



## BEAR CREEK LAKES CIVIC ASSOCIATION

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

### ***Board of Director's Meeting: July 15, 2017***

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#### **ATTENDEES**

**Present:** Gary Benedick, Rich Berger, Colleen Bradley, Tom Larney, Ken Levitz, Bill Malone, Kevin McGrath, Neil Mullen, Roger Stewart, Todd Wagner, Steve Sosnowski & Marty Palmer

**Absent:** Margo Schaefer, Tom Nanovic, Pat Ayers & Mike Brennan

**Visitors:** Jim & Carolyn Erb • 18 Indian Trail Road

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***President Steve Sosnowski called the meeting to order at 9:00 AM***

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- Visitors - Addressed / Inquired about the vacant lot and problem with the drainage. This was noted as an old problem and Tom Larney will take a look at the lot adjacent since this is also adjacent to his lot.
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#### **PREVIOUS MEETING MINUTES**

- **Review and approved with changes of June 2017 minutes:**
    - **MOTION:17, 07-15-01: Kevin McGrath** moved to accept the June 2017 minutes with changes made to Lake and Dam 4th bullet remove "...so we can post the information prior to spraying next year." We do not want to post chemicals used. Seconded by Steve Sosnowski. Motion carried.
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#### **TREASURER REPORT**

- Todd Wagner distributed the Treasurer's Report

##### **>> Profit and Loss: June**

- Dues revenue of \$56,143 and total revenues of \$63,379
- Net Income of \$20,253 vs \$16,310 in prior year
- YTD Net income of \$313,682 and Net Income (Operating) of \$35,825
- Fishery Management revenue of \$85 for the mo., \$2,160 YTD. Net cumulative donations and carryovers over \$961 in excess of expenses
- Misc. income is \$280.50, comprised primarily of Citation fees of \$215 and Temporary Badges \$66.
- Capital Improvement Fee Income of \$5,944 (eight full fees); \$29,809 YTD income

- Newsletter income of: \$0 for month; \$5,080 YTD
- Lake and Dam charge \$897 for Aquatics Environmental Consultants
- Pool contracted services \$2,106 for Strand Pool Supply
- **Balance sheet:**
  - Cash Balance of \$1,134,784 as of June 30, 2017
    - **Cash Balances comprised of:**

○ operating	\$ 246,115
○ road	491,689
○ capital reserves & improvement	381,971
○ construction escrow	15,009
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    - **Accounts Receivables** (gross) Down approx. 9,143  
 from prior mo. (\$32,193 at 6/30 vs \$41,336 at 5/31)  
 Capital Expenditures and other funds: \$40,178.92
- **Review and Approval of the above Treasurer's Report for June 2017:**
  - **MOTION: 17, 07-15-02:** Kevin McGrath moved to accept the Treasurer's Report.  
 Seconded by Ken Levitz. Motion carried.

## COMMITTEE REPORTS

### >> Attorney:

- Tom Nanovic -Away - No Report.

### >> Permits:

- Steve Sosnowski reported that the old retaining wall at the boat launch has been repaired/replaced
- Pat Ayers - No Report.
- Steve Sosnowski requested permits be posted on the web.
- Check to see if trees are being cut down at house on Cherokee.

### >> Lake/Dam:

- Gary Benedick reported that the member's floating dock has not been taken care of, it remains on another member's property.
- Lot 55 permit filed was questioned.
- The new sign as mentioned in the prior minutes will only read " Spot Weed Treatment"
- Complaints of locks not working and issues with the bathroom on the lake prompts a need for a solution, after discussions the committee will be looking into porta potties for the season on the lake.

### >> Rules:

- Rich Berger went thru bylaws, made changes to boats and citations along with Stewart Hall not being used for commercial profit. There will be no charge or fee/admission asked for by during the use of Stewart Hall.
- 110 Behrens property was cleaned up.
- How on White Oak getting worse.
- Indian Trail - Houses look worse and a complaint needs to be filed.

- In the course of reviewing the Rule Book for the Bylaw changes, he found that an existing rule states that “Stickers and placards may not be transferred to anyone else for any reason”. Based on that rule, he informed the Board that he proposed sending letters to two Members requesting that they take back their placards from the non-Member who was using them to gain use of our facilities on an unlimited basis. There being no objections raised by the Board, he proceeded with issuance of the letters.

#### **>> Lifeguards:**

- Colleen Bradley reported that she is good and on budget.
- There is a need for more badge checkers for Teen Night.
- The extra money from the soda profit will be donated to Marty to use.
- AED Batteries and Pads need to be replaced.
- Both lifeguard stands need to be replaced.

