

## AGENDA

### ORGANIZATIONAL MEETING

TUESDAY, JANUARY 12, 2016

7:30 P.M.

#### PLANNING BOARD

#### LONG HILL TOWNSHIP

1. The Planning Board Coordinator will call the meeting to order at 7:30 P.M.
2. Notice of tonight's meeting was e-mailed to the Echoes-Sentinel and Courier News and was posted at Town Hall and filed with the Municipal Clerk on January 8, 2015.
3. Pledge of Allegiance.
4. The Oath of Office will be administered to new appointees J. Alan Pfeil, Tom Malinousky, Michael Pudlak, Dennis Sandow, Patrick Jones, Mayor's Liason; Brendan Rae, Township Committee Liaison.
5. The Planning Board Coordinator will call the roll.
6. The Planning Board will elect a member Chairman for the year 2016. The Planning Board Coordinator will open the nominations.
7. The Planning Board will elect a member Vice Chairman for the year 2016. The Chairman will open the nominations.

#### **8. APPLICATION REVIEW COMMITTEE**

**BE IT RESOLVED** by the Planning Board of the Township of Long Hill that there shall be an Application Review Committee (ARC) which shall be advisory to the Planning Board and Zoning Board of Adjustment and shall consist of four (4) members of the Planning Board. The Planning Board Chairman shall select the members and chairman of the ARC. The ARC shall provide a nonbinding review and recommendations on all applications submitted to it, prior to a formal application before an approving authority.

#### **9. ADMINISTRATIVE SITE PLAN WAIVER SUBCOMMITTEE**

**BE IT RESOLVED** by the Planning Board of the Township of Long Hill that there shall be an Administrative Site Plan Waiver Subcommittee (ASPWS) which shall consist of two (2) Planning Board regular members (and a third Planning Board member as an alternate member of the ASPWS), as voting members. The Planning and Zoning Coordinator or her designee, and the Construction Official or his designee, shall serve as non-voting members of the ASPWS in an advisory capacity, when needed. The ASPWS shall review all site plan waiver applications for a change in use or occupancy.

#### **10. ORDINANCE REVIEW SUBCOMMITTEE**

**BE IT RESOLVED** by the Planning Board of the Township of Long Hill that the Chairman will appoint an Ordinance Review Subcommittee (ORS) consisting of a Chairman, two (2) other members, and one (1) alternate member with the consent of the Board. The ORC will meet on an as needed basis, usually with the Board Planner, to discuss proposed ordinance changes for recommendations to the Planning Board and, ultimately, the Township Committee.

#### **11. AFFORDABLE HOUSING COMMITTEE**

**BE IT RESOLVED** by the Planning Board of the Township of Long Hill that there shall be an Affordable Housing Committee which shall consist of two (2) Planning Board regular members. The AHC will meet approximately three (3) to four (4) times between now and early March with the Board

Planner to discuss affordable housing strategies which will be used in the preparation of the 2016 Edition of the Housing Element and Fair Share Plan to be adopted by the Planning Board.

## **12. PLANNING & ZONING COORDINATOR'S APPOINTMENT**

**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**

**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**

**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:

1. A professional services contract with Shamrock Enterprises, Ltd., Madison House, Ste. B., 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: 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
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 01-2016-0020-0180-2-00221. 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.
6. The Business Disclosure Entity Certification and the Determination of Value shall be placed on file with this Resolution.

**15. ENGINEER’S APPOINTMENT**

**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

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 Remington, Vernick & Arango Engineers, 300 Penhorn Avenue, 3<sup>rd</sup> Floor, Secaucus, NJ 07094 is hereby authorized.
2. 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
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 01-2016-0020-0180-2-00237. 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.
6. The Business Disclosure Entity Certification and the Determination of Value shall be placed on file with this Resolution.

**16. MEETINGS – EXECUTIVE AND REGULAR**

**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**

All meetings to begin at 7:30 PM unless otherwise noted below:

*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**

**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**

**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**

**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**

**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**

**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 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 recordings of meetings to any person desiring the same will be as determined by Township Ordinance.

**22. MEMBERSHIP**

**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**

**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.

**PROPOSED 2016 BUDGET**

<b>ACCOUNT NUMBER</b>	<b>ITEM</b>	<b>2015 BUDGET</b>	<b>2015 ACTUAL</b>	<b>2016 BUDGET</b>
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**

**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 MINUTES**

September 8, 2015

**26. PUBLIC QUESTIONS OR COMMENTS**

**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.

**28. ADJOURN**