



## BEAR CREEK LAKES CIVIC ASSOCIATION

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

### Board of Directors Meeting – February 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, TJ McKeon, Roger Stewart, Tom Nanovic

**Call-In:** Ed Miller

**Absent:** Rand Asher

**Visitors:** Bob Skiffington - White Oak Drive; Sandy Benedick – Willow Drive; Peter Hillman – BCL Drive

**President Ken Levitz:** Roll call, has a quorum, and called the meeting to order at 9:00AM. **Vice-President Todd Laudenschlager** took over meeting at 10:20AM.

### PREVIOUS MEETING MINUTES

- **Reviewed and approved January 2019 minutes:**
  - **MOTION: 19, 02-16-01:** Stewart made motion to approve. Seconded by McGrath. All in favor. Motion carried.

### TREASURER REPORT

- Kevin distributed and discussed report for January.

#### Balance Sheet

Cash Balance of \$1,700,396 as of January 31, 2019 comprised of:

Operating Funds	\$ 561,639
Capital Reserves & Improvement	1,098,732
Construction Escrow	40,025

#### Capital Expenditures during January 2019

None

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

### VISITORS COMMUNICATIONS

- Sandy Benedick – Willow Drive: She asked that Security be more diligent in enforcing rules.
  - **ACTION ITEM: Ken asked Ed to reinforce with the Security staff that rules need to be followed 12 months/year.**
- Peter Hillman – BCL Drive: Was checking on three items: BOD agendas not posted, dam spillway, wind farm. TJ said website problem resolved so he will post agendas on email and the web. Roger said there was an update in the local paper on the wind farm. Dam engineers will be making a presentation at the March BOD meeting.
- Bob Skiffington – White Oak Drive: Congratulations to TJ for the BCL blast. There is black ice on Midway and BCL and Pool Drives.

## OTHER OFFICERS REPORTS & ATTORNEY COMMENTS

- Margo stated there was a rules issue with an outside furnace. She contacted the owners to make it unusable, and the owners were very cooperative in resolving the issue and have deemed it non-functional.
- Scott Christman, Waterways Conservation Officer, and Captain Clyde Warner, Fish and Game Warden, discussed lake issues with the Board. If someone is fishing without a license, drinking, boating accident, contact them through the Carbon County Communications Center or Monday-Friday at the regional office. If Security has problems on the weekend, Scott said to contact him or Lehigh State Police Barracks. They said we are doing a pretty good job. They did not see any safety equipment for water/ice safety—ladder, ring buoy, throw bag. Even though there is no legal requirement, they suggested that we consider adding this winter safety gear. It was noted that Security does have flotation devices in their vehicles.
  - **ACTION ITEM: 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.**
- Attorney – No comments.

## COMMITTEE ACTION ITEMS

- Funding for Stewart Hall (sound) Ceiling Panel Installation – Steve had this approved at the last BOD meeting. There is a delay due to installation issues. He hopes to have this ordered by next meeting.

## UNFINISHED BUSINESS

- Proposed North Beach Pavilion (N-1) and North Beach Boat Racks (N-5) – Roger and the LRP Committee still working on these. Probably another couple of months. Hope to be able to use by next season.
- Speed Ramp Research (R-4) – Tom L still working on this.
- Behrens Road Safety Crossings (R-5) – Roger and the LRP Committee still working on this. Could take up to a year. Need to make a request to Township since it is a Township Road. If they were interested, the Township would send out an engineer to assess. Bill will call Butch Reiner, Chairman of PF Township Board of Supervisors, this week to discuss. Any work would be at Township expense.
- Hotspot Access (H-3) – TJ passed on more information (seasonal rates, connect fees, routers) he obtained from Blue Ridge. One of the benefits: lifeguard timesheets. Kevin asked to table this for one more month.
- On-call Maintenance Program – Kevin's concept is during the busy season, Maintenance should work 7 days/week by splitting workweeks and there should be an emergency on-call system for after-hours. Kevin suggested trying call-forwarding of the Maintenance line as a first step.
  - **ACTION ITEM: Bill will set up a schedule and suggested compensation for on-call, and have a written proposal on 7-day work schedule and recommendations.**
- Tree Permit Application Process – Ken asked that we table for two months.
- Declaration Rewrite Process – Kevin is in the process of forming a committee of 4-5 people to work on this. Ken, Madeline, and Gary are interested. Kevin will also reach out to those who worked on the bylaws.
- Revised Sexual Abuse/Crisis Management Policy – Kevin is still back and forth with the insurance company. Leave this on the agenda for another month.
- Board Member and Employee Conduct Standards and Training – Rand will conduct at March meeting.

## EXECUTIVE SESSION

- **MOTION: 19, 02-16-03:** McGrath made motion to go into Executive Session at 10:05AM. Seconded by Bradley.
- **MOTION: 19, 02-16-04:** Levitz made motion to exit Executive Session at 10:17AM. Seconded by McGrath.
- **MOTION: 19, 02-16-05:** McGrath made motion for Tom N to begin collection action against property on White Oak Drive. Seconded by Miller. All in favor. Motion carried.

