

**WINFIELD MUTUAL HOUSING CORPORATION
WINFIELD PARK, NEW JERSEY
BOARD OF TRUSTEES – MINUTES
FEBRUARY 18, 2020**

The regular meeting of the Board of Trustees was called to order by the President, Michael Litzenberger at 6:42 P.M.

ROLL CALL: Michael Litzenberger, President Steve Besanceney, Secretary
Trish C. Zambell, Vice President Mary Krech
Donna Schautz, Treasurer Albert Alfano
Judy Thompson, Ass't Treasurer Eric Frizzell, Attorney
Trisha Donahue, Manager

JANUARY 21, 2020 MEETING MINUTES: A motion was made by Judy Thompson, seconded by Trish Zambell and carried to accept the January 21, 2020 Meeting Minutes.

MANAGER'S REPORT:

REVENUE: \$523,709 EXPENSE: \$208,516 ACQ. M.O. \$ - 0 -

DECEASED:

Selina Neunert	12 A Seafoam	Died 12/18/2019
Marilyn Hartzell	7 A Wavecrest	Died 01/20/2020

A motion was made by Steve Besanceney, seconded by Mary Krech and carried to accept the Manager's Report.

INFORMATIONAL:

1/22/20	From: WMHC	To: Township – Submit drawings
1/27/2020	From: Donna Shahrabani	Re: CAI Mediation
1/28/2020	From: Donna Schautz	Re: Damage to Personal Property
1/29/2020	From: Hueston McNulty	Re: Motion for Summary Judgement
2/3/2020	From: Peri & Stewart	Re: Conference
2/4/2020	From: Donna Shahrabani	Re: Postal Search Results
2/4/20	From: June Planas	Re: OPRA request
2/6/20	From: WMHC	Re: Cost for unit in suitable condition

COMMUNICATIONS:

1/21/2020	From: Winfield School PTO	Re: Request to use Community Center
1/24/2020	From: Gayle Schaad	Re: Dog Attack
1/24/2020	From: ACM Solutions Services	Re: Additional asbestos removal
1/28/2020	From: Elgin Security Systems	Re: Proposal for eliminating land lines
1/29/2020	From: Tru Green	Re: Baseball field treatment
1/31/2020	From: Daniel McGettigan, Jr.	Re: Interview
2/4/2020	From: Scotchwood	Re: Bill Fire Damage

A motion was made by Judy Thompson, seconded by Mary Krech and carried to accept the Communications.

LEGAL

MEDIATION: Additional emails and correspondence have been submitted to attorney regarding complaints about neighbors for mediation. To date CAI has not scheduled mediation. Neighbors have also damaged other neighbors' personal property by driving over newly installed landscaping. WMHC attorney has submitted a mediation statement to the mediator and all parties are awaiting mediation date. To date no schedule has been set.

NON-OCCUPANCY: The Non-Occupancy Committee meeting minutes state that there are several members that are not living in their dwellings. One member is claimed to be in a nursing home and has non-members living in dwelling. Two other members have submitted insurance declaration pages with other home addresses and neighbors have claimed the member does not live in dwelling. Another member has not lived in their dwelling for years and only shows up occasionally for the sake of appearance. This matter will be turned over to legal counsel for further investigation. Our units are for only members on their contract.

DELINQUENT MEMBERS: A resolution was made by Donna Schautz, and seconded by Steve Besanceney to notify the members who repeatedly and without legal justification were delinquent in remitting their monthly financial obligations, that in accordance with the provisions of corporate **TERMINATION POLICY** as they were scheduled to meet with the Board twice within a twelve (12) month period, or refused or otherwise failed to attend the scheduled meeting, their files shall be turned over to Corporation legal counsel to serve a **NOTICE TO QUIT**. Furthermore, if for any reason a member's check does not clear, or if they fail to comply within the prescribed time, corporation legal counsel shall immediately file a **VERIFIED COMPLAINT ORDER TO SHOW CAUSE** to complete the eviction process. Furthermore, all legal fees shall be charged to the member's account and the outstanding balance paid to avoid further action.

NEW BUSINESS

MEMBER SELECTION: A motion was made by Judy Thompson, seconded by Albert Alfano and carried accepting the following applications: Add Spouse to Contract application:#4-1603; Grandson application #3-1072 and Transfer application #T-1351 and #T-1352 who do not need to be interviewed.

STORE FRONT: Tony LaRocca and Jeanette Jones met with the Board to discuss the possibility of using the front of the store area to expand the law office. Tom Lavin, Architect, has submitted his proposal for plans along with a rough draft drawing for offices and conference room. A motion was made by Trish Zambell, seconded by Donna Schautz and carried to inform Tony LaRocca to reach out to his contractor for estimates on the store front/office expansion.

WINFIELD SCHOOL PTO: Kathleen Lara, President Winfield PTO, has submitted a request for the use of the Community Center gym, kitchen and room 4 for "Paint with Pals" event scheduled for Saturday, May 2, 2020. Ms. Lara has requested to begin setup for the event on the Friday evening before the event.

A motion was made by Steve Besanceney, seconded by Albert Alfano and carried giving permission for the PTO to use the Community Center on May 2nd, and set up on the Friday, May 1st.

DOG ATTACK: A member has submitted a letter detailing the events of their dog being attacked on January 5, 2020 by a pit bull owned by a neighbor. Due to extensive injuries as a result of the attack, the member had to put the dog to sleep. A police report has been issued and the dog owner was issued three summonses.

