



**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

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**ZONING BOARD OF ADJUSTMENT**  
**MINUTES OF THE MEETING**  
**January 7, 2020**

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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 8:06 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 returning Members Tom Grosskopf and Jonathan Rosenberg, and new Members Scott Hain and Michael Pesce.
  
- (6) **Roll Call (8:08)** – Planning & Zoning Coordinator Coonce called the roll:  

Present:	Absent/Excused:
Jerry Aroneo	Mike Malloy
Ed Gerecht	Richard Keller, Board Engineer
Gary Gianakis	
Tom Grosskopf	
Brian Johnson	
Jonathan Rosenberg	
Michael Pesce (Alt. #1)	
Scott Hain (Alt. #2)	
Debra Coonce, Board Secretary	
Jolanta Maziarz, Esq., Board Attorney	
  
- (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 5, 2021.

(8) **Election of Vice Chairman**

Upon motion made by Chairman Gerecht and seconded by Mr. Grosskopf, 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 5, 2021.

(9) **Appointments (8:12)** – *Resolutions 2020-1-ZBA through 2020-4-ZBA*

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

- a. Appointment of Debra Coonce as Board Secretary to serve until January 5, 2021.
- b. Appointment of Jolanta Maziarz, Esq. as Board Attorney to serve until January 5, 2021.
- c. Appointment of Richard Keller / Casey & Keller, Inc. as Board Engineer to serve until January 5, 2021; to include amended fee schedule.
- d. Appointment of Elizabeth Leheny / Phillips Preiss Grygiel Leheny Hughes LLC as Board Planner to serve until January 5, 2021.

(10) **Adoption of the 2020 Meeting Schedule (8:17)** – *Resolution 2020-5-ZBA*

Mr. Aroneo requested the Board consider changing the start time of the meetings to 7:30 pm in order to not have applicant hearings extend past 11:00 pm, and the Board agreed.

Upon motion made and seconded, the Board adopted the 2020 meeting schedule with the amended start time of 7:30 pm 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. 2020 meeting dates are as follows:

January 7, 2020 (Reorganization Meeting)	January 21, 2020
February 4, 2020	February 18, 2020
March 3, 2020	March 17, 2020
April 7, 2020	April 21, 2020
May 5, 2020	May 19, 2020
June 2, 2020	June 16, 2020
July 7, 2020	(No second meeting in July)
August 11, 2020	(No second meeting in August)
September 1, 2020	September 15, 2020
October 6, 2020	October 20, 2020
November 3, 2020	November 17, 2020
December 1, 2020	(No second meeting in December)
January 5, 2021 (Reorganization Meeting)	

(11-15) **Agenda Items (8:21)** – *Resolutions 2020-6-ZBA through 2020-10-ZBA*

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 Resolutions for Applications Resolution
- Adoption of the Amended Meeting Cut-Off Resolution – Amended to reflect a cut-off of 10:30 pm.

- (16) **Approval of Meeting Minutes (8:28)** – The Meeting Minutes of October 1, 2019 and October 15, 2019 were accepted as amended. The Meeting Minutes of December 3, 2019, December 10, 2019 and December 17, 2019 will be reviewed at the Board’s next regular meeting.
- (17) **Executive Session** – None.
- (18) **New Business** – None.

*Chairman Gerecht introduced the new Board Planner, Liz Leheny and welcomed her to the Zoning Board. The Chairman also thanked the new and existing members of the Board for volunteering their time to be a part of the process.*

*Board Secretary Coonce reminded the Board members to please let her know when a member is not able to be in attendance at a meeting.*

- (19) **Adjournment** – The Regular and Organizational Meeting was adjourned at 8:38 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](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.*

**TOWNSHIP OF LONG HILL  
ZONING BOARD OF ADJUSTMENT  
RESOLUTION 2020-10-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



Edwin F. Gerecht, Jr.,  
Chairman

**TOWNSHIP OF LONG HILL  
ZONING BOARD OF ADJUSTMENT  
RESOLUTION 2020-09-ZBA**

**RESOLUTIONS FOR APPLICATIONS**

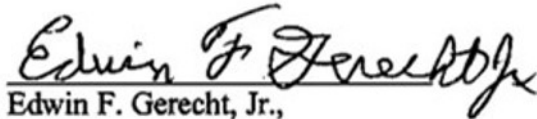
**BE IT RESOLVED** by the Zoning Board of Adjustment of the Township of Long Hill that:

The Resolutions for all applications shall be sent to the Zoning Board of Adjustment 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.

