

POCONO FARMS EAST ASSOCIATION, INC.
BOARD OF DIRECTORS
SATURDAY, APRIL 18, 2020
MINUTES

Board Members present:

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

Board Members absent:

None.

Alternate Members present:

Janice Smith-Hughes.

Alternate Members absent:

None.

Staff present:

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

Members present:

None.

The meeting was called to order by President Dan Broxmeier via Zoom teleconference at 9:16. It was noted that upon the recommendation of Attorney Greg Malsaka, audio and video recording of this meeting would not take place.

Note: The March 21, 2020 was not held due to concerns with the COVID-19 virus.

1. **Minutes**

The draft minutes from the February 21, 2020 Regular Meeting were presented and considered for approval. No changes were forthcoming.

A motion was made by Ms. Youngfelt, seconded by Ms. Anderson-Krieg to approve the February 21, 2020 Regular Meeting minutes as presented. All in favor. Motion passed.

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

A written report for the period February 1 – March 31, 2020 was presented by Mr. Zito.

Snow / ice control and paving and sealcoating estimates were briefly discussed.

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

3. Permit Report – as presented by Ann Delaney

A written permit report for February 2020 was submitted by Ms. Delaney. A brief written report was submitted by Mr. Zito for March 1 – March 31, 2020.

Discussion centered on a request submitted by a homeowner on Titania Road for a permit for a three sided “hutch” that supposedly would store wood.

Neither Ms. Delaney nor Mr. Zito had previously issued approval to the property owner. During the month of March, conversations between Mr. Broxmeier and Mr. Zito determined that the structure would not be considered a shed and, therefore, did not require a permit from PFEA.

The question of the responsibility for permits and compliance going forward was considered. As Mr. Zito's contract expired on March 31, 2020 and a new contract for a compliance / permit officer was not ratified prior to that expiration, the following motion was made.

A motion was made by Mr. Moore, seconded by Ms. Kelly to extend the provisions of Mr. Zito's expired contract regarding compliance and permits to at least July 31, 2020, with further extensions to be considered if the current pandemic continues past that date. Eight in favor. One abstained (Ms. Delaney). Motion passed.

4. Compliance Report – as presented by Ann Delaney

A written permit report for February 2020 was submitted by Ms. Delaney. A brief written report was submitted by Mr. Zito for March 1 – March 31, 2020.

Discussion of whether to ask Attorney Malaska if the Citation Appeals Committee and Rules and Regulations Committee could meet via Zoom teleconference took place. It was the consensus of those present that it was not necessary to contact him on this question.

A motion was made by Mr. Broxmeier, seconded by Ms. Youngfelt to allow the Citation Appeals Committee and Rules and Regulations Committee to meet via Zoom teleconference. Eight in favor. One opposed (Ms. Anderson-Krieg). Motion passed.

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

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

Mr. Zito discussed the written report for the period ending March 31, 2020. He stated that there were 547 properties paid in full through the date of this report.

It was agreed that due to the pandemic, full collection and legal actions would be held off until the end of May.

A motion was made by Mr. Moore, seconded by Ms. Kelly to accept the Management Report as presented. All in favor. Motion carried.

6. Committee Reports

The following items were discussed:

- **Facilities:**
 - Adding mulch and perennials to the sign beds on Route 196 / Kings Way, Route 196 / Carriage Lane and the mailbox pavilion.
 - Earth Day Clean Up.
 - Mr. Zito was asked to get a sign for the overflow parking lot and a no outlet sign for the PFE portion of Carriage Lane.
- **Administration:**
 - Regarding admittance to the PFE Facebook group, it was agreed that if the security questions were not answered, admittance would not be granted.
 - Regarding discarding old files, it was agreed to table the discussion.

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

The written financial report for the period March 31, 2020 was presented.

The following financial summary was given:

- Operating surplus as of 3/31 totaled \$82,276.
- Total cash assets as of 3/31 were \$330,576.51.
- Collection percentage (budget v. actual) as of 3/31 was 68.93%.

Mr. Zito was asked to send drafts of subcontractor contracts to the Finance Committee.

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

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

9. **President's Report – Dan Broxmeier**

The following items were discussed:

- Moving of the office computer system and adding a security monitor.
- Buzzer entry system for office.
- Sealcoating / striping mailbox pavilion and office parking lot.
- Paving Bristol Court and the end of Carriage Lane.

The following motions were made:

A motion was made by Mr. Moore, seconded by Mr. Schlegel to accept the proposal from CVI, Wilkes-Barre to rewire and relocate the office computer system and add and wire an association provided security monitor, at a cost not to exceed \$1,700.00. Eight in favor. One abstained (Mr. Ramos). Motion carried.

A motion was made by Ms. Kelly, seconded by Mr. Schlegel to accept the proposal from Pocono Spraypatching to sealcoat and stripe the mailbox pavilion and office parking lot, at a cost not to exceed \$2,000.00. All in favor. Motion carried.

The buzzer entry system and paving proposals were tabled at this time.

10. **Old Business: None.**

11. **New Business:**

- **Zoom License:** It was the consensus that an annual license under the PFEA name be purchased for the Zoom teleconferencing service.
- **Water Company Property:** The condition of the property owned by PAWC at the corner of Essex Road and Cambell Way was discussed.
- **Clogged Drainage Drain:** A drainage ditch and pipe at Oberon Road and John's Way is clogged. Coolbaugh Township will be notified via service request.

12. Correspondence: None.

13. Public Input: None.

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

The meeting adjourned at 12:20pm.

NEXT REGULAR BOARD MEETING: May 16, 2020 @ 9:00am.

Submitted by: _____
Robert M. Zito, Recording Secretary

Witnessed by: _____
Josefina Garcia, Secretary

Date: _____