

Reorganization Meeting of the Englewood Cliffs  
Planning Board Minutes  
January 8, 2026

The Reorganization Meeting of the Englewood Cliffs Planning Board was called to order by Chairman Porrino at 7:37 PM.

Flag Salute led by Mayor Park

The Oath of Office for the following members was performed:

Frances Correa, Thomas Kim and Sangmin You as Class IV Member, Kinga Zamecki as Class IV Alternate #2 Member, JP Lee as Class II Member Borough Representative, and Councilwoman Biegacz as Class III Council Representative Member.

Public notice of this meeting has been given in compliance with the Open Public Meeting Law by advertisement in The Record, and notification to The Press Journal, and Suburbanite, along with posting of notice on the municipal website and building bulletin board at 482 Hudson Terrace.

Roll Call:

Present:

Chairman Porrino  
Mrs. O'Shea  
Ms. Correa  
Mr. Kim  
Mr. Lee  
Mrs. Zamecki – 2<sup>nd</sup> Alternate  
Councilwoman Biegacz  
Mayor Park

Absent:

Mrs. Villari  
Mrs. Rizvi – 1<sup>st</sup> Alternate

Also Present:

Thomas Randall, of Randall and Randall, the board's consulting attorney  
Craig Zimmerman, Of Colliers Engineering, the board's engineer

Secretary/Administrative Clerk Caterina Scancarella asked for nomination for Board Chairperson Mrs. O'Shea nominated Mr. Porrino and seconded by Ms. Correa. This motion was approved by roll-call vote. 8 Ayes (Mrs. O'Shea, Mrs. Correa, Mr. Kim, Mr. Lee, Ms. Zamecki, Ms. Zamecki, Councilwoman Biegacz, and Mayor Park. No Nays, 1 Abstention (Mr. Porrino).

Secretary/Administrative Clerk Caterina Scancarella asked for nomination for Board Vice-Chairperson Chairman Porrino nominated Mrs. O'Shea and seconded by Ms. Correa. This motion was approved by roll-call vote. 9 Ayes (Mrs. O'Shea, Mrs. Correa, Mr. Kim, Mr. Lee, Ms. Zamecki, Ms. Zamecki, Councilwoman Biegacz, Chairman Porrino and Mayor Park. No Nays, No Abstention.

Comments from Mayor Park:

Thank you to all the members and the great job that you have been doing. We had more residents reach out for potions this year, but we didn't have many seats to fill. This year Mr. You will become a Class IV Member and I have former councilperson William Woo to be

the Mayor Designee. I am hoping that all will do what is best for our town as that is what I am expecting from all of you.

Thank you to all and I wish everyone a happy and healthy 2025.

Mayor Park left meeting at 7:51 pm

Comments from Chairman Porrino:

I would like to wish everyone a Happy New Year. I want to thank each member new and ones that have served in the past. I would like to especially thank Mr. Tim O'Shea for his service on this board and welcome to our new members. We had a successful year with several major applications that we worked through. We can be proud of the outcomes of all applications and how we protected the borough. I have been helping with the 5<sup>th</sup> Street project that the Mayor & Council have been working on. We look forward to helping with that. Again, thank you everyone that sits here on this board.

Chairman Porrino asked for a motion to adopt the By-Laws of January 8, 2026, which have been distributed to all members to review prior to the meeting. Ms. Correa made a motion, seconded by Mrs. O'Shea. Motion was approved by a roll call vote. 8 Ayes (Mrs. O'Shea, Mrs. Correa, Mr. Kim, Mr. You, Mr. Lee, Ms. Zamecki, Councilwoman Biegacz, and Chairman Porrino. No Nays, No Abstention.

Chairman Porrino stated that he would like to appoint professionals in consent agenda.

Chairman Porrino asked for a motion to appoint the following professionals: Thomas Randall, of Randall & Randall as Planning Board Attorney; Andrew Hipolit, of Colliers Engineering as Planning Board Engineer & Planner, David Hoder, of Hoder Associates as Conflict Engineer; John Barre, of Heyer Gruel as Conflict Planner; Michael Mistretta, of Harbor Consultants as Conflict Planner, David Horner of Horner Canter as Traffic Expert and Ace Telecom as Radio Frequency Expert. Ms. Correa made a motion to appoint all professionals and was seconded by Mr. Lee. Motion was approved by a roll call vote. 8 Ayes (Mrs. O'Shea, Mrs. Correa, Mr. Kim, Mr. You, Mr. Lee, Ms. Zamecki, Councilwoman Biegacz, and Chairman Porrino. No Nays, No Abstention.

