



# TOWNSHIP OF LONG HILL

COUNTY OF MORRIS  
Gillette, Homestead Park, Meyersville, Millington, Stirling

TOWNSHIP OFFICE  
915 Valley Road  
Gillette, NJ 07933  
(908) 647-8000  
FAX (908) 647-4150

## ZONING BOARD OF ADJUSTMENT MEETING AGENDA ORGANIZATIONAL MEETING January 8, 2019 – 8:00 PM

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- (1) **CALL TO ORDER AND STATEMENT OF COMPLIANCE**  
Adequate notice of this meeting has been provided by posting a copy of the public meeting dates on the municipal bulletin board, by sending a copy to the Echoes-Sentinel and by filing a copy with the Municipal Clerk.
- (2) **STANDARD BOARD PROCEDURES**  
Any hearing conducted by the Board is a quasi-judicial proceeding. Any questions or comments must be limited to issues that are relevant to what the board may legally consider in reaching a decision, and decorum appropriate to a judicial hearing must be maintained at all time.
- (3) **ELECTRONIC DEVICES**  
All in attendance are asked to turn off cell phones and/or any electronic devices as they interfere with the recording equipment.
- (4) **PLEDGE OF ALLEGIANCE**
- (5) **OATH OF OFFICE** – New Appointees / Re-Appointees
- (6) **ROLL CALL**
- (7) **ELECTION OF CHAIRMAN** – Term expiring January 7, 2020
- (8) **ELECTION OF VICE CHAIRMAN** – Term expiring January 7, 2020
- (9) **APPOINTMENTS** – *Resolutions 2019-1-ZBA through 2019-4-ZBA Attached*
  - a. Debra Coonce as Board Secretary to serve until January 7, 2020.
  - b. Jolanta Maziarz, Esq. as Board Attorney to serve at the pleasure of the Board for a term expiring on January 7, 2020.
  - c. The Board will appoint an Engineering Firm / Professional Engineer to serve at the pleasure of the Board for a term expiring on January 7, 2020.
  - d. The Board will appoint a Planning Firm / Professional Planner to serve at the pleasure of the Board for a term expiring on January 7, 2020.

- (10) **ADOPTION OF 2019 MEETING SCHEDULE** – *Resolution 2019-5-ZBA Attached*
- (11) **CALENDAR/AGENDA ORDER OF BUSINESS** – *Resolution 2019-6-ZBA Attached*
- (12) **NOTICE OF PUBLICATION** – *Resolution 2019-7-ZBA Attached*
- (13) **MEETING MINUTES** – *Resolution 2019-8-ZBA Attached*
- (14) **MEETING CUT-OFF** – *Resolution 2019-9-ZBA Attached*  
 As a matter of procedure, it is the intention of the Zoning Board of Adjustment not to continue any matter past 11:00 P.M. at any Regular or Special Meeting unless a motion is passed by the members then present to extend the meeting to a later specified cut-off time. This notice shall be made part of published operating procedures for applications to this Board and shall be announced at the opening of each meeting.
- (15) **APPROVAL OF MEETING MINUTES** – October 16, 2018 / November 6, 2018  
 November 20, 2018 / December 5, 2017  
 December 11, 2018 / December 18, 2018
- (16) **EXECUTIVE SESSION** – Litigation or personnel matters if needed.
- (17) **APPLICATIONS** – *Certificate of Non-Conformity or Expansion of a Non-Conforming Use (Carried from 10/2/18, 10/16/18, 11/20/18 & 12/4/18)*  
 Block 11505, 11506, 11507 / Lots 25, 1 & 24, 1 / Zone Conservation  
 219 Railroad Avenue  
 Application No. 18-18Z  
Robert Falzon  
 Applicant proposes to continue the existing use on the property as mixed use for maintenance and storage of vehicles and equipment.
- Preliminary & Final Site Plan Application with Variances (To be carried to 2/5/19)*  
 Block 14101 / Lot 63 / Zone C  
 1050 Long Hill road  
 Application No. 18-21Z  
Missionary Servants of the Most Holy Trinity  
 Applicant proposes to construct a 1,417 SF pilgrim’s chapel.
- (18) **NEW BUSINESS**
- (19) **ADJOURNMENT**

Videos of Planning Board meeting(s) are available on the Township website at [www.longhillnj.gov](http://www.longhillnj.gov). Audio recordings of the meeting(s) are available for purchase by filing an OPRA (Open Public Records Act) request through the Municipal Clerk’s office. All documents relating to applications may be examined by the public in the Planning & Zoning Office located in the Township of Long Hill Municipal Building.

