



BEAR CREEK LAKES CIVIC ASSOCIATION

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

Board of Directors Meeting – July 21, 2018

Attendees: Margo Schaefer, Rich Berger, Kevin McGrath, Tom Nanovic, Gary Benedick, Colleen Bradley, Tom Larney, Madeline Ligenza, Bill Malone, Neil Mullen, Todd Laudenschlager, Bill Gullone, Roger Stewart, Charles Sgrillo (arrived 9:20)

Call-In: Ken Levitz

Absent: TJ McKeon

Visitors: Barb Skiffington – White Oak Drive; Debbie Rotter – White Oak Drive; Patrice McElvenny – Bear Creek Lakes Drive

Vice-President Margo Schaefer: Roll call and called the meeting to order at 9:02AM.

PREVIOUS MEETING MINUTES

- **Reviewed and approved June 2018 minutes:**
 - **MOTION: 18, 07-21-01:** McGrath made motion to approve. Seconded by Ligenza. All in favor. Motion carried.

TREASURER REPORT

- Rich distributed and discussed report.

Balance Sheet

Cash Balance of \$1,413,656 as of June 30, 2018 comprised of:

Operating Funds	\$582,586
Road Funds	389,975
Capital Reserves & Improvement	418,579
Construction Escrow	22,516

Sweep Account included in operating funds, but the annual reserve allocation (\$299,203), less this year's capital expenditures, will be moved to Reserve Funds by the end of the year.

Road Funds were accumulated prior to the current fiscal year. Under the new bylaws, this fund has been eliminated. Fund will be merged into Capital Reserves, but used first for paving until depleted.

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

Capital Expenditures during June 2018

Purchase of defibrillators for pool/beaches/Stewart Hall	\$4,900
Beach sand replenishment	2,862
Fees to engineers (part of dam spillway project)	5,325
Update of Reserve Study	2,313

Profit & Loss

Dues revenue of \$56,143 and total revenue of \$62,148

Net income of \$12,119 versus \$20,253 in prior year

YTD net income of \$303,680 and net income (operating) of \$327,369

Capital improvement fees of \$27,120

- **MOTION: 18, 07-21-02:** McGrath moved to accept Treasurer's Report. Seconded by Stewart. All in favor. Motion carried.

VISITORS COMMUNICATIONS

- Patrice McElvenny – Bear Creek Lake Drive: Patrice's son forgot to place the parking permit in his windshield when he visited the boat ramp. It was a mistake. He received a citation from Security. Patrice has lived here for 15 years and is appealing to the Board to overturn the citation. She filed two appeals last week. The BOD will discuss this today and Patrice will be notified of the outcome.

OTHER OFFICERS REPORTS

- No reports.
- Attorney Comments on State documentation for the Annual Dam Registration.
 - **ACTION ITEM:** Tom N will have Ken sign the form as operator. Kevin checked with our attorney and he agreed.
- Parking Appeal – Two hearings held for basically the same issue--no parking permit. One was found guilty and one was found not guilty.
 - **MOTION: 18, 07-21-03:** McGrath moved to waive the parking violation. Seconded by Stewart. Motion carried.
 - **ACTION ITEM:** Bill M will notify Patrice McElvenny of the decision.

COMMITTEE ACTION ITEMS

- 2018/2019 Operating and Capital Budget Approvals – Rich distributed and reviewed line-by-line the proposed budget and asked that the Chairs look at their numbers. Bill M asked that Security badges and stickers be reduced by \$500 and increase badge monitors by \$500. Madeline asked that Recreation activities be increased by \$500, which will be taken from Kevin's insurance money.
 - **MOTION: 18, 07-21-04:** McGrath moved to keep Reserve Funding at \$299,000 in Capital Reserves. Seconded by Schaeffer. Motion carried.
 - **MOTION: 18, 07-21-05:** McGrath moved to approve operating budget as proposed by the Treasurer for each line item. Seconded by Stewart. Motion carried.
 - **MOTION: 18, 07-21-06:** Stewart moved to adopt a one-time allocation from undesignated assets and no dues increase this year. Seconded by Sgrillo. All in favor. Motion carried.
 - **ACTION ITEM:** Rich will email the BOD a draft letter to all members explaining the budget process for this year.
- Proposed Addition to Nomination Policy – At the August BOD Meeting, Kevin will present a model bio/form that will be used for future nominations. Charles will revise his bio and submit to Barb S by Tuesday.

