



TOWNSHIP OF LONG HILL

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

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

PLANNING BOARD MEETING AGENDA ORGANIZATIONAL MEETING & HEARING VIA VIDEO CONFERENCE CALL January 12, 2021 – 7:30 PM

PUBLIC ACCESS:

When: Jan 12, 2021 07:30 PM Eastern Time (US and Canada)
Topic: PLANNING BOARD Reorganizational Meeting and Hearing

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/82658315590?pwd=NEM2ckh2K05EUDRWRF4UDhXSkkJYQT09>
Passcode: 040270

Or iPhone one-tap :

US: +19292056099,,82658315590#,,,,*040270# or +13017158592,,82658315590#,,,,*040270#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 929 205 6099 or +1 301 715 8592 or +1 312 626 6799 or +1 669 900 6833 or +1 253 215
8782 or +1 346 248 7799

Webinar ID: 826 5831 5590

Passcode: 040270

(1) **CALL TO ORDER AND STATEMENT OF COMPLIANCE**

Adequate notice of this meeting has been provided by posting a copy of the public meeting dates on the municipal bulletin board and website, by sending a copy to the Echoes-Sentinel newspaper and by filing a copy with the Municipal Clerk.

(2) **STANDARD BOARD PROCEDURES**

Any hearing conducted by the Board is a quasi-judicial proceeding. Any questions or comments must be limited to issues that are relevant to what the board may legally consider in reaching a decision, and decorum appropriate to a judicial hearing must be maintained at all times.

(3) **MEETING CUT-OFF**

Announcement is made that, as a matter of procedure, it is the intention of the Planning Board not to continue any matter past 10:30 PM 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.

(4) **PLEDGE OF ALLEGIANCE**

(5) **OATH OF OFFICE – New Appointees / Re-Appointees:**

Brenden Rae, Class I – Expiring 12/31/21

Theresa Dill, Class II – Expiring 12/31/21

Victor Verlezza, Class III – Expiring 12/31/21

Tom Malinousky, Class IV – Expiring 12/31/24

Dennis Sandow, Class IV – Expiring 12/31/24

(6) **ROLL CALL**

(7) **ELECTION OF CHAIRMAN** – Term expiring January 11, 2022

(8) **ELECTION OF VICE CHAIRMAN** – Term expiring January 11, 2022

(9) **APPOINTMENTS** – *Resolutions 2021-1-PB through 2021-4-PB Attached*

- a. The Board will appoint a Board Secretary to serve until January 11, 2022.
- b. The Board will appoint a Board Attorney to serve at the pleasure of the Board for a term expiring on January 11, 2022.
- c. The Board will appoint an Engineering Firm / Professional Engineer to serve at the pleasure of the Board for a term expiring on January 11, 2022.
- d. The Board will appoint a Planning Firm / Professional Planner to serve at the pleasure of the Board for a term expiring on January 11, 2022.

(10) **APPLICATION**

Preliminary & Final Major Subdivision

Block 13302 / Lot 16.01 / Zone R-2

Delaware Avenue

Application No. 18-01Z

Mario Parisi

Applicant proposes to subdivide the property to develop eight (8) single family homes.

(11) **ADOPTION OF 2021 MEETING SCHEDULE** – *Resolution 2021-5-PB Attached*

(12) **NOTICE OF PUBLICATION** – *Resolution 2021-6-PB Attached*

(13) **RESOLUTIONS FOR APPLICATIONS** – *Resolution 2021-7-PB attached*

(14) **MEETING CUT-OFF** – *Resolution 2021-8-PB Attached*

(15) **ROBERT’S RULES OF ORDER** – *Resolution 2021-9-PB Attached*

(16) DISCUSSION OF COMMITTEE STRUCTURE & COMMITTEE ASSIGNMENTS

- Pre Application Review
- Site Plan Review
- Prism Adjustments
- Master Plan
- Ordinance
- Standard Operating Procedures

(17) MEETING MINUTES – December 10, 2020 & December 29, 2020

(18) EXECUTIVE SESSION – Litigation or personnel matters if needed.

(19) COMMITTEE REPORTS

(20) BOARD SECRETARY REPORTS

(21) NEW BUSINESS

(22) EXECUTIVE SESSION – Litigation or personnel matters if needed.

