



BEAR CREEK LAKES CIVIC ASSOCIATION

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

Board of Directors Meeting – January 19, 2019

Attendees: Todd Laudenschlager, Margo Schaefer, Gary Benedick, Tom Larney, Madeline Ligenza, Neil Mullen, Bill Gullone, Ray Bradley, Steve Sosnowski, Rand Asher, TJ McKeon, Tom Nanovic

Call-In: Kevin McGrath, Roger Stewart, Ed Miller

Absent: Ken Levitz

Visitors: Paul Martino - White Oak Drive

Vice-President Todd Laudenschlager: Roll call, has a quorum, and called the meeting to order at 9:00AM.

PREVIOUS MEETING MINUTES

- **Reviewed and approved November 2018 minutes:**
 - **MOTION: 19.01-19-01:** McGrath made motion to approve. Seconded by Sosnowski. All in favor. Motion carried.

TREASURER REPORT

- Kevin distributed and discussed reports for November and December.

Balance Sheet

Cash Balance of \$1,687,775 as of December 31, 2018 comprised of:

Operating Funds	\$ 550,222
Capital Reserves & Improvement	1,097,528
Construction Escrow	40,025

Capital Expenditures during November and December 2018

None

- **MOTION: 19.01-19-02:** Ligenza moved to accept Treasurer's Report. Seconded by Schaefer. All in favor. Motion carried.

VISITORS COMMUNICATIONS

- Paul Martino – White Oak Drive: Waiting to see if his neighbor will show to discuss trash situation on his property and when he will remove trash, since it is an environmental issue and violation of the rules.

OTHER OFFICERS REPORTS & ATTORNEY COMMENTS

- Nothing to report.
- Attorney – No comments.

COMMITTEE ACTION ITEMS

- Funding for Stewart Hall (sound) Ceiling Panel Installation – Steve forwarded the original to the Executive Committee. Steve is requesting funding for the purchase and installation of acoustic ceiling panels in Stewart Hall to improve sound and listening in the Hall. Panels would be mounted on ceiling.
 - **MOTION: 19. 01-19-03:** Schaefer made a motion to approve this NTE \$5,000 and funding would come from Capital Improvement Fund. Seconded by Ligenza. All in favor. Motion carried.

UNFINISHED BUSINESS

- Proposed North Beach Pavilion (N-1) – Roger and the LRP Committee still working on this.
- North Beach Boat Racks (N-5) – Roger and the LRP Committee still working on this.
- Speed Ramp Research (R-4) – Tom L reported need radar speed limit signs. Brochures coming from All Traffic Solutions. Before we consider ramp of any kind, we need statistics on number of cars and speed limit. Thinking of removable panels—30 lbs, at end of day pick up and move to different location.
- Behrens Road Safety Crossings (R-5) – Roger and the LRP Committee still working on this.
- Hotspot Access (H-3) – TJ passed on the information he obtained from Blue Ridge and PenTel. Could get it in April/May. Will only be used at pool areas for three months. Will make sure it covers the pavilion where it would get more use. Access point would be located in pool house area. Kevin asked to table this for one more month.
 - **ACTION ITEM: TJ will get more info about a seasonal option and improving security and include Kevin and Ed in loop.**
- On-call Maintenance Program – Kevin had asked that the maintenance's work schedules be adjusted so they can be on-call. In the past, Todd said they would call the Director and then Jim and the work always got completed.
 - **ACTION ITEM: Bill will come up with a plan to execute this and alert Staff and Security.**
- Tree Permit Application Process – Ken had asked that we table for this month.
- Declaration Rewrite Process – Barrow Hoffman is the law firm that has been chosen for the task. The Board has discussed the proposal and Kevin requested approval of the contract.
 - **MOTION: 19. 01-19-04:** McGrath made a motion to approve this contract. Seconded by Ligenza. Motion carried.
 - **ACTION ITEM: Form committee for rewrite process.**
- Revised Sexual Abuse/Crisis Management Policy – Margo said we have a policy in the Smart Vault that was adopted in 2016. Leave this on the agenda for one more month. New insurance company wants more specifics on volunteer background checks.
 - **ACTION ITEM: Kevin will share this policy with the insurance company. Margo will send a copy to BOD.**
- Board Member and Employee Conduct Standards and Training – Margo asked that all Board members and employees be trained on interacting with each other and members.
 - **ACTION ITEM: Rand will schedule this before the season starts, possibly March – will take about 10 minutes at a Board meeting. Rand will also work on training new hires.**

STANDING COMMITTEE REPORTS

- Lake/Dam – Gary reported the Annual Dam Inspection has been submitted and approved, Emergency Action Plan has been completed and submitted, and the three Dam Breach Analyses have been completed and are being submitted. Results may lean to a favorable conclusion.
 - **MOTION: 19, 01-19-05:** Benedick made a motion to accept proposals from AEC for lake management weed control (\$100 increase), dam breast phragmites (same as last year), and fish survey and report (same as last year). Seconded by Mullen. All in favor. Motion carried.
 - **MOTION: 19, 01-19-06:** Benedick made a motion that we accept Biros Porta Potties contract (same price as last year). Seconded by Mullen. All in favor. Motion carried.
 - **ACTION ITEM: Gary scheduled engineers for the March meeting to present and discuss Dam info.**

Gary reported that 2 boats were removed from the boat racks after December 1 and the charge for storage was \$30/month. However, in the Rules Book, it does not specify if this charge is per rack or per boat. Some racks have 3-4 boats on them. Kevin suggested we limit the number of boats on each rack, Tom L suggested it be by weight, Steve suggested single layer, Gary said it would be difficult to control by weight.

