

**WINFIELD MUTUAL HOUSING CORPORATION  
WINFIELD PARK, NEW JERSEY  
BOARD OF TRUSTEES – MINUTES  
MARCH 17, 2020  
(Meeting convened on April 1, 2020 due to COVID-19 Restrictions)**

The regular meeting of the Board of Trustees was called to order by the Vice-President, Trish C.-Zambell at 6:00 P.M.

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

**FEBRUARY 18, 2020 MEETING MINUTES:** A motion was made by Judy Thompson seconded by Donna Schautz and carried to accept the February 18, 2020 Meeting Minutes.

**MANAGER'S REPORT:**

**REVENUE: \$539,224                      EXPENSE: \$206,063                      ACQ. M.O. \$15,000**

**VACATES : TRANSFERS : NEW MEMBERS**

Selina Neunert died and assigned 12 A Seafoam by Will to her grandson, Angelo Gervasi. Angelo Gervasi vacated his unit and Kaitlin Glowczynski moved into 11 B Pacific. Kaitlin is the sister of Ashley Pettit. Sandra Hughes moved out : Behn Gerhart transferred to 59 A Wavecrest and Debra O'Donnell moved into 18 A 1 Pacific. Debra has no priority. Maria Gottas moved out : Ruth Elliott transferred to 1 B Atlantic and Dawn Rannigan moved into 10 A 1 Atlantic. Dawn has no priority.

**DECEASED:**

Selina Neunert	12 A Seafoam	Died 12/18/2019
Marilyn Hartzell	7 A Wavecrest	Died 01/20/2020
Elizabeth Iverson	1 A Wavecrest	Died 02/28/20

A motion was made by Donna Schautz seconded by Judy Thompson and carried to accept the Manager's Report.

**INFORMATIONAL:**

2/4/2020	From: Township	Re: Requests for permits
2/13/2020	From: Rule Revision Committee	Re: Minutes
2/20/2020	From: WMHC	To: Member to Remove Dog
2/27/2020	From: Buckalew, Frizzell et al	Re: Delinquent Updates
3/11/2020	From: Peri & Stewart	Re: Subpoenas
3/11/2020	From: Peri & Stewart	Re: Email Updates on Law Suit

**COMMUNICATIONS:**

2/20/2020	From: Township of Clark	Re: Sewer Bill Increase
2/26/2020	From: Winfield School	Re: Preschool program
3/05/2020	From: Winfield Fire Dept.	Re: Town Wide Yard Sale
3/09/2020	From: Mr. Power Wash	Re: Power Wash Proposal
3/13/2020	From: Robyn McLeod	Re: Leaves

A motion was made by Albert Alfano seconded by Steve Besanceney and carried to accept the Communications.

**LEGAL**

**DELINQUENTS:** Demand letters to members from the February 2020 Delinquent List have been issued from legal counsel. Copies of letters are included in March Agenda packets for Board review. All demand letters are \$75.00. This will not include the fees for Notice to Quit, Verified Complaint and Court fees for eviction. Item has been tabled until attorney is present for updates. Courts closed due to statewide mandates.

**LEGAL (cont.)**

**PERI & STEWART:** Notices in Lieu of Subpoena for law suit to appear and give testimony at the trial scheduled for March 23, 2020.

**PERI & STEWART:** Email from Michael Stewart to the Manager and Board regarding discussion between Michael Stewart, WMHC attorney and Sam McNulty, attorney for insurance carrier with regards to the status of settlement between WMHC and members.

**OLD BUSINESS**

**DOG ATTACK:** After careful review and deliberations at the February 18, 2020 Board meeting regarding a dog fatally attacking another dog, the Board instructed the Manager to send a letter to the member. Accordingly, a letter was sent on February 20, 2020 giving the member ten (10) days' notice to comply with the Rules and Regulations regarding a dog bite. Per Board review of member's letter and court information, a motion was made by Steve Besanceney seconded by Mary Krech are carried to stand with the Boards initial decision to have the member remove the dog from the dwelling.

**NEW BUSINESS**

**MEMBER SELECTION:** Due to the cancelling of the March 17, 2020 meeting in accordance with the COVID-19 mandates; all applicants were interviewed by the Manager via telephone thereby accepting the following applications: Non-Priority applications: 2-1/2-3109; #2-1/2-3111: and #2-1/2-3115; Transfer application #T-1353 which does not need an interview.

**BUCKLE CENTER FLOOR:** Al Alfano, Board member, has requested discussion with regard to the Buckle Center Floor. See bill and receipts from 2015 as well as the warranty on labor and material. A motion was made by Albert Alfano seconded by Judy Thompson to have the office contact the manufacturer to have them inspect the floor.

