

RENT LEVELING BOARD REGULAR MEETING MINUTES  
MANCHESTER TOWNSHIP  
Thursday, June 5, 2025  
5:30 PM

**1. Call to Order-** The Regular Meeting of the Manchester Township Rent Leveling Board was called to order by Chairman Andrew Kerstein.

**2. Sunshine Law Statement read by Secretary Donovan:**

Adequate notice of this meeting was provided in accordance with the Open Public Meeting Act, pursuant to Public Law 1975, Chapter 231. Said notice was advertised in the Asbury Park Press, Star Ledger, and posted on our township website.

**3. Chairman's Statement read by Charman Kerstein:**

Good Evening and welcome to the Manchester Township Rent Leveling Board meeting, being held here at the municipal building, 1 Colonial Drive on June 5, 2025 at 5:30 PM. This meeting is a quasi judicial proceeding. Any questions or comments must be limited to issues that are relevant to what the board may legally consider in reaching a decision and decorum appropriate to such a meeting must be maintained at all times. Any yelling, talking over each other, and/or vulgar language will not be tolerated. This meeting shall end at 7:00 P.M. unless a majority of the board agrees to continue.

**4. ROLL CALL:**

Mr. Andrew Kerstein	Chairman	Present
Mr. Mark Kasiewniak	Vice Chairman	Present
Mr. Brad Cranmer	Member	Present
Ms. Nina Charlton	Member	Absent
Ms. Chris Ciampa	Member	Present
Ms. Kim Kavanagh	Alternate Member	Present
Ms. Diane Oresto	Alternate Member	Present
Board Attorney- Debra Rumpf		Present
Board Accountant- Carmen Memoli		Present

**5. Minutes – None**

**6. Bills- Confirmation of Prior Bill Submissions** - Mr. Kerstein explained that because of our order from the Judge to reappoint The Board we have to confirm prior bills that had been submitted.

a. Memoli & Company Invoice # 1973- OLD b. Memoli & Company Invoice # 2443- OLD c. Memoli & Company Invoice # 2472- OLD d. Rumpf Law, PC Invoice # 18888 – OLD e. Rumpf Law, PC Invoice # 18649- OLD f. Rumpf Law, PC Invoice # 18846- OLD g. Rumpf Law, Invoice # 18748- OLD h. Rumpf Law, PC Invoice # 18773- OLD i. Rumpf Law, PC Invoice # 18618- OLD j. Rumpf Law, PC Invoice # 18808- OLD

Mr. Cranmer made a motion to approve Prior Bill Submissions, Mr. Kasiewniak seconded the motion.

Roll Call Vote : Mr. Andrew Kerstein – yes, Mr. Mark Kasiewniak - yes, Mr. Brad Cranmer -yes, Ms. Nina Charlton – absent, Ms. Chris Ciampa - yes

Motion Carried.

## **7. New Bills- Review and Approval of Current Bills**

a. Rumpf Law- Invoice # 18982

b. Memoli & Company Invoice # 2610

Mr. Kerstein explained these are the new bills for this meeting: Memoli & Company for the sum of \$525.00 for the months December and February, and Rumpf Law Firm invoice of \$2,564 for the work done in the period from February to now June.

.Mr. Cranmer made a motion to approve Prior Bill Submissions, Mr. Kasiewniak seconded the motion.

Roll Call Vote: Mr. Andrew Kerstein – yes, Mr. Mark Kasiewniak - yes, Mr. Brad Cranmer -yes, Ms. Nina Charlton – absent, Ms. Chris Ciampa - yes

All in favor, none opposed  
Motion Carried

## **8. Notices- Received and distributed**

## **9. Affirmation of CPI Calculation**

a. Mr. Kerstein confirmed with the board of a prior resolution of the CPI in 2024 that was 3% to now the CPI 2025 3.4%.

Mr. Kerstein made a motion to approve, Mr. Kasiewniak seconded

Roll Call Vote: Mr. Andrew Kerstein - yes, Mr. Mark Kasiewniak - yes, Mr. Brad Cranmer -yes, Ms. Nina Charlton - absent, Ms. Chris Ciampa - yes

Motion Carried

Ms. Oresto asked a question about as an alternate if she is able to ask questions.

Mr. Kerstein stated that alternates are able to asks questions and make comments they just do not have the ability to vote unless filling in for a member.

Ms. Rumpf stopped to administer the Oath of Office to Nina Charlton.

Mr. Kerstein stated he would like to change the order of the Agenda, making Ridgeway Capital Improvement next.

## **10. Old Business –**

a. Ridgeway Capital Improvement - Mr. Kerstein explained to the board that this is an application that was submitted and reviewed by the old board, accountant, and attorney and with some slight changes to the submission of the interest rate the old board approved this application. Mr. Kerstein asked for a motion to approve this application again.

Ms. Rumpf stated that Bonnie Wright (Ridgeway Community attorney) does not object to the resolution that was made with the old board.

