

**WINFIELD MUTUAL HOUSING CORPORATION  
WINFIELD PARK, NEW JERSEY  
BOARD OF TRUSTEES – MINUTES  
FEBRUARY 21, 2023 (CLOSED SESSION)**

The regular meeting of the Board of Trustees was called to order by the President, Patricia C.- Zambell at 6:00 PM.

**ROLL CALL:** Patricia C. Zambell, President                      Jonathan Hassinger, Vice President  
William Geli, Treasurer    John DiOrio  
Linda Schnitzer, Ass't Treasurer                                  Fred Viteka  
William Reuter, Secretary    Alexandra Tasic, Attorney  
Trisha Donahue, Manager

**JANUARY 17, 2023 MEETING MINUTES:** A motion was made by Fred Viteka seconded by Jonathan Hassinger and carried to accept the JANUARY 17, 2023 meeting minutes.

**MANAGER'S REPORT:**

**REVENUE: \$640,156.66                      EXPENSE: \$ 251,923.89                      ACQ. M.O. \$ - 0 -**

**VACATES: TRANSFERS: NEW MEMBERS:** Denise Thorpe moved out. Tara Hedge moved into 10 C Seafoam; Tara is the niece of Brenda Ulasevich. Jeanette Higgins passed away; Robert & Lauren Cruz transferred to 2D Pacific; Kyle Martino moved into 38 B Wavecrest. Kyle is the son of Margaret and Aderito Martino. Patrick & Tina Weiss moved out. Jennifer & William Crosser transferred to 87 Wavecrest; Michelle Spoon transferred to 96 B Wavecrest; Marianna Winkfield moved into 36 B Seafoam. Marianna is the niece of Claudia Schumann. Constance Barton passed away and assigned 10 C Gulfstream by will to her daughter Gail Rock. Larry & Gail Rock moved out; Samantha Smith moved into 10 B Gulfstream. Samantha is the daughter of Audrey Smith. Tanya Lavan moved out. Paul Sep transferred to 76 A Wavecrest; Sandra Percoskie moved into 4 A 2 Atlantic Drive. Sandra has no priority. Daniel & Ryan O'Grady moved out. Dawn O'Grady transferred to 7 B Riverview; Alexis Frees transferred to 13 C Gulfstream; Nicholas Brown moved into 11 A 1 Atlantic. Nicholas is the son of Roger Brown.

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

**DECEASED:**

Constance Barton	10 C Gulfstream	Died: 12/20/2022
Frances Melnizek	4 A 1 Atlantic	Died: 12/27/2022
Robert Dotter	13 C Wavecrest	Died: 01/08/2023

**INFORMATIONAL:**

01/20/2023	From: Dennis Genuario, NJM	Re: Workers Comp Update
01/23/2023	From: Buckalew, Frizzell & Crevina	Re: Demand Notices
01/27/2023	From: Buckalew, Frizzell & Crevina	Re: Order to Show Cause
02/13/2023	From: Steelworkers Health & Welfare Fund	Re: Medical Benefits Increase
02/14/2023	From: Buckalew, Frizzell & Crevina	Re: Notice to Quit

**COMMUNICATIONS:**

02/07/2023	From: Richard Melnizek	Re: Court Order
02/13/2023	From: Fondoyer Painting, LLC	Re: Proposal/Office Renovation

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

**LEGAL**

**DELINQUENT MEMBERS:** No current delinquents this month. Continue with all past collections and 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.

**BOARD ELECTION NOTICE:** Cheryl Siegel, Corporation attorney needs to review with the Board the new changes in law regarding Board of Trustee elections. In accordance with WMHC By-Laws, Article 4, Section 5, which reads:

*The Election Committee shall authorize the issuance of petitions, in an approved form, for candidates to file for election to the Board of Trustees. Petitions shall be issued at the management office during the month of MARCH and the candidate shall attach a resume to the petition which must be returned to the office no later than 20 days prior to the date of the election. Each candidate must have a petition filed on his or her behalf signed by a minimum of twenty-five (25) members, each of whom may sign one petition for each vacancy. Any duplication, or ineligible signatures, will invalidate those signatures and result in deletion from all petitions in which they appear. The position on the ballot shall be determined by the drawing of names by the Election Committee. Candidates may be present at the drawing. A list of duly nominated candidates, together with their resumes, will be distributed to the membership, and also posted in a prominent place in the Community Center and the management office, not less than ten (10) days prior to the election. Balloting will be held at the Annual Membership Meeting on the third Tuesday, in May, between the hours of 7:15 P.M. and 8:15 P.M. Ballots will be counted immediately and results announced by the Election Committee.*

A motion was made by Linda Schnitzer seconded by Jonathan Hassinger and carried that no action required until further updates from corporation attorney are reviewed on compliance to all associations.

**NEW BUSINESS**

**TRANSFER:** Member has been approved for a transfer. However, in accordance to transfer eligibility, a preliminary inspection is done by the Manager. Due to deficiencies found during the preliminary inspection, the Manager informed Member that their unit needed to be cleaned before being eligible for a transfer. Upon the second inspection, the manager approved the transfer eligibility and the member is now on the list for a transfer. On January 30, 2023 Member called the office for a work order. Maintenance snaked the sewer and found that the member used newspaper down the drain. It is of great concern that this member is on the transfer list and can possibly damage another unit. This member should be taken off the transfer list due to his own negligence and carelessness with the unit that he already occupies. A motion was made by Jonathan Hassinger seconded by Patricia Zambell and carried to remove member from transfer list. After 18 months, a re-inspection of unit and no violations, member can be considered for a transfer.

**INFORMATIONAL**

**STEELWORKERS HEALTH & WELFARE FUND:** Marge Bibb, Account Executive has notified the Manager that the renewal for Winfield Mutual Housing Corporation medical and prescription drug insurance will increase 8.9%. In accordance to the United Steelworkers Labor Agreement Article 10; increase passes to union members effective June 1, 2023.

A motion was made by Jonathan Hassinger seconded by John DiOrio  
Meeting adjourned 7: 55 PM.

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William Reuter, Secretary



WINFIELD MUTUAL HOUSING CORPORATION  
BOARD OF TRUSTEE MEETING MINUTES – Open Session  
FEBRUARY 21, 2023

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

The regular Open Session meeting of the Board of Trustees was called to order by the President, Patricia C.- Zambell at 8:00 PM to DISCUSS AND TAKE APPROPRIATE ACTION IN CONECTION WITH:

ROLL CALL:

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

1. Approval of Minutes from January 17, 2023 Board of Trustee Meeting.  
Minutes were approved as read.

A motion was made by Jonathan Hassinger seconded by Fred Viteka and carried to accept the JANUARY 17, 2023 meeting minutes.

**2. Managers' Report:**

REVENUE: \$640,156.66      EXPENSE: \$251,923.89      ACQ. M.O. \$ - 0-

A motion was made by Jonathan Hassinger seconded by William Reuter and carried to accept the Manager's Report

**Informational:**

01/20/2023	From: Dennis Genuario, NJM	Re: Workers Comp Update
01/23/2023	From: Buckalew, Frizzell & Crevina	Re: Demand Letters
01/27/2023	From: Buckalew, Frizzell & Crevina	Re: Order to Show Cause

**Communications:**

01/31/2023	From: Survivor Fire & Safety Co.	Re: Proposal
02/10/2023	From: Elgin Security Inc.	Re: Invoice

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

**3. NEW BUSINESS:**

**MEMBER SELECTION:** A motion was made by John DiOrio seconded by Linda Schnitzer and carried to approve the following applications: Daughter application 3-#1096; Niece application 3-#1096; Assign by Will application 4-#1669; Non-Priority application 2-1/2-#3310; transfer #1429 who does not need to be interviewed.



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**MEMBER SELECTION (cont):** A motion was made by John DiOrio seconded by Linda Schnitzer and carried cancelling the following applications for failure to respond: 2-1/2-#3299; 3300; 3301; 3302; 3304; 3305; 3306; 3308; 3309; 3311; 3313; 3314; 3317; 3322; 3323; 3324; 3325; 3326; 3327; 3328; 3329; 3330; 3331; 3333; 3335; 3337.

