



Board Meeting Minutes

7:00 PM 5/13/2025

Lewis Home

Minutes recorded by:
Mary-Ann Lewis

Board Members Present:

President – Ryan Neenan
Secretary – Mary-Ann Lewis
Members – Kevin Duddy, Ginny Brennan
Alternate – Bob Geis

Not Present:

Vice President – Josh Karausky
Treasurer – Alissa Weiss
Sgt. Arms – Lou Lombardo
ARC Committee – Rebecca Rivera

Non Board Present:

1. Called to Order at 7:10p.m. by Ryan Neenan
2. Prior Meeting minutes from 2/11/2025 were approved by board via email on 2/17/2025 and posted on the website.
3. Old Business
 - a. Lot 14 Overdue Building Permit Letter - was composed by Ryan, approved by the board, and mailed to the property owners. They have sold the property. The new owners are in the process of getting approvals from the town. The PCCD sent Ryan an email stating the board needs to send the PCCD's Release Form to the previous owners for signature and return to PCCD. Ryan will follow up on this as it does not seem right the board should be doing this.
 - b. 102 Garbage Complaints Update – the owners received a letter from the board, composed by Ryan, with options for garbage pickup. They replied the company would not switch them, as that is a separate company. The owner's garbage was recently dumped, presumably by a bear, but the owners were there two days later and cleaned it up. A discussion ensued regarding it is the owner's responsibility to clean up if their garbage is dumped. There was concern if the owners, being part timers, are not there for a long time after it is dumped. We will address it again if it becomes a common occurrence and not being cleaned up in a timely manner.
 - c. Newsletter update – Mary-Ann Lewis created the newsletter and Kevin Duddy contributed to it. The board approved the newsletter and it was sent out via email on 3/10/2025. Positive responses were received. Next bi-annual issue will be sent in the fall. Residents will be asked to contribute to each issue.
 - d. The RFP (Request for Proposal) for Mowing/Cleaning of the Right of Ways was approved by the board via email on 3/7/2025.
 - e. The RFP for the Detention Basin Study was approved by the board via email on 3/25. Kevin reported the PCCD is dragging their feet on getting us the consultant plans. He is hopeful it will be completed this month.
4. Committee Reports
 - a. ARC (written by Rebecca Rivera and reported out by Ryan Neenan) –Lot #40 permit was issued for a new house and detached garage construction. Lot #25 house is under construction. Lot #14 has moved some dirt but are waiting on approvals.

- b. Finance (written by Alissa Weis and reported out by Ryan Neenan)
 - i. As of 5/5/2025:
 - ii. Operating Account - \$142,691.60
 - iii. Social Comm Acct. - \$389.72
 - iv. Money Market - \$25,400.95
 - v. As per a board member's request, Alissa reported the following delinquent membership dues accounts:
 - 1. 7 Lot Owners are delinquent for more than 1 yr. Total=\$16,000 in back dues
 - 2. 8 Lot Owners did not pay dues last year. Total=\$2,800
 - 3. 3 Lot Owners paid, but not the increase. They each owe and additional \$75
 - 4. Alissa will be sending out notices to last year delinquents, including increase ones.
- c. Social (Mary-Ann Lewis)
 - i. A Welcome Basket was delivered to 145 Blue Heron Way and 124 Decker Creek Rd.
 - ii. A Light Luncheon will be provided directly following the Annual Meeting. Other events on the calendar for this coming year will be a Picnic, held in the Parking lot on Saturday, September 20th and a Holiday Dinner, place and date TBD.
- d. Public Works (Duddy)
 - i. The three Seasonal Weight Load Restriction signs (beginning Feb. 15 and ending April 15) were put up and taken down by Kevin Duddy. Current houses under construction are grandfathered in. Kevin reported it will take time for the restriction to take hold.
 - ii. Kevin has set up a Google File for all the documents/forms/permits they have created and/or have received. It can be sent to any email address.
 - iii. Kevin presented the 2025-2026 Proposed BHW Public Works Committee Budget, which will be voted on with the Annual Budget.
 - iv. See attached PWC proposed Budget Report and detailed explanations reported out by Kevin.

5. New Business

- a. Annual Meeting –will be held on Saturday, June 7, 2025 at 11:00a.m. at the Forest Fire House, 1129 Towpath Rd., Hawley. Mary-Ann composed and sent a letter to all landowners regarding the Annual Meeting. It also went out via email. Both were sent mid March. A reminder email went out in April. The Social Committee will provide coffee and water for the meeting. They will also have a light luncheon immediately following the meeting. Kevin will be doing a presentation regarding upcoming projects needed for the community.
 - a) Board Elections – Mary-Ann, Ryan and Alyssa's terms are up. Voting will take place at the meeting for these three board spots.
 - b) PCCD Change of Personnel and Inspections – There has been a change of personnel at the PCCD. The new person notified Ryan (who sent an email to the entire community) regarding inspections of current homes under construction on 5/5 and 5/9.
 - c) Installation of OPL (Oversized Parcel Lockers) – Ginny stated due to Amazon using the USPS instead of UPS, many of the packages are being held at the Post Office either due to size of not enough parcel boxes. Kevin researched the cost of additional larger ones and contacted the Hawley Post Master to discuss this option. The cost is quite prohibitive so the board decided to table the idea for now.

