**Pocono Farms East Association, Inc.**

**Board of Directors REGULAR Meeting**

**Saturday, MARCH 18, 2017**

**MINUTES**

**Board Members present:**

Margaret Miller - President, Marisol Santos – Secretary Marion Kelly – Director, Tykieyen Moore – Director (arrived 9:15am), Gloria Van Winkle – Kirschner – Director, Josefina Garcia – Director (arrived 9:07am), Debra Youngfelt – Director.

**Board Members absent:**

Susan Anderson-Krieg – Treasurer, Jose Ramos – Vice President,

**Alternate Members present:**

Janice Smith – Hughes.

**Alternate Members absent:**

None.

**Staff present:**

Robert M. Zito, CMCA, AMS, General Manager, Ann Delaney, Citations Officer, Renee Villanueva, Secretary Pro-Tem.

**Members present:**

Sanford (5-1539/5-4810), Broxmeier (5-0335), Moore (2-2116), Marshall (4-3181), White (4-3219).

The meeting was called to order by President Margaret Miller at 9:03 am in the Community Room of Pocono Farms East Association, 3170 Hamlet Drive, Tobyhanna, PA.

**Since there was not a full complement of Directors present, a motion was made by Ms. Youngfelt, seconded by Ms. Kelly to move Ms. Smith-Hughes up to Director for this meeting. All in favor. Motion passed.**

**Ms. Miller announced that public comment will be considered at the conclusion of the Board’s debate on each agenda matter, and that public input would be considered on non-agenda matters at the end of the meeting.**

1. **Minutes**

The draft minutes from the February 18, 2017 Regular Meeting were presented and considered for approval. No corrections from the Board were forthcoming.

**A motion was made by Ms. Youngfelt, seconded by Ms. Santos to close Board debate on the matter. All in favor. Motion passed.**

* **Public comment**
* Mr. Sandford – Questioned why the letter Mr. Broxmeier asked to be attached to the February minutes was not attached.
* Mr. Zito – said he spoke to Mr. Broxmeier and the contents of the letter are reflected in the minutes almost verbatim.
* Mr. Sandford – Disagreed with the letter not being included saying it was not Mr. Zito’s call.
* Mr. Broxmeier – Requested that his letter at least be included with the office copy of the minutes.
* Mr. Broxmeier – Commented on Mr. Sandford’s comments (February minutes, Page 7) regarding businesses run out of homes in PFE).
* Mr. Sandford - Commented on his remarks of last month Mr. Sandford’s comments (February minutes, Page 7) regarding businesses run out of homes in PFE).

**A motion was made by Ms. Youngfelt, seconded by Ms. Van Winkle-Kirschner to accept the meeting minutes of February 18, 2017, with the inclusion of “up to Falstaff Drive including Rob Roy Drive” on page 2, line 12. All in favor. Motion passed.**

A proposed clarification of the previously approved minutes from the January 21, 2017 Regular Meeting was presented and considered for approval.

**A motion was made by Ms. Santos, seconded by Ms. Van Winkle-Kirschner to amend the meeting minutes of the regular meeting of January 21, 2017 to reflect the time Ms. Smith-Hughes returned (10:18am). Four in favor (Ms. Miller, Ms. Kelly, Ms. Van Winkle-Kirschner and Ms. Santos). Three abstained (Ms. Garcia, and Ms. Smith-Hughes, and Mr. Moore). One opposed (Ms. Youngfelt). Motion failed as a majority of those present did not approve.**

* **Board comment**
* Ms. Smith-Hughes – Questioned if this motion was an example of stalkish behavior.
* Mr. Zito – Stated that noting when Board members leave or return during meetings is normal protocol.
* Mr. Broxmeier – Also stated that this is normal procedure.

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

The written maintenance report for the period of February 10, 2017 to March 15, 2017 was presented by Mr. Zito.

* Regular maintenance.
* Six salt / ice events, including “Snowmageddon 3/14 & 3/15.
* Removal of bagster and debris from PFE lot on Graham Lane.
* Township notified of missing Falstaff Drive sign

**A motion was made by Ms. Garcia, seconded by Ms. Santos to accept the maintenance report. All in favor. Motion passed.**

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

Mr. Zito presented the written permit report for the period ending March 15, 2017.

* Ten permits are active.
* One new construction permit (Fergus Way) was issued since the previous report.
* Three tree permits were issued since the previous report.
* Two permits are on hold.
* No permits closed.
* **Public comment**
* Mr. Broxmeier – Said Mr. Jeff Hein did a fantastic job during the March 14th and 15th snowstorm.
* Ms. Kelly – agreed with Mr. Broxmeier.

