

POCONO FARMS EAST ASSOCIATION, INC.
BOARD OF DIRECTORS
APRIL 19TH, 2025
MINUTES

Board Members in Attendance:

Susan Anderson-Krieg (P), Mike Schlegel (VP), Jose Ramos (S), Deborah Bellew (**phone**), Michelle Player, Janice Smith-Hughes, and Dorrell Mainer.

Board Member(s) absent:

Marion Kelly (T), Bridgette Barnhill

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 9:02 am.

A motion was made by Jose Ramos (S), Seconded by Mike Schlegel (VP), to move Kassandra Adams, Alternate, and Nancy Castro, Alternate, as a Board Members for this meeting. All in favor (7). Motion passed.

1. **Minutes** – The draft minutes from the 3/15/25 Board Meeting were received and considered for approval.

A Motion was made by Susan Anderson-Krieg (P), Seconded by Kassandra Adams, to approve the Regular Meeting Minutes as corrected. 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 Nancy Castro. 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:

- 8 Trees
- 2 New Home
- 0 Fence
- 0 Dumpster
- 0 Shed
- 0 Deck

A Motion was made by Mike Schlegel (VP), to approve the Permit Report as received. Seconded by Jose Ramos (S). 9 IN FAVOR. Motion passed.

4. Compliance Report – George Newman, Compliance Officer

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

The report stated that in March there were 30 warnings issued, 15 new citations issued.

A motion was made by Jose Ramos (S), to receive the compliance report as written, Seconded by Susan Anderson-Krieg (P). 9 IN FAVOR. Motion passed.

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

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

A Motion was made by Susan Anderson-Krieg (P) to receive the Maintenance Report. Seconded by Dorrell Mainer. 9 IN FAVOR. 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 Financial Meeting being held.
- **Citation Appeals:** Appeals are scheduled for the second (2) Saturday of each month @10:00 am.

7. **Old Business:**

- A motion was made by Susan Anderson-Krieg (P), to approve parking lot paving at the mailbox bid, Second by Nancy Castro. All in favor. Motion passed unanimously. (9)
- A motion was made by Susan Anderson-Krieg (P), ratify the documentation to hire the constable to attend the Saturday monthly meetings, at a rate for \$100.00 a meeting. Second by Janice Smith-Hughes. All in favor. Motion passed unanimously. (9)

8. **New Business:**

9. **Correspondence:** n/a

10. **Adjournment**

There being no further business, a Motion was made Nancy Castro, Seconded by Mike Schlegel (VP), to adjourn the meeting. Motion passed unanimously (9).

The meeting adjourned at 10:38 am.

NEXT REGULAR BOARD MEETING: May 17th, 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 3/15/25 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 Civil Cross Roads to prepare the building packet for the mail box area.
7. Resolved to approve to hire the constable to attend the Saturday meetings.
8. Resolved to adjourn the regular board meeting at 10:38 am.