6. Next Meeting – TBD in July. Ryan will email the board possible dates as we get closer to July.

7. Adjournment. – Meeting was adjourned at 8:40p.m. by Ryan Neenan and seconded by Ginny Brennan.

Respectfully Submitted,
Mary-Ann Lewis
BHW Board Secretary

5/2/25	Proposed BHW Public Works Committee Budget					
	Fiscal Year 2025-2026					
Section	Budget Category	Description				Amount
Roads	Maintenance and repairs for all community and common area paved roads.					
	Snow Plowing	Snow Plowing & Salting				\$10,500.00
		Year 2 of Three Year Contract with CatManDo.				
	Road Maintenance	Road Repairs				\$1,500.00
		Immediately needed repair of road cracks and or potholes.				
	Road Maintenance	Road Engineering Inspection Report				\$7,500.00
		Maintenance plan for extending the lifespan for BHW roads.				
Vegetation	Removal of grass, brush, encroaching trees limbs, impeding overgrowth.					
	Landscaping	Entrance Landscaping and Shoulder Mowing				\$6,900.00
		Year 3 of Three Year Contract with EverKlean Landscaping.				
	Gen Maintenance	Dead Trees				\$1,500.00
		Immediately needed removal of dead hazardous trees near community roads.				
	Basin Maintenance	Access Right-of-Ways Clearing				\$4,000.00
		Clear and remove excess pines and shrubs from 4 basin access paths.				
	Basin Maintenance	Maintain Detention Basin Areas				\$6,000.00
		Initiate first year action plan to maintain detention basins.				
Drainage	Inspection, clearance, repair of community-owned drainage infrastructure.					
	Gen Maintenance	Drainage Ditches and Culvert Pipes				\$250.00
		Immediately needed repair of community-owned clogged drainage areas.				
Safety	Ensure the safe thoroughfare of community roads and restricted areas.					
	Gen Maintenance	Annual 811 Fee				\$120.00
		PA One Dig to be called before digging to determine any nearby utility lines.				
	Gen Maintenance	Fire Station				\$500.00
		Ensure Fire Station is operational, conduct fire station drill.				
Total						\$38,770.00
Budget Reconciliation	Reconcile Detail PWC Sections to BHW Budget Categories			BHW Budget	PWC Budget	Difference
	Snow Plowing			\$0.00	\$10,500.00	-\$10,500.00
	Road Maintenance			\$0.00	\$9,000.00	-\$9,000.00
	Landscaping			\$0.00	\$6,900.00	-\$6,900.00
	Gen Maintenance			\$0.00	\$2,370.00	-\$2,370.00
	Basin Maintenance			\$0.00	\$10,000.00	-\$10,000.00
	Total			\$0.00	\$38,770.00	-\$38,770.00

Notes to the proposed PWC budget for 2025-2026:

- Snow Plowing and Landscaping are existing contracts. The Landscaping amount is \$900 higher than last year.
- Road Maintenance is for any immediately needed road repairs. Also requested is a fixed price road engineering inspection report using Keystone Engineering Consultants. This report will be used to assist PWC in building a multi-year road maintenance plan to extend the lifespan for community roads. See below for more details.
- Access right-of-ways clearing was awarded to EverKlean for \$3,500 plus we added a \$500 contingency for any unexpected clearing issues.
- Detention Basin Maintenance is a high-estimate placeholder until we get the basin inspection report from Keystone Consulting.
- Suggestion for public publication of BHW 2025-2026 Budget: show Detention Basin Maintenance separately since it will be an ongoing maintenance expense.
- All other line items are General Maintenance.
- Special note for Safety: under the guidance of Jim Caputo, PWC will be proposing to the Board a Fire Safety Outing where we hope to have a local Fire Station not only test BHW Fire Station but hold a residential fire safety session open to all BHW residents.
- At the bottom is the Budget Reconciliation. It's how I match PWC details to the general categories in the published BHW Budget.
- For future discussion, some of the shrubs and trees at all three entrances are weak or partially dead. They are in need of feeding, trimming, removal or replacement at some point.

Why conduct a road engineering inspection?

- It helps identify potential problems early on, allowing for prioritized proactive maintenance and repairs, ultimately saving money and ensuring the roads remain safe for use.
- Inspections provide valuable data on the condition of the roads, allowing for better planning and budgeting for repairs.
- Lifespan for low traffic residential streets can last 20 to 30 years with proper maintenance.