

MEETING MINUTES
THE PLACID BAY CIVIC ASSOCIATION BOARD OF DIRECTORS
January 5, 2026

Attendees: Dave Czako, President; Jim Rogers, Treasurer; Karen Roberts, Secretary; Richard Smail; Frank Clark; Tim Minor; and Nancy Minor.

Not in Attendance: Timothy Massey, Vice President

I. MEETING CALLED TO ORDER BY THE PRESIDENT AT 7:01 PM

The minutes of the December 2025 meeting were approved.

II. BOARD MEMBER REPORTS ON OLD BUSINESS AND NEW BUSINESS

OLD BUSINESS

Dave Czako (President) updated the Board on status of roads and reported there has been approval for the State to fix potholes in areas of Placid Bay. He also reported that he has spoken with a contractor about cost of repairs to the Venue deck and adding a roof. He has also received an offer for discounts on the wood for the deck from Montross Building Supplies.

Timothy Massey (Vice President) was unable to attend the meeting, so Mr. Czako spoke on his behalf. Mr. Massey asked to relay that the Fire Department hopes to reschedule Stop the Bleed/CPR Training for a date in January. Mr. Massey also relayed there have been a significant number of heart attacks in the Placid Bay neighborhood in the past few months. He asks that residents check on their neighbors – especially the elderly during this winter season.

Jim Rogers (Treasurer) provided the Treasurer’s report to the Board via email prior to the meeting so provided a brief report for the meeting. He reported \$1,400 was taken in for rentals, \$54 in donations and \$478 in business expenses.

Richard Smail updated the Board on the plans for the County’s repair of the wingwall repair.

Frank Clark reported that a picnic table was moved from the Venue pavilion to Chrystal Lake Dam area. He also indicated to the Board that he is still working on finding a camera which link internet services for live PBCA Board meetings.

Building and Grounds Committee Chair (David Roberts) reported that the beavers continue to build on Chrystal Lake.

NEW BUSINESS

Dave Czako (President) met with the Westmoreland County Finance Officer and reviewed the PBCA spreadsheet to learn what funds are available to Placid Bay Estates. Currently there is \$800K available for maintenance and revenue sharing, however, the Finance Manager is unclear where \$400K is currently being distributed. He reported that the VDOT representative has retired and currently there is no replacement, so hopefully things will be more transparent once someone is hired to take his place. He will be meeting with the County again in two weeks to learn more about moving forward and reallocating funds to road maintenance.

Jim Rogers (Treasurer):

Karen Roberts (Secretary) reported that Charlette received a request for a discount or free rental for the Community Heart and Soul Organization (a non-profit). The Board reviewed the information on the non-profit organization and members felt the information was not as transparent about their function as a non-profit. The Board decided to table the request until further information on the organization can be obtained.

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Richard Smail reported that he has heard from many neighbors about constant barking dogs. He informed the Board that he contacted the County to inquire if there is any kind of noise legislation and was told that there is not a noise ordinance in Westmoreland County. Discussion ensued among Board members regarding the difference between a Homeowners Association and a non-profit Civic Association. A HOA can have a noise ordinance rule, but as a Civic Association, PBCA is a volunteer organization which has no jurisdiction on private property.

Frank Clark: reported that there is a new flag on the millstone flagpole, but it is not a real solid flag, so it will soon need replacing again. The Board discussed ordering a couple of flags to have on hand in the future. I motion was put forward to obtain two new flags for under \$100. The motion was seconded and was voted on by the Board. Questions were raised about the size and cost of the flags, and suggestions were made to contact the school systems to see what they use, and perhaps the Veteran's Administration if they have flags available. Mr. Czako said he would investigate with both the schools and Veteran's Administration before a purchase is made.

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Mr. Clark also spoke to the Board about his wife Sue, and he proposed placing dog waste receptacles around Placid Bay. They proposed purchasing them, maintaining them, and adding information on them that they are donated by Sue Clark's dog grooming business. A motion was put forth to agree on the placement of the dog receptacles in Placid Bay. The motion was seconded and was voted on by the Board. The Board asked that the Clarks send a photo of the receptacles for approval once they're ready to move forward.

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Nancy Minor inquired what needs to be done next to get the postcard and final letter out to residents of Placid Bay. Mr. Rogers indicated that he has provided draft proof of the postcard and wants to be sure that he has all the correct information. Ms. Roberts indicated she would like to add more contact information to the postcard and send it to Mr. Rogers for the final proof. Mr. Czako said the letter should go out soon – hopefully this month.

Ms. Minor also updated the latest bid for the boat ramp repair. Mr. Czako reminded her that before the Board can look at the contract, they need to be sure a permit is in place with various agencies. A discussion ensued as to whether a permit is required. Ms. Minor reported that she was not clear on whether to move forward with the permit forms if extending the ramp required a permit, and she reported that someone locally needed to contact the County to inquire. Mr. Clark indicated he would investigate the matter and let her know. Mr. Czako agreed to contact another concrete company to find out if they would be able to provide materials to finish the ramp.

Building and Grounds Committee Chair (David Roberts) reported that he found an old steel flagpole the PBCA could use to set up a tetherball game at Chrystal Lake Dam area. He asked the Board what they thought about putting a fire pit at the Chrystal Lake Dam area for burning brush left from beaver activity, and he provided the Board pictures and information he researched on suggestions for Chrystal Lake Dam culvert improvements.

III. ACKNOWLEDGE AND ADDRESS VISITORS

The President acknowledged and welcomed visitors who wished to address the Board. The following visitors were present at the meeting:

Leo Hoffman, Sue Clark, Rick Kiser, Pam Kiser, Tom Sherman

Visitors' queries included information on membership procedures and fees as well as information on renting the Venue. One visitor inquired when the boat ramp would be repaired/updated. Mr. Czako informed visitors that if permits are required it could be a few months. However, the boat ramp is currently available; the bids currently under review are to update the ramp and to help level the incline into the water.

IV. WITH NO FURTHER BUSINESS TO DISCUSS THE MEETING WAS ADJOURNED AT 8:10 PM