

## November 10, 2014 – AGENDA SESSION

Acting President Keyes-Maloney called the meeting to order at 6:15 p.m. and read the Open Public Meetings Statement:

The notice requirements provided for in the “Open Public Meetings Act” have been satisfied. Notice of this meeting was properly given in a notice which was transmitted to the Times of Trenton and the Trentonian, filed with the Clerk of the Township of Ewing and posted in the Ewing Township Municipal Complex, all on the 1<sup>st</sup> day of July, 2014.

THE PUBLIC WILL HAVE AN OPPORTUNITY TO ADDRESS THE COUNCIL DURING THE “STATEMENTS AND COMMENTS FROM MEMBERS OF THE PUBLIC” SEGMENT OF THE MEETING. MEMBERS OF THE PUBLIC ARE REQUESTED TO SIGN IN ON SHEET PROVIDED IN THE FRONT OF THE ROOM. ALL QUESTIONS AND COMMENTS FROM THE PUBLIC WILL BE DIRECTED TO THE COUNCIL PRESIDENT. WHEN ADDRESSING THE COUNCIL, PLEASE GIVE YOUR NAME AND YOUR ADDRESS.

THE COUNCIL INVITES AND ENCOURAGES PARTICIPATION BY THE PUBLIC IN ITS MEETINGS, HOWEVER A MEMBER OF THE PUBLIC MAY UTILIZE FIVE MINUTES OF TIME FOR REMARKS AND QUESTIONS, UNLESS OTHERWISE ENGAGED IN A DIALOGUE WITH A MEMBER OF THE COUNCIL, ANY FURTHER REMARKS OR QUESTIONS BEYOND THE TIME LIMIT MUST BE AUTHORIZED BY THE PRESIDENT OF THE COUNCIL.

### ROLL CALL

- |                               |                                |
|-------------------------------|--------------------------------|
| ▪ Ms. Keyes-Maloney – Present | Jim McManimon, Administrator   |
| ▪ Mr. Schroth – Present       | Joanna Mustafa, CFO            |
| ▪ Ms. Steward – Present       | Maeve Cannon, Attorney         |
| ▪ Ms. Wollert – Present       | Kim Macellaro, Municipal Clerk |
| ▪ President Baxter – Excused  |                                |

The Clerk stated for the record that President Baxter has an excused absence.

The CFO said that Acting Chief Lt. Stemler and someone from the IT Department will be here to discuss Discussion Item Number 1.

Acting President Keyes-Maloney then stated that we will begin with Discussion Item Number 3 as we are going to want the Acting Chief here for Discussion Items Number One and Number Two.

### DISCUSSION

3. AN ORDINANCE AMENDING THE REVISED GENERAL ORDINANCES OF THE TOWNSHIP OF EWING IN THE COUNTY OF MERCER, TO AMEND PART III, HEALTH LEGISLATION, ADDING NEW CHAPTER 415, COMMUNICABLE DISEASES, SECTION 1, QUARANTINE AND ISOLATION

The Attorney said that this new Ordinance will adopt the standards of the “model quarantine rule” that the State adopted. As that “model quarantine rule” changes our Ordinance will change.

Acting President Keyes-Maloney added that this creates a standard operating procedure for any time we have a quarantine or isolation situation. Council has a copy of this State model as it currently stands.

There were no questions or comments from Council.

**4. AN ORDINANCE AUTHORIZING THE LEASE OF A PORTION OF THE EWING HOLLOWBROOK COMMUNITY CENTER TO MEALS ON WHEELS OF TRENTON/EWING, A 501(C)3 NON-PROFIT ORGANIZATION**

The Attorney said that this is very similar to the type of arrangement that we have at the Senior Center where we allow Kidsbridge to lease a portion of it in exchange for services provided to Ewing Township. Meals on Wheels has to: One, be a 501(C)3 non-profit organization. Two, serve a large number of Ewing residents. Three, leave their current location. The Attorney then explained that this will mainly be their administrative offices; there is a clause in the lease that allows them to use the kitchen facilities in an emergency situation.

Acting President Keyes-Maloney said that the Meals-on-Wheels food “kits” are assembled by Mercer Arc and then distributed by Meals-on-Wheels.

The Attorney said that the administrative offices of Meals-on-Wheels were at the Arc facility, but Mercer Arc is expanding and needs the space. The Township has the space at Hollowbrook.

Acting President Keyes-Maloney added that the majority of the Meals-on-Wheels recipients are Ewing residents.

There were no questions or comments from Council.

