. PA State Police are involved as well. If you see anything like this again, please get as much information as possible and report it to Security.

### **OTHER OFFICERS REPORTS & ATTORNEY COMMENTS**

- Officers – Nothing to report.
- Attorney – Nothing to report.

### **COMMITTEE ACTION ITEMS**

- Speed Ramp Research (Laptop requirements) – Margo donated a laptop, which is now with TJ to set it up.
- Selection of Engineering Firm to Design a Stormwater Control Plan -- Ken and Tom L distributed 2 proposals and a comparison chart for the Board's review. We are flooding some properties, putting sediment in the lake from the runoff of 903, and losing water depth. We are looking for someone to do a survey and design a plan to control stormwater. This needs to be completed before we go to PA DOT. Once survey is completed and plan received, we will then go to PA DOT, and consider what construction needs to be completed.
  - **MOTION: 19, 08-17-03:** Levitz made a motion to accept Pennoni proposal NTE \$70,000. Seconded by Stewart. Motion carried.
- Request to Install Signage at Tennis Courts –
  - **MOTION: 19, 08-17-04:** Laudenschlager made motion to work with Rand on a plaque acknowledging the contributions to BCLCA by Edie Boyer. The Executive Committee agreed to have it placed on the bench under the roof structure. Seconded by Ligenza. All in favor. Motion carried.
- General Membership Meeting Agenda – Executive Committee kicked around a few things: (1) each Chair should give a short dissertation on their accomplishments this past year and (2) explain why there was no election process voting needed this year. After the meeting, Ken would like to meet with all Directors on Board reorganization.
  - **ACTION ITEM:** In the next week, Directors should email Ken with their preference/comments and any interest in sitting on the Executive Committee.
- Tree Permit Application Process and Review of Tree Preservation Policy – Changes were made by the committee. Need a good reason to remove a tree.
  - **MOTION: 19, 08-17-05:** Laudenschlager made motion to approve policy, with the addition of “from the BCLCA recommended list” added to the 5<sup>th</sup> sentence, “Commitment to replace one tree for each two removed.” Seconded by Asher. All in favor. Motion carried.

### **UNFINISHED BUSINESS**

- Declaration Rewrite Process – There will be one more meeting on August 25 to go over 1-2 items.

### **EXECUTIVE SESSION**

- **MOTION: 19, 08-17-06:** Levitz made motion to go into Executive Session at 10:08AM. Seconded by Asher.

- **MOTION: 19, 08-17-07:** Levitz made motion to exit Executive Session at 10:45AM. Seconded by Schaefer.
- **MOTION: 19, 08-17-08:** Levitz made a motion to find a suitable Thank You gift for Barb Skiffington to be presented at the General Meeting. Seconded by Schaefer. All in favor. Motion carried.
- **MOTION: 19, 08-17-09:** Laudenschlager made motion for Rand Asher to start the hiring process for an Office Manager. Seconded by Schaefer. All in favor. Motion carried.

### **STANDING COMMITTEE REPORTS**

- **Lake/Dam** – Gary reported the dam inspection was August 14. AEC's survey found more native grass this year which is good for the fish. Phragmites under control in the water but growing more on properties. Quarterly dam inspection 9/25. Fish survey sometime in September. Gary saw that people placed a stone walkway across spillway. Renters are launching their own boats in our lake.
  - **ACTION ITEM:** TJ and Gary will look into trail cams, check in Maintenance for cameras, and then TJ can download on the laptop. Maintenance will remove stone walkway and string Caution tape.
  - **ACTION ITEM:** Have AEC make a presentation at one of our meetings so we could discuss with the membership about treatment options.
  - **ACTION ITEM:** Gary will furnish Margo with info and dates about renters' boats and she will write letter to member. Paddleboards should not be on boat racks because they have no sticker. Margo will work on that rule for next year.
- **Finance** – No report.
- **Special Projects** – No report.
- **Lifeguards** – No report.
- **Maintenance** -- Bill reported still having some issues with the crosswalk painting.
  - **ACTION ITEM:** Bill will postpone painting the crosswalk until March/April but this item will be paid for now out of Operating Funds.
  - **ACTION ITEM:** Bill will check with Butch Reiner to ensure Township will not be stone and chipping road after we paint crosswalk.
- **Roads** – Tom L reported he found a contractor putting road millings on driveways. Need clean fill. We received three out of eight proposals for paving. September 9 will be starting date and they have 1 month to complete.
  - **ACTION ITEM:** Tom L will write up proposed rule about millings and bring to September meeting. He would also like to have it added to driveway permit requests.
  - **MOTION: 19, 08-17-10:** Levitz proposed to accept Locust Ridge Paving NTE \$125,000. Seconded by McKeon. All in favor. Motion carried.
- **Environmental** – Ken is looking for phone number for spotted lantern fly.
  - **ACTION ITEM:** TJ will locate this number and post it on web page.
- **HR** – Rand noticed on parking citations that we have license numbers, but no BCL stickers and no member names associated with them since there is no legal way to look up license numbers.
- **Permits** – Todd reported 1 shed approved.
- **Recreation** – Madeline thanked Maryann Kessler for baking today and Linda for updating billboard sign. Chicken Cabaret 8/24—tickets still available. There will be hotdogs and soda/water served 1-2PM after the 8/31 General Meeting.

