



BEAR CREEK LAKES

CIVIC ASSOCIATION

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

1.20.2018		Started: 9:03 AM	Adjourned: 12:20	Stewart Hall
Meeting called by	Ken Levitz			
Type of meeting	Board Meeting			
Note taker	Kevin McGrath			
Attendees	Gary Benedick, Rich Berger, Colleen Bradley, Tom Larney, Kevin McGrath, Margo Schaefer, Ken Levitz, Bill Gullone, Madeline Ligenza, TJ McKeon, Charles Sgrillo			
Attorney	Tom Nanovic			
Visitors	Bob Skiffington			
Absent	Mark Donski, Roger Stewart			
1. Review and Approval of Previous Minutes				
Discussion	October Minutes			
Motions	MOTION to approve: 2018-01-20:01 Schaefer; Second: McKeon, Approved			
Discussion	November Minutes			
Motions	MOTION to approve: 2018-01-20:02 Ligenza; Second: Schaefer, Approved			
2. Treasurer’s Report: Berger				
Discussion	See attached copy of report, Cash balances reviewed, Finance committee needs to create a capital cash flow budget			
Motions	MOTION to accept; 2018-01-20:03 McGrath, Second; Larney			
Action Items			Person	Deadline
NONE				
3. Communications				
Bob Skiffington (visitor)				
Discussion	No remarks			
4. Officer’s Reports No Additional Reports				
5. Attorney Comments-Tom Nanovic				
Discussion	No comments			

6. Committee Action Items (Submitted to President in advance)		
Stewart Hall Charles Sgrillo		
Discussion:	<div>1. Discussion of wireless thermostat. Schaefer agreed to investigate and install a wireless thermostat in Stewart Hall</div> <div>2. Proposals<div><div>a. HVAC work required to install TV in Stewart Hall. Noted: interim projector has been installed in Stewart Hall and is working well so the TV/HVAC proposal will be tabled for now.</div><div>b. Install telephone line to Stewart Hall</div><div>c. Install CAT 5 line to Stewart Hal</div><div>d. Install a neutralizer system in Stewart Hall</div><div>e. Replace water supply piping in Stewart Hall due to the repeated leaks. Discussion ensued. Discussion ensued:</div><div>1. Neutralizer system: Board discussed water test results.</div><div>2. Noted Maintenance has been patching leaking pipes</div><div>3. Noted that neutralizer system and piping replacement projects will be paid from Capital Fund.</div></div></div>	
Motions		
b. Approve installation of Telephone line at a cost not to exceed \$250.00		
MOTION; 2018-01-20: 04 McGrath; Second: Mullen		
c. Approve proposal to install CAT 5 line at a cost not to exceed \$450.00		
MOTION; 2018-01-20: 05 McGrath; Second: Mullen		
d. Approve proposal to approve Goldberg proposal to supply and install neutralizer system at a bid cost of\$1150.00		
MOTION; 2018-01-20: 06 McGrath; Second: Larney		
e. Approve proposal to approve Goldberg proposal to replace water supply piping in Stewart Hall at a bid cost of \$1050.00		
MOTION; 2018-01-20: 07 McGrath; Second: Mullen		
Action Items	Person	Deadline
b. Approved: 2018-01-20:04 Telephone line install	Maintenance to follow up	None
c. Approved: 2018-01-20:05 Cat 5 Install	Maintenance to follow up	None
d. Approved: 2018-01-20:06 Neutralizer Install	Maintenance to follow up	None
e. Approved 2018-01-20: 07 Piping Replacement	Maintenance to follow up	None

