**Pocono Farms East Association, Inc.**

**BOARD OF DIRECTORS REGULAR Meeting**

**Saturday, JANUARY 20, 2018**

**MINUTES**

**Board Members present:**

Margaret Miller - President, Debra Youngfelt – Vice President, Susan Anderson-Krieg – Treasurer, Josefina García - Secretary (arrived at 9:06am), Marion Kelly – Director, Director, – Jose Ramos - Director, Ann Delaney – Director, Janice Smith – Hughes – Director.

**Board Members absent:**

Gloria Van Winkle – Kirschner - Director.

**Alternate Members present:**

None.

**Alternate Members absent:**

None.

**Staff present:**

Robert M. Zito, CMCA, AMS, General Manager.

**Members present:**

Broxmeier (5-0335).

The meeting was called to order by President Margaret Miller at 9:05 am in the Community Room of Pocono Farms East Association, 3170 Hamlet Drive, Tobyhanna, PA.

**Consideration of Board of Director Vacancy**

Pursuant to the sale of her home, Ms. Van Winkle-Kirschner was no longer eligible to serve on the PFE Board. Discussion followed as to how to proceed.

Ms. Miller stated that two persons had gotten one vote for Director at the 2017 Annual Meeting, Michael Schlegel and Marisol Santos. As Ms. Santos had previously expressed her desire to leave the Board last October after many years of service, she was not considered to be a candidate. After discussion the Board decided to invite Mr. Schlegel, and any other candidates that the Board deemed qualified, to an interview on Saturday, February 10th.

1. **Minutes**

The draft minutes from the December 16, 2017 Regular Meeting was presented and considered for approval. The following corrections were offered:

* Page 1: Title: **remove “BOARD OF DIRECTORS REORGANIZATION AND”.**
* Page 3: Rules & Regulations Line #6: **should read “a code of ethics for Board members and dog behavior were briefly discussed".**

**A motion was made by** **Ms.** **Smith-Hughes, seconded by Ms. Youngfelt to approve the December 16, 2017 Regular Meeting minutes as corrected. All in favor. Motion passed.**

1. **Maintenance Report – as presented by Robert M. Zito**

The snow/ice events, the mailbox pavilion gutter and the plumbing issues that occurred prior to the December Christmas party were initially discussed. Mr. Zito noted that due to the extremely cold weather this winter, the temperature in the office was being kept at a higher than normal level. This, in addition to using space heaters in the hallway and restrooms, was being done to try and prevent frozen water pipes and frozen drain backups.

The installation of the protective wall panels and the new shed on property were discussed. It was the consensus of those present that the wall should be made higher across the side and back of the Community Room. Mr. Zito will see that this is done.

Finally, Mr. Zito said that the new cable internet connection, at faster speeds and a much lower rate than DSL, was installed recently at the office complex by Blue Ridge Cable.

**A motion was made by Ms. Garcia, seconded by Ms. Youngfelt to accept the Maintenance Report as presented. All in favor. Motion passed.**

1. **Permit Report – as presented by Ann Delaney**

Ms. Delaney presented the written permit report for the year ending December 31, 2017.

* 63 permits (compliance and tree) were issued for the year.
* 14 compliance permits were closed in 2017.

**A motion was made by Ms. Garcia, seconded by Ms.** **Anderson-Krieg** **to approve the Permit Report as presented. Seven in favor. One abstained (Ms. Delaney). Motion passed.**

1. **Compliance Report – as presented by Ann Delaney**

Ms. Delaney presented the Compliance Report for the end of year 2017. She stated that there currently were 35 outstanding citations. She stated that compliance with warnings and violations continues to be good. There were no appeals or citation hearings.

**A motion was made by Ms. Anderson-Krieg, seconded by Ms. Youngfelt to approve the Compliance Report as presented. Seven in favor. One did not vote (Ms. Delaney left the room to serve a walk-in homeowner). Motion passed.**

1. **President’s Report – Ms. Margaret Miller**

Ms. Miller presented the Coolbaugh Township statistics from the latest Pocono Mountain Regional Police meeting. She noted Gotta Go Potties’ quick response to solve the plumbing problem prior to the Christmas party. Discussion of recycling took place.

**A short break (9:35am-9:40am) took place at this time.**

1. **Management Report – as presented by Robert M. Zito**

Mr. Zito presented the report. He said that at the end of 2017, 811 current property owners were paid in full, while 369 remain delinquent. He also stated that he and Ms. Joan Hurley (office assistant) had completed an audit of Monroe County property records against PFE records for all property ownership and addresses prior to mailing out the 2018 assessment billing.

