**Pocono Farms East Association, Inc.**

**Board of Directors REGULAR Meeting**

**Saturday, august 19, 2017**

**MINUTES**

**Board Members present:**

Margaret Miller - President, Jose Ramos – Vice President, Susan Anderson-Krieg – Treasurer, Marisol Santos – Secretary, Marion Kelly – Director, Janice Smith – Hughes - Director (arrived at 9:13am),

**Board Members absent:**

Debra Youngfelt – Director, Gloria Van Winkle – Kirschner – Director, Josefina Garcia – Director.

**Alternate Members present:**

None.

**Alternate Members absent:**

None.

**Staff present:**

Robert M. Zito, CMCA, AMS, General Manager, Ann Delaney, Citations Officer,

**Members present:**

Broxmeier (5-0335).

The meeting was called to order by President Margaret Miller at 9:00am in the Community Room of Pocono Farms East Association, 3170 Hamlet Drive, Tobyhanna, PA.

1. **Minutes**

The draft minutes from the July 15, 2017 Regular Meeting were presented and considered for approval.

* **Board discussion:** Two corrections were noted: 1. Page 4, Rules and Regulations, line 2, remove “Rule 7.1 (no correction recommended)”. 2. Page 5, Finance, line 3, “review consideration” should be “review or consideration”.
* **Public comment:** None.

**A motion was made by Ms. Anderson-Krieg, seconded by Mr. Ramos to accept the meeting minutes of July 15, 2017 as corrected. All in favor. Motion passed.**

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

The written maintenance report for the period through July 31, 2017 was presented by Mr. Zito.

* Regular maintenance.
* Began cleaning an abandoned property on Chelsea Circle.
* Decorative stone project at Community Center completed.

In addition to the regular maintenance done in July, Mr. Zito stated that Critical Systems had come in to perform the annual service on the generator and recommended pulling and rebuilding the engine, at an approximate cost of $4,200.00. Discussion ensued as to whether it would be more advantageous to have the engine replaced, with new, rather than repaired, with rebuilt. Mr. Zito will try to gather possible services options and report back to the Board at the September meeting.

* **Public comment:** Mr. Broxmeier looked at the generator and verified that it was a propane-run engine.
* **Board discussion:** Committee assignments were discussed at length.

**A motion was made by Ms. Santos, seconded by Ms. Van Winkle-Kirschner to approve the Maintenance Report as presented. 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 August 10, 2017.

* 38 permits have been issued this year.
* 10 permits have been closed out this year.
* **Board discussion:** Ms. Santos questioned the status of a permit on Fergus Way.
* **Public comment:** None.

**A motion was made by Ms. Kelly, seconded by Ms. Anderson-Krieg** **to approve the Permit Report as presented. All in favor. Motion passed.**

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

Ms. Delaney presented the Compliance Report for the month of July, which contained 68 active citations. She stated that during the summer months, the concentration of citations was for uncovered propane tanks and uncut grass and weeds, and that compliance to these citations has been good.

* **Board discussion:** A discussion of a long-standing citation regarding an illegal fence on Cambell Way dominated the Board’s discussion. Mr. Ramos suggested local District Court instead.
* **Public Comment:** Mr. Broxmeier said that if money were to be spent on property issues, he would suggest cleaning up Chelsea Circle first.

After the discussion, the following motion was made:

**A motion was made by Ms. Kelly, seconded by Ms. Santos to have Mr. Zito contact Attorney Greg Malaska regarding the illegal fence on Cambell Way regarding bringing the issue to the Monroe County Court of Common Pleas. Five in favor. One abstained (Ms. Smith-Hughes). Motion carried.**

* **Public comment:** None.

**A motion was made by Ms. Anderson-Krieg, 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 distributed and spoke about the latest UCR crime report from Pocono Mountain Regional Police and said it was important to be vigilant and to protect yourself.

