

**Collings Lakes Civic Association  
General Meeting Minutes  
Monday, June 7, 2021**

Call to Order

The meeting was called to order by President, Kyle Smith, at 7 p.m. He asked all in attendance to join the Board in reciting the Pledge of Allegiance to the Flag. It was noted that, due to COVID-19, this meeting was held via Zoom.

Roll Call of Officers & Committee Chairpersons

President Kyle Smith addressed the roll call with the following Board Members being present: Kyle Smith, President; Stephen Naegle, 1st Vice President; Steve Slimm, Treasurer; Nick Ninfa, Trustee; Tom Veneziale, 2nd Vice President; Donna Sutts, Trustee.

Kyle made the board aware that Tier 2 representative and Secretary April Schauer put in her resignation to resign from the board immediately. He noted that April will be missed and that she was a wealth of knowledge for the board.

Kyle explained this situation will create two tier two positions that will be filled with this year's election. The tier two candidate with the most votes will hold the position for 2 years, the candidate with the second highest votes will hold the position for 1 year.

Kyle opened the floor for a Tier 2 representative nomination. Steve Slimm nominated Shauna Schneeman. Nick Ninfa seconded that nomination. No other nominations were provided. Shauna accepted the nomination. The board voted Shauna as a replacement. Shauna took the oath and was sworn in.

Steve Slimm then nominated Shauna as the secretary for the board. Nick Ninfa seconded the nomination. No other nominations were provided. Shauna accepted the position of secretary. The board voted unanimously for Shauna to take the secretary position.

Reading of Minutes from Last Meeting

President Kyle Smith read the May 3, 2021 Meeting Minutes. President Kyle Smith asked the Board if there were any comments, questions, or corrections. Steve Slimm made a motion to approve the minutes, Nick Ninfa seconded the motion. Minutes were anonymously approved.

President Kyle Smith read the special meeting minutes regarding the Dam financing from May 17, 2021. President Kyle Smith asked the Board if there were any comments, questions, or corrections. Steve Slimm made a motion to approve the minutes, Nick Ninfa seconded the motion. Minutes were anonymously approved.

#### Accounts Receivable Report

The Accounts Receivable Report was presented by Tom Veneziale who stated, through March 31, 2021, the account balances are as follows:

Late Fees	\$2,414.03
Legal Fees Collected	\$8,846.81
Special Assessment	185.64
New Resident Set-Up Fee	\$350.00
Association Fee (Past Due)	\$186.56
Tier 2 Association Fee	\$2,828.67
Tier 3 Association Fee	\$224.00
Tier 1 Association Fee	\$418.91
Tier 1 Dam Fee	\$4,659.67
Tier 2 Dam Fee	\$23,324.03
Tier 3 Dam Fee	\$2,453.79
Other Income	\$62.99
Interest Income	<u>\$63.99</u>
<b>Total Income</b>	<b>\$45,956.10</b>

Kyle Smith asked if there were any questions about the Accounts Receivable Report. Kyle then called for a motion to accept the Accounts Receivable Report. Steven Slimm made a motion to approve the Report, and Nick Ninfa seconded. All Board Members were in favor.

### Treasurer's Report/ Bills for Approval

Steve Slimm stated that the following bills were paid during the month of May 2021:

Atlantic City Electric	\$100.00	Electric Bill
Buena Vista	\$20.00	Games of Chance Permit
Accounts Payable	\$345.47	Operating Budget
Games of Chance Control Commission	\$20.00	Games of Chance Permit
Hill Wallack	\$40,253.18	Legal Fees
Green Jersey Lawn Care	\$1,300.00	Beach Maintenance
Kyle Smith	\$15.98	Zoom Meeting Fee
Lynn Veneziale	\$1,000.00	Book Keeper/Accounting
Nick Ninfa	\$95.70	Beach Maintenance/Chains
Pennonni Associates	\$951.84	Dam Engineering
RD Zeuli Inc.	\$41,500.00	Dam Contractor
United States Postal Service	\$440.00	Postage
<b>Total</b>		<b>\$86,042.17</b>

Steve also presented the Treasurer's Report through May 31, 2021. The account balances were as follows:

Checking	\$102,067.66
Dams	\$418,333.91
Money Market	\$80,043.65
Games of Chance	\$2,785.60
<b>Total</b>	<b>\$603,230.82</b>

Kyle Smith called for a motion for the Treasurer's Report; Steve Naegele made the motion, and Nick Ninfa seconded. All Board Members were in favor.

### Dams Update

Beth Grasso, our engineer, came on for an update. She reported that the Fish ladder still needs to be installed. Also the dam's safety was out at the dam last Thursday and requested a few more photos that she will be providing. She noted they were pleased with the results. Beth said she expects them to sign off. She noted they are allowing us to close the sleuths gate, which has already been done at this time.