Chairman Porrino stated that he will recuse himself for the Planning Board Administrative Secretary and requested Vice Chairwoman Mrs. O'Shea to take meeting over at this time.

Vice Chairwoman O'Shea made a motion to appoint Caterina Scancarella as the Planning Board Administrative Secretary and was seconded by Ms. Correa. Motion was approved by a roll call vote. 7 Ayes (Mrs. O'Shea, Mrs. Correa, Mr. Kim, Mr. You, Mr. Lee, Ms. Zamecki and Councilwoman Beigacz. No Nays, No Abstention, (1) Recusal Chairman Porrino

Chairman Porrino asked for a motion to adopt the resolutions for the appointing of the following professionals Randall & Randall as Planning Board Attorney; Andrew Hipolit, of Colliers Engineering as Planning Board Engineer & Planner, David Hoder, of Hoder Associates as Conflict Engineer; John Barre, of Heyer Gruel as Conflict Planner; Michael Mistretta, of Harbor Consultants as Conflict Planner, David Horner of Horner Canter as Traffic Expert and Ace Telecom as Radio Frequency Expert. Ms. Correa made a motion to appoint all professionals and was seconded by Mr. Lee. Motion was approved by a roll call vote. 8 Ayes (Mrs. O'Shea, Mrs. Correa, Mr. Kim, Mr. You, Mr. Lee, Ms. Zamecki, Councilwoman Biegacz, and Chairman Porrino. No Nays, No Abstention.

Chairman Porrino announced the naming of the official newspapers to be the Bergen Record, Northern Valley Press, and the Suburbanite. Chairman Porrino requested a motion to approve the three papers. Mrs. O'Shea made a motion to approve official newspapers and was seconded by Mr. Kim. Motion was approved by a roll call vote. 8 Ayes (Mrs. O'Shea, Mrs. Correa, Mr. Kim, Mr. You, Mr. Lee, Ms. Zamecki, Councilwoman Biegacz, and Chairman Porrino. No Nays, No Abstention.

Chairman Porrino announced that regular meeting dates for the year of 2025 will be on the second Thursday of each month at 7:30pm and will be held at 10 Kahn Terrace and the review committee meeting will be held at 4:30pm as zoom meeting. Chairman Porrino requested a motion to approve the meeting dates. Mrs. O'Shea made a motion, seconded by Ms. Correa. Motion was approved by a roll call vote. 8 Ayes (Mrs. O'Shea, Mrs. Correa, Mr. Kim, Mr. You, Mr. Lee, Ms. Zamecki, Councilwoman Biegacz, and Chairman Porrino. No Nays, No Abstention.

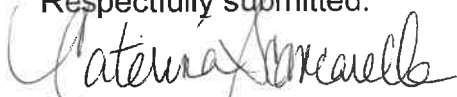
Chairman Porrino named Mrs. O'Shea, Mr. Lee and himself as the members of the Application Completeness Review, Master Plan, Site Plan & Subdivision, and Budget Committees.

Chairman Porrino asked for a motion to open to public. Mrs. O'Shea made a motion, seconded by Mr. Lee, and carried unanimously by voice vote.

No Comments.

Chairman Porrino asked for a motion to close the public portion and adjourn the meeting at 8:02 pm. Mrs. O'Shea made a motion, seconded by Ms. Correa, and carried unanimously by voice vote.

Respectfully submitted.



Caterina Scancarella

Planning Board Administrative Secretary

**ENGLEWOOD CLIFFS PLANNING BOARD**  
**REORGANIZATION MEETING – January 8, 2026 7:30 PM**

10 Kahn Terrace, Englewood Cliffs, NJ

**CALL TO ORDER**

The meeting of the Englewood Cliffs Planning Board will come to order this (date). The time is (time).

