**Pocono Farms East Association, Inc.**

**BOARD OF DIRECTORS REGULAR Meeting**

**Saturday, May 19, 2018**

**MINUTES**

**Board Members present:**

Margaret Miller - President, Josefina García – Secretary (arrived at 9:06am), Marion Kelly – Director, Ann Delaney – Director, Janice Smith – Hughes – Director, Michael Schlegel, Director.

**Board Members absent:**

Debra Youngfelt – Vice President, Susan Anderson-Krieg – Treasurer, Jose Ramos – Director.

**Alternate Members present:**

None.

**Alternate Members absent:**

None.

**Staff present:**

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

**Members present:**

Herrera (1-0529), Broxmeier (5-0335).

The meeting was called to order by President Margaret Miller at 9:01 am in the Community Room of Pocono Farms East Association, 3170 Hamlet Drive, Tobyhanna, PA.

**Coolbaugh Township Board of Supervisor Chairman Bill Weimer**

At the request of Ms. Miller, Mr. Weimer accepted the invitation to speak to the PFE Board and membership at this meeting.

Prior to the meeting Mr. Zito solicited the Board to see if there were any specific topics the Directors wanted to cover with Mr. Weimer. Two were submitted –

1. What suggestions can you give the Board regarding developing a strong 911 emergency plan?
2. Should we have a Sargent at Arms at our monthly meetings for our safety? Have any Associations had any safety issues with residents at meetings that you know of?

In a long back and forth discussion, Mr. Weimer offered several suggestions for ramping up an emergency plan for PFE. He informed those present that the Coolbaugh Supervisors offer classes and training in how best to implement a “warming center” in private communities. Mr. Weimer assured the Board that PFE would be informed in the future about these classes.

Mr. Weimer also suggested that the PFE Board reach out to its residents via newsletter, social media, etc., to see if anyone in the community would have and be willing to share resources (ATV, UTV, portable generator, etc.) with other residents in an emergency, Finally, he also suggested that the Association reach out to residents asking if there were any persons in PFE with disabilities, person who rely on oxygen, etc., who might need special help during an emergency.

The issue of safety at meetings was also discussed. Mr. Weimer said that Pocono Mountain Regional Police is aware of Township meetings and provide a physical presence at those meetings when they are able. He suggested the Board inform PMRP of the dates of PFE meetings so that they are informed. Mr. Schlegel said he would follow up with PMRP.

The problem of loose dogs was discussed briefly. Mr. Weimer explained the Township’s position regarding this issue. Other issues such as the Township recycling center, shred events and the addition of a second Township Codes Enforcement Officer were also mentioned by Mr. Weimer.

Ms. Miller and the Board thanked Mr. Weimer for taking time out to address them this morning and issued Mr. Weimer an invitation to attend and address the PFE Annual Membership Meeting on October 27th.

Before Mr. Weimer left he was asked about potholes on Coach Road. He also requested that PFE contact Pennsylvania American Water to urge them to install fire hydrants that are ready to go in PFE.

**Mr. Weimer left the meeting at 10:36am.**

1. **Minutes**

The draft minutes from the April 21, 2018 Regular Meeting were presented and considered for approval. No changes were noted.

**A motion was made by** **Ms.** **Delaney, seconded by Ms. Smith-Hughes to approve the April 21, 2018 Regular Meeting minutes as presented. All in favor. Motion passed.**

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

A written report was presented by Mr. Zito. He discussed mostly routine maintenance in April with the highlights being pickup of a discarded mattress on the road, some cleanup of pallets, branches and stone from the Community Center Complex and the interaction with a resident who was letting his dog loose every day to do his business.

Several action points were given to Mr. Zito;

* Have the fallen tree removed from the community Center entrance. (Ms. Miller).
* Tires and garbage on Cotswold Road and Hampshire Road.
* Retrieve cushions dumped on Carriage Lane.
* Have the front gutters and downspouts cleaned at the Community Center. (Mr. Broxmeier).

**A motion was made by Ms. Kelly, seconded by Mr. Schlegel 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 April. She stated the two new construction permits issued to Classic Quality Homes (Trafalgar Road and Warwick Circle) are progressing. She stated that a dog run permit and a shed permit had been closed out, and that 10 tree permits were issued in April.

**A motion was made by Mr. Schlegel, seconded by Ms.** **Garcia** **to approve the Permit Report as presented. Four in favor. One abstained (Ms. Delaney). One did not vote (Ms. Kelly left the room). Motion passed.**

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

Ms. Delaney presented the Compliance Report through April 30, 2018. She said that 34 violations or warnings have been closed in 2018, while 59 violations remain active.

A brief discussion of culvert pipes and having homeowners clean them took place.

**A motion was made by Ms. Garcia, seconded by Ms. Smith-Hughes to approve the Compliance Report as presented. Five in favor. One abstained (Ms. Delaney). Motion passed.**

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

Ms. Miller thanked everyone for attending. She distributed the latest crime statistics from Pocono Mountain Regional Police. She said that she asked Mr. Zito to post a notice on Facebook to invite those who were without power during the recent storms to come to the Community Center to meet their basic needs.

Ms. Smith-Hughes said that she knew a young lady who might be able to help us enhance our Facebook presence. Mr. Broxmeier said that he noticed many advertisements from vendors on the site. Mr. Zito explained that the site was actually a resident driven and administered site and that content was not approved by the administration.

Discussion of the condition of the men’s and women’s restrooms took place. Ms. Miller suggested that larger trash cans for hand towel waste in the restrooms were needed, and further suggested that the Board investigate purchasing and installing electric air hand dryers to both sanitary and economic reasons. Comments were heard by Ms. Kelly and Mr. Broxmeier.

