

POCONO FARMS EAST ASSOCIATION, INC.
BOARD OF DIRECTORS
7/19/2025
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, Deborah Bellew and Dorrell Mainer.

Board Member(s) absent: N/A

Alternate Members in Attendance:

Nancy Castro
Ann Delaney

Alternate Member(s) absent: Cassandra Adams

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 9:03 am.

1. **Minutes** – The draft minutes from the 6/21/25 Board Meeting 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. 8 in favor. 1 abstained (DB). Motion passed. (9)

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

A written report was submitted by Kelly DiPaolo.

A motion was made by Mike Schlegel (VP), to receive the General Manager's Report. Seconded by Jose Ramos (S). 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:

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

A Motion was made by Deborah Bellew, 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 June was received by Mr. Newman.

The report stated that in June there were 48 warnings issued, 8 new citations issued.

A motion was made by Deborah Bellew 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 JUNE was received by Ms. Smith-Hughes.

A Motion was made BY Susan Anderson-Krieg (P) to receive the Maintenance Report. Seconded by Bridgette Barnhill. 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.

A request to increase Fine for Firework base on sliding scale was submitted to everyone with R&R Committee meeting agenda. Motion to increase Firework on fine schedule was requested.

Firework was changed:

First offense \$500, Second offense \$1000, Third offense \$1500, so forth. Motion was set All Agreed.

- **Finance Committee:**
8/18/25 Financial Meeting being held.
- **Citation Appeals:** Appeals are scheduled for the second (2) Saturday of each month @10:00 am

7. **Old Business:**

8. **New Business:**

9. **Correspondence:** n/a

10. **Adjournment**

There being no further business, a Motion was made by Susan Anderson-Krieg (P), Seconded by Bridgette Barnhill, to adjourn the meeting. Motion passed unanimously (9). The meeting adjourned at 10:37 am.

NEXT REGULAR BOARD MEETING: 8/16/25

Submitted by: _____
Michelle Vanwhy, Recording Secretary

Witnessed by: _____
Jose Ramos, Secretary

Date: _____

MOTIONS / RESOLUTIONS PASSED

1. Resolved to approve the regular meeting minutes from 6/21/25 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 increase firework fine.
7. Resolved to adjourn the regular board meeting at 10:37 am.