

**NEPTUNE TOWNSHIP RENT LEVELING BOARD**

**Minutes – March 1, 2018**

Mrs. Johnson called the meeting to order at 6:02 pm and requested the Secretary to call the roll. The following members were present: Ruth Johnson, Connie Holmes, James Manning, Naomi Riley, Catherine McAphee and Jeff Klein. Absent: Morrell Massicot.

Mrs. Johnson stated 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.

Mrs. Johnson announced that the Consumer Price Index [January's price index was 270.771, area prices up 0.4 percent over the month and up 1.4% over the year].

**APPROVAL OF MINUTES**

Mrs. Riley offered a motion, moved and seconded by Mr. Klein to approve the minutes of the meeting for February 1, 2018; all that were eligible to vote were in favor.

**RESOLUTIONS**

Mr. Manning offered the following resolution, moved and seconded by Mrs. Johnson:

**RESOLUTION AMENDING THE RULES  
AND 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. There is a need to amend the Rules and Regulations further to provide for direction concerning a Landlord/Applicant providing sufficient copies of any application for a Hardship or Capital Improvement Increase at the time said application is filed with the Board Secretary.

NOW, THEREFORE, BE IT RESOLVED, that the Neptune Township Rent Leveling Board of the Township of Neptune hereby amends the Rules and Regulations as set forth more fully in the attached copy of the Rules and Regulations to this Resolution, to provide that any Landlord/Applicant seeking a Hardship or Capital Improvement Increase must file at the

time the application is filed with the Board Secretary sufficient copies, including all attachments/exhibits, for all five Regular Members of the Rent Leveling Board, plus all appointed Alternate Members and a complete copy mailed or delivered directly to the Board Attorney sitting at the time of the application. A true copy of the Rules and Regulations, and in particular the Amendment to Paragraph V, entitled "LANDLORD'S APPLICATION" is attached to the within Resolution as Exhibit A.

OFFERED BY BOARD MEMBER:

SECONDED BY BOARD MEMBER:

AND ADOPTED ON ROLL CALL BY THE FOLLOWING VOTES:

ROLL CALL

Affirmative:

Negative:

Abstain:

Absent:

Dated: March 1, 2018

\_\_\_\_\_  
RUTH JOHNSON, Chairwoman

ATTEST:

\_\_\_\_\_  
PAM HOWARD, Secretary

I hereby certify the foregoing to be a true copy of the Resolution adopted by the Neptune Township Rent Leveling Board at a meeting held on March 1, 2018.

ATTEST:

\_\_\_\_\_  
PAM HOWARD, Secretary

The resolution was adopted on the following vote: Holmes, aye; Johnson, aye; Manning, aye; McAphee, aye; Klein, aye; Riley, aye;

### **DISCUSSION ITEMS**

Mr. Anthony stated he realized there was a conflict in the letter he wrote to the attorney for Jumping Brook. He discussed the sq feet occupied by tenant vs monthly rent being paid when figuring out the apportionment. He stated he wanted to create an application that would make it more uniform.

Mrs. Johnson offered a motion to make the apportionment of any surcharge granted by the Board be based on the monthly rent rolls; rather than on square footage and it would also go into the Rules and Regulations, moved and seconded by Mr. Manning; All were in favor.

Mr. Anthony also discussed issues that came to his attention. He also informed the Board that if no new business of concern came in they could cancel the next meeting. The Board agreed to cancel providing no additional business arose.

### **PUBLIC PARTICIPATION**

There were none.

Mrs. Johnson offered a motion to adjourn the meeting, moved and seconded by Mrs. Riley. All were in favor.

Pamela D. Howard

Secretary