- **ACTION ITEM: Gary will bring a recommendation to the next meeting so it can be discussed and all members can then be informed.**
- Finance – Kevin will have a teleconference with his committee to discuss the portfolio. If anyone wishes to be on this committee, please let him know. Mauch Chunk Bank has not been very accommodating or responsive to Kevin—may think about moving funds to another bank.
- Special Projects – Kevin had nothing to report.
- Lifeguards – Ray reported that he is rewriting the applications for this season and they will be posted on the website February 1.
- Maintenance – Bill reported everything OK with plowing and weather.
- Roads – Tom L is working on radar speed signs. Waiting for info from All Traffic Solutions. He checked the stop sign at BCL Drive & Willow and it is not out of place. He sent info to Ken on water runoff issues. This will be tabled until next month. Still working on next year's paving work.
- Environmental – Todd reported for Ken. Ray is looking over tree removal applications. Looking for volunteers for tree preservation plan—so far Roger Stewart, Gary Benedick, Ray Bradley, and Jack McGeehan. Working with Gary on lake/dam spillway. Looking at Blue Jay/Larch storm water runoff areas with Tom L. Next will be Behrens/White Oak—collect info internally before RFP to minimize cost. Will include water flow for Mountain View area.
- HR – Rand working on pending issues and will report at March meeting.
- Permits – Todd had nothing to report.
- Recreation – Madeline reported the Home Decorating Contest was a success. Winners were: 1st prize: Harleman, 84 Cottonwood, \$100; 2nd prize: Fejes, 54 Cottonwood, \$50; 3rd prize: Bochantin, 178 Indian Trail, \$35. \$100 was donated from candy cart for prizes. Past activities: TGIF Christmas party, Eagles Playoff game, Movie night, Dance Party, Ladies Bingo. Future activities: Super Bowl February 3 \$7, Kentucky Derby May 4. Walking cancelled one week because of floors. Crime Watch is making a presence known at spillway and breast of dam since kids have been riding around there. Madeline asked for Crime Watch volunteers. She ordered 4 new signs and found a few others in the office supplies. Found a great article on “what is a volunteer” and will share that with everyone. Madeline asked who would be taking care of soda machines at pool. She had a call from a member about lots for sale on

Recreation Drive. Roger will address this as part of the long-range plan. Nothing is for sale. Thanked Linda for assisting with the bulletin board.

- **ACTION ITEM: Neil will check to see if Bill Malone is still handling soda machines at pool.**
- Security – Ed reported kids were riding around the lake. Patrols doing a good job.
- Membership Services – Kevin stated late fee notices going out. Approximately 35 on payment plans, 2 bankruptcies, and a handful will be referred to Tom N within 30 days for collections. We are ahead of where we were last year. Couple of prior cases plugging along.
- Communications – TJ continues to post communications and add new members.
- Computer Technology – TJ resolved issue with communications appearing in Spam, not Inbox. He will renew contract for website tool.
- Pool – Neil had nothing to report.
- Rules – Margo reported all OK.
- Landscaping – Steve had nothing to report.
- Stewart Hall – Steve is looking into acoustics for Stewart Hall as reported above.
- 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

- Approval of Invoices - Kevin spoke about streamlining bills and giving de facto approval for standard monthly bills (Buckno, Blue Ridge, PenTel, Superior, PPL, water testing, copier) that are the same or routine each month. If anything unusual, then we would get approval. Office staff will be trained and review amount in accordance with the contract. Select Board members will still sign checks. Lengthy discussion ensued. Finally, Kevin withdrew his proposal and said if anyone has any thoughts, pass them on to him.

AWARDING OF CONTRACTS

- Barrow Hoffman for declaration rewrite
- Aquatic Environment Consultants (AEC) lake management weed control, dam breast phragmites, and fish survey and report
- BIROS for Porta Potty Rentals

FUTURE ACTION ITEMS

- North Beach Pavilion (N-1), North Beach Boat Racks (N-5), Behrens Road Safety Crossings (R-5) Roger and the LRP Committee working on this. (Nov-Feb)
- Hotspot Access (H-3) – Kevin asked that this be tabled one more month while TJ obtains more information. (Nov-Feb)
- On Call Maintenance – Bill to come up with a plan and alert staff. (Jan-Feb)
- Declaration Rewrite Process – Kevin will form committee to rewrite process. (Jan-Feb)
- Tree Permit Application Process – Ken will provide Margo with his current process and work with her to complete a formal SOP. (July-Feb)
- Revised Sexual Abuse/Crisis Management Policy – Kevin will share what we have with the insurance company. Margo will share copy with BOD. Table for one more month. (Oct-Feb)

- 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)
- Boat Racks – Gary will bring recommendation on boat racks. (Jan-Feb)
- Soda Machine Responsibility – Neil will check with Bill Malone on this. (Jan-Feb)
- Elimination of Interest Payments on Construction Loans - Margo will rewrite provision. (Oct-Feb)
- Meet and Greet for Candidates – Discuss at March meeting. (March)

ADJOURNMENT

- **MOTION: 19, 01-19-07:** Laudenschlager moved to adjourn at 10:22AM. Seconded by Schaefer.

Respectfully submitted by Linda Sott, Recording Secretary