



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

PLANNING BOARD
MINUTES OF THE MEETING
January 15, 2019

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

At 7:32 pm, Planning & Zoning Coordinator Debra Coonce 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 new member Committeeman Bruce Meringolo, and to returning members John Falvey, David Hands and Don Richardson.

- (6) **Roll Call (7:36)** – Planning & Zoning Coordinator Debra Coonce called the roll:

Present: Bruce Meringolo, Committeeman (Class I Member)
John Falvey (Class II Member)
Brendan Rae, Committeeman (Class III Member)
David Hands
Thomas Jones
Tom Malinousky
Alan Pfeil
Don Richardson
Dennis Sandow
Debra Coonce, Planning & Zoning Coordinator
Jolanta Maziarz, Esq., Board Attorney

- (7) **Election of Chairman**
As a member of the nominating committee, Mr. Jones announced Alan Pfeil and Thomas Jones as the candidates for Chairman.

Attorney Maziarz noted the ways in which the Board Members are able to vote in cases such as this when electing Chairman and Vice Chairman positions.

The Board Members decided to vote by stating who each Board Member will be voting for. Votes were as follows:

Committeeman Meringolo	- Vote for T. Jones
Committeeman Rae	- Vote for T. Jones
Mr. Falvey	- Vote for A. Pfeil
Mr. Hands	- Vote for A. Pfeil
Mr. Jones	- Vote for T. Jones
Mr. Malinousky	- Vote for A. Pfeil
Mr. Pfeil	- Vote for A. Pfeil
Mr. Richardson	- Vote for A. Pfeil
Mr. Sandow	- Vote for A. Pfeil

By majority vote, Alan Pfeil was elected Chairman of the Planning Board to serve at the pleasure of the Board through January 14, 2020.

(8) Election of Vice Chairman

As a member of the nominating committee, Mr. Richardson announced David Hands as the single candidate for Vice Chairman.

Upon acclimation made by Mr. Sandow and seconded by Mr. Richardson, the Board elected David Hands as Vice Chairman to serve at the pleasure of the Board through January 14, 2020.

(9) Appointments (7:44) – Resolutions 2019-1-PB and 2019-2-PB Attached

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

- Appointment of Debra Coonce as Board Secretary to serve until January 14, 2020.
- Appointment of Jolanta Maziarz, Esq. as Board Attorney to serve until January 14, 2020.

At 7:48 pm the Board entered into Executive Session.

**TOWNSHIP OF LONG HILL
Planning Board Executive Session Resolution**

WHEREAS, Section 8 of the Open Public Meetings Act, Chapter 231 P.L. 1975, permits the exclusion of the public from a meeting in certain circumstances; and

WHEREAS, the Planning Board is of the opinion that such circumstances presently exist.

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

1. The public shall be excluded from discussion of the specified subject matter.
2. The general nature of the subject matter to be discussed is appointment of the Board's professionals services for Engineering and Planning
3. It is anticipated that the minutes on the subject matter of the Executive Session will be made public upon conclusion of the matter under discussion; and in any event, when appropriate pursuant to N.J.S.A. 10:4-7 and 4-13.
4. The Planning Board will come back into Regular Session and may take further action.
5. This Resolution shall take effect immediately.

Moved by: Committeeman Meringolo

Seconded by: Mr. Jones

Roll Call Vote: Approved by the unanimous votes of all members of the Board present and eligible to vote.

CERTIFICATION

I, Debra Coonce, Planning/Zoning Coordinator and Secretary to the Planning Board and the Zoning Board of Adjustment, hereby certify that the foregoing Resolution is a true, complete and accurate copy of a resolution adopted by the Planning Board and the Zoning Board of Adjustment of the Township of Long Hill, County of Morris, at a joint meeting held on January 15, 2019.

The Board came out of Executive Session at 9:05 pm.

Appointments (Continued) – Resolutions 2019-3-PB and 2019-4-PB Attached

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

- Appointment of Richard Keller / Casey & Keller, Inc. as Board Engineer to serve until January 14, 2020; to include amended fee schedule.
- Appointment of Casey & Keller, Inc. as Board Planner to serve for an approximate term of 120 days inclusive of / up to May 28, 2019 providing that Casey & Keller accepts the appointment and their rates are the same or better as the position of Board Engineer.

