

**POCONO FARMS EAST ASSOCIATION, INC.**  
**BOARD OF DIRECTORS**  
**NOVEMBER 20, 2021**  
**REORGANIZATIONAL AND REGULAR MEETING MINUTES**

**Board Members present:**

Debra Youngfelt (P), Susan Anderson-Krieg (VP), Jose Ramos (S), Tykleyen Moore, Marion Kelly (T), Josefina Garcia, Michael Schlegel, Leonard McClain and Jaida McClain

**Board Members absent:**

None

**Alternate Members present:**

Janice Smith-Hughes

**Alternate Members absent:**

None

**Staff present:**

Robert M. Zito, CMCA, AMS, Business Manager, Michele Damato-Anton, Office Manager and George Newman, Compliance and Permit Officer.

**Staff absent:**

None

**Members present:**

Nancy Castro – Via Zoom at 9:06 am

The meeting was called to order by Mr. Robert Zito Business Manager, acting as Parliamentarian, at 8:56 am in the Community Room of Pocono Farms East Association, 3170 Hamlet Drive, Tobyhanna, PA.

1. **Election of President**

Mr. Zito called for nominations for President.

**Ms. Anderson-Krieg nominated Ms. Youngfelt.**

**Mr. McClain nominated himself.**

**Ms. Anderson-Krieg made a motion, seconded by Mr. Moore to close nominations. All in favor. Motion passed.**

**A vote was taken. Ms. Youngfelt got seven votes. Mr. McClain got two votes. Ms. Youngfelt was elected President for 2021-2022.**

Nancy Castro joined the meeting via Zoom at 9:06 am

2. Election of Vice President

Mr. Moore nominated Ms. Anderson-Krieg.

Mr. McClain nominated himself.

Ms. Youngfelt made a motion, seconded by Ms. Garcia to close nominations. All in favor. Motion passed.

A vote was taken. Ms. Anderson-Krieg got eight votes. Mr. McClain got one vote. Ms. Anderson-Krieg was elected Vice President for 2021-2022.

3. Election of Treasurer

Ms. Garcia nominated Mr. Mr. Moore.

Mr. McClain nominated himself

Mr. Ramos nominated Ms. Kelly

Ms. Youngfelt made a motion, seconded by Ms. Anderson-Krieg to close nominations. All in favor. Motion passed.

The first count of votes ended in a tie. A second vote was taken and Ms. Kelly got four votes, Mr. Moore got three and Mr. McClain got two votes. Ms. Kelly was elected Treasurer for 2021-2022.

4. Election of Secretary

Mr. Moore nominated Mr. Ramos.

Ms. Garcia made a motion, seconded by Ms. Kelly to close nominations. All in favor. Motion passed.

A vote was taken. Mr. Ramos was elected Secretary by acclamation for 2020-2021.

5. Adjournment

Ms. Garcia made a motion, seconded by Mr. Youngfelt to adjourn the meeting. All in favor. Motion passed.

With business having been concluded, the Reorganizational Meeting was adjourned at 9:13 am.

The regular monthly meeting was called to order by President, Debra Youngfelt at the PFEA Administration Office at 9:15 am

At the onset of the meeting President Youngfelt welcomed the newest Board member, Ms. Jaida McClain and everyone made brief introductions.

### 1. Minutes

The draft minutes from the October 16, 2021 Regular Meeting were presented and considered for approval. The following changes were made:

**A motion was made by Ms. Anderson-Krieg, seconded by Mr. Schlegel to approve the October 16, 2021 Regular Meeting minutes as presented. Seven in favor. Two abstained (Leonard McClain and Jaida McClain). Motion passed.**

### 2. Maintenance Report as presented by Site Coordinator/Manager

The Site Coordinator/Manager gave an oral report. She discussed the proposed project of the truck garage being erected in PFE that will bring an overabundance of heavy commercial truck traffic. The property is zoned commercial. She informed the Board that she has been attending the Township meetings with Vice President Anderson-Krieg. She will keep the Board apprised as the plan develops.

Mr. Ramos suggested obtaining a petition from the homeowners in the community against having the entrance/exit to the new building on Kings Way for safety reasons.

The Site Coordinator/Manager also reported that GFL, formerly County Waste has been late in picking up the trash 1-3 days every week. In light of same, the Site Coordinator will obtain new costs from other trash providers and provide to the Board at the December meeting.

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

### 3. Permit Report – as presented by Permit Officer

A written permit report was compiled and submitted by the Permit Officer. The following permits have been issued to date:

- 36 Tree
- 5 Fence
- 2 New Homes
- 3 Deck
- 9 Shed
- 3 Dumpster

**A motion was made by Mr. Schlegel, seconded by Mr. McClain to approve the Permit Report as presented. All in favor. Motion passed.**

#### 4. **Compliance Report – as presented by Compliance Officer**

A written report showing new activity for the period October 5, 2021 – November 4, 2021 was compiled and presented by the Compliance Officer.

