

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

Board Members present:

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

Board Member(s) absent:

Deborah Bellew

Alternate Members present:

N/A

Staff present:

Kelly A. DiPaolo, CMCA, AMS, General Manager., Michelle Vanwhy, Office Manager and George Newman, Permit/Compliance Officer and Constable Marston Blanche.

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.

1. Minutes

The draft minutes from the Regular Meeting **8/17/24**, 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 8/31/2024 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:

- 815 properties were paid in full as of 8/31/2024
- Operating cash flow was \$69,429.00 as of 8/8/2024.
- Total cash assets as of 8/31/2024 were \$347,347.96.

A motion was made Marion Kelly, (T) and seconded by Michael Schlegel (VP), 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.

- 7 resales for the month of August
- Preliminary budget was drafted for the Board to vote.
- PDQ mailed out Annual Meeting Packet
- BH Contract for the Winter Plow season will stay in line with last year's, give or take a small increase.
- Judges of election to be chosen for the Annual Meeting. Volunteers will be asked to convene 1 hour prior to the start of the meeting.

A motion was made by Mike Schlegel, (VP), and seconded by Susan Anderson-Krieg (P), to receive the General Manager Report. All in favor. (7) 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:

- 4 Trees
- 0 New Home
- 2 Fence
- 7 Dumpster

A motion was made by Susan Anderson-Krieg (P), and seconded by Mike Schlegel (VP), 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 August was received by Mr. Newman.

The report stated that in August there were 33 warnings issued, 17 new citations issued.

A motion was made by Mike Schlegel (VP), and seconded by Marion Kelly (T), to approve the Compliance Report as received. All in favor. (7) Motion passed.

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

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

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

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: nothing reported at this time.

9. NEW BUSINESS:

- A motion was made by Michael Schlegel (VP), and second by Susan Anderson-Krieg (P), to approve the DRAFT BUDGET. All approved (7). Motion passed.

10. Correspondence: nothing reported at this time.

There being no further business, a motion was made by Mike Schlegel (VP), seconded by Susan Anderson-Krieg (P), to adjourn the meeting. All in favor (7). Motion passed.

The meeting adjourned at 10:45 am.

NEXT REGULAR BOARD MEETING: October 19, 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 8/17/24 meeting, as corrected.
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. A motion was made to approve the DRAFT BUDGET.
8. Resolved to adjourn the regular meeting at 10:45 am.