

**WINFIELD MUTUAL HOUSING CORPORATION  
WINFIELD PARK, NEW JERSEY  
BOARD OF TRUSTEES – MINUTES  
FEBRUARY 20, 2024 (CLOSED SESSION)**

The regular meeting of the Board of Trustees was called to order by the President, Jonathan Hassinger at 6:41 PM.

**ROLL CALL:** Jonathan Hassinger, President                      Patricia C. Zambell, Vice President  
William Geli, Treasurer    John DiOrio  
Susan Alacchi, Ass't Treasurer                                      Fred Viteka  
William Reuter, Secretary (Abs.)                                      Michael Stewart, Attorney  
Trisha Donahue, Manager

**JANUARY 16, 2024 MEETING MINUTES:** A motion was made by Susan Alacchi seconded by Fred Viteka and carried to accept the January 16, 2024 meeting minutes.

**MANAGER'S REPORT:**

**REVENUE: \$677,984.16      EXPENSE: \$ 255,891.37      ACQ. M.O. \$ 11,250.00**

**VACATES: TRANSFERS: NEW MEMBERS:** Andrew Schroeder moved out. Connor Evans transferred to 12 A Atlantic; Allorha Zigray moved into 10B 1 Atlantic. Allorha is the sister of Jessica Brown. Leslie Hanger moved out. Justice Lipuma moved into 61 B Wavecrest; Justice is the daughter of John and Nanette Babinetz. Jessica McMahon moved out. Mackenzie Perez moved into 79 B Wavecrest. Mackenzie is the daughter of Donna Perez. Grace Clementi moved out. Jordan Hughes moved into 5 B Riverview; Jordan is the daughter of Donna & William Hughes.

A motion was made by Fred Viteka seconded by Susan Alacchi and carried to accept the Manager's Report.

**DECEASED:**

Vaughn Lenzion    2 A Atlantic Drive    Died: 11/17/2023

**INFORMATIONAL:**

01/29/2024      From: Board President    Re: Handbook Revisions

**COMMUNICATIONS:**

01/16/2024      From: Damian Christian Shammas                                      Re: Armando Manresa Complaint  
01/24/2024      From: Fred Szypulski    Re: Leaf Removal Charges  
01/29/2024      From: Craig Kruger    Re: Leaf Removal Charges  
02/01/2024      From: George Lowrey    Re: Building & Grounds  
02/06/2024      From: United Steelworkers    Re: Medical Benefit Plan Renewal  
02/09/2024      From: Winfield Fire/Ambulance Assoc.                                      Re: Community Center Request

A motion was made by Fred Viteka seconded by William Geli and carried to accept Informational/Communications.

**LEGAL**

**DELINQUENT MEMBERS:** A resolution was made by Susan Alacchi 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 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.

**LEGAL (cont.)**

**LAWSUIT:** Member has obtained a lawyer for a law suit against Winfield Mutual Housing Corporation and Trisha Donahue. Member is making bogus claims offensive and discriminatory comments about men and Hispanics. All accusations are false. These accusations are denigrating and derogatory. A motion was made by John DiOrio seconded by Patricia C.-Zambell and carried that the law suit has been turned over to insurance carrier to vigorously defend the law suit.

**RESOLUTION CARRIED UNANIMOUSLY BY ROLL CALL VOTE****NEW BUSINESS**

**MOVEOUT BALANCE:** Member moved out in October 2023. After applying equity to their outstanding balance, member still owes the corporation \$4,819.90. The corporation needs to put a lien on outgoing member for remaining balance.

**MOVEOUT BALANCE:** Member abandoned their unit in July of 2023. Member never signed a vacate. It was brought to the manager's attention by a neighbor that the member were no longer living in unit. A phone call to member informed the office that they no longer live in unit and they have moved to North Carolina. After applying equity to their outstanding balance, member still owes the corporation \$1,756.17. The corporation needs to put a lien on outgoing member for remaining balance. A motion was made by John DiOrio seconded by Susan Alacchi and carried to file a lien on all parties within the past year that owe WMHC \$2,000 and above to take care of their final payment to the corporation. Manager has been instructed to work with legal counsel on the list of outgoing members.

