



# 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

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## PLANNING BOARD AGENDA REORGANIZATIONAL MEETING January 10, 2023 – 7:30 PM

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The Meeting/Hearing will be conducted in person in Long Hill Township Municipal Court located at 915 Valley Road, Gillette, New Jersey.

To watch live on LHTV visit:

Comcast channel 29, Verizon channel 38, Verizon channel 2137 (HD)

To stream live on the Township Website:

<http://longhillnj.gov/LHT-TV.html>

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

Adequate notice of this meeting/hearing has been provided by posting a copy of the public meeting/hearing 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 meeting/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 meeting/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/Hearing of the Board unless a motion is passed by the members then present to extend the meeting/hearing to a later specified cut-off time.

(4) **ELECTRONIC DEVICES**

All in attendance are asked to mute cell phones or any electronic devices as to not interrupt the proceedings.

(5) **PLEDGE OF ALLEGIANCE**

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

**Brenden Rae**, Class I – Expiring 12/31/23

**Theresa Dill**, Class II – Expiring 12/31/23

**Victor Verlezza**, Class III – Expiring 12/31/23

**David Hands**, Class IV – Expiring 12/31/26

**Don Richardson**, Class IV – Expiring 12/31/26

- (7) **ROLL CALL**
- (8) **ELECTION OF CHAIRMAN** – Term expiring January 9, 2024
- (9) **ELECTION OF VICE CHAIRMAN** – Term expiring January 9, 2024
- (10) **APPOINTMENTS** – *Resolutions 2023-01-PB through 2023-05-PB Attached*
  - 1. The Board will appoint a Board Secretary to serve until January 9, 2024.
  - 2. The Board will appoint a Legal Firm / Board Attorney to serve at the pleasure of the Board for a term expiring on January 9, 2024.
  - 3. The Board will appoint a Planning Firm / Professional Planner to serve at the pleasure of the Board for a term expiring on January 9, 2024.
  - 4. The Board will appoint an Engineering Firm / Professional Engineer to finalize any remaining 2022 resolution compliance items, and to represent the Board for application number 21-26P / G2 Development Group, LLC / Gates Avenue Subdivision through completion.
  - 5. The Board will appoint an alternate Planning Firm / Professional Planner in such case that the Board Professional has a conflict of interest with any specific application for development.
- (11) **ADOPTION OF 2023 MEETING SCHEDULE** – *Resolution 2023-06-PB Attached*
- (12) **REMOTE MEETING/HEARING PROTOCOLS** – *Resolution 2023-07-PB Attached*
- (13) **NOTICE OF PUBLICATION** – *Resolution 2023-08-PB Attached*
- (14) **RESOLUTIONS FOR APPLICATIONS** – *Resolution 2023-09-PB Attached*
- (15) **MEETING/HEARING CUT-OFF** – *Resolution 2023-10-PB Attached*
- (16) **ROBERT’S RULES OF ORDER** – *Resolution 2023-11-PB Attached*
- (17) **BOARD SECRETARY REPORT** – Application Status Update
- (18) **COMMITTEE ASSIGNMENTS**
- (19) **COMMITTEE REPORTS**
- (20) **OLD BUSINESS / NEW BUSINESS**
- (21) **EXECUTIVE SESSION** – Litigation or personnel matters if needed.
- (22) **ADJOURNMENT**

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*Videos of Planning Board meetings/hearings are available on the Township website at [www.longhillnj.gov](http://www.longhillnj.gov). Audio recordings of the meetings/hearings 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 2023-01-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 9, 2024. 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/hearings scheduled for the Planning Board.

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Debra Coonce  
Board Secretary  
Planning & Zoning Coordinator

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Board Chairman

**TOWNSHIP OF LONG HILL  
PLANNING BOARD  
RESOLUTION 2023-02-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 (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**, Steven K. Warner, Esq. of Savo, Schalk, Corsini, Warner, Gillespie, O'Grodnick & Fisher, P.A. have agreed to legal services at a rate of \$165.00 per hour for attendance at meetings/hearings and a rate of \$165.00 per hour for other types of legal services including those set forth above; and

**WHEREAS**, Steven K. Warner, Esq. of Savo, Schalk, Corsini, Warner, Gillespie, O'Grodnick & Fisher, P.A. has completed and submitted a Business Entity Disclosure Certification which certifies that Savo, Schalk, Corsini, Warner, Gillespie, O'Grodnick & Fisher, P.A. 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 Savo, Schalk, Corsini, Warner, Gillespie, O'Grodnick & Fisher, P.A. 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 2023 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 Steven K. Warner, Esq. of Savo, Schalk, Corsini, Warner, Gillespie, O’Grodnick & Fisher, P.A., 56 East Main Street, Suite 301, Somerville, New Jersey 08876 is hereby authorized for the period of January 10, 2023 through January 9, 2024, 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 Steven K. Warner, Esq. of Savo, Schalk, Corsini, Warner, Gillespie, O’Grodnick & Fisher, P.A., in accordance with the following terms and conditions:
  - A. Term: January 10, 2023 through January 9, 2024
  - B. Rate: \$165.00 per hour per meeting/hearing attendance and \$165.00 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 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.

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Debra Coonce  
Board Secretary  
Planning & Zoning Coordinator

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Board Chairman

**TOWNSHIP OF LONG HILL  
PLANNING BOARD  
RESOLUTION 2023-03-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 Meetings/Hearings; 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 meetings/hearings 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 2023 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 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 10, 2023 through January 9, 2024, 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 10, 2023 through January 9, 2024
  - B. Rate: \$145.00 per hour per meeting/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 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.

