

**NEPTUNE TOWNSHIP RENT LEVELING BOARD  
MEETING MINUTES  
October 20, 2022**

The Rent Leveling Board Attorney, Gene Anthony, called the Zoom Meeting to order at 6:00pm and requested the Secretary, Dainene Roberts, to call the roll. The following members were present: Ruth Johnson, James Manning, Wendel Thomas, Stephen Lella, and the Alternate #1, Jeff Klein.

**FLAG SALUTE**

**OATH OF OFFICE**

Naomi Riley is sworn in as Chairperson of the Rent Leveling Board for a one-year term from January 1, 2022 to December 31, 2022.

Chairperson Riley stated an adequate notice of this meeting as required by P.L. Chapter 231 has been provided by notice in the Asbury Park Press, which was posted on the bulletin board of the Municipal Complex and filing a said notice with the Municipal Clerk.

**APPROVAL OF MINUTES**

**January 20, 2022**

Mr. Manning offered a motion to approve the minutes, moved and seconded by Ms. Johnson all were in favor.

**CONSUMER PRICE INDEX**

Ms. Riley announced the September's Consumer Price Index in which was at 313.880. The area prices are up 0.2 percent over the month, and up 5.9 percent over the year.

**RESOLUTIONS**

**RESOLUTION #22-05**

**AMENDING THE RULES  
AND REGULATIONS OF THE  
RENT LEVELING BOARD**

WHEREAS, the present Rules and Regulations of the Neptune Township Rent Leveling Board were adopted on December 17, 2013. The Rules and Regulations were amended on November 3, 2016 to provide for a Hardship Application Form, and again on February 2, 2017 to provide for a Capital Improvement Form. Thereafter, on March 1, 2018, it was amended to provide for a specific amount of copies to be provided to the Rent Board Secretary, and on May 3, 2018 it was amended with regard to the Landlord's Application for a Hardship or Capital Improvement, including in addition to the original application, attachments and exhibits, copies of the application and all attachments and exhibits are to include copies of all applications and attachments and exhibits for all regular members of the Rent Leveling Board, as well as additional copies for all appointed alternate members and a copy for the Board Attorney. Thereafter, on August 1, 2019, there was an amendment to Clause VII, entitled "Notice" to add (E.) to place responsibility on the landlord for notifying both tenants and the municipality of any change of address, and that failure to do so will deny the landlord the argument on appeal that the landlord was not properly served with notice at their most recent address. On February 6, 2020, there was a further amendment the Rules and Regulations to amend provisions concerning deposits for appeals to the Mayor and Township Committee to raise said deposits for hearing transcripts with regard to hearings involving Capital Improvement Applications or Hardship Applications made by Landlords to Three Thousand Dollars (\$3,000.00) and all other applications raised to One Thousand Dollars (\$1,000.00) in order to better cover the cost of said transcripts if final payment is not made by certain applicants. The last

amendment occurred on August 6, 2020, amending Section XIII, entitled, "Procedure for Appeals" Subparagraph C, entitled "Requirements of Notice of Appeal" to add (1) which indicated that no appeal shall be heard if outstanding fees are due and owing from the applicant either on the instant matter filed or any prior matter filed by the applicant with regard to the present complex owned by the applicant or any other apartment complex owned by the applicant in the Township of Neptune; and

WHEREAS, there is now a need to further amend the Rules and Regulations to amend a provision under Section IX, entitled "Determinations" so as to add subparagraph (D.) entitled "Reduced Services – Continued Credits" to establish a procedure for a Landlord to discontinue continued credits to the Tenant for deficiencies that have been corrected, and allow the Tenant a procedure to oppose said applications should deficiencies not be corrected.

NOW, THEREFORE, BE IT RESOLVED, that the Neptune Township Rent Leveling Board of the Township of Neptune hereby amends the Rules and Regulations to amend the provisions under Section IX, entitled "Determinations" so as to add subparagraph (D.) entitled "Reduced Services – Continued Credits" to establish a procedure for a Landlord to discontinue continued credits to the Tenant for deficiencies that have been corrected, and allow the Tenant a procedure to oppose said applications should deficiencies not be corrected, as set forth more fully in the copy of the Rules and Regulations attached to this Resolution as Exhibit A.

**OFFERED BY BOARD MEMBER:** Jeff Klein

**SECONDED BY BOARD MEMBER:** Wendel Thomas

**AND ADOPTED ON ROLL CALL BY THE FOLLOWING VOTES:**

**Affirmative:** Ruth Johnson, James Manning, Wendel Thomas, Jeff Klein, Stephen Lella,, Naomi Riley

**Negative:**

**Abstain:**

**Absent:**

**HEARING**

The Rent Leveling Board Attorney shared that the hearing of Maria Kapetanovich vs. McNeely Property Management will be adjourned until the next meeting. The attorney of the property manager was not able to attend the scheduled hearing due to unforeseen circumstances.

**DISCUSSION ITEMS**

The Board held a discussion regarding the next meeting's date and meeting place. An affirmative majority decision of the Board was in favor to have the meeting of November 3, 2022 cancelled and resume on December 1, 2022 at 6:00pm at the Municipal Building.

**PUBLIC PARTICIPATION**

There was no public participation during the meeting.

Mr. Manning offered a motion, moved and seconded by Mr. Lella to adjourn the meeting. All were in favor. The meeting was adjourned at 6:35pm. The next meeting will be held on Thursday, December 20, 2022 at 6pm.

Dainene Roberts, Rent Leveling Board Secretary