**RESOLUTION CARRIED UNANIMOUSLY BY ROLL CALL VOTE**

**LEAF REMOVAL CHARGES:** Member has submitted a letter regarding the leaf removal charges to their account. After inspection by the manager, the leaves in and around member's yard had not been done during the leaf program period. Four (4) reminder notices were delivered to members that included communication that if leaves were not done by December 13, 2023 that WMHC will have an independent contractor remove the leaves at the member's expense. Member's account was charged the \$100 Service Charge and \$20 from the contractor that did leaves on January 9, 2024. Member claims their leaves were done on December 4, 2023 and is asking to have the fees rescinded.

**LEAF REMOVAL CHARGES:** Member has submitted a letter regarding leaf removal. Member was charged the \$100 Service Charge and \$60 from the contractor for removal of leaves that were not taken care of on the outside of their fence. Member claims that they had a contractor take care of their leaves and mows their lawn on a regular basis. The letter states: "I pay a contractor to do my leaves and cut my grass. My yard was done, the field however was not. So, when it gets windy all the leaves from out there come into my yard." Upon inspection of member's yard, it was found that the leaves outside Mr. Kruger's fence were not done. Pictures taken day of inspection are included for board review. A motion was made by Fred Viteka seconded by Susan Alacchi and carried to send a letter to both members. WMHC will withdraw the leaf removal charges for this year. Moving forward WMHC will put notification in the May Brochure that all members are responsible to rake all areas inside and outside of fences. All leaves, not only in the yard but outside of fences and in front of units are part of our rules and regulations. We believe we have a good grasp on improving the beauty and value of our community.

**RESOLUTION CARRIED UNANIMOUSLY BY ROLL CALL VOTE**

**COMMUNITY CENTER REQUEST:** Winfield Fire Dept. Association Secretary, has submitted a written request for the use of the Community Center. The Association is respectfully requesting the use of the Gym, Kitchen and Room 4 to hold the Fire Department Annual Italian Dinner Tricky Tray Fundraiser from 5:30 pm to 9:30pm on Saturday, May 18, 2024. Proof of insurance has already been submitted to WMHC. A motion was made by John DiOrio seconded by Susan Alacchi and carried to table this request due a potential law suit instigated by one of their own members. Board will not be considering this request at this time.

**CARNIVAL GROUNDS ACCIDENT:** WMHC received a letter from Smith & Williams Law Firm, LLC regarding an accident involving a member. Letter states that the accident occurred on July 23, 2022 at the Carnival Fairgrounds. Member sustained personal injuries as a result of a fall down. The law firm is requesting completion of a questionnaire and WMHC insurance declaration page. WMHC needs legal opinion pertaining to whether or not WMHC can forbid or ban a member that has filed legal action against the corporation from attending events, fundraisers, celebrations or any function held in or on Winfield Mutual Housing Corporation, buildings or property. Please review the Fire Department Insurance and minutes from the Board meeting in 2022. A motion was made by John DiOrio seconded by Susan Alacchi and carried to table until further information and collaborations with Fire Chief and Association President regarding the law suit instigated by one of their own members.

**INFORMATIONAL**

**BUILDING & GROUND TOPICS:** Chairperson and member of the Building & Grounds Committee have requested to meet with the Board of Trustees regarding the following topics for Building & Grounds:

- Sign Replacement
- Sprawling play/recreation area
- Trees growing against house recommendation from B&G committee

Board of Trustees is working on modification to Rules & Regulations.

**UNITED STEELWORKERS:** Steelworkers Health and Welfare Fund has submitted the Medical Health Benefit Plan Renewal for June 1, 2024. The monthly premium rates are effective June 1, 2024 through May 31, 2025.

**HANDBOOK/RULES AND REGULATIONS REVISIONS:** Jonathan Hassinger, Board President has submitted the Winfield Mutual Housing Membership Handbook revisions for Board review.