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Debra Coonce  
Board Secretary  
Planning & Zoning Coordinator

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Board Chairman

**TOWNSHIP OF LONG HILL  
PLANNING BOARD  
RESOLUTION 2023-04-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

**WHEREAS**, this contract is as for the completion of Application number 21-26P / G2 Development Group, LLC / Gates Avenue Subdivision and any resolution compliance issues related to 2022 completed applications; 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 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 Mott MacDonald, 412 Mount Kemble Avenue, Suite G22, Morristown, NJ 07960 is hereby authorized through the completion of Application number 21-26P / G2 Development Group, LLC / Gates Avenue Subdivision and any resolution compliance issues related to 2022 completed applications.



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:

Rate:           \$130.00 per hour per hearing attendance and  
                  \$130.00 per hour for other engineering services as stated above

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 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.

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Debra Counce  
Board Secretary  
Planning & Zoning Coordinator

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Board Chairman

**TOWNSHIP OF LONG HILL  
PLANNING BOARD  
RESOLUTION 2023-05-PB**

**APPOINTMENT OF ALTERNATE PLANNING CONSULTANT**

**WHEREAS**, the Township of Long Hill Planning Board requires alternate professional engineering services and planning services if the primary Board professional has 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 Meetings/Hearings; 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 firm of J. Caldwell & Associates, LLC has agreed to provide alternate planning services at a rate of \$145.00 per hour for attendance at meetings/hearings 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 holds contracts in good standing with the Township of Long Hill as the contracted professional for the Governing Body; and

**WHEREAS**, the firm has completed and submitted the necessary Business Entity Disclosure Certification to the Township Clerk which certifies that the firm 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 this resolution will prohibit the firm 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 Planning Board 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 Planning Firm should it be determined that the Board's primary professional has a conflict of interest with a specific application for development.
2. 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 10, 2023 through January 9, 2024  
Rate: \$145.00 per hour per meeting/hearing attendance  
\$145.00 per hour 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 Planning Board – 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.

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Debra Coonce  
Board Secretary  
Planning & Zoning Coordinator

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Board Chairman

**TOWNSHIP OF LONG HILL  
PLANNING BOARD  
RESOLUTION 2023-06-PB**

**2023 MEETING/HEARING SCHEDULE**

**BE IT RESOLVED** by the Planning Board of the Township of Long Hill regular meeting/hearing dates for the calendar year of 2023 are listed below. All regular and special meetings/hearings will begin at 7:30 PM unless otherwise scheduled, at the Township of Long Hill Municipal Building, 915 Valley Road, Gillette, New Jersey.

January 10, 2023 (Reorganization Meeting)	January 24, 2023
February 14, 2023	February 28, 2023
March 14, 2023	March 28, 2023
April 11, 2023	April 25, 2023
May 9, 2023	May 23, 2023
June 13, 2023	June 27, 2023
July 18, 2023	(No second meeting in July)
August 8, 2023	(No second meeting in August)
September 12, 2023	September 26, 2023
October 10, 2023	October 24, 2023
November 14, 2023	November 28, 2023
December 12, 2023	(No second meeting in December)
January 9, 2024 (Reorganization Meeting)	

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Debra Coonce  
Board Secretary  
Planning & Zoning Coordinator

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Board Chairman

**TOWNSHIP OF LONG HILL  
PLANNING BOARD  
RESOLUTION 2023-07-PB**

**ADOPTING EMERGENCY REMOTE MEETING/HEARING PROTOCOLS, PROCEDURES  
AND REQUIREMENTS FOR PUBLIC PARTICIPATION AT REMOTE  
MEETINGS/HEARINGS**

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/hearings such as those conducted by local government entities; and

WHEREAS, local and county government entities, such as the Long Hill Township Planning Board (the “Board”), have continued to conduct public meetings/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/hearing guidance in March 2020 to provide a list of possible solutions available for local government entities to host remote meetings/hearings 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/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/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/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/hearings; and

WHEREAS, the Board has decided to adopt the following standard protocols and procedures for conducting remote public meetings/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 PLANNING BOARD 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/hearing.
- 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 meeting/hearing, it shall be broadcast by both video and audio.
- h. During a remote public 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 hearing 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 hearing, 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/hearing following closed session to adjourn the meeting/hearing or take other action as necessary.
- l. If a member of the public becomes disruptive during a remote public meeting/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.

Attest:

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Debra Coonce  
Board Secretary  
Planning & Zoning Coordinator

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\_\_\_\_\_  
Board Chairman



**TOWNSHIP OF LONG HILL  
PLANNING BOARD  
RESOLUTION 2023-08-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. 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.

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Debra Coonce  
Board Secretary  
Planning & Zoning Coordinator

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Board Chairman

**TOWNSHIP OF LONG HILL  
PLANNING BOARD  
RESOLUTION 2023-09-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.

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Debra Coonce  
Board Secretary  
Planning & Zoning Coordinator

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Board Chairman

**TOWNSHIP OF LONG HILL  
PLANNING BOARD  
RESOLUTION 2023-10-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/hearing of the Board unless a motion is passed by the members then present to extend the meeting/hearing 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/hearing.

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Debra Coonce  
Board Secretary  
Planning & Zoning Coordinator

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Board Chairman

**TOWNSHIP OF LONG HILL  
PLANNING BOARD  
RESOLUTION 2023-11-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/hearing 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/hearing except upon recognition of the Chairman or a majority of the members present at the meeting/hearing.

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Debra Coonce  
Board Secretary  
Planning & Zoning Coordinator

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Board Chairman