**WORK ORDER:** Maintenance responded to a work order call for a leaking pipe under the members kitchen sink. The dire condition of the kitchen has made it very difficult for maintenance to take care of repairs due to the neglect and lack of cleanliness in the kitchen. (Pictures enclosed)

A motion was made by Steve Besanceney seconded by Albert Alfano that the Board agrees that maintenance should not have to work under those conditions. But it was not clear what action was needed by the Board.

**WINFIELD SCHOOL:** A letter from the Board of Education regarding the preschool's use of the other side of the Day Care Center was received informing the Manager and Board of Trustees that the Winfield School will not be utilizing the Day Care as planned for the 2020-2021 school year. They find that the demands from the Day Care owner with the space will not be conducive to the workability of the school. A motion was made by Judy Thompson seconded by Steve Besanceney to notify Candy Mountain that they need to clean that room out.

**YARD SALE:** The Winfield Fire and Ambulance Squad would like to use the Carnival Grounds to hold a Town Wide Yard Sale on April 23, 2020. Due to COVID-19 restrictions, WFD should reply at later date.

**MR. POWERWASH:** Quote for a sub-contractor to take care of the summer power washing of our units. Proposal is for \$130.00 per unit. A motion was made by Steve Besanceney seconded by Mary Krech and carried to have our maintenance personnel scheduled to do the power washing.

**LEAF COMPLAINT:** Member has written a letter regarding leaves left in their yard. The member received a Building & Grounds letter pertaining to the pile of leaves raked and left at the end of their yard near the county road. A motion was made by Albert Alfano seconded by Steve Besanceney to send a letter informing the member that no further action is required.

**PARLIAMENTARIAN:** Due to the more productive Membership Meeting in November, does the Board want to bring back the Parliamentarian to conduct the May Membership Meeting (rescheduled for June) to better manage the membership and Board of Trustee Election? A motion was made by Donna Schautz seconded by Judy Thompson to hire the parliamentarian to manage the Membership Meeting.

**UNANIMOUS BY ROLL CALL VOTE  
B.O.T. – AGENDA**

- 3 - MARCH 17, 2020 (convened April 1, 2020)

As per the email dated March 31, 2020 from Board Vice President, Trish C.- Zambell, the following issues need immediate attention:

**MAINTENANCE PAYROLL:** With the Corporation Maintenance dealing with concerns during the Corona Virus outbreak and Governor Murphy's orders. Should we stagger maintenance staff to work two on and two off every other day, the Board's input on how we want to approach their payroll.

- A. Maybe have two work one week and the other two work the next week. Have them apply for UI for the rest of their time?
- B. Have them work the staggered schedule and we still pay them full time? Or just pay them for the hours worked?

Unanimous decision was to have all maintenance staff continue to work their 40 hour work week, staggering half hour start times.

**UNANIMOUS BY ROLL CALL VOTE**

**QUESTIONS FROM MEMBERS:** Is - "Governor Murphy issued a 90-day relief fund for NJ homeowners. Does anyone know if WMHC is doing anything"? Also, some members are asking if we are still collecting monthly payments? WHAT? We are and we must continue to do so. The existence of this Corporation depends on it! The office must continue to pay the bills monthly. There is no waiver for WMHC at this time. Certainly, if monies are there for a non-profit we would do so. We continue to provide everyday banking, work orders (emergencies only), processing of payment checks, letters, ect. ect.

**INFORMATIONAL**

**OPRA REQUEST:** The municipality has responded to the OPRA request for permits, agreements and architectural drawings for the construction and renovations to the Township office. June Planas, **Custodian of Records**, states in her letter dated February 4, 2020 (please note OPRA request is dated February 14, 2020) "there are no permits which needed to be filed since no structural work was done".

There is no Mutual Housing "**ALTERATION: CHANGE OR IMPROVEMENT AGREEMENT**" on file with WMHC office. The Board wants copies of the blueprints for review. June Planas has already stated that the Board needs to review at the Township for the blue prints file is too large. To date no letters and no agreements.

**RULES & REGULATION REVISION COMMITTEE:** February 13,2020 committee meeting minutes are included for the Board's review. All committee meetings have been cancelled due to COVID-19 pandemic Governor Phil Murphy's Executive Order #107. No meetings until further notice for the safety of all our members.

**2020 SEWER BILL:** The 2020 sewer bill has been received. The bill has increased \$42,000.00 from last year.

**SOUND SYSTEM:** Appointment with Manager and Cisco Systems was cancelled du to the Corona Virus pandemic. The manager will reschedule meeting date when the order is lifted.

**PANEL/TRELLIS:** Member submitted drawings and dimensions. Two board members signed the Lattice/Trellis Agreement. The agreement does not require maintenance to go out and inspect until after the project is completed. To date, project has not been completed. Paperwork was signed by the board on March 5, 2020.

Motion to adjourn was made by Judy Thompson seconded by Steve Besanceney and carried Meeting adjourned 7:50 p.m.

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Steve Besanceney, Secretary