

**WINFIELD MUTUAL HOUSING CORPORATION
WINFIELD PARK, NEW JERSEY
BOARD OF TRUSTEES – MINUTES
APRIL 19, 2022**

The regular meeting of the Board of Trustees was called to order by the President, Patricia C.-Zambell at 6:30 PM.

ROLL CALL: Patricia C. Zambell, President
Judy Thompson, Treasurer
Linda Schnitzer, Ass't Treasurer
William Reuter, Secretary
Trisha Donahue, Manager
Jonathan Hassinger, Vice President
John DiOrio (Absent Vacation)
William Geli (Absent Sick)
Cheryl Siegel, Attorney

MARCH 15, 2022 MEETING MINUTES: A motion was made by Linda Schnitzer seconded by William Reuter and carried to accept the MARCH 15, 2022 meeting minutes.

MANAGER'S REPORT:

REVENUE: \$ 689,432.58 EXPENSE: \$ 293,726 ACQ. M.O. \$ 0

VACATES: TRANSFERS: NEW MEMBERS: Christine Magalone moved out. William Temple transferred to 30 C Wavecrest and Tonka Barrett moved into 9 B 2 Wavecrest. Tonka is the sister of Kecia Barrett.

A motion was made by Jonathon Hassinger seconded by Linda Schnitzer and carried to accept the Manager's Report.

DECEASED:

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|-------------------|----------------|----------------|
| Maryann Hawalka | 73 C Wavecrest | Died: 11/17/21 |
| Christopher Beers | 17 B Wavecrest | Died: 12/06/21 |
| Bernard Jedwabnik | 32 C Wavecrest | Died: 12/10/21 |

INFORMATIONAL:

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|------------|------------------------------------|--------------------------------|
| 03/01/2022 | From: Buckalew, Frizzell & Crevina | Re: Court Order |
| 03/17/2022 | From: NJ American Water | Re: Proposed Rate Increase |
| 03/22/2022 | From: LaRocca | Re: Cancel Tri-Meeting 4/4/22 |
| 04/01/2022 | From: Fox Rothschild | Re: Continuing Lawsuit |
| 04/06/2022 | From: LaRocca | Re: Cancel Tri-Meeting 4/11/22 |

COMMUNICATIONS:

| | | |
|------------|--|-------------------------------|
| 03/15/2022 | From: Melissa Arredondo | Re: Complaint |
| 03/18/2022 | From: Court | Re: Possession |
| 03/28/2022 | From: Anonymous | Re: Complaint |
| 04/08/2022 | From: Ronald Carter | Re: Trellis 6x6 cut/3ft apart |
| 04/12/2022 | From: Winfield Fire & Ambulance Assoc. | Re: Annual Carnival |

A motion was made by Judy Thompson seconded by Linda Schnitzer and carried to accept Informational/Communications.

LEGAL

DELINQUENT MEMBERS: A resolution was made by Jonathon Hassinger and seconded by Judy Thompson 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 **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 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.

RESOLUTION CARRIED UNANIMOUSLY BY ROLL CALL VOTE

NEW BUSINESS

MEMBER SELECTION: A motion was made by Jonathon Hassinger seconded by Judy Thompson and carried to approve the following applications: Son priority application 3-#1086; Parent application 4-#1650; Non priority applications 2-1/2 - #3290; 2-1/2 - #3291; and transfers #1405 and #1406 who do not need to be interviewed.

CARNIVAL GROUNDS: A motion was made by Jonathon Hassinger seconded by Judy Thompson 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 27, 2022 and July 30, 2022**. 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.

