

**NEPTUNE TOWNSHIP RENT LEVELING BOARD - AGENDA January 7, 2016 - 6pm**

Constance Holmes calls the meeting to order and requests the Secretary to call the roll:

**ROLL CALL:**

Ruth Johnson \_\_\_\_\_ James Manning, Jr. \_\_\_\_\_ Morrel Massicot \_\_\_\_\_

Charles Woolfolk \_\_\_\_\_ Connie Holmes \_\_\_\_\_

**Flag Salute**

Chairperson Holmes announces that the notice requirements of R.S. 10:4-18 have been satisfied by the publication of the required advertisement in The Coaster, posting the notice on the Board in the Municipal Complex, and filing a copy of the said notice with the Municipal Clerk.

Consumer Price Index [November's price index was 261.009, area prices down 0.2 percent over the month and up 0.6% increase over the past twelve months]

**Action Items:**

1. Approval of Minutes – November 5, 2015.

Offered by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Vote:

Johnson \_\_\_\_\_; Manning \_\_\_\_\_; Massicot \_\_\_\_\_; Woolfolk \_\_\_\_\_; Holmes \_\_\_\_\_;

2. Appoint Chairperson for 2016

Offered by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Vote:

Johnson \_\_\_\_\_; Manning \_\_\_\_\_; Massicot \_\_\_\_\_; Woolfolk \_\_\_\_\_; Holmes \_\_\_\_\_;

3. Appoint Vice - Chairperson for 2016

Offered by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Vote:

Johnson \_\_\_\_\_; Manning \_\_\_\_\_; Massicot \_\_\_\_\_; Woolfolk \_\_\_\_\_; Holmes \_\_\_\_\_;

4. Designate 2016 Meeting Dates

Offered by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Vote:

Johnson \_\_\_\_\_; Manning \_\_\_\_\_; Massicot \_\_\_\_\_; Woolfolk \_\_\_\_\_; Holmes \_\_\_\_\_;

**DISCUSSION ITEMS:**

Status of any complaints if any.

**PUBLIC PARTICIPATION:**

**ADJOURNMENT (Time):** \_\_\_\_\_

Offered by: \_\_\_\_\_      Seconded by: \_\_\_\_\_

Vote:

Johnson \_\_\_\_\_; Manning \_\_\_\_\_; Massicot \_\_\_\_\_; Woolfolk \_\_\_\_\_; Holmes \_\_\_\_\_;

## NEPTUNE TOWNSHIP RENT LEVELING BOARD

### Minutes – November 5, 2015

Constance Holmes , Chairperson, called the meeting to order at 6:20 pm and requested the Secretary to call the roll. The following members were present: Connie Holmes; James Manning, Jr., Morrel Massicot, and Ruth Johnson. Charles Woolfolk absent;

Mrs. Holmes stated that the notice requirements of R.S. 10:4-18 have been satisfied by the publication of the required advertisement in the Coaster on January 15, 2015 posting the notice on the bulletin board of the Municipal Complex and filing a said notice with the Municipal Clerk.

Mrs. Holmes announced that the Consumer Price Index for September was 261.887, area prices up 0.2 percent over the month and 0.3 percent over the year.

### APPROVAL OF MINUTES

Mr. Manning offered a motion, moved and seconded by Mrs. Johnson to approve the minutes of the meeting for July 2, 2015; all were in favor.

### Resolution Establishing Date for the 2015 Reorganization Meeting

Mr. Manning offered the following resolution, moved and seconded by Mrs. Holmes that it be adopted:

WHEREAS, pursuant to the law, it is necessary for the Neptune Township Rent Leveling Board to reorganize from year to year; and

WHEREAS, the Neptune Township Rent Leveling Board shall reorganize in January of each year and shall establish at that time its regular and special meeting schedules.

NOW, THEREFORE, BE IT RESOLVED, by the Neptune Township Rent Leveling Board, that the Board for the year 2015 shall meet for purposes of reorganization and as a regular meeting on Thursday, January 7, 2015, in the second floor Committee Chambers, Neptune Township Municipal Hall, 25 Neptune Blvd., Neptune, New Jersey, or any other designated location at 6:00 P.M.; and

BE IT FURTHER RESOLVED, that the attorney for the Neptune Township Rent Leveling Board shall publish a copy of this notice in the official newspapers of the Township of Neptune and the Neptune Township Rent Leveling Board secretary shall post this notice upon a bulletin board in the main entranceway of Township Hall and keep a copy on file.

The resolution was adopted on the following vote: Manning, aye; Massicott, aye; Johnson, aye; Holmes, aye;

### DISCUSSION ITEMS

Mr. Anthony reported that Winding Ridge Apartments has a contract for sale with the Affordable Housing Alliance to keep it affordable and they are trying to obtain funding. Mr. Anthony stated he spoke with Mr. Bernhardt regarding the different conversions and he was not sure which one he was filing but assured the Board that he would monitor the situation. He

also stated that Sebastian Villa would be rehabilitating their entire complex and they will make it more handicap accessible. They will make it affordable housing for another 30 years.

The Board agreed not to have a meeting in December but they will have the Reorganization Meeting in January.

Mrs. Johnson suggested having palm cards made with Ms. Howard's contact information. She also suggested putting an article in the Coaster to let the residents know about the Rent Leveling Board and to perhaps send letters to renters.

Mr. Anthony stated someone on the board could make a palm card.

