**Pocono Farms East Association, Inc.**

**Board of Directors REGULAR Meeting**

**Saturday, JUNE 17, 2017**

**MINUTES**

**Board Members present:**

Margaret Miller - President, Jose Ramos – Vice President, Susan Anderson-Krieg – Treasurer, Marisol Santos – Secretary (arrived at 9:40am), Gloria Van Winkle – Kirschner – Director, Josefina Garcia – Director (arrived at 9:12am), Debra Youngfelt – Director, Marion Kelly – Director.

**Board Members absent:**

Tykieyen Moore – Director.

**Alternate Members present:**

Janice Smith – Hughes.

**Alternate Members absent:**

None.

**Staff present:**

Robert M. Zito, CMCA, AMS, General Manager, Ann Delaney, Citations Officer, Renee Villanueva, Secretary Pro-Tem.

**Members present:**

Sanford (5-1539/5-4810).

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

**Resignation of Director Tykieyen Moore:**

To formalize the resignation of Director Tykieyen Moore, made verbally at the last Board meeting, the following motion was made:

**A motion was made by Ms. Anderson-Krieg, seconded by Ms. Van Winkle-KIrschner to accept, with deep regret, the resignation of Tykieyen Moore as PFE Director. All in favor. Motion passed.**

**Consideration of Vacancy – PFE Board of Directors:**

Prior to a motion being made, Ms. Smith-Hughes, assuming her nomination, asked if she had to accept the Director position, rather than remain as Alternate.

**A motion was made by Ms. Kelly, seconded by Ms. Anderson-Krieg to move up Janice Smith-Hughes as PFE Director for this meeting. All in favor. Motion passed. Ms. Smith-Hughes accepted the appointment for this meeting.**

**Discussion followed as to seating Janice Smith-Hughes as PFE Director, term ending October 28, 2017.**

Mr. Zito stated that making quorum would be more difficult for future meetings if there were only eight seated Directors rather than nine. Comments were then heard from Mr. Sandford who said that the motion was already voted on and discussing it after voting on it was a moot point. Mr. Zito said it was his opinion that the current debate was now for a permanent appointment, not for just today’s meeting.

**At this point, Ms. Smith-Hughes stated that she would accept the appointment as PFE Director, term ending October 28, 2017, although no formal motion was made on this issue.**

At 9:12am Ms. Garcia arrived at the meeting.

1. **Minutes**

The draft minutes from the April 15, 2017 Regular Meeting were presented and considered for approval.

* **Board discussion:** None.
* **Public comment:** None.

**A motion was made by Ms. Youngfelt, seconded by Ms. Kelly to accept the meeting minutes of April 15, 2017. All in favor. Motion passed.**

* **Question:** Ms. Kelly asked about the proofreading procedure regarding Board documents.

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

The written maintenance report for the period of April 12, 2017 to May 10, 2017 was presented by Mr. Zito. He stated that Jeff & Jeannie Hein are on vacation and would be returning next week. The following was discussed.

* Regular maintenance.
* Community Room doors were painted.
* Dumping of building materials on Carriage Lane (Township Open Space). Mr. Zito said he had a witness and that Township would be willing to pursue civil action if the witness was willing to testify.
* Mr. Zito is soliciting bids for the budgeted drainage and mulch projects for this year.
* **Board discussion –** Ms. Kelly asked about unsightly properties. Mr. Zito said that while PFE does fine for both high grass and debris on property, Township generally would be only concerned with the latter. He stated as the weather now has gotten better, Ms. Delaney will be focusing more of the high grass portion of the unsightly property rule.
* **Public comment:** None.

**A motion was made by Ms. Garcia, seconded by Ms. Smith-Hughes to accept the maintenance report. All in favor. Motion passed.**

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

Mr. Zito presented the written permit report for the period ending May 12, 2017.

