



# TOWNSHIP OF LONG HILL

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

TOWNSHIP OFFICES;  
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## PLANNING BOARD MINUTES OF THE MEETING January 12, 2016

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The Long Hill Planning Board met for a Reorganizational Meeting in the Court Room of the Township of Long Hill Municipal Building located at 915 Valley Road, Gillette, New Jersey.

- (1) **At 7:35 pm, Planning & Zoning Coordinator Cynthia Kiefer called the meeting to order.**
- (2) **Planning & Zoning Coordinator Cynthia Kiefer gave the Statement of Compliance.**
- (3) **Pledge of Allegiance** – Recited by all in attendance.
- (4) **Oath of Office** -  
The Oath of Office was administered by Planning & Zoning Coordinator Cynthia Kiefer to new appointees J. Alan Pfeil, Tom Malinousky, Michael Pudlak, and Dennis Sandow. Patrick Jones as Mayor's Liaison and Brendan Rae as Township Committee Liaison were administered the Oath of Office upon their arrival to the meeting.
- (5) **Roll Call** – Planning & Zoning Coordinator Cynthia Kiefer called the roll:  

Present:	Alan Pfeil David Hands Patrick Jones ** Tom Malinousky Ashish Moholkar Michael Pudlak Committeeman Brendan Rae * Dennis Sandow Daniel Bernstein, Board Attorney Thomas Lemanowicz, Board Engineer Kevin O'Brien, Board Planner	Absent/Excused:	Gregory Aroneo
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\* Committeeman Rae joined the meeting at 7:45 pm.  
\*\* Mr. Jones joined the meeting at 7:55 pm.
- (6) **Election of Chairman** – Mr. Pfeil was nominated for the position of Chairman.  
Upon motion made and seconded, the Board elected Alan Pfeil to serve as Chairman at the pleasure of the Board through January 10, 2017.
- (7) **Election of Vice Chairman** – Mr. Hands was nominated for the position of Vice Chairman.  
Upon motion made and seconded, the Board elected David Hands to serve as Vice Chairman at the pleasure of the Board through January 10, 2017.

- (8) **Application Review Committee**  
After discussion, the Board unanimously appointed Chairman Pfeil, Mr. Moholkar and Mr. Pudlak as committee Members.
- (9) **Administrative Site Plan Waiver Subcommittee**  
After discussion, the Board unanimously appointed Chairman Pfeil, Mr. Malinousky and Mr. Sandow as subcommittee members.
- (10) **Ordinance Review Subcommittee**  
After discussion, the Board unanimously appointed Chairman Pfeil, Vice Chairman Hands, Mr. Sandow and Committeeman Rae as an alternate as subcommittee members.
- (11) **Affordable Housing Committee**  
After discussion, the Board unanimously appointed Chairman Pfeil, Mr. Aroneo and Mr. Pudlak as committee Members.
- (12) **Planning & Zoning Coordinator's Appointment**  
Upon motion made and seconded, the Board unanimously approved the appointment of Cynthia Kiefer to serve as Planning & Zoning Coordinator until January 10, 2017.

**BE IT RESOLVED** by the Planning Board of Long Hill Township that Cynthia Kiefer is appointed Planning & Zoning Coordinator of the Planning Board until the Organizational Meeting of January 10, 2017. The Planning & Zoning Coordinator will hold office hours at Town Hall, 915 Valley Rd., Gillette, N.J., Mondays, Tuesdays and Thursdays 8:30 A.M. to 4:30 P.M., Wednesdays 8:30 A.M. to 6:30 P.M. and Fridays 8:30 A.M. to 2:30 P.M.

- (13) **Attorney's Appointment**  
Upon motion made and seconded, the Board unanimously approved the appointment of Bernstein & Hoffman, Attorneys at Law to serve as Planning Board Attorney until January 10, 2017.

