



BEAR CREEK LAKES CIVIC ASSOCIATION

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

Board of Directors Meeting – July 20, 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: Maryann Kessler – Midway Drive; Marion Hamilton – Cherokee Drive; Marge Smith and Sean Potter – Mountain View Drive; Bill Malone and Ron Kerwood – Indian Trail; Jack McGeehan – BCL Drive

President Ken Levitz: Roll call, has a quorum, and called the meeting to order at 9:02AM.

PREVIOUS MEETING MINUTES

- **Reviewed and approved June 2019 minutes:**
 - **MOTION: 19, 07-20-01:** McGrath made motion to approve. Seconded by Stewart. All in favor. Motion carried.

TREASURER REPORT

- Kevin discussed the Treasurer's report for June. We have a \$1.6 million balance. Expenses increase during the summer months.

Balance Sheet

Cash Balance of \$1,601,402 as of June 30, 2019 comprised of:

Operating Funds	\$ 452,125
Capital Reserves & Improvement	1,124,263
Construction Escrow	22,525

Capital Expenditures during June 2019

Additional improvements to bathhouses of \$255.61 and bulletin boards of \$891.52.

- **MOTION: 19, 07-20-02:** Miller moved to accept the Treasurer's report. Seconded by Sosnowski. All in favor. Motion carried.

VISITORS COMMUNICATIONS

- Maryann Kessler – Midway Drive: Thanked Margo for sending the letter denying her request for swimmies in the pool. She would like to sit down with someone so they can explain where the ruling came from. Ken said he would sit down with her in the coming week, but would not change the decision.
- Bill Malone – Indian Trail: Wanted to know how to get an unkempt property on the list for the Board to take action on it. It was suggested to send an email to the office, who will then forward it to Ken.
- Marion Hamilton – Cherokee Drive: She knows a yoga teacher that would like to do a yoga class here in Stewart Hall on Mondays. If we can't charge a fee, what about a donation? Will be discussed in Executive Session and will let her know the outcome.

- Sean Potter – Mountain View: He is getting married on South Beach September 14 at 3:30PM. He would like to bring in someone to have 60 chairs set up on the beach for a 20-minute ceremony and then would have the chairs removed. He would also like an exemption on parking permits during this time. The Board replied that as long as he removes the chairs, he is OK to do this.

OTHER OFFICERS REPORTS & ATTORNEY COMMENTS

- Officers – Margo, as Nomination Chair, stated since we had 5 people who were interested in the 5 vacant positions on the Board, no elections need to be held. Congratulations to Tom Larney, Roger Stewart, Ron Kerwood, Peter Matone, and Ross McCartney. Meeting notices will be mailed out, but no need for proxy votes. Todd suggested the new candidates come to the August meeting so the Board can meet them.
- Attorney – Nothing to report.

EXECUTIVE SESSION

- **MOTION: 19, 07-20-03:** Levitz made motion to go into Executive Session at 9:15AM. Seconded by Ligenza.
- **MOTION: 19, 07-20-04:** Schaefer made motion to exit Executive Session at 10:30AM. Seconded by McGrath.

COMMITTEE ACTION ITEMS

- Proposed North Beach Pavilion (N-1) – Roger explained pavilion would be 12' x 18' and fit four 7-foot picnic tables. Cost would be \$15,029.74 (incl discount) and \$4,000 for cement slab. Need to bring electric to it and labor by our Maintenance staff. Cost would be funded out of Capital Improvement Fund.
 - **MOTION: 19, 07-20-05:** Stewart made motion to purchase the pavilion from Amish Country Gazebos NTE \$22,000. Seconded by McGrath. Motion carried.
- North Beach Boat Racks (N-5) – Roger explained cost would be \$1500/rack. Costs would be funded out of Capital Improvement Fund.
 - **MOTION: 19, 07-20-06:** Stewart made motion to install 3 boat racks NTE \$3500 and racks will not be installed until pavilion is up and functioning. Seconded by McGrath. Motion carried.
- Porta John Replacement – Do we keep the new one or send it back for a standard one? Cost difference: \$40/month.
 - **MOTION: 19, 07-20-07:** McGrath made motion to keep the porta john. Seconded by Larney. All in favor. Motion carried.
- Employee Manuals-PT and Seasonal Employees – Margo removed “the use of personal vehicles” in the Seasonal manual.
 - **MOTION: 19, 07-20-08:** Schaefer made motion to formalize both manuals. Seconded by McGrath. All in favor. Motion carried.
- Additional Safety Crossing Options: Behrens Road – Roger feels we need to slow people down. Consensus was that is what we are doing with the painted crosswalk and signs. This will be re-addressed and tabled it temporarily. Bill said we are over budget. Need double signs/pole.
 - **MOTION: 19, 07-20-09:** McGrath made motion to table Roger’s recommendations until we move forward with this project. Seconded by Larney. Motion carried.