Acting President Keyes-Maloney stated that we are now going to go back to Discussion Item Number One.

**1. A BOND ORDINANCE PROVIDING FOR THE ACQUISITION OF POLICE TECHNOLOGY EQUIPMENT IN AND BY THE TOWNSHIP OF EWING, IN THE COUNTY OF MERCER, NEW JERSEY, APPROPRIATING \$320,000 THEREFOR AND AUTHORIZING THE ISSUANCE OF \$304,000 BONDS OR NOTES OF THE TOWNSHIP TO FINANCE PART OF THE COST THEREOF**

The CFO explained that this is a capital Ordinance for \$320,000. \$304,000 will be issued in bonds or notes at some point in time. The rest will be funded by a capital improvement fund down payment. It is for much needed Police technology equipment. We did not realize it was needed when we did the 2014 capital; it is needed prior to when we do the 2015 capital.

Acting Chief Lt. Stemler said that it involves several items - the most critical is that we have to replace the servers. The servers (MVR's – in-car cameras) are old and are crashing. It is at the point where we can lose critical data.

Matt Rosidivito (IT Department) then described the current state of the servers.

Acting Chief Stemler said that we are looking to upgrade to a virtualized server. Lt. Stemler then detailed the benefits of a virtualized server and discussed how it works.

Lt. Stemler then said that we are also looking to upgrade the MVR system itself. Right now we are using a system from L3. We would like to move to a new system from Watch Guard. Acting Chief Stemler then described the benefits of this new system. Lt. Stemler said that last thing we want to do is upgrade our MDT System (Mobile Data Terminals). Right now we have twelve that use Windows XP.

Mr. Rosidivito then remarked that Windows XP reached its end of life back in April. It is not receiving any security updates or patches or upgrades. Microsoft no longer offers support for Windows XP. These current MDTs are in the same state as the servers – having to recover from failure quite often. Mr. Rosidivito demonstrated how the new MDT would work in a police vehicle.

Acting President Keyes-Maloney asked them to explain the virtualized server.

Mr. Rosidivito said that it became popular about ten years ago; the kinks have been worked out. Mr. Rosidivito then explained how a virtualized server operates.

Acting Chief Stemler added that we would be able to store everything on one server. It would be cheaper and it would also allow our reports system to be stored elsewhere. We are in the process of working with Hopewell, whereby their reports would be stored here and ours there.

Councillwoman Steward asked if this would be compatible if there is ever a body cam mandate.

Mr. Rosidivito explained how it would be compatible.

Lt. Stemler added that if a body cam was mandated now, we would not be able to do it with the server crashing all the time.

There were no additional comments or questions from Council. Acting President Keyes-Maloney thanked Acting Chief Lt. Stemler and Mr. Rosidivito for coming in this evening.

**2. AN ORDINANCE AUTHORIZING A SPECIAL EMERGENCY APPROPRIATION IN THE AMOUNT OF \$275,000 FOR THE PAYMENT OF UNCOMPENSATED ABSENCES RESULTING FROM THE RETIREMENT OF EMPLOYEES IN AND BY THE TOWNSHIP OF EWING, IN THE COUNTY OF MERCER, NEW JERSEY**

The CFO explained that this is a proven method of budgeting for unforeseen large expenditures associated with income. We have had a large number of retirees this year – we did not know about all of them. It allows us to spread this money out over a five year period. It does not necessarily involve borrowing any money; it is just a budgetary procedure to split the money across five different years.

Acting President Keyes-Maloney stated that Council has been provided information on this budgetary procedure.

The CFO added that the information includes a notice from the Local Finance Board regarding this procedure and background information on the dollar amounts that we have paid out this year.

Councilwoman Wollert asked if the retiree is allowed to put this into a tax deferred type of account.

The CFO replied – yes.

There were no additional questions or comments from Council.

Acting President Keyes-Maloney stated that we are now going back to Discussion Item Number Five.

**5. RESOLUTION AUTHORIZING CY2014 BUDGET TRANSFERS**

The CFO stated that this normal November business for the municipal budget; moving money from appropriations that have excess money to those appropriations that need a little more. We are allowed to do this twice a year by State statute in November and December.

There were no questions or comments from Council.

**6. A RESOLUTION TO CANCEL CERTAIN GRANT BALANCES**

The CFO explained that these are all road grants that we received from the N.J. Department of Transportation and one from the Bridge Commission. The CFO said that with these grants you receive an original award; you may not spend as much as the original award but because we are reimbursed we have received all the money that we are going to receive so we have to cancel those balances out and close them off the books.