**At this point (11:10am) Ms. Miller opened the floor up to public input.**

**Homeowner request regarding drainage ditch on Graham Lane**

To recap what took place at the April BOD meeting the Herrera family, whose property borders a PFE drainage ditch, expressed concerns about the ditch with the Board. They had previously contacted Mr. Zito for a “permit” to put a pipe in the drain, running the length of their property, that would cover the ditch and, in their opinion, prevent runoff of stormwater onto their property. At that time Mr. Zito suggested they speak to the Board directly.

At that meeting (April) the Herreras were asked to have their contractor submit a plan that could be discussed by the Board at this (May) meeting. To date, no plan was submitted. The Herreras said that their contractor came in to speak to Mr. Zito regarding this matter, but Mr. Zito was away on vacation. Mr. Zito said he had been back for two full weeks and that no one had contacted him during the time he was back.

The Board also informed the Herreras about concerns that their neighbor, who borders the ditch with the Herreras, had regarding possible flooding and negative impact on their lot (the neighbor’s) if a full pipe were allowed to be installed.

A long, emotional discussion took place, Mr. Zito suggested to Ms. Herrera that since everyone was present she try to call her contactor so that he could discuss the situation at this time with the Board directly. She did. The contractor had a brief discussion with the Board. There were several questions asked, the most obvious being how the contractor would propose to keep a drainage pipe of approximately 150 feet long free of leaves and debris.

The contractor was given the Association’s fax number and he said that he would submit a plan, in writing, to the Association prior to the June BOD meeting.

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

Mr. Zito discussed the written report. He stated that through April 726 accounts were paid in full, while 454 remain unpaid. He again stated that these figures were typical at this point in the year. The total amount of accounts receivable write-offs for the month of March was $3,505.04.

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

1. **Committee Reports**
* **Rules & Regulations:** No meeting.
* **Citation Appeals:** Three appeals were scheduled. One called and will be rescheduled for June. The other two were no-shows.
* **Facilities / Social Activities:**

Ms. Smith-Hughes said she is holding the meetings either before or later the monthly Board meeting this month.

She thanked those who participated in the Earth Day cleanup. A possible second cleanup day is being discussed. A show of hands indicated September or October as a possible date for this second cleanup.

She also discussed a possible fundraiser trip to Camelbeach and the logistics of a 911 emergency plan.

Mr. Schlegel suggested running bus trips (tours) and said that he would get information from various vacation bureaus and pass this information on to the Board.

Other issues discussed were:

* + Culture’s Closet lease renewal
	+ July 4th PMRPD coverage
	+ Ditch cleaning
	+ Vacation Bible School request

**After discussion a motion was made by Mr. Schlegel, seconded by Ms. Smith-Hughes to approve to contract with Pocono Mountain Regional Police for dedicated police coverage on Wednesday. July 4th from 5pm–10pm or 5pm– 11pm, depending on availability. All in favor. Motion passed.**

Regarding Culture’s Closet the Board was amenable to continuing the agreement currently in effect.

The ditch cleaning project was discussed, specifically methods of bidding the job.

Mr. Broxmeier also commented on maintaining the retention pond on Hamlet Drive, specifically two broken rails on the split rail fence.

Finally, the Vacation Bible School / Summer food distribution request was discussed. Comments were heard from Ms. Miller, Ms. Garcia, Ms. Kelly and Ms. Smith-Hughes.

The Board attempted to call the applicant for the VBS by phone at the number listed in her correspondence, but there was no answer. The Board wanted to clarify how much she was willing to pay for the space, as the consensus was that PFE could not offer the space at no charge. Mr. Zito was asked to contact the applicant to clarify.

**Mr. Schlegel had to leave the meeting at 12:30pm.** Before he left he voiced his support for the VBS and asked the Board if they would like him to follow up with the Police and Emergency Management officials on the topic discussed by Mr. Weimer.

Ms. Delaney said it was important that they supply both adequate insurance and papers indicating their non-profit status.

* **Finance:**  A meeting was held on May 12th to discuss winter operations and the snowplowing contract. It was the recommendation of the Committee to bid out the contract for plowing and salting the lower portion of Carriage Lane and have the successful bidder act as a backup to our primary plowing contractor.

**A motion was made by Ms. Kelly, seconded by Ms. Garcia to bid out the contract for plowing and salting the lower portion of Carriage Lane and have the successful bidder act as a backup to our primary plowing contractor.**

* **Public Comment:**

Mr. Broxmeier suggested that the bid be let to have a new contractor act as the primary contractor and have our current contractor take secondary status.

**A vote then took place on the motion. All in favor. Motion carried.**

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

Mr. Zito presented the financial report for the period ending April 30, 2018.

April cash disbursements, totaling $13,980.86, were discussed. No questions were forthcoming.

Through April the overall surplus of revenue over expenses totaled $91,783.

Collections stood at 75.86% of budget YTD, representing a dollar increase of approximately $10,000 over 2017.

Reserves had been fully funded to date. Cash balances stood at a little over $267,000.

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

1. **Secretary’s Report – No report.**
2. **Citation Appeals:** Covered previously.
3. **Old Business:** None.

1. **New Business:** None.
2. **Correspondence:** Covered previously.
3. **Public Input:** None.

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

**The meeting adjourned at 12:59pm.**

**NEXT REGULAR BOARD MEETING: June 16, 2018 @ 9:00am.**

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

 **Robert M. Zito, Recording Secretary**

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

 **Josefina Garcia, Secretary**

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