

BOROUGH OF BERLIN
PLANNING BOARD MINUTES
February 9th, 2026, Regular meeting

CALL TO ORDER: Chairman M. McGowan called the meeting to order at 7:00 PM

FLAG SALUTE: Chairman M. McGowan called for everyone to rise and recite the pledge of allegiance to the flag.

SUNSHINE STATEMENT: Chairman M. McGowan announced that this meeting is being held in compliance with the Open Public Meetings Act and has been duly noticed and published by law.

ROLL CALL: On roll call, the following members answered present-to-roll call: Mayor R. Miller, D. Pomponio, H. Earle, Councilman M. Wilkinson, F. Ballak, W. Hans, E. Hahn, Chairman M. McGowan

Chairman M. McGowan asked if there were any questions or comments on the minutes for January 12th, 2026, none heard.

MINUTES: A motion to approve January 12th, 2026, minutes, was made by Councilman M. Wilkinson and seconded by W. Hans

ALL IN FAVOR:

D. Pomponio-AYE
Mayor R. Miller-AYE
H. Earle-AYE
Councilman M. Wilkinson-AYE
W. Hans-AYE
F. Ballak-AYE
Chairman M. McGowan-AYE
E. Hahn-AYE

RESOLUTIONS:

Resolutions 26-01 to 26-07

Appointment of Officers:26-01

A motion to appoint Michael McGowan as Chairman was made by F. Ballak. and seconded by D. Pomponio

ROLL CALL:

D. Pomponio-AYE
Mayor R. Miller-AYE
H. Earle-AYE
Councilman M. Wilkinson-AYE
W. Hans-AYE
F. Ballak-AYE
Chairman M. McGowan-AYE
E. Hahn-AYE

APPOINTMENT OF VICE CHAIRMAN:26-02

A motion to appoint Jeannine Schumacher as Vice Chairman was made by F. Ballak. and seconded by D. Pomponio

ROLL CALL:

D. Pomponio-AYE
Mayor R. Miller-AYE
H. Earle-AYE
Councilman M. Wilkinson-AYE
W. Hans-AYE
F. Ballak-AYE
Chairman M. McGowan-AYE
E. Hahn-AYE

APPOINTMENT OF SOLICITOR:26-03

A motion to appoint Stuart Platt as solicitor was made by F. Ballak. and seconded by D. Pomponio

ROLL CALL:

D. Pomponio-AYE
Mayor R. Miller-AYE
H. Earle-AYE
Councilman M. Wilkinson-AYE
W. Hans-AYE
F. Ballak-AYE
Chairman M. McGowan-AYE
E. Hahn-AYE

APPOINTMENT OF SECRETARY: 26-04

A motion to appoint Donna Plute as Secretary was made by F. Ballak. and seconded by D. Pomponio

ROLL CALL:

D. Pomponio-AYE
Mayor R. Miller-AYE
H. Earle-AYE
Councilman M. Wilkinson-AYE
W. Hans-AYE
F. Ballak-AYE
Chairman M. McGowan-AYE
E. Hahn-AYE

APPOINTMENT OF ENGINEER: 26-05

A motion to appoint Colliers Engineering & Design, Inc., as Planning Board Engineer, was made by F. Ballak. and seconded by D. Pomponio

ROLL CALL:

D. Pomponio-AYE
Mayor R. Miller-AYE
H. Earle-AYE
Councilman M. Wilkinson-AYE
W. Hans-AYE
F. Ballak-AYE
Chairman M. McGowan-AYE
E. Hahn-AYE

APPOINTMENT OF PLANNER: 26-06

A motion to appoint Colliers Engineering & Design, Inc., as Planning Board Planner, was made by F. Ballak. and seconded by D. Pomponio

ROLL CALL:

D. Pomponio-AYE
Mayor R. Miller-AYE
H. Earle-AYE
Councilman M. Wilkinson-AYE
W. Hans-AYE
F. Ballak-AYE
Chairman M. McGowan-AYE
E. Hahn-AYE

RE-ADOPTION OF RULES AND REGULATIONS: 26-07

A motion to re-adopt rules and regulations was made by F. Ballak. and seconded by D. Pomponio

ROLL CALL:

D. Pomponio-AYE
Mayor R. Miller-AYE
H. Earle-AYE
Councilman M. Wilkinson-AYE
W. Hans-AYE
F. Ballak-AYE
Chairman M. McGowan-AYE
E. Hahn-AYE

FEE FOR NOTICE OF MEETING: 26-07

A motion to approve the fee of \$25.00 for notice of meetings was made by F. Ballak. and seconded by D. Pomponio

ROLL CALL:

D. Pomponio-AYE
Mayor R. Miller-AYE
H. Earle-AYE
Councilman M. Wilkinson-AYE
W. Hans-AYE
F. Ballak-AYE
Chairman M. McGowan-AYE
E. Hahn-AYE

MEETING DATES: 26-07

The Second Monday of every month is reserved for Planning Board Meetings, and the Fourth Monday of each month is reserved for Special Meetings should it be necessary due to large agendas, or special schedules as needed.

A motion to approve the meeting dates as arranged was made by F. Ballak. and seconded by D. Pomponio

ROLL CALL:

D. Pomponio-AYE
Mayor R. Miller-AYE
H. Earle-AYE
Councilman M. Wilkinson-AYE
W. Hans-AYE
F. Ballak-AYE
Chairman M. McGowan-AYE
E. Hahn-AYE

ZONING OFFICERS REPORTS:

January 2026 report

Chairman M. McGowan asked if there were any questions on the report, none heard

OLD BUSINESS:

NONE

NEW BUSINESS:

NONE

CORRESPONDENCE

Planning Board Attorney Chris Norman provided an overview of the changes to Public Notice requirements that will take effect on March 1, 2026. These changes will permit online postings to serve as official notice in lieu of traditional newspaper publications for Planning Board matters. Mr. Norman will be consulting with his firm to verify the specific provisions of the new process and will report back with the confirmed details.

PUBLIC PORTION:

Chairman M. McGowan opened up to the public, none heard or seen.

GOOD OF THE ORDER:

NONE.

ADJOURNMENT OF REGULAR MEETING: at 7:08pm

A motion to adjourn the meeting was made by Mayor R, Miller and seconded by Councilman M. Wilkinson. All in Favor-AYE

Cc: Bill Behnke, Fire Marshall
Stacey DiVello, Escrow Financial Department
Wayne Hans, Construction Official
Michael Bernardins, CTA Tax Assessor