Lake and Dam Committee: Gary Benedict/Ken Levitz			
Discussion:		<ol style="list-style-type: none"> 1. Ken Levitz reported DEP has notified the association of an issue with the capacity of the dam spillway that will need to be addressed in the near future. Ken also reported that the association was dissatisfied with the service the consulting engineering firm being used for the past several years. Because of both issues, Ken requested proposals from 3 dam engineering firms. Ken reported that 1 firm declined to bid, 1 firm had a conflict in that they work for the township, and that he received a bid from Benash Engineering to provide both our required annual inspections and consulting services to investigate the new DEP issue. The board reviewed information about Benash Engineering. Ken has had successful interaction with Benash and recommended the Board accept the proposal subject to Nanovic contract approval. Nanovic reported several questions regarding contract and noted no significant issues with contract. Board asked if DEP had changed their requirements. Ken reported that to his knowledge they have changed the calculation method and as a part of Benash's services all calculations will be verified. Ken noted that after initial phase we will need to secure new proposal and execute a new contract to move forward with Benash. Bill Malone asked if routine dam inspections will be scheduled in advance, so committee chair can attend. Ken responded yes. 2. We reviewed the issue of permanent docks. Board members expressed concern regarding safety, ice damage, and potential sedimentation of the lake bed. Board decided we should not have permanent docks and referred the matter to Lake and Dam and Rules to craft new rules. 3. Ken Levitz reported that a lake front owner had installed aerator pump in the lake in front of their house. Requested to remove and agreed to do so. 	
Motions		Accept Benash proposal for annual services and to investigate DEP issue MOTION; 2018-01-20: 08 McGrath; Second: Larney	
Action Items		Person	Deadline
Craft new language regarding permanent docks		Lake and Dam and Rules	February 2018 meeting
Craft new language regarding aerator pumps due to safety concerns		Lake and Dam and Rules	February 2018 meeting
Approved 2018-01-20: 08	Ken Levitz will execute contract. Nanovic noted that we should verify Benash insurance and secure certificate naming Association as additional insured		None

Rules Committee: Margo Schaefer		
Discussion:	1. Margo presented written policy for check signing. 2. Margo presented written policy for badge distribution. Discussion ensued regarding distributing badges to members on payment plans. Kevin noted this topic was discussed at November meeting. Board decided that members on payment plans were members in good standing.	
Motions	Approve check signing policy MOTION 2018-01-20:09 McGrath; Second: Berger Approve badge distribution policy MOTION 2018-01-20:10 McGrath; Second: McKeon	
7. Unfinished Business		
Lifeguards Committee: Collen Bradley and Ken Levitz		
Discussion:	1. Collen opened a discussion re: area of the lake that is under lifeguard supervision/responsibility. Ken reported the executive board recommends all areas of the lake visible from lifeguard stands on the beaches are areas of responsibility. Discussion ensued: a. Ken: concept of zones of responsibility. Clearly activities in or close to swim areas receive the highest level of observation. As activities move away from beaches, they receive less oversight. b. Member expectations regarding lifeguard responsibilities and ways to communicate regarding this issue.	
Motions	NONE	
Action Items	Person Responsible	Deadline
Research policies at other similar communities	Colleen	February 2018 meeting
Contact insurance company re: guidance/recommendations	McGrath	February 2018 meeting
Maintenance Committee: Bill Gullone		
Discussion:	1. Status of South Beach Rest Room plumbing issue. Bill reported that it will be investigated in Spring. Discussion regarding maintenance work order system: a. Agreed that maintenance will receive a “To Do” list after each Board Meeting. b. Routine maintenance requests will be directed to the office	
Motions	NONE	
Action Items	Person Responsible	Deadline
NONE		

Future Planning: Ken Levitz		
Discussion:	Lifeguards: Ken noted that Colleen will rotate off the Board in Fall 2018. At this point is unaware of any member/potential board member who would have the ability to take over Colleen's role. Ken asked all board members to think about possibilities for Lifeguard manager including the potential of a paid position. Ken has asked Colleen to contact Lifeguard management companies and request preliminary proposals in the event this function needs to be outsourced.	
Motions	None	
Action Items	Person Responsible	Deadline
NONE		
Policies and Procedures: Margo Schaefer		
Discussion:	Margo reported that we still need a policy regarding committee membership. She will also prepare a policy on Record Retention. Margo also reported that she is working on standard operating position manuals. She has changed the name from "Maintenance Manual". Margo requested all committee chairs update their committee SOP's as needed.	
Motions	None	
Action Items	Person Responsible	Deadline
NONE		
Communications: McKeon		
Discussion:	Presented proposal for an official BCLCA Facebook page. The page will open to members only. T.J. will verify all members. Comments for all posts will be turned off. Any events for notification will go to T.J. for posting on FB and website. Discussion ensued.	
Motions	Approved official FB Page MOTION: 2018-01-20:11 Malone, Second Mullen	
Action Items	Person Responsible	Deadline
	TJ to follow up	4 weeks
8. Standing Committee Reports		
Committee Reports		
Human Resources: Coleen Bradley		
Colleen reminded Ken she will need updated HR packages for the 2018 Lifeguards.		
Lake/Dam: Gary Benedick		
Reported Walleyes been restocked. Proceeding 2018 weed treatment. Merry-go-round at North Beach repaired by maintenance		
Finance/Special Projects: Rich Berger		
Noted that Finance Committee is working on investment policy. Until we know the extent of dam repairs investments will be kept short-term.		
Lifeguards: Colleen Bradley		

