

**WINFIELD MUTUAL HOUSING CORPORATION
WINFIELD PARK, NEW JERSEY
BOARD OF TRUSTEES – MINUTES
JUNE 21, 2022**

The regular meeting of the Board of Trustees was called to order by the President, Patricia C.-Zambell at 6:45 PM.

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

MAY 10, 2022 MEETING MINUTES: A motion was made by Fred Viteka seconded by William Reuter and carried to accept the MAY 10, 2022 meeting minutes.

MANAGER'S REPORT:

REVENUE: \$ 613,952.11 EXPENSE: \$ 227,145.00 ACQ. M.O. \$ 7,500.00

VACATES: TRANSFERS: NEW MEMBERS: Maryann Hawalka passed away; Jaclynn Vaughn-Arias moved into 73 C Wavecrest. Jaclynn is the daughter of Michelle Vaughn. Bernard Jedwabnik passed away. Nicole Spoon transferred to 32 C Wavecrest; Christian Deliz Colby moved into 12 B 1 Pacific. Christian has no priority. Dennis Krutis moved out; Brianne Hutton moved into 11 A Seafoam. Brianne is the granddaughter of Margaret Hutton. Brianne Robinson moved out. Shannon Poskay transferred to 30 D Seafoam; Carla Corbo transferred to 6 B Atlantic and Francis Wlalowski moved into 4 B 2 Atlantic. Francis has no priority.

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

DECEASED:

Margaret Hutton	2 A Atlantic	Died: 05/26/22
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INFORMATIONAL:

04/11/2022	From: Plainfield Municipal Court	Re: Court Transfer
05/12/2022	From: Buckalew Frizzell & Crevina	Re: Delinquent Notice
05/23/2022	From: Peri & Stewart. LLC	Re: Case Status
06/09/2022	From: Buckalew, Frizzell Crevina	Re: Withdrawal

COMMUNICATIONS:

04/21/2022	From: Michael Martorana, ISA	Re: Tree Assessment
05/18/2022	From: Choice Films/MarVista Entertainment	Re: Movie Location
05/20/2022	From: Winfield Fire/Ambulance Squad	Re: 80 th Anniversary Celebration
05/23/2022	From: Christine Ostrowski	Re: Yard Clean Up
05/26/2022	From: Tracy Tsikis	Re: Building & Ground Violation
06/07/2022	From: Toshiba Business Solutions	Re: Copy Machine Proposal
06/07/2022	From: Ross Pierre	Re: Estate
06/12/2022	From: Lisa Ali	Re: Complaint/Lights
06/12/2022	From: Armando Manresa	Re: Maintenance

A motion was made by Jonathan Hassinger seconded by John DiOrio and carried to accept Informational/Communications.

RESOLUTION CARRIED BY ROLL CALL VOTE

LEGAL

DELINQUENT MEMBERS: A resolution was made by Jonathan Hassinger and seconded by John DiOrio and carried 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.

NEW BUSINESS

MEMBER SELECTION: A motion was made by Jonathan Hassinger seconded by John DiOrio and carried to approve the following applications: Daughter priority application 4-#1652; Son priority application 4-#1653; Brother priority application 2-1/2-3521; Sister priority application 3-#1087; Niece priority application 2-1/2-#3522 and transfers #1409; #1411; #1412; #1413 and #1414 who do not need to be interviewed.

MAINTENANCE SUMMER HELPER: Seasonal employee has been at the same payrate for the last two years and would like an increase. 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.

A motion was made by Jonathan Hassinger seconded by Linda Schnitzer and carried to give raises as agreed for seasonal personnel.

TREE ARBORIST: A member has requested that WMHC and they split the cost of removing trees that may be hazardous. Member has hired their own tree arborist, Michael Martorana, ISA Certified Arborist Consultant. The arborist has determined and recommends that the Sweet Gum tree in the member's back yard "presents a greater than average risk and should be removed". A motion was made by John DiOrio seconded by Jonathan Hassinger and carried to split the cost with the member.

CHOICE FILMS/MARVISTA ENTERTAINMENT: Choice films is searching for filming locations to feature in their upcoming romantic comedy series. The filming company would like to film here in our community. If interested in considering this project, the manager would have to call the production scout who will make arrangements to further elaborate on the filming process and production protocols. A motion was made by John DiOrio seconded by Linda Schnitzer and carried to invite a representative from the film company to the next Board meeting to answer questions that the Board of Trustees has.

WINFIELD FIRE DEPT. 80TH ANNIVERSARY: Harry Mullaney, Winfield Fire Association, President has submitted a letter requesting the use of Winfield Mutual Housing Corporation gymnasium, bathrooms and the surrounding fields on the side and behind the building for their 80-year Anniversary. Event to be held on Saturday, October 8, 2022. From 12:00 pm -8 pm. A motion was made by John DiOrio seconded by Linda Schnitzer and carried to comply with the request from the Winfield Fire Department relative to using the Community Center and surrounding grounds for the purpose of holding their 80th Anniversary celebration. 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 the event 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 Event.

GPS FLEET TRACKING: A tracking device for the maintenance trucks from Verizon will cost \$. 76 per vehicle per day billed monthly plus taxes and fees. The device is compatible with most model cars 1996 and newer and can be linked to any computer or cell phone. A motion was made by William Reuter seconded by Linda Schnitzer and carried to table the proposal and invite a representative from Verizon to meet with the Board.

