

EMPLOYEE RAISES: Resolution requesting a wage increase of the office personnel, the janitor/cleaning lady and recreation employees. 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 Donna Schautz, seconded by Buddy Wright and carried to give raises as agreed for office and recreation.

RESOLUTION CARRIED BY ROLL CALL VOTE 5 AYES, 1 NAY

WATER HEATERS: John Furnback and Bud Wright wish to discuss how the installation of water heaters is handled with maintenance and the outside plumber. A motion was made by John Furnback, seconded by Donna Schautz and carried to make every effort, in agreement with legal counsel, to clarify with an expert to do an analysis as to our position for installing a water heater.

RESOLUTION CARRIED UNANAMOUSLY BY ROLL CALL VOTE

WINDOW SHADES: We received a quote for window shades for the Buckle Center from Precision Blind Products in the amount of \$873.00 plus tax. A motion was made by Mike Litzenberger, seconded by Donna Schautz and carried to purchase shades for the Buckle Center.

TRACTOR: The transmission on the 2007 tractor is worn-out according to Armando, Maintenance Foremen. We need to send it out for an opinion and estimate. The Board would need more discussion on the costs of repairs and/or replacement. No additional money has been allocated in the 2016 budget for a new tractor.

A motion was made by Buddy Wright, seconded by Joseph Schumann and carried to receive a proposal from Linden DPW on repairs. Manager will advise the Board.

SEWER EQUIPMENT: McGowan Water Company recommends we acquire apparatus for our men to clean out sewers of wipes and excess paper. A motion was made by Buddy Wright, seconded by John Furnback and carried instructing the manager to send a letter to Township Commissioners to see if Linden can periodically clean for Winfield and possibly pay them instead of spending over \$10,000.

2006 DUMP TRUCK: Maintenance has made management aware that the dump truck is showing many signs of wear and tear. The truck appears adequate for our needs and the price for another dump truck is not allocated in the 2016 budget.

A motion was made by John Furnback, seconded by Donna Schautz and carried to have manager reach out to supervisor in Linden DPW for dump truck maintenance and service. There is no money in this year’s budget for a new dump truck.

2 B ATLANTIC DRIVE: Waga Enterprises has assessed the damage to the basement walls at this dwelling. Proposed Structural Evaluation was received on April 14, 2016. Based on Greg’s evaluation, proper procedures will need to be taken to correct the damages at 2 B Atlantic. Three trees have been removed due to the roots pushing in the walls causing the unit to buckle. Repairs to the dwelling to make it suitable for the incoming member have not been started.

A motion was made by Michael Litzenberger, seconded by Donna Schautz and carried to have legal counsel send a letter to 2 C Atlantic for access into the unit within 5 days to concur no damage done to basement walls.

INCENTIVE SAFETY PROGRAM: Buddy Wright discussed an incentive safety program for the maintenance men. Bud would like to research CPR, Defibulator classes for the men to attend. A motion was made by John Furnback, seconded by Joseph Schumann instructing the manager to send a letter to the Fire Department to put together a training program in CPR and send the maintenance to attend classes to operate a defibulator.

DRUG AND ALCOHOL PROGRAM: Buddy Wright would like to look into programs relating to drug and alcohol abuse called Safe Harbor or employee assistance programs. This program would help members reclaim their life and help in a monthly assistance as well as recovery. Who will do the research and implementation of such programs? Are there any programs available through the Township/Health Department? Employer would need to complete addition research & liability and costs.

LEGAL

ANIMAL REGULATION: A member was notified to remove excess animals from the residence. The member wants a copy of the formal complaint. We have pictures of animals and statements made by them.

A motion was made by Michael Litzenberger, seconded by Donna Schautz and carried instructing legal counsel to file a Notice to Quit

6 C ATLANTIC DRIVE:	Vacate R&MR Labor and Material	\$ 3,536.18	
	03/15/16 Balance on account		\$ <u>2,956.00</u>
	TOTAL		\$ 6,492.18
	Equity		<u>-\$ 5,000.00</u>
	Balance owed after equity is applied		\$ 1,492.18.