**WHEREAS**, the Long Hill Township Planning Board requires professional legal services which shall include but not be limited to attendance at meetings, preparation of administrative documents and correspondence, miscellaneous legal research, consultation with the Board Members, Board Coordinator, and other municipal personnel, as well as with legal representatives of applicants, and miscellaneous 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; 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 this contract is (1) one year; and

**WHEREAS**, the Law Firm of Bernstein & Hoffman has submitted a proposal dated October 6, 2015 indicating that it shall provide the legal services at a rate of \$183.33 per hour for attendance at hearings, and a rate of \$162.00 per hour for other types of legal services including those embraced hereinabove and those set forth above in Items (a) – (e); and

**WHEREAS**, the Law Firm of Bernstein & Hoffman has completed and submitted a Business Entity Disclosure Certification which certifies that the Law Firm of Bernstein & Hoffman 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 Bernstein & Hoffman 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 Planning Board of the Township of Long Hill, in the County of Morris, State of New Jersey as follows:

1. A professional services contract with Bernstein & Hoffman, Attorneys at Law, 2253 South Avenue, Suite 8, Scotch Plains, N.J. 07076 is hereby authorized.
2. The Board Chairman and Planning & Zoning Coordinator are authorized to sign a professional service contract with Bernstein & Hoffman, in accordance with the following terms and conditions:
  - A. Term: A period not to exceed 12 months
  - B. Rate: \$183.33 per hour per hearing and \$162.00 per hour for all 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 01-2016-0020-0180-2-00236. The certification of available funds by the Township Chief Financial Officer shall be attached to the original Resolution and 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.

**(14) Planning Consultant's Appointment**

Upon motion made and seconded, the Board unanimously approved the appointment of Shamrock Enterprises, Ltd. to serve as Board Planner until January 10, 2017.

**WHEREAS**, the Long Hill Township Planning Board requires professional planning services which shall include but not be limited to attendance at Application Review Committee Meetings prior to regularly scheduled Board meetings, attendance at Board Meetings; field work, research and writing; and any other task assigned by the Planning Board; 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 submitted a proposal dated October 13, 2015 indicating they shall provide the planning services at a rate of \$183.33 per hour for attendance at hearings and a rate of \$125.00 per hour for all other planning services, 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 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 Planning Board of the Township of Long Hill, in the County of Morris, State of New Jersey, as follows:

7. A professional services contract with Shamrock Enterprises, Ltd., Madison House, Ste.B., 866 Madison Ave., Rahway, N.J. 07065 is hereby authorized.
8. 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: A period not to exceed 12 months
  - B. Rate: \$183.33 per hour per hearing and \$125.00 per hour for all other planning work as stated above
  - C. Services: The firm shall provide professional planning services
9. 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.
10. 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.
11. This contract shall be charged to 01-2016-0020-0180-2-00221. This certification of available funds by the Township Chief Financial Officer shall be attached to the original Resolution and shall be maintained in the files of the Planning & Zoning Coordinator.
12. The Business Disclosure Entity Certification and the Determination of Value shall be placed on file with this Resolution.

**(15) Engineering Consultant's Appointment**

Upon motion made and seconded, the Board unanimously approved the appointment of Remington, Vernick & Arango Engineers to serve as Board Planner until January 10, 2017.

**WHEREAS**, the Long Hill Township Planning Board 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 Planning Board; attend all meetings of the Planning Board as requested; advise the Planning Board on all engineering matters under their jurisdiction; the Consultant shall be available for consultation by telephone at all reasonable times; represent the Planning Board 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 Planning Board 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**, Remington, Vernick & Arango Engineers has submitted a proposal dated October 14, 2015 indicating they will provide engineering services at a rate of \$183.33 per hour for attendance at hearings and a rate of \$125.00 per hour will be billed for engineering services for all other work including field work, research writing, and any other task assigned by the Board;

**WHEREAS**, the Firm of Remington, Vernick & Arango Engineers has completed and submitted a Business Entity Disclosure Certification which certifies that the Firm of Remington, Vernick & Arango Engineers 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 Remington, Vernick & Arango Engineers 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 Planning Board of the Township of Long Hill, in the County of Morris, State of New Jersey as follows:

13. A professional services contract with Remington, Vernick & Arango Engineers, 300 Penhorn Avenue, 3<sup>rd</sup> Floor, Secaucus, NJ 07094 is hereby authorized.
14. The Board Chairman and Planning & Zoning Coordinator are authorized to sign a professional service contract with Remington, Vernick & Arango Engineers, in accordance with the following terms and conditions:
  - A. Term: A period not to exceed 12 months
  - B. Rate: \$183.33 per hour per hearing and \$125.00 per hour for other engineering services as stated above
  - C. Services: The Firm shall provide professional engineering services
15. 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.
16. 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.
17. This contract shall be charged to 01-2016-0020-0180-2-00237. The certification of available funds by the Township Chief Financial Officer shall be attached to the original Resolution and shall be maintained in the files of the Planning & Zoning Coordinator.
18. The Business Disclosure Entity Certification and the Determination of Value shall be placed on file with this Resolution.

