



BEAR CREEK LAKES CIVIC ASSOCIATION

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

Board of Directors Meeting – April 20, 2019

Attendees: Ken Levitz, Kevin McGrath, Margo Schaefer, Gary Benedick, Tom Larney, Madeline Ligenza, Neil Mullen, Ray Bradley, Steve Sosnowski, Rand Asher, Roger Stewart, Ed Miller, Tom Nanovic

Call-In: Bill Gullone

Absent: Todd Laudenschlager, TJ McKeon

Visitors: Bob & Barb Skiffington - White Oak Drive; Peter Hillman – BCL Drive, Tim O'Brien - Ash Dr., Bob Hillman - BCL Drive, Chuck Bender -- Indian Trail

President Ken Levitz: Roll call, has a quorum, and called the meeting to order at 9:02 AM.

PREVIOUS MEETING MINUTES

- **Reviewed and approved March 2019 minutes:**
 - **MOTION: 19, 04-20-01:** McGrath made motion to approve. Seconded by Bradley. All in favor. Motion carried.

TREASURER REPORT

- Kevin distributed and discussed report for April.

Balance Sheet

Cash Balance of \$1,680,844 as of January 31, 2019 comprised of:

Operating Funds	\$ 536,068
Capital Reserves & Improvement	1,101,089
Construction Escrow	40,025

Capital Expenditures during March 2019

Soundproofing Stewart Hall	\$ 4,757
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- **MOTION: 19, 04-20-02:** Miller moved to accept Treasurer's Report. Seconded by Stewart. All in favor. Motion carried.

VISITORS COMMUNICATIONS

- Bob Skiffington -- White Oak Drive. Video surveillance technology has improved. He offered to help research the available technology if the Directors want to implement video monitoring of community property.
- Tim O'Brien -- Ash Drive. While doing community watch, saw kids fishing from the dam and riding RV's on the dam
- Peter Hillman – BCL Drive: Asked for an update of the dam spillway study.

OTHER OFFICERS REPORTS & ATTORNEY COMMENTS

- Other Officer's Reports: None
- Attorney – No comments.

COMMITTEE ACTION ITEMS

- Revised Employee Compensation Policy -- Schaefer requested that this item be tabled until the May meeting
- Revised Employee Manual for Full-Time Employees -- tabled until May
- Proposed North Beach Pavllion (N-1) / Boat Racks (N-5) -- Stewart presented diagrams and cost estimates to construct boat racks and a pavilion at North Beach.
 - **MOTION: 19, 04-20-03:** McGrath moved that Stewart be authorized to solicit bids for building the pavilion with a metal roof, with the intention of moving forward with the project. The funds for this project will come from the Capital Improvement Fund. Ligenza second. All in favor. Motion carried.

UNFINISHED BUSINESS

- Behrens Road Safety Crossings (R-5) – Roger shared a proposed plan. Gullone advised that Penn Forest Twp. is expecting a representative from BCLCA to attend the May Supervisors meeting.
 - **MOTION: 19, 04-20-04:** Schaefer moved that she be authorized to attend the PFT meeting and represent the BOD. If the proposed safety crossing meets our needs and does not exceed a cost (to BCLCA) of \$1000, we will agree to work with the township to have the crossing built. McGrath second. All in favor, motion carried.
- Speed Ramp Research (R-4) -- Tom reported that the radar sign is here. Maintenance staff is preparing the posts, and Larney is deciding on locations for the sign.
- Hotspot Access (H-3) – no report.
- Tree Permit Application Process – Ken reported that a committee has formed and met once. They will meet monthly to create a tree replacement program
- Declaration Rewrite Process – Kevin reported that the first meeting for the committee will be on April 27, where they will appoint a chairperson and delineate the goals
- Revised Sexual Abuse/Crisis Management Policy – Kevin reported that he is still waiting for the insurance company.
- Employee Conduct Standards and Training – Rand and Ray will train the lifeguards, maintenance staff, and office staff

STANDING COMMITTEE REPORTS

- Lake/Dam – The boat dock and fishing dock are in. Porta-potties will be delivered to the dock area and beaches soon. There is a plan to address the soft spots near the water at the boat launch.

