**Pocono Farms East Association, Inc.**

**BOARD OF DIRECTORS REGULAR MEETING**

**Saturday, DECEMBER 15, 2018**

**MINUTES**

**Board Members present:**

Tykieyen Moore, President - Susan Anderson-Krieg, Vice President - Debra Youngfelt, Treasurer - Margaret Miller, Director - Marion Kelly, Director - Ann Delaney, Director - Michael Schlegel, Director.

**Board Members absent:**

Jose Ramos, Secretary - Josefina Garcia, Director.

**Alternate Members present:**

Janice Smith-Hughes, Daniel Broxmeier, Gail Rieara Rodriguez (arrived 9:30am).

**Alternate Members absent:**

None.

**Staff present:**

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

**Members present:**

None.

The meeting was called to order by President Tykieyen Moore at 9:02 am in the Community Room of Pocono Farms East Association, 3170 Hamlet Drive, Tobyhanna, PA.

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

1. **Minutes**

The draft minutes from the November 18, 2018 Regular Meeting were presented and considered for approval. The following correction was noted:

**Page 7, line 7** – “hold meeting” should be **“hold a meeting”**. No other grammatical changes were forthcoming.

Mr. Broxmeier felt that his objection to signing the proposed code of conduct was not characterized properly and that Ms. Kelly had also declined to sign the document last month. Mr. Zito stated that he believed that was clearly stated in the fourth paragraph of page six. Mr. Broxmeier said that he had broad shoulders and could take it, as he was fighting for the people.

**A motion was made by Ms. Miller, seconded by** **Ms. Anderson-Krieg to approve the November 18, 2018 Reorganizational and Regular Meeting minutes as corrected. All in favor. Motion passed.**

**A motion was made by Mr. Moore, seconded by Ms. Kelly to move Daniel Broxmeier up to Director for this meeting. All in favor. Motion passed.**

1. **Maintenance Report – as presented by Robert M. Zito**

As Mr. Zito was called away, in the interest of time, Mr. Moore asked for questions on the written maintenance report. None were forthcoming.

Mr. Broxmeier questioned why a paper was not included in the Board’s packet, listing positions and attendance.

**A motion was made by Ms. Delaney, seconded by Ms. Kelly to accept the Maintenance Report as presented. All in favor. Motion passed.**

1. **Permit Report – as presented by Ann Delaney**

Ms. Delaney presented the written permit report for the period through November 30, 2018 and gave a brief summary of currently active permits.

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

1. **Compliance Report – as presented by Ann Delaney**

Ms. Delaney presented the Compliance Report through November 30, 2018.

She noted that violations for high grass and uncovered propane tanks would be put on hold until Spring 2019. She said that she had cited several properties for unregistered vehicles. Ms. Kelly, Mr. Moore, Ms. Delaney and Mr. Zito commented on the unregistered vehicle rule and several of the specific violations listed.

**A motion was made by Ms. Youngfelt, seconded by Ms. Kelly to approve the Compliance Report as presented. Eight in favor. One abstained (Ms. Delaney). Motion passed.**

Prior to moving forward, further discussion of an “attendance sheet” with Board positions took place between Mr. Zito and Mr. Broxmeier.

1. **President’s Report – None**
2. **Management Report – as presented by Robert M. Zito**

Mr. Zito discussed the written report for the period ending November 30, 2018. He said he and Joan Hurley have just about completed sending delinquent accounts to Transworld Systems Collection Agency.

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

1. **Committee Reports**

Mr. Zito discussed the previously submitted request from “An House of Prayer” to run a summer vacation bible school / food distribution program here at PFE. He stated that the former Board suggested that the principal of the organization be invited to the January 2019 Board meeting to present details of her program. Comments were heard from Ms. Kelly, Ms. Miller, Mr. Moore and Mr. Broxmeier.

**A motion was made by Mr. Schlegel, seconded by Ms. Anderson-Krieg to invite the principal from An House of Prayer to make a presentation at the January Board meeting. All in favor. Motion carried.**

* **Rules & Regulations:** None.
* **Social Activities:**  None.
* **Facilities:**  Ms. Smith-Hughes spoke about the gutters at the mailbox pavilion. Mr. Zito, Mr. Broxmeier, Mr. Moore and Mr. Schlegel commented. The wall panels were again discussed. It was agreed that nothing could be done about this issue.
* **Finance:**  None.
* **Citation Appeals:** Ms. Delaney stated that one property owner who was cited for an uncovered propane tank was going to be relocating and covering the tank and that he was to consult with Mr. Zito as to acceptable locations.

**A motion was made by** **Ms. Kelly, seconded by Mr. Schlegel to accept Committee Reports as presented. All in favor. Motion carried.**

1. **Financial Report – as presented by Debra Youngfelt and Robert M. Zito**

Ms. Youngfelt asked Mr. Zito to present the report.

The written financial report for the period ending November 30, 2018 was presented.

