



BEAR CREEK LAKES

CIVIC ASSOCIATION

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

2.17.2018		Started: 9:00	Adjourned: 12:05	Stewart Hall
Meeting called	Ken Levitz			
Type of	Board Meeting			
Note taker	Pro Temp Madeline Ligenza			
Attendees	Gary Benedick, Rich Berger, Colleen Bradley, Mark Donski, Bill Gullone, Tom Larney, Ken Levitz, Madeline Ligenza, Bill Malone, Kevin McGrath (phone line), T J McKeon, Neil Mullen, Margo Schaefer, Charles Sgrillo, Roger Stewart and Solicitor Tom Nanovic.			
Absent				
Visitors	Margaret Andrews, 16 Indian Trail, Evelyn and Ken Jordan ,18 Mountain View Drive, Bob Skiffington ,18 White Oak Drive, Ron Kraemer, 35 Maple Drive and Michael Gaul, 127 Indian Trail.			
Review and Approval of Previous Minutes Jan 21, 2018: Motion to approve 2018-02-17: 01 Schafer, Second: Mullen				
Discussion				
Conclusions	Approved			
Treasurer’s Report:				
Discussion	<p>Berger – Treasurer's Report (revised to show full year budget amounts)</p> <p>Balance Sheet</p> <p>Cash Balance of \$1,508,949 as of January 31, 2018 comprised of</p> <ul style="list-style-type: none">• Operating Funds : \$698,775• Roads Funds: \$389,366• Capital Reserves & Improvements: \$408,296• Construction Escrow: \$12,512 <p>Please note that I have included the Sweep Account in operating funds, but somewhat less than \$299,000 will be moved to Roads and reserve funds.</p> <p>The Capital One credit card account shows a negative balance, but \$7,753 of charges have not been posted - I am working with the office to bring this up to date. As of January 31, the correct balance should be \$3,279. Accounts Receivable are similar to last year - dues collection is at about the same pace.</p> <p>Capital Expenditures during January, 2018: None</p> <p>Profit & Loss</p> <ul style="list-style-type: none">• Dues revenue of \$56,143 and total revenue of \$57,933• Net income of \$32,479 versus \$22,625 in prior year• YTD net income \$179,793 and net income(operating) of \$192,185• Capital Improvement fees of \$17,089 <p>Berger indicated an issue with the credit card account and is working with the office to bring up to date. The correct balance should be \$3,279.00. Dues collection is about the same and Accounts Receivable are similar to last year. Discussion ensued</p> <p>Stewart inquired what the interest amount is on CD’s - getting .4-.5%.</p>			

Treasurer’s Report: Motion to accept 2018-02-17:02 Mullen, Second, Sgrillo		
Conclusions	Accepted	
Communications: Levitz asked visitors to stand and give address		
Discussion	Visitors recognized by Levitz who requested they select an individual to function as spokesperson if several present wish to discuss same topic.	
Margaret Andrews indicated had concerns with the Wind Turbines, Levitz indicated it was not on the agenda. Last year Board has had numerous discussions and chose the position in a letter to the Municipality Penn Forest Township we are recreational community, the turbine farm is not a recreational item. We did not choose to go further in that statement; but will take the visitors comments under advisement and reply to those comments at the March meeting. Evelyn Jordan reiterated regarding discussion will be at March meeting.		
Skiffington suggested regarding the By-laws as to what the material discussed In Executive Session relates to and make note as to what Executive Session is called for and if appropriate, what motions were made. There are no minutes taken in Executive Session. There is no voting and no motions made. Schaefer interjected however, topics that were raised might come up in a regular meeting at another time. Skiffington asked if records were kept of executive discussions. Levitz stated when we come out of Executive Session, the results of those information statements may show up in motions and they are recorded within minutes of the meeting		
Conclusions		
Action Items	Person	Deadline
None		
Officer’s Reports		
Dam	Levitz	
Discussion	Ongoing issues with the dam. Initial steps taken with our new engineer - reviewed file-created a review of all documents on their website. We will download them. All information - first step getting handle on what we do and how we do it.	
Attorney Comments Nanovic		
Discussion	None	
Committee Action Items (Submitted to President in advance)		
Benedick- Lake & Dam		
Discussion		
Use of aerators on lake - did some checking deicers/agitators, insurance statements and legal assistance. Some states charge criminally if problem with area that creates thin ice. I spoke to my lake management person recommends we do not use them. Open for discussion.		
Levitz - We discovered a section on lake regarding issues with thin ice thus endangering ice fisherman, cross country skiers, walkers on ice. Started investigation. Bottom line we want ruling we will not use aerators. Will impact one or two members of community who leave docks in water. We should not have permanent docks/bubblers.		
Stewart questioned do we want to eliminate bubblers or permanent docks?		
Levitz - both are a problem. Encourage property owner to remove.		
McGrath-January minutes we already decided - action item was to correct language.		

