



TOWNSHIP OF LONG HILL
COUNTY OF MORRIS
Gillette, Homestead Park, Meyersville, Millington, Stirling

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

**ZONING BOARD OF ADJUSTMENT
MINUTES OF THE
ORGANIZATIONAL MEETING & HEARING
January 18, 2022**

The Long Hill Zoning Board of Adjustment met for a Regular/Reorganizational Meeting/Hearing via online virtual meeting format using Zoom Webinar.

At 7:30 pm, Board Member Ed Gerecht made the following announcements:

- (1) **Call to Order and Statement of Compliance**
- (2) **Standard Board Procedures**
- (3) **Electronic Devices**

- (4) **Pledge of Allegiance** – Recited by all in attendance

- (5) **Oath of Office** –
The oath of office was administered by Jolanta Maziarz, Esq. to the following re-appointees:

Scott Hain – Expiring 12/31/25
Benjamin Lindeman, Alternate #1 – Expiring 12/31/22

- (6) **Roll Call** – Planning & Zoning Coordinator (PZC) Coonce called the roll:
Present: Jerry Aroneo
Ed Gerecht
Gary Gianakis
Tom Grosskopf
Brian Johnson
Scott Hain
Jonathan Rosenberg
Ben Lindeman (Alt. #1)
Debra Coonce, Board Secretary
John Kaplan, Esq., Board Attorney
Samantha Anello, Board Engineer
Elizabeth Leheny, Board Planner

- (7) **Election of Chairman**
Upon motion made by Mr. Grosskopf and seconded by Mr. Rosenberg, Ed Gerecht was unanimously elected Chairman by all members present and eligible to vote to serve at the pleasure of the Board through January 17, 2023.

(8) **Election of Vice Chairman**

Upon motion made by Chairman Gerecht and seconded by Mr. Gianakis, Brian Johnson was unanimously elected Vice Chairman by all members present and eligible to vote to serve at the pleasure of the Board through January 17, 2023.

(9) **Appointments** – *Resolutions 2022-1-ZBA through 2022-5-ZBA (attached)*

Upon motion made and seconded and by the unanimous votes of all members present, the following actions were taken.

1. Appointment of Debra Coonce as Board Secretary to serve until January 17, 2023.
2. Appointment of the firm Ventura, Miesowitz, Keough & Warner, P.C. as Board Attorney to serve until January 10, 2023.
3. Appointment of the firm Mott MacDonald as Board Engineer to serve until January 10, 2023.
4. Appointment of the firm Phillips Preiss Grygiel Leheny Hughes LLC as Board Planner to serve until January 10, 2023.
5. Appointment of Ferriero Engineering, Inc. and J. Caldwell & Associates, LLC as alternate engineer and planner through January 10, 2023.

(10) **Board Procedural Resolutions** – *Resolutions 2022-6-ZBA through 2022-10-ZBA (attached)*

Upon motion made and seconded and by the unanimous votes of all members present, the following actions were taken:

6. Adoption of the 2022 Meeting Schedule
7. Remote Meeting Protocols
8. Notice of Publication
9. Resolutions for Applications
10. Meeting Cut-Off

(11) **Meeting Minutes** –

The Meeting Minutes of November 9, 2021, November 16, 2021, November 18, 2021, December 21, 2021 & January 4, 2022 will be reviewed at the Board's next regular meeting.

(12) **Resolutions** –

The following resolutions are carried to the Board's next regular meeting:

New Cingular Wireless PCS, LLC (AT&T) / Application No. 21-21Z

T-Mobile Northeast LLC / Application No. 21-22Z

Ken Chwatek / Application No. 21-18Z

Upon motion made by Vice Chairman Johnson and seconded by Mr. Hain, the resolution was memorialized by the unanimous votes of Vice Chairman Johnson, Mr. Hain, Mr. Gianakis, Mr. Grosskopf, Mr. Rosenberg and Chairman Gerecht; they being all members present and eligible to vote.

(13) **Application**

Variance (Carried from 12/21/21 & 1/4/22)

Block 13404 / Lot 1.04 / Zone R-2

35 Morristown Road

Application No. 21-19Z

Chris Caiazza

Applicant proposes to construct an exterior staircase from the basement level at the rear of yard of a single-family residence. Lot coverage variance is requested.

Board Engineer Anello and Board Planner Leheny were sworn in to offer testimony on behalf of the Township.