The report stated that there were 46 open violations, while 258 violations had been corrected and closed.

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

#### 5. **Committee Reports:**

- **Rules & Regulations:**

- The Rules & Regulations Committee had their regularly scheduled monthly meeting on Saturday, November 13, 2021 at 9:00 am. There was no new business to report

- Next Rules & Regulations Meeting scheduled for Saturday, December 11, 2021 at 9:00 a.m.

- **Citation Appeals:**

The Citations Committee had their regularly scheduled monthly meeting on Saturday, November 13, 2021 at 10:00 am. There were no appeals heard at that time

- Next Citation Appeals Meeting scheduled for Saturday, December 11, 2021 at 10:00 a.m.

- **Facilities:**

- The regularly scheduled facilities meeting was held prior to the regular monthly meeting on Saturday, November 20, 2021 at 8:30 a.m.

- The Facilities Committee briefly discussed looking at the pocket park for a potential location for the option of some amenities for the children in the community. This will be discussed further at future facilities committee meetings.

- Next Facilities Committee Meeting scheduled for Saturday, December 18, 2021 at 8:30 a.m.

- **Social Committee:**

- The Social Committee met immediately prior to the Regular Monthly meeting at 8:00 a.m. on Saturday, November 20, 2021.

- The Social Committee finalized planning the upcoming Christmas Events - pictures with Santa (12/18 from 1:00 – 3:00 p.m.) and the holiday home decorating contest- 12/18 @ 5:00 p.m.) Volunteers needed to prepare goody bags for children at the next meeting the morning of the event.

- Next Social Committee Meeting scheduled for Saturday, December 18, 2021 at 8:00 a.m.
- **Finance Committee:** None

**Ms. Nancy Castro left the meeting (via Zoom) at 10:17 am**

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

The Business Manager discussed the written report for the period ending October 31, 2021. He reported that there were 810 properties paid in full through the date of this report.

There were 15 resale certificates issued during the month of October. The written Profit and Loss Statement for PFEA for the period ending October 31, 2021 was presented.

The following financial summary was given:

- Cash disbursements for September totaled \$20,398.86
- Operating cash flow was \$60,636.76 as of 10/31
- Total cash assets were \$348,826.92 as of 10/31
- Collection percentage (budget v. actual) as of 10/31 was 103.39%

**A motion was made by Mr. Moore, seconded by Mr. Ramos to approve the Business Manager and Financial Reports as presented. Seven in favor. Two abstained (Leonard McClain and Jaida McClain). Motion passed.**

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

**8. Old Business – No report.**

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

**10. New Business:**

- The Site Coordinator/Manager noted that there are approximately 10 contractor bags that were dumped in front of lot 4-3152 and have not been picked up by a garbage disposal company. It was the consensus of the Board that the Compliance Officer would determine if the bags were filled with garbage or leaves and follow up with the homeowner. At that time a decision would be made how to dispose of the bags.
- The Site Coordinator/Manager presented to the Board a volunteer program for the Monroe County Department of Juvenile Probation. This will enable juveniles to volunteer to help in the community on outdoor projects, specifically King's Way.

**A motion was made by Ms. Kelly, seconded by Ms. Anderson-Krieg to allow volunteers from the Monroe County Department of Juvenile Probation to volunteer at Pocono Farms East under the direction/supervision of the Site Coordinator/Manager. Five in Favor. Four Opposed (Mr. McClain, Ms. Garcia, Mr. Moore and Ms. McClain) Motion passed.**

- Discussion took place regarding PFEA being a Gun Free Zone and the need to alert the public to same with the use of signage. It was decided that the rules and regulations could only pertain to PFEA property within the community and that the Pocono Mountain Regional Police would be contacted for direction on where to place signs.
- PFE was contacted by a martial arts instructor who offers several different classes for adolescents and adults to see if the community would be interested in such programs. Discussion took place regarding in order for something of this nature to move forward, the instructor would have to have all criminal and FBI background clearances, some type of supervision while on site and insurance. The consensus was more information was needed and he should be asked to come in and give a presentation.

11. **Correspondence:**

- An email was received from a resident regarding his mailbox door being found open and he was concerned that it was broken into and mail was stolen. After discussion it was agreed that he should be directed to contact the police as this is a Federal Offense.

12. **Public Input (Non-Agenda Items) None**

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

**The meeting adjourned at 11:22 am.**

**NEXT BOARD MEETING: December 18, 2021 @ 9:00am.**

Submitted by: \_\_\_\_\_  
**Michele Damato-Anton, Recording Secretary**

Witnessed by: \_\_\_\_\_  
**Jose Ramos, Secretary**

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