**CHECK SIGNING:** One of the fiduciary responsibilities of the Board of Trustees and taking a seat as an officer is signing checks, agreements, and member contracts. In accordance with the Winfield Mutual Housing Handbook By-Laws, the duties of officers specifically regarding signing corporation checks, agreement and contracts state the following:

**ARTICLE 8. DUTIES OF OFFICERS**

**SECTION 1.** The President shall:

- (c) Countersign with the treasurer, all checks, contracts, promissory notes, deeds, and other instruments on behalf of the corporation.

**SECTION 4.** The Treasurer shall:

- (c) Countersign as Treasurer all checks, and with the President or Vice-President, in the absence of the President, sign all contracts, promissory notes, deeds and other instruments on behalf of the corporation;

**SECTION 5.** The Assistant Treasurer shall: Assume the duties of the Treasurer, if the Treasurer is absent from any meeting, and may sign checks if the Treasurer is incapacitated or unavailable.

**CHECK SIGNING (cont.):** Going forward after Jonathan (President) signs the checks on Wednesday, the Manager will drop off to Bill Geli (Treasurer) for his signature as the treasurer. Bill Geli will then drop them off at the manager's home on Thursday morning. All checks on Wednesday will be ready after 3:00 PM. This will eliminate the who will be in to sign.

**UNION NEGOTIATIONS:** The first meeting between the United Steelworkers, Board of Trustee Representatives and Maintenance employee on January, 31,2024 seem to go well. All parties were in agreement with a couple of changes to the Union Contract. However, the second meeting was cancelled on February 13,2024 due to inclement weather. To date a new date and time has not been reached by Steve Green (Union Representative) to finalize the new contract for the upcoming year. We await another meeting date. Contract expires on March, 1,2024.

**TERMINATION POLICY:** Due to the ongoing delinquent members that are continuously called to meet with the Board for non-payment of monthly obligations, the Termination Policy as stated in on page 7 of the Winfield Mutual Housing Handbook will be followed with the strictest compliance of the Rules & Regulations.

***TERMINATION POLICY:** When a member has an outstanding balance, on the sixth (6th) of the month, which is greater than the current monthly payment due, the member shall be notified to appear before the Board of Trustees to explain why they are violating their contractual obligations.*

*In the event a member is scheduled to meet with the Board of Trustees twice within a twelve (12) month period, or fails to liquidate their indebtedness within ten (10) days of notification, or refuses or fails to attend the scheduled meeting with the board, or receives any subsequent delinquency notice - without any further notification - the member's file shall be turned over to the corporation's legal counsel. The legal counsel shall then be authorized to immediately institute an action to obtain possession of the unit and to terminate the membership contract with attendant costs being charged to the member's account. The legal fee and costs will be immediately added to the member's account and the member is responsible for the entire balance.*

A motion to adjourn was made by Susan Alacchi seconded by John DiOrio  
Meeting adjourned 8:54 PM

---

William Reuter, Secretary

**WINFIELD MUTUAL HOUSING CORPORATION  
WINFIELD PARK, NEW JERSEY**

**SPECIAL BOARD OF TRUSTEES MEETING AGENDA  
FEBRUARY 27, 2024 5:00 PM**

Special meeting of the Board of Trustees was called to order by the President,  
Jonathan Hassinger at 5:00 PM.

ROLL CALL: Jonathan Hassinger President	Trisha C. Zambell, Vice President
William Geli, Treasurer (Abs.)	John DiOrio
Susan Alacchi, Asst. Treasurer	Fred Viteka
William Reuter, Secretary	Trisha Donahue, Manager

Special Meeting of the Board of Trustees was convened for the specific purpose of voting  
on the United Steelworkers 8228 and Maintenance Labor Agreement

A motion was made by Fred Viteka seconded by John DiOrio and carried to accept the new  
2024 – 2027 United Steelworkers 8228 and Maintenance Labor Agreement.

