



**POCONO FARMS EAST ASSOCIATION, INC.  
BOARD OF DIRECTORS REGULAR MEETING  
MAY 18, 2024  
MINUTES**

**Board Members present:**

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

**Board Member(s) absent:**

Susan Anderson-Krieg (P)

**Alternate Members absent:**

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, Kelly A.  
DiPaolo, CMCA, AMS, General Manager.

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 Debbie Ballew to approve the Regular Meeting Minutes  
from the May 18, 2024 meeting, as amended, seconded by Daniel Broxmeier. All  
in favor. (7) Motion passed.**

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

The report for 1/1/2024 thru 4/30/2024 was presented by Mr. Zito.

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

The following financial summary was given:

- 709 properties were paid in full as of 4/30/2024.
- Operating cash flow was \$64,051.99, as of 4/30/2024
- Total cash assets as of 4/30/2024, \$375,763.64.

**A Motion was made by Dorrell Mainer to receive the Financial Report, seconded  
by Daniel Broxmeier. All in favor. (7) Motion passed.**

3. General Manager- as received by Kelly Dipaolo

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 year to date:

- 17 Trees
- 2 Dumpster

A Motion was made by Debbie Ballew to receive the Permit Report, seconded by Daniel Broxmeir. All in favor. Motion passed. (7)

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

A written report was received, showing activity for the month of April by Mr. Newman. The report stated that in April there were 36 warnings issued, 5 new citations issued.

A Motion was made by Debbie Ballew to receive the Compliance Report, Seconded by Daniel Broxmeier. All in favor. Motion passed. (7)

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

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

A Motion was made by Mike Schlegel to receive the Maintenance Report, seconded by Dorell Mainer. All in favor. Motion passed. (7)

7. B and H Construction LLC Report- as received by Brad Vanwhy.

Requested bids for approval were received by Brad Vanwhy.

A motion was made by Mike Schlegel to receive the B and H Construction LLC Report, seconded by Dorell Mainer, tabled by the board for the next meeting; 6/15/24.

All in favor. Motion passed. (7)

8. Committee Reports:

- Facilities –
- Social Committee:

There being no further business, a motion was made by Michelle Player to adjourn the meeting at 10:17 am, seconded by Debbie Ballew. Motion passed unanimously. (7)

NEXT REGULAR BOARD MEETING: July 20, 2024 @ 9:00am.

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

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

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

**MOTIONS / RESOLUTIONS PASSED**

1. Resolved to approve the regular meeting minutes from 4/20/24 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 receive and table the B&H Construction Report until 6/15/24 meeting.
8. Resolved to adjourn the regular meeting at 10:17 am.