Benedick - spoke to Jack McGeehan there was never a rule on dock installation/removal dates. Benedick indicated to look into a little farther. People bought docks thinking can leave in. There are three visible docks. Not sure how many are in. Where are we at legally? Proceed with the rule and deal with 2-3 exceptions (Nanovic). Most people are reasonable/grandfather? Start today.			
McGrath-Permanent incorrect wording - is a dock than could be put in and out, homeowner decided to leave in, concept is give a period of time docks go in and no later than a certain date to remove.			
Conclusions		Motion to Dam Committee to provide new wording on docks. Board to review. 2018-02-17:03 Sgrillo, Second, Stewart. Motion approved.	
Capital Reserve Study Update McGrath Motion to execute the contract with DW Smith 2018-02-17: 04			
Discussion		McGrath – D.W. Smith offered a revised proposal: 1. Paper only study for \$2,500 to bring up to speed. 2. Revise road estimates (biggest capital item) to provide updated figures for the cost. Kevin’s recommendation is to proceed with that which will give us a good document. Use as a planning tool. We do not want to give current study to potential buyers when we suspect there might be factual errors. Schaefer asked do we wait and put in budget next fiscal year \$2,500.00? We have funds to do update now. Berger remarked that at the end of this fiscal year we have \$125,000 to \$150,000 left in our budget, that we can do it this year. Sgrillo questioned amount of original study. Larney indicated they will do the extra evaluation. McGrath indicated they did exactly what they were asked to do.	
Conclusions		Motion passed	
Action Items		Person	Deadline
Execute DW Smith contract		Levitz	Now
Provide Data to DW Smith		Berger	30 days
Unfinished Business (Roll forward from prior agenda)			
Presenter(s): Various Committee Chairpersons and Board Members			
Discussion			
Life Guard Area of Responsibility-Colleen investigated issue responsibility of Life Guards –they are responsible for roped in area. She suggested to bring out a little more – Kevin had not heard back from Insurance Co. Tabled till next time.			
Gullone– South Beach area- will address when ground thawed.			
Future Planning Life Guard Recruitment and 2019 swim season-suggestion for outside assistance. Levitz-already issues-relying on prior board members to cover building permit issues. Colleen, Neil and Bill sub-committee regarding anticipated budget for pool to report next month.			
Conclusions			
Lifeguard responsibilities tabled until next meeting			
South Beach area: address when ground is thawed			
Future planning Life Guard Recruitment: Sub committee to report at next meeting			
Action Items		Person	Deadline
None			

Standing Committee Reports

Lake/Dam: Benedick – Ice is gone – Hazard warning signs are posted. Posted on website, FB pages, public notices and Newsletter. Question raised: if public goes through private property – who is responsible?

Finance: Berger – Declaration Rewrite Project Proposed Budget– \$7000 to \$12,000. Attorney Nanovic indicated the title searcher needs copies of all recorded maps of BCL and easements and right of way to begin this process. \$75.00 plus \$8.00 for each of the 35 maps. Will check indexes in Recorder of Deeds office.