No action taken – bad debt

38 B SEAFOAM AVENUE:	Vacate R&MR Labor and Material	\$ 3,758.76	
	03/21/16 Balance on account		\$ <u>4,614.00</u>
	TOTAL		\$ 8,372.76
	Equity		<u>-\$ 5,000.00</u>
	Balance owed after equity is applied		\$ 3,372.76

A motion was made by Michael Litzenberger, seconded by John Furnback and carried to turn file to legal counsel to pursue action.

DOG BITE: A member’s girlfriend was walking her Yorkie and grand baby when she passed a unit on Wavecrest and her dog was attacked by a larger dog as explained in detail in her letter. According to our Handbook, the excerpt is as follows: **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.”

A motion was made by Buddy Wright, seconded by Donna Schautz and carried to have the member appear before Board at the next Board meeting.

TRANSFER ELIGIBILITY: The Board approved the member’s transfer in February. The member has been fined late charges and an administration fee. According to the handbook, when a member is assessed administration fees their transfer application is canceled. Clarification of the member selection policy with regard to eligibility was in violation of our By-Laws. A board member requested no action taken at this time. Mike Litzenberger reiterated to the board that in order to change a By-Law needs three membership meetings and a 2/3 vote of members in attendance.

LETTER OF RETIREMENT: Jane Steiner, most valued employee for 18 years, has officially announced her retirement. Jane will retire as of May 31, 2016. A motion was made by Michael Litzenberger, seconded by Donna Schautz and carried to purchase a gift card to show their appreciation for her years of service.

RECREATION: Proposal from Gregory Hoffman that Summer Recreation start on Tuesday, July 5, 2016 and ends Thursday, August 18, 2016. Doors open 8:00 a.m.

GYM CEILING: Greg Pulsinelli, contractor, has discovered two (2) trusses in the gym ceiling that are split. New steel beams will have to be installed to support the split in two trusses to secure the rafters in place. Additional costs for the steel beams have not been determined and are not included in the

original proposal. At that particular time there was no visible way for anyone to walk across the other side to determine the deterioration of those trusses. We await proposals on the costs of the steel to reinforce the trusses.

ARBOR DAY FOUNDATION: George Lowrey, 54 Seafoam Avenue, received 12 new trees from the Arbor Day Foundation and has planted the trees in the woods/service area behind his dwelling.

WINFIELD BAKERY AND DELI: The proprietor and Manager have been working diligently to move forward with the opening of the deli. As the WMHC property owners, we are aware of the process to secure all permits. It has taken some time to get the appropriate licensed electrician. There has been dialogue between Gary Junkroft regarding walls and what needs permits. Previous electricians were not interested in the job. At 2:00 pm, Thursday, April 14, 2016, Armando and the proprietor met with another licensed electrician who will be completing all the electric as well as creating the design or template. After this process is completed an electrician and architect will secure all proper permits at the Township for the inspection with local code officials.

As for the plumbing, the sink was removed and put in the same place, but Mr. Back will make sure a permit for the sink has been secured. Once all inspections are integrated as part of the project, proprietor may move forward to open this much welcomed project. At the conclusion of this meeting the Board of Trustees were assured that this adventure will be inspected by the proper officials

OLD BUSINESS

SAFETY INSPECTOR: Our inspections begin after the May Membership meeting. Therefore a motion was made by Donna Schautz, seconded by Eugene Back and carried to hire Mr. Brian Dustin as the safety inspector with all proper credentials in place on a temporary basis.

RESOLUTION CARRIED BY ROLL CALL VOTE: 5 AYES 1 NAY

A motion to adjourn was made by Mike Litzenberger, seconded by Buddy Wright and carried.

Meeting adjourned 10:30 PM

Joseph Schumann, Secretary