



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 AGENDA REORGANIZATIONAL MEETING & HEARING January 9, 2024 – 7:30 PM

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>

- (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:**
 Scott Lavendar, Class I – Expiring 12/31/24
 Theresa Dill, Class II – Expiring 12/31/24
 Brenden Rae, Class III – Expiring 12/31/24
 Tony Opalka, Class IV – Expiring 12/31/27
 - (7) **ROLL CALL**
 - (8) **ELECTION OF CHAIRMAN** – Term expiring January 14, 2025
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- (9) **ELECTION OF VICE CHAIRMAN** – Term expiring January 14, 2025
- (10) **APPOINTMENTS** – *Resolutions 2024-01-PB through 2024-05-PB Attached*
1. The Board will appoint a Board Secretary to serve until January 14, 2025.
 2. The Board will appoint a Legal Firm / Board Attorney to serve at the pleasure of the Board for a term expiring on January 14, 2025.
 3. The Board will appoint a Planning Firm / Professional Planner to serve at the pleasure of the Board for a term expiring on January 14, 2025.
 4. The Board will appoint an Engineering Firm / Professional Engineer to serve at the pleasure of the Board for a term expiring on January 14, 2025.
 5. The Board will appoint a Traffic Engineer, as well as an alternate Planning & Engineering Firm in such case that a Traffic Expert/Engineer is required to review a site plan or subdivision application and if the Board Professionals have a conflict of interest with any specific application for development.
- (11) **ADOPTION OF 2024 MEETING SCHEDULE** – *Resolution 2024-06-PB Attached*
- (12) **NOTICE OF PUBLICATION** – *Resolution 2024-07-PB Attached*
- (13) **RESOLUTIONS FOR APPLICATIONS** – *Resolution 2024-08-PB Attached*
- (14) **MEETING/HEARING CUT-OFF** – *Resolution 2024-09-PB Attached*
- (15) **ROBERT’S RULES OF ORDER** – *Resolution 2024-10-PB Attached*
- (16) **APPLICATION**
- Minor Site Plan*
Block 10907 / Lot 1 / Zone R-4
33 Norwood Drive
Application No. 23-11P
Michael Portera
Applicant is seeking minor site plan approval to have a home office in a single family residence.
- (17) **MEETING MINUTES** – December 12, 2023
- (18) **BOARD SECRETARY REPORT** – Application Status Update
- (19) **COMMITTEE ASSIGNMENTS**
- Site Plan Review
 - Pre-Application Review
 - Ordinance
 - Standard Operating Procedures
 - Prism Adjustments
- (20) **OLD BUSINESS / NEW BUSINESS**
- (21) **ADJOURNMENT**

Videos of Planning Board meetings/hearings are available on the Township website at www.longhillnj.gov. 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 2024-01-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, 2025. 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.

Debra Coonce
Board Secretary
Planning & Zoning Coordinator

Board Chairman

**TOWNSHIP OF LONG HILL
PLANNING BOARD
RESOLUTION 2024-02-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 \$175.00 per hour for attendance at meetings/hearings and a rate of \$175.00 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 2024 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 9, 2024 through January 14, 2025, 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 9, 2024 through January 14, 2025
 - B. Rate: \$175.00 per hour per meeting/hearing attendance and \$175.00 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.

Debra Coonce
Board Secretary
Planning & Zoning Coordinator

Board Chairman

**TOWNSHIP OF LONG HILL
PLANNING BOARD
RESOLUTION 2024-03-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 \$155.00 per hour for attendance at meetings/hearings and a rate of \$155.00 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 2024 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 9, 2024 through January 14, 2025, 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 9, 2024 through January 14, 2025
 - B. Rate: \$155.00 per hour per meeting/hearing attendance and \$155.00 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.

Debra Coonce
Board Secretary
Planning & Zoning Coordinator

Board Chairman

**TOWNSHIP OF LONG HILL
PLANNING BOARD
RESOLUTION 2024-04-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 perform any other related engineering work, as requested; and

WHEREAS, the anticipated term of this contract is (1) one year; and

WHEREAS, Joseph R. Vuich, PE of Van Cleef Engineering Associates, LLC has agreed to engineering services at a rate of \$155.00 per hour for attendance at hearings/meetings and a rate of \$155.00 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 Joseph R. Vuich, PE of Van Cleef Engineering Associates, LLC has completed and submitted a Business Entity Disclosure Certification which certifies that the firm of Joseph R. Vuich, PE of Van Cleef Engineering Associates, 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 Joseph R. Vuich, PE of Van Cleef Engineering Associates, LLC, 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 2024 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 Joseph R. Vuich, PE of Van Cleef Engineering Associates, LLC, 111 Howard Blvd., Suite 110, Mr. Arlington, New Jersey 07856 is hereby authorized for the period of January 9, 2024 through January 14, 2025, 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 Van Cleef Engineering Associates, LLC, in accordance with the following terms and conditions:
 - A. Term: January 9, 2024 through January 14, 2025
 - B. Rate: \$155.00 per hour per hearing attendance and \$155.00 per hour for other engineering services as stated above
 - C. Services: Van Cleef Engineering Associates, LLC shall provide professional engineering 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 – 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 2024-05-PB**

APPOINTMENT OF ALTERNATE BOARD PROFESSIONALS

WHEREAS, the Township of Long Hill Planning Board requires alternate professional services such as traffic engineer, 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 Bright View Engineering has agreed to provide services for traffic engineer, as well as alternate engineering and planning services at a rate of \$170.00 per hour for attendance at meetings/hearings and a rate of \$170.00 per hour for all other services including, but not limited to 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 said alternate services should it be determined a traffic expert be required or that the Board's primary professionals have a conflict of interest with a specific application for development.

2. By way of this resolution, the Traffic Engineer and alternate Engineering/Planning Firm shall be: Bright View Engineering, 70 South Orange Ave, Suite 109, Livingston, NJ 07039
Term: January 9, 2024 through January 14, 2025
Rate: \$170.00 per hour per meeting/hearing attendance
\$170.00 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.

Debra Coonce
Board Secretary
Planning & Zoning Coordinator

Board Chairman

**TOWNSHIP OF LONG HILL
PLANNING BOARD
RESOLUTION 2024-06-PB**

2024 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 2024 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 9, 2024 (Reorganization Meeting)	January 23, 2024
February 13, 2024	February 27, 2024
March 12, 2024	March 26, 2024
April 9, 2024	April 23, 2024
May 14, 2024	May 28, 2024
June 11, 2024	June 25, 2024
July 9, 2024	(No second meeting in July)
August 13, 2024	(No second meeting in August)
September 10, 2024	September 24, 2024
October 8, 2024	October 22, 2024
November 12, 2024	November 26, 2024
December 10, 2024	(No second meeting in December)
January 14, 2025 (Reorganization Meeting)	

Debra Coonce
Board Secretary
Planning & Zoning Coordinator

Board Chairman

**TOWNSHIP OF LONG HILL
PLANNING BOARD
RESOLUTION 2024-07-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. 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.

Debra Coonce
Board Secretary
Planning & Zoning Coordinator

Board Chairman

**TOWNSHIP OF LONG HILL
PLANNING BOARD
RESOLUTION 2024-08-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 2024-09-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/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.

Debra Coonce
Board Secretary
Planning & Zoning Coordinator

Board Chairman

**TOWNSHIP OF LONG HILL
PLANNING BOARD
RESOLUTION 2024-10-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/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.

Debra Coonce
Board Secretary
Planning & Zoning Coordinator

Board Chairman