

**POCONO FARMS EAST ASSOCIATION, INC.**  
**BOARD OF DIRECTORS**  
**SEPTEMBER 19, 2020**  
**MINUTES**

**Board Members present:**

Susan Anderson-Krieg (VP), Tykkeyen Moore (T) (arrived at 9:07am), Josefina Garcia (S), Ann Delaney, Michael Schlegel (arrived at 9:01 am), Marion Kelly, Jose Ramos, Debra Youngfelt.

**Board Members absent:**

Daniel Broxmeier (P),

**Alternate Members present:**

Janice Smith-Hughes.

**Alternate Members absent:**

None.

**Staff present:**

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

**Members present:**

Connolly (6-2142), McClain (7-4127).

The meeting was called to order by Vice President Susan Anderson-Krieg at the PFE Administration Office at 9:00am.

Ms. Anderson-Krieg read the following notices listed on the meeting agenda:

THE PUBLIC WILL BE GIVEN AN OPPORTUNITY TO COMMENT ON EACH AGENDA MATTER AFTER BOARD DEBATE ON THE ISSUE HAS BEEN CONCLUDED. THE PUBLIC WILL BE GIVEN AN OPPORTUNITY TO COMMENT ON NON-AGENDA ITEMS AT THE END OF THE MEETING.

THIS MEETING IS BEING RECORDED TO AID IN THE PREPARATION OF THE MINUTES. THE BOARD DOES NOT CONSENT TO ANY OTHER RECORDING OF THE MEETING. IF ANY OTHER RECORDING IS MADE AND MISAPPROPRIATED WITHOUT THE BOARD'S CONSENT, PFEA WILL PURSUE ANY AND ALL LEGAL REMEDIES AVAILABLE.

AS PER THE BY-LAW CHANGE APPROVED BY MEMBERSHIP ON OCTOBER 26, 2011, ONLY MEMBERS IN GOOD STANDING ARE ALLOWED TO ADDRESS THE BOARD AT THIS MEETING.

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

### **Resignation of President Daniel Broxmeier**

Ms. Anderson-Krieg read a letter from Mr. Broxmeier who, due to health reasons, has been forced to resign as President and as a Board Member.

**A motion was made by Ms. Youngfelt, seconded by Ms. Garcia to accept, with regret, the resignation of Daniel Broxmeier from the PFE Board of Directors, effective immediately. Eight in favor. One abstained (Ms. Anderson-Krieg). Motion passed.**

Ms. Anderson-Krieg announced that she would abstain from voting on all motions unless her vote would be needed to break a tie.

### **Appointment of Board President**

**A motion was made by Ms. Youngfelt, seconded by Mr. Schlegel appoint Susan Anderson-Krieg as President through the remainder of the Board term (October 31, 2020). Eight in favor. One abstained (Ms. Anderson-Krieg). Motion passed.**

### **Appointment of Board Vice President**

**A motion was made by Ms. Garcia, seconded by Mr. Schlegel appoint Debra Youngfelt as Vice President through the remainder of the Board term (October 31, 2020). Seven in favor. Two abstained (Ms. Anderson-Krieg and Ms. Youngfelt). Motion passed.**

#### **1. Minutes**

The draft minutes from the August 15, 2020 Regular Meeting were presented and considered for approval. No corrections were forthcoming.

**A motion was made by Ms. Youngfelt, seconded by Ms. Smith-Hughes to approve the August 15, 2020 Regular Meeting minutes as presented. Eight in favor. One abstained (Ms. Anderson-Krieg). Motion passed.**

#### **2. Maintenance Report as presented by Management**

A verbal summary of maintenance issues raised since last meeting was given. Of particular note was the proposed annual ditch cleaning, as approved in the 2020 budget.

**A motion was made by Mr. Schlegel, seconded by Ms. Youngfelt to go forward with the annual ditch cleaning, totaling \$15,000.00. Eight in favor. One abstained (Ms. Anderson-Krieg). Motion passed.**

**A motion was made by Mr. Smith-Hughes, seconded by Mr. Schlegel to approve the Maintenance Report as presented. Eight in favor. One abstained (Ms. Anderson-Krieg). Motion passed.**

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

Mr. Zito discussed the written report for the period ending August 31, 2020. He said the collections percentage is high this year and that there were 790 properties paid in full through that date.

Mr. Zito also made the Board aware that due to various sheriff sales, there would be some large accounts receivable write-offs that will be done prior to year- end.

