

POCONO FARMS EAST ASSOCIATION, INC.
BOARD OF DIRECTORS
JUNE 18, 2022
MINUTES

DUE TO A MALFUNCTION WITH THE TAPE RECORDER, THESE MINUTES WERE TRUNCATED TO REFLECT THE BUSINESS ITEMS (MOTIONS MADE). COMMENTS WERE INSERTED AS INDICATED BY NOTES TAKEN AT THE MEETING.

Board Members present:

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

Board Members absent:

None

Alternate Members present:

Janice Smith-Hughes.

Staff present:

Robert M. Zito, CMCA, AMS, Business/Financial Manager, Michelle Vanwhy, Office Manager and George Newman, Permit/Compliance Officer.

Members present:

The meeting was called to order by President Debra Youngfelt at the PFE Administration Office at 9:02 am.

A motion was made by Ms. Anderson-Krieg, seconded by Ms. Kelly to move Janice Smith-Hughes up to the position of alternate for this meeting only. Six in favor. Two opposed (Ms. McClain and Mr. McClain). Motion passed.

1. **Minutes**

The draft minutes from the April 16, 2022 Regular Meeting were presented and considered for approval. There were no changes forthcoming. **There were no minutes presented for May 2022, as there was a lack of quorum and a meeting was not held.**

Ms. Kelly suggested that more is being put into the meeting minutes than is necessary. She suggested that the minutes be more direct and to the point, stating that there is a difference between the public reading of the minutes and the Board's discussion of them.

A motion was made by Ms. Anderson-Krieg, seconded by Ms. Youngfelt to approve the April 16, 2022 Regular Meeting. Eight in favor. One opposed. Motion passed.

2. Maintenance Report as presented by Site Coordinator/Manager

The maintenance report for April and May 2022 was presented by Ms. Smith-Hughes.

Mr. McClain would like to see the details of the report eliminated and, moving forward, kept more concise.

A motion was made by Mr. McClain, seconded by Ms. Kelly to eliminate unnecessary details from the monthly maintenance report going forward. Seven in favor, two abstained (Ms. Smith-Hughes and Mr. McClain). Motion passed

A motion was made by Ms. Anderson-Krieg, seconded by Mr. Schlegel to approve the Maintenance Report as presented. Four in favor, three abstained (Mrs. Smith-Hughes, Mr. McClain and Ms. McClain). Motion passed.

3. Permit Report – as presented by Permit Officer

A written permit report was compiled and submitted by Mr. Newman. The following permits have been issued for the year to date:

- 26 Tree
- 1 New Home
- 3 Fence
- 2 Dumpster

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

4. Compliance Report – as presented by Compliance Officer

A written report showing activity for the months of April and May 2022 was compiled and presented by Mr. Newman.

The report stated that there in April there were 50 warnings issued, 9 new citations issued, 36 violations remaining open and 58 violations closed out.

In May there were 76 warnings issued, 10 new citations issued, 86 violations remaining open and 65 violations closed out.

A motion was made by Ms. Kelly by Mr. Ramos to approve the Compliance Report as presented. All in favor. Motion passed

5. Committee Reports:

- **Rules & Regulations:**
 - The committee will review the By-Laws at their July meeting.

- **Citation Appeals:**
 - No report.

- **Facilities:**

A motion was made by Ms. Kelly, seconded by Mr. Schlegel to approve the proposal, submitted by Lowe's to construct a dog park, located at Rob Roy Drive and Derby Road, at a cost of \$8,662.00. All in favor. Motion passed.

A motion was made by Ms. Anderson-Krieg, seconded by Mr. Schlegel to approve the proposal for landscaping "Phase 3" for mulch and stone to be delivered and spread throughout the office complex area. All in favor. Motion passed.

- **Social Committee:**
 - The Social Committee has advised they agreed to postpone any future meetings until September 2022.

- **Finance:**
 - No meeting to report at this time.

6. Financial Report – as presented by Robert M. Zito

The report for May and June was presented by Mr. Zito

The written Profit and Loss Statement for PFEA for the period ending June 30, 2022 was presented.

The following financial summary was given:

- 789 properties were paid in full as of June 30th.
- Operating cash flow was \$54,922.00 as of 6/30/22.
- Total cash assets as of 6/2022 were \$404,199.46.

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

7. Secretary's Report – No report.

8. **Old Business:**

- Discussion took place for replacing mops, having the floors stripped and waxed took place.

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

10. **New Business:**

A motion was made by Mr. McClain, seconded by Ms. Anderson-Krieg to accept, with deep regret, the resignation from the Board of Directors of Tykieyen Moore. All in favor. Motion passed.

A motion was made by Ms. Smith-Hughes, seconded by Mr. Schlegel to accept a proposal from KC Tree LLC, in the amount of \$4,950.00 to remove various trees around the office complex facility and grounds. All in favor. Motion passed.

11. **Correspondence:**

The President was asked to contact Attorney Greg Malaska's regarding conditions of engagement for a PFEA contractor.

12. **Public Input: None**

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

The meeting adjourned at 11: 47 am.

NEXT REGULAR BOARD MEETING: July 16, 2022 @ 9:00am.

Submitted by: _____
Michelle Vanwhy, Recording Secretary

Witnessed by: _____
Jose Ramos, Secretary

Date: _____