There were no questions on the November cash disbursements.

Mr. Zito stated that through November there was an operating profit of approximately $63K. After contributions to the Reserve account, initial profit through November totaled $39K. Finally, after contributions made and due to be made to the Capital Improvement account, and revenue and expenses through December 11th, positive cash flow for the year was approximately $10K to the good.

A further discussion regarding billing and collections took place.

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

1. **Secretary’s Report – No report.**
2. **Old Business:**

**BOD / Committee Code of Conduct:** The revised Code of Conduct form, as discussed at the November meeting, was presented for signature. Discussion took place. Signed documents were received from Ms. Rodriguez, Ms. Smith-Hughes, Ms. Anderson-Krieg, Ms. Delaney, Ms. Kelly, Ms. Miller, Mr. Schlegel and Ms. Youngfelt.

**Acceptance of the 2019 Budget:** The proposed budget, previously presented to membership, was considered.

**A motion was made by Ms. Youngfelt, seconded by Ms. Delaney to accept the proposed 2019 Budget (Revenue and Expenses of $181,315.00). All in favor. Motion carried.**

The landscape edging was discussed. Comments were heard from Ms. Kelly, Mr. Moore, Ms. Youngfelt and Mr. Schlegel.

**Tablets:** The purchase of tablets for the Board was discussed. Comments were heard by Mr. Moore, Ms. Kelly, Ms. Youngfelt and Mr. Schlegel. Privacy and security were paramount concerns.

Mr. Zito was asked to get prices on Apple v. Android products.

**Overflow Parking Area:** Mr. Moore asked Mr. Zito to elaborate on the project. Mr. Zito said that while this was part of the original plan that was submitted to Coolbaugh Township and approved by membership, the engineers (Bue-Morris Associates) needed to drop the overflow parking from the final plans submitted to Monroe County since inclusion of this part of the project would have put the entire project over a total of one acre, which would have required a NPDES permit from Pennsylvania DEP. As this permit would have added approximately one year to the approval process, Bue-Morris separated that part of the project to facilitate the final approval process. Mr. Zito said that no further permits from Coolbaugh Township would be needed if the lot were completed in grass or stone.

Mr. Broxmeier said that although he was not in favor of the project, he would like to offer the following motion:

**A motion was made by Mr. Broxmeier, seconded by Ms. Kelly to get an estimate from Fischer Brothers Excavating on the various aspects of this project. All in favor. Motion carried.**

**At this point (10:15am), Ms. Smith-Hughes left.**

**CPR / AED Course:** Mr. Zito said that since the original motion was passed the number of potential candidates previously authorized by the Board had increased. It was decided that the course would be offered at 10:00am on February 2, 2019 for a maximum of 15 persons. Homeowners or renters would be offered the class on a first come, first served basis after spots for PFE personnel were filled. The cost to non-PFE personnel would be $30.00.

Mr. Zito was asked to get estimates on an AED for the Community Center.

**PFE Residents Facebook Page:** Mr. Zito expressed concern that there were people who may not be residents that have previously been approved to join the site. He said one of the benefits of scrubbing the database would be better regulation of unregistered renters, for example. Mr. Broxmeier and Mr. Moore commented. There were no objections to doing this heard from those present.

**Evening Board Meeting:** Mr. Zito told the Board he received about eight responses to his Facebook inquiry regarding a possible Board meeting on a weeknight, rather than Saturday. Comments were heard from Mr. Moore, Mr. Broxmeier and Ms. Miller. Mr. Moore also brought up the possibility of live streaming a meeting on the internet.

1. **New Business:**

**2018 Operation Audit Proposal:** A proposal received from Zavada and Associates, in the amount of $4,800.00, for the 2018 operational audit and tax return was presented and discussed.

**A motion was made by Ms. Anderson-Krieg, seconded by Ms. Miller to engage Zavada and Associates, at a cost of $4,800.00, to perform the 2018 operational audit and prepare the 2018 tax return. All in favor. Motion passed.**

**Sergeant-at-Arms:** Ms. Miller said, considering the recent Paradise Township shooting, that she would like the Board to consider a Sergeant-at-Arms at PFE meetings. Ms. Kelly expressed concern that Pennsylvania was an “open carry” state. Mr. Schlegel said he would investigate the legality of the “open carry” law. Mr. Broxmeier commented that it would be difficult to run to safety in a shooting or attack situation. Ms. Kelly also commented.

**At this point (10:35am), Ms. Rodriguez left to help with the upcoming community brunch.**

1. **Correspondence: None**
2. **Public Input: None**

**There being no further business, a motion was made by Ms. Delaney, seconded by Ms. Youngfelt to adjourn the meeting.**

**The meeting adjourned at 10:40am.**

**NEXT REGULAR BOARD MEETING: JANUARY 19, 2019 @ 9:00am.**

**Submitted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Robert M. Zito, Recording Secretary**

**Witnessed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Jose Ramos, Secretary**

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