* **Board discussion:** Ms. Smith-Hughes suggested a Crime Watch Committee. The proper lack of resident participation was discussed.
* **Public comment:** Mr. Broxmeier recounted the prior Crime Watch Committee that was active when the administrative office was located on Route 196.
* **Board discussion:** Further comments regarding Crime Watch were heard by Ms. Kelly and Mr. Zito. Ms. Kelly suggested that a potential Crime Watch Committee as an agenda item for the upcoming Annual Membership Meeting. Ms. Miller said she would invite a PMRP representative address the Board at a meeting if the Board wanted to hear what he/she had to say. Ms. Smith-Hughes volunteered her services, along with several others. Ms. Kelly asked about the striping of Township roads

At this point, (10:18am) Ms. Miller recessed the meeting for a short break. The meeting reconvened at 10:23am.

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

Mr. Zito presented the written Management Report for the period ending July 30, 2017.

* + 704 accounts were paid in full, compared to 675 at this time last year.
  + 476 accounts were not paid, as compared to 505 at this time last year.
  + Write-offs for July totaled $2.13.
  + Approximately 215 accounts have been sent to Transworld Collection Agency for collection assistance.

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

1. **Committee Reports**

* **Rules and Regulations:** 
  + **Rule 7.8:** The language “Any vehicle not registered” was discussed at length.

**A motion was made by Ms. Anderson-Krieg, seconded by Ms. Kelly to amend Rule 7.8 to amend it as follows: Delete “*Any vehicle not registered”* and replace it with *“Any vehicle without plates”.* All in favor. Motion passed.**

* + **Rule 10.5:** The language “Outdoor burning is not allowed in Pocono Farms East” was discussed at length.

**A motion was made by Ms. Anderson-Krieg, Santos, seconded by Ms. Smith-Hughes to amend Rule 10.5 as follows: Delete “*Outside burning is not allowed in Pocono Farms East”* and replace it with *“Outside burning is not allowed in Pocono Farms East with the exception of chimeneas or store bought properly contained firepits”.* All in favor. Motion passed.**

* **Citation Appeals:** The results of the hearings of August 12th were presented by Ms. Anderson-Krieg.
  + **Chelsea Circle:** Two sheds (recommend waiving $332.00 in citations).
  + **Cambell Way:** Uncovered propane tank (recommend waiving $100.00 citation).
  + **Coach Road:** High grass (recommend waiving $50.00 citation).

**A motion was made by Ms. Anderson-Krieg, seconded by Ms. Kelly to waive $482.00 in citations, as per the recommendation of the Citation Appeals Committee. All in favor. Motion carried.**

* **Facilities:** 
  + **Cleaning Services:** The proposal for weekly cleaning services from Sylvester Cleaning Service, at a cost of $100.00 per week, was discussed. Currently Ms. Smith-Hughes is serving in this capacity as a subcontractor for Mr. Zito. The cost of this proposal is $40.00 per week more that is currently being expended, and the added cost, if approved, would be passed onto to PFE through RMZ’s management contract. Discussion ensued.

**A motion was made by Ms. Kelly, seconded by Ms. Smith-Hughes to approve the proposal from Sylvester Cleaning Service to provide weekly cleaning services to PFE through RMZ Property & Management Consultants at a cost of $100.00 per week plus an addition 12.5% to cover insurance and taxes. All in favor. Motion carried.**

* + **Mailbox Pavilion Sealcoating:**  Mr. Zito discussed sealcoating the mailbox pavilion blacktop, which he said was a budgeted item for 2017. The logistical issues associated with limiting access to the mailboxes were also discussed.