A motion was made by Steve Besanceney, seconded by Albert Alfano and carried that the dog must be removed from the town. Excerpt from the member's Handbook, Page 45: **"DOG BITE:** If a dog bites a person or animal, the Winfield Mutual Housing Board of Trustees, at their discretion, after receipt of a written complaint can require the owner and/or member to permanently remove the dog from all Winfield Mutual Housing property including but not limited to the Member's dwelling."

ACM SOLUTIONS: The contractor for the Manager's office renovation and asbestos remediation has found additional asbestos in the duct work that needs to be removed. A proposal in the amount of \$1,500.00 has been submitted.

A motion was made by Donna Schautz, seconded by Trish Zambell and carried agreeing that the additional asbestos must be removed and not to exceed the above proposed amount.

ELGIN SECURITY SYSTEMS: Ed Logue has submitted a proposal to change the central monitoring station from a land line to cellular radio. Ed has suggested that the change would eliminate trouble with phone lines. Total cost of equipment and installation is \$375.00 and \$20 per month for central station monitoring.

A motion was made by Donna Schautz, seconded by Trish Zambell and carried to table this proposal for now.

TRU GREEN: Russell Olsen submitted a proposal for the treatment of the Community Center Baseball Field. Quote for pre-treating emergent crabgrass and fertilizer on ball field is \$405.00 per month. A motion was made by Steve Besanceney, seconded by Albert Alfano and carried to table this while the manager looks into other landscapers.

CANCELLED APPLICATION.: A housing application has been cancelled for failure to appear for interview and no call from applicant. The applicant has submitted a letter of apology for failure to attend his Board interview for housing. The applicant and his father stopped by the office on Tuesday, January 28, 2020 stating that he never received his "Interview Letter". All other applicants had received their letters and attended interview. The applicant was also given the date and time for the interview when he filed his application the week before. He is apologizing for missing the interview due to a funeral obligation. He is requesting the Board's consideration to reschedule his interview and reinstate his application. Cancelled applicants are required to wait twelve months to reapply for housing.

A motion was made by Steve Besanceney, seconded by Donna Schautz and carried denying his request by following the rules as stated in the By-Laws.

RESOLUTION CARRIED BY ROLL CALL VOTE. 5 AYES AND 2 ABSTENTIONS

FIRE: A member has met with the Board to explain why/how a fire started in the front of their unit and the damage that incurred because of someone's negligence. The charge from Scotchwood Construction for repairs is \$1,220.00. Please be advised that in 2010 a member caused a fire by throwing a cigarette in a pile of cardboard. Member was billed for the repairs to the dwelling. A motion was made by Trish Zambell, seconded by Judy Thompson and carried that all damages be paid by the involved member.

EMPLOYEE MEDICAL BENEFITS: Steelworkers Health and Welfare Fund has submitted the Medical and Prescription program renewal. There has been an increase to benefits scheduled to renew June 1, 2020. Dental and Fund Administrative Fee have remained the same. A motion was made by Judy Thompson, seconded by Donna Schautz and carried accepting the Medical and Prescription renewal.

RESOLUTION CARRIED UNANIMOUSLY BY ROLL CALL VOTE.

GAS LEAK: On the evening of Tuesday, January 29, 2020 a member called 911 due to passing out and feeling ill. The member was taken to the hospital due to a gas leak in the stove. The member and her daughter came to the office the next morning to inform the Manager of the incident and to report that the member has not had any hot water for months. She never reported any problems with hot water heater or the furnace. During the conversation with the Manager, the member told the manager that she turned off her furnace weeks ago due to a terrible smell and feeling ill. The manager called the Township to inquire about a permit for a new furnace installation. June Planas, Acting Township Clerk, put Chief Berg on the phone so he could inform the Manager of the gas leak. According to Chief Berg, the gas company turned off the gas to the unit. Winfield Mutual Housing was not informed of the incident immediately and Chief Berg also stated the Board of Health is being informed of the unsuitable and dire living conditions in the unit due to the members neglect.

A motion was made by Trish Zambell, seconded by Albert Alfano and carried to table this matter until the March meeting.

INFORMATIONAL

BUCKLE CENTER EXPENSES/INCOME: Mary Krech, Board of Trustee has requested information regarding the transfer of funds for the Buckle Center. The following figures represent the income and expenses for the Buckle Center for 2019:

2019 Expenses:		Income from Rentals	\$10,500
Cleaning/Rentals	\$ 1,945	Quarterly Transfers	<u>\$15,000</u>
More Shine Floors	\$ 6,581	Total Income	\$25,500
Weekly Custodian	\$ 7,950		
Elgin Alarm System	\$ 446		
PSE&G	\$ 4,570		
Elizabethtown Gas	\$ 3,030		
Verizon	\$ 1,200		
State Hazard Light Fee	\$ 323		
Deposits Returned	<u>\$ 2,855</u>		
Total Expenses	\$28,900		

CAR WASH: The Board has agreed to allow the Winfield Elementary School to hold their Second Annual Car Wash at the Community Center on April 25, 2020 with a rain date of April 26, 2020.

Motion to adjourn was made by Steve Besanceney, seconded by Judy Thompson and carried.

Meeting adjourned 9:10 PM.

Steve Besanceney, Secretary