* 26 permits have been issued this year.
* Six permits have been closed out this year.
* Additional billing / fines have been issued regarding a permit on Hamlet Drive which has now expired.
* Mr. Zito said that a homeowner asked if a permit was needed to install pavers and a chimenea / fireplace. He said that he told the homeowner that one was not needed, although once something was burned in the fireplace, a violation of PFE’s no burning rule could be issued. Discussion followed.
* **Board discussion –** Ms. Miller led a discussion of chimenea type fireplaces.
* **Public comment:** Mr. Sandford told those present to look at the rule as currently written, as enforcing the rule as written did not appear possible.

**A motion was made by Ms. Anderson-Krieg, seconded by Ms. Van Winkle-Kirschner to approve the permit report as presented. All in favor. Motion passed.**

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

Ms. Delaney presented the Compliance Report. She said that there were 50 active citations. She said she has been keying on propane tanks that were not enclosed. As stated earlier in the meeting, fines / warnings for high grass and weeds have just started to go out. Regarding unregistered vehicles, since Pennsylvania no longer issues registration stickers, she has only cited those vehicles that have no plates at all. She further stated that $4,700.00 in corrected violations would be written off if agreed to by the Board.

* **Board discussion-** Ms. Kelly asked about the notification process regarding citations. Both Mr. Zito and Ms. Delaney said that if a renter is registered with the Association, both he/she and the property owner are notified of violations, although ultimately the owner would be responsible. Mr. Zito said that PFE has no legal relation with renters, only with owners.

* **Public comment –** None.

**A motion was made by Ms. Kelly, seconded by Ms. Van Winkle-Kirschner to approve the Compliance Report as presented. All in favor. Motion passed.**

At this point, (9:40am) Ms. Santos arrived at the meeting.

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

Ms. Miller stated that as everyone knew, the May meeting was cancelled due to a lack of quorum. She reiterated the importance of Board members making every attempt to attend the meetings, and asked that Directors notify Mr. Zito in advance if they could not attend.

She discussed the burned-out house on Falstaff Drive and the quarterly dangerous structures report given at meetings of the Coolbaugh Township Board of Supervisors. She said that although no progress on removal of the house has been made, Township said that a certified letter citing the owners of the house was mailed by them and signed for.

* **Board discussion-** Ms. Smith-Hughes asked if the owners of this property have been reported to the credit bureaus. Mr. Zito said that anyone who owes money to PFE is in the process of being reported. Regarding the burned-out house, Ms. Miller said she understood that the owners were dead and that their children have been contacted but have not responded. Mr. Ramos stated that this property should be cited for being unsightly.
* **Public comment –** Mr. Sandford urged the Board to put pressure on the Township to act on this issue. He also said that the owners of record are deceased, heirs could just ignore any correspondence.

* **Board discussion-** Ms. Miller said that in this case, legal measures should be taken by Township. Ms. Smith-Hughes asked if beneficiaries of an estate can be held responsible for this property. Ms. Miller said she has invited Township Board Chairman Bill Weimer to attend a PFE Board meeting so that the Board members could ask him directly about this and other issues. Mr. Zito said he believed that they would only be legally responsible if a new deed were recorded in their name. Ms. Van Winkle-Kirschner complained about the condition of the road where Route 196 meets Kings Way. Mr. Zito was asked when Township would be painting lines on the roads. He said generally it is done in the Fall.

At this point, (10:00am) Ms. Miller recessed the meeting for a short break. The meeting reconvened at 10:11am.

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

Mr. Zito presented the written Management Report for the period ending May 31, 2017.

* + 675 accounts were paid in full, compared to 672 at this time last year.
  + 505 accounts were not paid, as compared to 508 at this time last year.
  + Since the TOPS database system was down, the following encompassed the period from 2/1/2017 – 5/31/2017:
    - 25 resale certificates were issued.
    - $13,347.83 of accounts receivable was written off.

* **Board discussion-** None.
* **Public comment –** None.