Chris Caiazza was sworn in to offer testimony.

Witnesses sworn in to offer testimony on behalf of the Applicant:
Bill Kaufman, as Architect

No members of the public with present with questions or comments for the Applicant.

During discussion, the Board was in favor of the application noting the variances requested are de minimis in nature due to the undersized property. Additionally, the Board noted that as the property has been completely renovated, the Board sees no detriment to the requested variances.

Upon motion made by Mr. Aroneo and seconded by Mr. Grosskopf, the application was approved with conditions subject to a memorializing resolution by the unanimous votes of Mr. Aroneo, Mr. Grosskopf, Mr. Gianakis, Mr. Hain, Mr. Rosenberg, Vice Chairman Johnson and Chairman Gerecht; they being all members present and eligible to vote.

(14) **Old / New Business** – None.

(15) **Adjournment** – The Regular and Organizational Meeting/Hearing was adjourned at 8:47 pm.

Respectfully submitted,



Debra Coonce
Zoning Board Secretary
Planning & Zoning Board Coordinator

Videos of Planning Board meeting(s) are available on the Township website at 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 2022-1-ZB**

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 17, 2023. The Zoning Board of Adjustment 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.



Debra Coonce,
Board Secretary



Edwin F. Gerecht, Jr.,
Chairman

**TOWNSHIP OF LONG HILL
ZONING BOARD OF ADJUSTMENT
RESOLUTION 2022-2-ZB**

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 (including 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.

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

WHEREAS, Ventura, Miesowitz, Keough & Warner, P.C. has agreed to legal services at a rate of \$155.00 per hour for attendance at meetings and a rate of \$155.00 per hour for other types of legal services including those set forth above; and

WHEREAS, Ventura, Miesowitz, Keough & Warner, P.C. has completed and submitted a Business Entity Disclosure Certification which certifies that Ventura, Miesowitz, Keough & Warner, P.C. 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 Ventura, Miesowitz, Keough & Warner, P.C. from making any reportable contributions through the term of the contract; and

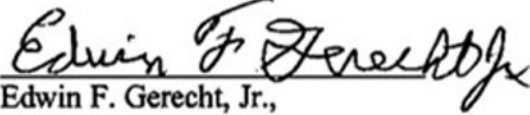
WHEREAS, in addition, this contract is for professional services and may be awarded without public bidding pursuant to N.J.S.A. 40A:11-5(1)(a)(i); and

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 2022 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, P.C., 783 Springfield Avenue, Summit, NJ 07901 is hereby authorized for the period of January 18, 2022 through January 17, 2023, 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, P.C., in accordance with the following terms and conditions:
 - A. Term: January 18, 2022 through January 17, 2023
 - B. Rate: \$155.00 per hour per meeting attendance and \$155.00 per hour for other legal services as stated above
 - C. Services: The firm shall provide professional legal services
3. The Board Secretary, 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 Board Secretary 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.


Debra Coonce,
Board Secretary


Edwin F. Gerecht, Jr.,
Chairman

**TOWNSHIP OF LONG HILL
ZONING BOARD OF ADJUSTMENT
RESOLUTION 2022-3-ZB**

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, Mott MacDonald has agreed to engineering services at a rate of \$130.00 per hour for attendance at hearings/meetings and a rate of \$130.00 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 Mott MacDonald has completed and submitted a Business Entity Disclosure Certification which certifies that the firm of Mott MacDonald 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 Mott MacDonald, 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

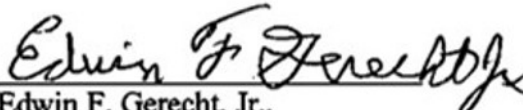
WHEREAS, , the Township Chief Financial Officer, in accordance with N.J.A.C. 5:34-5.1, has certified in writing to the Township Committee the availability of adequate funds to pay, not to exceed, the maximum amount of the department's 2022 fiscal year budget provided; Additionally, any service charges 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 Mott MacDonald, 412 Mount Kemble Avenue, Suite G22, Morristown, NJ 07960 is hereby authorized for the period of January 18, 2022 through January 17, 2023, 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 Mott MacDonald, in accordance with the following terms and conditions:
 - A. Term: January 18, 2022 through January 17, 2023
 - B. Rate: \$130.00 per hour per hearing attendance and \$130.00 per hour for other engineering services as stated above
 - C. Services: Mott MacDonald shall provide professional engineering services.
3. The Board Secretary 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 Board Secretary 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.