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. Gerecht, Jr.,  
Chairman

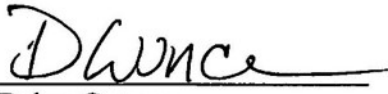
**TOWNSHIP OF LONG HILL  
ZONING BOARD OF ADJUSTMENT  
RESOLUTION 2020-08-ZBA**

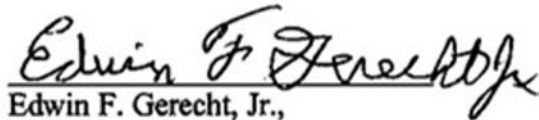
**MEETING MINUTES**

**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 Zoning 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. Gerecht, Jr.,  
Chairman

**TOWNSHIP OF LONG HILL  
ZONING BOARD OF ADJUSTMENT  
RESOLUTION  
2020-07-ZBA**

**NOTICE OF PUBLICATION**

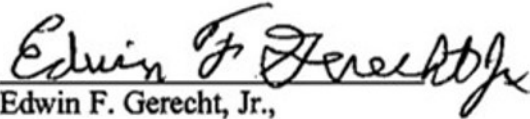
**BE IT RESOLVED** by the Zoning Board of Adjustment of the Township of Long Hill that the following newspapers are designated to receive Notices as required by the Open Public Meetings Law:

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



Edwin F. Gerecht, Jr.,  
Chairman

**TOWNSHIP OF LONG HILL**  
**ZONING BOARD OF ADJUSTMENT**  
**RESOLUTION**  
**2020-06-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. Gerecht, Jr.,  
Chairman



**TOWNSHIP OF LONG HILL  
ZONING BOARD OF ADJUSTMENT  
RESOLUTION 2020-05-ZBA**

**2020 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 2020 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.

<b>January 7, 2020</b> (Reorganization Meeting)	<b>January 21, 2020</b>
<b>February 4, 2020</b>	<b>February 18, 2020</b>
<b>March 3, 2020</b>	<b>March 17, 2020</b>
<b>April 7, 2020</b>	<b>April 21, 2020</b>
<b>May 5, 2020</b>	<b>May 19, 2020</b>
<b>June 2, 2020</b>	<b>June 16, 2020</b>
<b>July 7, 2020</b>	(No second meeting in July)
<b>August 11, 2020</b>	(No second meeting in August)
<b>September 1, 2020</b>	<b>September 15, 2020</b>
<b>October 6, 2020</b>	<b>October 20, 2020</b>
<b>November 3, 2020</b>	<b>November 17, 2020</b>
<b>December 1, 2020</b>	(No second meeting in December)
<b>January 5, 2021</b> (Reorganization Meeting)	



Debra Coonce,  
Board Secretary



Edwin F. Gerecht, Jr.,  
Chairman

**TOWNSHIP OF LONG HILL  
ZONING BOARD OF ADJUSTMENT  
RESOLUTION 2020-04-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 Phillips Preiss Grygiel Leheny Hughes, LLC has agreed to provide planning services at a rate of \$145.00 per hour for attendance at hearings/meetings 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 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 Phillips Preiss Grygiel Leheny Hughes, LLC, 33-41 Newark Street, Third Floor, Suite D, Hoboken, New Jersey 07030 is hereby authorized.
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 7, 2020 – January 5, 2021

B. Rate: \$145.00 per hour per hearing attendance and  
\$145.00 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. Gerecht, Jr.,  
Chairman

**TOWNSHIP OF LONG HILL  
ZONING BOARD OF ADJUSTMENT  
RESOLUTION 2020-03-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

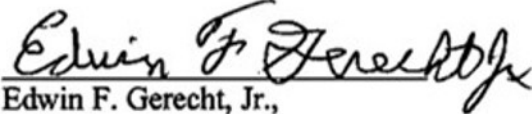
**WHEREAS**, the Township Chief Financial Officer, in accordance with N.J.A.C. 5:34-5.1, has certified in writing to the Township Committee the availability of adequate funds to pay the maximum amount of the contract;

**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 7, 2020 – January 5, 2021
  - 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. Gerecht, Jr.,  
Chairman

**TOWNSHIP OF LONG HILL  
ZONING BOARD OF ADJUSTMENT  
RESOLUTION 2020-02-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

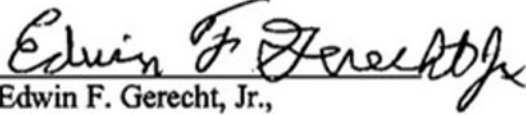
**WHEREAS**, in addition, this contract is for professional services and may be awarded without public bidding pursuant to N.J.S.A. 40A:11-5(1)(a)(i); and

**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 2020 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 7, 2020 through January 5, 2021, 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 7, 2020 – January 5, 2021
  - 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. Gerecht, Jr.,  
Chairman

**TOWNSHIP OF LONG HILL  
ZONING BOARD OF ADJUSTMENT  
RESOLUTION 2020-01-ZBA**

**APPOINTMENT OF BOARD SECRETARY**

**BE IT RESOLVED**, the Zoning Board of Adjustment of the Township of Long Hill has appointed Debra Counce as the Secretary of the Zoning Board of Adjustment until January 5, 2021. 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 Counce,  
Board Secretary



Edwin F. Gerecht, Jr.,  
Chairman