



BEAR CREEK LAKES CIVIC ASSOCIATION

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

Board of Directors Meeting – November 16, 2019

Attendees: Ken Levitz, Todd Laudenschlager, Margo Schaefer, Madeline Ligenza, Ray Bradley, Bill Gullone, Rand Asher, Roger Stewart, Pete Matone, Ron Kerwood, Ross McCartney, Jack McGeehan, Tom Nanovic

Absent: Tom Larney, Steve Sosnowski, TJ McKeon

Visitors: Bob Hillman – BCL Drive; Bob Skiffington – White Oak Drive

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

PREVIOUS MEETING MINUTES

- Reviewed and approved October 2019 minutes:
 - **MOTION: 19/20, 11-16-01:** Schaefer made motion to approve. Seconded by Ligenza. All in favor. Motion carried.

TREASURER REPORT

- Looks like we overdrew the account, but we did not. Sweep account will not transfer funds to general checking account until checks are cashed. When the audit is done, Reserve funds from the previous FY will be moved out of operating funds. Overdraft charge in Road fund account reversed by the bank. Morgan Stanley Reserves invested in 2 different money market accounts since CD interest very low.

Balance Sheet

Cash Balance of \$1,597,451 as of October 31, 2019 comprised of:

Operating Funds	\$ 533,495
Capital Reserves & Improvement	1,043,415
Construction Escrow	20,025

Capital Expenditures during October 2019

None

- **MOTION: 19/20, 11-16-02:** Kerwood moved to accept the Treasurer's report. Seconded by Bradley. All in favor. Motion carried.

VISITORS COMMUNICATIONS

- Bob Skiffington – White Oak Drive: (1) Could the visitors have a copy of the agenda, minutes from previous month, and Treasurers report so they can follow along during the meeting? Ken replied that the agenda is normally posted on the web site, but Tom N said the minutes and Treasurers reports are not approved until the next Board meeting so they cannot be posted. Roger suggested we print a few extra copies of the agenda and place them back near the coffee. (2) Looks like BCL is over budget—do we have the correct report? Margo replied that all CDARS matured between October 15-27 and she put the dollars in the checking account. This will be reflected in the November report. (3) In the September meeting, Ken stated Jack McGeehan was the only nominee to be reappointed to the Board. Bob would

like to express his interest in returning to the Board. Ken stated that you are the 2nd former board member to express an interest in returning to the board. Bob should send an email to him expressing his interest.

OTHER OFFICERS REPORTS & ATTORNEY COMMENTS

- Officers – Madeline has agreed to be the permanent Director of Recreation.
- Attorney – Nothing to report.