- **MOTION: 19, 07-20-10:** Gullone made motion to get signs and paint for crosswalk NTE \$2,000. Seconded by McGrath. Motion carried.
- Portable Propane Beach Fires – Margo said a member contacted the office with this request. Under the current rules, we cannot approve. Rules can be changed to say they can be used on the sand in the evening 1 hour before sunset (7:30PM in summer and 3:30PM in winter) until 10PM, limit size to not larger than 22" in diameter, propane tank not larger than 20 lb, and must be 10 ft from edge of sand and any structures.
 - **MOTION: 19, 07-20-11:** Schaefer made motion to adopt this on a trial basis. Seconded by Stewart. Motion denied.
- Conflicting Unofficial "BCL" Face book Pages – Table this until August when TJ is present.
- Revisit Updated Rules and Sign Postings – Kevin suggested going site by site.
 - **MOTION: 19, 07-20-12:** McGrath made motion to remove all old bulletin boards, with the exception of the one on North Beach bathhouse, and replace with new bulletin boards. Seconded by Stewart. All in favor. Motion carried.
- Speed Ramp Research (Laptop requirements) – Need laptop for speed ramp calculations. Todd may have one; if not Margo does. Laptop needs to be given to TJ.
 - **ACTION ITEM: If TJ can't get laptops to work, he needs to come to August meeting with a proposal.**

UNFINISHED BUSINESS

- Boat Stickers –
 - **MOTION: 19, 07-20-13:** McGrath made motion for next year to reissue larger boat stickers, in duplicate, so you can see sticker on both sides, and place sticker in same place on all boats. Seconded by Levitz. Motion withdrawn by McGrath after group discussion.
 - **ACTION ITEM: Readjust written rules in the new year.**
- Tree Permit Application Process and Review of Preservation Policy – Ken distributed a proposed SOP to the group for discussion.
 - **MOTION: 19, 07-20-14:** McGrath made motion to adopt the tree permit SOP, with adding thinning. Seconded by Stewart. Motion withdrawn by McGrath after group discussion.
 - **ACTION ITEM: SOP referred back to committee to update.**
- Declaration Rewrite Process – Kevin reported our rules and regulations prohibited bows and arrows. Declaration Committee wants Board direction on whether or not to continue this prohibition. Board voted to maintain the ban. Kevin sent a marked up copy to attorney to review. A conference call will be held with the committee and attorney to discuss edits. Ken would like a meeting prior to attorney's involvement.
- Potential Aluminum Can Recycling Partners – Madeline reported that she spoke to Sean Bierman from Boy Scout Troop 555 and he said it is not feasible to get into a long-term commitment.

STANDING COMMITTEE REPORTS

- Lake/Dam – Gary reported the approved dam breast and phragmites will be treated in August. Maintenance saw ATV tracks near dam breast and spillway. We need to deter this activity. Ken and Ed will look at it next week.

- Finance – Kevin distributed 2 Proposed Capital Expenditures documents—one current and one future. \$300,000 for dam spillway/restoration is an open issue.
 - **MOTION: 19, 07-20-15:** McGrath made motion to adopt the document for FYE 2020 so it can be inserted in each resale package. Seconded by Miller. All in favor. Motion carried.
 - Mauch Chunk Trust initially said they could match interest rates then said they can't. Kevin checked with Merrill Lynch. They could handle our CDs, no charge, get money market account, get competitive rates, and can sell CD if cash is needed immediately.
 - **MOTION: 19, 07-20-16:** McGrath made motion to enter into an agreement with Merrill Lynch to set up investment accounts for BCL. Seconded by Stewart. All in favor. Motion carried.
- Special Projects – Kevin had nothing to report. Since he will not be at the August Board meeting, he thanked everyone and said it was a pleasure and honor to serve the community.
- Lifeguards – No report.
- Maintenance -- Bill reported all OK.
- Roads – Tom L reported proposals sent out to 8 companies for paving in September. Working with Ken on storm water control.
- Environmental – Ken reported he and Tom L working with 2 firms to put together proposals for Blue Jay/Larch area. Next week they will choose 1 of these firms –will email request for approval for signed contract. Cost will be approximately \$40,000 for design, plus construction and filing fees.
- HR – Rand reported all OK.
- Permits – Todd reported 1 shed approved and currently working with 3 members for sheds and attached garage.
- Recreation – Madeline thanked Maryann Kessler for baking today. Maryann said she will bake for all Board meetings. Luau is sold out. She thanked Linda for helping update the billboard sign.
- Security – Ed distributed a paper (attached) on the types of calls Security receives. This listing will be updated every week and attached to our monthly minutes.
- Membership Services – Kevin had nothing to report.
- Communications – No report.
- Computer Technology – No report.
- Pool – No report. Kevin said that where you enter the pool, there is a section of pavers that need to be fixed in the off season. He also suggested a privacy partition and bench in the bathhouse.
- Rules – No report.
- Landscaping – Steve had nothing to report.
- Stewart Hall – Kevin asked why we had a taped sign on the office board with the office hours. He also said the entrance and rails should be painted.
- Long-Range Planning – Roger had no further report.

