

POCONO FARMS EAST ASSOCIATION, INC.
BOARD OF DIRECTORS
AUGUST 17, 2024
MINUTES

Board Members present:

Susan Anderson-Krieg (P), Mike Schlegel (VP), Marion Kelly (T),
Jose Ramos(S), Deborah Ballew, Dorrell Mainer and Janice Smith-Hughes.

Board Member(s) absent:

Michelle Player

Alternate Members present:

N/A

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 and Constable Marston Blanche.

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

1. Minutes

The draft minutes from the Regular Meeting **7/20/24**, 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 corrected. 7 in favor. Motion passed.**

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

The report for 1/1/2024 thru 7/31/2024 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:

- 801 properties were paid in full as of 7/31/2024
- Operating cash flow was \$66,193.00 as of 8/8/2024.
- Total cash assets as of 7/31/2024 were \$354,296.93.

A motion was made Debbie Ballew, and seconded by Janice Smith Hughes to accept Robert Zito's special request to purchase a new Treasury Bill (\$75,000.00, RESERVES, 13-week maturity), as the other one will be maturing on 8/15/24. All in favor (7). Motion passed.

A motion was made Marion Kelly, (T) and seconded by Dorrell Mainer, to approve the Financial Report as received. All in favor (7). Motion passed.

3. General Manager Report- as received by Kelly DiPaolo

A written report was received by Kelly DiPaolo.

- 3 resales for the month of July
- Budget meeting for first draft is on 9/9/24 @9:30 am.
- Trout Creek Survey to be discussed under old business to improve parking lot, get a design/layout then bids for preparing the site and the removal of the stumps, and paving.

A motion was made by Mike Schlegel, (VP), and seconded by Marion Kelly to receive the General Manager Report. 6 in favor. 1 abstained. 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 year to date:

- 43 Trees
- 0 New Home
- 2 Fence
- 6 Dumpster

A motion was made by Mike Schlegel (VP), and seconded by Debbie Ballew to approve the Permit Report as received. All in favor (7). Motion passed.

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

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

The report stated that in July there were 38 warnings issued, 20 new citations issued,

A motion was made by Debbie Ballew, and seconded by Dorrell Mainer, to approve the Compliance Report as received. 6 in favor. 1 abstained. Motion passed.

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

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

A motion was made by Mike Schlegel (VP), and second by Susan Anderson-Krieg (P), to accept the Maintenance Report as received. All in favor (7). Motion passed.

7. **B AND H Construction LLC Report-** no report to be received at this time.

8. **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.

9. **OLD BUSINESS:** nothing reported at this time.

10. **NEW BUSINESS:** nothing reported at this time.

11. **Correspondence:** nothing reported at this time.

There being no further business, a motion was made by Mike Schlegel (VP), seconded by Debbie Ballew to adjourn the meeting. All in favor. Motion passed.

The meeting adjourned at 10:45 am.

NEXT REGULAR BOARD MEETING: ~~October 19, 2024~~ September 21 @ 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 7/20/24 meeting, as amended.
2. Resolved to receive the motion request to purchase a new Treasury Bill (\$75,000.00, RESERVES, 13-week maturity).
3. Resolved to receive the Financial Reports.
4. Resolved to receive the General Manager Report.
5. Resolved to receive the Permit Report.
6. Resolved to receive the Compliance Report.
7. Resolved to receive the Maintenance Report.
8. Resolved to adjourn the regular meeting at 10:45 am.