**A motion was made by Mr. Moore, seconded by Mr. Ramos to accept the Management Report as presented. Eight in favor. One abstained (Ms. Anderson-Krieg). Motion passed.**

**4. Committee Reports:**

- **Rules & Regulations:**
  - The next meeting will be held October 10<sup>th</sup>.
- **Other:**
  - No other reports were given at this time.

**5. Permit Report – as presented by George Newman**

A written permit for the period through 8/31/2020 was compiled and submitted by Mr. Newman. 35 total permits have been issued for the year.

- 28 Tree
- 2 Fence
- 5 New Construction

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

**6. Compliance Report – as presented by George Newman**

A written permit report for August 2020 was presented and discussed by Mr. Newman.

The following was presented:

- 11 Warnings
- 5 Citations

- 32 Closed
- 17 Active

It was noted that one appeals hearing is scheduled for October 10<sup>th</sup>.

Comment was heard from Mr. McClain.

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

At this point (9:30am) Mr. Ramos left the meeting.

## 7. Committee Reports (continued):

- **Citation Appeals:**
  - The next meeting will be held October 10<sup>th</sup>.
- **Facilities:**
  - The committee met with KTD Lawn Care and asked him to submit a proposal for winter services.
  - The committee will supply management with specifications for an additional load of landscape stones.

Comments were heard from Ms. Kelly, Ms. Youngfelt and Ms. Smith-Hughes.

- **Social Activities:**
  - A home decorating contest for the holiday season was discussed. It was tentatively agreed that prizes of \$50.00 / \$25.00 / \$25.00 would be given, based upon judging by the Board of Directors. The tentative judgment date was set for the evening of December 12<sup>th</sup>. The free backpack donation to PFE by Walmart, courtesy of Ms. Smith-Hughes, was noted.

Comments were heard from Mr. Zito, Ms. Youngfelt and Ms. Smith-Hughes, Ms. Anderson-Krieg, and Mr. McClain.

- **Finance:**
  - The first draft of the 2021 budget was discussed.
- **Social Activities (continued):**
  - A blood drive was suggested by Ms. Smith-Hughes.
  - Ms. Smith-Hughes said that Pocono Mountain Regional Police has been invited to address membership at the PFE Annual Meeting.

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

The written financial report for the period ending August 31, 2020 was presented. The following financial summary was given:

- Cash disbursements for August totaled \$56,382.99. This amount was much higher than usual due to \$23,860.00 needed for upcoming paving work and a \$20,498.00 interbank transfer (Peoples Security Operating to NBT Bank Reserve) to fund the Reserve account through 7/2020.
- Operating surplus as of 9/8 totaled \$32K.
- Total cash assets as of 8/31 were \$287K.
- Collection percentage (budget v. actual) as of 8/31 was 89.31%.

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

**9. Secretary's Report – No report.**

**10. Old Business: None.**

Comments were heard regarding the calling of police without reasoning at prior meetings and that the rule of decorum and governance needs to be applied both ways.

**11. President's Report – Susan Anderson-Krieg.**

Ms. Anderson-Krieg spoke about the health of former President Dan Broxmeier and acknowledged his service to the association. She said that Mr. Broxmeier always spoke of what he thought was best for the association.

**A motion was made by Mr. Moore, seconded by Ms. Youngfelt to purchase a get-well Edible Arrangement for Mr. Broxmeier in gratitude for his years of service to PFE. All in favor. Motion passed.**

**12. New Business: None.**

**13. Public Input:**

Comments were heard from Ms. Connelly, Mr. McClain, Ms. Delaney, and Mr. Moore.

Ms. Connelly said she was learning more about the association and would like to help make it better and safer.

Mr. McClain said that he did not want to be cursed at during meetings, once again suggested for a larger bulletin board and wants to put into the record that the Board apologized to him.

Ms. Delaney requested an apology from Mr. McClain.

Mr. McClain asked to know what he did to make an apology necessary.

Mr. Moore reminded everyone present that the Board and members were here to discuss the business of the association, not personal issues.

**Ms. Anderson-Krieg asked for a motion of adjournment, as the Board needed to go into Executive Session to discuss legal and personnel matters.**

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

**The meeting adjourned at 10:33am.**

**NEXT REGULAR BOARD MEETING: October 17, 2020 @ 9:00am.**

**ANNUAL MEETING: October 31, 2020 @ 9:00am.**

Submitted by: \_\_\_\_\_  
**Robert M. Zito, Recording Secretary**

Witnessed by: \_\_\_\_\_  
**Josefina Garcia, Secretary**

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