There were no questions or comments from Council.

**7. A RESOLUTION REQUESTING APPROVAL OF ITEMS OF REVENUE AND APPROPRIATION NJS 40A;4-87**

The CFO said that this is a grant the Police Department received for “Cops In Shops.” This resolution is to incorporate it into the 2014 Budget.

Councilwoman Steward asked where did the grant come from.

The CFO responded that it came from the State – Law & Public Safety.

Councilman Schroth said that this program is where the police go into stores.

The CFO replied yes, liquor stores, to prevent the selling of alcohol to minors.

Councilman Schroth asked if the funds are needed because this work is generally done as overtime.

The Administrator replied that it can be as overtime or as part of their general work, but mostly it is done as an extra duty when they are not in uniform.

Acting President Keyes-Maloney said that this is a grant-in-aid from the State for the purpose of continuing this program for next year.

The CFO said that the application for fiscal year 2015 is being done right now.

There were no additional questions or comments from Council.

8. A RESOLUTION AWARDED A TELECOMMUNICATION EQUIPMENT LEASE TO ARROW CAPITAL SOLUTIONS, INC. IN THE AMOUNT OF \$33,504.00

The CFO explained that about eight years ago, the Township purchased telephones for the offices. These telephones are well past their life expectancy. Rather than doing a large purchase through capital, we are going to lease which means the technology will upgrade with us. This is for a one year contract with two one year extensions. The certification of funds is only for one month because we are at the end of the year.

There were no questions or comments from Council.

9. A RESOLUTION AUTHORIZING THE TOWNSHIP OF EWING TO ENTER INTO AN AGREEMENT WITH THE EWING-LAWRENCE SEWERAGE AUTHORITY, JOHN P. KUKON, HELEN A. KUKON, AND THE TOWNSHIP OF HOPEWELL FOR THE PROVISION OF SEWER SERVICES FOR 14 BRANDON ROAD WEST

Acting President Keyes-Maloney said that this is consistent with other proposals that we have recently seen.

The Administrator explained the procedure involved with this. The homeowner first gets approval from Hopewell to build their house. Then, they need approval from ELSA for sewer service, if available. They will have to pay one and one half times the rate Ewing residents pay to Ewing. It is a financial benefit for Ewing. The capacity is allocated to Hopewell.

There were no questions or comments from Council.

10. A RESOLUTION AUTHORIZING THE DONATION, RECYCLING OR DISPOSAL OF PROPERTY OF NOMINAL VALUE

Acting President Keyes-Maloney said that we have seen this before. The IT Director has recommended disposal. The specific items to be disposed of are listed. This is consistent with environmental practices.

There were no questions or comments from Council.

11. A RESOLUTION AUTHORIZING A MAINTENANCE GUARANTEE RELEASE FOR MERCK CORPORATE HANGAR, BLOCK 372.01 LOT 7 BLOCK 373 LOTS 6 & 7 TRENTON-MERCER AIRPORT EWING TOWNSHIP FOR PROJECT NUMBER RV&A #1102 I 001 SUBJECT TO THEIR COMPLIANCE WITH SPECIFICATIONS OUTLINED BY EWING TOWNSHIP ENGINEERS REMINGTON, VERNICK & ARANGO

Acting President Keyes-Maloney said that Council has the information from the Township Engineer that this work has been completed. It is consistent with what we have done in the past.

There were no questions or comments from Council.

12. A RESOLUTION AUTHORIZING THE EXECUTION OF A THREE-YEAR SHARED SERVICES AGREEMENT WITH THE COUNTY OF MERCER FOR PUBLIC HEALTH PREPAREDNESS AND RESPONSE TO BIOTERRORISM, OUTBREAKS OF INFECTIOUS DISEASE, AND OTHER PUBLIC HEALTH THREATS AND EMERGENCIES FUNDED BY LINC'S (LOCAL CORE CAPACITY INFRASTRUCTURE FOR BIOTERRORISM PREPAREDNESS GRANT)

Acting President Keyes-Maloney said that Council has the description of the shared services agreement.

The Attorney said that this shared services agreement was originally entered into by the Township in 2009. The agreement does not have an expiration date because shared services can go for ten years. The County indicated that they would like to have all their shared services agreements be for a three year term. The County has already entered into three year agreements, starting in September, with the other municipalities in the County. This agreement is retroactive back to September first. It will then be consistent with the other towns in the County, all running on the same cycle with the County.

There were no comments or questions from Council.

