

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

**Planning Board Minutes**  
**Public Meeting**  
**September 11, 2025**

Chairwoman Kathryn Kwaak called the meeting to order at **7:30pm** with the reading of the Open Public Meetings Act. The salute to the flag followed.

Mr. Castronovo read the TV Disclosure Statement and took the Roll Call of the Board.

In attendance at the meeting:            Todd Brown, John Castronovo, Barry Jacobson  
   Chairwoman Kwaak, Jack McNaboe, Mayor Eric Nelson,  
   Nunzio Pollifrone, Pat Givelekian

Absent from the meeting:                 Barry Fisher, Chief Hogan, Steve Kastell

Also present:                                 Austin Mueller, Esq, Planning Board Attorney

   Nancy McGrath, Recording Secretary

**Minutes for Review and Approval**

A Motion was made by Mr. McNaboe and Seconded by Mr. Jacobson to approve the minutes from the **August 28, 2025** meeting as written.

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

**Ordinance Review/Zoning Amendment** – to be rescheduled

**Archaeologist Appointment**

Chairwoman Kwaak noted that two firms responded to the RFP: Chronicle Heritage, headquartered in Phoenix, AZ with offices in West Chester, PA, and E2 Project Management, based in Rockaway, NJ. Mr. Mueller’s office followed up with the references listed in each firm’s submission. While both companies received strong endorsements, E2 Project Management was recommended for appointment based on its proximity and location.

Chairwoman Kwaak asked for a motion to approve E2 Project Management as the Archaeologist for the Planning Board.

A Motion was made by Mr. Castronovo and Seconded by Mr. Brown to appoint the firm of E2 Project Management in Rockaway, NJ.

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

Chairwoman Kwaak inquired whether Ms. McGrath would be drafting the resolution for Board approval and then sent to the Finance Office. It is assumed that the language will follow the standard format used in resolutions for appointing engineers, legal counsel, and planners during the annual reorganization.

No members of the public came forward to speak on non-agenda items so Chairwoman Kwaak closed the public portion of the meeting.

As far as correspondence, Ms. McGrath indicated she received confirmation from the County that American Properties subdivision map was filed under case #327-21.

Chairwoman Kwaak invited any final questions or comments from the Board. Committeeman McNaboe suggested that a thank-you letter be sent to the runner-up firm, acknowledging that both companies received strong recommendations. He also expressed his appreciation to Mr. Mueller for stepping in as Board Attorney and thanked the Board for coming together to appoint the archaeologist, noting that there was a time crunch.

Chairwoman Kwaak announced that the next Planning Board meeting will be September 25 at 7:30 PM. Mr. Jacobson made the motion to adjourn at approximately 7:37pm.

Nancy McGrath  
Recording Secretary