(10-16) Agenda Items (9:11) – Resolutions 2019-5-PB through 2019-10-PB Attached

Note – Agenda item #15 was unintentionally not included in the agenda.

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

- Adoption of the 2019 Meeting Schedule:

January 15, 2019 (Reorganization Meeting)	January 29, 2019
February 12, 2019	February 26, 2019
March 12, 2019	March 26, 2019
April 9, 2019	April 23, 2019
May 14, 2019	May 28, 2019
June 11, 2019	June 25, 2019
July 9, 2019	(No second meeting in July)
August 13, 2019	(No second meeting in August)
September 10, 2019	September 24, 2019
October 8, 2019	October 22, 2019
November 12, 2019	November 26, 2019
December 10, 2019	(No second meeting in December)
January 14, 2020 (Reorganization Meeting)	

- Adoption of the Calendar/Agenda Order of Business Resolution
- Adoption of the Notice of Publication Resolution
- Adoption of the Meeting Minutes Resolution
- Adoption of the Meeting Cut-Off Resolution
- Adoption of the Robert’s Rules of Order Resolution

- (17) **Pre-Application Review Committee §171.10**
After discussion, the Board appointed Chairman Pfeil as the Committee Chair, and Mr. Falvey, Mr. Richardson and Committeeman Meringolo as Committee Members.
- (18) **Ordinance Review Committee**
After discussion, the Board appointed Mr. Sandow as the Committee Chair, Mr. Hands and Mr. Jones as Committee Members, and Chairman Pfeil as Alternate.
- (19) **Site Plan Review Committee**
After discussion, the Board appointed Chairman Pfeil as the Committee Chair, Mr. Sandow and Mr. Malinousky
- (20) **Approval of Meeting Minutes** – The Minutes of September 11, 2018, September 25, 2018, October 23, 2018 and November 13, 2018 were accepted as amended.
- (21) **Executive Session** – No additional Executive Session was required at this time.
- (22) **New Business**
- a. The Board appointed Mr. Malinousky, Mr. Richardson and Committeeman Rae as the RFP Committee for future requests for proposals.
 - b. Mr. Jones noted he put together a draft of Board Policies & Procedures / Bi-Laws as a foundation to work from to address the Board’s overall process. We anticipate beginning the review of the draft within the Board’s next few meetings.
 - c. Committeeman Meringolo suggested the Board having a “paperless” environment. With all other documents other than large scale plans, all Board members agreed to try. Secretary Coonce noted that as most of the files (i.e. agendas, minutes, resolution some of the application materials) are sent to the Board Members via email, they would not be placed on the dais unless specifically asked for by a Board member.
 - d. Mr. Hands noted that the first meeting for new year of the Master Plan Committee is on Wednesday, January 16, 2019. Meetings will no longer be open to the Public; the Committee is hoping to finish all element updates this year, and are currently in budget discussions as well as looking to bring in assistance for the overall review process of the elements.
- (23) **Public Questions / Comment Period** – None
- (24) **Adjournment** – The Regular and Organizational Meeting was adjourned at 9:41 pm.

Respectfully submitted,

Debra Coonce

Debra Coonce
Planning Board Secretary
Planning & Zoning 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
PLANNING BOARD
RESOLUTION 2019-01-PB**

APPOINTMENT OF BOARD SECRETARY

BE IT RESOLVED, the Planning Board of the Township of Long Hill has appointed Debra Coonce as the Secretary of the Planning Board until January 14, 2020. The Planning 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 Planning Board.



Debra Coonce
Board Secretary



Board Chairman

**TOWNSHIP OF LONG HILL
PLANNING BOARD
RESOLUTION 2019-02-PB**

APPOINTMENT OF BOARD ATTORNEY

WHEREAS, the Township of Long Hill Planning Board 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

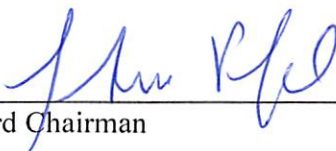
WHEREAS, the Township Chief Financial Officer, in accordance with N.J.A.C. 5:34-5.1, has certified in writing to the Township Committee the availability of adequate funds to pay, not to exceed, the maximum amount of the department's 2019 fiscal year budget provided; Additionally, any service charges 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 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 Ventura, Miesowitz, Keough & Warner, PC, 783 Springfield Avenue, Summit, NJ 07901 is hereby authorized for the period of January 1, 2019 through January 14, 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 14, 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 Planning Board – 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