**(16) Meetings – Executive and Regular**

Upon motion made and seconded, the Board unanimously approved the Executive and Regular meetings 2016 Planning Board Calendar as stated below.

**BE IT RESOLVED** by the Planning Board of Long Hill Township that meetings, in general, will be held on the second and fourth Tuesdays of each month with the following exceptions: in July, August and December, the Board will only meet on the second Tuesday. Unless otherwise scheduled, all regular meetings will begin at 7:30 P.M. (or immediately following an executive session if deemed necessary) in Town Hall, 915 Valley Road, Gillette, New Jersey. Following is the Regular Meeting Schedule. If deemed necessary, Executive Session meetings of the Planning Board will be held in Town Hall, 915 Valley Road, Gillette, New Jersey on the same dates as listed below at 7:30 P.M. *prior* to the Regular Meeting.

**2016 PLANNING BOARD CALENDAR**

*January 10, 2017 – Organizational Meeting*

January 26	May 10	September 27
February 9	May 24	October 11
February 23	June 14	October 25
March 8	June 28	November 8
March 22	July 12	November 22
April 12	August 9	December 13
April 26	September 13	

**(17) Robert’s Rules of Order**

Upon motion made and seconded, the Board unanimously approved the continued use of Robert’s Rules and Order as stated below.

**BE IT RESOLVED** by the Planning Board of Long Hill Township that Robert’s Rules of Order shall govern the deliberations of the Planning Board except when they conflict with any of the established rules of the Planning Board. Special committees and commissions may be created from time to time as directed by the Chairman or a majority of the Planning Board. Any or all standing committees shall be appointed by the Chairman and approved by a majority of the Board. It shall be considered unlawful for any person to disturb any meeting of the Planning Board or any committee thereof; any person violating the provisions of the rule may be summarily ejected from Town Hall, the committee room or other meeting place. No person other than the Chairman of the Board shall address that body at any regular or special meeting except upon recognition of the Chairman or a majority of the members present at the meeting.

(18) **Calendar Order of Business**

Upon motion made and seconded, the Board unanimously approved the Calendar Order of Business as stated below.

**BE IT RESOLVED** by the Planning Board of Long Hill Township that the Calendar Order of Business shall be mailed or given to each member of the Board on or before the Friday before each designated meeting. The Chairman and any member of the Board shall have the right to place any item on the agenda.

(19) **Notice of Publication**

Upon motion made and seconded, the Board unanimously approved the Notice of Publication as stated below.

**BE IT RESOLVED** by the Planning Board of Long Hill Township that the following newspapers are designated to receive Notices as required by the Open Public Meetings Law: Courier News and Echoes-Sentinel. All notices required by the provisions of the Open Public Meetings Law shall be furnished to the newspapers designated for such purposes.

(20) **Notice of Meetings**

Upon motion made and seconded, the Board unanimously approved the Notice of Meetings as stated below.

**BE IT RESOLVED** by the Planning Board of Long Hill Township, pursuant to the authority of the Open Public Meetings Law that the sum of \$20.00 annually is hereby fixed as a reasonable sum to be prepaid the Planning & Zoning Coordinator of the Planning Board by any person desiring notice of all Meetings to cover the cost of providing said notice. All requests are to be made to the Planning and Zoning Coordinator.

(21) **Minutes**

Upon motion made and seconded, the Board unanimously approved the Minutes as stated below.

**BE IT RESOLVED** by the Planning Board of Long Hill Township that the minutes of the regular public meetings shall be sent to the Planning Board members and that a copy of said minutes be posted at the Town Hall. By this procedure and/or the unanimous agreement of the Board Members, the reading of said minutes shall be waived. Copies shall also be sent to the Board Attorney, the Board Engineer, the Board Planning Consultant, and the Long Hill Township Library.