Ms. Howard suggested placing an article in the Township Newsletter.

### **PUBLIC PARTICIPATION**

There were none.

Mr. Manning offered a motion to adjourn the meeting at 6:25 pm, moved and seconded by Mrs. Johnson. All were in favor.

Pamela D. Howard

Secretary

RESOLUTION APPOINTING CHAIRPERSON  
FOR THE NEPTUNE TOWNSHIP RENT LEVELING BOARD

WHEREAS, the Neptune Township Rent Leveling Board selects a Chairperson among its members during its Reorganization Meeting held in January of each year.

NOW, THEREFORE, BE IT RESOLVED, by the Neptune Township Rent Leveling Board that the Board hereby selects \_\_\_\_\_ to serve as the Chairperson of the Neptune Township Rent Leveling Board.

RESOLUTION APPOINTING VICE-CHAIRPERSON  
FOR THE NEPTUNE TOWNSHIP RENT LEVELING BOARD

WHEREAS, the Neptune Township Rent Leveling Board selects a Chairperson and Vice-Chairperson among its members during its Reorganization Meeting held in January of each year.

NOW, THEREFORE, BE IT RESOLVED, by the Neptune Township Rent Leveling Board that the Board hereby selects \_\_\_\_\_, to serve as the Vice-Chairperson of the Neptune Township Rent Leveling Board.

RESOLUTION ESTABLISHING REGULAR AND SPECIAL MEETING DATES OF THE  
NEPTUNE TOWNSHIP RENT LEVELING BOARD AND SETTING FORTH PROCEDURES  
THEREFORE

WHEREAS, it is incumbent upon the Neptune Township Rent Leveling Board to reaffirm by annual resolution, the time and place of its regular meetings and its executive sessions to be held throughout the ensuing calendar year, as established in its adopted rules and regulations; and

WHEREAS, there was effective on January 19, 1976, throughout the State of New Jersey, the "Open Public Meetings Act" (N.J.S.A. 10:4-6 et seq) commonly referred to as the "Sunshine Law" requiring notification, publication and airing of all acts taken by the Rent Leveling Board of this municipality; and

WHEREAS, the Neptune Township Rent Leveling Board desires to implement the said act.

NOW, THEREFORE, BE IT RESOLVED, by the Neptune Township Rent Leveling Board that:

1. Regular meetings of the Neptune Township Rent Leveling Board for the year 2016 will be held at 6:00 p.m. on the second floor in the Township Committee Chambers, Neptune Township Municipal Building, 25 Neptune Blvd., Neptune Township, New Jersey, or any other designated location on the following meeting dates: January 7, 2016 (reorganization); February 4, 2016; March 10, 2016; April 7, 2016; May 5, 2016; June 2, 2016; July 7, 2016; August 4, 2016; September 1, 2016; October 13, 2016; November 3, 2016; December 1, 2016.

2. Special meetings and executive sessions of the Neptune Township Rent Leveling Board shall be at the call of the Chairperson or upon the vote of the membership at a prior regular meeting or by motion to follow any particular regular meeting.

3. This notice shall be posted upon the public bulletin board in the main entranceway of the Township Municipal Building and shall remain so posted for at least one month.

4. A copy of this resolution shall be mailed by the secretary of the Rent Leveling Board or the attorney of the Rent Leveling Board to the official newspapers of the Township of Neptune and the Neptune Township Rent Leveling Board.

5. The secretary, on behalf of the Rent Leveling Board, shall be authorized to direct that any other necessary action be performed by the appropriate officials or employees of the Borough to fulfill the mandates of the "Open Public Meetings Act" insofar as the same is applicable to the work and activities of the Rent Leveling Board.

6. This notice shall be published in the official newspapers of the Township of Neptune and the Neptune Township Rent Leveling Board within seven (7) days from the date hereof.

Seconded by Board Member \_\_\_\_\_

adopted on Roll Call by the following votes:

ROLL CALL

Affirmative:

Negative:

Absent:

Dated: January 7, 2016

\_\_\_\_\_  
CONSTANCE HOLMES  
Chairperson

ATTEST:

\_\_\_\_\_  
PAMELA HOWARD  
Secretary

I hereby certify that the foregoing is a true copy of the resolution adopted by the Neptune Township Rent Leveling Board at a meeting held on January 7, 2016.

ATTEST:

\_\_\_\_\_  
PAMELA HOWARD  
Secretary



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January 5, 2016

Via email

Pamela Howard, Secretary  
Neptune Township Rent Leveling Board  
25 Neptune Blvd.  
Neptune Township, NJ 07753

**Re: Proposed Resolutions for Reorganization Meeting on January 7, 2016**

Dear Ms. Howard:

Enclosed herewith please find proposed Resolutions for our upcoming Reorganization Meeting of January 7, 2016, which include a Resolution Establishing Regular and Special Meeting Dates, and the appointment of a Chairperson and Vice-Chairperson.

Please note on the meeting dates, the meetings for March, 2016 and October, 2016 have been scheduled for the second Thursday of the month due to scheduling conflicts.

By a copy of this letter to the members of the Rent Leveling Board, I am requesting they review the proposed Resolutions for adoption at the meeting.

If there should be any questions, please do not hesitate to contact me.

Very truly yours,

*Gene J. Anthony*

Gene J. Anthony, Esq.

GJA:ja

Encs.

Cc: Neptune Township Rent Leveling Board Members (email) w/enc.