

RENT LEVELING BOARD REGULAR MEETING MINUTES
MANCHESTER TOWNSHIP
December 18, 2025
5:00 PM

1. CALL TO ORDER 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 December 18th, 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:

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| Mr. Andrew Kerstein | Chairman | Present |
| Mr. Mark Kasiewniak | Vice Chairman | Present |
| Mr. Brad Cranmer | Member | Present |
| Ms. Nina Charlton | Member | Present |
| Ms. Chris Ciampa | Member | Absent |
| Ms. Diane Oresto | Alternate Member | Present |
| Ms. Kim Kavanagh | Alternate Member | Present |

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| Board Attorney- Debra Rumpf | Present |
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| Board Accountant- Carmen Memoli | Present |
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5. MINUTES- Review and Approval of August 21st Meeting Minutes

Mr. Kerstein stated the August 21st meeting minutes were previously distributed and asked for a motion to be made.

Mr. Kasiewniak made a motion to approve August 21st meeting minutes, Ms. Oresto seconded the motion.

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

All in favor, none opposed
Motion Carried

6. BILLS-

Invoice # 2724 - Memoli & Company PC

Invoice # 2798 – Memoli & Company PC

Invoice # 19107 - Rumpf Law PC

Invoice # 2798 - Rumpf Law PC

Mr. Kerstein reviewed Mr. Memoli and Ms. Rumpf's bills stating they have two bills each and asked for a motion to be made.

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

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

All in favor, none opposed
Motion Carried

7. RESOLUTIONS- No: 2025-01- Approving Calculation for Consumer Price Index for Pine Ridge South for 2024

Mr. Kerstein read the Resolution 2025-01 – Approving Calculation for Consumer Price Index for Pine Ridge South for 2024 for the record.

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

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

All in favor, none opposed
Motion Carried

8. NOTICES- Mr. Kerstein stated the notices have been received and distributed.

9. PUBLIC COMMENTS-

Mr. Kerstein opened the floor up for public comment.

Wayne Mascola – 1109 Sycamore Court

Mr. Mascola stated that he had questions regarding his new lease from Pine Ridge South. He indicated that the community tax had been reduced; however, there was no corresponding credit passed down to the tenants. Mr. Mascola expressed confusion as to why the community is allowed to pass-through tax increases, but not tax reductions.

Ms. Rumpf stated that from her understanding from what she read from the lease, tenants should be getting the tax reduction. Ms. Rumpf advised Mr. Mascola to write a letter to The Board and a copy to the Landlord regarding his complaints and then a meeting shall be scheduled with the Landlord for explanation.

Mr. Mascola stated that he also had an additional grievance regarding a new \$10 per month pet fee being added to the new leases. While Mr. Mascola understood that this fee was intended for new tenants or new pets, and not existing ones, he was concerned about additional charges like the pet fees, that were not previously in place and are now being introduced. He questioned how tenants would be able to seek assistance if fees continue to increase or become unmanageable.

Mr. Kerstein explained that, prior to January 2027, before The Board sunset, complaints will be handled by our Board. After January 2027, such complaints will be referred to the Department of Community Affairs.

Mr. Mascola stated that he had one last question about the new lease on section E. Mr. Mascola questioned the 60 days notices for the tenants.

Ms. Rumpf explained that the disclosure he was referring needed to be on the lease for formality.

Mr. Kerstein, seeing there was no one else who wanted to come up and speak, asked for a motion to close public comments.

Mr. Kasiewniak made a motion to close public comments, Ms. Oresto seconded the motion

All in favor, none opposed
Motion Carried

10. ADJOURNMENT-

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

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

All in favor, none opposed
Motion Carried

End 5:22

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