

Township of Hillsborough – PLANNING BOARD

Approved Public Meeting Minutes

January 8, 2026

Planning Board Attorney, Eric Bernstein called the **Planning Board Reorganization** Public Meeting of January 8, 2026, to order at 7:04 pm. The meeting was held in the Courtroom of The Peter J. Biondi Building. All stood for the flag salute.

NOTICE OF MEETING

Mr. Bernstein announced the meeting has been duly advertised according to Section 5 of the Open Public Meetings Act, Chapter 231, Public Law 1975 (“Sunshine Law”). Notice of the 2025 Annual Meeting Schedule has been provided to the officially designated newspapers, the Township Clerk, posted on the Township’s website and available at the Hillsborough Township Municipal Complex.

Application documents have been made available on the Township’s web site <https://hillsboroughnj.portal.civicclerk.com/> . Complete applications files are available in the Planning and Zoning Department for inspection, in accordance with the public meeting notice.

OATH OF OFFICE TO NEWLY APPOINTED MEMBERS

Mr. Bernstein introduced Committeewoman Samantha Hand and lists the newly appointed or recommitting members.

Committeewoman Hand administered the Oath of Office to five members:

Seat # 1 (Class I): Mayor Catherine Payne (Class I)

Seat # 2 (Class II): Robert Wagner, Jr (Class II)

Seat # 3 (Class III): Deputy Mayor Shawn Lipani (Class III)

Seat # 9 (Class IV): John Ciccarelli (Class IV)

Alternate #2 Class IV: Jason Smith (Class IV)

7:05 pm Mr. Bernstein stated for the record Mr. Peason arrived at the meeting

ELECTION OF CHAIRMAN

Mr. Bernstein opened nominations for Chairman.

A motion to nominate **John Ciccarelli** was made by Carl Suraci, seconded by Mayor Payne.

Hearing no other nominations, nominations were closed with a motion; seconded; all in favor.

Mr. Bernstein called for a roll call to elect **John Ciccarelli** as the **2026 Planning Board Chairman**.

Mr. Ciccarelli accepted the nomination for Chair.

Roll Call:

Yes - Deputy Mayor Lipani	Yes - Mr. Flagg
Yes - Mayor Payne	Yes - Mr. Radowitz
Yes - Mr. Wagner	Yes - Mr. Vitale
Yes - Mr. Peason	Yes - Mr. Deb
Yes - Mr. Suraci	Yes - Mr. Ciccarelli

Motion carries

Mr. Bernstein turned the meeting over to Chairman Ciccarelli

ROLL CALL

Present - Mayor Catherine Payne	Present - Bruce Radowitz
Present - Robert Wagner, Jr	Present - Angelo Vitale
Present - Deputy Mayor Shawn Lipani	Present - John Ciccarelli
Present - Robert Peason	Present - Surajit Deb (<i>Alt. #1</i>)
Present - Carl Suraci	Present - Jason Smith (<i>Alt. #2</i>)
Present - Jason Flagg	

Also in attendance: David Kois, PP, AICP, *Township Planning Director*; Eric Bernstein, Esq., *Board Attorney (Eric M. Bernstein & Associates)*; Mark Mayhew, PE, CME, *Board Engineer (Pennoni Associates)*; Michael Lombardozzi, CSR, CCR, *Board Court Reporter*; Alex Pallis, *Township Videographer (Fuerza Strategy Group)*

ELECTION OF VICE CHAIRMAN

Chairman Ciccarelli opened nominations for Vice Chairman.

A motion to nominate **Robert Peason** was made by Deputy Mayor Lipani, seconded by Mr. Deb. Hearing no other nominations, nominations were closed with a motion; seconded; all in favor. Chairman Ciccarelli called for a roll call to elect **Robert Peason** as the **2026 Planning Board Vice Chairman**.

Roll Call:

Yes - Mayor Payne	Yes - Mr. Radowitz
Yes - Deputy Mayor Lipani	Yes - Mr. Vitale
Yes - Mr. Wagner	Yes - Mr. Deb
Yes - Mr. Suraci	Yes - Chair Ciccarelli
Yes - Mr. Flagg	Yes - Mr. Peason

Motion carries

ELECTION OF SECRETARY

Chairman Ciccarelli opened nominations for Secretary.

A motion to nominate **Bruce Radowitz** was made by Deputy Mayor Lipani, seconded by Mr. Wagner. Hearing no other nominations, nominations were closed with a motion; seconded; all in favor. Chairman Suraci called for a roll call to elect **Bruce Radowitz** as the **2026 Planning Board Secretary**.

