

CANDLEWOOD SHORES TAX DISTRICT
Board Meeting Minutes
September 20, 2017

I. CALL TO ORDER

Frank Cavalea called the regular meeting of the Candlewood Shores Tax District to order at 7:31 pm on September 20, 2017. Forty-five (45) members of the Candlewood Shores Community were in attendance.

II. ROLL CALL

The following persons were present:

Frank Cavalea – President

Marwan Sayegh – Vice President

Directors: Brigid Knauer, Bob Fletcher, Norah Lynch, Liz Longworth

Travis Hyatt - Scalzo Community Manager

Katie Book – Scalzo Asst. Community Manager

III. APPROVAL OF MINUTES

Frank requested a motion to approve Board meeting minutes from August 16, 2017.

Bob made a motion

Norah seconded the motion.

The motion passed unanimously.

IV. PUBLIC COMMENT

Frank Costello of 49 North Lakeshore Dr. questioned why there is air in the water supply.

Travis will call Tomascak.

Jeff Strang of 96 North Lakeshore Dr. asked if installing boat docks is something that can be reconsidered.

Merrill Zaft of 36 Longview Dr. discussed her concern with kids driving golf carts in the community and not obeying the rules. She wants to know who is responsible if one gets hit and there is a lawsuit. She suggested making residents register their golf carts with CSTD office. She also wants to know who is responsible if there is a storm and trees/branches fall on vehicles.

Ronald Reiske of 31 Twilight Ln. suggested doing a rotating leaf pickup year to year, so the same roads aren't always first for pickup.

Kristen Sapanaro of 47 Mountainview Dr. questioned who is responsible for trees hanging over the roadways and also if trees are on someone else's property but hanging over a home what can they do about that.

Frank told Travis to call the attorney and see what can be done about this.

John Knauer of 7 Skyline Dr. asked if the Treasurer position had been filled and also questioned what the Office Manager Position is.

Deirdre Coury of 57 Skyline Dr. asked about the Safety Committee and if there can be regular scheduled meetings. She also wanted to know if there is a way to review documents for ownership of the beach area so we can find out what type of ownership we have as some places have it only for 99 years

Frank replied that we will ask Adam the best way to access these documents and see what his understanding is of the ownership.

Frank Alexander of 36 North Lakeshore Dr. questioned why the water meters are being changed if they are remotely accessible currently.

Travis responded that the software for the current meters is old and not supported any longer as well as not being able to get parts anymore for current reader.

Carl Bailey of 12 South Lakeshore Dr. asked why our roads are not maintained by the town since we pay them taxes.

V. TREASURER'S REPORT

Marwan provided the most recent financial statements for fiscal year July 2017 – June 2018.

Goal 16.6% anything over this is due to seasonal expenses that will drop in the coming months.

Tax District

Total Shared Expenses = 18.0%

Total Community Expenses = 39.9%

Total Shared and Community Expenses =24.8%

Total Capital Improvement = 18.3%

Total Expenses = 23.2%

Water Budget

Total Water Dept Expenses = 19.0%

Total Capital Improvement = 0.0%

Total Expenses = 18.2%

Howell Lunn of 42 Longview Dr. questioned what was left in the reserves account after the improvements that have been made.

Marwan replied that all monies have been set aside yearly and budgeted for to complete the improvements. Reserves account was not used for these improvements.

VI. MANAGEMENT REPORT

Travis Hyatt introduced Katie Book, who will be the new CSTD Assistant Community Manager as Paul Scalzo is now in another department within Scalzo. He has spoken to Rene in regard to the cove project and Rene suggested this be a multi-year project to help with the budget. He is providing pricing to clean up the roadside first which will include clearing, installation of pine trees, and mulch. The lifeguard company was notified that

they need to obtain a megaphone and also have someone out on the dock when it is busy. The security company was notified that a fob was installed in the cove area. They are done for the season, but will be here for Halloween. An email was sent to Mountainview and Clearview residents asking about one side of the street parking year-round. The sign vendors information was provided to the Safety Committee. The first Newsletter was created by Michelle. A basketball hoop was not purchased as a resident had donated one. Emergency lighting and battery backup was replaced in the community room, office, and shop. Stickers for the catch basins were ordered and will be installed once they arrive. The work order is the same as the previous months, will add an action to capture boat docks. For the boat ramp project, a letter of consent was received. The Board just signed the application for Brookfield Town Hall and it will be submitted by the engineer. Pending approvals, this will be able to start for the fall.

VII. COMMITTEE REPORTS

1. Safety Committee Report –

Chairperson not available to report

2. Beautification Committee Report – Liz Longworth

Planter boxes are no longer in the roads, they will go back once the roads are striped. At that point fall plantings will be installed in the boxes and at the front entrance.

