

MINUTES

PLANNING BOARD

TOWNSHIP OF BERKELEY HEIGHTS, NEW JERSEY

Re-Organization and Regular Meeting

January 7, 2026

The Reorganization and Regular Meeting of the Planning Board was called to order at 7:30 PM by Regina Giardina.

Mrs. Giardina confirmed that the meeting was being held in conformance with the Open Public Meetings Act. Adequate notice of this meeting has been posted on the Township website and sent to the newspaper of record. The Agenda has also been posted on the Township website and bulletin board at the Municipal Building at least forty-eight hours prior to the meeting. The Agenda items will not necessarily be heard in the order listed and the meeting will not continue substantially past 10:30 PM.

Oath of Public Officers – Newly Appointed Members

Mr. Robertson administered the oath of office to the following members:

Manuel Couto – Class IV Member -- 4-year term to end 12/31/2029

David Harris – Class IV and EC Member – 3-year term to end 12/31/2028

Susan Poage – Township Council Representative – 1-year term to end 12/31/2026

Joe Popolo – Township Official – 1-year term to end 12/31/2026

Andrew Sternheim – Alternate #1 – 2-year term to end 12/31/2027

Roll Call:

Members present were Mr. Johnson, Ms. Poage, Mr. Popolo, Ms. Kingsley, Mr. Couto, Mr. Harris and Mr. Sternheim.

Adoption of Minutes:

Regular Meeting October 8, 2025

A motion was made by Mr. Popolo , seconded by Ms. Poage, to adopt the Minutes of the Regular Meeting of October 8, 2025 as presented. The voice vote was 5-0-2(Abstain-Mr. Couto, Mr.Harris).

Reorganization

Election of Board Chair

Mrs. Giardina opened the meeting for nominations for Board Chairman.

Craig Johnson was nominated as Chairman on the motion of Ms. Kinglsey, seconded by Ms. Poage. There were no other nominations and Mr. Johnson was elected Chairman by unanimous roll call vote.

Mr. Johnson opened the meeting for nominations for Board Vice Chairman. Kevin Hall was nominated as Vice Chairman on the motion of Ms. Kingsley, seconded by Mr. Couto. There were no other nominations and Mr. Hall was elected Vice Chairman by unanimous roll call vote.

Designation and Adoption of Resolutions

The 2026 Meeting Schedule was approved, and the Resolution memorializing the same was adopted, on the motion of Ms. Poage, seconded by Ms. Kingsley, and carried by unanimous voice vote.

The Courier and The Star Ledger were designated as Official Newspapers, and the Resolution memorializing the same was adopted, on the motion of Mr. Popolo, seconded by Ms. Kingsley and carried by unanimous voice vote.

Regina Giardina was designated to provide Secretarial Services, and the Resolution memorializing the same was adopted, on the motion of Ms. Kingsley, seconded by Mr. Popolo, and carried by unanimous voice vote.

Connie Valenti was designated as Planning Board Secretary, and the Resolution memorializing the same was adopted, on the motion of Mr. Popolo, seconded by Ms. Kingsley, and carried by unanimous voice vote.

Connie Valenti was designated as Escrow Official, and the Resolution memorializing the same was adopted, on the motion of Ms. Kingsley, seconded by Mr. Couto, and carried by unanimous voice vote.

The Bylaws of the Berkeley Heights Township Planning Board were adopted, and the Resolution memorializing the same was adopted, on the motion of Ms. Kingsley, seconded by Mr. Couto, and carried by unanimous roll call vote.

Executive Session

The Board entered into Executive Session at 7:35 pm for the discussion of the submissions received from potential attorneys and engineers for the positions of Board Attorney and Board Engineer. The Executive Session concluded at 7:45 pm.

The Board returned to Public Session at 7:45 p.m. on the motion of Ms. Poage, seconded by Mr. Couto, and carried by unanimous voice vote.

William Robertson of the firm of DiFrancesco, Bateman, Kunzman, Davis, Lehrer & Flaum P.C. was designated as Board Attorney, and the Resolution memorializing the same was adopted, on the motion of Ms. Kingsley, seconded by Ms. Poage, and carried by unanimous roll call vote.

Thomas R. Solfaro and the firm of Neglia Group, LLC was designated as Board Engineer, and the Resolution memorializing the same was adopted, on the motion of Ms. Poage, seconded by Ms. Kingsley, and carried by unanimous roll call vote.

Adjournment:

A motion was made by Ms. Kingsley, seconded by Ms. Poage, to adjourn the meeting. The voice vote was unanimous and the meeting adjourned at 7:50 p.m.

Regina Giardina, Secretary Pro-Tem