



## BEAR CREEK LAKES CIVIC ASSOCIATION

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

### Board of Directors Meeting – March 17, 2018

**Attendees:** Ken Levitz, Margo Schaefer, Kevin McGrath, Gary Benedick, Colleen Bradley, Mark Domski, Tom Larney, Madeline Ligenza, Bill Malone, Neil Mullen, Charles Sgrillo, Roger Stewart, Tom Nanovic

**Call-In:** Rich Berger

**Absent:** Bill Gullone, TJ McKeon

**Visitors:** Ron Kraemer - 35 Maple Drive; Margaret Andrews - 16 Indian Trail; Gail Bamford - 7 N. Lake Drive

**President Ken Levitz:** Roll call and called the meeting to order at 9:00AM

### PREVIOUS MEETING MINUTES

- **Reviewed and approved with changes of February 2018 minutes:**
  - **Motion: 18, 03-17-01:** Kevin made motion to approve. Seconded by Bill M with change on page 3, Unfinished Business, 2<sup>nd</sup> item, South Beach – change Malone to Gullone. Motion carried. All in favor.

### TREASURER REPORT

- Rich previously distributed report

#### Balance Sheet

Cash Balance of \$1,490,636 as of February 28, 2018 comprised of:

Operating Funds	\$672,390
Road Funds	389,489
Capital Reserves & Improvement	416,245
Construction Escrow	12,512

Sweep Account included in operating funds, but somewhat less than \$299,000 will be moved to Reserve Funds.

Accounts Receivable lower than last year – dues collection better this year.

#### No Capital Expenditures during January 2018

#### Profit & Loss

Dues revenue of \$56,143 and total revenue of \$56,700

Net income of \$24,860 versus \$29,448 in prior year

YTD net income of \$195,326 and net income (operating) of \$209,952

Capital improvement fees of \$18,497

## Credit Cards

Charges up-to-date; no negative balance

- **MOTION: 18, 03-17-02:** Kevin moved to accept Treasurer's Report. Seconded by Roger. Motion carried. All in favor.

## VISITORS COMMUNICATIONS

- Ron Kraemer – 35 Maple Drive, Margaret Andrews – 16 Indian Trail, and Gail Bamford – 7 N. Bear Creek Lake Drive: Ron spoke for the group. Concerned with what the wind turbines will do to the watershed, animals, sound problems, and home values since BCL will be within 1 mile of a 600- foot turbine. Would like another letter to Township opposing this issue or a letter to the BCL community informing them of what is happening.
  - Ken explained that since issue was raised in the February meeting, the BOD formed a sub-committee, which met on March 16, to review the letter that is on file, gather information to contest it, and collect pros and cons and data about the turbines in general and environmental impact.
  - **ACTION ITEM:** In the April BOD meeting, sub-committee will submit draft changes for Board consideration.

## OTHER OFFICERS REPORTS

- **Code of Ethics** - Margo stated that the BOD originally signed these in September, but they were never scanned and put in the vault on-line. Therefore, asking everyone for new signatures. Ken asked that everyone pay close attention to the next to the last bullet regarding courteous conversations, even though we may have differences in opinion, and speak one at a time.
  - **ACTION ITEM:** Margo will collect copies from all who are at today's meeting. She will also place copies in Bill G, TJ, and Rich's mail bins requesting signatures.

## COMMUNICATION ACTION ITEMS

- Ken welcomed Linda Sott to the Recording Secretary position. Kevin said minutes should be done in Word, using track changes for updates. Please submit changes ASAP. Try to follow the agenda.
- **Rules** - Margo proposed to add Rule #13, under "Swimming Pool and Beach Area Rules", **No smoking, vaping, or electronic cigarettes are allowed in the pool area or on the sand at the beaches. Smoking is allowed outside the pool fence, or within the picnic areas at the beaches.**
  - **MOTION: 18, 03-17-03:** Margo made motion to accept, Seconded by Kevin. Motion carried. All in favor.
  - **ACTION ITEM:** Colleen working on verbiage on No Smoking signs; Mark will work on getting butt containers and having them placed at approved locations at beaches and pool.
- Margo proposed adding the following two rules under "Lakefront Owner's Rules": **#5. Docks may not be put in or on the lake before March 15th, and must be removed before December 1st of each year. #6. Aerators, bubblers, de-icers, and circulators are prohibited.**
  - **MOTION: 18, 03-17-04:** Margo made motion to accept, Seconded by Roger. Motion carried. All in favor.
  - **ACTION ITEM:** Margo will put article in newsletter and send letter to lakefront owners.

