

RENT LEVELING BOARD REGULAR MEETING MINUTES
MANCHESTER TOWNSHIP
August 21st, 2025
5:00 PM

1. CALL TO ORDER CHAIRMEN’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 August 21st, 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 each other, 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	Chairperson	Present
Mr. Mark Kasiewniak	Vice Chairperson	Present
Mr. Brad Cranmer	Member	Present
Ms. Nina Charlton	Member	Late
Ms. Chris Ciampa	Member	Late
Ms. Diane Oresto	Alternate Member	Present
Ms. Kim Kavanagh	Alternate Member	Absent

Board Attorney- Debra Rumpf	Present
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Board Accountant- Carmen Memoli	Present
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5. MINUTES- Review and Approval of July 17th Meeting Minutes

Mr. Kerstein stated the July 17th meeting minutes were previously distributed and asked for a motion to be made

Mr. Kasiewniak made a motion to approve July 17th meeting minutes, Mr. Cranmer seconded the motion.

Roll Call: Mr. Kerstein – yes, Mr. Kasiewniak – yes, Mr. Cranmer – yes, Ms. Charlton- late, Ms. Oresto- yes

All in favor, none opposed
Motion Carried

6. BILLS-

a. Rumpf Law PC - Invoice # 31947

Mr. Kerstein reviewed Rumpf Law PC bill, stating that it is for the sum of \$403.20, and asked for a motion to be made.

Mr. Kasiewniak made a motion to approve; Ms. Oresto seconded the motion.

Ms. Donovan paused the vote to announced Ms. Charlton an unaffiliated citizen, joined the rest of the board.

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- None

8. NOTICES-

a. Colonial Mobile Home Court Park – Letters & Leases

Mr. Kerstein stated that notices for Colonial Mobile Home Park have been distributed, and he believes the hearing will be held on September 4th, provided the new attorney for the park agrees to that date.

Ms. Rumpf agreed with Mr. Kerstein.

9. OLD BUSINESS – PINE RIDGE SOUTH – CPI -2024

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

Ms. Donovan made the accountment of Landlord rep Ms. Ciampa joining the board. Mr. Kasiewniak stated that he is acting chairmen.

Ms. Rumpf stated that two afflicted members had recused themselves and stated to the board that if we would like to hear this application, we would need to make a motion.

Mr. Cranmer made a motion; Ms. Charlton seconded the motion.

All in favor, none opposed.

Ms. Rumpf explained to Ms. Wright, the attorney for Pine Ridge South, that their application was tabled until Ms. Wright could attend the meeting, due to new concerns Mr. Kerstein raised to the board regarding the application. Ms. Rumpf also stated that they had received her letters.

Ms. Wright stated that they maintained their position on that any rent increase which occurred prior to the adoption of this ordinance falls outside the jurisdiction of this board. Ms. Wright stated that the board does not have any authority to review or question how their rent increase was calculated before the board was even established.

Mr. Kasiewniak wanted to clarify what years they were referencing.

Ms. Rumpf stated that it referred to the 2021 letters that Mr. Kerstein brought up to the board, stating in lieu of rent increase they were going to pass through taxes.

Ms. Wright reiterated to the board that the letter was prior to the ordinance and constitution of the board, and therefore has no jurisdiction to hear this matter, and this matter was brought up after the application was once approved. Ms. Wright also explained that the term passthrough in that letter that was referenced by Mr. Kerstein was a term of art, the terminology then became defined by the ordinance after the fact.

Ms. Rumpf asked Mr. Kerstein if he would like to come up and speak.

Andrew Kerstein was sworn in by Ms. Rumpf- 36 Pine Ridge Blvd.

Mr. Kerstein stated in contrary to the statement that was made by Ms. Wright, the term passthrough was not defined in the ordinance otherwise they would not have this discussion, and because it is undefined, it should be interpreted based on its plain, common meaning which was referenced in the 2021 letter. Mr. Kerstein stated that there was no reason to assume the term carries a different meaning in the ordinance than in the 2021 letter. Mr. Kerstein also stated that Ms. Wright during her hearing in which she submitted the application are directly contradicted by the 2021 letter. Where she claimed that prior to January 1, 2024, no real estate taxes had been passed through, which was plainly refuted the contents of the 2021 letter.