- Additional Requests for Year-Round In-Water Docks – Margo received two additional requests for “grandfather” waivers (one at the west end of the lake and one near North Beach) for non-removable docks.
 - **MOTION: 18, 07-21-07:** Schaefer made motion to grandfather these two requests. Seconded by Stewart. Motion defeated.
 - **MOTION: 18, 07-21-08:** Stewart made a motion that these owners be given three years to remove their docks. Gary and Bill G will evaluate these two docks to see if three years is advisable. Seconded by Schaeffer. Motion defeated.
- Stewart Hall Rental Agreement – Charles confirmed that he sent the revised agreement to the office on March 29. He re-sent it to office this week.
- Thermostat Responsibility – Charles will submit the completed contact sheet to the office for posting.
- Dedication Request – Maryann Kessler would like to place a bench on the beach to commemorate her husband, Otto, who passed away. She will pay for bench and plaque but we would choose location.
 - **MOTION: 18, 07-21-09:** Levitz made a motion to approve the dedication and installation of the bench after we choose the location. Seconded by McGrath. Motion carried.
 - **ACTION ITEM: Charles suggested we develop an area where we could sell bricks for a walkway or something similar. He will come up with a plan and present it to the Board.**
 - **ACTION ITEM: Ken will write letter to Maryann informing her of the Board’s decision.**
- Long-Range Planning – Roger asked that he present his updated list of all concepts at the August BOD meeting.
- Handrail Installation at Baby Pool – Neil and the Pool Committee will look into getting prices.

UNFINISHED BUSINESS

- Credit Card Change – BCLCA currently does not have a business credit card and the Board thinks we should have one. Rich checking to see who issues corporate cards.
 - **ACTION ITEM: Rich will secure a BCL corporate credit card and put Ken’s name on it.**
- Bulletin Boards – Table this until August.
- Painting of Pickleball Court Lines – Still waiting for lines to be painted on two courts.
- Barrow Hoffman Declaration Rewrite Proposal – Table until August.

STANDING COMMITTEE REPORTS

- Lake/Dam – Gary had no new information on Benesch Study. Routine inspection scheduled in August.
- Finance & Special Projects – Rich had no additional info.
- Lifeguards – Colleen reported that the lifeguards are doing an awesome job. A BCL member from Midway Drive recognized four lifeguards (Deven Lignore, Jocelyn Day, Logan Hunsicker, and Dylan Bradley) for their exemplary service to him when he fell from his ladder. His letter will be shared on the website and email. We purchased 4 new AEDs and will be receiving a rebate on the 4 old AEDs. Thanks to Tom L for suggesting that. Colleen suggested someone look at the safety of our playground equipment. We also need to think about getting brand new security cameras in case there are any pool incidents/vandalism. The old cameras do not have a clear picture.
 - **ACTION ITEM: Check for the safety of playground equipment.**
- Maintenance - Bill G reported that sand was added to South Beach, and more sand will be added next year. South Beach restroom lines were cleared and roots removed. We will replace waste pipes in the fall.

Horseshoe pits are completed. Todd asked if we could add stones in this area. He will work with Recreation on this project.

