



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

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

ZONING BOARD OF ADJUSTMENT
MINUTES OF THE MEETING
January 8, 2019

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

At 8:03 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 Ed Gerecht, Gary Gianakis and Victor Verlezza. New Member Vicky Brooks will be appointed by the Township Committee at its meeting on January 9, 2019 and the oath of office will be administered at the Board’s next regular meeting.

- (6) **Roll Call (8:08)** – Planning & Zoning Coordinator Coonce called the roll:

Present: Jerry Aroneo *
 Ed Gerecht
 Gary Gianakis
 Tom Grosskopf
 Brian Johnson
 Mike Malloy
 Jonathan Rosenberg
 Victor Verlezza (Alt. #1)
 Vicky Brooks (Alt. #2)
 Debra Coonce, Board Secretary
 Jolanta Maziarz, Esq., Board Attorney
 Richard Keller, Board Engineer
 Kevin O’Brien, Board Planner

*Mr. Aroneo joined the meeting at 8:36 pm.

(7) **Election of Chairman**

Upon motion made by Mr. Johnson and seconded by Mr. Rosenberg, Ed Gerecht was elected Chairman unanimously by all members present and eligible to vote to serve at the pleasure of the Board through January 7, 2020.

(8) **Election of Vice Chairman**

Upon motion made by Mr. Malloy and seconded by Chairman Gerecht, Brian Johnson was elected Vice Chairman unanimously by all members present and eligible to vote to serve at the pleasure of the Board through January 7, 2020.

(9) **Appointments (8:12)** – *Resolutions 2019-1-ZBA through 2019-4-ZBA Attached*

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

- Appointment of Debra Coonce as Board Secretary to serve until January 7, 2020.
- Appointment of Jolanta Maziarz, Esq. as Board Attorney to serve until January 7, 2020.
- Appointment of Richard Keller / Casey & Keller, Inc. as Board Engineer to serve until January 7, 2020; to include amended fee schedule.
- Appointment of Kevin O'Brien / Shamrock Enterprises, Ltd. as Board Planner to serve until January 7, 2020.

(10) **Adoption of the 2019 Meeting Schedule (8:17)** – *Resolution 2019-5-ZBA Attached*

Upon motion made by Vice Chairman Johnson and seconded by Mr. Grosskopf, the Board adopted the 2019 meeting schedule to be posted on the municipal bulletin board and website, copies will be sent to the Echoes-Sentinel and Courier Newspapers and filed with the Municipal Clerk. 2019 meeting dates are as follows:

January 8, 2019 (Reorganization Meeting)	January 22, 2019
February 5, 2019	February 19, 2019
March 5, 2019	March 19, 2019
April 2, 2019	April 16, 2019
May 7, 2019	May 21, 2019
June 4, 2019	June 18, 2019
July 16, 2019	(No second meeting in July)
August 6, 2019	(No second meeting in August)
September 3, 2019	September 17, 2019
October 1, 2019	October 15, 2019
November 5, 2019	November 19, 2019
December 3, 2019	(No second meeting in December)
January 7, 2020 (Reorganization Meeting)	

(11-14) **Agenda Items (8:20)** – *Resolutions 2019-6-ZBA through 2019-9-ZBA Attached*

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

- 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

- (15) **Approval of Meeting Minutes (8:22)** – The Meeting Minutes of October 16, 2018, November 6, 2018, November 20, 2018 and December 4, 2018 were accepted as presented. The Meeting Minutes of December 11, 2018 and December 18, 2018 will be reviewed at the Board’s next regular meeting.
- (16) **Executive Session** – None.
- (17) **Applications (8:25)**

Preliminary & Final Site Plan Application with Variances (To be carried to 2/5/19)

Block 14101 / Lot 63 / Zone C

1050 Long Hill road

Application No. 18-21Z

Missionary Servants of the Most Holy Trinity

Applicant proposes to construct a 1,417 SF pilgrim’s chapel.

At the written request of Vincent T. Bisogno, Esq. / Attorney for the Applicant, and upon motion made and seconded, the Board unanimously agreed to carry the application with no further notice required by the Applicant to Tuesday, February 5, 2019.

***Certificate of Non-Conformity or Expansion of a Non-Conforming Use
(Carried from 10/2/18, 10/16/18, 11/6/18, 11/20/18 & 12/4/18)***

Block 11505, 11506, 11507 / Lots 25, 1 & 24, 1 / Zone Conservation

219 Railroad Avenue

Application No. 18-18Z

Robert Falzon

Applicant proposes to continue the existing use on the property as mixed use for maintenance and storage of vehicles and equipment.

Board Engineer Rich Keller and Board Planner Kevin O’Brien were sworn in to offer testimony on behalf of the Township of Long Hill.

Fred Zelle, Esq. appeared on behalf of the Applicant.

Witnesses sworn in to offer testimony on behalf of the Applicant:

William Hollows, as Engineer

Susan Maccario, as Owner

Edward Anderson, as Applicant

Elizabeth McManus, as Planner

Color site plan was submitted and marked as Exhibit A-1.

