**Pocono Farms East Association, Inc.**

**BOARD OF DIRECTORS REGULAR Meeting**

**Saturday, APRIL 21, 2018**

**MINUTES**

**Board Members present:**

Margaret Miller - President, Debra Youngfelt – Vice President, Susan Anderson-Krieg – Treasurer, Josefina García – Secretary (arrived at 9:11am), Marion Kelly – Director, – Jose Ramos – Director (arrived at 9:11am), Ann Delaney – Director, Janice Smith – Hughes – Director, Michael Schlegel, Director.

**Board Members absent:**

None.

**Alternate Members present:**

None.

**Alternate Members absent:**

None.

**Staff present:**

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

**Members present:**

Herrera (1-0529), Hughes (7-3137).

The meeting was called to order by President Margaret Miller at 9:00 am in the Community Room of Pocono Farms East Association, 3170 Hamlet Drive, Tobyhanna, PA.

1. **Minutes**

The draft minutes from the March 17, 2018 Regular Meeting were presented and considered for approval. It was noted that Mr. Schlegel, inadvertently, was not listed as present at that meeting.

**A motion was made by** **Ms.** **Youngfelt, seconded by Ms. Delaney to approve the March 17, 2018 Regular Meeting minutes as corrected. All in favor. Motion passed.**

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

A written report was presented by Mr. Zito. Briefly, he discussed 11 days in March where snow and ice control were needed. He also thanked Director Ramos for clearing snow to form a path near the office shed. Finally, the mailbox pavilion light repair and the setup for the Easter event were discussed.

**A motion was made by Ms. Kelly, seconded by Mr. Schlegel 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 March. She stated the two new construction permits were issued to Classic Quality Homes, one on Trafalgar Road and one on Warwick Circle.

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

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

Ms. Delaney presented the Compliance Report through March 31, 2018. She said that 28 violations or warnings have been closed in 2018, while 54 violations remain active.

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

Mr. Ramos and Ms. Garcia arrived at this point.

1. **President’s Report – Ms. Margaret Miller**

Ms. Miller thanked everyone for attending. She commented on the very successful Easter event and thanked all those who volunteered to make it a success, especially Mr. Ramos’ daughter who dressed up as the Easter Bunny. She reminded those present that due to the Earth Day cleanup scheduled today for 10:30am, this meeting had to be a short one. Finally, she said that during Spring many baby animals are born, so she urged caution when cleaning up properties.

**At this point there was a short recess. The meeting reconvened at 9:16am.**

**Public Input was taken at 9:16am.**

* The Herrera family, whose property borders a PFE drainage ditch, were present to discuss concerns about the ditch with the Board. Mr. Zito said he was contacted by the family for a “permit” to put a pipe in the drain, running the length of their property, that would cover the ditch and, in their opinion, prevent runoff of storm water onto their property. A discussion took place. At the end of the conversation, the Hererras were asked to submit a formal plan, drawn up by a reputable contractor, to Mr. Zito, for presentation to, and consideration by, the Board at the May meeting.

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

Mr. Zito discussed the written report. He stated that through March 681 accounts were paid in full, while 499 remain unpaid, the results of which were typical at this point in the year. The total amount of accounts receivable write-offs for the month of March was $381.48.

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

1. **Committee Reports**

* **Rules & Regulations:** No meeting.
* **Citation Appeals:** No meeting.
* **Facilities / Social Activities:**

Ms. Smith-Hughes discussed the March 31st Easter party and thanked all those who participated. She gave special thanks to Ms. Garcia and Precision Auto for donating the boys and girls bicycles as prizes for the egg hunt.

The overflow parking lot across Hamlet Drive was again discussed. Mr. Zito said that he has contacted Township Zoning Officer Joe Brady to try and get the official, recorded, engineer stamped plans approved prior to construction, to see the parameters allowed for this area. Mr. Brady told Mr. Zito that the plans back from the period the project was approved were now archived and not readily available. Mr. Zito said that he would contact Steve Rinker, GIS Coordinator for Monroe County, to see if he could forward a copy of the approved site plan to us.

Ms. Smith-Hughes discussed the ongoing 911 emergency plan. Mr. Zito was asked to invite Township Supervisor Chairman Bill Weimer to the May Board meeting for his ideas on how to implement a plan. She suggested at the very least we needed a supply of drinking water and power strips to charge electronics as a basic part of any emergency plan.

Regarding Social Activities, Ms. Smith-Hughes spoke of the Memorial Day Yard Sale, the Earth Day Cleanup and a possible community sponsored trip to Camelbeach this Summer.

Security for open Board meetings was also discussed. Public comment on this matter was heard by Mr. Hughes.

* **Finance:**  A meeting was scheduled on May 12th at 9:00am to discuss winter operations and the snowplowing contract.

1. **Financial Report – as presented by Susan Anderson-Krieg and Robert M. Zito**

Ms. Anderson-Krieg, assisted by Mr. Zito, presented the financial report for the period ending March 31, 2018.

March cash disbursements, totaling $19,888.23, were discussed. No questions were forthcoming.

Through March the overall surplus of revenue over expenses totaled $85,189.

Cash balances increased $15,622.83 from February 28th through March 31th. Dues collections YTD were 68.62% of budget, which is higher than 2016 but slightly lower than 2017.

**A motion was made by Ms. Youngfelt, 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:**
   * **Acceptance of 2017 Operational Audit**:

The draft 2017 audit, compiled by Zavada and Associates, CPA, was once again presented for official acceptance.

**A motion was made by Ms. Anderson-Krieg, seconded by Ms. Kelly to officially accept the 2017 Operational Audit, compiled by Zavada and Associates, CPA. All in favor. Motion carried.**

* **Security Cameras for Community Center Complex**:

Two proposals for security cameras at the Community Center complex were presented:

1. Alarm Installers Corp, Mt. Pocono – 8 dome cameras, installation and a one-year warranty - $2,655.00. An extended warranty was offered at a cost of $359.40 per year.
2. J Amaya Contracting, Tobyhanna - 8 dome cameras, installation and a five-year extended warranty - $1,755.96.

**A motion was made by Ms. Youngfelt, seconded by Ms. Kelly to accept the proposal from J Amaya Contracting to install security cameras at the Community Center complex. Eight in favor. (Ms. Delaney left the room). Motion carried.**

1. **New Business:** None.
2. **Correspondence:** None.
3. **Public Input:** None.

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

**The meeting adjourned at 10:16am.**

**NEXT REGULAR BOARD MEETING: May 19, 2018 @ 9:00am.**

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

**Robert M. Zito, Recording Secretary**

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

**Josefina Garcia, Secretary**

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