- Security – Madeline reported that Jack (Security) attended the last Crime Watch meeting. They have checked all available cameras for ATV/dirt bike offenders. Have 4 new Crime Watch members. Maybe we can get trail cams. Have accurate info when you're reporting incidents. At the meeting, Todd Wagner suggested magnets for everyone with Security/State Police/Firehouse numbers listed. They could be distributed with badges/parking permits. In Executive Session, things are decided upon but no one is informing the office. Ken said we should have a motion when exiting Executive Session.
- Membership Services – No report.
- Communications – TJ reported he updated Facebook and web emails were sent out.
- Computer Technology – TJ is working on the electronic work order form and looking at laptop pricing. Will have this for September's meeting.
- Pool – Neil reported everything OK. John McMenamin will not be back for a while—needs a new hip.
- Rules – Margo reported we have received 3 more property complaints. We sent 2 letters—1 already cleaned up and another has dumpster. Tennis court gate fence padlocked shut—Todd will unlock today.
- Landscaping – Steve had nothing to report.
- Stewart Hall – Steve reported donation of items from Rand Tuttle to Stewart Hall. Ken asked Steve to offer painting to museum.
- Long-Range Planning – Roger reported check is in the mail for Amish Country. Maintenance will do prep work.

### **NEW BUSINESS**

- Investigation of Waterfront Parcel – Undeveloped, waterfront lot for sale at BCL and Willow for \$60,000. Ken, Tom L, Gary and Roger will look at it to see if it would help us for stormwater or kayak access point.
- Methods to reduce silt transport to Lake – We own lot at BCL & Willow, off Willow. Take a look to see if we can slow down sediment there.

### **AWARDING OF CONTRACTS**

- Pennoni Associates, Inc. to design a stormwater control plan
- Locust Ridge Paving for road paving

### **FUTURE ACTION ITEMS**

- Behrens Road Safety Crossings (R-5) – Roger's concerns will be re-addressed after pavilion/boat racks on North Beach are completed. (July-August)
- Conflicting Unofficial BCL Facebook Pages – Table until TJ is present. (July-August)
- Boat Stickers – Readjust written rules in the new year. (July-August)
- 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-August)
- Speed Citations – Ed will confirm current practice Security is following on issuing speeding citations and report back to BOD at March meeting. (Feb-August)
- Donated Propane Grills – Bill will work on this. He will send letter to donors. (June-August)
- Pool house Exterior Paint – Margo will work on contest over the winter. (June-August)
- Declaration Rewrite Process – Kevin will have one more meeting with Committee. (Jan-August)

- Lake/Dam – TJ and Gary will look into trail cams. Maintenance will remove stone walkway and string Caution tape. (August)
- Lake/Dam – Invite AEC to make a presentation at one of our meetings so we could discuss with the membership about treatment options. (August)
- Lake/Dam -- Paddleboards should not be on boat racks because they have no sticker. Margo will work on that rule for next year. (August)
- Maintenance – TJ will get a fillable Work Order form on Web and shared drive. (June-August)
- 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)
- Roads -- Tom L will write up proposed rule about millings and bring to September meeting. He would also like to have it added to driveway permit requests. (August)
- Environmental -- TJ will locate this number and post it on web page. (August)
- Board Member and Employee Conduct Standards and Training – Rand will work on Part 2 for Employees. (Jan-August)
- Elimination of Interest Payments on Construction Escrow Accounts - Margo will rewrite provision. (Oct-August)

#### **ADJOURNMENT**

- **MOTION: 19, 08-17-11:** Levitz moved to adjourn at 11:53PM. Seconded by Stewart.

Respectfully submitted by Linda Sott, Recording Secretary

**Week of 7/21-27**

5 citations/2 paid  
4 alarm calls  
3 welfare checks  
70 facility checks  
23 property checks  
w/ Todd  
2 medical calls  
2 ATV calls  
2 bike calls

**Week of 7/28-8/3**

6 citations  
2 alarm calls (1 canc)  
4 welfare checks  
70 facility checks  
20 property checks  
for Todd L  
1 medical call  
2 PSP assists  
1 car fire  
1 suspicious vehicle  
1 fish & boat  
commission assist  
1 disorderly/cursing at  
amenity  
1 ATV call  
1 ATV incident  
1 stolen kayak from the  
park by the dam

**Week of 8/4-10**

6 citations  
3 alarm calls  
6 welfare checks  
66 facility checks  
18 property checks for  
Todd L  
2 medical calls

**Week of 8/11-17**

5 citations  
2 alarm calls  
7 welfare checks  
70 facility checks  
16 property checks for  
Todd L  
1 medical call  
1 transport