

RENT LEVELING BOARD RE-ORGANIZATION MEETING MINUTES  
MANCHESTER TOWNSHIP

June 5th, 2025

5:11 PM

**1. Call to Order-** Secretary Brenda Donovan called The Organization Meeting of the Manchester Township Rent Leveling Board to order by making the following statement:  
"Adequate notice of this meeting was provided in accordance with the Open Public Meetings Act, pursuant to Public Law 1975, Chapter 231. Said notice was advertised in the Asbury Park Press, Star Ledger, and was posted on our township website."

**2. Flag Salute-**A Salute to the Flag was given with the Pledge of Allegiance.

**3. Oaths of Office-** Members Mark Kasiewniak (2 year term) Kim Kavanagh (2 year term) Diane Oresto (1 year term) Andrew Kerstein (3 year term), Brad Cranmer (1 year term), and Chris Ciampa (2 year term) appointed to Rent Leveling Board for a new term, sworn in by Debra Rumpf, Board Attorney.

**4. ROLL CALL:**

Ms. Kim Kavanagh Present

Ms. Diane Oresto Present

Mr. Mark Kasiewniak Present

Ms. Chris Ciampa Present

Mr. Andrew Kerstein Present

Mr. Brad Cranmer Present

Ms. Nina Charlton Absent

Board Attorney - Debra Rumpf Present

Board Accountant - Carmen Memoli Present

**5. Nomination of Chairperson-** Secretary Donovan called for nomination of Chairperson of The Rent Leveling Board for the year 2025.

A. Mr. Kasiewniak nominated Andrew Kerstein, Mr. Cranmer seconded the nomination. No other nominations were made.

B. Ms. Donovan asked if all were in favor of the election of Chairperson by Roll call Vote.

Roll Call: Ms. Ciampa- yes, Mr. Kasiewniak - yes, Mr.Cranmer- yes, Ms. Kavanagh-yes, Ms. Charlton-Absent

Motion Carried

**6. Ms. Donovan turned the meeting over to Chairperson Kerstein.**

**7. Nomination of Vice Chairperson-** Mr. Kerstein called for nomination of Vice Chairperson of Rent Leveling Board.

A. Mr.Kerstein nominated Mr. Kasiewniak, Mr.Cranmer seconded the nomination, no other nominations were made.

B. Mr. Kerstein asked for Roll Call Vote for Vice Chairperson.

Roll Call: Ms. Ciampa- yes, Mr. Kasiewniak - yes, Mr.Cranmer- yes, Mr. Kerstein- yes, Ms. Charlton-Absent

Motion Carried

**8. Appointment for Board Attorney-** Mr. Kerstein called appointment for Board Attorney.

A. Mr. Kasiewniak nominated Ms. Debra Rumpf, Mr. Cranmer seconded the nomination, no other nominations were made.

B. Mr. Kerstein asked for Roll Call Vote for Board Attorney.

Roll Call: Ms. Ciampa- yes, Mr. Kasiewniak - yes, Mr.Cranmer- yes, Mr. Kerstein-yes, Ms. Charlton-Absent

Motion Carried

**9. Appointment for Rent Leveling Board CPA-** Mr. Kerstein called appointment for Certified Public Accountant.

A .Mr. Kasiewniak nominated Carmen Memoli, Mr. Cranmer seconded the nomination, no other nominations were made.

B. Mr. Kerstein asked for Roll Call Vote for Certified Public Accountant.

Roll Call: Ms. Ciampa- yes, Mr. Kasiewniak - yes, Mr.Cranmer- yes, Mr. Kerstein- yes, Ms. Charlton- Absent

Motion Carried

**10. Resolution For The Official Newspaper-** Mr. Kerstein moved for a resolution to adopt the Asbury Park Press and the Star Ledger as Official Newspapers of The Rent Leveling Board.

**11. Resolution for The Schedule and Time of The Rent Leveling Board Meeting for the 2025 Calendar Year.**

A. Mr. Kerstein moved for the Rent Leveling Board Meetings to be held on the First and Third Thursdays of each month.

B. Mr. Kerstein explained that the meetings may be canceled if there is nothing on the agenda, also states the ordinance that sets the meeting dates may change which will result in us changing our meeting dates. Mr. Kerstein stated that there will be proper notice of these changes.

C. Mr. Kasiewniak motion to approve dates, Mr. Cranmer seconded

Roll Call: Ms. Ciampa- yes, Mr. Kasiewniak - yes, Mr.Cranmer- yes, Mr. Kerstein-yes, Ms. Charlton- Absent

Motion Carried

**12. Board Rules Proposed-** Mr. Kerstein stated that to be consistent with the decision of Judge Hodgson the board would like to adopt the following ruling of the Tenant or Landlord alternate. The Alternate Tenant may represent the Tenant Member and the Alternate Landlord may represent the Landlord Member if regular members are unable to participate.

A. Mr. Kasiewniak made the motion, Mr. Cranmer seconded the motion,

Roll Call: Ms. Ciampa- yes, Mr. Kasiewniak - yes, Mr.Cranmer- yes, Mr. Kerstein-yes, Ms. Charlton- Absent

Motion Carried

B. Board Attorney Ms.Rumpf advises Andrew to adopt the position of Vice-Chairperson, and vice- chairperson represent Chairperson if chairperson is unable to participate

C. Mr. Kasiewniak made the motion, Mr. Cranmer seconded the motion,

Roll Call: Ms. Ciampa- yes, Mr. Kasiewniak - yes, Mr.Cranmer- yes, Mr. Kerstein-yes, Ms. Charlton-Absent

Motion Carried

**13. Adjournment-** Mr. Kasiewniak asked for a motion to adjourn the meeting, Mr. Cranmer seconded the motion, Chairmen Kerstein asked if all were in favor. All in favor, none opposed.

**5:28 P.M.**

**Meeting minutes prepared by:**

**Brenda Donovan, Board Secretary**