

RENT LEVELING BOARD RE-ORGANIZATION MEETING MINUTES
MANCHESTER TOWNSHIP

January 29th, 2026

5:00 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:

Good Evening and welcome to the Manchester Township Rent Leveling Board meeting, being held here at the municipal building, 1 Colonial Drive on January 29, 2026 at 5:06 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.

2. Sunshine Law Statement - Read by Secretary Donovan:

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.

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

4. Oaths of Office- Diane Oresto (1 year term) and Nina Charlton (1 year term) appointed to Rent Leveling Board for a new term, sworn in by Debra Rumpf, Board Attorney.

5. ROLL CALL:

Ms. Kim Kavanagh	Absent
Ms. Diane Oresto	Present
Mr. Mark Kasiewniak	Present
Ms. Chris Ciampa	Present
Mr. Andrew Kerstein	Present
Mr. Brad Cranmer	Absent

Ms. Nina Charlton Present

Board Attorney - Debra Rumpf Present

Board Accountant - Carmen Memoli Absent

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

Ms. Oresto nominates Mark Kasiewniak, no second nomination was made.

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

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- absent, Ms. Charlton-abstain, Mr. Kerstein - yes

Motion Carried

7. Ms. Donovan turned the meeting over to Chairperson Kerstein.

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

Ms. Oresto nominated Mr. Kasiewniak, Mr. Kerstein seconded the nomination; no other nominations were made.

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

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

Motion Carried

9. Appointment for Board Attorney- Mr. Kerstein called for the appointment for Board Attorney.

Mr. Kerstein nominated Ms. Debra Rumpf from Rumpf Law, Mr. Kasiewniak seconded the nomination, no other nominations were made.

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

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

Motion Carried

10. Appointment for Rent Leveling Board CPA- Mr. Kerstein called for the appointment for Certified Public Accountant.

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

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

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

Motion Carried

11. 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.

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

Motion Carried

12. Resolution for The Schedule and Time of The Rent Leveling Board Meeting for the 2026 Calendar Year.

Mr. Kerstein moved for the Rent Leveling Board Meetings to be held on the First Tuesday of each month at 5:30pm unless otherwise noted.

Scheduled Meeting Dates are as follows:

February 3rd, March 3rd, April 7th, May 5, June 2nd, July 7th, August 4th, September 1st, October 6th, November 3rd, December 1st

Mr. Kasiewniak asked to clarify the date, start time and end time of the meetings dates.

Mr. Kerstein explained that the new meetings are the first Tuesday of each month with the start time of 5:30pm and end time of 7pm unless extended by the board. Mr. Kerstein also explained that our meeting date in November may have conflict with Election Day and reserving the Court Room.

Mr. Kerstein asked for Roll Call Vote for Schedule and Time of The Rent Leveling Board Meeting dates for 2026.

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

Motion Carried

13. Board Rules Proposed- None

14. Adjournment- Mr. Kasiewniak asked for a motion to adjourn the meeting, Mr. Kasiewniak made the motion, Ms. Charlton seconded the motion.

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

Motion Carried

Time Ended 5:18 P.M.

Meeting minutes prepared by:

Brenda Donovan, Board Secretary