

**Township of Manalapan**  
120 Route 522 & Taylors Mills Road  
Manalapan, NJ 07726

**Planning Board Minutes**  
**Reorganization and Public Meeting**  
**January 09, 2025**

The meeting was called to order at 7:36pm by Recording Secretary Nancy McGrath with the reading of the Open Public Meetings Act, TV Disclosure Statement, and followed by the salute to the flag.

Mayor Nelson administered the Oaths of Office to Chief Hogan (Class II) and Mr. Jacobson (Class IV). After they were sworn in, Ms. McGrath continued with the roll call of the members.

In attendance at the meeting: Barry Fisher, Todd Brown, John Castronovo, Barry Jacobson, Kathryn Kwaak, Jack McNaboe, Chief Rick Hogan, Steve Kastell, Mayor Eric Nelson, Pat Givelekian

Absent from meeting: Nunzio Pollifrone

Ms. McGrath read the Resolution allowing the Planning Board to have an Executive Session. A Motion to go into Executive Session was made by Chief Hogan, Seconded by Mr. McNaboe and agreed to by all.

The Board returned from the Executive Session and rejoined the main meeting at approximately 7:55pm. Ms. McGrath read the roll call once all the Board members returned to the main meeting.

Ms. McGrath requested a nomination for Chairperson.

**CHAIRPERSON:** A motion was made by Chief Hogan and seconded by Mr. McNaboe to nominate Kathryn Kwaak as Chairperson of the Planning Board. The Resolution was adopted by unanimous vote. None were opposed.

Chairwoman Kwaak then presided over the meeting and called for a nomination for Secretary.

**SECRETARY:** A Motion was made by Mr. Jacobson and Seconded by Mr. Brown for Mr. Castronovo as the Secretary for the Planning Board. The Resolution was adopted by unanimous vote. None were opposed.

**VICE CHAIRPERSON:** A Motion was made by Chief Hogan and Seconded by Mr. Kastell for Mr. Brown as Vice Chairman. The Resolution was adopted by unanimous vote. None were opposed.

**RECORDING SECRETARY:** A Motion was made by Chairwoman Kwaak and Seconded by Chief Hogan for Ms. McGrath to be the Recording Secretary. The Resolution was adopted by unanimous vote. None were opposed

**2025 MEETING SCHEDULE:** The Planning Board meetings will be held on the second and fourth Thursday of the month. There will be one meeting in November, scheduled for November 13, 2025. There will be one meeting in December, scheduled for December 11, 2025. A Motion was made by Mr. Castronovo and Seconded by Mr. Fisher to accept the meeting schedule for 2025. All voted in favor. None were opposed

**ADMINISTRATIVE OFFICER:** Chairwoman Kwaak offered a nomination for Brian Boccanfuso to be Administrative Officer and Seconded by Mr. McNaboe. The Resolution was adopted by unanimous vote. None were opposed.

**BOARD ATTORNEY** – A Motion was made by Mr. McNaboe and Seconded by Mr. Brown to appoint Weiner Law Group, LLP, as Board Attorney. The Resolution was adopted by unanimous vote. None were opposed.

**BOARD ENGINEER** – Motion was made by Chief Hogan, and Seconded by Mr. Brown. To appoint CME Associates, as Board Engineer. The Resolution was adopted by unanimous vote. None were opposed.

**BOARD PLANNER** – a Motion was made by Mr. Jacobson and Seconded by Mr. Mr. Fisher to appoint Leon S. Avakian, Inc., as the Board Planner. The Resolution was adopted by unanimous vote. None were opposed.

Chairwoman Kwaak stated for the record that the Asbury Park Press is the official designated newspaper for the 2025 Manalapan Township Planning Board.

Mr. Cucchiaro swore in Jordan Rizzo, Professional Engineer of CME Associates and Jennifer Beahm, Professional Planner, Leon S. Avakian, Inc.