A conceptual color plan was submitted and marked as Exhibit A-2.

No members of the public had questions for the Applicant and/or witnesses.

The Board was in recess from 9:39 pm to 9:52 pm.

During testimony, the Board sited areas of concern that they would like additional information regarding the application. The following items were raised:

- Is a development permit required?
- Storage containers locations; should be shown on the site plan.
- Number of employees (including tenants) on property
- Number of vehicles on property including types
- Hours of operation & days
- Floor plan of building asking for use variance
- Decision about overnight storage and types
- Single family dwelling; clarify plans and or changes. New building may need variance relief.
- Time frame needed remove dirt pile

Additionally, the Applicant agreed to revise the site plans and meet with the Board Professionals prior to the next scheduled hearing in order to provide the Board Members with the requested information.

Upon motion made and seconded, the application was carried to Tuesday, February 19, 2019 with no further notice required by the Applicant.

(18) **New Business** – None.

(19) **Adjournment** – The Regular and Organizational Meeting was adjourned at 11:03 pm.

Respectfully submitted,

Debra Coonce

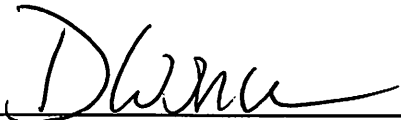
Debra Coonce
Zoning Board Secretary
Planning & Zoning Board Coordinator

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.

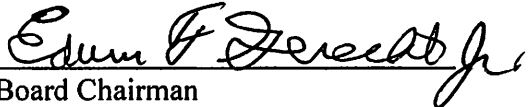
**TOWNSHIP OF LONG HILL
ZONING BOARD OF ADJUSTMENT
RESOLUTION 2019-01-ZBA**

APPOINTMENT OF BOARD SECRETARY

BE IT RESOLVED, the Zoning Board of Adjustment of the Township of Long Hill has appointed Debra Coonce as the Secretary of the Zoning Board of Adjustment until January 7, 2020. The Zoning 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 Zoning Board of Adjustment.



Debra Coonce
Board Secretary



Edmund F. Ferencak Jr.
Board Chairman

**TOWNSHIP OF LONG HILL
ZONING BOARD OF ADJUSTMENT
RESOLUTION 2019-02-ZBA**

APPOINTMENT OF BOARD ATTORNEY

WHEREAS, the Township of Long Hill Zoning Board of Adjustment 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

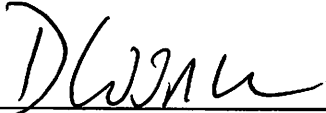
WHEREAS, the Law Firm of Ventura, Miesowitz, Keough & Warner, PC has completed and submitted a Business Entity Disclosure Certification which certifies that the Law Firm of Ventura, Miesowitz, Keough & Warner, PC has not made any reportable contributions to a political or candidate committee in the Township 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

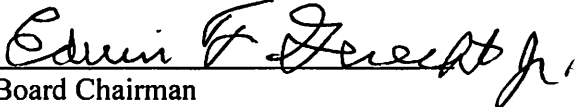
WHEREAS, the Township Chief Financial Officer, in accordance with N.J.A.C. 5:34-5.1, has certified in writing to the Township Committee the availability of adequate funds to pay, not to exceed, the maximum amount of the department's 2019 fiscal year budget provided; Additionally, any service charges 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 Zoning Board of Adjustment 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 7, 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 7, 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 Zoning Board of Adjustment – 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



Edwin F. Zerech Jr.
Board Chairman

**TOWNSHIP OF LONG HILL
ZONING BOARD OF ADJUSTMENT
RESOLUTION 2019-03-ZBA**

APPOINTMENT OF BOARD ENGINEER

WHEREAS, the Township of Long Hill Zoning Board of Adjustment 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 Zoning Board of Adjustment; attend hearings/meetings of the Zoning Board of Adjustment as requested; advise the Zoning Board of Adjustment on all engineering matters under their jurisdiction; the Consultant shall be available for consultation by telephone at all reasonable times; represent the Zoning Board of Adjustment 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 Zoning Board of Adjustment 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

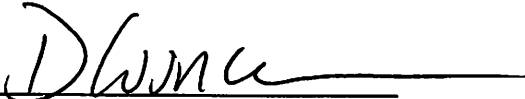
WHEREAS, in addition, this contract is for professional services and may be awarded without public bidding pursuant to N.J.S.A. 40A:11-5(1)(a)(i); and

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;

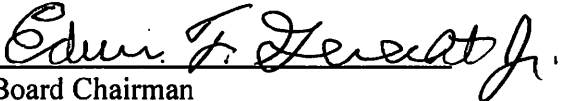
NOW, THEREFORE, BE IT RESOLVED, by the Zoning Board of Adjustment of the Township of Long Hill, in the County of Morris, State of New Jersey as follows:

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 8, 2019 – January 7, 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 Zoning Board of Adjustment – 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



Edwin F. Herzog Jr.
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

**TOWNSHIP OF LONG HILL
ZONING BOARD OF ADJUSTMENT
RESOLUTION 2019-04-ZBA**

APPOINTMENT OF PLANNING CONSULTANT

WHEREAS, the Township of Long Hill Zoning Board of Adjustment 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 Zoning Board of Adjustment; 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 Zoning Board of Adjustment 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 1, 2019 – January 7, 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.