#### **CONSENT AGENDA**

Council Acting President Keyes-Maloney presented the Consent Agenda for review.

1. A Resolution Authorizing the Chief Financial Officer to Pay Bills for November 10, 2014 in the Amount of \$6,230,219.95 and to Pay Supplemental Bills per Resolution #14R-44 in the Amount of \$5,801.80 for November 10, 2014 and in the Amount of \$677,624.43 for October 28, 2014
2. Approval of Minutes of the Meetings of January 4, 2014 (Reorganization), January 13, 2014 (Agenda), and January 14, 2014 (Regular)
3. A Resolution Approving Christopher E. Aldridge as a Senior Firefighter Member of the Prospect Heights Volunteer Fire Company No. 1
4. A Resolution Approving Marco A. Hernandez as a Senior Firefighter Member of the Prospect Heights Volunteer Fire Company No. 1
5. A Resolution Approving Marc M. Anderson as a Senior Firefighter Member of the West Trenton Volunteer Fire Company No. 1
6. A Resolution Approving Heather L. Canulli as a Senior Firefighter Member of the West Trenton Volunteer Fire Company No. 1
7. A Resolution Authorizing Shiloh Community Development Corporation to Hold a Bike Ride/Road Closing on November 30<sup>th</sup>, 2014
8. A Resolution Authorizing the Conduct of an Off-Premise Merchandise Raffle Sponsored by Credit Union of New Jersey Foundation, Inc.

There were no questions or comments from Council.

#### **ORDINANCE(S) FOR FIRST READING AND INTRODUCTION**

**(None for this Meeting)**

#### **ORDINANCE(S) FOR SECOND READING, PUBLIC HEARING AND FINAL ADOPTION**

**(None for this Meeting)**

#### **NEW BUSINESS**

**(None for this Meeting)**

The Administrator addressed Council about a petition that Mr. Caldron presented to the Administration. Mr. Caldron and others are here tonight to speak about it. The petition is to prevent rentals in Ewing and to have limited or no parking on the streets in their neighborhood. The Administrator said that he explained to Mr. Caldron that it is illegal for the Township to prevent homeowners from renting their properties. The Administrator said that he told Mr. Caldron that limiting parking is something that can be discussed by Council and the Administration.

## STATEMENTS AND COMMENTS FROM MEMBERS OF THE PUBLIC

Carmen Caldron (7 Metekunk Drive) said that he would like to address Council about rentals. Eighty-five out of ninety residents signed the petition to eliminate rentals. Mr. Caldron then cited ordinances (284-12; 215-14) which state that boarding and rooming houses are not permitted in residential areas and then said that there are boarding or rooming houses in the neighborhood.

The Attorney stated that not every rental is a boarding or rooming house. Boarding and rooming houses are licensed by the Department of Community Affairs and have certain attributes as defined by law. A municipality is permitted to bar the use of a boarding or rooming house. However, municipalities cannot bar the use of a residential property as a rental property.

Acting President Keyes-Maloney said that we can and have restricted how much of a property can be covered by pavement, whether or not a bedroom is allowed in a basement. But because of a Court decision a few years ago, we are limited. We cannot outright restrict rentals within your zone.

The Attorney said that the cited Ordinances are not the Township Ordinances, but snippets of various articles. The Attorney explained that the Court ruled in the Glassboro case that the use is residential and you cannot define who is a family. The standard is not whether or not people are related to each other but rather how people live as a unit.

Acting President Keyes-Maloney said that Council can consider and address your concerns about parking in your neighborhood. Acting President Keyes-Maloney asked Mr. Caldron to tell Council what he is interested in as far as parking is concerned.

Mr. Caldron said that if you limit boarding houses; that will take care of the number of cars.

Acting President Keyes-Maloney reiterated that Council cannot limit rentals, but we may be able to restrict parking on a particular street.

Acting President Keyes-Maloney said that she is going to turn the petition over to the Administration to begin the process of verifying signatures and making sure that the residents who signed the petition are on board with what the petition says. Then you can come back before Council to discuss this further.

The Administrator stated that the residents' petition concerned two separate issues and then asked if we okay with only verifying the parking part of that petition.

The Attorney asked if the petition mentioned what type of parking restriction is wanted.

Mr. Caldron replied that the petition says no more than two vehicles parked overnight on the street.

Councilwoman Steward asked if there was a way to restrict per property the number of vehicles.

The Administrator said that the issue will be enforcement. We would also have to know what hours are considered overnight. We have to come to an understanding as to what is wanted as it might set a precedent for other areas in Ewing.