**Minutes:**

A Motion was made by Chief Hogan and Seconded by Mr. Kastell to approve the Minutes of December 12, 2024 as written.

Yes: Brown, Castronovo, Jacobson, Kwaak, McNaboe, Hogan, Kastell  
No: None  
Absent: Pollifrone  
Abstain: None  
Not Eligible: Mr. Fisher, Mayor Nelson, Mr. Givelekian

**Resolutions**

**PPM2255 LPG Capital**

Block 79, Lots 21.01 & 21.02  
Sweetmans Lane (CR 527) & Kinney Road

A Motion was made by Chief Hogan and Seconded by Mr. Kastell to approve the LPG Capital Resolution.

Yes: Fisher, Brown, Jacobson, Kwaak, Hogan, Kastell  
No: None  
Absent: Pollifrone  
Abstain: None  
Not Eligible: Castronovo, McNaboe, Nelson, Givelekian

**Applications**

**PMS1931A/PMS193TS - Cardinale & Manalapan Crossing Associates**

Amended Preliminary & Final Major Site Plan  
Minor Technical Subdivision  
Block 66 Lot 8.03 / 162 HWY 33 (Shoprite)  
The amended plan is proposing to eliminate buildings B, C, and D and replace with a New Building B. No Change to Build A, E, F, and G  
***\*\*carried from 12/12/24 for scheduling purposes only – no testimony tonight\*\****

Mr. Cucchiaro announced this application will be carried to the January 23, 2025 Planning Board Meeting at 7:30pm and there will be no further notice to property owners.

**PBE2438 - 59 Pension Hill LLC**

Minor Subdivision  
Block 14.06 Lot 59 | 21 and 23 Pension Hill Road  
Subdivide lot directly through duplex in order to sell each unit separately

Mr. Klouser, an attorney with the firm Heilbrunn and Pape, is representing the applicant for the subdivision. He provided a brief overview of the project explaining that the duplex on Pension Hill Road is under construction and they are proposing a minor subdivision to divide the property into two lots. The subdivision line will run through the middle of the duplex to allow for individual ownership so that either unit can be sold as fee simple.

Mr. Klouser introduced his first witness, Mr. Sharif Aly, professional engineer, who was sworn in by Mr. Cucchiaro. Mr. Aly, outlined his professional experience and education and Chairwoman Kwaak deemed his credentials sufficient.

Mr. Aly also provided an overview of the subdivision plan. The block is 14.06 and the 'mother' lot is 59. The lots will be known as 59.01 and 59.02 once the lots are subdivided.

Mr. Aly outlined the variance and waiver relief that is being requested.

- The lot frontage and width requirement for the R-TF/TH zone is 85ft and the applicant is proposing the following:
  - Frontage: Lot 59.01 is 64.18ft | Lot 59.02 is 53.06ft
  - Width: Lot 59.01 is 64.18ft | Lot 59.02 is 54.02ft
- Also since they are dividing the duplex through the common wall, obviously the side setback is 0 and what is required by ordinance is 12ft. For the outside walls, the applicant exceeds the side setback requirement.
- A variance for the driveway setback is necessary due to the nature of a duplex. The requirement for a driveway is you must be 10ft from the neighbor, since this is a duplex the driveway cannot meet that distance between the units.
- The applicant is also requesting a waiver for curbs and sidewalks and to make a contribution in lieu to the sidewalk fund instead.
- Another variance is for minimum improvable diameter where as 50ft is required for the zone and the applicant has 40.2ft for lot 59.01 and 30ft for lot 59.02.

Mr. Cucchiaro explained to the Board that the construction of the duplex has already been approved. He noted that even without approval for the subdivision, the duplex would still be constructed without the inclusion of curbing or sidewalks. Mr. Aly confirmed that the plot plan did not require curbing or sidewalks.

Mr. Klouser said they are just looking to draw a line down the middle to create two separate tax lots and the applicant would meet all the lot requirements if they were not subdividing.