- Colleen followed-up on enlarging swim area at the beaches. She checked with other communities and Kevin checked with Insurance Co. and we are in good standing.
  - **ACTION ITEM: In the spring, Colleen needs to instruct maintenance as to swim rope locations.**
- Environment – Roger and Gary agreed to draft an updated position statement regarding the wind turbine farm for full Board consideration. Committee meeting April 4. Bill M asked if we can see draft before April Board meeting.
- HR Sub-Committee – Maintenance and labor requirements.
  - **ACTION ITEM: Colleen, Neil, and Bill G on sub-committee and will have report for April meeting.**
- Charles was to work on sample envelope and ballot for voting process.
  - **ACTION ITEM: Charles and Bill M will work with the office on this and discuss at April meeting.**
- Lifeguards -- Colleen discussed status of lifeguards. Needs older, more experienced strong person to be Head Lifeguard. Have 3 applicants who are just turning 15.
- Dam Safety – Conference scheduled with EPA. Engineer postponed due to the weather. Re-scheduled to March 21. Report to follow.
  - Revision of Stewart Hall Rental Contract – Needs update stating no commercial activity and updated contact information.
  - **ACTION ITEM: Charles will edit the contract and present to the Board for approval.**
- Lighting estimate for bocce court.
  - **ACTION ITEM: Bill G to present at April meeting.**
- Declaration/Covenant re-write. This project has been approved and will be funded in next year's budget.
- Reserve Study Update – Rich and Kevin will work with D.W. Smith Engineering. If anyone wants to have a part in these discussions, contact Rich by email.

### **EXECUTIVE SESSION**

- Start 9:55AM. **MOTION: 18, 03-17-05:** Ken moved to go into Executive Session, Seconded by Kevin.
- End 10:25AM. **MOTION: 18, 03-17-06:** Kevin moved to end Executive Session, Seconded by Margo.

### **STANDING COMMITTEE REPORTS**

- 3 port-a-potties will be placed in April
- Boat Rack Lottery – will take place in April
- Lake/Dam - Gary asked if the "Warning Thin Ice" signs are enough or should we put article in newsletter or something else. Discussion held. Kevin said signs are enough for now. Tom N suggested asking the Insurance Co., Charles suggested a link to State Rules. No action taken at this time.
- Finance – Rich will send Management Letter to Auditor with him and Ken signing. Next month, Rich will work on the budget for next year; if anyone has any additions let him know.
- Declaration Project – title work being performed. Next step will be in next fiscal year.
- Charles asked what fund will be used for horseshoe pits. Kevin said Capital Improvement Fund. Charles asked about the Stewart Hall restoration in November and using those funds. Kevin reiterated differences between the Reserve and Capital Improvement Funds.
- Lifeguards – Colleen currently interviewing for 2018 season.

