

**City of Perth Amboy – Rent Leveling Board Meeting**  
**Monday, May 3, 2021**  
**Minutes: Meeting commenced @ 7:02 p.m. via zoom**

**Welcome:** Chairperson S. Hubberman read open public meeting act.

**Roll Call,** Vincent Mackiel, Luz Ramirez and Chairperson Sharon Hubberman ,  
Jenny Alvarez (excused)  
Kevin McManimon, Esq. and Dianne Roman (recording secretary to the RLB and  
City representative)  
Irving Lozada, Director Code Enforcement  
Rodolfo Rodriguez, Code Enforcement Inspector

**Pledge of Allegiance**

**Approval of Minutes:** April 5, 2021

Vincent Mackiel – added that there were some differences in language regarding properties suggested to be included under Rent Control and what was discussed at the meeting. He would like to make the recommendation that this be tabled for the next meeting until it is modified.

Luz Ramirez, second the motion.

**Topics of discussion:**

**Presentation by Code Enforcement: Irving Lozada, Director**

Mr. Lozada gave an overview of the Department's functions/divisions including list of complaints that would normally come to CD on a regular basis.

Information was also shared regarding Illegal housing occupancy concerns in the city.

Chairperson, S. Hubberman asked if there is a square footage difference between overcrowding and illegal housing.

\*Inspections of rental properties only done when there is a sale or complaint like illegal occupancy. **There are no regular inspections like Fire Department conducts.**

S. Hubberman; asked 'is there some log maintained by department about complaints for 'Standard of use.'

I. Lozada ; It is difficult to maintain log on properties maintenance because it cannot be done without having access to the unit. They can look at properties from the outside; only in the cases when a tenant files a complaint.

The rental registration form now maintains log of tenants. \*\* This is currently being done in the OHSS,

Chairperson S. Hubberman: 'When it is discovered that occupants over exceeds guidelines for rental units, are there summons given to property owners?

Mr. Lozada confirmed in the affirmative.

S. Hubberman, "who decides the amount of fines regarding this? I. Lozada Jude will decide amount of fine. Several things are taken into account including if they are repeat offenders, etc.

R. Rodriguez added that data on previous complaints is available in DE.

Comments: Vincent Mackiel; how much feedback has CE received from tenants/landlords about people not being able to pay their rent? Hence, Landlords having to take them to court for nonpayment since covid has greatly affected residents.

CE makes referrals to OHSS to direct renters in need of assistance.

V. Mackiel, if fee for registration moves forward; we should establish education for residents/property owners.

L. Ramirez; "We need to get a better handle on illegal housing,' It is greatly impacting the quality of life of our neighborhoods. She recommended that CE works better with PAPD to notify and share information when cases of crime are investigated resulting from illegal housing.

Chairperson S. Hubberman, also asked if complaints to CE can be made anonymously? Is there a system that maintains complaints that are file?

Mr. Lozada added that there are only 4 CE field officers. The Housing study highlighted that there is a need for more CE inspectors in order to meet the demand of a city of our size. He is hopeful that there will be more inspectors added to address these issues.

Motion to close topic of presentation:

Vincent Mackiel

Luz Ramirez, Seconded the motion

D. Roman provided members a brief summary of recent questions about the suggested increase of RLB membership size discussed at the recent City Council meeting.

Mr. McManimon added that the RLB does not need to do anything else; it is up to the City Council to make their final recommendation.

**Old Business:**

Motion to open OB:

V. Mackiel

L. Ramirez, 2<sup>nd</sup>

D. Roman spoke on efforts to promote RLB to the community and non-profit partners.

Mr. Mackiel added that there should be more present information on city website. It has to be more front and center. Chairperson S. Hubberman agreed.

Motion to close OB:

Vincent Mackiel,

L. Ramirez, 2<sup>nd</sup>

**New Business:**

No new business

Motion to close NB

Vincent Mackiel,

L. Ramirez, 2<sup>nd</sup>

Open to the Public:

No comments

Motion to open to the public

Vincent Mackiel,

L. Ramirez, 2<sup>nd</sup>

Motion to close to the public

V. Mackiel

L. Ramirez, 2<sup>nd</sup>

Having no more business of the RLB:

Motion was made to close the meeting:

Vincent Mackiel

L. Ramirez, 2<sup>nd</sup>

All members were in agreement.

Meeting adjourned at 8:29 p.m.