

MINUTES
RED BANK HISTORIC PRESERVATION COMMISSION
January 21, 2026

The Red Bank Historic Preservation Commission held a meeting on Wednesday, January 21, 2026 at 7:00 PM, in the municipal building, first floor, 90 Monmouth Street, Red Bank, New Jersey.

The meeting was called to order at 7:00 PM. A roll call showed that Louis Almerini, Marjorie Cavalier, Liam Collins, Paul Cagno, Karen Schmelzkopf, Michael White, Bethy Varela and Matthew Cummings attended. Shawna Ebanks, Board Secretary, was also present. Anthony Setaro was absent.

The Open Public Meeting Statement Act was read. Adequate notice was posted in the newspaper, the Borough Clerk's office, the Borough website, and outside the Red Bank Council Chambers.

Reorganization of the Board:

Members of the Board announced nominations for the following positions:

1. Chairperson:

Motion: Nomination for Louis Almerini as Chairperson
Moved By: Paul Cagno
Seconded By: Marjorie Cavalier
Ayes: Marjorie Cavalier, Liam Collins, Paul Cagno, Karen Schmelzkopf, Michael White, Bethsy Varela, and Matthew Cummings
Nays: None
Abstain: Louis Almerini

2. Vice Chair:

Motion: Nomination for Majorie Cavalier for Vice-Chair
Moved By: Bethsy Varela
Seconded By: Liam Collins
Ayes: Louis Almerini, Liam Collins, Paul Cagno, Karen Schmelzkopf, Michael White, Bethy Varela, and Matthew Cummings
Nays: None
Abstain: Marjorie Cavalier

3. Board Secretary:

Motion: Nomination for Shawna Ebanks as Board Secretary
Moved By: Paul Cagno
Seconded By: Majorie Cavalier
Ayes: Louis Almerini, Marjorie Cavalier, Liam Collins, Paul Cagno, Karen Schmelzkopf, Michael White, Bethsy Varela, and Matthew Cummings
Nays: None
Abstain: None

4. Board Attorney:

Motion: Nomination for Michele Donato, Esq. as Board Attorney
Moved By: Marjorie Cavalier
Seconded By: Louis Almerini

Ayes: Louis Almerini, Marjorie Cavalier, Liam Collins, Paul Cagno, Karen Schmelzkopf, Michael White, Bethsy Varela, and Matthew Cummings
Nays: None
Abstain: None

5. Official Newspapers:

Motion: Nomination for Asbury Park Press and Two River Times as the Board's newspapers.
Moved By: Louis Almerini
Seconded By: Paul Cagno
Ayes: All in favor
Nays: None
Abstain: None

6. 2026 Board Meeting Calendar

Motion: Approve the 2026 meeting dates as presented.
Moved By: Liam Collins
Seconded By: Matthew Cummings
Ayes: All in favor
Nays: None
Abstain: None

7. Minor Work Committee

Appointed: Appoint Paul Cagno, Louis Almerini, and Liam Collins as the Minor Work Committee

8. RiverCenter Liaison

Appointed: Anthony Setaro

9. Historic Sites Committee

Appointed: Anthony Setaro, Karen Schmelzkopf, Marjorie Cavalier

Special Meeting Minutes: November 12, 2025

Motion: Approved with correction
Moved by: Majorie Cavalier
Seconded by: Louis Almerini
Ayes: Louis Almerini, Marjorie Cavalier, Liam Collins, Karen Schmelzkopf, Michael White, and Bethsy Varela
Nays: None
Abstained: Matthew Cummings, Paul Cagno

Minor Works Committee

Over email, the Committee reviewed four minor works applications. Two applications (60 Broad Street, 74-76 Monmouth Street, and 137 Broad Street) for new signage and one application (60 Wallace Street) for porch improvements were approved by the Committee. 60 Wallace Street was issued a stop-work order because they did not apply; however, they did file the paperwork, and Minor Works reviewed the application, finding no significant change to the porch. The property owner was repairing the damaged porch.

Shawna Ebanks mentioned that the Red Bank Register building had received several violations and fees for commencing work without the HPC approval. Marjorie asked that the property be placed on the future agenda for old business to provide status on their submission to HPC.

RiverCenter Liaison Report

Karen Schmelzkopf had no report. She suggested that the new liaison work with RiverCenter to understand the role the HPC should play. Kristina Bonatakis said that she would contact them.

Historic Sites Designation/Design Guidelines Committee

All Commission members received hard copies of the design guidelines. The public library also received two hard copies. Marjorie Cavalier asks that the Commission members refer to the guidelines when reviewing new applications.

Ms. Ebanks mentioned that the Council introduced the guidelines at their last meeting, and they will be adopted at the upcoming meeting. The guidelines have been placed on the Borough's website under the Historic Preservation Commission page.

The Intensive Architectural Survey is completed. It is 250 pages that include history and an individual survey of the property. The document includes a section that recommends another site for an intensive survey. Ms. Cavalier commended Steven Smolyn for his work on the survey and the guidelines.

Grants

Ms. Ebanks explained that the Borough will apply to the historic trust for a grant to update the Historic Preservation Element and to conduct another intensive survey for the recommended sites in the new intensive architectural survey.

Ms. Cavalier asked about finding ways to place plaques on historic properties.

Liam Collins asked if it could be a QR code.

The Commission asked if the plaques could be funded through the Borough's budget.

Michael White seconded Liam Collins's motion to adjourn the meeting. The meeting was adjourned at 7:42 PM.

Respectfully,

Shawna Ebanks

Historic Preservation Commission Secretary