

**POCONO FARMS EAST ASSOCIATION, INC.**  
**BOARD OF DIRECTORS**  
**DECEMBER 17, 2022**  
**MINUTES**

**Board Members present:**

Susan Anderson-Krieg (P), Mike Schlegel (VP) Marion Kelly (T), Leonard McClain (S), Deborah Bellew, and Michelle Player.

**Board Members absent:**

Dorell Mainor, Jose Ramos and Jaida McClain

**Alternate Members absent:**

Janice Smith-Hughes and Nannette Piccarello

**Staff present:**

Robert M. Zito, CMCA, AMS, Business/Financial Manager, Michelle Vanwhy, Office Manager and George Newman, Permit/Compliance Officer.

**Members present:**

The meeting was called to order by Susan Anderson-Krieg (P), at the PFE Administration Office at 12:09 pm. Jose Ramos left @11:45 pm.

**1. Minutes**

The draft minutes from the October 15, 2022, Regular Meeting were presented and considered for approval.

A motion was made by Marion Kelly, and second by Deborah Bellew to approve the October 15, 2022, Regular Meeting, approved as written. 5 in favor. 1 abstained, Leonard McClain. Motion passed.

Leonard McClain has made a motion, and second by Michelle Player to have a list drawn up by the office manager to include all board members and alternates information including position, number and email for contact information. 3 in favor, 1 opposed, and Marion Kelly abstained. This has been denied.

A motion was then made by Michelle Player seconded by Marion Kelly to have the list drawn up by the office manager and to include name, position and email, phone number is optional, depending on what each person wants to share. 5 in favor. 1 opposed, Leonard McClain.

1. **Maintenance Report as presented by Site Coordinator/Manager**

The maintenance report for October 2022 was included in the packet but not presented by Janice Smith-Hughes, as she left @11:00 am.

A motion was made by Leonard McClain (S) and second by Mike Schlegel (VP) to table the maintenance report until it can be presented in person by the maintenance manager when she is available. 5 in favor, 1 opposed, Susan Anderson-Krieg (P). Motion passed.

2. **Permit Report – as presented by Permit Officer**

A written permit report was compiled and submitted by Mr. Newman. The following permits have been issued for the year to date:

- 1 Deck Permit
- 6 Tree Permits
- 1 Dumpster

A motion was made by Susan Anderson-Krieg (P), seconded by Marion Kelly (T) to approve the Permit Report. All in favor. Motion passed.

3. **Compliance Report – as presented by Compliance Officer**

A written report showing activity for the month of October was compiled and presented by Mr. Newman.

The report stated that there in October, there were 31 warnings issued, 7 new citations issued, 54 violations remaining open and 76 violations closed out.

A motion was made by Susan Anderson-Krieg (P), seconded by Debbie Bellew to approve the Permit Report. All in favor. Motion passed.

5. **Committee Reports:**

- **Rules & Regulations:**
- **Citation Appeals:**
- **Facilities:**
- **Social Committee:**
- **Finance:**

Meeting held on 11/30/2022 @10:00 am to discuss salaries for self-contractors.

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

The report for 1/1/2022 thru 10/31/2022 was presented by Mr. Zito

The written Profit and Loss Statement for PFEA for the period ending October 2022 was presented.

The following financial summary was given:

- 814 properties were paid in full as of 10/2022.
- Operating cash flow was \$13,574.00 as of 10/2022
- Total cash assets as of 10/2022, \$359,085.45

**Mr. Zito has asked for permission to transfer from the reserve, if needed, for the dog park and the ditch digging, only if he does not have enough funds in the operating cash, he rather be prepared to do it if he needs to as opposed to waiting around for permission, to do the two transfers, up to 15k for the ditch digging and up to 8k for the dog park.**

**A motion was then made by Susan Anderson and seconded by Marion Kelly to approve the request of Mr. Zito, giving him permission to move up to 15k from the reserve account and up to \$8,662.00 for the dog park from capital improvement account, for December bill, again only if needed. All in favor. Motion passed.**

**A motion was made by Susan Anderson-Krieg (P), seconded by Marion Kelly (T) to approve the Financial Report as presented. All in favor. Motion passed**

**Debbie Bellew has left @ 1:39 pm**

7. **Secretary's Report-**

8. **Old Business:**

**A motion was made by Leonard McClain and second by Mike Schlegel to approve the extra funds needed for the hard dig of the dog park so it can be finished. All in favor. Motion passed.**

9. **President's Report –**

10. **New Business:**

A motion was made by Leonard McClain to have a thirty-minute meeting, not to go over an hour, to just read the minutes at the next meeting, 12/17/22.

A motion was made by Susan Anderson-Krieg, seconded by Mike Schlegel to approve \$100.00 to spent on Christmas. All in favor. Motion passed.

A motion was made by Leonard McClain to provide him with \$500.00, gift card, to promote and make the community come together.

11. **Correspondence:**

12. **Public Input: None**

There being no further business, a motion was made by Ms. Anderson-Krieg (VP), seconded by Mr. Jose Ramos(S) to adjourn the meeting. All in favor. Motion passed.

The meeting adjourned at 2:32 pm.

NEXT REGULAR BOARD MEETING: January 21, 2023 @ 9:00am.

Submitted by: \_\_\_\_\_  
Michelle Vanwhy, Recording Secretary

Witnessed by: \_\_\_\_\_  
Leonard McClain, Secretary

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