**Pocono Farms East Association, Inc.**

**BOARD OF DIRECTORS REGULAR Meeting**

**Saturday, MAY 18, 2019**

**MINUTES**

**Board Members present:**

Tykieyen Moore - President, Susan Anderson-Krieg – Vice President, Debra Youngfelt – Treasurer, Jose Ramos – Secretary, Marion Kelly – Director, Ann Delaney – Director, Daniel Broxmeier - Director.

**Board Members absent:**

Josefina Garcia – Director, Michael Schlegel – Director.

**Alternate Members present:**

Janice Smith-Hughes.

**Alternate Members absent:**

Gail Riera-Rodriguez.

**Staff present:**

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

**Members present:**

Lopez (7-6123).

The meeting was called to order by President Tykieyen Moore at 9:15 am in the Community Room of Pocono Farms East Association, 3170 Hamlet Drive, Tobyhanna, PA.

Due to the fact a full compliment of Directors was not present, the following motion was made:

**A motion was made by Ms. Youngfelt, seconded by Ms. Delaney to move up Janice Smith-Hughes to Director for this meeting. All in favor. Motion passed.**

1. **Minutes**

The draft minutes from the April 20, 2019 Regular Meeting were presented and considered for approval. The following change was noted:

**Permit Report – The motion to accept the Permit Report was made by Mr. Broxmeier and seconded by Ms. Anderson Krieg.**

**A motion was made by Ms. Youngfelt, seconded by** **Ms.** **Anderson-Krieg to approve the April 20, 2019 Regular Meeting minutes as corrected. All in favor. Motion passed.**

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

A written report was presented by Mr. Zito.

In addition to the normal maintenance tasks, Mr. Zito reiterated that the dumping at the end of Oberon Road was cleaned by 1-800-GOT-JUNK. He also said that the traffic direction poles were installed at the mailbox pavilion – in the hopes of preserving the new gutters on the pavilion from being damaged by traffic - and that he had met with several landscape contractor regarding the overflow parking lot and landscape edging for the Community Center. Additionally, after the last date of the report (April 30), Critical Systems performed annual maintenance on our generator, and noted that several repairs were suggested by the contractor.

**A motion was made by Mr. Broxmeier, seconded by Ms. Smith-Hughes 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 period through April 30, 2019. She stated that 15 tree permits were issued during the month of April, along with two deck permits.

**A motion was made by Ms.** **Kelly, 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 through April 30, 2019. She said compliance generally has been good. She also stated that starting the week of May 13th, warnings for propane tanks would be given, along with warnings to several suspected properties that appear to be rented without the proper registration to the Association.

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

1. **President’s Report – Mr. Tykieyen Moore**

No report.

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

Mr. Zito discussed the written report. He stated that through April 30, 2019, 696 accounts out of 1,180 were paid in full. Collections still were a bit slower than the strong results of the previous year. He said that the process of reporting, updating and uploading unpaid accounts to the credit bureaus was beginning.

Resale activity slowed during April, as only two properties changed hands.

Total write-offs for the period were $203.37.

**A motion was made by Mr. Ramos, seconded by Mr. Broxmeier to accept the Management Report as presented. All in favor. Motion carried.**

1. **Committee Reports**
* **Rules & Regulations:** No report.
* **Citation Appeals:** The Appeals Hearing of May 11th was discussed. A property owner on Cotswold Road asked to have her fine removed as she claimed notices were sent to the incorrect address.
* **Facilities / Social Activities:**  Ms. Smith-Hughes thanked all who participated in the Earth Day cleanup. She suggested purchasing multi-prong charging cables that would allow more people the ability to charge devices at the Community Center during an emergency. It was also suggested that Coolbaugh Township Supervisor Bill Weimer be contacted to see when the next E-911 formation class was being held by Township.

An E-911 “protocol” was discussed. This protocol would assign specific tasks to staff and the Board members if/when an emergency situation arose. There was discussion that followed, however a consensus on formalizing a protocol was not reached.

**A motion was made by Mr. Broxmeier, seconded by Ms. Smith-Hughes to table discussion of formalizing an E-911 protocol until further notice. Seven in favor. One did not vote (Ms. Delaney as she was helping a resident at the front desk). Motion carried.**

* **Finance:**  No report.

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

The written financial report for the period ending April 30, 2019 was presented.

April’s cash disbursements, totaling $15,013.23, were discussed. No questions were forthcoming.

Through May 6th, the overall surplus of revenue over expenses totaled $67,611.00. $1,085.00 was due to the Capital Improvement account for transfer fees collected from April 1st – May 6th.

Cash balances stood at a total of $297,180.11, an increase of $2,076.54 over the month of April.