Councilwoman Steward said that she wanted everyone to understand exactly what is wanted regarding parking.

A long discussion followed on how one enforces "two vehicles overnight".

Acting President Keyes-Maloney pointed out to Mr. Caldron that it may come to something more restrictive than just "no more than two vehicles overnight" as it is a matter of enforcement.

Mr. Caldron then said that Council is missing the point - if you restrict rentals, that would eliminate the parking problem.

Joe Murphy (9 Malaga Drive) said that he has a solution – limit the number of cars allowed at a rental to the number of bedrooms. Mr. Murphy then asked if Code Enforcement has the right to inspect houses and see how many people live there.

The Administrator replied that if it is a rental property, then it is inspected once a year. If it is privately owned, Code Enforcement has no right to enter the house.

Mr. Murphy then suggested that Council pass an Ordinance that landlords have to register who is living in a rental.

Acting President Keyes-Maloney said that this Council instituted this as part of landlord registration about two years ago.

Mr. Murphy said that the bottom line is just enforce it.

The Attorney said that we had an Ordinance that was overturned. That Ordinance said that you had to have a parking spot in the driveway on the rental property for every occupant. It was very effective until it was overturned.

Mr. Murphy then advised his neighbors to let occupants in rental properties know that they like a quiet neighborhood and will enforce it.

Robert Faherty (2 Metekunk Drive) stated that he is not in agreement with restricting parking too much because he does not want to be restricted; there may be times when he may need to park on the street. Mr. Faherty said that the crux of the matter is there are college students living at that house. Mr. Faherty said that The College of New Jersey should be responsible for getting more student housing on their own property. We are paying taxes, but the College of New Jersey is not.

Linda Myers (142 Bull Run Road) asked if there is a requirement as to how many people are allowed to live in a home.

The Attorney replied that it depends on how many bedrooms and the dimensions of those bedrooms. There is an international building code that sets the minimum size for occupancy. You can have as many people as the dimensions of your home permit.

Ms. Rogers then asked what are the requirements for the upkeep of the outside of a house.

The Attorney replied that there is a property maintenance code in Ewing; she then listed several of the requirements. Code Enforcement will come out and write a ticket if the property is not being maintained.

The Administrator added that he just needs to be provided an address; he will then send out Code Enforcement and, if deemed necessary, a contractor will be sent out to cut the grass. The Township then puts a lien against the property to recover the money paid to the contractor.

Ms. Rogers stated that when you drive around Ewing Township, you know which ones college students live in. We follow the rules, but these students do not seem to care. It is terrible that so many properties are being rented to college students.

Acting President Keyes-Maloney reiterated that if you have a property that is not following the guidelines, contact the Administration and they will follow up. Rental properties are required to be registered. The landlord is fined if they do not do so.

The Administrator then informed Council that we have been out to the property that Ms. Myers is referring to on Bull Run Road a number of times. That landlord has been fined. It is a registered rental property and we know who the landlord is. When the tenants violate, we go after them. It is up to the Judge to set the fine. The landlord can hold back the security deposit to get his money back. The Administrator then said that we have met with the President of the College of New Jersey about this issue. Residents can come to the next Town & Gown meeting in December; it is an opportunity to talk with representatives of the College of New Jersey. The Administrator explained that the Township has also met with representatives of Rider University; however, since Rider is a private institution the discipline process is different than at the College of New Jersey. The Administrator then explained that you have to be careful; you cannot say that you are just going after college students who rent – that is against their rights. You have to be careful about how you say it – you cannot pick just on students – you can pick on tenants of rental properties. We have been aggressive on the rental properties that we know of. The Administrator then said that the public can bring it to his attention whether it is rentals or abandoned properties.

Carmen Caldron (7 Metekunk Drive) asked if a person who is selling a three bedroom house can change it to a five bedroom house.

The Attorney replied that if the house is large enough and certain codes are followed.

The Administrator detailed some of these codes.

Acting President Keyes-Maloney stated that if you know of a house that is not being maintained or if you believe that there are living conditions that are not appropriate; please let the Township know and the Administration will investigate. Acting President Keyes-Maloney then explained the process if and when Mr. Caldron's petition is acted on.

The Attorney said please report it if you believe there is a boarding or rooming house.

The Administrator added that we can shut it down if it is a boarding house.