## STANDING COMMITTEE REPORTS

- Lake/Dam – Gary reported that boat rack storage fee will remain at \$30, but the fee will be PER boat not removed from racks by December 1. This will take effect in 2020. Margo will revise form.
  - **MOTION: 19, 02-16-06:** McGrath made motion to limit each boat rack to 1 boat OR 1 canoe OR 2 kayaks. Seconded by Sosnowski. Motion carried.
  - **MOTION: 19, 02-16-07:** Benedick made motion to increase price of each boat rack to \$25 effective with 2020 season. Seconded by McGrath. All in favor. Motion carried.
- Finance – Kevin reported we had approximately \$1.7 million in bank. Will discuss ways of investing with the newly-formed Finance Committee and report back to BOD. Roger reported he would speak to Mauch Chunk Bank about their cooperation.
- Special Projects – Kevin had nothing to report.
- Lifeguards – Ray reported that he is receiving applications for lifeguards. Thanked TJ for posting the information and asked that an email blast be sent out every 2 weeks.
- Maintenance - Bill reported everything is status quo with plowing and weather. He will get with Roger about building new racks and smaller kayak racks and tightening up some of our existing racks. TJ suggested a separate application for kayaks/canoes and boat racks. Roger will look at the master plan. Before next season, rewrite application and tailor the forms.
- Roads – Tom L is working on paving for this season and needs to get it together by June 8. He is researching radar speed signs. Received quotes from 2 companies and waiting for one more. He is still working on water runoff issues. Will be attending a 2-hour technical session on storm water control measures.
  - **ACTION ITEM: Ed will confirm current practice that Security is following on issuance of speeding citations and report back to BOD in March.**
- Environmental – No report.
- HR – No report.
- Permits – Todd had nothing to report.
- Recreation – Madeline thanked Neil for being her Uber driver this morning. There will be a tennis tournament June 22. This is same day as Yard Sale, but shouldn't interfere. Need volunteers for planned activities. Working on the calendar with Barb S. Ray reported that he will be handling soda machines at pool.
- Security – Ed reported he is having problems getting Crime Watch volunteers. He will request at March 9 Crime Watch meeting and in the newsletter. He asked Madeline to invite Jack (Security) to March Crime Watch meeting. Thanked Margo for handling the wood-burning furnace issue.
- Membership Services – Kevin stated dues are coming in better than prior years. List of delinquent owners will be referred to Tom N for collections. Approximately 35 on payment plans.

- Communications – TJ had nothing further to report.
- Computer Technology – TJ had nothing further to report.
- Pool – Neil reported that Strand will be working on the capping and holes to be filled.
- Rules – Margo had nothing to report.
- Landscaping – Steve had nothing to report.
- Stewart Hall – Steve had nothing further to report.
- 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**

- Year-round Enforcement of Placards and Tags – Gary reported there may be some miscommunication with Security about placard enforcement.
  - **ACTION ITEM: Ed will speak with Security.**

### **AWARDING OF CONTRACTS**

- No contracts awarded.

### **FUTURE ACTION ITEMS**

- North Beach Pavilion (N-1), North Beach Boat Racks (N-5), Behrens Road Safety Crossings (R-5), Badges (G-5) - Roger and the LRP Committee working on this. (Nov-March)
- Hotspot Access (H-3) – Kevin asked that this be tabled one more month. (Nov-March)
- Enforcement of Rules - Ken asked Ed to reinforce with the Security staff that rules need to be followed 12 months/year. (Feb-March)
- 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-March)
- On-Call Maintenance - Bill will set up a schedule and suggested compensation for on-call, and have a written proposal on 7-day work schedule and recommendations. (Jan-March)
- Speed Citations – Ed will confirm current practice Security is following on issuing speeding citations and report back to BOD at March meeting. (Feb-March)
- Enforcement of Placards - Ed will speak with Security about placard enforcement. (Feb-March)
- Declaration Rewrite Process – Kevin will form committee to rewrite process. (Jan-March)
- Tree Permit Application Process – Ken will provide Margo with his current process and work with her to complete a formal SOP. (July-March)
- Revised Sexual Abuse/Crisis Management Policy – Kevin will share what we have with the insurance company. Table for one more month. (Oct-March)
- Board Member and Employee Conduct Standards and Training – Rand will work on a brief training session for everyone. (Jan-March)
- Lake/Dam – Gary will have engineers discuss dam report at March meeting. (Jan-March)
- Elimination of Interest Payments on Construction Escrow Accounts - Margo will rewrite provision. (Oct-March)
- Meet and Greet for Candidates – Discuss at March meeting. (March)

- Boat Rack Fees - Margo will update boat rack form for 2020 season. (Feb-March)

#### **ADJOURNMENT**

- **MOTION: 19, 02-16-08**: McGrath moved to adjourn at 11:11AM. Seconded by Sosnowski.

Respectfully submitted by Linda Sott, Recording Secretary