Debra Coonce,
Board Secretary


Edwin F. Gerecht, Jr.,
Chairman

**TOWNSHIP OF LONG HILL
ZONING BOARD OF ADJUSTMENT
RESOLUTION 2022-4-ZB**

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 Phillips Preiss Grygiel Leheny Hughes, LLC has agreed to provide planning services at a rate of \$145.00 per hour for attendance at hearings/meetings and a rate of \$145.00 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 Phillips Preiss Grygiel Leheny Hughes, LLC has completed and submitted a Business Entity Disclosure Certification which certifies that the firm of Phillips Preiss Grygiel Leheny Hughes, LLC 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 Phillips Preiss Grygiel Leheny Hughes, LLC 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

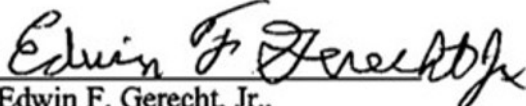
WHEREAS, , the Township Chief Financial Officer, in accordance with N.J.A.C. 5:34-5.1, has certified in writing to the Township Committee the availability of adequate funds to pay, not to exceed, the maximum amount of the department's 2022 fiscal year budget provided; Additionally, any service charges 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 Phillips Preiss Grygiel Leheny Hughes, LLC, 33-41 Newark Street, Third Floor, Suite D, Hoboken, New Jersey 07030 is hereby authorized for the period of January 18, 2022 through January 17, 2023, 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 Phillips Preiss Grygiel Leheny Hughes, LLC, in accordance with the following terms and conditions:
 - A. Term: January 18, 2022 through January 17, 2023
 - B. Rate: \$145.00 per hour per hearing attendance and \$145.00 per hour for other planning services as stated above
 - C. Services: The firm shall provide professional planning services
3. The Board Secretary, 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 Board Secretary 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.


Debra Coonce,
Board Secretary


Edwin F. Gerecht, Jr.,
Chairman

**TOWNSHIP OF LONG HILL
ZONING BOARD OF ADJUSTMENT
RESOLUTION 2022-05-ZB**

**APPOINTMENT OF ALTERNATE
ENGINEERING AND PLANNING CONSULTANTS**

WHEREAS, the Township of Long Hill Zoning Board of Adjustment requires alternate professional engineering services and planning services if the primary Board professionals have a conflict of interest with a specific application for development; and

WHEREAS, the alternate services 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 firm of Ferriero Engineering, Inc. has agreed to provide alternate engineering services at a rate of \$148.00 per hour for attendance at hearings/meetings and a rate of \$148.00 per hour will be billed for engineering services, including field work, research and writing; and any other task assigned by the Board; and

WHEREAS, the firm of J. Caldwell & Associates, LLC has agreed to provide alternate planning services at a rate of \$145.00 per hour for attendance at hearings/meetings and a rate of \$145.00 per hour for all other planning services including, including field work, research and writing; and any other task assigned by the Board; and

WHEREAS, both firms hold contracts in good standing with the Township of Long Hill as the contracted professionals for the Governing Body; and

WHEREAS, both firms have completed and submitted the necessary Business Entity Disclosure Certification to the Township Clerk which certifies that the firms have not made any reportable contributions to a political or candidate committee in the Township of Long Hill in the previous one year, and that this resolution will prohibit the firms from making any reportable contributions through the term of this resolution; and


WHEREAS, the engagement for alternate professional services may be awarded without public bidding pursuant to N.J.S.A. 40A:11-5(1)(a)(i); and

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. By way of this resolution, the Board Chairman, the Planning & Zoning Board Coordinator and the Board Attorney are authorized to engage the alternate Engineering Firm and/or Planning Firm should it be determined that the Board's primary professionals have a conflict of interest with a specific application for development.

