

RENT LEVELING BOARD REGULAR MEETING MINUTES
MANCHESTER TOWNSHIP
June 19, 2025
5:00 PM

1. CALL TO ORDER CHAIRMEN’S STATEMENT READ BY CHARMEN 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 19th, 2025 At 5 Pm. This Meeting Is 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 Eachother And/Or Vulgar Language Will Not Be Tolerated. This Meeting Shall End At 7pm Unless A Majority Of The Board Agrees To Continue.

2. SALUTE THE FLAG: The Pledge of Allegiance was repeated.

3. 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.

4. ROLL CALL:

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

Mr. Kerstein confirmed that there is a landlord and tenant representative on the board here tonight.

5. MINUTES- Review and Approval of June 5th Regular and Reorganization Meeting Minutes

Mr. Kerstein stated he would like to confirm both meeting minutes from June 5th, which include our reorganization and regular meeting.

Mr. Kasiewniak made a motion to approve both reorganization and regular meeting minutes, Mr. Cranmer seconded the motion.

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

All in favor, none opposed
Motion Carried

6. BILLS- Rumpf Law PC- Invoice # 19005

Mr. Kerstein reviewed Rumpf Laws PC bill stating that it is for the sum of \$400.00.

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

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

All in favor, none opposed
Motion Carried

7. RESOLUTIONS-

- a. #2025-02 Approving and adopting rules and regulations
Mr. Kasiewniak made a motion to approve, Mr. Cranmer seconded the motion

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

All in favor, none opposed
Motion Carried

Ms. Charlton walked in and joined the members of the Board.

- b. #2025-01 Approving Calculations of Rent Increase for Pine Ridge South 2024

Mr. Kerstein and Ms. Oresto recused themselves from the stand because of their association with Pine Ridge South.

Mr. Kerstein handed the meeting over to Vice-Chairman Mr. Kasiewniak.

Mr. Kerstein was sworn in by board attorney Debra Rumpf – 36 Pine Ridge South

Mr. Kerstein announced that at the last board meeting the Landlord representative stated that prior to January 1st of 2024 no real estate taxes had been taken out, and presented the Board with a letter from Pine Ridge South back in 2020 regarding rent increase and lease revisions.

Ms. Rumpf asked Mr. Kerstein where he got the notices before distributing the letter to the Board Members.

Mr. Kerstein stated that it is a copy of the letter that was sent out to all the residents of Pine Ridge South on October 16th, 2020.

Ms. Rumpf asked the landlord of Pine Ridge South, Ms. Oresto, if she was present at that time.

Ms. Oresto – yes

Mr. Kerstein asked to quote the third paragraph last sentence. Which states that Pine Ridge South hopes the township will exercise great care when hiring taxes on adult communities, knowing it will be passed through to the residents.

Ms. Rumpf acknowledged the intention of Mr. Kerstein and acknowledges that there was information that was not presented. Ms. Rumpf suggested that Ms. Oresto have her counsel present, and stated that to Mr. Kerstein's point the Board made a decision based on inaccurate information. Ms. Rumpf asked Ms. Oresto if she recognized this letter.

Ms. Oresto (Property Manager for Pine Ridge South) is sworn in by board attorney Ms. Rumpf- Ms. Oresto then explained the meaning of a pass-through, including the deductions from the rent that qualify as a pass-through, and the ordinances that authorize it. Ms. Oresto also explains that the \$10.00 increase on the Rent Increase and Lease Revisions Letter from Pine Ridge South that was referenced earlier was a flat \$10.00 increase.

Mr. Kerstein stated that this is his point is that the flat 10.00 is now a real estate tax increase which passes through to January 2024.

Mr. Kasiewniak stated he was uncomfortable making a decision at this time due to the newly presented information.

Ms. Rumpf suggested for Ms. Oresto have her council here and for the Board to table this resolution.

Ms. Oresto questioned Ms. Rumpf suggestion on tabling because it was verbally approved last meeting.

Ms. Rumpf explained that the resolution was not passed because of the new information brought to the Board.

Ms. Kavanagh made a motion to table the resolution on approving calculations of rent increase for Pine Ridge South, Ms. Ciampa seconded the motion.

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

All in favor, none opposed
Motion Carried

Ms. Oresto stated that this document should have been brought to the Board prior to meeting, this way arrangements could have been made.

Ms. Rumpf agrees

9. PUBLIC COMMENTS-

Mr. Kerstein states there is no public for public comments; however, he has a question about the Ridgeway Communities referenced during Old Business, and if we have received any communication regarding the rent increase notice either through our Township Clerk or Board secretary.

Secretary Donovan stated she had not received anything regarding Ridgeway, and was not aware of the Township Clerk receiving anything.

10. ADJOURNMENT-

Mr. Kasiewniak made a motion to adjourn, Mr. Cranmer seconded the motion

All in favor, none opposed
Motion Carried
End 5:25

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