**A motion was made by Ms. Van Winkle-Kirschner, seconded by Ms. Garcia to approve the permit report as presented. All in favor. Motion passed.**

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

Ms. Delaney presented the written Compliance Report for the period ending March 15, 2017

* 19 active citations were fined.
* 8 active citations were corrected since the last report.
* 29 citations / warnings are to be rechecked.
* $1,000.00 in potential write-offs if the Board rescinds fines previously levied on now corrected violations.
* **Board discussion**
* Ms. Delaney – All propane tank violations will be rechecked in Spring.
* Ms. Kelly – Asked about cars parked on the road during snow events.
* Mr. Zito – Pocono Mountain Regional Police should be called in these instances.
* **Public comment**
* Mr. Broxmeier – Asked about a specific home on Coach Road.
* Mr. Zito – Said he felt it was not appropriate to comment on specific homes at public meetings, but Coolbaugh Township and Monroe County Waste Authority has been contacted on problem issues.

**A motion was made by Ms. Santos, seconded by Ms. Kelly to approve the Compliance Report as presented. All in favor. Motion passed.**

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

Ms. Miller thanked everyone present for coming out today. She presented the latest dangerous structures report from Township and the latest UCR report obtained from Pocono Mountain Regional Police for informational purposes.

* **Public comment**
* Mr. Broxmeier – Commented on the dangerous structure report and that the address on a home here in PFE appeared to be misclassified.
* Mr. Sandford and Ms. Miller – Both stated that this apparent error was brought up at the last Supervisors meeting.

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

Mr. Zito presented the Management Report. Being that the TOPS computer system is down, the report was done in verbal form. Based on the information available, Mr. Zito believed the following to be accurate:

* 561 accounts were paid in full, with 619 unpaid as of February 28, 2016.
* 651 accounts were paid in full, with 529 unpaid as of March 7, 2017.
* Business is being conducted as usual. Data will be input into computer system once the system is operational.

**A motion was made by Ms. Smith-Hughes, seconded by Ms. Youngfelt to accept the Management Report as presented. All in favor. Motion carried.**

1. **Committee Reports**

* **Rules and Regulations:** No meeting. Citation Appeals were held in its place.
* **Board discussion**

Mr. Zito said that he had a short discussion with Ms. Deborah Moore and Ms. Darlene Sandford after the Citation Appeals meeting on the 11th regarding the criteria for “unregistered vehicles” since PENNDOT no longer issues license plate stickers, and that the Rules Committee might need to reconsider the rule as it is written.

* **Citation Appeals:** The results of the hearing of March 11th were discussed:
  + Hamlet Drive – garbage cans: Corrected.
  + Mayfair Road – vehicle: Removed. BOD needs to decide on relieving fines.
  + Warwick Circle – vehicle: Registered.
  + Cambell Way – fence: No resolution. A letter previously sent to the neighbors, as per the Board’s request, asking for objections to the requested fence variance, was presented by the homeowner. However, the fence, as is currently constructed, goes far beyond the granted parameters.
* **Board discussion**
* Ms. Miller – If violations are corrected, fines should be relieved.
* Mr. Moore – Discussed further details of the hearings.
* Mr. Zito – If the first three fines are forgiven, along with the eight corrected citations cited in the Compliance Report, $2,390.00 in fines would be forgiven.
* **Public comment**
* Mr. Sandford – Asked if sending a warning along with forgiveness of fines levied on previously issued citations is permissible under PFE rules as currently written.
* Ms. Marshall – Asked who was sitting at the Board’s table. Also, asked about who issued citations and what would be considered a “hardship” relating to citations.
* **Board discussion**
* Ms. Moore – Discussed the procedure of waiving or relieving fines, past punitive Boards and whether citations were carried over year to year.
* Mr. Zito – Stated citations are carried over year to year.

**A motion was made by Ms. Youngfelt, seconded by Ms. Kelly to rescind the fines of citations that have been corrected, as per the recommendation of the Citation Appeals Committee (Hamlet Drive, Mayfair Road and Warwick Circle) March 11, 2017, along with eight other corrected citations (Hamlet Drive, Cambell Way, Coach Road, Cotswold Road, Essex Road, Graham Lane, Oberon Road, Hamlet Drive), totaling $2,390.00. All in favor. Motion carried.**

* **Facilities:**  The following items were discussed:
  + Estimate from Sylvester Cleaning Service for stripping and waxing Community Center tile floors.
  + Possible ongoing maintenance for Community Center tile floors.