2. By way of this resolution, the alternate Engineering Firm shall be:
Ferrero Engineering, Inc. 180 Main Street, Chester, NJ 07930
Term: January 18, 2022 – January 17, 2023
Rate: \$148.00 per hour per hearing attendance and for other planning services
Services: The firm shall provide professional engineering services
3. By way of this resolution, the alternate Planning Firm shall be:
J. Caldwell & Associates, LLC 145 Spring Street, Suite E, Newton, NJ 07860
Term: January 18, 2022 – January 17, 2023
Rate: \$145.00 per hour per hearing attendance and for other planning services
Services: The firm shall provide professional planning services
4. The Board Secretary, 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 resolution.
5. The Board Secretary shall make copies of this resolution available for public inspection at the Municipal Building, 915 Valley Road, Gillette, N.J. during regular business hours.
6. Associated fees for any/all services shall be charged to the appropriate escrow accounts or to Zoning Board of Adjustment – Engineering/Planning Services. This certification of available funds by the Township Chief Financial Officer shall be maintained in the files of the Planning & Zoning Coordinator.
7. The Business Disclosure Entity Certification and the Determination of Value shall be placed on file with this Resolution.


Debra Coonce,
Board Secretary


Edwin F. Gerecht, Jr.,
Chairman

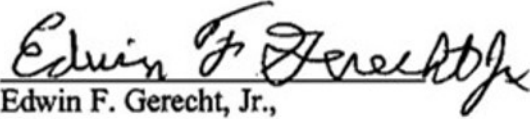
**TOWNSHIP OF LONG HILL
ZONING BOARD OF ADJUSTMENT
RESOLUTION 2022-6-ZB**

2022 MEETING SCHEDULE

BE IT RESOLVED by the Zoning Board of Adjustment of the Township of Long Hill regular meeting dates for the calendar year of 2022 are listed below. All regular and special meetings will begin at 7:30 PM unless otherwise scheduled, at the Township of Long Hill Municipal Building, 915 Valley Road, Gillette, New Jersey.

January 4, 2022	January 18, 2022 (Reorganization Meeting)
February 1, 2022	February 15, 2022
March 1, 2022	March 15, 2022
April 5, 2022	April 19, 2022
May 3, 2022	May 17, 2022
June 7, 2022	June 21, 2022
July 5, 2022	(No second meeting in July)
August 16, 2022	(No second meeting in August)
September 6, 2022	September 20, 2022
October 4, 2022	October 18, 2022
November 1, 2022	November 15, 2022
December 6, 2022	(No second meeting in December)
January 3, 2023	January 17, 2023 (Reorganization Meeting)


Debra Coonce,
Board Secretary


Edwin F. Gerecht, Jr.,
Chairman

TOWNSHIP OF LONG HILL
ZONING BOARD OF ADJUSTMENT
RESOLUTION No. 2022-7-ZB

ADOPTING EMERGENCY REMOTE MEETING PROTOCOLS, PROCEDURES AND REQUIREMENTS FOR PUBLIC PARTICIPATION AT REMOTE MEETINGS

WHEREAS, on March 9, 2020, Governor Murphy issued Executive Order 103 declaring a state of emergency as a result of the coronavirus disease 2019 (“COVID-19”) pandemic; and

WHEREAS, on March 16, 2020, Governor Murphy issued Executive Order 104, which announced aggressive social distancing measures as a result of the COVID-19 pandemic, which included encouraging employees to tele-work if feasible and limiting large social gatherings and in-person meetings such as those conducted by local government entities; and

WHEREAS, local and county government entities, such as the Long Hill Township Zoning Board of Adjustment (the “Board”), have continued to conduct public meetings and hearings during the COVID-19 pandemic remotely so as to continue the effective administration of government and to enable the general public to continue to participate in government decision making without unduly compromising public health, safety, and welfare; and

WHEREAS, the New Jersey Department of Community Affairs, Division of Local Government Services (“DLGS”) issued remote meeting guidance in March 2020 to provide a list of possible solutions available for local government entities to host remote meetings in compliance with the Open Public Meetings Act, N.J.S.A. 10:4-6 to -21 (“OPMA”); and

WHEREAS, DLGS has promulgated emergency regulations, codified at N.J.A.C. 5:39- 1.1 to -1.7 (the “DLGS Regulations”), which establish standard protocols for remote public meetings and hearings held by local government entities during a Governor-declared public health emergency, state of emergency or state of local disaster emergency, including minimum procedures to be followed to provide reasonable notice and to allow public input; and

WHEREAS, on September 24, 2020, DLGS issued Local Finance Notice 2020-21, expanding on the DLGS Regulations; and