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

1. **Committee Reports**

* **Rules and Regulations:** No meeting. Citation Appeals, if needed, will be held on July 8 at 9:00am. If not, Rules and Regulations will be held at 10:00am on that date.
  + **Board discussion-** Ms. Smith-Hughes said that she had spoken to PMRP Officer Carey about speaking to the Board at a future meeting.
* **Citation Appeals:** No meeting.

* **Facilities:**  The following items were discussed:
  + PFE Shed on Belgravia Drive – Ms. Smith-Hughes pointed out that vulgarities were written on the shed door. The Board asked Mr. Zito to arrange to have the vulgarities removed or covered up,
* Ms. Kelly thanked all who participated in the Earth Day Cleanup.
* The covering or chair rail for the Community Room walls was again brought up. By consensus, it was decided to purchase and install fiberglass panels on a corner of the wall. Ms. Miller and Mr. Zito will carry through on this project.
* Mr. Zito said again he is continuing to gather bids for the mulch and drainage projects. They will be sent to the Finance Committee and the Board prior to the July meeting so that a decision on whether to proceed on these projects could be made at that meeting.
* **Public comment –** After a suggestion of contacting the contractor (Northeast Site) who did the pipe replacement project at Carriage Estates for the ditch cleaning project, Mr. Sandford stated that he thought their primary business was as a paving company and that they normally would not be interested in small jobs.

* **Finance:** No meeting. Proposals received for the capital projects scheduled for this year will be sent to the Committee for review prior to the July BOD meeting.
* **Social Activities:** No meeting.

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

Mr. Zito gave the report as per Ms. Anderson-Krieg.

* The system report of checks disbursed from February 1st through May 31st were presented and discussed. He explained a disbursement to Pocono Mountain Regional Police as not having been previously billed for the July 4th holiday coverage for 2016. He also said that he spoke to Chief Wagner of PMRP regarding the rate for this year, if the Board wanted coverage, and that the rate would be comparable to last year, pending officer availability.
* Through May 31st, total revenue, unaudited, was approximately $157K, or 92% of budget.
* Through May 31st, total expenses, unaudited, were approximately $82K, or approximately 48% of budget.
* Cash positions as of May 31st total approximately $229K.
* **Public comment**
  + Mr. Sandford – Commented on a security deposit refund check that was returned to a homeowner who rented the Community Room being less than the normal amount.

**A motion was made by Ms. Youngfelt, seconded by Ms. Santos to accept the Financial Report as presented. All in favor. Motion passed.**

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

* **Review and/or acceptance of 2016 Operational Audit done by Zavada & Associates CPAs -**

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

* **Periodic Maintenance of Community Room Tile -** 
  + Mr. Zito again presented the proposal of Slyvester Cleaning Service to maintain the Community Room Floor bi-monthly at a cost of $275 per service.
* **Public comment**
  + Mr. Sandford – Commented that the language of the contract was not clear as to how increases in price may be passed on to PFE.
  + Ms. Miller and Ms. Garcia suggested that the wording of the contract be changed to eliminate the word “automatically” from the agreement, and highlighting the clause that states that any alteration to the agreed upon specifications or price must be executed in writing. A lengthy discussion took place.

**A motion was made by Ms. Youngfelt, seconded by Ms. Smith-Hughes to accept the proposal of Sylvester Cleaning Service to maintain the Community Room Floors bi-monthly, at a cost of $275.00 per service, with the following language changes - eliminate the word “automatically” from the agreement, and highlight the clause that states that any alteration to the agreed upon specifications or price must be executed in writing. All in favor. Motion passed.**

1. **New Business –**

* **Remote Deposit agreement with Peoples Security Bank –** 
  + Mr. Zito presented the proposal from Peoples Security Bank to allow PFE to deposit checks remotely, at no cost, provided an aggregate balance of $25,000.00 is maintained at the bank.