**TOWNSHIP OF LONG HILL  
ZONING BOARD OF ADJUSTMENT  
RESOLUTION 2019-01-ZBA**

**APPOINTMENT OF BOARD SECRETARY**

**BE IT RESOLVED**, the Zoning Board of Adjustment of the Township of Long Hill has appointed Debra Coonce as the Secretary of the Zoning Board of Adjustment until January 7, 2020. The Zoning Board Secretary will hold office hours at Town Hall, 915 Valley Road, Gillette, New Jersey, Mondays, Tuesdays and Thursdays from 8:30 AM to 4:30 PM, Wednesdays from 8:30 AM to 6:30 PM and Fridays from 8:30 AM to 2:30 PM and will be present at all regular and special meetings scheduled for the Zoning Board of Adjustment.

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Debra Coonce  
Board Secretary

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Board Chairman

**TOWNSHIP OF LONG HILL  
ZONING BOARD OF ADJUSTMENT  
RESOLUTION 2019-02-ZBA**

**APPOINTMENT OF BOARD ATTORNEY**

**WHEREAS**, the Township of Long Hill Zoning Board of Adjustment requires professional legal services which shall include but not be limited to attendance at meetings, preparation of administrative documents and correspondence, legal research, consultation with the Board Members, Coordinator, and other municipal personnel, as well as with legal representatives of applicants, and miscellaneous other legal services (except for litigation and certain other types of services such as (a) Any litigation handled for the Board; (b) Any extensive or major redrafting of Township ordinances; (c) Drafting of resolutions on applications for development and for other matters coming before the Board; and (d) Review of easements, deeds, agreements or documentation pertaining to formation of a planned development, condominium, homeowners' association, or the like; (e) Other matters requiring attendance at conferences, work sessions, etc., out of the office. Other types of legal services would also include the preparation of administrative documents and correspondence, miscellaneous legal research, consultation with the Board Members, the Board Coordinator and other municipal personnel; and

**WHEREAS**, the anticipated term of the contract is (1) year; and

**WHEREAS**, the Law Firm of Ventura, Miesowitz, Keough & Warner, PC has agreed to legal services at a rate of \$140.00 per hour for attendance at meetings (two hour minimum) and a rate of \$140.00 per hour for other types of legal services including those set forth above; and

**WHEREAS**, the Law Firm of Ventura, Miesowitz, Keough & Warner, PC has completed and submitted a Business Entity Disclosure Certification which certifies that the Law Firm of Ventura, Miesowitz, Keough & Warner, PC has not made any reportable contributions to a political or candidate committee in the Township of Long Hill in the previous one year, and that the contract will prohibit the Law Firm of Ventura, Miesowitz, Keough & Warner, PC from making any reportable contributions through the term of the contract; and

**WHEREAS**, in addition, this contract is for professional services and may be awarded without public bidding pursuant to N.J.S.A. 40A:11-5(1)(a)(i); and

**WHEREAS**, the Township Chief Financial Officer, in accordance with N.J.A.C. 5:34-5.1, has certified in writing to the Township Committee the availability of adequate funds to pay, not to exceed, the maximum amount of the department's 2019 fiscal year budget provided; Additionally, any service charges in connection to developer escrow accounts are subject to funds deposited and available to us from escrow applicants; Township will not be responsible for any charges related to escrow accounts.

