

POCONO FARMS EAST ASSOCIATION, INC.
BOARD OF DIRECTORS
5/17/25
MINUTES

Board Members in Attendance:

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

Board Member(s) absent:

Susan Anderson-Krieg (P)

Alternate Members in Attendance:

Kassandra Adams

Alternate Member(s) absent:

Nancy Castro and Ann Delaney

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 Mike Schlegel (VP), at the PFE Community Center at 9:04 am.

A motion was made by Jose Ramos (S), Seconded by Debbie Bellew, to move Kassandra Adams, Alternate, as a Board Members for this meeting. All in favor (8). Motion passed.

1. **Minutes** – The draft minutes from the 4/19/25 Board Meeting were received and considered for approval.

A Motion was made by Kassandra Adams, Seconded Bridgette Barnhill, 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.

A Motion was made by Debbie Bellew to receive the General Manager's Report. Seconded by Bridgette Barnhill. 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:

- 12 Trees
- 3 New Home
- 0 Fence
- 2 Dumpster
- 1 Shed
- 0 Deck

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

4. Compliance Report – George Newman, Compliance Officer

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

The report stated that in April there were 35 warnings issued, 7 new citations issued.

A motion was made by Cassandra Adams, to receive the compliance report as written, Seconded by Bridgette Barnhill. 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 Michelle Player to receive the Maintenance Report. Seconded by Debbie Bellew. 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 Bridgette Barnhill, to approve adding the dishwasher to the Lowes package for the kitchen purchase out of the**

capital improvement budget. Second by Michelle Player. All in favor. Motion passed unanimously. (9)

- A motion was made by Bridgette Barnhill to approve the apron and paving at the office, 3170 Hamlet Drive, Tobyhanna PA 18466. Second by Janice Smith-Hughes. All in favor. Motion passed unanimously. (9)
- A motion was made by Janice Smith-Hughes, to donate all old appliances. Seconded by Michelle Player. 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 Kasandra Adams, Seconded by Mike Schlegel (VP), to adjourn the meeting. Motion passed unanimously (9).

The meeting adjourned at 9:34 am.

NEXT REGULAR BOARD MEETING: June 21st, 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 4/19/25 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 adding the dishwasher expense out of capital improvement.
7. Resolved to approve the apron and paving at the office.
8. Resolved to approve donating the old appliance.
9. Resolved to adjourn the regular board meeting at 9:34 am.