**Pocono Farms East Association, Inc.**

**ANNUAL Meeting**

**Saturday, OCTOBER 29, 2016**

**MINUTES**

**Board Members present:**

Margaret Miller - President, Bryan Sandford –Vice President, Susan Anderson-Krieg – Treasurer, Marisol Santos – SecretaryTykieyen Moore – Director, Marion Kelly – Director, Jose Ramos – Director,

**Board Members absent:**

Daniel Broxmeier - Director,

**Alternate Members present:**

None.

**Alternate Members absent:**

None.

**Staff present:**

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

Attorney Greg Malaska – Association Attorney

Renee Villanueva – Secretary Pro -Temp

**Members present:**

Renee Labadie (4-7131) Judge of Elections

The meeting was called to order by President Margaret Miller at 12:00 pm in the Community Room of Pocono Farms East Association, 3170 Hamlet Drive, Tobyhanna, PA.

Meeting was called to order. Pledge of allegiance was said.

Introductions of officers and positions held. Introduction of Judges of Election.

Motion called for.

**A motion was made by Mr. Sandford, seconded by Ms. Anderson- Kriege to appoint Attorney Greg Malaska as Parliamentarian for the annual meeting. All in favor. Motion passed.**

1. **Welcome**

**Attorney Malaska verified that a quorum was established for the meeting**

Call to submit any additional proxies. There were none.

1. **Secretary’s Report – No report.**

Attorney Malaska asked if minutes were included in annual meeting packet. Mr. Zito replied they were not. Attorney Malaska suggested either oral reading of entire minutes

**A motion was made by Ms. Youngfeld (2-0407- 407) graham, seconded by Ms. Garcia (5-0345 - 345 Coach Road) to dispense with reading of the minutes. All in favor. Motion passed.**

12:05 pm A few minutes was given for each person to read over the annual meeting minutes from 2015.

12:12 pm meeting reconvened. There were no revisions.

**A motion was made by Mr. Sandford, seconded by Mr. Moore to approve the Annual meeting minutes from 2015 as presented. All in favor. Motion passed.**

Attorney Malaska called for beginning of election process. Current vacancies for director are: 3 3-year term, 1 1 year term and 1 alternate. There are 3 candidates for the 4position of director: Marisol Santos, Janice Smith-Hughes, Gloria VanWinkle-Kersherner. Ms. Josephina Garcia was nominated from the floor by Ms. Anderson- Kreige; she accepted. Also, nominated from the floor by Ms. VanWinle-Kersherner was. Ms. Debra Youngfeld, she accepted. No other nomination from the floor. Mr. Zito clarified that Ms. Smith Hughes is only running for the alternate position. Attorney Malaska ask for any additional nominees from the floor. None followed.

**A motion was made by Ms. Kelly, seconded by Ms. Anderson-Kreige to close nominations from the floor. All in favor. Motion passed.**

There are 5 vacancies open for the 1 year term of alternate. 1 candidate has applied. The floor is open to nominations. One person was nominated but declined. No other nominations were forth coming.

**A motion was made by Ms. Kelly, seconded by Ms. Santos to close nominations from the floor. All in favor. Motion passed.**

Now Attorney Malaska called for additional ballots not cased to be turned over to Mr. Zito and the judge of elections. 15 cards were passed out for those that had not voted. Only persons not listed on preprinted ballots were Ms. Youngfeld and Ms. Garcia.

Attorney Malaska summarize ballot issue. There was a minor typographical error that will now be clarified. Call for additional questions on the proposal for corrections to the by-laws. If proxy has not been case a call to submit the green ballots.

several proxies were submitted via mail that did not designate a vote. As per PFEA By-laws if no vote is designated; proxies are then distributed evenly amongst board members in order of identification of the voting measure. There are 8 proxies, 8 board members. First name is Mr. Boxmeier who is not in attendance. Next name is Ms. Miller to be the first person given a proxy for voting. Once all proxies have been completed, they will then be given to judges of elections for counting.

1. **Treasurer’s Report**

Mr. Zito will be presented during the presentation of the budget of which Mr. Moore is chairman of finance committee. 2017 budget as presented by Mr. Moore, looking at next to last page proposed balancing budget. Total revenue $170,700.00 balanced with $170,000 of expenses. Question raise by Attorney Malaska what happen with excess monies above expenditures. Answer: it goes into reserve. Ms. Anderson-Kreige question prosed fund set aside for ditch cleaning for 2016. Mr. Moore responded it is from reserve proposed for 2017 however, the matter is still under discussion. Attorney Malaska called for questions on the budget as included in mailed annual packet. As there were no question a call for acceptance of budget as presented.