Mr. Zito asked that a Finance meeting be held to discuss some aspects of a potential 2020 budget, most specifically management, enforcement and maintenance requirements. It was decided that a meeting of the Committee would be held after the June 15th Board Meeting.

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

**At this point Public Input was taken.**

Mr. Lopez (7-6123) came before the Board to discuss a possible variance for a fence. There was a long discussion regarding the failings of the police, PFE rules, collection practices, loose dogs and owner’s rights, among other topics. He was asked to submit his request in writing to Ms. Delaney (Permit Coordinator).

1. **Secretary’s Report – Jose Ramos.**

Mr. Ramos echoed Ms. Smith-Hughes’ earlier comments thanking all those who participated in the Earth Day cleanup.

1. **Old Business:**
* **Area Light (PPL) at Route 196 Entrance Sign:** The previously discussed area light at this location was discussed. The Board was informed that to install the light, PPL would require a five-year usage commitment, the cost being approximately $18.00 per month.

**A motion was made by Ms. Smith-Hughes, seconded by Ms. Youngfelt to have PPL install an additional area light near the PFE sign at the corner of Route 196 and Kings Way, with a five-year commitment to pay for the usage of light, at a cost of approximately $18.00 per month. All in favor. Motion carried.**

* **Dues Settlement 4-6139:** A previously submitted letter, as written by the property owner, was discussed.

**A motion was made by Ms. Youngfelt, seconded by Ms. Smith-Hughes to offer settlement in the amount of $3,453.20 for lot 4-6139 (through the current date). Payments are to be made monthly in the amount of $77.50 until paid in full, with future annual assessments being added to the account as they accrue. All fees relieved would be reinstated if the payment schedule is not adhered to. All in favor. Motion carried.**

* **Investment of Excess Association Funds:** The previously submitted schedule, compiled by Mr. Zito, was discussed.

**A motion was made by Ms. Anderson-Krieg, seconded by Mr. Broxmeier to invest $50,000.00 of excess Association funds into 13-week Treasury Bills, in increments of $10,000.00 over a period of five weeks, to be reinvested until otherwise decided by the Board. All in favor. Motion carried.**

**At this point (11:25am) Mr. Ramos left the meeting.**

* **Short-Term Rentals:** Mr. Zito presented the findings of the PA Supreme Court in the case of Slice of Life, LLC and Val Kleyman v. Hamilton Township, regarding the right of property owners to rent their property on a short-term basis. This finding was passed on to PFE by Attorney Greg Malaska.

As the finding stated, short-term rentals were found to be “transient” and inconsistent with most zoning ordinances. Mr. Malaska suggested the PFE try to engage Coolbaugh Township to enforce this apparent illegal zoning usage. Mr. Zito will begin the process of reaching out to the Supervisors regarding this issue.

* **Community Center Overflow Parking Area on Hamlet Drive:** Mr. Zito presented three bids for this project.
	+ Fisher Brothers Excavating**:** $16,200.00
	+ Flood’s LandWorks: $11,986.00
	+ Erb’s Landscaping: $9,570.00

**A motion was made by Ms. Youngfelt, seconded by Ms. Smith-Hughes to engage Erb’s Landscaping to construct an overflow parking for the Community Center on lot 4-1913 Hamlet Drive, at a cost of $9,570.00. Five in favor. Two opposed (Ms. Anderson-Krieg and Mr. Broxmeier). Motion carried.**

**A motion was made by Ms. Kelly, seconded by Mr. Broxmeier to survey lot 4-1913 Hamlet Drive, at a cost not to exceed $700.00. All in favor. Motion carried.**

* **Police Protection – July 4th:** After discussion it was the consensus of those present that Pocono Mountain Regional Police would not be engaged to provide dedicated protection to the Association on July 4th, as had been the case in several prior years.
* **Generator Repairs:** After discussion the following motion was made:

**A motion was made by Mr. Broxmeier, seconded by Ms. Youngfelt to engage Critical Systems to provide the needed repairs and maintenance to the PFE emergency generator, at a cost not to exceed $1,500.00. All in favor. Motion carried.**

* **Annual Ditch Cleaning:** After discussion the following motion was made:

**A motion was made by Mr. Broxmeier, seconded by Ms. Youngfelt to engage Fisher Brothers Excavating to provide annual cleaning of designated PFE drainage ditches at a cost not to exceed $15,000.00. All in favor. Motion carried.**

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

**The meeting adjourned at 12:00pm.**

**NEXT REGULAR BOARD MEETING: JUNE 15, 2019 @ 9:00am.**

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

 **Robert M. Zito, Recording Secretary**

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

 **Jose Ramos, Secretary**

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