**NOW, THEREFORE BE IT RESOLVED**, by the Zoning Board of Adjustment of the Township of Long Hill, in the County of Morris, State of New Jersey as follows:

1. A professional services contract with Ventura, Miesowitz, Keough & Warner, PC, 783 Springfield Avenue, Summit, NJ 07901 is hereby authorized for the period of January 1, 2019 through January 7, 2020, during which time the annual performance review shall be completed.
2. The Board Chairman and Planning & Zoning Coordinator are authorized to sign a professional service contract with Ventura, Miesowitz, Keough & Warner, PC, in accordance with the following terms and conditions:
  - A. Term: January 1, 2019 – January 7, 2020
  - B. Rate: \$140.00 per hour per meeting attendance (two hour minimum) and \$140.00 per hour for other legal services as stated above
  - C. Services: The firm shall provide professional legal services
3. The Planning & Zoning Coordinator, in accordance with the provisions of N.J.S.A. 40A:11-5 (1)(a)(i) is directed to publish a notice once in the Echoes-Sentinel stating the nature, duration, service and amount of this contract.
4. The Planning & Zoning Coordinator shall make copies of this resolution available for public inspection at the Municipal Building, 915 Valley Road, Gillette, New Jersey, during regular business hours.
5. This contract shall be charged to Zoning Board of Adjustment – Legal Expenses. The certification of available funds by the Township Chief Financial Officer shall be maintained in the files of the Planning & Zoning Coordinator.
6. The Business Disclosure Entity Certification and the Determination of Value shall be placed on file with this Resolution.

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Debra Coonce  
Board Secretary

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Board Chairman

**TOWNSHIP OF LONG HILL  
ZONING BOARD OF ADJUSTMENT  
RESOLUTION 2019-03-ZBA**

**APPOINTMENT OF BOARD ENGINEER**

**WHEREAS**, the Township of Long Hill Zoning Board of Adjustment requires certain technical and/or professional services hereinafter described as Engineering Consulting Services which shall include but not be limited to the following: serve as the general engineering consultant to the Zoning Board of Adjustment; attend hearings/meetings of the Zoning Board of Adjustment as requested; advise the Zoning Board of Adjustment on all engineering matters under their jurisdiction; the Consultant shall be available for consultation by telephone at all reasonable times; represent the Zoning Board of Adjustment as its Professional Engineer pursuant to N.J.S.A. 40:55D-24; review site and subdivision plans, as requested; prepare special reports, plans, studies, applications, and similar work, as requested; testify on behalf of the Zoning Board of Adjustment before Commissions, Agencies, or Courts of the State of New Jersey, as requested; and perform any other related engineering work, as requested; and

**WHEREAS**, the anticipated term of this contract is (1) one year; and

**WHEREAS**, Casey & Keller, Inc. has agreed to engineering services at a rate of \$140.00 per hour for attendance at hearings/meetings and a rate of \$140.00 per hour will be billed for engineering services, including field work, research and writing; and any other task assigned by the Board (fee schedule attached hereto); and

**WHEREAS**, the firm of Casey & Keller, Inc. has completed and submitted a Business Entity Disclosure Certification which certifies that the firm of Casey & Keller, Inc. has not made any reportable contributions to a political or candidate committee in the Township of Long Hill in the previous one year, and that the contract will prohibit the firm of Casey & Keller, Inc., from making any reportable contributions throughout the term of the contract; and

**WHEREAS**, in addition, this contract is for professional services and may be awarded without public bidding pursuant to N.J.S.A. 40A:11-5(1)(a)(i); and

**WHEREAS**, the Township Chief Financial Officer, in accordance with N.J.A.C. 5:34-5.1, has certified in writing to the Township Committee the availability of adequate funds to pay the maximum amount of the contract;

**NOW, THEREFORE, BE IT RESOLVED**, by the Zoning Board of Adjustment of the Township of Long Hill, in the County of Morris, State of New Jersey as follows:

1. A professional services contract with Casey & Keller, Inc., 258 Main Street, Millburn, NJ 07041 is hereby authorized.

2. The Board Chairman and Planning & Zoning Coordinator are authorized to sign a professional service contract with Casey & Keller, Inc., in accordance with the following terms and conditions:
  - A. Term: January 8, 2019 – January 7, 2020
  - B. Rate: \$140.00 per hour per hearing attendance and  
\$140.00 per hour for other engineering services as stated above
  - C. Services: Casey & Keller, Inc. shall provide professional engineering services.
3. The Planning & Zoning Coordinator in accordance with the provisions of N.J.S.A. 40A:11-5(1)(a)(i), is directed to publish a notice once in the Echoes-Sentinel stating the nature, duration, service and amount of this contract.
4. The Planning & Zoning Coordinator shall make copies of this Resolution available for public inspection at the Municipal Building, 915 Valley Road, Gillette, New Jersey during regular business hours.
5. This contract shall be charged to Zoning Board of Adjustment – Engineering Services. The certification of available funds by the Township Chief Financial Officer shall be maintained in the files of the Planning & Zoning Coordinator.
6. The Business Disclosure Entity Certification and the Determination of Value shall be placed on file with this Resolution.