3. Recreation Committee Report – Melanie Shapiro

Summer season was successful with events. Thinking for next year if band night needs to be rescheduled, will do for Sunday afternoons. Tag Sale will be on 10/7 there will be food trucks and ice cream man. There will also be a donation truck that comes to pick up unsold items. Neighbors with at home businesses are encouraged to set up a table. The kids Halloween party will be held on 10/15 from 1pm-3pm outside if the weather permits. The date for the Santa visit has not yet been decided and they are debating doing the lighting contest due to the lack of involvement.

Liz questioned if we can get activities together for seniors.

Melanie stated that there needs to be someone willing to oversee and take charge for senior activities. CSTD to send out an email asking if anyone is interested.

4. Ordinance Committee Report – Bob Fletcher

Committee did not meet this month. Language is being changed in Blight Ordinance.

Once this is complete, Blight and Parking Ordinances can be sent to Adam (attorney) for review.

5. Playground Renovation Committee Report –

Will discuss under Old Business

VIII. ADMINISTRATION

Frank thanked Marwan for his time as a president and displayed a plaque with his name and years of service. He also mentioned that Michelle will be moving out of state and we will have a new Office Manager who will be trained before Michelle leaves.

IX. NEW BUSINESS

Travis discussed the renewal options for United Alarm Maintenance Plan. The cost is for each pump house. Several different plans can be chosen from. They go down in price, but less is included.

Frank requested a motion to approve the VIP Plan at a total cost of \$420 for the year for both pump houses.

Bob made a motion

Liz seconded the motion

The motion passed unanimously

X. OLD BUSINESS

Frank stated that the Welcome Packet is complete and if it okay, we will go live with it.

Frank stated that the roads are completed, now striping and speed bumps are needed. Two bids were given on the striping. The cheapest one is \$6875 and this includes yellow center lines, white stop bars, (3) handicap spots, basketball court, and (10) speed humps. The company SMC Marking comes highly recommended from the Town of Brookfield's Ralph Tedesco at Brookfield Public Works.

Frank requested a motion to approve \$6875 to be spent on getting all striping done.

Marwan made a motion

Norah seconded the motion

(4) in favor (2) against

The motion passes

Frank stated that (10) permanent speed humps will be installed. (7) of the humps will be placed where the old temporary ones were and (3) other will be also be installed. One on Twilight, North Lakeshore, and Bayview/Berkshire. It will be \$850 per hump for a total of \$8500. (20) signs will be needed costing \$3700.

Frank requested a motion to spend \$8500 for (10) speed humps

Marwan made a motion

Liz seconded the motion

The motion passed unanimously

Frank requested a motion to spend \$3700 for (20) speed humps signs

Marwan made a motion

Norah seconded the motion

The motion passed unanimously

Frank stated that at the meeting on 8/16/17 it was voted on to redo the playground at a cost of \$95K. The Board would like to revisit this decision due to:

1. Philadelphia Insurance sent an inspection report after the August meeting and only found (2) significant issues for concern, one of which has already been repaired, and (2) less significant issues.
2. The bidding process in general was not performed in a proper manner and no fixed scope of work was completed that all vendors bid on consistently.
3. Some Board Members and Residents questioned whether work should be done all at once or in phases

The discussion was opened to the public to discuss pros and cons for a project of this magnitude. The discussion lasted for about an hour. After the discussion was completed, a conclusion was drawn. Given the validity of both sides of the discussion, it was

decided that the project will be reinitiated with the first step to be writing specifications with help from resident volunteers. The specs will then be distributed to all vendors to begin the bidding process. The bid process will be conducted based on industry standards.

Frank requested a motion to rescind the vote that the Board made in the August meeting awarding \$95K for the playground project so an RFP can be put together with input from the community and Scalzo to facilitate the bidding process.

Marwan made a motion

Norah seconded the motion

(5) in favor (1) against

The motion passes

XI. SECOND PUBLIC COMMENT

Brigid Knauer of 7 Skyline Dr. questioned how much the cleaning service costs.

Michelle Wallace responded the cost is \$138 every other week and the cost may vary based on if they perform extra work.

XII. ADJOURNMENT

Frank requested a motion for the board to go into executive session at 10:23p.m. to discuss the Treasurer candidates.

Marwan made a motion.

Norah seconded the motion.

The motion passed unanimously.

XIII. EXECUTIVE SESSION

Marwan made a motion to end the executive session at 10:40p.m. and go back into public session to vote on treasurer candidate.

Bob seconded the motion.

The motion passed unanimously.

XIV. PUBLIC SESSION

Frank requested a motion to approve Rebecca Schempp to take over the Treasurer position for the remaining term and up for public vote in the next election.

Marwan made a motion

Bob seconded the motion

The motion passed unanimously

Frank requested a motion to end public session at 10:42p.m.

Marwan made a motion

Norah seconded the motion

The motion passed unanimously

Minutes Taken By: Michelle Wallace