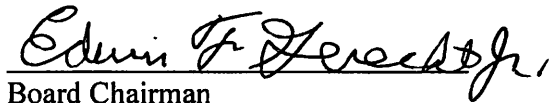
4. The Planning & Zoning Coordinator shall make copies of this resolution available for public inspection at the Municipal Building, 915 Valley Road, Gillette, N.J. during regular business hours.

5. This contract shall be charged to Zoning Board of Adjustment – 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




Edwin F. Herold Jr.
Board Chairman

**TOWNSHIP OF LONG HILL
ZONING BOARD OF ADJUSTMENT
RESOLUTION 2019-05-ZBA**

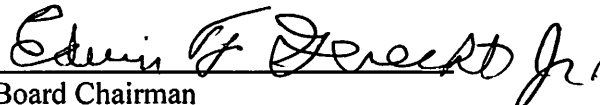
2019 MEETING SCHEDULE

BE IT RESOLVED by the Zoning Board of Adjustment 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 8:00 PM unless otherwise scheduled, at the Township of Long Hill Municipal Building, 915 Valley Road, Gillette, New Jersey.

January 8, 2019 (Reorganization Meeting)	January 22, 2019
February 5, 2019	February 19, 2019
March 5, 2019	March 19, 2019
April 2, 2019	April 16, 2019
May 7, 2019	May 21, 2019
June 4, 2019	June 18, 2019
July 16, 2019	(No second meeting in July)
August 6, 2019	(No second meeting in August)
September 3, 2019	September 17, 2019
October 1, 2019	October 15, 2019
November 5, 2019	November 19, 2019
December 3, 2019	(No second meeting in December)
January 7, 2020 (Reorganization Meeting)	



 Debra Coonce
 Board Secretary



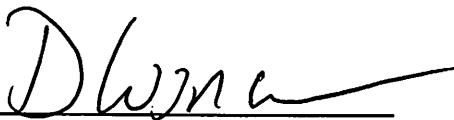
 Edwin F. Dorsett Jr.
 Board Chairman

**TOWNSHIP OF LONG HILL
ZONING BOARD OF ADJUSTMENT
RESOLUTION 2019-06-ZBA**

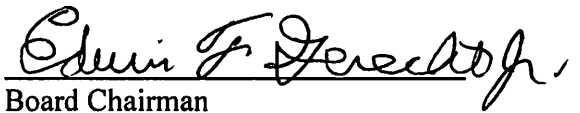
CALENDAR / AGENDA ORDER OF BUSINESS

BE IT RESOLVED by the Zoning Board of Adjustment 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 Board of Adjustment will be posted at Town Hall as required.



Debra Coonce
Board Secretary



Edwin F. Gerardo
Board Chairman

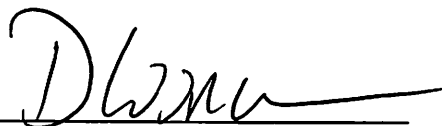
**TOWNSHIP OF LONG HILL
ZONING BOARD OF ADJUSTMENT
RESOLUTION 2019-07-ZBA**

NOTICE OF PUBLICATION

BE IT RESOLVED by the Zoning Board of Adjustment 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



Edmund F. Ferrell Jr.
Board Chairman

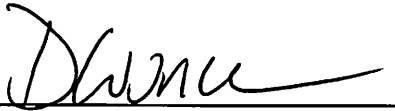
**TOWNSHIP OF LONG HILL
ZONING BOARD OF ADJUSTMENT
RESOLUTION 2019-08-ZBA**

MEETING MINUTES

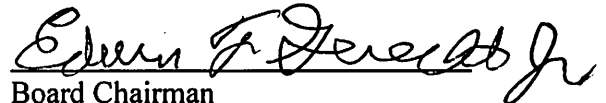
BE IT RESOLVED by the Zoning Board of Adjustment of the Township of Long Hill that:

The minutes of the regular public meetings shall be sent to the Board of Adjustment 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

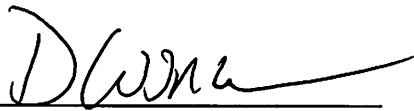


Edwin F. Ferencak Jr.
Board Chairman

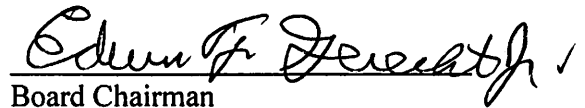
**TOWNSHIP OF LONG HILL
ZONING BOARD OF ADJUSTMENT
RESOLUTION 2019-09-ZBA**

MEETING CUT-OFF

BE IT RESOLVED by the Zoning Board of Adjustment of the Township of Long Hill that, as a matter of procedure, it is the intention of the Zoning Board of Adjustment not to continue any matter past 11:00 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



Edmund F. Jersich
Board Chairman