**A motion was made by Ms. Smith-Hughes, seconded by Ms. Santos to authorize Mr. Zito to proceed with the mailbox pavilion sealcoating project as budgeted. All in favor. Motion carried.**

* + **Community Room Rental Issues:**  Mr. Zito pointed out some damage done to the Community Room by private parties and suggested, like in other communities, a party monitor, whose cost would be passed on to the homeowner who rents the room, be considered. Discussion followed. Ms. Miller suggested having a designated area on the wall where decorations could be hung, which she felt would minimize damage to the walls. Mr. Zitodiscussed sealcoating the mailbox pavilion backstop, which he said was a budgeted item for 2017. The logistical issues associated with limiting access to the mailboxes were also discussed. Ms. Smith-Hughes and Ms. Kelly, Mr. Broxmeier and Mr. Zito also commented on the issue. Mr. Ramos stated that he felt video cameras might be utilized to monitor conditions in the party room.
* **Finance:** No meeting. Mr. Zito was asked to contact Mr. Tykieyen Moore to set up a Finance meeting for the purpose of drafting the proposed 2018 budget. Mr. Zito said that the past several years Mr. Moore had asked him to do a first draft of the budget for the Committee’s consideration. A tentative date of September 9th was set for this meeting.
* **Social Activities:** No meeting. A possible movie night in Fall was discussed, along with Halloween festivities, date to be determined.

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

Mr. Zito gave the report.

* The check register for the month of July, totaling $19,361.85 was presented and discussed.
* Through July 31st, total revenue, unaudited, was approximately $173K, or 101% of budget.
* Through July 31st, total expenses, unaudited, were approximately $110K, or approximately 65% of budget.
* Cash positions as of July 31st total approximately $219K.
* Collections currently stand at 81.08%.

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

1. **Secretary’s Report – No report.**
2. **Old Business – None.**
3. **New Business.**

* **Cleanup of Property – Titania Road / John’s Way:**

Mr. Zito presented a picture of a soon to be foreclosed upon property on the corner of John’s Way and Titania Road, stating that when the occupants left, debris and household garbage was left all around the property. He requested funding to have this property cleaned saying that he had received various complaints from the neighboring properties.

* **Board discussion:** The status of the abandoned property cleanup fund established several years ago was discussed.
* **Public Comment:** Mr. Broxmeier said that if the Board did not allocate funds to clean this property and the property on Chelsea Circle that they should be ashamed of themselves. He also suggested putting liens on the properties.

**A motion was made by Ms. Anderson-Krieg, seconded by Ms. Kelly to authorize an amount up to $2,500.00 to clean up abandoned properties on John’s Way and Chelsea Circle. All in favor. Motion carried.**

* **Landscape Edging:**

A brief discussion on landscape edging to better secure the newly laid decorative stone on the Community Center grounds took place

* **Finance projects:**

Ms. Smith-Hughes brought up the fact that several projects that have either been talked about or previously approved have never been funded. A specific example was the PFE lot, across from the Community Center on Hamlet Drive, that was designated on the original plans to be an overflow parking lot. She stated the current unsightly condition of the lot. Drainage concerns were discussed by Mr. Broxmeier, Ms. Smith-Hughes, Ms. Kelly and Mr. Zito.

Mr. Zito was asked to clarify where the money would come from if this, or other projects, were to go forward. He stated that one source could be the PFE Capital Improvement Fund, which is supposed to be dedicated for new capital projects. Mr. Zito was asked to research the options on this project and report back to the Board.

Mr. Broxmeier closed the discussion by saying if the project were to move forward he would strongly suggest that due to the drainage issues, blacktop not be used.

**Public Input –**

* Mr. Broxmeier – Once again suggested that the bushes and foliage along Kings Way by the mailbox pavilion be trimmed for security reasons.
* Mr. Ramos – Spoke of the Pocono Latin Festival to be held on Sunday, August 20th.
* **There being no further business, a motion was made by Ms. Kelly, seconded by Ms. Anderson-Krieg to adjourn the meeting. All in favor. Motion passed.**

**The meeting adjourned at 12:46pm.**

**NEXT REGULAR BOARD MEETING: September 16, 2017 @ 9:00am.**

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

**Robert M. Zito, Recording Secretary**

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

**Marisol Santos, Secretary**

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