

POCONO FARMS EAST ASSOCIATION, INC.
BOARD OF DIRECTORS
MARCH 15TH, 2025
MINUTES

Board Members in Attendance:

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

Board Member(s) absent:

N/A

Alternate Members in Attendance:

Nancy Castro, Kassandra Adams, and Ann Delaney

Alternate Member(s) absent:

N/A

Management/Staff in Attendance:

Kelly A. DiPaolo, General Manager; Michelle Vanwhy, Office Manager; and George Newman, Permit/Compliance Officer

Guest(s) in Attendance: n/a

Call to Order

The meeting was called to order by Susan Anderson-Krieg, (P) at the PFE Community Center at 9:06 am.

1. **Minutes** – The draft minutes from the 1/18/25 Board Meeting were received and considered for approval.

A Motion was made by Mike Schlegel (VP), Seconded by Debbie Bellew, to approve the Regular Meeting Minutes. All in favor. Motion passed unanimously. (9)

2. **General Manager Report – Kelly DiPaolo**

A written report was submitted by Kelly DiPaolo.

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A Motion was made by Mike Schlegel (VP) to receive the General Manager's Report. Seconded by Deborah Bellew. 8 IN FAVOR. 1 ABSTAINED (JSH) Motion passed.

3. Permit Report – George Newman

A written report was submitted by Mr. Newman. The following permits have been issued in 2025 to date:

- 3 Trees
- 1 New Home
- 0 Fence
- 0 Dumpster
- 0 Shed
- 4 Deck

A Motion was made by Debbie Bellew, to approve the Permit Report as received. Seconded by Jose Ramos (S). 8 IN FAVOR. 1 ABSTAINED (JSH) Motion passed.

4. Compliance Report – George Newman, Compliance Officer

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

The report stated that in February there were 24 warnings issued, 7 new citations issued.

A motion was made by Susan Anderson-Krieg (P), to receive the compliance report as written, Seconded by Jose Ramos (S). 8 IN FAVOR. 1 ABSTAINED (JSH) Motion passed.

5. Maintenance Report – Janice Smith-Hughes, Site Coordinator

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

A Motion was made by Mike Schlegel (VP) to receive the Maintenance Report. Seconded by Jose Ramos (S). 8 IN FAVOR. 1 ABSTAINED (JSH) Motion passed.

6. 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:**
5/31/25 10am Financial Meeting being held.
- **Citation Appeals:**
Appeals are scheduled for the second (2) Saturday of each month @10:00 am.

7. **Old Business:** n/a

8. **New Business:**

- A motion was made by Susan Anderson-Krieg (P), to approve a computer purchase, under \$2k, for the office, and have them installed and set up by CVI. Second by Bridgette Barnhill. All in favor. Motion passed unanimously. (9)

9. **Correspondence:** n/a

10. **Adjournment**

There being no further business, a Motion was made Janice Smith-Hughes, Seconded by Mike Schlegel (VP), to adjourn the meeting. Motion passed unanimously.

The meeting adjourned at 10:20 am.

NEXT REGULAR BOARD MEETING: April 19th, 2025.

Submitted by: _____
Michelle Vanwhy, Recording Secretary

Witnessed by: _____
Jose Ramos, Secretary

Date: _____

MOTIONS / RESOLUTIONS PASSED

1. Resolved to approve the regular meeting minutes from 1/18/24 meeting.
2. Resolved to receive the General Manager Report.
3. Resolved to receive the Permit Report.
4. Resolved to receive the Compliance Report.
5. Resolved to receive the Maintenance Report.
6. Resolved to approve purchase of new computer and install by CVI for the office.
7. Resolved to adjourn the regular board meeting at 10:20 am.