**A motion was made by Ms. Youngfelt, seconded by Ms. Kelly to accept the proposal from Peoples Security Bank to allow PFE to deposit checks remotely, at no cost, provided an aggregate balance of $25,000.00 is maintained at the bank. All in favor. Motion passed.**

* **Removal of offensive language at PFE Shed-** 
  + No motion was made. Mr. Zito will see to it that the language is either removed or covered up.

* **Pocono Mountain Regional Police Coverage for PFE for the July 4th Holiday Weekend-** 
  + Discussion took place. It was the consensus of the Board that this coverage was wanted. It was noted that any coverage was contingent upon the Police Department having Officers that wanted to take an overtime shift on this weekend. Mr. Zito was given the flexibility to schedule PMRP for up to two six hour shifts for July 2nd – 4th, based upon PMRP availability.
* **Board discussion-** Ms. Miller felt it was important for PFE to fine those people who are found to be using fireworks by PMRP. Mr. Zito said he would request a report from Chief Wagner after the shifts are completed.
* **Public comment –** Mr. Sandford said that this was done in the past and was beneficial, so long as residents call 911 for any illegal activity, and that It was important that PFE book the shifts as soon as possible since many of the Officers also take additional weekend shifts at the Crossings in Tannersville. He also stated that PFE needs to issue its own citations regarding illegal fireworks.

**A motion was made by Ms. Youngfelt, seconded by Ms. Miller to schedule PMRP for dedicated coverage for PFE for up to two six hour shifts for July 2nd – 4th, based upon PMRP availability. Seven in favor. Two abstained (Ms. Santos and Mr. Ramos). Motion passed.**

* **Pennsylvania American Water Rate Increase –**
  + Mr. Ramos brought information on the Pennsylvania American Water Company rate increase. This information was obtained from PA State Representative Maureen Madden’s office.
* **Bus for Kalahari Employees –**
  + Mr. Ramos suggested that PFE allow a shuttle bus from Kalahari Resort in Pocono Summit to pick up employees at designated common areas in PFE. Potential liability issues were raised. Ms. Anderson-Krieg suggested that we contact our insurance company for guidance.

**Public comment –** Mr. Sandford felt that allowing a private entity this practice would cause an increase to PFE’s liability.

1. **Correspondence**

* **Complaint of cars on Coach Road (RECEIVED) –** Not discussed.
* **Complaint to PMRP regarding PFE personnel (RECEIVED) -** 
  + Mr. Zito explained that, while away, he had received a phone call from PMRP Office Lutz regarding a harassment claim by a resident against one of his employees. He said that Officer Lutz assured him that the complaint had no justification. Mr. Zito said that he had met with the homeowner subsequent to the complaint and was thrown off the complainant’s property a week later when he arrived at her house for a previously scheduled meeting to review the condition of her property. No further incidents have occurred since that day.
* **Complaint regarding loose dogs / Titania Road and Falstaff Drive (NOT RECEIVED) -** 
  + Brought up by Ms. Kelly. A generic letter will be sent to all owners on these two roads addressing proper animal behavior.

**Public Input –**

* Mr. Sandford – Asked about an estimated time of completion of the re-seeding of PFE property on Cambell Way used by PAWC contractors during the recent water pipe upgrade project. Mr. Zito said he was not sure but that he had assurances from PAWC Manager Dave Altmiller that it would be done.
* Mr. Sandford – Asked about the renewal of Culture’s Closet Dance Program’s lease with PFE. He asked if the rate for the long-term rental clients would be increased, as was the rate for residents having private parties. He also said he would like, once again, to see information regarding how many PFE children are participating in the program. Ms. Kelly asked if there had been any issues with Culture’s Closet. Mr. Zito said the director of the program has always been more than respectful to any request PFE has had of the program. Comments were heard from Ms. Santos and Ms. Youngfelt.

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

**The meeting adjourned at 11:57am.**

**NEXT REGULAR BOARD MEETING: July 15, 2017 @ 9:00am.**

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

**Robert M. Zito, Recording Secretary**

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

**Marisol Santos, Secretary**

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