

**POCONO FARMS EAST ASSOCIATION, INC.**  
**BOARD OF DIRECTORS**  
**JULY 20, 2020**  
**MINUTES**

**Board Members present:**

Daniel Broxmeier (P), Susan Anderson-Krieg (VP), Josefina Garcia (S) via phone, Ann Delaney, Michael Schlegel, Marion Kelly (arrived at 9:08am).

**Board Members absent:**

Tykieyen Moore (T), Debra Youngfelt, Jose Ramos.

**Alternate Members present:**

Janice Smith-Hughes.

**Alternate Members absent:**

None.

**Staff present:**

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

**Members present:**

McClain (7-4127).

The meeting was called to order by President Dan Broxmeier at the PFE Administration Office at 9:04am.

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

**1. President's Report / Maintenance Report as presented by Dan Broxmeier**

Mr. Broxmeier reported the following:

- Disappointment with the summer maintenance contractor.
- Mr. Broxmeier said he performed maintenance on -
  - Planted flowers at the entrance sign.
  - Cleaned up lights at the entrance sign.
  - Painted directional and parking lines at mailbox pavilion.

Comments were heard by Ms. Kelly.

Ms. Garcia's phone connection dropped at this time.

## 2. Minutes

The draft minutes from the June 20, 2020 Regular Meeting were presented and considered for approval. Discussion ensued over the circumstances involved over the break in the meeting due to the arrival of an officer from the Pocono Mountain Regional Police Department.

Mr. McClain voiced his objection to the characterization of the incident.

Comments were heard by Mr. Broxmeier, Ms. Smith-Hughes, Ms. Anderson-Krieg, Ms. Kelly, and Mr. Schlegel.

**A motion was made by Ms. Kelly to strike the wording regarding the police incident from the record. After discussion, the motion was seconded by Mr. Broxmeier. Two approved (Mr. Broxmeier and Ms. Kelly), four opposed (Ms. Delaney, Mr. Schlegel, Ms. Smith-Hughes, and Ms. Anderson-Krieg). Motion failed.**

**A motion was made by Ms. Delaney to leave the wording regarding the police incident in as drafted. Four approved (Ms. Delaney, Mr. Schlegel, Ms. Smith-Hughes, and Ms. Anderson-Krieg). Two opposed (Mr. Broxmeier and Ms. Kelly). Motion passed.**

**A motion was made by Ms. Anderson-Krieg, seconded by Mr. Broxmeier to approve the June 20, 2020 Regular Meeting minutes as presented. All in favor. Motion passed.**

## 3. Permit Report – as presented by Robert M. Zito

A written permit for the period through July 11, 2020 was compiled and submitted by Ms. Delaney and Mr. Zito. 31 total permits have been issued for the year.

**A motion was made by Ms. Kelly, seconded by Mr. Schlegel to approve the Permit Report as presented. Five in favor. One abstained (Ms. Delaney). Motion passed.**

## 4. Compliance Report – as presented by Robert M. Zito

A written permit report showing open and closed violations through July 10, 2020 was compiled and submitted by Ms. Delaney and Mr. Zito. 25 violations are active.

**A motion was made by Ms. Delaney, seconded by Ms. Kelly to approve the Compliance Report as presented. Five 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 June 30, 2020. He stated that there were 742 properties paid in full through the date of this report.

There were three resale certificates issued during the month of June. Dues totaling \$746.77 were written off during the month.

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

6. **Committee Reports:**

- **Rules & Regulations:**

- Meeting set for August 8, 2020
- Request for a curbside garbage bin from homeowner was brought up by Ms. Anderson-Krieg.

No other committee reports were made.

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

The written financial report for the period ending June 30, 2020 was presented. The following financial summary was given:

- Cash disbursements for June totaled \$13,097.98.
- Operating surplus as of 7/13 totaled \$78K.
- Total cash assets as of 6/30 were \$311K.
- Collection percentage (budget v. actual) as of 6/30 was 83.05%.

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

**At this point (10:37am) the meeting recessed. The meeting reconvened at 10:42am).**

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

9. **Old Business: None.**

10. **New Business:**

- **Compliance / Permit Officer:**

A motion was made by Ms. Smith-Hughes, seconded by Ms. Delaney to hire George Newman as an independent contractor to perform the duties of Compliance / Permit Officer beginning August 1, 2020 at a minimum of 17 hours per week at a rate of \$13.50 per hour. All in favor. Motion carried.

- **Carriage Lane / Bristol Court Paving:**

A motion was made by Ms. Anderson-Krieg, seconded by Ms. Delaney to engage F&F Paving to pave Carriage Lane and Bristol Court (PFE roads) at a cost not to exceed \$23,820. All in favor. Motion carried.

- **Summer Newsletter:**

The need to send membership a newsletter, primarily to solicit candidates for the 2020-2021 Board of Directors was discussed.

11. **Correspondence: None.**

12. **Public Input:**

- Mr. McClain asked how PFE could get the USPS to give the community door to door mail delivery.
- **Committees:**

A motion was made by Mr. Broxmeier, seconded by Ms. Anderson-Krieg appoint Mr. Leonard McClain to all PFE Committees. Three in favor (Mr. Broxmeier, Ms Anderson-Krieg and Ms. Kelly), three opposed (Mr. Schlegel, Ms. Delaney and Ms. Smith-Hughes. Motion failed.

- Mr. Schlegel offered the association a Little Giant Ladder for \$100.00.
- Mr. Zito was asked to call PPL to see the cost of running overhead wiring to the Route 196 Entrance Sign.
- Mr. McClain asked for clarification regarding if he was appointed to any committees.

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

The meeting adjourned at 11:43pm.

**NEXT REGULAR BOARD MEETING: August 15, 2020 @ 9:00am.**

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

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

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

APPROVED