COMPLAINT: A member submitted a letter of complaint regarding the “unacceptable conditions of the deck and shed located” elsewhere. The member states: “After a comprehensive inspection of the grounds surrounding the unit, I have found several violations.... Please have (the member) correct the following situation indicated below... WITHIN 10 DAY:

1. Remove remaining piece of lock from back gate
2. Paint and make necessary repairs or remove shed
3. Replace or correct deteriorating deck
4. Provide proof of permits, approved plans and required inspections

The member also wrote: “if (the member) fails to comply within the time prescribed, (the member) shall be subject to the same penalties as set forth in The Membership Handbook, “UNIFORM PENALTY FOR NON-COMPLIANCE”. The board discussed the extensive documentation submitted on the violations in their neighborhood. At the conclusions of their deliberations a motion was made by Jonathon Hassinger and seconded by Linda Schnitzer, to send someone out to inspect the complaints. In regards to the member’s fine from the damage and violation regarding damage to drainage line, the board agreed to split the cost and only charge the member \$300.00.

RESOLUTION CARRIED UNANIMOUSLY BY ROLL CALL VOTE

TRANSFER: The member(s) were offered a transfer for a 5-1/2 unit on March 21, 2022. On Friday, March 25, 2022, the last day to accept, the member came to the office and accepted the unit, signed the paperwork, the Transfer of Membership, and paid the advance monthly payment, which the member put a “Stop Payment” on the check. The member called the office Tuesday morning (March 29, 2022) to refuse the unit due to buying a house. The member’s current dwelling was already offered to the next person on the list. However, the member claims she will not move to the 5-1/2 and then have to move to new house. The member told the manager to keep the advance monthly payment. The bank then sent us notice that the member stopped payment on the check.

ANONYMOUS LETTER: The Manager received a letter by mail regarding a neighbor complaint. According to the letter, the neighbors are concerned about the members not living in their unit. The letter claims that the member has her brother living with them, and another person that has a restraining order. He was arrested back in September by Winfield Police Department. The letter also states “this person is a known drug dealer. He was living there for several months prior to that incident. Members that submitted the letter ask “can this situation please be investigated? This is not the kind of person we want in this neighborhood-also there is always an issue with her leaves and garbage as well”. A motion was made by Judy Thompson seconded by Linda Schnitzer that certain members have serious reservations as to whether or not the member is in fact occupying the dwelling and may permitting another person to occupy their dwelling in their absence. Therefore, the member will be given the opportunity to explain themselves at the next board meeting.

LEGAL FEES: A member submitted a letter requesting that their legal fees pertaining to their violation as well as the fine for insurance be removed from the member’s account. In compliance with the court order all legal fees pertaining to the violations should be removed from the member’s account. A motion was made by Jonathon Hassinger seconded by Judy Thompson that the fine for lapse insurance remain. Members have ten days to submit their insurance. The member also dropped off a replacement check on April 11th, with an offensive and unnecessary comment in the memo.

UNANIMOUS BY ROLL CALL VOTE

BUCKLE CENTER: There have been some complaints from the Seniors regarding the center not being cleaned properly. The current cleaning service is not cleaning properly. Mr. Frederick Vitka has submitted a recommendation for MS Cleaning Service, from Linden. A motion was made by Jonathon Hassinger seconded by William Reuter to receive additional pricing from a cleaning service

UNANIMOUS BY ROLL CALL VOTE

UNION COUNTY EMERGENCY RENTAL ASSISTANCE: The office received an email regarding a member applying to participate in the Union County Emergency Rental Assistance Program. The email is requesting that WMHC complete another Landlord Application in the Union County Emergency Rental portal. We have already received monies for this member and the member account currently has a credit. They further instructed the manager that they have been approved and that the payment will come directly to the member. A motion was made by Judy Thomason seconded by Linda Schnitzer WMHC will not be signing into any portal. Members should be responsible for applying on their own.

UNANIMOUS BY ROLL CALL VOTE

SCOTCHWOOD: Scotchwood Construction has provided us their updated price list effective April 11, 2022. A motion was made by Judy Thompson and seconded by Jonathon Hassinger to approve the updated prices.

UNANIMOUS BY ROLL CALL VOTE

INFORMATIONAL

TREES: Giron Tree Service has taken care of tree work orders from the 2018 Tree List totaling \$35,000. The 2019 work orders for trees have begun.

Motion to adjourn was made by Johnathan Hassinger, seconded by Linda Schnitzer and carried

Meeting adjourned 9:10 PM.