Mr. Klouser asked that the resolution spell out the applicant's responsibility in terms of the amount of roadway paving and realignment. After some discussion, it was determined that the applicant would be responsible for approximately 160 linear feet in front of lot 61 and then taper at least another 20ft to lot 60.

Mr. Rizzo asked if the subdivision would be recorded by plat. Mr. Klouser responded that it would be recorded by deed and he will submit the deed and legal descriptions for review.

Mr. Aly's responses to Board questions/comments:

- Each unit will have a separate driveway with about two feet in between the driveways and will be filled with clean stone.
- No cross-easements are necessary. Each lot is self-contained with its own utilities, water, dry well, etc.
- Backyard corners will be marked and will be set by iron pin or monument.
- There is no change in the construction with the proposed subdivision down the middle of the duplex.

Backyard fencing is allowed and the homeowner would just need a permit as long as it complies. Fences can go right up to the property line. If they want something higher than permitted, then they would need a variance.

Mr. Klouser called his next witness, Ms. Christine Nazzaro-Cofone, Professional Planner. She outlined her professional experience and Chairwoman Kwaak deemed her credentials sufficient.

Ms. Cofone began her testimony by stating that the subject property is located in the R-TF/TH zone, where both the use and lot are permitted. She explained that the variance relief is required due to the new lot line being drawn down the center of the dwelling. In her professional opinion, this falls under the C2 section of the statute, advancing Criteria A of the land use law, which fosters home ownership. Additionally, the applicant is committed to providing off-track improvements as mentioned earlier.

Ms. Cofone further testified that there is no substantial detriment to the zone plan or the public good. She noted that in the R-TF/TH zone, the minimum lot area is 10,000 square feet, and each lot exceeds this requirement. Furthermore, both lots fall below the maximum habitable floor area requirement of .40 coming in at .265 and .295. She concluded her testimony by saying that the dwellings, despite some reasonable variance relief, are keeping with the state and purpose and intensity of the R-TF/TH zone. There were no question from the Board.

Mr. Klouser had no further witnesses, so Chairwoman Kwaak opened this application up to the public. No one from the public came forward and she closed the public portion of the agenda.

A Motion was made by Mr. Fisher and Seconded by Mr. McNaboe to grant minor subdivision approval with ancillary variance and design waiver relief.

Yes: Fisher, Brown, Castronovo, Jacobson, Kwaak, McNaboe, Hogan, Kastell,  
Nelson  
No: None  
Absent: Pollifrone  
Abstain: None  
Not Eligible: Givelekian

No members of the public came forward to address any non-agenda items, prompting Chairwoman Kwaak to close the public portion of the meeting.

Mr. McNaboe thanked Mr. Kastell for serving as secretary to the Planning Board in 2024 and wished Mr. Castronovo luck as he takes over in 2025. He also reminded the Board and public that Shoprite at Manalapan Crossing will be on the January 23<sup>rd</sup> agenda and February 13<sup>th</sup> meeting is also set aside for that application. If any Board member missed the first meeting (11/14/24), please review the video and/or transcript so you can be eligible to vote on the application. Residents were encouraged to review the first meeting as it may address questions that have already been answered during the first hearing.

Mr. Cucchiaro read the resolution to go into executive session to discuss status of litigation. He also stated the Board will adjourn from executive and will not reconvene.

A Motion was made by Chief Hogan and Seconded by Mr. Brown to have the Board enter into Executive Session.

Yes: Fisher, Brown, Castronovo, Jacobson, Kwaak, McNaboe, Hogan, Kastell,  
Nelson, Givelekian  
No: None  
Absent: Pollifrone  
Abstain: None  
Not Eligible: None

The next Planning Board meeting is Thursday, January 23, 2025 at 7:30. The meeting ended at approximately 8:40pm.

Nancy McGrath  
Recording Secretary