**A motion was made by Ms. Santos, seconded by Mr. Sandford to accept the Treasurer’s Report as presented. All in favor. Motion passed.**

1. **Old Business – No report**
2. **New Business –**

President Ms. Miller thank Mr. Sanford for his service of the years as a board member as this is his last meeting and it not running again. He has helped reorganized the board and attended Coolbaugh supervisors meeting and brought the information back to the board. Ms. Miller also thanked Mr. Boxmeier, who was not in attendance, for his years of service as a director as he is also not running again. Mr. Boxmeier has been instrumental in clean up around the community and painting the yellow speed bumps, the community information sign at the mailbox pavilion as well as other community projects.

Attorney Malaska called opened the floor for questions and comments. Mr. Marc () noticed more 25 mph signs however he also observed people are driving faster. His question was if more signs can be posted as a reminder. Ms. Miller responded that the signs are the responsibility of Coolbaugh Township as the roads belong to them. Mr. Sanford confirmed Ms. Miller’s respond with adding, when the road was taken over by Coolbaugh Township some signs were left at 15 mph as a courtesy. However, the actual mph is 25 and that must be taken up with Coolbaugh Township. If assistance is needed with that please reach out to the office and board. Ms. Van-Winkle- Kershener comments the sign by mail box pavilion is no longer there. Sign is also missing on her street. Ms. Miller responded the area by pavilion has just been re done when there it was damaged by a crash and fire last year. The sign was in bad condition and being held up by stone. Mr. Ramos stated that he can make call to Township for sign repair and add and more signs as they usually have a quick response. Ms. Smith -Hughes announced the restart of the facilities committee and she is looking for volunteers. Please see her for sign up.

Ms. Youngfeld asked even though side road is responsibility of Township it know if there are any plans to repave. Mr. Sanford just recently discussed this with Mr. Waymer. The original intention when new pipes and added and run cuts they were not supposed to cut across Rob Roy. Mr. Waymer said he is trying to get Township to hold to them to repaving the section in spring because patching now is temporary. The affected areas are Belgravia and Rob Roy and Cotswold and Rob Roy they cut across the whole roads. The rest of side road will have temporary patching. They have a window of between now and November 15. Thereafter it will be to cold and asphalt patch will not be available. Notice they were working today as to complete before November 15 deadline.

Ms. Mildred Gilbert (4-3221). Requesting doggies post to make it easier for pet waste cleanup and disposal. There are allowing their dog to use her yard as a waste area. Ms. Miller agreed it is an ongoing problem. However, the general rule is out of consideration for neighbor’s pet waste should be picked up and taken you with you. Unfortunately, that is not the case. However, placing post with bags may not be reasonable but can discussed further in board meeting. Ms. Gilford suggested PFEA can provide bags and Ms. Gilbert volunteered to collect to and drop off a location in which the community office garbage service can dispose of. Ms. Santos comments she had the same issue and she place “curb your dog” signs on her property and that has reduced the problem. Ms. Miller also place those signs on her property. Ms. Kelly also placed a sign stating private property, please curb your dog”. Took a couple years but she no longer has that issue.

At this point Attorney Malaska change direction of meeting and announced results of election. Elected to position of 1 year term alternate Janet Smith-Hughes, two other were listed as alternate (Zegus and Scheiglie) but they were not present to accepted the nomination and therefore will not be considered. Josephina Garcia and Debra Youngfeld names also appear as alternate however their names were added to the record and will not be consider for the positon. IN terms of director. There are 3 3 year terms and 1 1 year term. The two persons that received the highest number of votes were Ms. Van-Winkle-Kershener and Ms. Santos. There was a tie for last 2 spots. This being the case there will be a run off for the last spot. Ms. Santos volunteered to remove herself from the 3-year term and take the 1 year term instead. This met with the approval of Attorney Malaska. Questions insured about which position Ms. Santos applied for. Being that Ms. Santos any wants the 1 year positon; the 3 3 year terms now belong to. Ms. Garcia, Ms. VanWinle-Kershner and Ms. Youngfeld. This is a return to the board for Ms. Garcia, welcome back and congratulations to all.

Attorney Malaska called for any additional questions for new business. No new business Call for motion to adjourn.

**A motion was made by Mr. Ramos, seconded by Mr. Sandford to adjourn. All in favor. Motion passed.**

 **The meeting adjourned at 1:20pm.**

**NEXT REGULAR BOARD MEETING: November 17, 2016 at 9:00 am.**

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

 **Robert M. Zito, Recording Secretary**

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

 **Marisol Santos, Secretary**

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