**FLAG SALUTE LED BY:**

**OATH OF OFFICE FOR NEWLY APPOINTED MEMBERS**

Frances Correa	-	Class IV Member
Thomas Kim	-	Class IV Member
Sangmin You	-	Class IV Member
Kinga Zamecki	-	Class IV Alternate #2 Member
JP Lee	-	Class II Member - Borough Representative
Rivka Biegacz	-	Class III Member - Council Representative
William Woo	-	Mayor Designee

**"OPEN PUBLIC MEETINGS ACT" STATEMENT**

This meeting which conforms with the Open Public Meetings law, Chapter 231, Public Laws of 1975, is a regularly scheduled Planning Board meeting by advertisement in The Record, notification to the Northern Valley Press Journal, the Suburbanite, and posting of notice on the municipal website at [www.EnglewoodCliffsNJ.org](http://www.EnglewoodCliffsNJ.org).

Secretary/Administrative Clerk will preside for nominations of Chairman and Vice Chairperson.

Secretary/Administrative Clerk will ask for nominations for Chairman. (Roll Call Vote)

Secretary/Administrative Clerk will ask for nominations for Vice-Chairman. (Roll Call Vote)

**COMMENTS FROM MAYOR OR CHAIRMAN**

**ROLL CALL**

**RE-ADOPTION OF BYLAWS**

Motion to re-adopt, By-Laws of January 98, 2026

**BOARD APPOINTMENTS**

Appointment of Board Attorney  
Appointment of Board Engineer  
Appointment of Board Conflict Engineer  
Appointment of Board Planner  
Appointment of Board Conflict Planner  
Appointment of Board Traffic Expert  
Appointment of Board Conflict Traffic Expert  
Appointment of Board Radio Frequency Expert  
Appointment of Planning Board Administrative Secretary

**ENGLEWOOD CLIFFS PLANNING BOARD**  
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**BOARD APPOINTMENTS – RESOLUTIONS:**

RESOLUTION APPOINTING OF BOARD ATTORNEY  
RESOLUTION APPOINTING OF BOARD ENGINEER  
RESOLUTION APPOINTING OF BAORD CONFLICT ENGINERR  
RESOLUTION APPOINTING OF BOARD PLANNER  
RESOLUTION APPOINTING OF BOARD CONFLICT PLANNER  
RESOLUTION APPOINTING OF BOARD TRAFFIC EXPERT  
RESOLUTION APPOINTING OF BOARD CONFLICT TRAFFIC EXPERT  
RESOLUTION APPOINTING OF BOARD RADIO FREQUENCY EXPERT

**NAMING OF OFFICIAL NEWSPAPERS**

Motion to name The Record, The Press Journal, and Suburbanite as the Board’s official newspapers.

**SCHEDULING OF MEETING DATES**

Approval of the 2026 Regular Meeting & Review Committee Meeting Calendar

Regular Meeting to be held on the second Thursday of each month at 7:30 pm at  
Municipal Building, 10 Kahn Terrace, Englewood Cliffs

Review Committee Meeting to be held at 4:00 pm at the Borough Hall Building, 482 Hudson Terrace,  
First Floor Building Dept. Conference Room or Via Zoom.

**COMMITTEE APPOINTMENTS**

Application Completeness Review Committee  
Master Plan Committee  
Site Plan & Subdivision Committee

**OPEN MEETING TO PUBLIC**

Motion to open meeting to public  
Motion to close meeting to public

**ADJOURNMENT**

Motion to adjourn Reorganization Meeting.



BOROUGH OF  
*Englewood Cliffs*  
NEW JERSEY

OFFICE OF THE PLANNING BOARD

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MARK M. PARK  
MAYOR

**January 9, 2026**

Englewood Cliffs Planning Board  
Annual Meeting Notice Schedule  
Year 2026

Please take notice that the Regular Meeting Day for the Englewood Cliffs Planning Board for the year 2026 is the second Thursday of the month at 7:30 PM at the Municipal Building 10 Kahn Terrace, Englewood Cliffs, NJ 07632. The dates are:

January	8 – Thursday
February	12 - Thursday
March	12 – Thursday
April	9 – Thursday
May	14 – Thursday
June	11 – Thursday
July	9 – Thursday
August	13 – Thursday
September	10 – Thursday
October	8 – Thursday
November	12 - Thursday
December	10 – Thursday

Caterina Scancarella  
Planning Board Secretary

