

**MINUTES OF THE CALDWELL RENT REVIEW BOARD**

**January 20, 2016**

Meeting called to order **7:05PM**

Mr. Galante read the portion of the Open Public Meeting Act

**OATH OF OFFICE:**

Suzanne Pemrick

**ROLL CALL**

**PRESENT:** Mr. Galante, Ms. Pemrick, Ms. Kerrigan, Mr. San George and Councilman Cascarano

**ABSENT:** Ms. Evans and Councilman Rodgers

Pledge of Allegiance

**MINUTES:**

May 20, 2015

Minutes of Rent Review Board meeting accepted and approved

October 21, 2015

Minutes of Rent Review Board meeting accepted and approved.

Mr. Galante abstained.

**APPOINTMENTS:**

Ms. Pemrick nominated Mr. Galante as Chairman of the Rent Review Board, seconded by Ms. Kerrigan. All in favor.

Mr. Galante nominated Ms. Pemrick as Vice-chairman of the Rent Review Board, seconded by Ms. Kerrigan. All in favor.

Board Secretary asked the Board to consider revising a Capital Improvement Form for landlords. After discussion the Board Attorney will email a form from other towns that the Board can look at.

**NEW BUSINESS:**

Tenant Complaint Form

Ms. Pemrick discussed the complaint form and the reduction in rent for failure to maintain property or a reduction in services is really the remedy they are seeking not the basis of the complaint. The basis would be tailored from the clause in the ordinance which is failure to maintain property or reduction in services. Mr. Galante responded that he sees what Ms. Pemrick is saying but you can also read it as, the complaint is, they want a reduction of the rent because of that. The Complaint would be failure to maintain property. Mr. San George

responded that you want to consider taking out the reduction in rent for and Ms. Pemrick and Mr. Galante responded yes. Ms. Pemrick responded what they are complaining of is the failure to maintain property or reduction in services.

Motion made by Ms. Pemrick to accept the revised complaint form with removing from this form "reduction in rent for", seconded by Mr. Galante. All in favor.

Motion made by Ms. Pemrick that the complaint form be available on the website similar to the Rent Review Board Ordinance, seconded by Mr. San George. All in favor.

Board Members discussed the members on the Board and what is needed to have a full Board.

OPEN TO PUBLIC:

**Rick Ventola, 9 Twin Brook Road, West Caldwell** owns a two-family home and had questions on capital improvement and what he is allowed to raise the rent in one of the units. He feels one of the units is under market value.

Discussion with Board members and Mr. Ventola continued on capital improvements.

Board Members discussed getting information to tenants.

Mr. San George stated that 182-5 lays out the powers and duties of the Board "to supply information and assistance to landlords and tenants to help them comply with the provisions" we need to caution ourselves as we proceed.

**Mr. San George** made motion to adjourn meeting at 8:16p.m., seconded by **Ms. Kerrigan**. All in favor.