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Debra Coonce  
Board Secretary

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Board Chairman

# CASEY & KELLER, INC.

LAND SURVEYORS + CIVIL ENGINEERS + PLANNERS

N.J. STATE BOARD OF PROFESSIONAL ENGINEERS & LAND SURVEYORS  
CERTIFICATE OF AUTHORIZATION NO. 24GA27985400

258 MAIN STREET, MILLBURN, NEW JERSEY, 07041  
VOICE :973-379-3280 FAX: 973-379-7993

## 2019 Municipal Consulting Fee Schedule

<u>Department</u>	<u>Billing Rate</u>
<b>Engineering</b>	
Professional Engineer – Senior PE	140.00
Engineering Technician I - EIT	125.00
Secretary / Administrative	75.00
<u>Reimbursable Expenses</u>	<u>Billing Rate</u>
Overnight Delivery	Cost + 10%
Blueprints / Bond Prints	\$ 5.00 / sheet

### Notes:

Meetings will be billed at an hourly rate including travel time from our office in Millburn.



**TOWNSHIP OF LONG HILL  
ZONING BOARD OF ADJUSTMENT  
RESOLUTION 2019-04-ZBA**

**APPOINTMENT OF PLANNING CONSULTANT**

**WHEREAS**, the Township of Long Hill Zoning Board of Adjustment requires professional planning services which shall include but not be limited to attendance at Board Hearings/Meetings; field work, research and writing; and any other task assigned by the Zoning Board of Adjustment; and providing advice as a non-fair open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

**WHEREAS**, the anticipated term of this contract is (1) one year; and

**WHEREAS**, the Firm of Shamrock Enterprises, Ltd. has agreed to provide planning services at a rate of \$135.00 per hour for attendance at hearings/meetings and a rate of \$135.00 per hour for all other planning services including, including field work, research and writing; and any other task assigned by the Board;; and

**WHEREAS**, the firm of Shamrock Enterprises, Ltd. has completed and submitted a Business Entity Disclosure Certification which certifies that the Firm of Shamrock Enterprises, Ltd. has not made any reportable contributions to a political or candidate committee in the Township of Long Hill in the previous one year, and that the contract will prohibit the Firm of Shamrock Enterprises, Ltd. from making any reportable contributions through the term of the contract; and

**WHEREAS**, in addition, this contract is for professional services and may be awarded without public bidding pursuant to N.J.S.A. 40A:11-5(1)(a)(i); and

**WHEREAS**, the Township Chief Financial Officer, in accordance with N.J.A.C. 5:34-5.1, has certified in writing to the Township Committee the availability of adequate funds to pay the maximum amount of the contract;

**NOW, THEREFORE BE IT RESOLVED** by the Zoning Board of Adjustment of the Township of Long Hill, in the County of Morris, State of New Jersey, as follows:

1. A professional services contract with Shamrock Enterprises, Ltd., Madison House, 866 Madison Ave., Rahway, N.J. 07065 is hereby authorized.
2. The Board Chairman and Planning & Zoning Coordinator are authorized to sign a professional service contract with Shamrock Enterprises, Ltd., in accordance with the following terms and conditions:
  - A. Term: January 1, 2019 – January 7, 2020

B. Rate: \$135.00 per hour per hearing attendance and  
\$135.00 per hour for other engineering services as stated above

C. Services: The firm shall provide professional planning services

3. The Planning & Zoning Coordinator, in accordance with the provisions of N.J.S.A. 40A:11-5(1)(a)(i) is directed to publish a notice once in the Echoes-Sentinel stating the nature, duration, service and amount of this contract.

4. The Planning & Zoning Coordinator shall make copies of this resolution available for public inspection at the Municipal Building, 915 Valley Road, Gillette, N.J. during regular business hours.

5. This contract shall be charged to Zoning Board of Adjustment – Planning Services. This certification of available funds by the Township Chief Financial Officer shall be maintained in the files of the Planning & Zoning Coordinator.

6. The Business Disclosure Entity Certification and the Determination of Value shall be placed on file with this Resolution.