#### **>> Landscaping/Stewart Hall:**

- Mike Brennan - No Report

#### **>> Roads:**

- Tom Larney brought in the proposal from Papillion & Moyer. The proposal for work done on Pool Drive, Ash, Recreation, Maple and BCL Drive in the amount of \$88,096.00.
  - There was a solicitation made to 5 companies with only 1 response. Board acknowledges that it was within \$200 of our estimated amount and the lack of response was most likely due to the economic scope of the project, restrictions, and the small amount of companies.
  - **Vote to accept and proceed with the bid from Papillion & Moyer Inc. : 10/10 YES**

#### **>> Environmental:**

- Ken Levitz - No report.

#### **>> Maintenance:**

- Steve noted that the dam has seepage and needs to be packed with clay, Gary has been looking into this and has been advised of options on how to rectify the situation.
- Emergency Response Renewal / PIMA training program will be attended by Steve Sosnowski and then will train the appropriate BCLA individuals.
- The Mowing Tractor needs repairs.
- All 4 bathrooms had a clog. We are getting new toilets but the temporary repairs have been made also is with the septic system. Will have to evaluate for future contingencies / options.
- There is also a need to have a “maintenance person” on call for the above types of situations. Bill will look into splitting shifts with our current guys so there will always be someone on call and available on the weekends.

#### **>> Safety & Security:**

- Bill Malone reported the lifeguard shed needs some maintenance.
- Fourth of July there were 5 citations for no BCLA on trailers, 1 regular citation for no BCLA sticker, 2 for speeding and 1 for not stopping.
- No crimes reported.
- No complaints except for dogs running on other people's properties.
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**>> Membership:**

- Kevin McGrath reported there was a new lawsuit for payment plan violation. Will be going to small claims court. This is the current proper action to take and Tom will be looking at the terms to see proper actions if we pursue this further.

**>> Pool:**

- Neil Mullen and Colleen Bradley noted a need for a new lifeguard stand.
- A containment tank is needed soon for the chemicals.
- There is a problem where kids were able to slip thru the gate.
  - Steve said there will be a new gate installed to resolve the problem.

**>> Recreation:**

- Marty Palmer reported that the kids triathlon, scavenger hunt and pig roast will all be happening this weekend.
- Teen Night July 21
- Bonfire July 27 - Pat Ayers donated the wood...thank you Pat.

**>> Comp. Tech./Communication:**

- The Audio Visual Equipment has been evaluated in Stewart Hall and the CD player will be removed and a blu ray player put in.

**>> Long Range Planning:**

- Rodger Stewart is looking for someone to do Illustrations, Nadine's contact information was given to him.
- Steve Sosnowski suggested with all the issues with maintenance that come up on weekends and odd hours that we should look into hiring a management company for operational purposes.
- Kevin McGrath suggested we work on a long range plan for Maintenance.

**>> Finance:**

- Todd Wagner proposed the budget (Re-Sale Certificate Information) for FY 2018 and FY 2019
  - **MOTION: 17, 07-15-02:** Kevin McGrath moved to vote on the proposed FY 2018 and FY 2019 with the dollar amounts adjusted for an additional 10K for the roads.  
Seconded by Bill Malone. Motion carried. **Vote: 12/12 - YES**
- Todd Wagner reviewed as per Bylaws of the 1033 lots, Fees per unit will need an increase.
  - Option is to have a steady increase to account for cost increases and bad debt
    - Todd's increase was: Reg. Lot: \$743 to \$748 and Un.Devp. Lot: \$179 to \$187
      - **MOTION: 17, 07-15-03:** Kevin McGrath moved to vote on the increase.  
Seconded by Gary Benedick. Motion carried. **Vote: 12 or 12 present**

**>> Human Resources:**

- Todd Wagner will talk about HR in Executive Session.

**>> Special Projects:**

- None

### **EXECUTIVE SESSION**

- Executive Session 11:30 AM
    - **MOTION: 17, 05-20-10:** Kevin McGrath moved to Executive Session. Seconded by Todd Wagner, all in favor. Motion carried.
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### **OLD BUSINESS**

- Rich Berger will post the new sign for fishing and to be posted at the boat dock and the dam.
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### **NEW BUSINESS**

- None.
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### **ADJORNMENT**

- 11:40 AM
    - **MOTION: 17, 07-20-10:** Kevin McGrath moved to adjourn. Seconded by Todd Wagner, all in favor. Motion carried.
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***Respectfully submitted, Nadine Young, Recording Secretary***