TOSHIBA BUSINESS SOLUTIONS: The office copier lease is expiring. Dave Kelsey, Toshiba Senior Account Manager, submitted a proposal for a new copier and lease. The cost for a new lease has decreased. Our current lease is \$1,070.29 monthly. Current lease includes insurance fee of \$29.49. According to Mr. Kelsey, the Corporation insurance should cover this expense, therefore, decreasing the new lease. Current cost of color copies is \$0.00750. New lease color copies have been reduced to \$0.04500 per sheet. Total savings of \$134 for the new copier lease. Dave also stated that due to the significant rise in fuel cost, Toshiba will be implementing freight charges on supply shipments. which will be waived on the new lease. Average freight charges are \$6 to \$10. New copier lease will be decreased to \$936.00 monthly. A motion was made by William Reuter seconded by Jonathan Hassinger and carried to accept the proposal from Toshiba.

COMPLAINT: Member sent an Email regarding a complaint about their neighbor's flood lights. Member claims that the neighbors back porch flood light shines into their bedroom and living room windows. Member states that they have talked to the neighbor about putting the light on a timer so that it will shut off by itself. However, when the neighbor sits outside the light is on the whole time she is sitting outside and the lights are very disturbing to member. The Manager checked out the neighbors back yard and took pictures of the flood lights. As you can see in the attached pictures, the flood lights are positioned down towards the ground and there are several trees and shrubs that would most likely block the elimination of any light getting into member's windows. Manager took pictures for Board review. Neighbor across from member says the light points down and does not illuminate through any of their windows. No action required per Board of Trustees.

DOG ATTACK: Member has been called to appear at the June Board meeting due to an incident with a girlfriend's dog. On Monday, June 6, 2022 a member was walking their dog when they and the dog were charged at and attacked by a member's girlfriend's Pitbull. The member that was walking their dog had to scoop up their dog and run to a neighbor's house who was nice enough to allow them into their dwelling. Member suffered several bruises and scratches due to the attack and has been very traumatized by the incident. Please review police report submitted by the victim. Pitbull has been quarantined for ten (10) days and according to the Municipality, no rabies shots are on file for this dog. To date the member and/or their girlfriend have not reached out to the victim. A motion was made by Jonathan Hassinger seconded by Linda Schnitzer and carried to send a letter to the member regarding the lapsed rabies shot and the member having three animals in the dwelling. A letter was sent to the member regarding the number of animals in violation. The dog that bit the member must be removed from the dwelling. The dog is not a service animal.

ESTATE: Member that is the Executor for the Estate of their brother, has submitted a letter regarding the Equity and Closeout for their brothers dwelling. WMHC received a letter from their attorney back in March, 2022 requesting an explanation of charges and work performed at deceased member's dwelling. The Manager responded with details of the work done and pictures to substantiate the condition the unit was left in by the Executor of the Estate. WMHC did not hear back from the attorney or the Executor until now. The pictures included in packet show the dire conditions that the Executor left the unit in. A motion was made by John DiOrio seconded by Jonathan Hassinger and carried after all pictures were reviewed and the unit was put in suitable condition for the incoming member. The process was followed correctly and the Estate received what was remaining after the monthly obligation was met.

RESOLUTION CARRIED UNANIMOUSLY BY ROLL CALL VOTE

RADBURN LAW: Jonathan Hassinger, Vice President, would like a formal request for a written legal opinion from WMHC attorney, Cheryl Siegel regarding the Radburn Rules and how they apply to WMHC in accordance with a motion a member made at the last Membership meeting. A motion was made by Jonathan Hassinger seconded by John DiOrio to have legal counsel submit more information for Board review.

INFORMATIONAL

YARD CLEANUP: A Member has submitted letter regarding their neighbor's yard. Letter states the yard is full of clutter and they cannot enjoy sitting in her yard because the view of the neighbor's backyard. Member letter states that there is debris placed next to her fence and behind the neighbor's shed. Building & Grounds Committee has taken care of. Member is cleaning up as they can. Manager allowed member a two-week extension to complete work that needs to be done.

B & G VIOLATION: A Member has submitted a letter regarding their Building & Grounds violation letter. Member is requesting to appear before the Board to discuss their violations. Member was written up to move their gas grill twelve (12) feet from her dwelling. Member claims that "had the person come into my yard and seen and measured it she/he would have known it was not in violation". Her second violation is "leaves need raking along fence in backyard". Member claims they do not have leaves in their yard. Member states in their letter "the COUNTY ROAD has 3 leaves that may have blown from the other side of the street and there is the side that goes down the middle of the neighbor. There are leaves on the OUTSIDE of that fence BUT in neighbor's yard NOT mine". Board members have measured all grills on decks. No fines were accrued and no violations. No attendance to Board meeting is necessary.

BOT LETTER: During the May BOT meeting a motion was made by John DiOrio seconded by Jonathan Hassinger and carried that all members must submit proof of insurance to WMHC at the time of renewal. All members will have ten (10) days to comply and be assessed the \$300.00 fine. A one-time waiver will be granted by the Board of Trustees. A letter to the member from the Board of Trustees is enclosed for Board approval.

A motion was made by William Reuter seconded by Linda Schnitzer and carried
Meeting adjourned at 11:00 PM.

William Reuter, Secretary