



**POCONO FARMS EAST ASSOCIATION, INC.**  
**BOARD OF DIRECTORS REGULAR MEETING**  
**JUNE 15, 2024**  
**MINUTES**

**Board Members present:**

Susan Anderson-Krieg (P), Mike Schlegel (VP), Marion Kelly (T), Jose Ramos(S), Daniel Broxmeier, Michelle Player(late), Janice Smith-Hughes.

**Board Member(s) absent:**

Deborah Ballew and Dorrell Mainer.

**Staff present:**

Michelle Vanwhy, Office Manager present via Facetime, Kelly A. DiPaolo, CMCA, AMS, General Manager and George Newman, Permit/Compliance Officer.

**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 9:04 am.

A motion was made by Susan Anderson-Krieg (P), and seconded by Mike Schlegel (VP), to move alternate- Janice Smith-Hughes, up as a board member. 4 in favor. 2 abstained. Motion passed.

**1. Minutes**

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

**A Motion was made by Mike Schlegel (VP) to approve the Regular Meeting Minutes from the May 18, 2024 meeting, as amended, seconded by Jose Ramons (S). 5 inf favor. 2 abstained. Motion passed.**

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

The report for 1/1/2024 thru 5/31/2024 was received from Mr. Zito.

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

The following financial summary was provided:

- 788 properties were paid in full as of 5/31/2024.
- Operating cash flow was \$61,701.27, as of 5/31/2024
- Total cash assets as of 5/31/2024, \$373,992.85.

**A Motion was made by Susan Anderson-Krieg to receive the Financial Report, seconded by Daniel Broxmeier. All in favor. (7) Motion passed.**

**3. General Manager- as received by Kelly Dipaolo**

**A Motion was made by Mike Schlegel (VP) to receive the General Manager Report, seconded by Daniel Broxmeier. All in favor. (7) Motion passed.**

**1. 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:

- 24 Trees
- 3 Dumpster

**A Motion was made by Daniel Broxmeier to receive the Permit Report, seconded by Mike Schlegel (VP). 6 in favor. 1 ABSTAINED. Motion passed. (7)**

**2. Compliance Report – as received by Compliance Officer, George Newman**

A written report was received, showing activity for the month of May by Mr. Newman. The report stated that, in May, there were 51 warnings issued, 18 new citations issued.

**A Motion was made by Susan Anderson-Krieg (P) to receive the Permit Report, seconded by Mike Schlegel (VP). All in favor. Motion passed. (7)**

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

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

**A motion was made by Janice Smith-Hughes, seconded by Susan Anderson-Krieg(P), to approve the invoice, in the amount of \$2,175.00, for Sylvester Cleaning and Buffing. 6 in favor. 1 against. Motion passed.**

**A motion was made by Susan Anderson-Krieg (P), seconded by Mike Schlegel (VP), to approve the replacement of the shed door by Calvary Plumbing and Electrical, in the amount of \$795.00. All in favor. Motion passed. (7)**

**A Motion was made by Susan Anderson-Krieg (P) to receive the Permit Report, seconded by Mike Schlegel (VP). All in favor. Motion passed. (7)**

**4. 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 Susan Anderson-Krieg, seconded by Mike Schlegel (VP), to approve B&H Construction Invoice to fix the retention pond fence, and not to exceed \$900.00. 5 in favor. 2 abstained. Motion passed.**

**Woodchip estimate was referred back to committee, Janice was asked to get an alternate estimate.**

B&H Estimate for Phase 2 was tabled for committee review.

A motion was made by Mike Schlegel to receive the B and H Construction LLC Report, seconded by Michelle Player. 5 in favor, 1 against, 1 abstained. Motion passed. (7)

5. **Committee Reports:** none at this time.

6. **New Business:**

- Committee will update fine schedules for STR's
- Bylaw amendment introduced to the Board of Director's by Rules and Regulations committee for approval by general membership.

There being no further business, a motion was made by Marion Kelly to adjourn the meeting at 10:37 am, seconded by Mike Schlegel. Motion passed unanimously. (7)

**NEXT REGULAR BOARD MEETING: August 17, 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 5/18/24 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 motion made to approve the invoice, in the amount of \$2,175.00, for Sylvester Cleaning and Buffing.
8. Resolved to receive the motion made to approve the replacement of the shed door by Calvary Plumbing and Electrical, in the amount of \$795.00
9. Resolved to receive B&H Estimate for Phase 2 was tabled for committee review. Along with woodchips estimate.
10. Resolved to receive B&H Construction Report.
11. Resolved to adjourn the regular meeting at 10:37 am.