Dam's safety was also out to look at Cushman Dam. They noted there is a possible solution that could save money during the upcoming cushman repair to which is being explored at this time. The option would be for Gabiens instead of an articulated block. This option is being explored. The board will be presented with information to compare both options and their differences in long term maintenance.

Pinelands has responded and is requesting more documentation and another copy of the plans in order to approve. Beth noted that it took them 1.5y to look over what was provided and hopes that they will have an approval quickly once this new documentation is submitted.

Beth noted the DEP provided an estimated time of 2 months for approval once we get pinelands approval for the permit.

Kyle Smith asked Beth about what the process for the final inspection will be. Beth answered that she will be the one doing final inspection and approval as the Engineer in charge of the project. She noted she will submit that information to the DEP once she approves it. She noted that the Dam's Safety coming out to the site earlier would help our approval process move forward faster. In most situations they do not come to the site until much later in the process.

Kyle Smith asked for Beth to speak on the water levels which has been a concern of collings lakes residents. Beth noted that the water level is fairly close to where it will be permanently. The current absence of the fish ladder is keeping the water level a little lower than where it will be when the dam is completed. She noted that once the fish ladder arrives and is installed the level will be at its normal. Beth reported that there was a survey completed that looked at the stain/scour lines at Cains Mill and the beaches to

show what the water surface levels should be. The designs for the dam were done based on that information. Beth wanted to make sure that residents are aware that rain will change the water level. The stain/scour line is larger than just a line and will provide a range of normal levels that are affected by weather. She noted there will be another survey to determine if the design that was done creates the same water level at which time she can provide a certification.

At this time Kyle opened the floor to questions. Tier one resident Charles Devers came on to ask a few questions to Beth to get clarification for his concerns regarding the spillway and the water level. He noted that he saw water going over the secondary spillway and asked Beth if that is something that she should be concerned about. Beth replied that she does not find that concerning. Beth provided an explanation of how the secondary spillway is used.

Mr. Devers asked for whom the inspections for the project were completed, Beth responded that she was the one who completed the inspections. She explained that the DEP comes out to look over the project as it is completed and looks over the project in full to make sure there are no concerns. Beth noted that the DEP asked for more photos at this time, but doesn't have any concerns.

Donna Sutts then came on to explain that she remembers that the water levels lowered in the winter. Beth said that it will be possible to drain the lake a few inches as we have always done with a permit. Steve Slimm came on and made them aware that he has already applied for the permit to lower the lake by 12 inches in the winter.

Steve Slimm came on to suggest adding a rebar cage to the sluice gate. A recent storm brought a log in through the sludge gate that was difficult to remove and suggested this to prevent that from happening again. He also noted that the fish ladder is ordered and we should have it in 8 weeks. The contractor agreed that the rebar cage would be beneficial to preventing branches from entering the sluice gate in the future.

Kyle noted a property owner came to him to speak about their concern regarding the size of the sluice gate. Steve the contractor said that it was the size that was designed. Beth explained that the gate lowers the water level over time and was not meant to drain the lake.

Mr. Devers came on to request more of an explanation, to which Beth explained the sluice gate. Mr. Devers was pleased with the explanation that was provided and thanked Beth for taking the time to talk about it.

Kyle opened the floor to any other questions for the professionals while they were on.

## Committee Reports

### Dams

Committee Liaison Steve Slimm noted that lake George is back up to normal levels and suggested we slowly replace the boards. He said in two weeks time he will begin lowering the water levels so the boards can be replaced. The lake would take 1 week to lower. He asked for volunteers to participate since this will be such a large undertaking.

### Grounds

President Kyle announced that Ashley D. has resigned from the grounds position. He noted she was a big help in cleaning up the area.

Committee Liaison Nick Ninfa reported that he was able to get 3 quotes for beach clean up. The best that came in was as follows, RAC Property management quoted 1st beach and basketball courts will be \$1000, second and third beaches would be \$800 each. Steve Slimmed wanted to ask about adding growth removal on the first beach that lines Cains Mill as well and motioned for a \$3000 budget to be put in place so Nick can proceed with hiring the company to complete the clean up. All but one committee member was in favor with the exception of Donna Sutts, the majority voted yes so the \$3000 budget passed.

Nick also let the board know that Ashley has the new chains for the swing sets. He plans to pick those up from her and asked if anyone on the board was willing and able to help him install them. Steve Slimm offered a ladder to get those installed.

Steve mentioned Ashley needs payment for those chains.

Kyle Smith requested that Nick looked into new swings and paint for the swing sets. Nick said he would start researching replacement swings.

## Welcoming Committee

Kathryn Nodolski was out of town for this meeting. We will get an update from her next month.