COMMITTEE ACTION ITEMS

- Garda World Security Contract Award – We are trying to come to an agreement with Garda World to have the contract we currently have but are having potential insurance issues with the armed guards' portion. Tom N is involved in this issue and he has a number of minor issues, but the most significant are 2 sections on insurance and liability. Garda has us indemnifying them for certain issues. Insurance company verbally said we are covered right now, but does not want to insure us with armed guards. Tom N sent a letter to Miers Insurance agent on 11/11 expressing our concern. Madeline contacted Brenda Kizer via speakerphone during the meeting and asked Brenda for a proposed contract with unarmed guards and pricing with the existing guards or new personnel. Brenda will get this info to us by the end of next week. Tom N asked what type of certifications/training our guards have. Madeline replied that our guards are certified (shooting range, emergency situations, AED) and copies are on file.
 - **ACTION ITEM:** Madeline will send Brenda Kizer an email about having our guards stow their weapons until further notice due to insurance complications. Brenda said it would be effective immediately. Madeline completed this at 10:25AM.
 - **ACTION ITEM:** Madeline is currently canvassing neighboring communities to see if they have armed guards and who they are insured by.
 - **MOTION: 19/20, 11-16-03:** Schaefer made motion to have Madeline (1) contact insurance company for a quote for unarmed guards and (2) ask Garda to have our guards stow their weapons until further notice due to insurance complications. Seconded by Bradley. Motion carried.
 - **MOTION: 19/20, 11-16-04:** Laudenschlager made a motion that since there will be no December Board meeting, the Executive Committee can make a decision to (1) reinstate armed guards back in BCL, if applicable, and (2) Todd will get other pricing from Miers (Ryan) Insurance so we can come to an agreement with a security contract after issues are resolved. Seconded by Stewart. All in favor. Motion carried.
- Pennoni Engineering Stormwater Management Plan – Ken received the projected fix, complete with a cost estimate, which he distributed and reviewed with the Board. We are 2 steps away from having Pennoni prepare a bid package. There's a meeting Friday with Pennoni, Ken, and Tom L to discuss. Need to sort out the easements. Tom N is withdrawing from any action on this subject due to a conflict of interest. Bill thought we were just gathering info to present to the Township/State.
 - **MOTION: 19/20, 11-16-05:** Stewart made motion to retain a new attorney to help us create easements for 3 property owners impacted by this. Seconded by McGeehan. Motion carried.
- Proposed Replacement of Maintenance Department Truck – Bill found an all-equipped Ford F450 for around \$80,000. What we are looking for is a cab and chassis that Powell's Sales and Service can put

together in a truck for us. Jack and Ron suggested Bill also look at Costars which is a PA co-op purchasing program where the State bids out contracts and customers can buy direct from the dealer.

- **ACTION ITEM:** Bill will continue to look into estimates and come back to the Board with his findings.
- Proposed Rule to Prohibit the Use of Millings in BCL – Ron shared his proposed rule change with the Board.
 - **ACTION ITEM:** Ron will present the draft change(s) to rules for millings and pet waste to the group at January's meeting.
 - **ACTION ITEM:** The ADA aspect of the pet waste rule will be tabled until January.
 - **ACTION ITEM:** Ron will draft up revision to rule on RVs/tents and bring to January meeting.

UNFINISHED BUSINESS

- Declaration Rewrite Process – Ken stated we are waiting for the final draft of where we stand as a result of a conference call with the attorney.
- PA Small Water and PA H2O Program Availability – Steve checked and cannot find anything qualifying BCL for this program.
- Proposed Rule – Pet Waste Clean-up – See “Proposed Rule...” above under Committee Action Items.

EXECUTIVE SESSION

- **MOTION: 19/20, 11-16-06:** Levitz made motion to go into Executive Session at 11:36AM. Seconded by Stewart.
- **MOTION: 19/20, 11-16-07:** Ligenza made motion to exit Executive Session at 12:03PM. Seconded by Stewart.

STANDING COMMITTEE REPORTS

- Lake/Dam –Lake: Jack reported the fishing stocking occurred in October. Thanked Pete for working with him. Fish survey received and he will get a copy posted on Members Only site. Lake and Dam Committee meeting 11/26; suggestions due Jack 11/22. Dam Update: DEP requested clarification on the breach scenario. Dam inspection fine. Holes need to be filled with topsoil, not modified stone base.
- Finance – Margo had nothing further to report.
- Special Projects – See report on PA Small Water Program under Unfinished Business.
- Lifeguards – Ray is working on initiating a search for a full-time supervisory lifeguard. Getting close to a final draft and hopes to post it by year-end.
- Maintenance -- Bill reported they are doing the fall clean-up. Concrete slabs for postal boxes have been installed and a few postal boxes were erected. Waiting for more from the P.O. Received more postal boxes than parcel boxes.
- Roads – Ken reported streets have been paved and the vendor has been paid.
- Environmental – Tree Permit Application Process: Ken and Jack updated the tree permit process and experimental tree planting process which will go into effect 1/1/2020. A new member will be joining the committee early next year. Stormwater Management: See report above under Committee Action Items.

