

POCONO FARMS EAST ASSOCIATION, INC.
BOARD OF DIRECTORS
8/16/2025
MINUTES

Board Members in Attendance:

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

Board Member(s) absent: Mike Schlegel (VP), Jose Ramos (S)

Alternate Members in Attendance:

Kassandra Adams

Nancy Castro

Ann Delaney

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 9:01 am.

A motion was made by Susan Anderson-Krieg (P), Seconded by Deborah Bellew, to move up Alternate, Nancy Castro, as a board member. All in favor. Motion passed. (7)

1. **Minutes** – The draft minutes from the 7/19/25 Board Meeting were received and considered for approval.

A motion was made by Deborah Bellew, Seconded by Bridgette Barnhill, to approve the Regular Meeting Minutes as corrected. 8 in favor. 1 abstained (DB). Motion passed. (8)

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

A written report was submitted by Kelly DiPaolo.

A motion was made by Kassandra Adams to receive the General Manager's Report. Seconded by Bridgette Barnhill. 7 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:

- 23 Trees
- 5 New Home
- 1 Fence
- 7 Dumpster
- 3 Shed
- 1 Deck

A Motion was made by Deborah Bellew, to receive the Permit Report as received. Seconded by Marion Kelly (T). All IN FAVOR. (8) Motion passed.

4. Compliance Report – George Newman, Compliance Officer

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

The report stated that in June there were 36 warnings issued, 18 new citations issued.

A motion was made by Bridgette Barnhill to receive the compliance report as written, Seconded by Dorrell Mainer. ALL IN FAVOR. (8) Motion passed.

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

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

A Motion was made by Susan Anderson-Krieg (P) to receive the Maintenance Report. Seconded by Deborah Bellew. ALL IN FAVOR. (8) 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:**
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:**

A motion was made by Ann Delany, Second by Deborah Bellew, to approve the estimate provided by Fischer Brothers for the ditch cleaning. 6 in favor. 2 not in favor. (8) Motion passed.

9. **Correspondence:** n/a

10. **Adjournment**

There being no further business, a Motion was made by Kassandra Adams, Seconded by Nancy Castro, to adjourn the meeting. Motion passed unanimously (8). The meeting adjourned at 9:59 am.

NEXT REGULAR BOARD MEETING: 9/20/25

Submitted by: _____
Michelle Vanwhy, Recording Secretary

Witnessed by: _____
Jose Ramos, Secretary

Date: _____

MOTIONS / RESOLUTIONS PASSED

1. Resolved to approve the regular meeting minutes from 7/19/25 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 receive estimate provided by Fischer Brothers for the ditch cleaning.
7. Resolved to adjourn the regular board meeting at 9:59 am.