### Fundraising

Kyle announced that we received the games of chance permit and are now able to sell the 50/50 tickets at will.

Committee Liaison Donna Sutts had no further update.

### President's Report

Kyle noted that the Dam looks fantastic and is excited to start on Cushman.

He announced that the election committee will be meeting on Tuesday June 8th with the attorney. The nominations will be mailed out soon. Donna Sutts is heading the election committee. Annamaria Lorocta, Racheal Flickencher, and Lynn Venezial will be assisting.

Kyle addressed the new sign that was installed at the dam. He thanked Steve for organizing and installing the sign. The purpose of the sign is to stop people from entering the dam area. Kyle asked for the community's assistance in keeping others off of the Dam.

Kyle let everyone know that there is a company they are working with to try to remove the tires from the first beach. He acknowledged they are not aesthetically pleasing and assured everyone that they will be removed.

### Communications

Steve Slimm came on and mentioned that he was at the Dam Safety meeting and let the board know they were told that a fence would also have to be put in place to prevent people from entering that area. He asked Charles Devers on the call to provide a quote at his convenience so that board can budget for that to be installed. Charles offered to donate the labor for the fence installation as long as the board pays for the materials.

### Old Business

No old business to report.

### New Business

Steve Slimm came on to mention an insurance adjuster came out to provide a quote for the community since our current policy is up. Upon arriving the adjuster saw a quad and dirt bike at the beach and said he would not be able to insure us. Steve said he has been looking into more quotes. The previous insurance company provided a quote of \$27,196.10 which is a slight increase from our previous premium. Steve motioned to keep that policy as we have had it for 2 years. Nick Ninfa second the motion. All board members agreed to the new policy.

Nick Ninfa brought up that the next meeting is the Monday after the 4th of July and suggested changing the meeting to July 12th. All Board members were in agreement to change it to July 12, 2021.

Kyle asked how everyone felt about zoom versus in person meetings now that it can be an option. Nick suggested doing in person meetings every few months. Steve Neagel offered to help with providing a zoom option if we do decide to do in person meetings.

Kyle said in the next newsletter he will provide this meeting information and provide the election information.

Donna Sutts asked regarding the insurance renewal if the swing sets affect our insurance coverage and if the swing sets have ever caused issues. Steve Slimm said that he will talk to the insurance agent to check and see if that made a difference in our coverage before we look into new swings and painting the swing sets.

Steve Slimm reported that the games of chance had moved to the account at the new bank that had to be done due to the terms of the new loan for Cushman Dam. He has also started making the deposits into the new bank account, but hasn't officially moved all of the money over yet at this time.

### Trustee Reports



- Steve Slimm – nothing to report.
- Stephen Naegele – Let everyone know they can reach out to get 50/50 tickets. Kyle mentioned that everyone can sell these tickets. Not just board members.
- Nick Ninfa – nothing to report.
- Tom Veneziale – nothing to report.
- Shauna Schneeman– Said she was happy to now be a part of the board.
- Donna Sutts – nothing to report

#### Open Floor to Members Questions / Comments / Issues.

- Charles Devers came on and asked that the board not take his concerns about the Dam as disrespect. He said that he has appreciation and respect for the board. Donna said that she appreciated that he came on and asked great questions
- Kyle said she got an email from Beth during the meeting that provided the type of cement that was used as Mr. Devers had questioned earlier regarding the inspection of the Dam. She said it was 4000psi which is NJDEA standard.
- Katherine Grace came on and thanked the board for their work
- Donna Sutts asked if anyone had questions for the attorney before she went for the meeting.
- Steve Slimm said he will be taking over April's spot. He offered to pick up the ballots and separate them by Tier and deliver them to the committee for counting.

#### Adjournment

President Kyle Smith stated that the next monthly meeting will take place on Monday, July 12, 2021 at 7 p.m., via Zoom. There being no further business to discuss, Steve Slimm made a motion to adjourn, and Donna Sutts seconded. All were in favor. The meeting was adjourned at 8:22 p.m

**MAY 2021 BANK ACCOUNT BALANCES:**

CHECKING:	\$102,067.66
DAMS:	\$418,333.91
MONEY MARKET:	\$ 80,043.65
GOC:	\$ 2,785.60
<b>TOTAL:</b>	<b>\$603,230.82</b>

11:40 AM  
05/31/21  
Cash Basis

Collings Lakes Civic Association  
**Profit & Loss**  
May 2021

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	<u>May 21</u>
Ordinary Income/Expense	
Income	
LATE FEES	2,414.03
LEGAL FEES COLLECTED	8,846.81
2020 SPECIAL ASSESSM...	185.64
NEW RESIDENT SET UP F...	350.00
ASSOCIATION FEE	186.56
TIER 2 ASSOCIATION FEE	2,828.67
TIER 3 ASSOCIATION FEE	224.00
TIER 1 ASSOCIATION FEE	418.91
TIER 1 DAM FEE	4,659.67
TIER 2 DAM FEE	23,324.03
TIER 3 DAM FEE	2,453.79
OTHER INCOME	
INTEREST INCOME	63.99
Total OTHER INCOME	<u>63.99</u>
Total Income	<u>45,956.10</u>
Gross Profit	<u>45,956.10</u>
Net Ordinary Income	<u>45,956.10</u>
Net Income	<u><u>45,956.10</u></u>