- Roads – Tom L said ice and snow prohibited looking at the roads. Tom L discussed shoulder breakdown and some issues with the drainage trenches. Upgrading shoulders and patching roads will be part of next year's budget.
- Environmental – no report.
- HR – Ken is Chairman of Sub-committee looking at staffing needs, maintenance, and pool labor. Will institute employee evaluation report and formal salary review process.
- Permits – Ken said quiet at the moment. Has 1 application sitting and waiting for full deposit—he wrote letter. Kevin inquired about a specific tree permit. Owner removing a lot of trees he claimed were diseased and stated his intent to re-forest the site. Property is on wetlands. A BCLCA Member reported owner to DEP before coming to Board. Margo pointed out that tree permits have a time limit of 3 months. Work on hold until dry weather.
  - **ACTION ITEM: Need to add “wetlands involved” question to permit? Ken said that while the lot in question is wet, we should keep in mind that none of us have been certified to declare any site a wetland as defined by the U.S. Corp of Engineers or EPA, and exhibit care in how we use this term.**
- Recreation – Madeline said events are going very well. Upcoming events include Stroller activity starting April 6, Easter egg hunt on March 24, Luau July 21 with pulled pork/ribs/Tahitian dancers, Chicken dinner August 18 with chicken/brisket and instead of bringing sides, bring a small donation (e.g., toothpaste) to Valor House for Vets. Cost will be a little more but sides/dessert will be included. Needs outlet covers for Stewart Hall and table cover clips. Colleen will check beanbags for corn hole games.
- Billboard Sign – Mark can't change because of snow mounds-will ask Bill G to make path/add rocks.
- Pickle Ball – Bill M will speak to maintenance to have lines painted on the court in the spring.
- Horseshoe Pits – Mark received quote of \$1200 for light, including control. Concrete needed for posts, not in original estimate, and may go over \$4000. Need \$s for bocce light and additional post for shuffleboard will be \$1050. Mark asked what process is on purchases. Kevin said to get contractor in place, go to Rich for funds. Madeline explained about BCL having credit cards to charge purchases.
  - **MOTION: 18, 03-17-07:** Approve lighting project NTE \$2500. Kevin made motion, Seconded by Tom L. Motion carried. All in favor.
  - **ACTION ITEM: Ron Kraemer offered to lend his truck to BCL to pick up lumber.**
- Security – Bill M said no incidents last month. Since this is he and Colleen's last year on the Board, Bill M will place article in newsletter about members running for the Board, attending a meeting, talking to Board member.
- Membership Services – Kevin said Accounts Receivable are in the best shape they have been in 20 years, 15 members on payment plan, handful in litigation, 2 settled. Colleen read in newspaper about judgments against 2 homes in BCL. Kevin explained BCL has statutory lien against each property; if they default goes to judgment; then start court actions and collection process to get past debts.
- Communications – good per Mark. Margo said at the last Crime Watch meeting, member asked if announcements could go out on web site or in email since not everyone is on Facebook. Mark will look into streamlining updates.
- Computer Technology – Going good per Mark. More members signing up for FB page – total of 217 now.
- Pool – Neil said shed installed and chemical tanks in. Recommend approval of pool contract with Strand as in prior years. Annual cost would be \$6495 (increase of \$171 from last year).
  - **MOTION: 18, 03-17-08:** Neil made motion to contract with Strand, Seconded by Kevin. Motion carried. All in favor.

- **MOTION: 18, 03-17-09:** Need to test pump one more time. If pump fails test, Neil to order new one (Pool Pros \$3061). Cost of pump NTE \$4000 and take funds out of Capital Replacement Funds. Bill M made motion, Seconded by Margo. Motion carried. All in favor.
- Landscaping – Charles has meeting this afternoon with 7-8 people. Jim checked what landscaping materials we have in stock. Stewart Hall – 2 bids for painting; waiting for 3<sup>rd</sup>. The phone jack is in. Electric work done. Need A/V cabinet in corner. Discussion on ice melter invoices for Stewart Hall. Steps and snow path not shoveled one of the storms—possible oversight. Per Kevin, SOP for maintenance should include clearing entrance and exits. New thermostat – Bill M said should be 2 names posted if too cold/hot. Charles and Neil can change.
  - **ACTION ITEM: Charles will speak to the office about posting sign for Thermostat.**
- Long-Range Planning – Roger shared South Beach questionnaire, asking for input. Discussion ensued. Develop concept soliciting for ideas informally, e.g., Facebook but don't send out until Board approves. Long-range planning should be more global community ideas, focusing on the big picture for the next 50 years, e.g., what is important to you. Ken suggested LRP review Kevin's original email to rework ideas. Send any questions by email to the Board.
- Security – Bill M will monitor and determine amount of hours/day Security needed and increase/decrease, when pool open and Friday and Saturday nights, as long as he stays within budget. Gary said Security not running license plates for parking violations. If no tag and not a member, could be trespassing per Tom L. If no tag, Security should issue citation but run plate. If chronic violator, Tom N said we can take it to the magistrate. Look at each on a case-by-case basis.
  - **ACTION ITEM: Bill M will have Security run plates and then the BOD will discuss results.**

### **NEW BUSINESS**

- Madeline explained there was no orientation for new Board members and SOPs for each duty are a wonderful idea.

### **ADJOURNMENT**

- Adjournment 12:25PM
  - **MOTION: 18, 03-17-10:** Ken moved to adjourn, Seconded by Kevin.

Respectfully submitted by Linda Sott, Recording Secretary