

**POCONO FARMS EAST ASSOCIATION, INC.**  
**BOARD OF DIRECTORS**  
**AUGUST 19, 2023**  
**MINUTES**

**Board Members present:**

Susan Anderson-Krieg (P), Marion Kelly (T), Jose Ramos (S), Jaida McClain, Michelle Player, Dorrell Mainer, and Deborah Ballew.

**Board Members present:**

Mike Schlegel (VP)  
Dolores Chandler

**Alternate Members present:**

Janice Smith-Hughes

**Staff present:**

Michelle Vanwhy, Office Manager and George Newman, Permit/Compliance Officer.

**Staff absent:**

Robert M. Zito, CMCA, AMS, Business/Financial Manager

An executive meeting was called to order by Susan Anderson-Krieg (P), at the PFE Administration Office at 9:05 am.

The meeting was called to order by Susan Anderson-Krieg (P), at the PFE Administration Office at 9:33 am.

Jose Ramos (S), made a motion, Michelle Player seconded it, to move Janice Smith-Hughes up from alternate to board member. 6 in favor. 1 abstained. (Jada McClain)

**1. Minutes**

The draft minutes from the Regular Meeting, July 15, 2023 were presented and considered for approval.

**A motion was made by Susan Anderson-Krieg (P), seconded by Marion Kelly (T), to approve the July 15, 2023 Regular Meeting as corrected.**

**6 in favor. 2 abstained. (Jada McClain and Janice Smith-Hughes)**

**Motion passed.**

**A motion was made by Susan Anderson-Krieg (P), seconded by Marion Kelly (T), to approve the November 19<sup>th</sup>, 2022 Regular Meeting as corrected. 6 in favor. 2 abstained. (Jada McClain and Janice Smith-Hughes) Motion passed.**

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

The maintenance report for was presented by Ms. Smith-Hughes.

**A motion was made by Deborah Ballew, and second by Jada McClain, to approve to get bids for the snow plow season 2023. They are to be OPEN to ALL and then a fiscal decision to be made. 7 in favor. 1 abstained. (Janice Smith-Hughes) Motion passed.**

**A motion was made by Susan Anderson-Krieg (P) and second by Dorrell Mainer, to accept the Maintenance Report as presented. 7 in favor. 1 abstained. (Janice Smith-Hughes) Motion passed.**

**3. 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:

- 24 Trees
- 4 New Home
- 1 Fence
- 1 Dumpster

**A motion was made by Deborah Ballew, and seconded by Janice Smith-Hughes to approve the Permit Report as presented. All in favor. Motion passed.**

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

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

The report stated that in July there were 42 warnings issued, 15 new citations issued, 78 violations remaining open and 64 violations closed out.

**A motion was made by Deborah Ballew, and seconded by Dorrell Mainer to approve the Compliance Report as presented. All in favor. Motion passed**

5. **Committee Reports:**

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

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

Robert M. Zito was not present to present his report. He will go over it at the next meeting scheduled for September 16<sup>th</sup>, 2023.

7. **Secretary's Report-**

8. **Old Business:**

9. **President's Report:**

10. **New Business:**

A motion was made by Janice Smith-Hughes and seconded by Deborah Ballew, to have a Halloween contest for the community. We will make a decision by 11/4/2023 and then the winner will come to the 11/18/2023 meeting to get gift. All in favor. Motion passed.

A motion was made by Susan Anderson-Krieg (P), and seconded by Jose Ramos (S), to RESEARCH a camera in the corner of the office, facing the door, and an emergency button installed, by AIC internal, ADT outside. All in favor. Motion passed.

A motion was made by Jose Ramos (S), seconded by Deborah Ballew, to have a letter sent to Lowes, by an attorney recommended by Attorney Malaska. All in favor. Motion passed.

11. Correspondence:

12. Public Input: None

There being no further business, a motion was made by Jose Ramos (S) , seconded by Marion Kelly (T), to adjourn the meeting. All in favor. Motion passed.

The meeting adjourned at 12:33 pm.

NEXT REGULAR BOARD MEETING: September 16<sup>th</sup>, 2023 @ 9:00am.

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

Witnessed by: \_\_\_\_\_  
Jose Ramos, Secretary

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