- Roads – Tom L made 6 bid requests and only received one bid (\$93,497) for the paving project. Bid is \$8000 over last year's bid. The Asphalt Price Index increased over 25% from last year (from \$400 to over \$500 per ton).
 - **MOTION: 18, 07-21-10:** Larney made motion to approve the bid and contract with Papon and Moyer to get paving scheduled. Seconded by McGrath. All in favor. Motion carried.
 - **ACTION ITEM: Tom L will work on finding other PennDOT-approved contractors for the future.**
- Environmental – Ken stated that when members are asking for tree removal permits, they are not aware of tree preservation. He will look at the wording and enforcement of it. Kevin, Margo, Todd, and Roger will work with Ken on this project. He will post it on the website and attach a copy to each permit. A BCL member possibly violated a policy—the office will check into this.
- HR – Ken explained that next month he will discuss the standardized employee evaluation form.
- Permits – Permits received this month: 1 new home, 2 sheds, 1 deck, and 1 dead tree. Tree preservation statement should be attached to each application. Todd verbally approved an emergency tree removal for a member on Behrens Road since storm caused damage to tree.
- Recreation – Madeline would like to have hotdogs on September 1 to close out the season. Colleen said if you get the DJ at the beach, no lifeguards will be needed. 101 tickets were sold for tonight's luau. Madeline thanked Pam B for baking today. Sandcastle contest will be held at 1:00 today. She thanked volunteers for their help with all activities.
- Security – Bill M reported that the soda machine was recently robbed of \$70-75. He spoke to the Coke Company and the keys are universal. Cameras weren't set up for the fence line. Locks have been changed.
- Nominations – Bill M reported that eight members have asked to be nominated for the Board. Last year, ballots and bios were sent out prior to the Annual Membership Meeting.
 - **MOTION: 18, 07-21-11:** Malone made motion to send out ballots and bios same as last year. Seconded by McGrath. All in favor. Motion carried.
- Membership Services – Kevin reported that he has a couple of litigations pending. Delinquencies significantly lower.
- Communications – No report.
- Pool – Neil reported all OK.
- Landscaping & Stewart Hall – Charles reported all OK with Stewart Hall. Four flags are missing.
- LR Planning – Roger presented our letter to the Zoning Hearing Board and it was physically accepted.
- Rules – Margo posted info on the website on the goose issue.

NEW BUSINESS

- Chairlift in Main Pool – A member asked the Board to look into this. Board reviewed this matter and decided not to pursue the installation. Margo will inform the member with our decision.
- Awarding of Contracts – Contract awarded for the paving of roads.
- September Board Meeting – Kevin proposed that for the first 15 minutes, all retiring Directors meet with the new Directors to transition them into the job.

- Structure in the Lake – Years ago, the Boy Scouts made cribs on our lake for the winter. Gary has leftover money from hatchery. He would like to do this again. He knows he would need to get a permit. He will work on a more detailed plan.

FUTURE ACTION ITEMS

- 2018/2019 Budget - Rich will email the BOD a draft letter to all members explaining the budget process for this year. (August)
- Proposed Addition to Nomination Policy – Kevin will present a model bio/form that will be used for future nominations. (August)
- Dedication Request - Charles suggested we develop an area where we could sell bricks for a walkway or something similar. He will come up with a plan and present it to the Board. (Aug)
- Propane Supplier for 2018-19 – Bill G and Charles are working on this and will issue an announcement on Facebook, web site, email, etc. (June-August)
- BCL Credit Card - Rich will secure a BCL corporate credit card with Ken's name. (August)
- Community Bulletin Boards - Table this issue until August meeting. (May-August)
- Painting of Pickleball Courts – Still waiting for lines to be painted on two courts. (March-August)
- LR Planning - Roger will have an updated list of all concepts. (June-August)
- Tree Permits - Ken will provide Margo with his current process and work with her to complete a formal SOP. (July-August)
- Barrow Hoffman Declaration Rewrite Proposal – Table until August. (July-August)
- Playground Equipment - Check for the safety of playground equipment. (August)
- Roads - Tom L will work on finding other contractors for the future. (August)
- HR – Ken will discuss standardized employee evaluation form. (August)
- On Call Maintenance – Kevin suggested that we develop an “on-call” system with our maintenance staff for emergencies. Need further discussions on this. (June-August)
- Sample Envelope and Ballot for Voting - Revisit this topic in one year. (May 2019)

ADJOURNMENT

- Adjournment 11:30AM
 - **MOTION: 18, 07-21-12:** Stewart moved to adjourn. Seconded by Ligenza.

Respectfully submitted by Linda Sott, Recording Secretary