Attorney Bonnie Wright - Chris Hanlon & Wright Law- stated she is appreciative of the attempt to be thorough, but Judge Hodgson's order did not undo every decision the board made, just the one specific to the litigation.

i. Mr. Kasiewniak made a motion to approve Ridgeway Capital Improvement, Mr. Cranmer seconded the motion.

Roll Call Vote: Mr. Andrew Kerstein - yes, Mr. Mark Kasiewniak - yes, Mr. Brad Cranmer -yes, Ms. Nina Charlton - abstain, Ms. Chris Ciampa - abstain

Motion Carried

b. Ridgeway Community - CPI- 2024

Mr.Kerstein stated he has not received Ridgeway's 2024 increase, that was put in effect in September 1st of 2024. Mr.Kerstein requested copies of the letter to be provided to the board for review to determine whether it complies with the ordinance.

Bonnie Wright - questioned whether this is required by the ordinance.

Ms.Rumpf explained there was a resolution made and provided a sample.

Mr. Kerstein explained that all notices should be sent to the board secretary, or if sent to the Clerk, the Clerk will send the notices to the board secretary.

Ms. Wright stated that she believed the resolution imposes an application requirement that was not in the ordinance, which just required notification. She asked if she would be able to prove that the application for Ridgeway's 2024 increase was provided previously and if it had not been, they could send a copy within the next few business days. After some discussion between Ms. Wright and Mr. Kerstein about how soon documentation could be provided and reviewed, Mr. Kerstein asked for a motion to carry this matter to the next meeting (June 19th). If any further issues were to arise, the matter would be pushed back to the July 17th meeting.

i. Mr. Kasiewniak made a motion to carry Ridgeway Community 2024 Increase, Mr. Cranmer seconded the motion.

Roll Call Vote: Mr. Andrew Kerstein - yes, Mr. Mark Kasiewniak - yes, Mr. Brad Cranmer -yes, Ms. Nina Charlton - yes, Ms. Chris Ciampa - abstain

Motion Carried

#### c. Pine Ridge South- CPI 2024

Mr.Kerstin and Ms.Oresto recused themselves from this application due to their association as they are a tenant and landlord of Pine Ridge South.

Mr. Kerstin turned the meeting over to ViceChairman Mr. Kasiewniak

Ms. Wright stated for the benefit of those who may not be aware, the two issues that were challenged by her firm: 1) the constitution of the Rent Leveling Board and 2) the tax increase calculation. She explained how tax passthrough amounts are determined and showed how the passthrough would be applied by providing the board members with a tenant-redacted bill that shows the breakdown.

Ms. Rumpf asked board accountant Carmen Memoli to calculate the base rent before taxes are added to see how they come up with their numbers.

Ms. Rumpf swore in Diane Oresto- Landlord for Pine Ridge South. -

1. Ms. Oresto explained why they do not take the passthrough and multiply it by the 3.4%. They need to "back out" the tax passthrough when calculating CPI. The rent base and the tax passthrough must remain separated.

i. Mr. Kasiewniak made a motion to open to the public, Ms.Kavanagh seconded, all in favor, none opposed.

Andrew Kerstein- 36 Pine Ridge Blvd -

1. Mr. Kerstein asked to play a OPRA requested recording of a Council meeting where the ordinance was adopted. He then began to play the recording.

2. Ms.Wright disagreed with Mr. Kerstein playing a recording from his phone.

3. Ms.Rumpf- base rent adds the total amount of taxes from the first year or do they need to deduct?

4. Mr.Memoli suggested that we need a starting point for calculations and January 2024 makes the most sense, although this is not clear in the ordinance. Mr. Kerstein stated that he believes the starting point should be the base rent minus real estate taxes as of January 2024 with the real estate tax and CPI added in after. He believes that the original language of the ordinance, as well as the discussion at the meeting from which the recording he had played earlier the that the recording he played prior is evidence that the Council intended the ordinance to be enacted in this way.

i. Mr. Kasiewniak made a motion to approve CPI calculation, Mr. Cranmer seconded, Roll Call Vote: Ms. Chris Ciampa - abstain

Vote was stopped and after further discussion, Ms. Rumpf suggested a motion to suspend the vote.

Motion made by Ms. Kavanagh, second by Ms. Charlton, all in favor, none opposed.

Ms. Rumpf suggested a motion to close. Motion made by Ms. Charlton, second by Mr. Kasiewniak, all in favor, none opposed.

Motion Carried

Further discussion was held in reference to approval of CPI calculation. Mr. Memoli provided advice.

ii. Ms. Kavanagh made a motion to vote to approve CPI calculation, seconded by Mr. Cranmer.

Roll Call Vote: Ms. Kavanagh - yes, Mr. Mark Kasiewniak - yes, Mr. Brad Cranmer -yes, Ms. Nina Charlton - yes, Ms. Chris Ciampa - yes

Motion Carried

Mr. Kasiewniak made a motion to adjourn, seconded by Ms. Charlton, all in favor, none opposed.

Meeting adjourned  
6:51 PM

**Meeting minutes prepared by:  
Brenda Donovan, Board Secretary**