

**WINFIELD MUTUAL HOUSING CORPORATION
WINFIELD PARK, NEW JERSEY
BOARD OF TRUSTEES – MINUTES
FEBRUARY 23, 2016**

The regular meeting of the Board of Trustees was called to order by the President, Robert Weiss at 6:10 P.M.

ROLL CALL: Robert Weiss, President	Joseph Schumann, Secretary
Eugene Back, Vice President	Buddy Wright
Donna Schautz, Treasurer	John Furnback
Jason Dyer, Asst. Treasurer (Abs Work)	Michael Stewart, Attorney
Trisha Donahue, Manager	

JANUARY 19, 2016 MEETING MINUTES: A motion was made by Donna Schautz, seconded by Joseph Schumann and carried to accept the January 19, 2016 Meeting Minutes.

MANAGER'S REPORT:

REVENUE: \$474,872 EXPENSE: \$165,453 ACQ. M.O. \$2,500

VACATES: TRANSFERS: NEW MEMBERS: Kimberly Smith moved out : Michelle Zadlock transferred to 6 C Atlantic and Felecia French moved into 16 A 2 Seafoam. Felecia is the granddaughter of Frances Evans. Richard and Cynthia Brammer moved out and Ariane Cutugno moved into 38 B Seafoam. Ariane is the daughter of Anthony Cutugno.

A motion was made by Joseph Schumann, seconded by Eugene Back and carried to accept the Manager's Report.

INFORMATIONAL:

1/20/16	From: Township of Winfield	Re: Sewer Pipe
1/25/16	From: Peri & Stewart	Re: Betty's Learning Academy
1/27/16	From: Meeker Sharkey	Re: Safety Inspector

COMMUNICATIONS:

1/27/16	From: Board Member	Re: Committee reports
1/27/16	From: Waga Enterprises	Re: Proposal for Project Administration
2/02/16	From: Member	Re: Leaf Removal
2/03/16	From: Lee Nowak Electric	Re: Candy Mountain Day Care
2/18/16	From: Member	Re: Leaf Removal

A motion was made by Eugene Back, seconded by John Furnback and carried to accept the communications.

NEW BUSINESS

MEMBER SELECTION: A motion was made by John Furnback, seconded by Donna Schautz and carried accepting the following applications: Son/Daughter application 4-1/2-#307; Spouse application 4-#1500, Son/Daughter application 3-#1037, Sister/Brother application 2-1/2-#3030. Also, transfer applicants #1245; #1246; #1247 and #1248 who do not have to be interviewed.

DAY CARE ELECTRIC: Information from Lee Nowak Electric regarding wires at Day Care. The Manager had two electricians with the maintenance foreman check the violations in the crawl space. The manager has acted swiftly and diligently with the lessee. All repairs/corrections have been completed and paid for by the corporation. Another electrician came in who was sent by Amy Rosen, handing in yet another proposal of work to be done but had no license number on his invoice and said it is a fire trap. Amy has been in the center since September, 2014.

COMMITTEE REPORTS: A request was made for a report from each of the following committees:

Animal Regulation – Jason Dyer & Donna Schautz – Committee met twice, June & October
Beautification – Donna Schautz & Joseph Schumann – Met several times, not enough help
Building and Grounds - Robert Weiss, Joseph Schumann & Donna Schautz – Continues to meet
Christmas Tree Lighting – All Board Members - Successful
Non-Occupants – Buddy Wright, Robert Weiss and John Furnback – Send letter to member for verified complaint & eviction
Recreation – Jason Dyer, Joseph Schumann and Buddy Wright – No report
Recreation Vehicles – Eugene Back and Jason Dyer – Met twice, no violations

BUCKLE REPAIRS: The Township has notified the manager that they are seeking funds for some kitchen renovation for the center. The Center is in need of blinds or shades, new kitchen floor, front door entrance repair and freezer or ice machine. We do need a freezer to put next to the refrigerator. Renters do not have any place for ice or ice cream when holding children functions.