The CD and DVD recordings of all public meetings of the Planning Board shall be retained for two years from the date of said meeting or until after the conclusion of the appeal time or the conclusion of any litigation, whichever is later. Arrangements for transcripts can be made through the Planning and Zoning Coordinator.

The cost of providing copies of audio and/or video recordings of meetings to any person desiring the same will be as determined by Township Ordinance.

(22) **Membership**

Upon motion made and seconded, the Board unanimously approved the Membership as stated below.

**BE IT RESOLVED** by the Planning Board of Long Hill Township that the Board approves the application for membership for 2016 in the New Jersey Planning Officials at the established annual fee for 2016.

(23) **2016 Budget**

Upon motion made and seconded, the Board unanimously approved the 2016 Budget as stated below.

**BE IT RESOLVED** by the Planning Board of Long Hill Township that the following proposed budget is hereby recommended to the Township Committee for inclusion in the 2016 municipal budget.

ACCOUNT NUMBER	ITEM	2015 BUDGET	2015 ACTUAL	2016 BUDGET
01-2016-0020-0180-2-00201	Miscellaneous	\$ 100.00	\$ 0	\$ 100.00
01-2016-0020-0180-2-00203	Office Supplies	1000.00	480.00	750.00
01-2016-0020-0180-2-00206	Printing	200.00	0	0
01-2016-0020-0180-2-00209	Conventions/Conferences	150.00	148.35	150.00
01-2016-0020-0180-2-00211	Equipment/Ser. Agreements	400.00	0	0
01-2016-0020-0180-2-00213	Legal Advertising	150.00	102.02	150.00
01-2016-0020-0180-2-00214	Publications	150.00	0	150.00
01-2016-0020-0180-2-00219	Dues/Memberships	250.00	260.00	300.00
01-2016-0020-0180-2-00221	Planning Consultant	18,000.00	16,262.42	18,000.00
01-2016-0020-0180-2-00236	Legal	2,000.00	1,765.00	2,500.00
01-2016-0020-0180-2-00237	Engineering	11,000.00	5,797.78	10,000.00
01-2016-0020-0180-2-00271	Educational	2,150.00	996.00	*2,900.00
<b>TOTAL</b>		<b>\$35,550.00</b>	<b>\$25,913.57</b>	<b>\$35,000.00</b>
01-2016-0020-0180-1-00101	Salary - Full Time	\$ 38,000.00		\$ 22,500.00
01-2016-0020-0180-1-00105	Salary - Part Time	\$ 27,000.00		\$ 6,500.00

\* \$1000 added by CFO to cover new member education costs.

\*\* "2015 Actual" does NOT include December billings from consultants.

(24) **Meeting Cut-Off**

Upon motion made and seconded, the Board unanimously approved the Meeting Cut-Off as stated below.

**BE IT RESOLVED** by the Planning Board of Long Hill Township that, as a matter of procedure, it is the intention of the Planning Board not to continue any matter past 10:30 P.M. at any regular or special meeting of this Board unless a motion is passed by the members then present to the 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 made part of published operating procedures for applications to this Board and shall be announced at the opening of each regular and special meeting.

(25) **Approval of Meeting Minutes** – The Meeting Minutes of September 8, 2015 were approved as presented.

(26) **Public Questions or Comments** – None.

(27) **Discussion Item**

Develop procedures to transmit proposed ordinances to the Township Committee and open communication channels between the Planning Board, the Zoning Board of Adjustment and the Township Committee. Board Planner O'Brien reviewed the current process of the communication between the Board and the Township Committee.

Chairman Pfeil asked Board Planner O'Brien to give the Board an update as to what the Board can expect for the year. Mr. O'Brien noted the following:

- 1) Mr. O'Brien will be working with the state regarding the Affordable Housing and Fair Share Plan required updates.
- 2) Master Plan continues with a goal to complete the Master Plan revisions by the end of 2016. Mr. Sandow noted the Master Plan Committee would like to meet with the Planning Board to review the current proposed elements. Chairman Pfeil further noted the Master Plan Committee would also like to consider ways to include the public in the discussions and to encourage the input from the community.

(28) **Adjournment** – The Reorganizational Meeting was adjourned at 8:42 pm

Respectfully submitted,

Debra Coonce  
 Planning & Zoning Coordinator  
 (As of December 4, 2017)