**Pocono Farms East Association, Inc.**

**Board of Directors REGULAR Meeting**

**Saturday, JULY 15, 2017**

**MINUTES**

**Board Members present:**

Margaret Miller - President, Jose Ramos – Vice President, Marisol Santos – Secretary, Gloria Van Winkle – Kirschner – Director, Josefina Garcia – Director, Debra Youngfelt – Director,

**Board Members absent:**

Susan Anderson-Krieg – Treasurer, Marion Kelly – 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), Broxmeier (5-0335), Lawrence (7-7106).

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.

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

**A motion was made by Ms. Youngfelt, seconded by Ms. Garcia to seat Janice Smith-Hughes as PFE Director, term ending October 28, 2017. Six in favor. One abstained (Ms. Smith-Hughes). Motion passed.**

Mr. Ramos left the meeting at 9:08am. He returned at 9:22am.

1. **Minutes**

The draft minutes from the June 17, 2017 Regular Meeting were presented and considered for approval.

* **Board discussion:** One correction was noted. Page 3, line 4, remove the word “now”.
* **Public comment:** None.

**A motion was made by Ms. Youngfelt, seconded by Ms. Smith-Hughes to accept the meeting minutes of June 17, 2017 as corrected. All in favor. Motion passed.**

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

The written maintenance report for the period through June 30, 2017 was presented by Mr. Zito.

* Regular maintenance.
* Picked up dumped household trash on Carriage Lane.
* Painted speedbumps at the mailbox pavilion.
* Community Room gutters and downspouts were cleaned.
* Spray painted over graffiti on PFE shed garage door.
* General Manager responded to a burglar alarm on June 30th, at the request of Pocono Mountain Regional Police.
* $500 was spent, with the President’s approval, to clean up household trash left when a tenant vacated a home on Chelsea Circle. The first contractor hired stopped midway during the job due to bugs and maggots, but Mr. Zito said he found another contractor willing to finish the job. Non-food trash remains on the property. Mr. Zito said he would speak to Township Zoning Officer Joe Brady and Sewage Enforcement Office Jake Schray about having the property condemned.
* **Board discussion:** None.
* **Public comment:** 
  + Mr. Sandford asked if the money spend would come from the Property Cleanup Fund. Mr. Zito said it would.
  + Mr. Broxmeier suggested that we look at the bushes and saplings at the mailbox pavilion which were cut back several years ago, but are now becoming overgrown again.

**A motion was made by Ms. Santos, seconded by Ms. Van Winkle-Kirschner to approve the Maintenance Report as presented. 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 July 7, 2017.

* 35 permits have been issued this year.
* Eight permits have been closed out this year.
* Nine permits either active or on hold.
* **Board discussion:** 
  + Mr. Zito said that the person who installed a “chimenea”, along with other landscaping improvements, completed his project. Discussion followed.
  + Ms. Smith-Hughes asked about a property along Rob Roy Drive with a large dirt pile.
  + Ms. Smith-Hughes and Ms. Van Winkle-Kirschner both spoke of loose dogs in the area.
* **Public comment:** None.

**A motion was made by Ms. Smith-Hughes, seconded by Ms. Santos** **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 for the month of June. She said that there were 61 active citations. She stated that there had been good compliance overall for the citations sent out regarding propane tanks. There are no write-offs that need Board approval at this time and she reminded those present that there were no Citation Appeals hearings held in July and, at present, there was only one hearing scheduled for August 12th.

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

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

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

Ms. Miller spoke about the activity over the July 4th weekend, stating that while she did not hear a lot of fireworks, there definitely were fireworks set off during the weekend. She commented on the Regional Police dedicated patrol on July 4th. Ms. Miller noted the passing of K-9 Officer Niko, and that the department is accepting donations for the purchase of two new K-9 dogs. Mr. Zito and Ms. Miller discussed the calls PMRP responded to on July 4th – five in total. Ms. Miller said that Coolbaugh Township has now filed a criminal complaint against the heirs of the burned-out house on Falstaff Drive.

* **Board discussion:** None.
* **Public comment:** 
  + Mr. Sandford noted that other issues were found BY PMRP during the dedicated PMRP July 4th patrol.
  + Mr. Broxmeier commented on a rape, at gunpoint, that occurred this past week, and said that the homeowner was now in jail.

At this point, (9:58am) Ms. Miller recessed the meeting for a short break. The meeting reconvened at 10:06am.

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

Mr. Zito presented the written Management Report for the period ending June 30, 2017.

* + 702 accounts were paid in full, compared to 669 at this time last year.
  + 478 accounts were not paid, as compared to 511 at this time last year.
  + Write-offs for June totaled $968.30, primarily due to two bank foreclosures.

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

1. **Committee Reports**

* **Rules and Regulations:** At their most current meeting the Committee looked at the following: **Rule 7.8** (proposed new language would say that any vehicle without a license plate needs to be covered). Mr. Zito suggested that these proposed changes be discussed at the August Board meeting.

After discussing the burn rule for chimeneas and store bought firepits, the following occurred:

**A motion was made by Mr. Ramos, to allow chimeneas or store bought properly contained firepits in PFE. Before the motion was seconded, it was decided, by consensus, that the motion should be withdrawn until the proper wording is figured out. Mr. Ramos agreed and withdrew the motion.**

* **Citation Appeals:** No meeting.

