



**TOWNSHIP OF LONG HILL**  
**COUNTY OF MORRIS**  
Gillette, Homestead Park, Meyersville, Millington, Stirling

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**PLANNING BOARD**  
**MINUTES OF THE MEETING**  
**January 15, 2019**

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

*At 7:32 pm, Planning & Zoning Coordinator Debra Coonce made the following announcements:*

- (1) **Call to Order and Statement of Compliance**
- (2) **Standard Board Procedures**
- (3) **Electronic Devices**

(4) **Pledge of Allegiance** – Recited by all in attendance

(5) **Oath of Office**

The oath of office was administered by Jolanta Maziarz, Esq. to new member Committeeman Bruce Meringolo, and to returning members John Falvey, David Hands and Don Richardson.

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

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

(7) **Election of Chairman**

As a member of the nominating committee, Mr. Jones announced Alan Pfeil and Thomas Jones as the candidates for Chairman.

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

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

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

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

**(8) Election of Vice Chairman**

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

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

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

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

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

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

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

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

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

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

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

Moved by: Committeeman Meringolo

Seconded by: Mr. Jones

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

**CERTIFICATION**

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

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

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

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

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

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

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

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

- Adoption of the 2019 Meeting Schedule:

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

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

(17) **Pre-Application Review Committee §171.10**

After discussion, the Board appointed Chairman Pfeil as the Committee Chair, and Mr. Falvey, Mr. Richardson and Committeeman Meringolo as Committee Members.

(18) **Ordinance Review Committee**

After discussion, the Board appointed Mr. Sandow as the Committee Chair, Mr. Hands and Mr. Jones as Committee Members, and Chairman Pfeil as Alternate.

(19) **Site Plan Review Committee**

After discussion, the Board appointed Chairman Pfeil as the Committee Chair, Mr. Sandow and Mr. Malinousky

(20) **Approval of Meeting Minutes** – The Minutes of September 11, 2018, September 25, 2018, October 23, 2018 and November 13, 2018 were accepted as amended.

(21) **Executive Session** – No additional Executive Session was required at this time.

(22) **New Business**

a. The Board appointed Mr. Malinousky, Mr. Richardson and Committeeman Rae as the RFP Committee for future requests for proposals.

b. Mr. Jones noted he put together a draft of Board Policies & Procedures / Bi-Laws as a foundation to work from to address the Board’s overall process. We anticipate beginning the review of the draft within the Board’s next few meetings.

c. Committeeman Meringolo suggested the Board having a “paperless” environment. With all other documents other than large scale plans, all Board members agreed to try. Secretary Coonce noted that as most of the files (i.e. agendas, minutes, resolution some of the application materials) are sent to the Board Members via email, they would not be placed on the dais unless specifically asked for by a Board member.

d. Mr. Hands noted that the first meeting for new year of the Master Plan Committee is on Wednesday, January 16, 2019. Meetings will no longer be open to the Public; the Committee is hoping to finish all element updates this year, and are currently in budget discussions as well as looking to bring in assistance for the overall review process of the elements.

(23) **Public Questions / Comment Period** – None

(24) **Adjournment** – The Regular and Organizational Meeting was adjourned at 9:41 pm.

Respectfully submitted,

*Debra Coonce*

Debra Coonce  
Planning Board Secretary  
Planning & Zoning Coordinator

*Videos of Planning Board meeting(s) are available on the Township website at [www.longhillnj.gov](http://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.*