

POCONO FARMS EAST ASSOCIATION, INC.
BOARD OF DIRECTORS
FEBRUARY 17TH, 2023
MINUTES

Board Members present:

Susan Anderson-Krieg (P), Mike Schlegel (VP), Marion Kelly (T), Jose Ramos(S), Daniel Broxmeier, Michelle Player, Deborah Ballew and Dorrell Mainer.

Board Member(s) absent:

None

Alternate Members present:

Janice Smith-Hughes

A motion was made by Susan Anderson Krieg (P), and seconded by Jose Ramos (S), to move up Janice Smith-Hughes as Board Member. 8 in favor. 1 abstained. Janice Smith-Hughes. Motion passed

Staff present:

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

The meeting was called to order by Susan Anderson-Krieg, at the PFE Administration Office at 9:04 am.

1. Minutes

The draft minutes from the Regular Meeting were presented and considered for approval.

A motion was made by Mike Schlegel (VP), seconded by Jose Ramos (S) to approve the Regular Meeting Minutes as corrected. 8 in favor. 1 abstained Janice Smith-Hughes. Motion passed.

2. Financial Report – as presented by Robert M. Zito

The report for 1/1/2023 thru 12/31/2023 was presented by Mr. Zito

The written Profit and Loss Statement for PFEA for the period ending 2023 was presented.

The following financial summary was given:

- 809 properties were paid in full as of 11/30/2023.
- Operating cash flow was NEGATIVE \$55,982.47 as of 12/7/2023
- Total cash assets as of 11/30/2023, \$349,811.09

A motion was made by Daniel Broxmeier, and seconded by Marion Kelly (T), to approve the Financial Report as presented. All in favor. 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:

- 35 Trees
- 6 New Home
- 2 Fence
- 2 Dumpster

A motion was made by Susan Anderson Krieg (P), and seconded by Marion Kelly (T), 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 ember there were 27 warnings issued, 4 new citations issued, 68 violations remaining open and 43 violations closed out.

A motion was made by Debbie Ballew, and seconded by Daniel Broxmeier to approve the Compliance Report as presented. All in favor. Motion passed

5. Maintenance Report as presented by Site Coordinator/Manager

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

A motion was made by Mike Schlegel (VP), and second by Dorell Mainer, to accept the Maintenance Report as presented. 8 in favor. 1 abstained, Janice Smith-Hughes. Motion passed.

6. B AND H Construction LLC Report-

The maintenance report for was presented by Brad Vanwhy.

A motion was made by Mike Schlegel (VP), and second by Jose Ramos (S), to accept the Maintenance Report as presented. 8 in favor. 1 abstained, Janice Smith-Hughes. Motion passed.

A motion was made by Susan Anderson Krieg (P), and seconded by Michelle Player, to approve B and H Construction, to be allotted \$2,200.00 (estimate), taken out of the RESERVE account, so that he can replace all the lights in the building (energy efficient/LED). 8 in favor. 1 abstained Janice Smith-Hughes, Motion passed.

7. Committee Reports:

- Rules & Regulations:
- Citation Appeals:
- Facilities

A motion was made by Michelle Player, and second by Mike Schlegel (VP), to approve the renewal fee for the Blink Cameras to be purchased. \$99.00. not to exceed \$120.00. All in favor. Motion passed.

- Social Committee:
- Finance:

8. Secretary's Report-

9. Old Business:

10. President's Report:

11. New Business:

12. Correspondence:

13. Public Input: None

There being no further business, a motion was made by Susan Anderson-Krieg (P), seconded by Debbie Ballew to adjourn the meeting. All in favor. Motion passed.

The meeting adjourned at 12:07 pm.

NEXT REGULAR BOARD MEETING: March 16th, 2023 @ 9:00am.

Submitted by: _____
Michelle Vanwhy, Recording Secretary

Witnessed by: _____
Jose Ramos, Secretary

Date: _____

- Motion to approve changing of lights in office building
- Blink Camera Renewal