11:47 AM  
05/31/21

**Collings Lakes Civic Association  
Transaction List by Vendor  
May 2021**

Type	Date	Num	Memo	Account	Clr	Split	Amount
<b>ATLANTIC CITY ELECTRIC</b>							
Bill	05/01/2021	1623		ACCOUNTS PAY...		ELECTRIC	-100.00
Bill Pmt -Check	05/04/2021	1623		TD OPERATING ...	X	ACCOUNTS PAYABLE	-100.00
<b>BUENA VISTA TOWNSHIP</b>							
Bill	05/05/2021	109		ACCOUNTS PAY...		GAMES OF CHANCE PERMIT	-20.00
Bill Pmt -Check	05/05/2021	109		TD GAMES OF C...	X	ACCOUNTS PAYABLE	-20.00
<b>CIRCUIT SHACK SECURITY &amp; WIRING</b>							
Bill	05/01/2021	1620		ACCOUNTS PAY...		UNCATEGORIZED EXPENS...	-345.47
Bill Pmt -Check	05/04/2021	1620		TD OPERATING ...	X	ACCOUNTS PAYABLE	-345.47
<b>GAMES OF CHANCE CONTROL COMMISSION</b>							
Bill	05/05/2021	108		ACCOUNTS PAY...		GAMES OF CHANCE PERMIT	-20.00
Bill Pmt -Check	05/05/2021	108		TD GAMES OF C...	X	ACCOUNTS PAYABLE	-20.00
<b>HILL WALLACK</b>							
Bill	05/03/2021	1626		ACCOUNTS PAY...		LEGAL FEES (COLLECTION...	-22,228.18
Bill Pmt -Check	05/04/2021	1626		TD OPERATING ...	X	ACCOUNTS PAYABLE	-22,228.18
Bill	05/21/2021	1630		ACCOUNTS PAY...		LEGAL FEES (COLLECTION...	-18,025.00
Bill Pmt -Check	05/21/2021	1630		TD OPERATING ...	X	ACCOUNTS PAYABLE	-18,025.00
<b>JERSEY GREEN LAWN CARE</b>							
Bill	05/16/2021	1628	GRA...	ACCOUNTS PAY...		BEACH MAINTENANCE	-1,300.00
Bill Pmt -Check	05/16/2021	1628	GRA...	TD OPERATING ...	X	ACCOUNTS PAYABLE	-1,300.00
<b>K SMITH</b>							
Bill	05/01/2021	1621		ACCOUNTS PAY...		INTERNET - ZOOM MEETING	-15.98
Bill Pmt -Check	05/01/2021	1621		TD OPERATING ...	X	ACCOUNTS PAYABLE	-15.98
<b>LYNN VENEZIALE</b>							
Bill	05/01/2021	1624		ACCOUNTS PAY...		ACCOUNTING/BOOKKEEPI...	-1,000.00
Bill Pmt -Check	05/04/2021	1624		TD OPERATING ...	X	ACCOUNTS PAYABLE	-1,000.00
<b>N NINFA</b>							
Bill	05/14/2021	1677		ACCOUNTS PAY...		BEACH MAINTENANCE	-95.70
Bill Pmt -Check	05/14/2021	1677		TD OPERATING ...	X	ACCOUNTS PAYABLE	-95.70
<b>PENNONI ASSOCIATES</b>							
Bill	05/01/2021	1622		ACCOUNTS PAY...		DAM ENGINEERING	-951.84
Bill Pmt -Check	05/04/2021	16622		TD OPERATING ...	X	ACCOUNTS PAYABLE	-951.84
<b>RD ZEULI INC.</b>							
Bill	05/03/2021	1625		ACCOUNTS PAY...		DAM CONTRACTOR	-41,500.00
Bill Pmt -Check	05/03/2021	1625		TD OPERATING ...	X	ACCOUNTS PAYABLE	-41,500.00
<b>USPS</b>							
Bill	05/20/2021	1629		ACCOUNTS PAY...		POSTAGE	-440.00
Bill Pmt -Check	05/20/2021	1629		TD OPERATING ...	X	ACCOUNTS PAYABLE	-440.00

TOTAL = \$ 86,042.17