**RESOLUTION CARRIED BY ROLL CALL VOTE 6 YAY 0 NAYS**

A motion to adjourn was made by Fred Viteka seconded by Susan Alacchi  
Special Meeting adjourned 5:10 PM

---

William Reuter, Secretary



WINFIELD MUTUAL HOUSING CORPORATION  
BOARD OF TRUSTEE MEETING MINUTES – Open  
Session

FEBRUARY 20, 2024

*Prior to the meeting being convened, the membership will pledge allegiance to the flag of our Country*

The Open Session meeting of the Board of Trustees is called to order by the President, Jonathan Hassinger at 8:07 PM.

ROLL CALL: Jonathan Hassinger, President  
Vice President Patricia C. Zambell,  
William Geli, Treasurer John DiOrio  
Susan Alacchi, Ass't Treasurer Fred Viteka  
William Reuter, Secretary (Abs.) Michael Stewart,  
Attorney  
Trisha Donahue, Certified Housing Manager

DISCUSS AND TAKE APPROPRIATE ACTION IN CONECTION WITH:

**1. Approval of Minutes from JANUARY 16, 2024** Board of Trustee Meeting.  
Minutes were approved as read. A motion was made by Susan Alacchi seconded by Fred Viteka and carried to accept the JANUARY 16, 2024 meeting minutes.

**2. Managers Report:**

REVENUE: \$677,984.16 EXPENSE: \$255,891.37 ACQ. M.O. \$  
11,250.00

A motion was made by Fred Viteka seconded by Susan Alacchi and carried to accept the Manager's Report

**DECEASED:**

Vaughn Lenzion 2 A Atlantic Drive Died: 11/17/2023

**INFORMATIONAL:**

02/12/2024 From: BASSP HVAC, LLC Re: Invoice for sewer line repair

**COMMUNICATIONS:**

02/06/2024 From: Bryan Gassman Re: Cornhole Tournament

A motion was made by Fred Viteka seconded by William Geli and carried to accept Informational/Communications.



WINFIELD MUTUAL HOUSING CORPORATION  
BOARD OF TRUSTEE MEETING MINUTES – Open  
Session

FEBRUARY 20, 2024 Page 2

**3. NEW BUSINESS:**

**MEMBER SELECTION:** A motion was made by John DiOrio seconded by Susan Alacchi and carried to approve the following applications; Parent application 4-#1702; Granddaughter application 5-1/2-#379; Daughter application 5-1/2-380; Assign by Will application 4-#1705 and transfers #1451, #1452, #1453, #1454, #1455 and #1456 who do not need to be interviewed.

**BUCKLE TRANSFER:** The bank account for the Buckle Center is dwindling and we need a transfer from the Administration Fund to the Buckle Fund in the amount of \$5,000.00 to cover expenses. A motion was made by John DiOrio seconded by Fred Viteka and carried to have monies transferred to account. This is for the operation of our building and upkeep.

**RESOLUTION CARRIED UNANIMOUSLY BY ROLL CALL VOTE**

**CORNHOLE TOURNAMENT:** Member has been running a weekly cornhole league here at the Community Center on Monday nights for about a year. Member is requesting to use the Community Center on Saturday, March 16, 2024 for a cornhole tournament. The event would consist of member providing all material, food and beverages. Entry fees will be required with a percentage of the proceeds being donated to the Fire Department and the balance will be rewarded to the winning participants. A motion was made by John DiOrio seconded by Patricia C.-Zambell and carried to allow the use of the Community for a cornhole tournament.

**RESOLUTION CARRIED UNANIMOUSLY BY ROLL CALL VOTE**

**INFORMATIONAL**

**SEWER LINE BREAK:** There was a sewer line break at 9 C Seafoam. Robert Parin, BASSP has made the repair to the pipe. Bob Parin replaced the 4" sewer line to the street, jack hammered the sidewalk and handicap apron, re-piped sewer line and storm drain at the street back to the house. Total cost for all repairs \$4,358.

**4. ADJOURNMENT:** Motion to adjourn was made by Susan Alacchi seconded by Fred Viteka meeting adjourned at 8:26 pm.