- HR – Rand expressed he and his wife's thanks for the thoughts and camaraderie in BCL.
- Permits – Ron reported all up-to-date.
- Recreation – Madeline thanked Robin McGeehan for baking today. Halloween party was wonderful and we had some new volunteers. Upcoming events: 12/15 Children's Christmas Party 1-2:30PM, with a visit from Santa; cut-off for registration 12/9; Super Bowl Party 2/2. Sign outside on Indian Trail has been updated.
- Security – Madeline reported 5 people attended the Crime Watch meeting 11/9. She will only have meetings every other month—next meeting January. Reviewed citation files for clarification. Checked cameras in the office—they are now recording. Asked Bill to have Maintenance clean the camera lens at front door. Holding on to trailcams until the spring. Bill will work on getting the hall floors cleaned/polished. Security report is attached.
- Membership Services – Ken still in the process of granting installment payment plans to some members.
- Communications – No report.
- Computer Technology – No report.
- Pool – Pete had nothing to report. Both Pete and Bill reported John McMenamin had surgery and all is well. Neal doing well with PT and getting around.
- Rules – See report above under Committee Action Items.
- Landscaping – Ray had nothing to report.
- Stewart Hall – Ray had nothing to report.
- Long-Range Planning – Roger reported Committee meeting 12/3 at 7PM. N. Beach pavilion will be going into the new year. He is working on some administrative issues with the vendor and going through the process of getting permits. Todd will get us a path to a permit.

NEW BUSINESS

- None

AWARDING OF CONTRACTS

- Garda World Security – still working on issues with the insurance company before this can be awarded

FUTURE ACTION ITEMS

- Garda Security Contract -- Madeline is currently canvassing neighboring communities to see if they have armed guards and who they are insured by. (Nov)
- Boat Stickers – Readjust written rules in the new year. (July-Nov)
- Pool Exterior Paint – Margo will work on contest over the winter. (June-Nov)
- Declaration Rewrite Process -- Next month, the Committee will return with a summary based on comments. (Oct-Nov)
- Lake/Dam – Invite AEC to make a presentation at one of our meetings so we could discuss with the membership about treatment options. (August-Nov)
- Lake/Dam -- Paddleboards should not be on boat racks because they have no sticker. Margo will work on that rule for next year. (August-Nov)
- Maintenance – TJ will get a fillable Work Order form on Web and shared drive. (June-Nov)

- 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-Nov)
- Environmental -- TJ will post number for Spotted Lanternflies on web page. (August-Nov)
- Rules -- Ron will bring draft proposals to next Board meeting for discussion. (Oct-Nov)
- ADA Aspect of Rule – Table until January. (Nov)
- Stewart Hall – Ray is checking on our eligibility for electric service provider rebates. (Oct-Nov)
- Board Member and Employee Conduct Standards and Training – Rand will work on Part 2 for Employees. (Jan-Nov)
- Elimination of Interest Payments on Construction Escrow Accounts - Margo will rewrite provision. (Oct 18-Nov)
- New Truck – Bill will continue to look into estimates and come back to the Board with his findings. (Oct-Nov)

ADJOURNMENT

- **MOTION: 19/20, 11-16-08**: Levitz moved to adjourn at 12:40PM. Seconded by Ligenza.

Respectfully submitted by Linda Sott, Recording Secretary

Week of 10/13-19

2 citations
3 alarm calls
33 property checks
4 welfare checks
1 medical call
69 amenity checks

Week of 10/20-26

3 citations
2 alarm calls
5 welfare checks
70 amenity checks
1 permit check
2 medical calls
1 theft call

Week of 10/27-11/2

2 citations
3 alarm calls
6 welfare checks
70 amenity checks
11 permit checks
1 medical call
1 hunter call

Week of 11/3-9

1 citation
4 welfare checks
2 alarm calls
2 permit checks
3 hunter investigations
2 medical calls
70 amenity checks