

POCONO FARMS EAST ASSOCIATION, INC.
BOARD OF DIRECTORS
DECEMBER 21, 2024
MINUTES

Board Members in Attendance:

Susan Anderson-Krieg (P), Mike Schlegel (VP), Jose Ramos (S), Deborah Bellew, Michelle Player, Janice Smith-Hughes, Bridgette Barnhill and Dorrell Mainer.

Board Member(s) absent:

Marion Kelly (T)

Alternate Members in Attendance:

Nancy Castro, Ann Delaney

Alternate Member(s) absent:

Kassandra Adams

Management/Staff in Attendance:

Kelly A. DiPaolo, General Manager; Michelle Vanwhy, Office Manager; and George Newman, Permit/Compliance Officer

Guest(s) in Attendance: n/a

Call to Order

The meeting was called to order by Susan Anderson-Krieg, at the PFE Community Center at 9:02 am.

Susan made a Motion to move Nancy Castro and Ann Delaney up from Alternate to Board Members. Seconded by Mike Schlegel. All in favor. Motion passed unanimously.

1. **Minutes** – The draft minutes from the 11/16/24 Board Meeting were received and considered for approval.

A Motion was made by Mike Schlegel (VP), Seconded by Jose Ramos (S), to approve the Regular Meeting Minutes as amended. All in favor. Motion passed unanimously.

2. **Financial Report – Robert M. Zito** – The report for 1/1/2024 through 11/30/2024 was presented by Mr. Zito. The written Profit and Loss Statement for PFEA for the period ending November 2024 was received.

The following financial summary was received:

- 842 properties were paid in full as of 11/30/2024
- Operating cash flow was \$25,034.00 as of 12/3/24
- Total cash assets as of 11/30/2024 were \$313,501.51

A Motion was made by Michael Schlegel (VP) to receive the Financial Report. Seconded by Jose Ramos (S). All in favor. Motion passed unanimously.

3. General Manager Report – Kelly DiPaolo

A written report was submitted by Kelly DiPaolo.

- 14 resales for the month of November
- Rules and Regulations committee met on Saturday 12/14/24
- Estimate from JBS for new copier lease to be discussed under New Business
- Fischer (ditch cleaning) was paid 2nd installment of \$5,000 on 12/17/24
- Meeting room renovations to be completed and billed by 12/26/24
- Compliance hearing scheduling to be discussed under New Business

A Motion was made by Mike Schlegel (VP) to receive the General Manager's Report. Seconded by Deborah Bellew. All in favor. Motion passed unanimously.

4. Permit Report – George Newman

A written report was submitted by Mr. Newman. The following permits have been issued in 2024 to date:

- 58 Trees
- 2 New Home
- 2 Fence
- 10 Dumpster
- 7 Shed
- 3 Deck

A Motion was made by Mike Schlegel (VP) to approve the Permit Report as received. Seconded by Deborah Bellew. All in favor. Motion passed unanimously.

5. Compliance Report – George Newman, Compliance Officer

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

The report stated that in November there were 25 warnings issued, 6 new citations issued.

A motion was made by Deborah Bellew to receive the compliance report as written, Seconded by Bridgette Barnhill. All in favor. Motion passed unanimously.

6. Maintenance Report – Janice Smith-Hughes, Site Coordinator

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

A Motion was made by Mike Schlegel (VP) to receive the Maintenance Report. Seconded by Nancy Castro. All in favor. Motion passed unanimously.

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:**

A Motion was made by Nancy Castro to approve the 2025 Budget. Seconded by Ann Delaney. 7 in favor, 0 against, 2 abstentions (Janice & Mike). Abstentions were due to conflicts of interest.

A Motion was made by Nancy Castro, to sign the estimate for the copier lease at \$125.00 per month. Seconded by Michelle Player. All in favor. Motion passed unanimously.

9. **New Business:**

2025 Free Dues Drawing – there were 25 entrants. The name was picked from the hat. The winner is Deborah Bellew.

Bank Account Signers

A Motion was made by Susan Anderson-Kreig, (P), to update signers on all bank accounts at People's Security Bank & Trust, PNC Bank, and U.S. Treasury, to Susan Anderson-Kreig (P), Marion Kelly (T), and Kelly DiPaolo, Manager as of 1/1/25. All in favor. Motion passed unanimously.

A Motion was made by Nancy Castro, seconded by Debbie Bellew, to have the appeals meeting changed from the second Saturday of the month to now, after the Board Meetings, held the third Saturday of each month, when needed. All in favor. Motion passed unanimously.

10. **Correspondence:** None.

11. **Adjournment**

There being no further business, a Motion was made Debbie Bellew, Seconded by Ann Delaney, to adjourn the meeting. Motion passed unanimously.

The meeting adjourned at 9:41 am.

NEXT REGULAR BOARD MEETING: January 18TH, 2025.

Submitted by: _____
Michelle Vanwhy, Recording Secretary

Witnessed by: _____
Jose Ramos, Secretary

Date: _____

MOTIONS / RESOLUTIONS PASSED

1. Resolved to approve the regular meeting minutes from 11/16/24 meeting, as amended.
2. Resolved to receive the Financial Reports.
3. Resolved to receive the General Manager Report.
4. Resolved to receive the Permit Report.
5. Resolved to receive the Compliance Report.
6. Resolved to receive the Maintenance Report.
7. Resolved to approve 2025 Budget.
8. Resolved to approve new copier lease.
9. Resolved to approve up to date signers for 2025 with the bank.
10. Resolved to approve moving appeals meeting(s) to after the Board Meetings moving forward.
11. Resolved to adjourn the regular board meeting at 9:41 am.