Board Chairman

**TOWNSHIP OF LONG HILL
PLANNING BOARD
RESOLUTION 2019-03-PB**

APPOINTMENT OF BOARD ENGINEER

WHEREAS, the Township of Long Hill 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 hearings/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, 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;

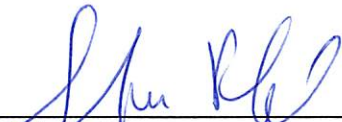
NOW, THEREFORE, BE IT RESOLVED, by the Planning Board of the Township of Long Hill, in the County of Morris, State of New Jersey as follows:

1. A professional services contract with 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 15, 2019 – January 14, 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 Planning Board – 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



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>
Engineering	
Professional Engineer – Senior PE	140.00
Project Engineer - PE	125.00
Engineering Technician I - EIT	90.00
Secretary / Administrative	75.00
<u>Reimbursable Expenses</u>	<u>Billing Rate</u>
Overnight Delivery	Cost + 10%
Blueprints / Bond Prints	\$ 5.00 / sheet


**TOWNSHIP OF LONG HILL
PLANNING BOARD
RESOLUTION 2019-05-PB**

2019 MEETING SCHEDULE

BE IT RESOLVED by the Planning Board 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 7:30 PM unless otherwise scheduled, at the Township of Long Hill Municipal Building, 915 Valley Road, Gillette, New Jersey.

January 15, 2019 (Reorganization Meeting)	January 29, 2019
February 12, 2019	February 26, 2019
March 12, 2019	March 26, 2019
April 9, 2019	April 23, 2019
May 14, 2019	May 28, 2019
June 11, 2019	June 25, 2019
July 9, 2019	(No second meeting in July)
August 13, 2019	(No second meeting in August)
September 10, 2019	September 24, 2019
October 8, 2019	October 22, 2019
November 12, 2019	November 26, 2019
December 10, 2019	(No second meeting in December)
January 14, 2020 (Reorganization Meeting)	


 Debra Coonce
 Board Secretary



 Board Chairman

**TOWNSHIP OF LONG HILL
PLANNING BOARD
RESOLUTION 2019-06-PB**

CALENDAR / AGENDA ORDER OF BUSINESS

BE IT RESOLVED by the Planning Board 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 Planning Board will be posted at Town Hall as required.



Debra Coonce
Board Secretary



Board Chairman


**TOWNSHIP OF LONG HILL
PLANNING BOARD
RESOLUTION 2019-07-PB**

NOTICE OF PUBLICATION

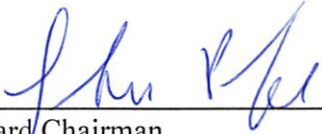
BE IT RESOLVED by the Planning Board of the Township of Long Hill that the following newspapers are designated to receive Notices as required by the Open Public Meetings Law:

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.



Debra Coonce
Board Secretary



Board Chairman

**TOWNSHIP OF LONG HILL
PLANNING BOARD
RESOLUTION 2019-08-PB**

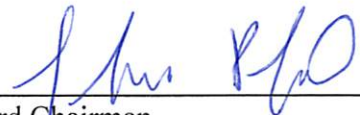
MEETING MINUTES

BE IT RESOLVED by the Planning Board of the Township of Long Hill that the minutes of the regular public meetings shall be sent to the Planning Board 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).



Debra Coonce
Board Secretary

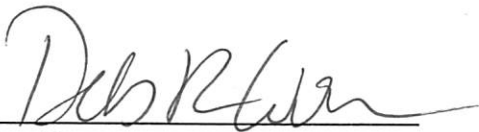


Board Chairman

**TOWNSHIP OF LONG HILL
PLANNING BOARD
RESOLUTION 2019-09-PB**

MEETING CUT-OFF

BE IT RESOLVED by the Planning Board of the Township of Long Hill 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 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



Board Chairman

**TOWNSHIP OF LONG HILL
PLANNING BOARD
RESOLUTION 2019-10-PB**

ROBERTS' RULES OF ORDER

BE IT RESOLVED by the Planning Board of the Township of Long Hill 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.



Debra Coonce
Board Secretary



Board Chairman