Gary recommends removing boat racks from the boat dock area if boat racks are added at North Beach. We would gain some parking spaces at the boat docks. Kevin commented that we need a long-term plan to address parking at the boat launch area.

- Finance – Kevin has consulted with a brokerage company, and at this time there is no benefit to BCLCA to implement longer-term investments. We will stay invested in CDARS. There is no current need for a Finance Committee.
- Special Projects – Kevin had nothing further to report.
- Lifeguards – Ray reported that he has hired ten new lifeguards and three returning guards. He still needs two to four more to round out the staff. The new guards have started their training.
- Security -- Ed reported that neither of last year's badge checkers is returning this year, so he needs to hire one or two people. Ed, Rand, and Ray will work together to have a backup plan if no suitable badge checkers can be hired.
- Maintenance - Bill reported the maintenance crew has been painting the restrooms at the beaches and getting the pool ready to prepare for the season. There are a couple of places in the community where storm water runoff is causing problems. He would like us to have a community-wide plan for handling runoff.
- Roads – No report
- HR – Rand will be training the staff on employee / member interactions. He and Margo are writing an updated employee policy for full time and part time employees, to accurately reflect our current practices. Rand discussed replacing the sliding windows between the office and the lobby at Stewart Hall.
 - **ACTION ITEM: Rand will make sure the window is tempered glass, and replace if needed.**
- Permits – Ken reported (for Todd) that there has been one shed permit issued and one request for release of bond for a completed structure.
- Recreation – Madeline reported that the Easter Egg Hunt was a success, with forty children participating. There are plans for a Kentucky Derby party and a summer luau. There will be an informational program on opioids.. There will also be a Master Gardener presentation.

Madeline has contacted the local Boy Scout troop to ask if they are interested in organizing an aluminum recycling program for BCL. Steve volunteered to help implement the Boy Scout's plan, if needed.
- Membership Services – Kevin reported some recent successful collection efforts, resulting in several thousands of dollars being paid to the association. He also gave a summary of BCLCA's recent legal action to rectify an issue with trash on a property on White Oak Dr.
- Communications – no report. Madeline suggested that we use our BCLCA Facebook page to publicize recent rule changes, or remind members about rules that are frequently forgotten.
 - **ACTION ITEM: Margo will post monthly rule reminders**
- Computer Technology – no report
- Pool – Neil thanked the volunteers who helped remove the pool cover. The railing for the baby pool is in place. Strand will be repairing some of the coping and tiles.
- Rules – Margo is in the process of editing the language in parts of the Rule Book. She asked if the intent of the current rule is that all vehicles owned by BCLCA members have a resident sticker, or is the sticker only needed if parking in public places. (All owners' vehicles should have a sticker.)
- Landscaping – Steve has a group of volunteers working on planning the summer landscaping. They will be planting live flowers on May 18th from 9:00-11:00 a.m. They would gladly accept more help on that day.
- Stewart Hall – Steve reported that the acoustic tiles have been installed. There is a noticeable improvement in the sound quality in Stewart Hall.

- Long-Range Planning – No further report.
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EXECUTIVE SESSION

- **MOTION: 19, 04-20-05:** McGrath made motion to go into Executive Session at 11:00 AM.
Seconded by Schaefer.
- **MOTION: 19, 04-20-06:** Levitz made motion to exit Executive Session at 11:30 AM.
Seconded by McGrath.

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NEW BUSINESS

- **MOTION: 19, 04-20-07:** McGrath moved to modify the current full-time employee guidelines to remove the mention of the monthly healthcare insurance allowance. Miller second. All in favor, motion carried.
- **MOTION: 19, 04-20-08:** McGrath moved to appoint Schaefer as chair of the Nominating Committee for 2019. Sosnowski second. All in favor, motion carried.

AWARDING OF CONTRACTS

- No contracts awarded.

FUTURE ACTION ITEMS

- Badges (G-5) - Roger and the LRP Committee working on this. (Nov-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)
- 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)
- 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, 04-20-09:** Levitz moved to adjourn at 11:33 AM. Seconded by Schaefer.

Respectfully submitted by Margo Schaefer, Secretary