

PROPERTY ENHANCEMENT COMMITTEE
Landlord Managers Meeting
MEETING MINUTES
October 27, 2021

Present: Chair Bill Schmidt, Trustee Mohammed Siddiqi, Jim Hilborn

Also Present: *Staff liaison:* Tom Bialas, Steve Kalish, Trustee Chester Pojack

Absent: Syed Razvi, Paul Gasiiecki (Excused),

Chairman Schmidt called the meeting to order at 6:34 PM.

Minutes

The August 25, 2021 minutes were approved.

September 22, 2021 meeting cancelled – no minutes.

Discussion Items: Landlord Managers Meeting

Rental Property Crime Prevention Program Review and License Renewal.

- Assistant to the Director Bialas (AtD) and Lead Code Enforcement Officer Kalish (LCEO) reviewed the 2022 licensing renewal requirements with a Power Point presentation and discussion with attendees.
 - The portion of the Rental Property Crime Prevention Partnership Rental Properties Manuals in Chapter 1, sections 10-14A-7 (Single Family) and 10-14B-7 (Multi-Family) regarding violations and penalties for violations of the ordinance were reviewed.
 - A reminder February 1, 2022 was the due date for renewals.
 - Discussions provided an explanation of the 2022 renewal form format. Completion instructions specifying that payment and complete form information must be submitted prior to February 2, 2022 or late fees begin to accrue.
 - Attendees were advised of payment method procedure changes for 2022. Credit card payments not completed at the Community Development counter will need to pay through the GovPayNow.com website. This would typically involve submission of mailed, emailed or faxed submissions. Upon making such a GovPayNow payment, the receipt of payment and completed renewal notice will have to be submitted as part of the complete renewal submission. The other traditional methods of payment are still accepted; cash or check. Attendees were reminded that sending case in the mail is not a good practice and checks should be used for their own protection against lost fees.
 - A reminder was given that renewal notices will advise owners that they must call to confirm if an inspection is required in the 2022 rental license year. Owners are to call Community Development between March 1, 2022 and April 15, 2022 to verify the need for inspection and schedule as determined. The back page of the 2022 notice has additional information on this issue that owners need to review prior to making their 2022 submission.

Topic of Discussion – Miscellaneous Discussion by Committee

Trustee Pojack advised he received a complaint that the resident of 108 Brahm Court was doing concrete work without a permit. LCEO Kalish confirmed the property did have a permit for patio concrete work.

Next Meeting:

- The next Property Enhancement Committee Meeting will be January 26, 2022 at 6:30 pm with the Landlord/Managers Meeting in the Council Chamber at Village Hall.

Adjourn: Chairman Schmidt adjourned the meeting at 7:24 PM.