

POCONO FARMS EAST ASSOCIATION, INC.
BOARD OF DIRECTORS
JULY 16, 2022
MINUTES

Board Members present:

Susan Anderson-Krieg (VP), Jose Ramos(S), Leonard McClain, Mike Schlegel, and Jaida McClain.

Board Members absent:

Debra Youngfelt (P), Marion Kelly (T), Josefina Garcia

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 Susan Anderson-Krieg (VP) at the PFE Administration Office at 9:01 am.

A motion was made by Ms. Anderson-Krieg, seconded by Mike Schlegel to move Janice Smith-Hughes up to the position of board director. 3 in favor. Two opposed no abstentions. Motion passed.

1. **Minutes**

The draft minutes from the June 18, 2022 Regular Meeting were postponed due to the recorder not working.

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

The maintenance report for June 1-30, 2022 was presented by MS. Janice Smith-Hughes.

It was noted that Janice's report is reviewed by the President and the Vice President before being submitted.

28 dead trees have been cut down around the office area. All PFEA contracted areas have been serviced weekly as needed.

A motion was made by Mr. Schlegel, seconded by Mr. Ramos to approve the Maintenance Report as presented. Four in favor, two abstained. 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:

- 42 permits
- 10 issued in June

A motion was made by Mr. Schlegel, seconded Mr. Leonard 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 June 1, 2022 – June 31, 2022 was compiled and presented by Mr. Newman.

The report stated that there were 47 warnings issued, 14 new citations issued and 62 violations remained open. Mr. Newman stated that 83 violations had been closed out.

A motion was made by Mr. Leonard McClain and second by Mr. Schlegel to approve the Compliance Report as presented. 5 in favor, one abstention. Motion passed.

5. Committee Reports:

- **Rules & Regulations:**
 - The committee will review the By-Laws at their July meeting.
 - 32 warning citation for fireworks
 - There was a party that lasted a week, we discussed block parties and we will stick to our rules about noise and parking. After 10 pm is when you can get cited for noise, and police will be contacted for parking.

- **Citation Appeals:**
 - 3 citation appeals
 - 1 corrected
 - 2 no response, fines will be kept in place

- **Facilities:**

A motion was made by Mr. Ramos, seconded by Ms. Jaida McClain to approve the proposal, submitted by Lowe's to construct a dog park, at a cost of \$8,662.00. 5 in favor. 1 abstained. Motion passed.

A motion was made by Ms. Anderson-Krieg, seconded by Mr. Schlegel to approve the proposal, submitted by XXXX 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 Mr. Leonard McClain, seconded by Ms. Janice Smith-Hughes to approve the Financial Report as presented. 5 in favor, 1 abstained. Motion passed.

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

8. **Old Business:**

- Legal Guidance
- Executive Session Report, Deborah or Susan shall contact the attorney Greg Malaska and question him about:
 1. Should the board employ a private contractor who has called the police on a Board Member?

- 2. Does and alternate have full power as a regular board member state to vote, etc when moved up?
- 3. Can the President or Vice President, whoever is in the chair at the time, vote all the time or just to break a tie?

A motion was made by Mr. Leonard McClain to contact the attorney asking these three questions. Jade McClain, second this motion. 3 in favor, 1 opposed, 1 abstained.

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

10. **New Business:**

Explore other option for the cleaning service. Michelle Vanwhy was given permission to look into this and get some estimates.

Should Janice look for a warranty to cover the building amenities as discussed by Jose Ramos.

A motion was made by Mr. Ramos, second by Mr. Schlegel. All in favor. 1 abstained.

Brad Vanwhy from Band H construction and Excavation LLC., fixed the broken table, with permission from the board.

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. Smith-Hughes, seconded by Mr. Mike Schlegal to adjourn the meeting. 5 in favor, 1 abstained. Motion passed.

The meeting adjourned at 10: 37 am.

NEXT REGULAR BOARD MEETING: September 17, 2022 @ 9:00am.

Submitted by: _____
Michelle Vanwhy, Recording Secretary

Witnessed by: _____
Jose Ramos, Secretary

Date: _____

APPROVED