No report
Maintenance: Bill Gullone:
Crews have been plowing, doing winter maintenance. Discussion re: replacement of dump truck. Noted that truck is working satisfactorily. No need for replacement at this time.
Roads: Tom Larney
Reported approximately 9 trees in the right-of-way that need to be removed. Also preparing 2018/19 paving bid packet. Based on having approximately 145,000.00 in reserve funds available for paving. Discussion ensued re: available paving funds and status of reserve fund update. Request for Finance committee review of this issue.
Environmental: Ken Levitz
No report
HR: Ken Levitz No Report. Items for discussion in February
No Report. There will be items for discussion in February
Permits: Margo Schaefer
Updating SOP. Ken noted that when issuing tree permits, request members to re-plant new trees on voluntary basis.
Recreation: Madeline Ligenza:
Provided update on past and upcoming events. Thanked “Candy Ladies” for their on-going financial support of social activities in the community. Madeline asked about format for Spring Meeting. Board decided that within limits of bylaws would like the meeting to be like prior Spring Meetings. Requested Rules Committee to work with Nanovic to prepare an appropriate meeting notice. A suggestion was made to verify that the Stewart Hall Rental Agreement clearly states that the hall is for non-commercial use only.
Safety/Security: Bill Malone
Reported that the community has been quiet; no significant issues.
Membership Services: McGrath:
Reported that a few members entered payment plans. Letters assessing late fees will be sent in the next 10 days.
Communications: TJ:
Reported that he is updating the website including making it more mobile device friendly.
Computer Technologies: TJ McKeon, Mark Donski
No Report
Pool: Neil Mullen
Moved for approval to buy a new storage shed from Storage Solutions for \$2700 MOTION: 2018-01-20-12 Mullen; Second: McGrath Approved purchase Mullen will coordinate with Maintenance to prepare site. Spring
Rules: Margo Schaefer
No Report
Landscaping: Charles Sgrillo
Confirmed areas of community where landscaping is required

Stewart Hall: Charles Sgrillo	
Will purchase cabinet to secure A/V equipment and post clear instructions for operation.	
Long Range Planning: Roger Stewart	
No Report	
9. New Business	
Ken Levitz	
Discussion	Ken presented request from Bethlehem Water Authority for BCLCA to help them identify members who may be trespassing on Water Authority property. Nanovic noted we are under no obligation to do so however, he also did not see any issue from privacy or liability perspective if the Board decided to cooperate. Discussion ensued
Conclusions	Board will not share member information with any outside bodies other than law enforcement.
Kevin McGrath	
Discussion	Kevin requested assistance from the Board in following the agenda and keeping the meeting moving. McGrath noted meetings run 3 – 3.5 hours and from a minute taking perspective it can be very difficult to follow when we deviate and circle back on issues already discussed and settled. Kevin expressed thanks to all in advance for cooperation.
Adjournment	Levitz called for adjournment at 12:20 PM

Action Items	This section includes Action Items from all other sections	
Motion: 2018-10-04	Approve installation of telephone line at a cost not to exceed \$250.00: McGrath, Second: Mullen	
Action Stewart Hall	Maintenance to follow up	
Motion: 2018-10-05	Approve proposal to install CAT 5 line at a cost not to exceed \$450.00: McGrath, Second Mullen	
Action Stewart Hall	Maintenance to follow up	
Motion: 2018-10-06	Approve Goldberg proposal to supply and install neutralizer system at a bid cost of \$1150.00: McGrath; Second: Mullen	
Action Stewart Hall	Maintenance to follow up	
Motion: 2018-10-07	Approve Goldberg proposal to replace water supply piping in Stewart Hall at a bid cost of \$1050.00; McGrath; Second: Larney	
Action Stewart Hall	Maintenance to follow up	
Motion: 2018-01-20: 08	Accept Benash proposal for annual services and to investigate DEP issue McGrath; Second: Larney	
Action Lakes and Dams	Responsible	Deadline
Craft new language regarding permanent docks	Lakes and Dams	February 2018 Meeting
Craft new language regarding aerator pumps due to safety concerns	Lakes and Dams	February 2018 Meeting
Execute contract. Nanovic noted that we should verify Benash insurance and secure certificate naming Association as additional insured	Ken Levitz	
Action Lifeguards	Person Responsible	Deadline
Research policies at other similar communities	Colleen Bradley	February, 2018 meeting
Contact insurance company re: guidance	Kevin McGrath	March 2018 meeting
Motion:2018-01-20:11	Approve official FB page Malone, Second Mullen	
Action Communications	Person Responsible	Deadline
	TJ to follow up	4 weeks