

**POCONO FARMS EAST ASSOCIATION, INC.**  
**BOARD OF DIRECTORS**  
**OCTOBER 19<sup>TH</sup>, 2024 MINUTES**

**Board Members present:**

Susan Anderson-Krieg (P), Mike Schlegel (VP), Deborah Bellew, Dorrell Mainer and Janice Smith-Hughes.

**Board Member(s) absent:**

Marion Kelly (T), and Jose Ramos(S)

**Alternate Members present:**

N/A

**Staff present:**

Kelly A. DiPaolo, CMCA, AMS, General Manager., Michelle Vanwhy, Office Manager and George Newman, Permit/Compliance Officer and Constable Marston Blanche.

**Staff absent:** Robert M. Zito, CMCA, AMS, Business/Financial Manager

The meeting was called to order by Susan Anderson-Krieg, at the PFE Administration Office at 9:00 am.

**1. Minutes**

The draft minutes from the **9/21/24** Regular Meeting , were received and considered for approval.

**A motion was made by Susan Anderson-Krieg (P), seconded by Dorell Mainer, to approve the Regular Meeting Minutes as corrected. 6 in favor. 1 abstained. Motion passed.**

**2. Financial Report – as received by Robert M. Zito**

The report for 1/1/2024 thru 9/30/2024 was presented by Mr. Zito.

The written Profit and Loss Statement for PFEA for the period ending 2024 was received.

The following financial summary was received:

- 831 properties were paid in full as of 9/30/2024
- Operating cash flow was \$67,302.00 as of 10/9/24
- Total cash assets as of 9/30/2024 were \$351,011.37

A motion was made by Susan Anderson-Krieg (P), second by Debbie Bellew, allowing Robert Zifo to replace the current \$125k T-Bill, with a \$100k T-Bill for 1 year. All in favor (6). Motion passed.

A motion was made by Michael Schlegel (VP), second by Debbie Bellew to approve the Financial Report as received. All in favor (6). Motion passed.

3. General Manager Report- as received by Kelly DiPaolo

A written report was received by Kelly DiPaolo.

- 5 resales for the month of August
- Annual Meeting Packet was mailed.
- Electric Bill usage doubled since last year. Looking into if it is First Energy pricing.
- Door was installed in the office/conference room.
- Judges of election were chosen for the Annual Meeting. Volunteers were asked to convene 1 hour prior to the start of the meeting.
- Insurance renewals were received and require board signature.

A motion was made by Michelle Player, and second by Marion Kelly (T), to receive the General Manager Report. All in favor. (6) Motion passed.

4. Permit Report – as received by Permit Officer, George Newman

A written permit report was received by Mr. Newman. The following permits have been issued for the 2024 year to date:

- 48 Trees
- 0 New Home
- 2 Fence
- 9 Dumpster
- 5 Shed
- 3 Deck

A motion was made by Susan Anderson-Krieg (P), and second by Mike Schlegel (VP), to approve the Permit Report as received. All in favor (6). Motion passed.

5. Compliance Report – as received by Compliance Officer-George Newman

A written report showing activity for the month of September was received by Mr. Newman.

The report stated that in September there were 33 warnings issued, 15 new citations issued.

A motion was made by Mike Schlegel (VP), and second by Dorell Mainer, to approve the Compliance Report as received. All in favor. (6) Motion passed.

6. Maintenance Report as received by Site Coordinator/Manager- Janice Smith Hughes

The maintenance report for September was received by Ms. Smith-Hughes.

A motion was made by Mike Schlegel (VP), and second by Dorell Mainer, to approve the Maintenance Report as received. All in favor. (6) Motion passed.

7. Committee Reports:

- Rules & Regulations Committee:  
Meets the second (2) Saturday of each month @9:00 am.
- Social Committee:  
Meets the third (3) Saturday of each month from 8:00 am until 8:30 am.
- Facilities Committee:  
Meets the third (3) Saturday of each month from 8:30 am until 9:00 am.
- Finance Committee:  
No report received at this time.
- Citation Appeals:  
Appeals are scheduled for the second (2) Saturday of each month @10:00 am.

8. OLD BUSINESS: nothing reported at this time.

9. NEW BUSINESS:

- A motion was made by and second by Debbie Bellew, and second by Michael Schlegel (VP), to appoint the Judges of Election, as follows, for the ANNUAL MEETING being held on October 26<sup>th</sup>, 2024 @9:00 am.

1. Nanette Piccirillo
2. Diana Montalvo
3. Yessica Degia

All in favor (6). Motion passed.

10. Correspondence: nothing reported at this time.