NEW BUSINESS AND AWARDING OF CONTRACTS

- Todd will check on 147 BCL Drive to see what is going on with the excavator/loader. Security needs to stop there.
 - **MOTION: 19, 07-20-17:** McGrath proposed to have permit information published on Members Only website. Seconded by Miller. Motion carried.

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)
- Memorial Bench – Bill will install plaque when it is received. (March-July)
- Conflicting Unofficial BCL Face book Pages – Table until TJ is present. (July)
- Speed Ramp Research – If TJ can't get donated laptops to work, he will come to August meeting with a proposal. (July)
- Boat Stickers – Readjust written rules in the new year. (July)
- 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-July)
- Speed Citations – Ed will confirm current practice Security is following on issuing speeding citations and report back to BOD at March meeting. (Feb-July)
- Donated Propane Grills – Bill will work on this. He will send letter to donors. (June-July)
- Pool house Exterior Paint – Margo will work on contest over the winter. (June-July)
- Declaration Rewrite Process – Kevin and the Committee sent edits back to attorney. (Jan-July)
- Lake/Dam – ATV tracks seen near dam breast and spillway. Ken and Ed will look at this next week. (July)
- Tree Permit Application Process – SOP referred back to the Committee to update. Ken will provide Margo with his current process and work with her to complete a formal SOP. (July-July)
- Lake/Dam – Margo will give TJ boat rack reminders to post on Web and FB. (June-July)
- Maintenance – TJ will get a fillable Work Order form on Web and shared drive. (June-July)
- Board Member and Employee Conduct Standards and Training – Rand will work on Part 2 for Employees. (Jan-July)
- Elimination of Interest Payments on Construction Escrow Accounts - Margo will rewrite provision. (Oct-July)
- Boat Rack Fees - Margo will update boat rack form for 2020 season. (Feb-July)

ADJOURNMENT

- **MOTION: 19, 07-20-18:** Sosnowski moved to adjourn at 12:30PM. Seconded by Asher.

Respectfully submitted by Linda Sott, Recording Secretary

SECURITY CALLS

Week of 5/15-25

5 citations
3 alarm calls
2 medical calls
68 facility checks
1 welfare check
1 property check w/
Board President
8 property checks
for Todd
1 fire investigation per
Property Owner

Week of 5/26-6/1

17 citations/2 paid
2 alarm calls
1 medical call
72 facility checks
9 property checks
for Todd
1 welfare check
1 ATV call
1 vandalism/mischief

Week of 6/2-8

4 citations/3 paid
1 alarm call
1 medical call
1 medical transport
3 welfare checks
58 facility checks
7 property checks
1 stop work order

Week of 6/9-15

3 citations/2 paid
2 alarm calls
1 medical call
4 welfare checks
70 facility checks
15 property checks
2 checks for Todd
1 break in call (false alarm)
1 trespass call (unfounded)

Week of 6/16-22

4 citations
3 alarm calls
3 welfare checks
70 facility checks
16 property checks for Todd
1 medical call
1 call for unregistered pontoon boat

Week of 6/23-29

6 citations/1 paid
4 alarm calls
3 welfare checks
68 facility checks
19 property checks w/ Todd
2 medical calls
1 resident complaint regarding a
reckless driver
1 ATV/fireworks incident

Week of 6/30-7/6

9 citations
3 alarm calls
2 welfare checks
65 facility checks
16 property checks for Todd
2 medical calls

Week of 7/7-13

5 citations
2 alarm calls
3 welfare checks
62 facility checks
18 property checks for Todd
2 medical calls
1 medical transport
1 solicitor (removed)
1 ATV/firework incident

Week of 7/14-20

7 citations/3 paid
4 alarm calls
5 welfare checks
65 facility checks
20 property checks
2 medical calls
3 dirt bike/ATV incidents