



**POCONO FARMS EAST ASSOCIATION, INC.
BOARD OF DIRECTORS REGULAR MEETING**

August 17th, 2024

MINUTES

Board Members present:

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

Board Member(s) absent:

Michelle Player

Alternate Members absent:

Janice Smith-Hughes

Staff present:

Kelly A. DiPaolo, CMCA, AMS, General Manager, Robert M. Zito, CMCA, AMS, Business/Financial Manager, Michelle Vanwhy Office Manager, and George Newman, Permit/Compliance Officer

Staff absent: N/A

The meeting was called to order by Susan Anderson-Krieg, (P) at the PFE Administration Office at 9:01 am.

Susan Anderson Krieg (P), made a motion, Mike Schlegel (VP), second it, to move Janice Smith-Hughes up from alternate to board member. All in favor (6). Motion passed.

9:24 AM The Board went into Executive Session. Officers came back@9:34.

At that time, it was advised that a motion was made to remove, Daniel Broxmeier from the board of directors for not maintaining his fiduciary duty and conduct, unbecoming behavior of a director.

Susan Anderson-Krieg (P), made the motion and Mike Schlegel (VP) second it. 6 in favor. 1 opposed. Motion passed.

Regular scheduled meeting back in Order @9:34am to discuss the below information.

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 June 15th, 2024 meeting as revised, seconded by Marion Kelly (T), 4 in favor. 2 abstained. (DB, DM) 1 opposed. (DB) (7) Motion passed.

2. Business Manager/Financial Report – as received by Robert M. Zito

The report for 1/1/2024 thru 6/30/2024 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:

- 804 properties were paid in full as of 6/30/2024.
- Operating cash flow was \$79,011.00, as of 6/30/2024
- Total cash assets as of 6/30/2024, \$365,585.34.

A Motion was made by Mike Schlegel (VP), to receive the Financial Report, seconded by Debbie Ballew. All in favor. (7) Motion passed.

3. General Manager- as received by Kelly Dipaolo

A motion was made by Susan Anderson-Kreig (P), to receive the General Manager's report, second by Mike Schlegel (VP). All in favor (7). Motion passed.

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

A written permit report was received by Mr. George Newman.

The following permits have been issued for the year to date:

- 37 Trees
- 4 Dumpster

A Motion was made by Mike Schlegel (VP), to receive the Permit Report, seconded by Debbie Ballew. 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 June by Mr. George Newman. The report stated that in June there were 48 warnings issued, 14 new citations issued.

A Motion was made by Mike Schlegel (VP), to receive the Compliance Report, seconded by Debbie Ballew. 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 (VP), to receive the Maintenance Report, second by Susan Anderson-Krieg (P). All in favor. Motion passed. (7)

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

A motion was made by Susan Anderson-Krieg (P), to receive the B and H Construction LLC Report, second by Mike Schlegel (VP) 6 in favor. 1 abstained. Motion passed. (7)

8. New Business:

A motion was made by Debbie Ballew, to purchase a T-bill (capital improvement), in the amount of \$60,000.00, second by Mike Schlegel (VP). All in favor. Motion passed. (7)

There being no further business, a motion was made by Mike Schlegel (VP), to adjourn the meeting at 10:17 am, seconded by Dorrell Mainer. All in favor. Motion passed. (7)

NEXT REGULAR BOARD MEETING: August 17th, 2024 @ 9:00am.

Submitted by: _____
Michelle Vanwhy, Recording Secretary

Witnessed by: _____
Jose Ramos, Secretary

Date: _____

MOTIONS / RESOLUTIONS PASSED

1. Resolved to move Janice Smith-Hughes up from alternate to board member
2. Resolved to remove, Daniel Broxmeier from the board of directors for his behavior.
3. Resolved to approve the regular meeting minutes from 6/15/24 meeting, as amended.
4. Resolved to receive the Financial Reports.
5. Resolved to receive the General Manager Report.
6. Resolved to receive the Permit Report.
7. Resolved to receive the Compliance Report.
8. Resolved to receive the Maintenance Report.
9. Resolved to receive the B&H Construction Report.
10. Resolved to purchase a T-bill (capital improvement), in the amount of \$60,000.00.
11. Resolved to adjourn the regular meeting at 10:17 am.