Andrea Roberts (1 Pershing Avenue) stated that she is here to discuss a rental property that her mother (Beverlin Blackwood) owns (1007 Southard Street) as they are not getting any response or assistance from the Construction Department. Ms. Roberts stated that back in May, she contacted Council and Mr. Erney regarding the demolition of the property next door at 1009 Southard Street. Ms. Roberts said that the demolition went on as scheduled but they were never notified and the demolition company that the Township used parked

huge equipment in their driveway. Ms. Roberts then said that they were never informed of this – one morning they woke up and could not use their driveway and this lasted from November 2013 to March 2014. Ms. Roberts said that she contacted the Construction Department and the demolition company to request that the equipment be removed; the demolition company insisted that the Township told them that they had permission to park on the driveway. This equipment caused damage to their driveway. Ms. Roberts said that they repaired some of this damage themselves, because the Township would not acknowledge that the damage was caused by the demolition, and they had to bring their property up to code in order to rent it. The abandoned lot is not being kept; a large tree is damaging their roof. Ms. Roberts said that she is not getting a response from the Construction Department and said that she is now in contact with the Township Attorney regarding buying this vacant lot. Ms. Roberts said that she is sitting here listening to what the Township is saying about landlords following procedures but the Township is not caring for the abandoned lot that they now own. Ms. Roberts says that it is hypocritical because we have to care for ours, otherwise we will be fined. Ms. Roberts then said that we pay taxes; but when we have an issue we are not getting the support that we need.

The Administrator said that he has spoken with both the Attorney and Mr. Erney about the property and he will follow up with Mr. Erney tomorrow. There are other issues regarding the sale of the property - do you have to go out to bid or can you just sell it to the adjacent property owner, who has the right of first refusal based on the market value - you just cannot give it away.

Ms. Roberts stated that those issues only happened after we inquired about buying the abandoned lot. Prior to that, nothing had been done when we complained about the maintenance of the abandoned property.

The Administrator said that at that time we did not own or have legal access to that property except to place a lien on it. Now that it is vacant, we did knock it down. The Administrator asked Ms. Roberts to give the Clerk her contact information.

Beverlin Berry (1 Pershing Avenue) said a sinkhole that on the abandoned lot, which we did complain about, caused an issue with their driveway as well; the issue with the driveway has to be addressed.

Acting President Keyes-Maloney said that the Administration will look at this and be in contact with you.

Andrea Roberts (1 Pershing Avenue) asked what are the plans regarding the adjoining property that still remains standing. The side of it, now that the other property has been demolished, is an eyesore. All of this has affected her mother because initially she was trying to sell the property but because of all the stuff with the demolition there were not many offers and the offers that she did get were so low that she decided to rent it instead.

Acting President Keyes-Maloney said that the Administration will investigate and she will follow-up with the Administration as this moves forward.

Robert Blazer (13 Lopatcong Drive) asked what is the difference between a house that is rented (the owner does not live there) and a house that the homeowner lives in but rents out rooms. Mr. Blazer then asked how do you know if a house is registered or not.

Acting President Keyes-Maloney answered that rental properties are required to be registered; it is a self-registration process, but the Township does follow up to make sure that registration happens. In terms of the law there is no distinction between a renter or an owner of a property for the purposes of living in that property is concerned; the distinction is whether or not each bedroom has a separate lock and only an individual had access to that particular bedroom – that is a boarding house.

Mr. Blazer then asked how he can find out if a property is a rental.

Acting President Keyes-Maloney said that you would call Code Enforcement.

The Administrator then explained the rental registration process and what happens if a landlord does not register and if a rental is not up to code. The Administrator then told Mr. Blazer that if he suspects that a house is a rental but is not registered, that he should contact him.

Mr. Blazer asked if there is a difference between a house being rented by an absentee landlord and one where rooms are being rented but the owner lives in the house.

The Attorney said that owner-occupied is a completely different scenario. It is usually renting out one bedroom.

Mr. Blazer said that if it is owner-occupied, and they are renting out rooms, it does not have to be registered.

The Attorney replied – correct, however, that could be a boarding house depending on how they are doing that. If there are separate locks on each of the bedrooms and separate leases then that is a boarding house.

**There were no additional questions or comments from members of the Public.**

**CLOSED SESSION**

**(None for this Meeting)**

**ADJOURNMENT**

**All items were approved for action.**

**There being no further business, Acting President Keyes-Maloney asked for a motion to adjourn. Mr. Schroth so moved, seconded by Ms. Steward. The meeting was adjourned at 7:36 p.m.**

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**Jennifer Keyes-Maloney, President**

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**Kim Macellaro, Municipal Clerk**