(23) ADJOURNMENT

BOARD PROCEDURAL NOTES:

(1) *Except for quasi-judicial hearings on land development applications or other public hearings, in addition to making public comments at any remote public meeting, the Board, in advance of the remote meeting shall allow public comments to be submitted via email with the subject line “Public Comment - Long Hill Township Planning Board Meeting Date _____” to the Board Secretary at pzcoord@longhillnj.gov or in written letter form to the Township of Long Hill, Attn: Planning/Zoning Coordinator, 915 Valley Road, Gillette, NJ 07933. E-mailed comments must be received at least 8 hours prior to the meeting. Mailed comments must be received 12:00 PM the day before the meeting.*

(2) *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 by appointment in the Planning & Zoning Office located in the Township of Long Hill Municipal Building.*

**TOWNSHIP OF LONG HILL
PLANNING BOARD
RESOLUTION 2021-01-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 11, 2022. 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
Planning & Zoning Coordinator

Board Chairman

**TOWNSHIP OF LONG HILL
PLANNING BOARD
RESOLUTION 2021-02-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 Office of Jolanta Maziarz LLC has agreed to legal services at a rate of \$140.00 per hour for attendance at meetings and a rate of \$140.00 per hour for other types of legal services including those set forth above; and

WHEREAS, the Law Office of Jolanta Maziarz LLC has completed and submitted a Business Entity Disclosure Certification which certifies that the Law Office of Jolanta Maziarz 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 Law Office of Jolanta Maziarz 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 2021 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 the Law Office of Jolanta Maziarz LLC, 79 Mount Horeb Road, Warren, New Jersey 07059 is hereby authorized for the period of January 12, 2021 through January 11, 2022, 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 the Law Office of Jolanta Maziarz LLC, in accordance with the following terms and conditions:
 - A. Term: January 12, 2021 – January 11, 2022
 - B. Rate: \$140.00 per hour per meeting attendance 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
Planning & Zoning Coordinator

Board Chairman

**TOWNSHIP OF LONG HILL
PLANNING BOARD
RESOLUTION 2021-03-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 for the period of January 12, 2021 through January 11, 2022, 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 Casey & Keller, Inc., in accordance with the following terms and conditions:
 - A. Term: January 12, 2021 – January 11, 2022
 - 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
Planning & Zoning Coordinator

Board Chairman

**TOWNSHIP OF LONG HILL
PLANNING BOARD
RESOLUTION 2021-04-PB**

APPOINTMENT OF PLANNING CONSULTANT

WHEREAS, the Township of Long Hill Planning Board 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 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 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 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 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 12, 2021 through January 11, 2022, 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 12, 2021 – January 11, 2022
- 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 Planning & Zoning Coordinator, in accordance with the provisions of N.J.S.A. 40A:11-5(1)(a)(i) is directed to publish a notice once in the Echoes-Sentinel stating the nature, duration, service and amount of this contract.

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

5. This contract shall be charged to Planning Board – 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
Planning & Zoning Coordinator

Board Chairman

**TOWNSHIP OF LONG HILL
PLANNING BOARD
RESOLUTION 2021-05-PB**

2021 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 2021 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 12, 2021 (Reorganization Meeting)	January 26, 2021
February 9, 2021	February 23, 2021
March 9, 2021	March 23, 2021
April 13, 2021	April 27, 2021
May 11, 2021	May 25, 2021
June 8, 2021	June 22, 2021
July 13, 2021	(No second meeting in July)
August 10, 2021	(No second meeting in August)
September 14, 2021	September 28, 2021
October 12, 2021	October 26, 2021
November 9, 2021	November 23, 2021
December 14, 2021	(No second meeting in December)
January 11, 2022 (Reorganization Meeting)	

Debra Coonce
Board Secretary
Planning & Zoning Coordinator

Board Chairman

**TOWNSHIP OF LONG HILL
PLANNING BOARD
RESOLUTION 2021-06-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
Planning & Zoning Coordinator

Board Chairman

**TOWNSHIP OF LONG HILL
PLANNING BOARD
RESOLUTION 2021-07-PB**

RESOLUTIONS FOR APPLICATIONS

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

The Resolutions for all applications shall be sent to the Planning Board 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
Planning & Zoning Coordinator

Board Chairman

TOWNSHIP OF LONG HILL
PLANNING BOARD
RESOLUTION 2021-8-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
Planning & Zoning Coordinator

Board Chairman

**TOWNSHIP OF LONG HILL
PLANNING BOARD
RESOLUTION 2021-09-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
Planning & Zoning Coordinator

Board Chairman