Roll Call:

Yes - Mayor Payne	Yes - Mr. Radowitz
Yes - Deputy Mayor Lipani	Yes - Mr. Vitale
Yes - Mr. Wagner	Yes - Mr. Deb
Yes - Mr. Suraci	Yes - Chair Ciccarelli
Yes - Mr. Flagg	Yes - Mr. Peason

Motion carries

APPOINTMENT OF MASTER PLAN SUBCOMMITTEE

Chairman Ciccarelli opened to suggestion for the subcommittee.

Mr. Peason discussed the positive progress made last year and the need for consistency. He recommended maintaining the same members.

Mr. Kois stated the 2025 subcommittee consisted of Mr. Peason, Mr. Ciccarelli, Ms. Smith and Mr. Radowitz as an alternate. Since Ms. Smith resigned, there is a vacancy.

Mr. Radowitz agreed to move up from alternate and Mr. Vitali volunteered for alternate.

Chair Ciccarelli called for any further comments.

Deputy Mayor Lipani agrees it would be helpful to maintain consistency and the addition of Mr. Vitale.

Chair Ciccarelli stated he would like to see an updated report from the subcommittee.

Chair Ciccarelli appointed **Mr. Peason, Mr. Ciccarelli, Mr. Radowitz and Mr. Vitale as alternate to the Master Plan Subcommittee with Mr. Peason as Chair.**

RESOLUTION ADOPTING THE 2026 SCHEDULE OF MEETINGS

The Board reviews the schedule ensuring the proposed dates do not interfere with holidays.

Motion: Deputy Mayor Lipani motions to approve the schedule as written, seconded by Mr. Suraci.

Roll Call:

Yes - Mayor Payne	Yes - Mr. Radowitz
Yes - Deputy Mayor Lipani	Yes - Mr. Vitale
Yes - Mr. Wagner	Yes - Vice Chair Peason
Yes - Mr. Suraci	Yes - Chair Ciccarelli
Yes - Mr. Flagg	

Motion carries

CONSIDERATION OF RESOLUTIONS

- **RESOLUTION RATIFYING FAIR & OPEN SELECTION PROCESS**

Chairman Ciccarelli called for a motion to adopt as presented.

A motion was made by Mr. Suraci, seconded by Mr. Radowitz.

There are no further comments

Roll Call:

Yes - Mayor Payne	Yes - Mr. Radowitz
Yes - Deputy Mayor Lipani	Yes - Mr. Vitale
Yes - Mr. Wagner	Yes - Vice Chair Peason
Yes - Mr. Suraci	Yes - Chair Ciccarelli
Yes - Mr. Flagg	

Motion carries

- **RESOLUTION APPOINTING BOARD ATTORNEY**

Fair & Open Proposal Received:

- **Eric M. Bernstein & Associates, LLC (Eric M. Bernstein, Esq.)**

A motion was made by Deputy Mayor Lipani, seconded by Vice Chair Peason to accept Eric M. Bernstein & Associates as the Board Attorney.

There are no further comments

Roll Call:

Yes - Mayor Payne	Yes - Mr. Radowitz
Yes - Deputy Mayor Lipani	Yes - Mr. Vitale

Yes - Mr. Wagner
Yes - Mr. Suraci
Yes - Mr. Flagg

Yes - Vice Chair Peason
Yes - Chair Ciccarelli

Motion carries

- **RESOLUTION APPOINTING BOARD ENGINEER**

Fair & Open Proposals Received:

- **Pennoni Associates** (Mark S. Mayhew, PE, CME)
- **Center State Engineering** (Robert Russo, PE, PP, CME)

Chairman Ciccarelli explains out of the two proposals received, Pennoni Associated received the top score with Center Stage coming in second.

A motion was made by Mr. Radowitz, seconded by Vice Chair Peason to accept Pennoni Associates as Board Engineer.

There are no further comments.

Roll Call:

Yes - Mayor Payne
Yes - Deputy Mayor Lipani
Yes - Mr. Wagner
Yes - Mr. Suraci
Yes - Mr. Flagg

Yes - Mr. Radowitz
Yes - Mr. Vitale
Yes - Vice Chair Peason
Yes - Chair Ciccarelli

Motion carries

Mr. Mayhew states it has been a pleasure working with the Board for the past two years and extends gratitude for the opportunity to continue for another year.

- **RESOLUTION EXTENDING PROFESSIONAL SERVICES AGREEMENT WITH T&M**

(2020 Agreement – for ongoing compliance matters)

- **T&M Associates** (Robert Yuro, PE, CME)

A motion to approve was made by Mr. Suraci, seconded by Mayor Payne.

There were no further comments.

Roll Call:

Yes - Mayor Payne
Yes - Deputy Mayor Lipani
Yes - Mr. Wagner
Yes - Mr. Suraci
Yes - Mr. Flagg

Yes - Mr. Radowitz
Yes - Mr. Vitale
Yes - Vice Chair Peason
Yes - Chair Ciccarelli

Motion carries

- **RESOLUTION APPOINTING ALTERNATEBOARD ENGINEER**

Fair & Open Proposals Received:

- **Center State Engineering** (Robert Russo, PE, PP, CME)

A motion to accept was made by Mayor Payne, seconded by Mr. Suraci.