Motion for Nanovic to proceed 2018-02-17: 05 McGrath, Second, Stewart. Conclusion: Motion Approved unanimous

Special Projects: No report

Lifeguards: Bradley – We will enlarge designated swim area for this season. We are working on defined areas of guard responsibility. Smoking at beaches visited. **Motion to prohibit smoking at the public beaches 2018-02-17: 06 Schaefer, Second, TJ. Motion amended to allow smoking at picnic tables. Discussion ensued.**

Motion approved

Maintenance: Gullone – all okay

Roads: Larney – Nine trees within our right of ways needed removed. Need target amount for annual expense for road repaving. Tom has current annual amount he believes is adequate. Kevin expressed support for that number pending the capital reserve update by DW Smith.

Environmental: Levitz – Nothing to report. Wind Turbine position – we are recreational community. Board had previously sent a letter to the township. We listened to visitors today and any change in the position of the board on this issue will be considered at the March meeting. The Board letter is on website. Motion to maintain previous position 2018-02-17: 07 McGrath, Second, Schaefer. Motion failed. Discussion held – Attorney Nanovic explained the two applications. He also noted that if the board wanted to take any legal action in this matter he would not be able to represent the Board due to his professional relationship with Penn Forest Township. Levitz formed a Subcommittee – Roger, Ken and Gary – review new information dealing with both the status of existing court actions and the reported submittal of a revised turbine proposal: and submit a position statement at the March Levitz indicated to set up preliminary hearing next week.

HR: Levitz – Appointed a sub-committee to re-evaluate labor requirements for maintenance and pool support functions. Members are Colleen, Bill and Neil.

Permits: Levitz – We are holding one building permit pending full fee deposit. Contractor has not responded to recent letter advising him of the full fee amount.

Recreation: Recreation –Donski – Horsehoe pits – handed out estimates -attached-Lowe's and 84 Lumber Motion to approve 2018-02-17: 08 Stewart, Second Sgrillo not to excee \$4000 Ligenza –resident asked permission stroller group to form at General Court as long as does not conflict with other BCL functions. All approved. All in favor. Discussion held to include Bocce court will table until next meeting re: estimate

Safety/Security: Malone reported one member was stuck in snow on Behrens Road.

Membership Services: McGrath – 10 members have not paid or entered in payment plan. Attorney Nanovic will file collection actions on these members.

Communications: McKeon/Donski – The new member's only FB page went live. Have 168 new members with a total of 212.

Computer Technologies: No report

Pool: Mullen –Issue with pump. Cost approximately \$3,061.00 to replace. Plumber to be asked Tuesday/Wednesday to look at issue when arrives for other maintenance.

Rules: Schaefer – a Nominating Committee will be needed. Margo is unable to participate since she will be running for the Board. Malone indicated he would take on the responsibility. Discussion ensued about voting procedures. Sgrillo will bring envelope sample for voting process to March meeting.

Landscaping: Sgrillo gave information to McKeon for website and FB page. Will form a committee to landscape four areas. Will set up dates for committee to meet after March meeting.

Stewart Hall: Sgrillo – Electrician and Plumber will be at Stewart Hall for jobs approved. Will also have plumber check pump at pool to see if needs to be replaced. Question regarding painting of deck was answered by Levitz that we should get three bids.

Long Range Planning: Stewart – meeting set up for the next Thursday (1 March 2018) at 7:00 pm at his home. If interested to be on mailing list, contact him. Main issues to be discussed are roads and swimming area expansion.

New Business

Sgrillo – asked about emailing the association newsletter. Current policy is to continue printing. Newsletter make a small profit for the association and more than covers costs of printing and distribution.

Awarding Contracts – Levitz asked McGrath if he should go forward and Execute contract to DW Smith – agreed.