**A motion was made by Ms. Smith-Hughes, seconded by Mr. Moore to accept the proposal from Sylvester Cleaning Service for stripping and waxing the Community Center tile floors, at a cost of $600.00.**

* **Board discussion**
* Ms. Garcia – Was in favor of getting proposals for regular maintenance of the floors
* Mr. Zito – Will get a formal proposal. Previous verbal discussion with the vendor indicated that period maintenance of the floor would be $250.00 - $300.00 per time.

**A vote was taken on the motion on the floor. All in favor. Motion carried.**

* **Board discussion continued**
* Ms. Smith-Hughes – Once again presented two ideas for wall protection – a chair rail or wall panels – for the Community Room.
* Ms. Miller – Said that she felt this issue should be tabled at this time, due to the uncertainty of the potential cost of the computer / software upgrades.
* Mr. Zito – Said that the previously approved office painting should be done in the next week or two.
* Mr. Zito – Suggested that a line item be put in future Reserve budgets for general Community Center maintenance – painting, etc.
* Ms. Smith-Hughes – Discussed PFE Earth Day Cleanup, and said that pizza and refreshments would be provided for Earth Day volunteers after the cleanup is done.
* **Public comment**
* Ms. Marshall – Discussed the problem with owners not picking up after their dogs.
* Ms. White – Agreed with Ms. Marshall. Said she has observed people walking their dogs and leaving feces in another person’s driveway.
* Ms. Kelly – Suggested putting up signage to address the problem.
* Ms. Smith-Hughes – Will call Monroe County Waste Authority to see if information on dog and waste regulations could be sent to us. Invited all present to the Facilities Committee meeting at the conclusion of the Board meeting.
* **Social Activities:** The following items were discussed:
  + Ms. Moore – Discussed the “Spring “Eggztravaganzza”. As April 8th and 15th have private parties scheduled, the PFE event will be held on April 1st from 11am – 1pm.
* **Public comment**
  + Mr. Sandford – Stressed the importance of Board participation, both in volunteering and donations, for Social Committee events. He said that it should not always be the same people volunteering, and since it was for the kids of the community, Board members should make themselves available.
  + Mr. Broxmeier – Seconded Mr. Sandford’s comments and said he was disappointed that again, in February, no mention was made to thank those community members who donated their time to the Christmas party. He said he thought it was “a kick in the pants” to those volunteers.

* **Finance Committee:** Mr. Moore discussed the office computer issues and said that he was looking into alternate database software. He said he had concerns about the security of cloud based software. He invited Mr. Zito to participate in two Go to Meetings he has scheduled with software providers.
* **Board discussion**
* Mr. Moore – Said that the software and hardware are over 10 years old and need replacement.
* Mr. Zito – Waiting on additional quotes for hardware and networking.
* Mr. Moore – Said preliminary research has shown that the updating the current database, TOPS Software, would be the least expensive alternative.

**A motion was made by Ms. Youngfelt, seconded by Ms. Smith-Hughes to accept the Committee Reports as presented. All in favor. Motion passed.**

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

Mr. Zito gave the report.

* The details of checks disbursed from February 1st through March 15th were presented and discussed.
* Through March 15th, total revenue, unaudited, was $120,280.
* Through March 15th, total expenses, unaudited, were $39,553.
* Through March 15th, total surplus, unaudited, was $80,727.
* Cash positions as of March 15th total $229,649.
* **Board discussion**
* Mr. Moore – Asked about the generator maintenance contract.
* Ms. Kelly – Asked why we used two banks.
* Mr. Zito – Said we use two banks primarily for FDIC protection.
* Mr. Moore – Asked Mr. Zito if PFE took e-payments. Mr. Zito said not at this time.
* **Public comment**
* Mr. Sandford – Told the Board to be careful about future legal expenses, stating that 40% of the annual budget line item for legal has already been spent.

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

1. **Secretary’s Report – No report.**
2. **Old Business –**

* **Wall Protection for Community Room –** 
  + Ms. Miller suggested that this be tabled at this time due to the computer issue.
* **Landscaping (as proposed in 2017 budget) -** 
  + Ms. Smith-Hughes – Asked about the status of proposed mulch / stone for the Community Center. This item also was tabled due to the more pressing issue of the computer hardware and software update.

1. **New Business –**

* **Software Update -** 
  + Mr. Moore – Again said that he had two phone meetings set up with software vendors. He said this issue needs to be expedited.
  + Mr. Zito – Said that $5,000.00 was budgeted for computers, printers and networking. No monies were allocated for new software, which has now crashed. He said that properly moving historical data to a new network was a major concern of his.
  + Mr. Moore – Stated that all companies he has spoken to have experience migrating data from TOPS to their software.
  + Ms. Youngfelt – Suggested that the Board approve a not to exceed amount and trust Mr. Moore and Mr. Zito to make the best decision regarding software and hardware.
  + Mr. Moore – Stated that he felt accepting the TOPS quote was probably the best alternative, unless another vendor can beat their price.
* **Public comment**
* Ms. Marshall – Asked about the method of backup of data.
* Mr. Sandford – Asked if purchasing the upgrade would allow us to have better backup and retrieval capabilities.
* Mr. Zito - Said that purchasing the monthly support would allow us to take advantage of the vendor’s software techs when issues come up.
* Ms. Moore – Asked if the computer hardware purchase would also be approved at this time.

