

POCONO FARMS EAST ASSOCIATION, INC.
BOARD OF DIRECTORS
6/21/25
MINUTES

Board Members in Attendance:

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

Board Member(s) absent:

Deborah Bellew

Alternate Members in Attendance:

Nancy Castro
Ann Delaney
Kassandra Adams

Alternate Member(s) absent:

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 9:00 am.

A motion was made by Susan Anderson-Krieg (P), Seconded by Mike Schlegel (VP), to move Ann Delaney, Alternate, as a Board Members for this meeting. All in favor (8). Motion passed.

1. **Minutes** – The draft minutes from the 5/17/25 Board Meeting were received and considered for approval.

A motion was made by Susan Anderson-Krieg (P), Seconded by Mike Schlegel (VP), 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 Susan Anderson-Krieg (P), to receive the General Manager's Report. Seconded by Mike Schlegel (VP). 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:

- 20 Trees
- 5 New Home
- 1 Fence
- 2 Dumpster
- 2 Shed
- 0 Deck

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

4. Compliance Report – George Newman, Compliance Officer

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

The report stated that in April there were 37 warnings issued, 11 new citations issued.

A motion was made by Bridgette Barnhill to receive the compliance report as written, Seconded by Dorrell Mainer. 9 IN FAVOR. Motion passed.

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

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

A Motion was made BY Susan Anderson-Krieg (P) to receive the Maintenance Report. Seconded by Mike Schlegel (VP). 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:**

7/21/25 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 Janice Smith-Hughes, to get new bids for a new website coordinator. Second by Bridgette Barnhill. All in favor. Motion passed unanimously. (9)
- A motion was made by Susan Anderson-Krieg (P), Seconded by Mike Schlegel (VP), to go with KOBOLT, for the project at the mailbox. 5 in favor. 3 NO's and 1 abstained. Motion passed. (9)
- A motion was made by Ann Delaney, to send 150 accounts to collections, for up to 1k. Seconded by Janice Smith-Hughes. All in favor. Motion passed unanimously. (9)
- A motion was made by Janice Smith-Hughes, to get new bids to replace the tile in the civic center, hallway, and kitchen. Second by Mike Schlegel (VP). 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 BY Janice Smith-Hughes, Seconded by Ann Delaney, to adjourn the meeting. Motion passed unanimously (9). The meeting adjourned at 10:54 am.

NEXT REGULAR BOARD MEETING: July 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 5/17/25 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 getting a new web site coordinator.
7. Resolved to approve Kobolt to do the work at the mail box pavilion.
8. Resolved to approve to send accounts to collections, up to 1k.
9. Resolved to approve getting new bids to replace tile in civic center, hallway, and kitchen.
10. Resolved to adjourn the regular board meeting at 9:34 am.