* **Facilities:**  The following items were discussed:
  + Ms. Smith-Hughes discussed the fiberglass panels for the Community Room.
* She discussed not raising the fees for long-term renter Culture’s Closet for the upcoming school year. At this point, Mr. Broxmeier said he felt it was only fair to raise the fees for Culture’s Closet, as the fees were recently raised for homeowners using the Community Room. Several Board members noted that the increase was specifically to cover the costs of allowing homeowners to leave their trash behind after a private party.

**A motion was made by Mr. Smith-Hughes, seconded by Ms. Youngfelt to renew the rental lease with Culture’s Closet for the 2017-2018 school year, at the existing terms and with no increase in cost. All in favor. Motion carried.**

* **Finance:** No meeting. Mr. Zito reminded all that the proposals received for capital projects scheduled for this year were sent to the Committee and the Board for review or consideration at this meeting.

Mr. Sandford informed the Board that due to the pending sale of his properties, he would be resigning from the Finance Committee effective at the end of this meeting.

* **Social Activities:** No meeting. Ms. Miller asked everyone to think of ways to have more Association sponsored events. A “National Night Out” event to be held on August 1st and the PFE Labor Day Weekend Yard Sale were discussed. It was suggested that PFE contact Chief Wagner about a National Night Out in PFE for 2018.

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

Mr. Zito gave the report.

* The check register for the month of June, totaling $9,430.45 was presented and discussed.
* Through June 30th, total revenue, unaudited, was approximately $168K, or 99% of budget.
* Through June 30th, total expenses, unaudited, were approximately $91K, or approximately 53% of budget.
* Cash positions as of June 30th total approximately $232K.

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

1. **Secretary’s Report – No report.**
2. **Old Business – None.**
3. **New Business.**

* **Consideration of Bids / Award Contracts – Capital Project**

Mr. Zito discussed in more detail the bids received for the stone/mulch and ditch cleaning projects. He said he went on Homeadvisor.com and Porch.com, along with several other methods to solicit bids. He said all contractors would have to show proof of valid insurance prior to starting work on any project that they were awarded. Board discussion ensued.

* + Mr. Sandford: stated that this year’s budget allocation of $5,000.00 was meant to create a starting point for ongoing ditch maintenance. He also recommended that the company chosen for this project should have expertise in the excavating business.

**A motion was made by Ms. Youngfelt, seconded by Ms. Smith-Hughes to award the 2017 ditch cleaning project (total of 30 ditches) to J. Amaya Contracting of Tobyhanna, at a cost of $5,000.00. Five in favor. Two abstained (Ms. Miller and Ms. Santos). Motion passed.**

The stone / mulch project was then taken up by the Board. The advantages and disadvantages of each of the materials were discussed. As the discussion took place Mr. Zito called several suppliers to get a cost estimate of mulch vs. stone, finding that stone was approximately $12.50 more per yard than mulch. The cost of labor, which would be higher spreading stone, was not able to be obtained at this time.

**A motion was made by Ms. Van Winkle-Kirschner, seconded by Ms. Smith-Hughes to award the 2017 stone / mulch project to J. Amaya Contracting of Tobyhanna, using stone as the material, at a cost not to exceed of $7,500.00. Five in favor. Two abstained (Ms. Miller and Ms. Santos). Motion passed.**

* **Resignation of Bryan Sandford from the Finance Committee, effective at the conclusion of the July 15. 2017 BOD meeting.**

**A motion was made by Ms. Van Winkle-Kirschner, seconded by Ms. Smith-Hughes to, with deep regret, accept the resignation of Mr. Bryan Sandford from the PFE Finance Committee effective at the conclusion of the July 15, 2017 BOD meeting. All in favor. Motion carried.**

**Public comment:** Mr. Sandford said that he would be leaving the community in approximately three weeks.

**Board discussion:** Ms. Miller thanked Mr. Sandford for all his work in restructuring the Board and Committees and for his tireless efforts on behalf of representing PFE at Township and Police Commission meetings.

1. **Correspondence**

* **Correspondence sent to Chief Wagner regarding July 4th incidents (SENT) -** Discussed.
* **Complaint regarding weekend rental house (RECEIVED) -** 
  + Complaint was discussed. Mr. Zito said he asked the complainant to provide police reports she claimed were filed to the Association so PFE citations could be issued.

**Public Input –**

* Mr. Lawrence – Brought to the Board’s attention an unsightly property on Glouster Road, saying he had previously sent pictures of the property to Mr. Zito. Mr. Zito said that he would email Monroe County Waste Authority regarding the situation, stating that we have worked in concert with them many times to clean up problem properties and that their authority is much broader than ours. Mr. Zito said he would copy Mr. Lawrence on the correspondence. Mr. Lawrence also suggested that the Board read and more closely follow Robert’s Rules of Order to streamline meetings, and offered his services to review them with the Board.

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

**The meeting adjourned at 12:25pm.**

**NEXT REGULAR BOARD MEETING: August 19, 2017 @ 9:00am.**

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

**Robert M. Zito, Recording Secretary**

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

**Marisol Santos, Secretary**

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