

**WINFIELD MUTUAL HOUSING CORPORATION
WINFIELD PARK, NEW JERSEY
BOARD OF TRUSTEES – MINUTES
MAY 14, 2019**

The regular meeting of the Board of Trustees was called to order by the President, Michael Litzenberger at 6:30 P.M.

ROLL CALL: Michael Litzenberger, President	Trisha C. Zambell, Secretary
Robert Weiss, Vice President	Steve Besanceney
Donna Schautz, Treasurer	Michael Stewart, Attorney
Judy Thompson, Ass't Treasurer (Vac)	Trisha Donahue, Manager

APRIL 16, 2019 MEETING MINUTES: A motion was made by Steve Besanceney, seconded by Robert Weiss and carried to accept the April 16, 2019 Meeting Minutes.

MANAGER'S REPORT:

REVENUE: \$538,043 EXPENSE: \$195,848 ACQ. M.O. \$20,000

VACATES: TRANSFERS: NEW MEMBERS: George Touloumis moved out : Virginia Blackwell transferred to 11 A Pacific and Joseph Byrne moved into 37 C Seafoam. Joseph is the son of William and Maureen Byrne. Genevieve Gargano moved out : Danielle and Jeffrey Bodzer transferred to 17 B Seafoam and Deborah Ibrahim moved into 11 B 2 Atlantic. Deborah has no priority. Paul Minch moved out and Caitlyn Eng moved into 118 A Wavecrest. Caitlyn is the sister of Ryan O'Grady.

DECEASED:

Justin Tansky	71 C Wavecrest	Died 12/22/18
Harry Joyce	49 B Wavecrest	Died 3/25/19
Barbara Vallette	18 A Atlantic	Died 3/27/19
Judy Starega	88 Wavecrest	Died 3/30/19

A motion was made by Trish Zambell, seconded by Donna Schautz and carried to accept the Manager's Report.

INFORMATIONAL:

3/26/19	From: Travelers Insurance	Re: Limit of Liability
4/15/19	From: Peri & Stewart	Re: Extension of Time
4/17/19	From: Peri & Stewart	Re: Consent Order
4/18/19	From: Greg Hoffman	Re: Fall/Winter Recreation
4/25/19	From: Peri & Stewart	Re: Certification
4/26/19	From: Ed Marko & Brian Luty	Re: Agreement
5/3/19	From: James River Insurance	Re: Litigation

COMMUNICATIONS:

4/10/19	From: Alan Bethel	Re: Dog Complaint
4/11/19	From: Rules & Regulations Committee	Re: Proposed Changes
4/22/19	From: Winfield Fire Dept.	Re: Carnival
4/26/19	From: Ed Marko III	Re: Update of 17 Riverview
4/29/19	From: Ron Carter	Re: Fence Drawing/Letter

A motion was made by Donna Schautz, seconded by Trish Zambell and carried to accept the informational/communications.

OLD BUSINESS

UNION CONTRACT: This was tabled due to maintenance signing the confidentiality papers. Michael Litzenberger will advise Board of the final union contract that was adopted. From April's meeting, a motion was made by Steve Besanceney, seconded by Donna Schautz and carried to table it again to include Code of Conduct for Union Contract and a Confidentiality Agreement.

A motion was made by Robert Weiss, seconded by Steve Besanceney to table until the Maintenance Department signs the Confidentiality Form.

EQUIPMENT: This was tabled from April. Maintenance has requested permission to purchase equipment from Home Depot. A motion was made by Trish Zambell, seconded by Judy Thompson and carried to table until the Board reviews items. Steve Besanceney and Mike Litzenberger to review and complete an inventory.

A motion was made by Steve Besanceney, seconded by Donna Schautz and carried to accept the purchase of additional equipment as well as the replacement of broken ladders.

NEW BUSINESS

MEMBER SELECTION: A motion was made by Trish Zambell, seconded by Robert Weiss and carried accepting the following applications: Non-priority Applications 2-1/2- #3058 : #3060 and #3066, Brother/Sister Application 4-1584 : Add to Spouse's Contract 5-1/2-354 and Applicant by Will Single - 355 and also transfers #1325 : #1326 : #1327 : #1328 : #1329 : #1330 who do not need to be interviewed. Non-priority application 2-1/2-#3039 refused interview.

A motion was made by Donna Schautz, seconded by Trish Zambell and carried cancelling the following applications for failure to update their applications: 2-1/2 - #3040 : #3042 : #3043 : #3044 : #3045 : #3047 : #3048 : #3049 : #3051 : #3053 : #3054.

DOG COMPLAINT: Many of the neighbors of a member have seen the member walk the dog, allowing him to defecate and not clean up after and has allowed the dog to urinate on a motorcycle. The member states the dog doesn't do it, but members have watched him. No action at this time but member was put on notice: any additional complaints and member will incur a fine.

GRILLS ON DECK: All grills on decks or off should follow New Jersey State Safety Regulation Guidelines. No action or changes will be made at this time. Manager notified the chairperson and co-chairperson to follow guidelines that are currently in place in the handbook.

EMPLOYEE RAISES: Resolution requesting a wage increase of the recreation employees and custodian. Any and all Board actions involving items of a "sensitive" nature will be prepared by separate resolution and not included in the minutes available to the general membership. The separate Resolutions with the Board's action will be inserted into the "Official" minute book for the record.

CARNIVAL GROUNDS: A motion was made by Trish Zambell, seconded by Donna Schautz and carried to comply with the request from the Winfield Fire Department relative to using the area bordering Seafoam, Stiles and the County Road, for the purpose of holding their Annual Carnival between **July 31, 2019 and August 3, 2019**. It being understood and agreed that the Winfield Fire Department will keep in full force and effect their current General Liability Insurance Coverage in an amount of not less than \$500,000 Bodily Injury and Property Damage together with a minimum of \$1,000,000 Excess Liability Umbrella. Additionally Winfield Mutual Housing will be named as an additional insured, during Carnival Week, in the Corporation's policy.

Furthermore, permission is predicated on the knowledge that all necessary licenses, permits and Police protection will be obtained : the grounds left in their original condition at the completion of the Fair : no installations or rides shall be within thirty (30) feet of Stiles Street and all electrical work shall comply with applicable codes and inspected by the Township Electrical Inspector.

All installations or rides must be removed from corporation property **WITHIN FIVE (5) DAYS** from the end of the carnival.

FENCE: A member wants their fence approved based on their drawing. The member's letter is superfluous. A Board member and maintenance measured the yard last year with the same formula used for all members. A revised drawing with the corrected measurements was sent to the member for signature and the member refused to sign. Member submitted another drawing for approval with no measurements. The Board forwarded all information to legal counsel.

A motion was made by Steve Besanceney, seconded by Robert Weiss and carried to have legal counsel notify the member to prepare a diagram with proper measurements and placement of fence. Last year the member disagreed with the measurements after a board member and maintenance measured out both yards and where the placement of the fence can be erected. Member drawing is not acceptable.

A motion to adjourn was made by Donna Schautz, seconded by Trish Zambell and carried

Meeting adjourned 9:10 PM.

P. C-Zambell, Secretary