WHEREAS, to allow the Board to continue to conduct public business, and to allow the public to attend Board meetings and hearings remotely, consistent with and in compliance with Executive Order 104, OPMA, and N.J.A.C. 5:39-1.1 to 1.7, the Board wishes to establish standard protocols for remote public meetings and hearings as set forth in this Resolution; and

WHEREAS, in support of an open, fair and informed decision-making process, the Board recognizes that civil, respectful and courteous discourse and behavior are conducive to the democratic and harmonious airing of concerns and decision-making; and

WHEREAS, in an effort to preserve the intent of open government and maintain a positive environment for citizen input and Board decision-making, policies and rules shall be established to promote civility and maintain decorum during public meetings and hearings; and

WHEREAS, the Board has decided to adopt the following standard protocols and procedures for conducting remote public meetings and hearings, including minimum procedures to be followed to provide reasonable notice and to allow public input.

NOW, THEREFORE, BE IT RESOLVED BY THE LONG HILL TOWNSHIP ZONING BOARD OF ADJUSTMENT that:

1. The aforesaid recitals are incorporated herein as though fully set forth at length.
2. The following procedures and requirements are hereby adopted for the Board's remote meetings and hearings:
 - a. Adequate notice of the remote public meeting/hearing shall also include, in addition to OPMA requirements, clear and concise instructions for accessing the remote public meeting/hearing, the means for making public comment and how to access any public documents on the Township's website in the manner set forth at N.J.A.C. 5:39-1.5.
 - b. At the commencement of a remote public meeting/hearing, the Chair, Vice Chair, the Board Secretary, or the Board Attorney, shall announce publicly and shall cause to be entered into the minutes an accurate statement regarding adequate and electronic notice or an explanation of the reason or reasons such notice was not adequately provided, as set forth in N.J.A.C. 5:39-1.5(g).
 - c. Prior to the commencement of a remote public meeting/hearing, the Board shall make a copy of the agenda available to the public for download on the Township's website and shall post a copy of same at the building where the meeting/hearing would otherwise be held, including posting of same at any designated and clearly delineated handicap access entrance to the building, ensuring that the notice is clearly visible and viewable from the outside, by no later than 4:30 PM on the date of the meeting.
 - d. Remote public meetings/hearings may be held by the Board in an electronic communications format as selected by the Board, by means including, but not limited to, electronic communications platforms with video and audio or live streaming via the Internet and shall, additionally, provide a telephonic conference line to allow members of the public to dial-in by telephone to listen and to provide public comment.
 - e. The electronic communications format used for a remote public meeting/hearing shall be the type routinely used in business settings that can be accessed by the public at no cost and with participant capacity consistent with the reasonable expectations of the Board for the type of public meeting/hearing being held, and such participant capacity shall, at a minimum, not be limited to fewer than 50 public participants not including persons required to be present to conduct business at the meeting/hearing such as Board members, Board professionals, applicants, and all applicants' witnesses.
 - f. The electronic communications format used for a remote public meeting/hearing shall have a function that allows the Board to mute the audio of all members of the public as well as allow

members of the public to mute themselves, and same shall be announced at the beginning of every remote public meeting.

- g. All Board members appearing at a remote public meeting/hearing shall be present via both audio and video and shall maintain a video presence throughout the remote public meeting/hearing. If sworn testimony is to be taken during a remote public hearing, it shall be broadcast by both video and audio.
- h. During a remote public meeting/hearing, the Board shall allow members of the public to ask questions, make comments, or provide testimony during public hearings, by audio or by video and audio if the meeting is being held over both. Members of the public making comments on quasi-judicial land development applications or similar public hearings, will be limited to three minutes. The Board, in its discretion, may limit comments on land development applications or similar public hearings, to three minutes but the same limitation shall not be applied to public questions or testimony made during hearings on quasi-judicial land development applications or similar public hearings.
- i. Any presentation or documents that would otherwise be viewed by, or made available to, members of the public physically attending an in-person public meeting/hearing shall be made available on the Internet website of the Township or made visible during the video broadcast of the remote public meeting/hearing.
- j. If any remote public meeting includes a public hearing, all material that will be considered by the Board at the public hearing shall be posted on the Board's website in a conspicuous location or as otherwise required by law. An applicant seeking approval of a land development application shall submit all exhibits to the Board Secretary no less than two days in advance of the remote public meeting, and the applicant shall be responsible for converting all exhibits into an electronic format accessible to the public.
- k. If a closed session is called by the Board as permitted by OPMA, a separate call-in number or other electronic means of limiting remote participation shall be available so only the Board and persons needed for the closed session may participate. The Board Secretary shall clearly state at what point in the agenda the closed session will occur, the reasons for the closed session, the projected length of the closed session, whether formal action will be taken on any matter after the closed session, and that the public will not be able to hear the Board or provide comment during the closed session. The Board shall return to the public meeting following closed session to adjourn the meeting or take other action as necessary.
- l. If a member of the public becomes disruptive during a remote public meeting or hearing including during any period for public comment, the Chair, Vice Chair, or the Board Secretary, shall mute or continue muting, or direct appropriate staff to mute or continue muting, the disruptive member of the public and warn that continued disruption may result in the member of the public being prevented from speaking during the remote public meeting/hearing or removed from the remote public meeting/hearing. Disruptive conduct includes sustained inappropriate behaviors including, but not necessarily limited to, shouting, interruption, displaying explicit or inappropriate images, and use of profanity. Members of the public may also be immediately, and without warning, muted, removed from video and/or removed from the meeting altogether for conduct or comments that are harassing, demeaning, threatening,

