



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 January 15, 2019 – 7:30 PM

- (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, by sending a copy to the Echoes-Sentinel 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 time.
- (3) **ELECTRONIC DEVICES**
All in attendance are asked to turn off cell phones and/or any electronic devices as they interfere with the recording equipment.
- (4) **PLEDGE OF ALLEGIANCE**
- (5) **OATH OF OFFICE** – New Appointees / Re-Appointees
- (6) **ROLL CALL**
- (7) **ELECTION OF CHAIRMAN** – Term expiring January 14, 2020
- (8) **ELECTION OF VICE CHAIRMAN** – Term expiring January 14, 2020
- (9) **APPOINTMENTS** – *Resolutions 2019-1-PB through 2019-4-PB Attached*
 - a. Debra Coonce as Board Secretary to serve until January 14, 2020.
 - b. Jolanta Maziarz, Esq. as Board Attorney to serve at the pleasure of the Board for a term expiring on January 14, 2020.
 - c. The Board will appoint an Engineering Firm / Professional Engineer to serve at the pleasure of the Board for a term expiring on January 14, 2020.
 - d. The Board will appoint a Planning Firm / Professional Planner to serve at the pleasure of the Board for a term expiring on January 14, 2020.

- (10) **ADOPTION OF 2019 MEETING SCHEDULE** – *Resolution 2019-5-PB Attached*
- (11) **CALENDAR/AGENDA ORDER OF BUSINESS** – *Resolution 2019-6-PB Attached*
- (12) **NOTICE OF PUBLICATION** – *Resolution 2019-7-PB Attached*
- (13) **MEETING MINUTES** – *Resolution 2019-8-PB Attached*
- (14) **MEETING CUT-OFF** – *Resolution 2019-9-PB Attached*
- (16) **ROBERT’S RULES OF ORDER** – *Resolution 2019-10-PB Attached*
- (17) **PRE-APPLICATION REVIEW COMMITTEE** – §171.10
Planning Board Chairman shall appoint the Chair and three (3) additional members with the consent of the Board.
- (18) **ORDINANCE REVIEW COMMITTEE**
Planning Board Chairman shall appoint the Chair, two (2) members and one (1) alternate member with the consent of the Board.
- (19) **SITE PLAN REVIEW COMMITTEE**
Planning Board Chairman shall appoint the Chair and up to three (3) additional members with the consent of the Board.
- (20) **APPROVAL OF MEETING MINUTES** – September 11, 2018 / September 25, 2018
October 23, 2018 / November 13, 2017
- (21) **EXECUTIVE SESSION** – Litigation or personnel matters if needed.
- (22) **NEW BUSINESS**
- (23) **PUBLIC QUESTIONS / COMMENT PERIOD**
- (24) **ADJOURNMENT**

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

Notes:

Meetings will be billed at an hourly rate including travel time from our office in Millburn.

**TOWNSHIP OF LONG HILL
PLANNING BOARD
RESOLUTION 2019-04-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 Shamrock Enterprises, Ltd. has agreed to provide planning services at a rate of \$135.00 per hour for attendance at hearings/meetings and a rate of \$135.00 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 Shamrock Enterprises, Ltd. has completed and submitted a Business Entity Disclosure Certification which certifies that the Firm of Shamrock Enterprises, Ltd. has not made any reportable contributions to a political or candidate committee in the Township of Long Hill in the previous one year, and that the contract will prohibit the Firm of Shamrock Enterprises, Ltd. from making any reportable contributions through the term of the contract; and

WHEREAS, in addition, this contract is for professional services and may be awarded without public bidding pursuant to N.J.S.A. 40A:11-5(1)(a)(i); and

WHEREAS, the Township Chief Financial Officer, in accordance with N.J.A.C. 5:34-5.1, has certified in writing to the Township Committee the availability of adequate funds to pay the maximum amount of the contract;

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

1. A professional services contract with Shamrock Enterprises, Ltd., Madison House, 866 Madison Ave., Rahway, N.J. 07065 is hereby authorized.
2. The Board Chairman and Planning & Zoning Coordinator are authorized to sign a professional service contract with Shamrock Enterprises, Ltd., in accordance with the following terms and conditions:
 - A. Term: January 15, 2019 – January 14, 2020

B. Rate: \$135.00 per hour per hearing attendance and
\$135.00 per hour for other engineering 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

Board Chairman

**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