**PROPERTY INSURANCE:** An increase of \$70,000 to the property insurance will be effective January 1, 2023 and will affect the 2023 budget. Therefore, our line item for insurance will have a shortfall. A motion was made by Jonathan Hassinger seconded by William Geli and carried to accept the increase.

**RESOLUTION CARRIED UNANIMOUSLY BY ROLL CALL VOTE**

**SURVIVOR FIRE & SAFETY:** Proposal to furnish the expansion of the LaRocca Law Office has been submitted by Survivor Fire & Safety. The proposal is for the installation of Kidde Fire Alarm devices throughout the LaRocca & Feely commercial space. New devices will be connected to the existing fire alarm control panel. Survivor will also furnish and install new fire alarm power supply that will power new carbon monoxide detectors. All testing of equipment will be provided with 100% acceptance upon completion. Final Project cost \$8,342.34

**ELGIN SECURITY INC.:** Manager made a decision to allow Elgin Security Inc. install the fire and carbon monoxide detectors at a significant savings to the corporation. Total cost \$3,346.88. A total savings of \$4995.46. This project had to be completed before Feeley & LaRocca could move into the extension of their law offices. A motion was made by Jonathan Hassinger seconded by John DiOrio and carried to accept the proposal from Elgin Security and move forward with installation of fire and carbon monoxide detectors with a total savings of \$4,995.46

**RESOLUTION CARRIED UNANIMOUSLY BY ROLL CALL VOTE**

**NON-OCCUPANCY:** It has been brought to the Manager's attention that another member is not living in the unit and that the member's son is living in the unit. Their son told the Manager back in November that his mother is in a nursing home and will be home soon. It has also been reported that the son has had several verbal altercations and disrupts the neighborhood. Member is in arrears for monthly obligation. Account has been sent to legal for eviction. After several unsuccessful attempts to contact a family member, it is very unclear if member is living in dwelling or if the son is living there without the member. A motion was made by John DiOrio seconded by William Geli and carried to investigate further and get confirmation of whether member is living in dwelling.

**RESOLUTION CARRIED UNANIMOUSLY BY ROLL CALL VOTE**



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**BROKEN MAIN WATER VALVE REPAIR:** On Wednesday, January 18, 2023, Member called the answering service regarding not having any water. Member had had a plumber at their unit to change a faucet. When the plumber needed to turn off the water for the dwelling, he ended up turning off the water for all three units. In the process, he broke the shut off valve. Maintenance tried to open the main shut off valve and it wouldn't open. Maintenance searched for the shut off at the street. They found a PVC pipe leading to what should be the shut off and it was full of rocks and dirt. On Thursday, January 19, 2023 Maintenance dug down to expose the shut off tube and started cleaning it out. After finally locating the shut off, they were able to get the valve to turn. When maintenance tried to repair the valve inside the dwelling water started spraying out and maintenance wouldn't take a chance of opening it due to the line being pressurized. Maintenance called the WMHC plumber to install a new shut off, then tried removing the broken piece inside the old one. There was too much pressure to free it. The water for the entire town needed to be shut down, the water pressure needed to be released by flushing the fire hydrant and the plumber was able to fix the shut off. Township assisted by sending a phone blast to all members that the water would be turned off for an emergency repair.

**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 Jonathan Hassinger seconded by William Reuter 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**

**FRONDOYER PAINTING, LLC:** Javier Garcia, owner has submitted a proposal for renovations to the WMHC office. Project of installing new ceiling, new dry wall, new high hat LED lights and painting. Proposal in the amount of \$11,777.00. A motion was made by John DiOrio seconded by Linda Schnitzer and carried to accept proposal and move forward with renovations to the office.

**RESOLUTION CARRIED UNANIMOUSLY BY ROLL CALL VOTE**

4. **INFORMATIONAL:** After several years of lease payments and a \$1.00 Buy Out, the front-end loader is paid off and is now property of Winfield Mutual Housing.
5. **ADJOURNMENT:** Motion to adjourn Open Session meeting made by Jonathan Hassinger seconded by Linda Schnitzer and carried Meeting adjourned at 8:10 PM

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William Reuter, Secretary