**A motion was made by Mr. Moore, seconded by Ms. Youngfelt to accept the quote from TOPS Software, in the amount of $3,000.00, for database software upgrade, plus $109.00 monthly for support, unless a better price from an alternate vendor is obtained. All in favor. Motion passed.**

**A motion was made by Mr. Moore, seconded by Ms. Kelly to allocate up to $5,000.00 for computer hardware purchase and installation. All in favor. Motion passed.**

1. **Correspondence**

* **List of PFE Homeowners -** 
  + Mr. Zito said that since the last meeting, Ms. Garcia, Mr. Broxmeier and Ms. Smith-Hughes requested and were emailed a complete list of PFE homeowners.

**Public Input –**

**Public Input commenced at 11:06am.**

* Ms. Marshall – Asked whose job it was to enforce rules and regulations. She said that the dog waste situation is as bad as she has ever seen it here. Felt that putting dog poop receptacles around the community would help people dispose of dog waste properly.
* Ms. Kelly – Said that no finances were in place to cover the cost of such maintenance.
* Mr. Broxmeier – Discussed the problems of short-term rentals. He suggested that we as a community should look into it. A private community in Stroud Township was discussed.
* Mr. Sandford – Said that the private community referred to was less concerned about stopping short-term rentals than making sure they were compliant with local ordinances.
* Ms. Moore – Commented the issue of short-term rentals and possibly having paperwork submitted by the owner’s insurance company saying that they are aware of this practice.
* Mr. Sandford – Stated that the issues to be concerned with such rentals were fire, sewer and trash regulations.
* Ms. Moore – Said to be cautious about instituting a permit process, since a permit implies “permission”.
* Mr. Broxmeier – Suggesting the Board get a copy of the short-term ordinance from other municipalities.
* Mr. Sanford – Commented on short-term rental procedures in a neighboring community.
* Ms. Kelly – Asked about PFE’s tenant registration policy,
* Mr. Sandford – Said Ms. Moore and the Social Committee have only two weeks to put together the Easter event and will need volunteers and help from the Board.

**Ms. Miller left the meeting at 11:22am.**

* Ms. White – Asked about the status of the burned-out house on Falstaff Drive.

**Ms. Miller returned to the meeting at 11:25am.**

* Mr. Sandford – Briefed her and those present on the Township procedures for removing dangerous structures.
* Ms. Smith-Hughes – Thanked Mr. Sandford for his previous efforts in getting the burned-out house on Belgravia Drive removed.
* Ms. Youngfelt – Commented on the previous discussion regarding Board volunteers for events. She said that some Board members work or might be out of town and are not always be available for volunteering at all events, but that she always does what she can for the community.
* Ms. Smith-Hughes – Spoke of the lack of participation in the Cambelbeach trip she organized for the community. She said that no one needs to feel guilty about not being able to participate in events.
* Ms. Moore – Hopes that more members would join the Social Committee and that a more diverse demographic group (young, old, Toddler parents, etc.) should be involved.
* Ms. Kelly – Felt that no one should feel obligated to “do the right thing”, no volunteer was better than any other, and to make someone feel that way was insulting. She agreed with Ms. Moore’s comments.
* Mr. Sandford – Said his comments about volunteering were not meant to insult or hurt anyone’s feelings, but based on subsequent comments it worked in getting everyone’s attention. He said that even if members could not attend they could doing something like donating an item for the event’s Tricky tray.
* Mr. Moore – Stated that integrity is important. He said that we ask homeowners to follow the rules and cautioned that it is not proper for Board members to ask for special favors, such as setting up early for Community Room rental events. He said by doing so, we risk the integrity of the member and the entire Board.
* Ms. Marshall – Asked if the Board members are paid a salary.

**There being no further business, a motion was made by Ms. Ms. Youngfelt, seconded by Mr. Moore to adjourn the meeting. All in favor. Motion passed.**

**The meeting adjourned at 11:34pm.**

**NEXT REGULAR BOARD MEETING: April 15, 2017 @ 9:00am.**

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

**Robert M. Zito, Recording Secretary**

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

**Marisol Santos, Secretary**

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