

CITY OF NEW BRUNSWICK
RENT CONTROL BOARD

February 26, 2013

MINUTES

I. PUBLIC ANNOUNCEMENT (OPEN PUBLIC MEETING ACT)

Meeting called to order at 7:00pm by Scott Elias, Rent Control Board Chair, read Public Announcement.

II. ROLL CALL

MEMBER:	PRESENT	ABSENT
Scott Elias	X	
Catherine Feaster	X	
David Gomez	X	
Carmen Lopez	X	
Wendy Stellatella	X	
Morris Kafka	X	

Ben Bucca, Board Attorney

III. SALUTE TO THE FLAG

IV. REORGANIZATION OF MEMBERS

- Re-appointments:
 - i. Catherine Feaster as Alternate Representative, regular member (Expires December 31, 2014) – she has been on the board before, so she does not have to be sworn in.

V. APPROVAL OF MINUTES: January 22, 2013

Morris Kafka makes a motion to approve minutes, everyone approves

VI. REVIEW OF RENT CONTROL ACTIVITIES THRU FEBRUARY 22, 2013

Maria Cody, Rent Control Administrator, provided everyone with a summary of the rent control activity up to the meeting day.

- As of 02/26/2013 there were 333 Rent Control Registrations = \$8325.00
- 10 from 2012 with late fees = \$300

We have a new server and it is taking some time to register and enter everything because of this.

VII. OLD BUSINESS:

a. APPROVAL OF MINUTES FROM: OCTOBER 23, 2012

- i. David Gomez makes motion to approve min
- ii. Catherine Feaster seconds his motion

VIII. NEW BUSINESS:

- A. TRAINING SESSION: REVIEW OF LEGAL AND ADMINISTRATIVE PROCESS OF RENT CONTROL AND THE BOARD.

- Maria Cody, Rent Control Administrator, discussed what is done in the Rent Control Department.
- She gave a brief overview of various forms that are handled in the department (i.e. Yearly Rent Control Registration forms, Vacancy Adjustment Request (VAR), Market Vacancy Decontrol (MVD) Applications, as well as Tenant Complaint forms)
- She also spoke about what steps that are taken on the departments side to either approve or deny a VAR or a MVD, as well as what kind of mistakes could make the department return a yearly registration form.
- Those present were able to ask any questions that they may have regarding each form.
- Ben Bucca went over the Rent Control Ordinance book and provided examples in order to explain some of the ordinances and what the Rent Control Board and can and cannot do in certain situations.

Motion for Adjournment: 8:22 P.M

ADJOURNMENT

- **FUTURE MEETING SCHEDULE – TUESDAY, March 26, 2013**