Ms. Wright stated that without transcript of Mr. Kerstein's prior statements, his testimony should not be considered. She further noted that reliance on remarks allegedly made long ago, which she cannot specifically recall or adequately refute, would be improper.

Ms. Rumpf asked Ms. Donovan for the meeting minutes to give over to Ms. Wright.

Ms. Donovan stated she could print them out but did not have them on hand.

Ms. Rumpf asked Mr. Kerstein not to quote Ms. Wright and explain his point.

Mr. Kerstein reiterated that the landlord had already passed through at least a portion of the real estate taxes as part of the rent, including 2023 which was confirmed by 2021 memorandum, which also explained the rent increase. Mr. Kerstein also explained that the real estate taxes were a factor in determining rent levels at Pine Ridge South.

Ms. Wright presented to the board the Pine Ridge South 2021 Rent Increase and Lease Revisions and Notices to Quit- Rent Increase letters. Ms. Wright apologized for not remembering what she said 2 months ago, but this Notice to Quit Letter made no reference to the basis of the increase was.

Ms. Rumpf asked Ms. Wright if the board was able to review this letter. Ms. Rumpf gave an explanation to what the letter stated and that the Notice to Quit letter is supposed to itemize what the increase are for a real estate passthrough. That includes showing prior year's tax amount, however that letter only showed that their rent will increase by \$10.

Mr. Kerstein stated the board could use that 2021 letter to help their case for the 2024 rent which they do have jurisdiction over. Mr. Kerstein stated it's appropriate to consider what was passed through in prior years as part of the real estate tax component. Mr. Kerstein stated that the 2024 letter implies that the prior pass through was zero because it was not itemized. Mr. Kerstein asked Mr. Memoli the board account if they said the prior real estate passthrough was zero.

Mr. Memoli answered yes.

Mr. Kerstein stated that the 2021 letter is not zero.

Ms. Wright expressed her concerns about how far they are supposed to go back and deduct every potential combination of taxes and where does it end.

Ms. Rumpf explained that the concern was if there was an application of passthrough you should have deducted that.

Ms. Wright stated that she understands the reason, but we do not have the authority to go back years prior to board getting the ordinance. It is unreasonable to go back that far and where that implementation would come to an end.

Ms. Rumpf stated to make a motion to open to the public.

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

All in favor, none opposed

Rich Rosi - 1426 Forest Lane

Mr. Rosi stated that he took the letter to mean a tax passthrough and that he had a letter from

Mr. Kempel who is the owner of the park mentioning the taxes, however the latter was not brought to the board.

Mr. Kasiewniak asked for a motion to close to the public.

Mr. Cranmer made a motion, Ms. Charlton seconded the motion.

All in favor, none opposed

Mr. Kasiewniak stated that the board should find that the maximum allowable rent increase without prior approval must be calculated by applying the net increase in real estate taxes, backing out any amount already passed through in prior years. Mr. Kasiewniak explained that the landlord did passthrough real estate taxes prior to 2024 so the \$10 should be back out.

Ms. Wright expressed her frustration on plucking out \$10 dollars from years ago when the board was nonexistent.

Ms. Rumpf explains to the public that the board now needs to decide whether to keep their original decision on accepting this application or make a motion to remove the prior decision.

Mr. Kerstein stated he was conflicted and felt like there was no progress being made.

Ms. Oresto began to explain that taxes needed to be taken out of the rent to do a passthrough and it is stated on the Notice to Quit. Ms. Oresto started that the 2021 \$10 was rent.

Mr. Kassiewniak made a motion to approve original application; Ms. Charlton seconded the motion.

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

All in favor, none opposed
Motion Carried

Mr. Kerstein and Ms. Oresto joined the board again.

10. PUBLIC COMMENTS-

Mr. Kerstein stated there is no public for public comment.

10. ADJOURNMENT-

Mr. Kasiewniak made a motion to adjourn, Ms. Charlton seconded the motion

All in favor, none opposed

Motion Carried

End 5:45

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