and/or offensive to any person's race, gender, color, age, national origin, religion, sexual orientation, gender identity or expression, or disability.

- o. Any member of the public who continues to act in a disruptive manner at a remote public meeting/hearing after receiving an initial warning, as aforesaid, may be muted while other members of the public are allowed to proceed with their questions or comments. If time permits, the disruptive individual shall be given an opportunity to speak after all other members of the public have been given the opportunity to make comment and, if the person still remains disruptive, the individual may be muted for the remainder of the remote public meeting/hearing or removed from the remote public meeting/hearing.

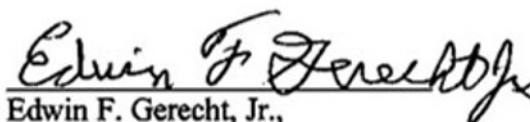
BE IT FURTHER RESOLVED that the procedures and requirements for public participation are hereby established and adopted in order to safeguard public participation in any remote public meeting/hearing in the Township of Long Hill and shall apply to all members of the public in attendance at any remote public meeting/hearing in the Township of Long Hill.

BE IT FURTHER RESOLVED that any prior rule, regulation, by-law, ordinance or resolution controlling the decorum of the Board's meetings/hearings continue to be in effect unless directly contradictory to the provisions in this Resolution.

BE IT FURTHER RESOLVED that a copy of this Resolution shall be entered into the permanent records of the Board and posted on the Township's website.



Debra Coonce,
Board Secretary



Edwin F. Gerecht, Jr.,
Chairman

**TOWNSHIP OF LONG HILL
ZONING BOARD OF ADJUSTMENT
RESOLUTION 2022-8-ZB**

NOTICE OF PUBLICATION

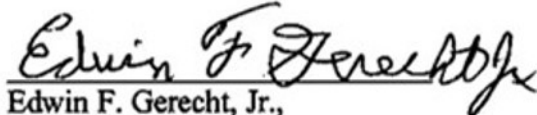
BE IT RESOLVED by the Zoning Board of Adjustment of the Township of Long Hill that the following newspapers are designated to receive Notices as required by the Open Public Meetings Law:

1. Echoes-Sentinel
2. Morris County Daily Record

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



Debra Coonce,
Board Secretary




Edwin F. Gerecht, Jr.,
Chairman

**TOWNSHIP OF LONG HILL
ZONING BOARD OF ADJUSTMENT
RESOLUTION 2022-9-ZB**


RESOLUTIONS FOR APPLICATIONS

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

The Resolutions for all applications shall be sent to the Zoning Board of Adjustment members for review prior to scheduled meetings and a copy of said Resolution will be posted on the Township Website once memorialized by the Board. Once memorialized, copies will be made available to the public upon request. The charge for such copies of Resolutions will be determined by Township Ordinance.



Debra Coonce,
Board Secretary



Edwin F. Gerecht, Jr.,
Chairman

**TOWNSHIP OF LONG HILL
ZONING BOARD OF ADJUSTMENT
RESOLUTION 2022-10-ZB**

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 10:30 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.



Debra Coonce,
Board Secretary



Edwin F. Gerecht, Jr.,
Chairman