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Debra Coonce  
Board Secretary

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Board Chairman

**TOWNSHIP OF LONG HILL  
ZONING BOARD OF ADJUSTMENT  
RESOLUTION 2019-05-ZBA**

**2019 MEETING SCHEDULE**

**BE IT RESOLVED** by the Zoning Board of Adjustment of the Township of Long Hill regular and special meeting dates for the calendar year of 2019 are listed below. All regular and special meetings will begin at 8:00 PM unless otherwise scheduled, at the Township of Long Hill Municipal Building, 915 Valley Road, Gillette, New Jersey.

<b>January 8, 2019</b> (Reorganization Meeting)	<b>January 22, 2019</b>
<b>February 5, 2019</b>	<b>February 19, 2019</b>
<b>March 5, 2019</b>	<b>March 19, 2019</b>
<b>April 2, 2019</b>	<b>April 16, 2019</b>
<b>May 7, 2019</b>	<b>May 21, 2019</b>
<b>June 4, 2019</b>	<b>June 18, 2019</b>
<b>July 16, 2019</b>	(No second meeting in July)
<b>August 6, 2019</b>	(No second meeting in August)
<b>September 3, 2019</b>	<b>September 17, 2019</b>
<b>October 1, 2019</b>	<b>October 15, 2019</b>
<b>November 5, 2019</b>	<b>November 19, 2019</b>
<b>December 3, 2019</b>	(No second meeting in December)
<b>January 7, 2020</b> (Reorganization Meeting)	

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Debra Coonce  
Board Secretary

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Board Chairman

**TOWNSHIP OF LONG HILL  
ZONING BOARD OF ADJUSTMENT  
RESOLUTION 2019-06-ZBA**

**CALENDAR / AGENDA ORDER OF BUSINESS**

**BE IT RESOLVED** by the Zoning Board of Adjustment of the Township of Long Hill that the Calendar/Agenda Order of Business shall be sent via electronic mail or given to each member of the Board on or before the Friday before each designated meeting.

Pursuant to the requirements of Section 13 of the Open Public Meetings Act agendas for Regular and Special Meetings of the Board of Adjustment will be posted at Town Hall as required.

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Debra Coonce  
Board Secretary

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Board Chairman

**TOWNSHIP OF LONG HILL  
ZONING BOARD OF ADJUSTMENT  
RESOLUTION 2019-07-ZBA**

**NOTICE OF PUBLICATION**

**BE IT RESOLVED** by the Zoning Board of Adjustment of the Township of Long Hill that the following newspapers are designated to receive Notices as required by the Open Public Meetings Law:

1. Echoes-Sentinel
2. Courier News

All notices required by the provisions of the Open Public Meetings Law shall be furnished to the newspapers designated for such purposes.

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Debra Coonce  
Board Secretary

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Board Chairman

**TOWNSHIP OF LONG HILL  
ZONING BOARD OF ADJUSTMENT  
RESOLUTION 2019-08-ZBA**

**MEETING MINUTES**

**BE IT RESOLVED** by the Zoning Board of Adjustment of the Township of Long Hill that:

The minutes of the regular public meetings shall be sent to the Board of Adjustment members and a copy of said minutes be posted on the Township Website. By this procedure and/or unanimous agreement of the Board Members, the reading of said minutes shall be waived. Copies will be made available to the public upon request. The charge for such copies of Minutes will be determined by Township Ordinance.

Recordings of all proceedings will be retained and can be accessed in accordance with N.J.S.A. 40:55D-10(f).

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Debra Coonce  
Board Secretary

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Board Chairman

**TOWNSHIP OF LONG HILL  
ZONING BOARD OF ADJUSTMENT  
RESOLUTION 2019-09-ZBA**

**MEETING CUT-OFF**

**BE IT RESOLVED** by the Zoning Board of Adjustment of the Township of Long Hill that, as a matter of procedure, it is the intention of the Zoning Board of Adjustment not to continue any matter past 11:00 P.M. at any regular or special meeting of the Board unless a motion is passed by the members then present to extend the meeting to a later specified cut-off time. Further, that this notice shall be made part of published operating procedures for applications to this Board and shall be announced at the opening of each meeting.

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Debra Coonce  
Board Secretary

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Board Chairman