There are no further comments.

Roll Call:

Yes - Mayor Payne

Yes - Mr. Radowitz

Yes - Deputy Mayor Lipani	Yes - Mr. Vitale
Yes - Mr. Wagner	Yes - Vice Chair Peason
Yes - Mr. Suraci	Yes - Chair Ciccarelli
Yes - Mr. Flagg	

Motion carries

- **RESOLUTION APPOINTING BOARD COURT REPORTER**

Non-Fair & Open Proposals Received:

- **Michael Lombardozzi, CSR, LLC** (Michael Lombardozzi, CSR, CRR)

A motion to accept was made by Deputy Mayor Lipani, seconded by Mr. Radowitz.

There are no further comments.

Roll Call:

Yes - Mayor Payne	Yes - Mr. Radowitz
Yes - Deputy Mayor Lipani	Yes - Mr. Vitale
Yes - Mr. Wagner	Yes - Vice Chair Peason
Yes - Mr. Suraci	Yes - Chair Ciccarelli
Yes - Mr. Flagg	

Motion carries

Mr. Lombardozzi extends his gratitude.

- **RESOLUTION ADPOTING THE RULES OF ORDER**

A motion to accept was made by Mr. Suraci, seconded by Mayor Payne.

There are no further comments.

Roll Call:

Yes - Mayor Payne	Yes - Mr. Radowitz
Yes - Deputy Mayor Lipani	Yes - Mr. Vitale
Yes - Mr. Wagner	Yes - Vice Chair Peason
Yes - Mr. Suraci	Yes - Chair Ciccarelli
Yes - Mr. Flagg	

Motion carries

- **RESOLUTION DESIGNATING OFFICIAL NEWSPAPERS**

Chairman Ciccarelli states Hillsborough Beacon and Tap Into It were selected.

A motion to accept was made by Deputy Mayor Lipani, seconded by Mr. Suraci.

There are no further comments.

Roll Call:

Yes - Mayor Payne	Yes - Mr. Radowitz
Yes - Deputy Mayor Lipani	Yes - Mr. Vitale
Yes - Mr. Wagner	Yes - Vice Chair Peason
Yes - Mr. Suraci	Yes - Chair Ciccarelli
Yes - Mr. Flagg	

Motion carries

- **RESOLUTION FIXING CHARGE FOR NOTICE OF MEETINGS**

A motion to approve was made by Mayor Payne seconded by Mr. Radowitz.
There are no further comments.

Roll Call:

Yes - Mayor Payne	Yes - Mr. Radowitz
Yes - Deputy Mayor Lipani	Yes - Mr. Vitale
Yes - Mr. Wagner	Yes - Vice Chair Peason
Yes - Mr. Suraci	Yes - Chair Ciccarelli
Yes - Mr. Flagg	

Motion carries

- **RESOLUTION OF OPEN MEETING POLICY**

A motion to approve was made by Mayor Payne seconded by Mr. Radowitz.
There are no further comments.

Roll Call:

Yes - Mayor Payne	Yes - Mr. Radowitz
Yes - Deputy Mayor Lipani	Yes - Mr. Vitale
Yes - Mr. Wagner	Yes - Vice Chair Peason
Yes - Mr. Suraci	Yes - Chair Ciccarelli
Yes - Mr. Flagg	

Motion carries

- **RESOLUTION OF ADMINISTRATIVE PROCEDURES**

A motion to approve was made by Mr. Wagner seconded by Mayor Payne.
There are no further comments.

Roll Call:

Yes - Mayor Payne	Yes - Mr. Radowitz
Yes - Deputy Mayor Lipani	Yes - Mr. Vitale
Yes - Mr. Wagner	Yes - Vice Chair Peason
Yes - Mr. Suraci	Yes - Chair Ciccarelli
Yes - Mr. Flagg	

Motion carries

COMMENTS FROM THE PUBLIC

Maria Janucik – 720 East Frech Ave., Manville (residence) / 2155 Camplain Road, Hillsborough (property owner)

- Ms. Janucik asks if the position of Board attorney was open to the public and if anyone submitted a proposal.

Deputy Mayor states it was an open bid with public notice and Mr. Bernstein was the only proposal received.

- Ms. Janucik ask for confirmation that Mr. Bernstein will be signing a contract and the other positions were noticed to the public.

Chairman Ciccarelli confirms.

There are no further comments from the public.

ADJOURNMENT

A motion to adjourn the reorganization meeting was made by Mr. Suraci, seconded by Mr. Wagner. Motion carries unanimously.
7:28 pm reorganization meeting is adjourned.

*Submitted by Robyn Bittle-Abramo
Recording Secretary*