**A motion was made by Ms. Anderson-Krieg, seconded by Ms. Kelly to accept the Management Report as presented. All in favor. Motion carried.**

1. **Committee Reports**

* **Generator** – Mr. Zito said that he spoke to Critical Systems who said that the repairs on the engine were nearly complete and the unit should be put back into service shortly.

* **Rules & Regulations:** No meeting.
* **Citation Appeals:** None.
* **Facilities / Social Activities:**

Ms. Smith-Hughes spoke of the need to develop an emergency plan for the community. She thanked those persons responsible for putting up and taking down the Christmas tree in the Community Room. Discussion on community and Board volunteerism took place.

Ms. Youngfelt suggested that the Board reach out to the community with a message that PFE would love to support activities for membership, but that community members themselves must also be involved in the planning and implementation of those activities.

Ms. Miller thanked Mr. Broxmeier for playing Santa at the Christmas party. At this point, Mr. Broxmeier asked to address the Board. He thanked the Board for the opportunity to express his opinion at meetings even when he said it might not have been what the Board wanted to hear. He went on to say that due to other obligations he would need to resign from the Finance Committee. He discussed the generator, the possible need to repave the end of Carriage Lane, the wall protection system and his feeling that any movement on the overflow parking area on Hamlet Drive needed to be brought to membership before pushing forward.

Earth Day and a community-wide cleanup was also discussed. After a lengthy discussion, it was decided that the cleanup would be after the BOD meeting on April 21st, with the expectation that the meeting would be concluded by 10:00am.

* + **Wall Panels**:

**A motion was made by Ms. Youngfelt, seconded by Ms. Anderson-Krieg to complete the wall panels in the Community Room to a uniform height along the side and back walls, at a cost not to exceed $1,500.00. All in favor. Motion carried.**

* + **Overflow Parking Area on Hamlet Drive**:

**A motion was made by Ms. Smith-Hughes, seconded by Ms. Kelly to begin soliciting bids for Association Lot 1913 Hamlet Drive to the remove rocks, remove tree stumps and level and seed the lot, along with possible drainage improvements. All in favor. Motion carried.**

* **Finance:**  No meeting.

1. **Financial Report – as presented by Susan Anderson-Krieg and Robert M. Zito**

Ms. Anderson-Krieg and Mr. Zito presented the financial report for the year ending December 31, 2017.

Unaudited, the operating surplus for the year was approximately $3,300. Additionally, Mr. Zito stated that the Reserve contributions, budgeted for the year at $21,831, actually totaled $26,431 and that that almost $16,000 in capital expenditures were paid for solely out of the operating fund, which was approximately $11,000 more than anticipated. He said that Reserves were funded adequately to date and that the financial outlook for PFE remains strong, with total cash balances of just over $169,000.

After a lengthy discussion, Ms. Youngfelt suggested that Board members come up with possibilities for future projects or amenities and discuss them at a future meeting, ultimately putting out a questionnaire to membership regarding possible projects. Ms. Smith-Hughes said she thought a playground, on the grounds of the Community Center, would be a great amenity.

**A motion was made by Ms. Delaney, seconded by Ms. Kelly to accept the Financial Report as presented. All in favor. Motion carried.**

1. **Secretary’s Report – No report.**
2. **Old Business:** None.
   * **Home Day Care in PFE**:

Mr. Zito clarified with Township Zoning Officer Joe Brady the permitted uses in the R-3 zoning district (PFE) of Coobaugh Township. While home day care is not a specific permitted use listed for the R-3 district as listed in the Township Code of Ordinances, it is a permitted use across all zoning districts, with a maximum of six children, in addition to the number of children the applicant has on his/her own.

* + **Tablets for Board Meetings**:

Mr. Zito suggested buying one Chromebook or tablet, loading the meeting packet on it, and demonstrating it at a future meeting. The Board agreed. The possible use of a Google Drive or dedicated poconofarmseast.net emails for all Board members was discussed.

1. **New Business.**

* **Resignation of Dan Broxmeier from Finance Committee –**

**A motion was made by Ms. Youngfelt, seconded by Ms. Delaney to accept, with regret, the resignation of Dan Broxmeier from the PFE Finance Committee. All in favor. Motion carried.**

1. **Correspondence** – None.
2. **Public Input –** None.

**There being no further business, a motion was made by Ms. Anderson-Krieg, seconded by Ms. Delaney to adjourn the meeting. All in favor. Motion passed.**

**The meeting adjourned at 11:19am.**

**NEXT REGULAR BOARD MEETING: February 17, 2018 @ 9:00am.**

**Submitted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Robert M. Zito, Recording Secretary**

**Witnessed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Josefina Garcia, Secretary**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**