

POCONO FARMS EAST ASSOCIATION, INC.
BOARD OF DIRECTORS
SATURDAY, FEBRUARY 15, 2020
MINUTES

Board Members present:

Daniel Broxmeier (P), Susan Anderson-Krieg (VP), Tykieyen Moore (T), Ann Delaney, Michael Schlegel, Marion Kelly, Debra Youngfelt, Jose Ramos.

Board Members absent:

Josefina Garcia (S).

Alternate Members present:

Janice Smith-Hughes.

Alternate Members absent:

None.

Staff present:

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

Members present:

Styles (3-2202).

The meeting was called to order by President Dan Broxmeier at 9:01am in the Community Room of Pocono Farms East Association, 3170 Hamlet Drive, Tobyhanna, PA.

Board of Directors:

A full complement of Directors not being present, the following motion was made:

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

1. **Minutes**

The draft minutes from the January 25, 2020 Regular Meeting were presented and considered for approval. The following change was noted:

Page 3 Financial Report – Line 8: “that what would” s/b “**than what would**”.

A motion was made by Ms. Anderson-Krieg, seconded by Ms. Youngfelt to approve the January 25, 2020 Regular Meeting minutes as corrected. All in favor. Motion passed.

2. Maintenance Report – as presented by Robert M. Zito

A written report was presented by Mr. Zito. He stated that there were ten dates where our snow/ice removal service (KTD) was called out during the month of January.

Mr. Zito also discussed the reconfiguration of the office reception area, as he and Mr., Jeff Hein moved the reception desk and electronics to hopefully provide the Board more area to use during their monthly meetings. Initial reaction was that the Board meeting area still seemed cramped. Discussed again was the idea of moving the General Manager's desk into the office area and using the old GM office as a dedicated Board meeting room.

A motion was made by Ms. Youngfelt, seconded by Mr. Schlegel to accept the Maintenance Report as presented. All in favor. Motion passed.

3. Permit Report – as presented by Ann Delaney

Ms. Delaney presented the written permit report for the period through January 31, 2020.

She stated that for the month of January, three tree permits were issued.

A motion was made by Ms. Kelly, seconded by Ms. Anderson-Kreig to approve the Permit Report as presented. Eight in favor. One abstained (Ms. Delaney). Motion passed.

4. Compliance Report – as presented by Ann Delaney

Ms. Delaney presented the Compliance Report through January 31, 2020.

She said during the winter months she generally tries to close out violations issued in the previous year. She noted that there has been an uptick in "anonymous" callers with complaints. Also discussed was a big rig tractor that has been in a driveway on Devon Drive for over a year. This homeowner has been contacted by Ms. Delaney but has refused to comply. Mr. Zito was asked to send this information to Attorney Greg Malaska, who would be asked to send a letter to this homeowner. Another car continually parked on the road on Essex Road was discussed. The Board asked Ms. Delaney and Mr. Zito to take pictures of this vehicle and request help from either Atty. Malaska and/or Coolbaugh Township to have this vehicle removed.

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

5. Management Report – as presented by Robert M. Zito

Mr. Zito discussed the written report for the period ending January 31, 2020. He stated that there were 430 properties paid in full through the date of this report.

Collections stood at 45.74% on January 31st, which was significantly higher than both January 2018 and January 2019.

Write-offs totaled \$1,694.90, the largest of which was a Board approved settlement with one homeowner in the latter part of January.

A motion was made by Ms. Youngfelt, seconded by Ms. Smith-Hughes to accept the Management Report as presented. All in favor. Motion carried.

At this point (9:35am) the floor was opened to Public Input.

Michelle Styles (2-2203) was present to discuss licensing requirements for a babysitting service she would like to offer in her home. She said that she had been to Coolbaugh Township and would be staying within all Township and State requirements and ratios for such a service.

A lengthy discussion took place. After this discussion it was the consensus of those present was that according to PFE rules and zoning regulations businesses are prohibited. Therefore, if this were to be operated as a business it would not be permitted. However, if it were to be operated as a service for friends and neighbors, such an endeavor would be permissible.

Ms. Styles also discussed having her propane tank covered.

At this point (10:35am) the floor was closed to Public Input.

6. Committee Reports

- **Rules & Regulations:** Discussion took place regarding deck / screening. The committee said that they would be looking at revising fencing rules to better address this issue.

Mr. Ramos asked why trash trucks were able to pick up prior to contractor working hours (7am). Comments indicated that the reason they needed to work early is so that they can get to landfills to dump their load prior to the landfill closing.

At this point (10:05am – 10:15am) there was a break in the meeting.

- **Citation Appeals:** No report.
- **Social Activities / Facilities:** There was a discussion regarding disposing of old files that are no longer needed. Mr. Broxmeier suggested that some old, unneeded files be brought to the next Township shredding event. Discussion continued regarding possibly purchasing partitions for a Board conference area.

A motion was made by (not identified) to measure the Community Room for portable partitions to close off an area to be used for Board meetings. Motion died for lack of a second.

A motion was made by Mr. Broxmeier, seconded by Mr. Schlegel to get guidance from Atty. Malaska regarding old document retention. All in favor. Motion carried.

Other items discussed were purchasing a sign for the overflow parking lot – PARKING FOR COMMUNITY CENTER EVENTS ONLY – and possibly purchasing a scrolling electronic sign for the mailbox pavilion.

Ms. Smith-Hughes said that she would be emailing specifications for landscaping common areas to the Board. Mr. Ramos concluded discussion by suggesting the Board investigate having young adults on court ordered probation clean up PFE roads.

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

The written financial report for the year ending January 31, 2020 was presented.

The January cash disbursements list, totaling \$13,730.86, was presented and discussed. No questions were forthcoming.

Mr. Zito stated collections thus far, through January 31st, were very strong.

For the year thus far income stood at 42.17% of budget, while expenses were 8.77% of budget. Positive cash flow through February 10th was \$69,549.

Total cash increased \$64,202.26 in January. The overall cash total stood at \$299,236.88.

Investment options were also discussed. It was the consensus of those present that in order to maximize interest income approximately 50% of the total amount of Reserves (\$83,000) should be placed into a 13-week Treasury Bill.

A motion was made by Mr. Moore, seconded by Mr. Anderson-Krieg to accept the Financial Report as presented. All in favor. Motion carried.

8. Secretary's Report – No report.

9. President's Report – Dan Broxmeier

Mr. Broxmeier presented a brief verbal report that followed up on previously submitted emails. He spoke of a vehicle that had been parked at the overflow parking lot for over a week that was towed upon approval from PMRP. He also shared pictures of damage to the road at the corner of Horatio Road and Hamlet Drive that he brought to Township's attention so that the road could be repaired.

10. Old Business:

- **Cable Internet Speed:** Ms. Smith-Hughes expressed concern about the cable internet speed the office currently utilizes. Mr. Zito demonstrated streaming some television channels using our current connection but was not particularly successful. This test was done to see if it would be possible to stream programs, movies or sports on to the Community Room television for homeowners to enjoy. After this demonstration, it was the consensus of those present to increase our Blue Ridge Cable internet service speed to 100MBPS.

11. New Business: None.

12. Correspondence: None.

13. Public Input: None.

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

The meeting adjourned at 11:57am.

NEXT REGULAR BOARD MEETING: MARCH 18, 2020 @ 9:00am.

**Submitted by: _____
Robert M. Zito, Recording Secretary**

Witnessed by: _____
Josefina Garcia, Secretary

Date: _____

APPROVED