The Township Committee has filed the application but will not know the cost for the renovation or what it will cover until sometime in September. A motion was made by Eugene Back, seconded by Donna Schautz and carried accepting the report.

BUCKLE TRANSFER: A motion was made by Eugene Back, seconded by Joseph Schumann and carried to transfer from the Administration Fund to the Buckle Fund the amount of \$5,000.00 to cover expenses. Quarterly withdrawals from the Administration Fund supplement the expenses that are not covered by rentals and were put into effect by Smolin Lupin.

RESOLUTION CARRIED UNANAMOUSLY BY ROLL CALL VOTE

UNION CONTRACT: Union negotiations started on Friday, January 29, 2016 for the 2016 – 2019 Maintenance Union Contract. Bob Weiss, Jason Dyer, Bud Wright, Armando Manresa, Maintenance Foreman and Michael Anderson, Shop Steward, are working with Union Representatives to compile a fair and equitable contract.

A motion was made by Buddy Wright, seconded by John Furnback and carried to table until next month and report back to maintenance. The next scheduled meeting with the Board will be March 9th.

SAFETY INSPECTOR: After review of the insurance issues concerning the Safety Inspector, I had a conversation with Larry Lukenda, Linden Fire Inspector. Mr. Lukenda has confirmed that the Safety Inspector does not need to be an independent contractor. The Safety Inspector is covered under the corporation's workers' compensation policy. The candidate is a volunteer fireman and would also be covered under the Volunteer Fire Department insurance as an exempt. Parameters are exclusive within the scope of work from the Board of Trustees. Mr. Lukenda stated he would give Mr. Dustin a seal of approval and is well qualified with the credentials he carries.

A motion was made by Buddy Wright, seconded by John Furnback and carried to turn over to legal counsel to review the difference between an employee and covered by our insurance or have the Safety Inspector now be an independent contractor paying their own insurance, naming Mutual Housing as the additional insured.

RESOLUTION CARRIED BY ROLL CALL VOTE: 3 AYES AND 1 NAY

LEAF CHARGES: Two members have notified the office stating the leaves that were done after the deadline were leaves blown from the other areas. All four (4) flyers that go to the members clearly states "Any member who does not clean up their leaves after the final leaf pickup, which is December 16th, 2015, will be subject to the charges from the independent contractor and a \$100.00 handling fee from the corporation". Both members stated that they had receipts from their landscaper, but the work was done in advance of the cutoff date.

A motion was made by Donna Schautz, seconded by Eugene Back and carried declining to rescind the fine.

RESOLUTION CARRIED BY ROLL CALL VOTE: 3 AYES AND 2 NAYS

CANOPIES: When the snow storm hit and many canopies collapsed, maintenance noticed that the wood behind them was rotted. Also, under the siding is asbestos shingles which can cause another problem. When the weather turns warmer, we will start repairing or replacing those canopies. Maybe the board should consider putting together a committee to assess the condition and other options (like wooden canopies with shingles) which may have more longevity with fewer repairs. The canopy could then be braced underneath for better strength and security.

The Board will establish a committee of three board members to analyze the deterioration of the construction that holds the canopies in place and the cost of wooden canopies and renovating the present structures. Over the past few years we have seen a tremendous amount of canopies blown off or snow weight taking them down.

PASTA NIGHT FUNDRAISER: The Winfield Fire and Ambulance Squad is holding their Past Night on June 11, 2016 in the Auditorium. They are looking for sponsorships, a gift or items for their gift auction.

A motion was made by John Furnback, seconded by Donna Schautz and carried donating \$250.00 to the Squad for their fundraiser.

VACATED MEMBER: A member vacated his unit which was in need of much work and left no kitchen. Due to the repairs done in his unit, the account had a balance of \$5,396.96, minus the equity of \$2,500 paid, the balance of \$2,896.96 was paid by the member on February 22, 2016. Account is now closed.

A motion to adjourn was made by Eugene Back, seconded by John Furnback and carried.

Meeting adjourned 10:05 PM

Joseph Schumann, Secretary