

**NEPTUNE TOWNSHIP
RENT LEVELING BOARD
MEETING MINUTES**

November 2, 2023

The Rent Leveling Board Attorney, Gene Anthony, called the Rent Leveling Board Meeting to order at 6:02pm and requested the Secretary, Dainene Roberts, to call the roll. The following members were present: Naomi Riley, Wendel Thomas, and James Manning. Members Absent: Stephen Lella.

FLAG SALUTE

The Rent Leveling Board Vice President, Naomi Riley, stated an adequate notice of this meeting as required by P.L. Chapter 231 has been provided by notice in the Coaster, which was posted on the bulletin board of the Municipal Complex and filing a said notice with the Municipal Clerk.

APPROVAL OF MINUTES

Approving the Minutes of the September 7, 2023, Meeting

Offered by:	<u>Jim Manning</u>	Seconded by:	<u>Wendel Thomas</u>
Stephen	Naomi	Wendel	Jim
<i>Vote:</i> Lella	<u>Absent</u> Riley	<u>X</u> Manning	<u>X</u> Thomas <u>X</u> Webb <u>Abstain</u>

CONSUMER PRICE INDEX:

The September, the Consumer Price Index was at 325.613, which is an increase of one percent (4%) over the month, and four percent (4%) over the year.

RESOLUTION(S):

Resolution #23-07: Resolution Authorizing Amendment #10 to the Rules & Regulations of the Rent Leveling Board/ Landlord Application for a Hardship or Capital Improvement

**THE TOWNSHIP OF NEPTUNE
RENT LEVELING BOARD**

RESOLUTION NO. 23-07

**RESOLUTION OF THE NEPTUNE TOWNSHIP RENT LEVELING BOARD
AUTHORIZING THE AMENDMENT #10 TO THE RULES & REGULATIONS OF
THE RENT LEVELING BOARD**

WHEREAS, the present Rules and Regulations of the Neptune Township Rent Leveling Board were adopted on December 17, 2013. The Rules and Regulations were amended on November 3, 2016, to provide for a Hardship Application Form, and again on February 2, 2017, to provide for a Capital Improvement Form. Thereafter, on March 1, 2018, it was amended to provide for a specific amount of copies to be provided to the Rent Board Secretary, and on May 3, 2018 it was amended with regard to the Landlord's Application for a Hardship or Capital Improvement, including in addition to the original application, attachments and exhibits, copies of the application and all attachments and exhibits are to include copies of all applications and attachments and exhibits for all

regular members of the Rent Leveling Board, as well as additional copies for all appointed alternate members and a copy for the Board Attorney. Thereafter, on August 1, 2019, there was an amendment to Clause VII, entitled “Notice” to add (E.) to place responsibility on the landlord for notifying both tenants and the municipality of any change of address, and that failure to do so will deny the landlord the argument on appeal that the landlord was not properly served with notice at their most recent address. On February 6, 2020, there was a further amendment the Rules and Regulations to amend provisions concerning deposits for appeals to the Mayor and Township Committee to raise said deposits for hearing transcripts with regard to hearings involving Capital Improvement Applications or Hardship Applications made by Landlords to Three Thousand Dollars (\$3,000.00) and all other applications raised to One Thousand Dollars (\$1,000.00) in order to better cover the cost of said transcripts if final payment is not made by certain applicants. Another amendment occurred on August 6, 2020, amending Section XIII, entitled, “Procedure for Appeals” Subparagraph C, entitled “Requirements of Notice of Appeal” to add (1) which indicated that no appeal shall be heard if outstanding fees are due and owing from the applicant either on the instant matter filed or any prior matter filed by the applicant with regard to the present complex owned by the applicant or any other apartment complex owned by the applicant in the Township of Neptune. On October 20, 2022, this Board further amended the Rules and Regulations, Section IX, entitled “Determinations” so as to add subparagraph (D) entitled, “Reduced Services- Continued Credits” to establish a procedure for a Landlord to discontinue continued credits to a Tenant for deficiencies that have been corrected, and allow the Tenant a procedure to oppose said application should the deficiencies not be corrected. On March 2, 2023, there was a need to further amend the Rules and Regulations, Section IX, entitled “Determinations” so as to amend subparagraph (D) entitled “Reduced Services – Continued Credits” to clarify the effective date of discontinued credits when a Landlord files a Motion to Discontinue Credits, and the same is granted by the Board in part or in total; and,

WHEREAS, there is now a need to further amend the Rules and Regulations with regard to Section XIII, entitled “Procedure for Appeals” to amend the procedure for an Appellant to obtain and pay for transcripts directly from a certified transcription service; rather than through the Rent Leveling Board Secretary, and to Section XI, entitled “Documentation” to conform with Section XIII; and,

NOW, THEREFORE, BE IT RESOLVED, that the Neptune Township Rent Leveling Board of the Township of Neptune hereby amends the Rules and Regulations , Section XIII, entitled “Procedure for Appeals” so as to amend subparagraph (D) entitled “Request for Transcripts” to clarify the procedure for an Appellant to obtain copies of a transcript of a meeting in the case of an appeal, and amend Section XI, entitled, “Documentation” for conformance with Section XIII, as set forth more fully in the copy of the Rules and Regulations attached to this Resolution; and

BE IT FURTHER RESOLVED, that any amendment to these Rules and Regulations upon determination by the Rent Leveling Board shall be submitted to the Clerk of the Municipality for future reference.

Offered by:	James Manning _____	Seconded by:	Wendel Thomas _____
Stephen	Naomi	James	Wendel
<i>Vote:</i> Lella	Absent	James	Jim
	Riley	Manning	Thomas
	<u> X </u>	<u> X </u>	<u> X </u>
		Thomas	Webb
		<u> X </u>	<u> X </u>

Mr. Anthony shared the update regarding the appeal process. The committee needs more time on the appeal and the special attorney, appointed to the Township Committee on the matter, will have to be contacted for a special meeting.

DISCUSSION ITEMS

The Board Secretary, Dainene Roberts, brought up the discussion on vacancy decontrol. Ms. Roberts receives quite a few vacancy decontrol forms, from Landlords, monthly.

The Board questioned as to what vacancy decontrol forms are.

Mr. Anthony explained that the process of vacancy decontrol and recontrol. The process is included in the Rent Leveling Board section of the ordinance.

The Rent Leveling Board unanimously shared they would like to include it in the agenda.

PUBLIC PARTICIPATION

Taylor Managa of 3 Jumping Brook Drive, Neptune Township, is a social worker who was doing a project to research or observe the dynamic of an open public meeting.

ADJOURNMENT

James Manning offered a motion, moved, and seconded by Naomi Riley to adjourn the meeting. All were in favor and Jim Webb was absent. The meeting was adjourned at 6:26pm. The next Rent Leveling Board meeting will be held on Thursday, December 7, 2023, at 6:00pm.

Dainene Roberts, Rent Leveling Board Secretary