

AGENDA

ORGANIZATIONAL MEETING

TUESDAY, JANUARY 15, 2013

8:00 P.M.

PLANNING BOARD

LONG HILL TOWNSHIP

1. The Planning & Zoning Administrator will call the meeting to order at 8:00 P.M.
2. Notice of tonight's meeting was e-mailed to the Echoes-Sentinel and Courier News and was posted at Town Hall and filed with the Municipal Clerk on December 12, 2012.
3. Pledge of Allegiance.
4. The Oath of Office will be administered to new and reappointed members.
5. The Planning & Zoning Administrator will call the roll.
6. The Planning Board will elect a member Chairman for the year 2013. The Planning & Zoning Administrator will open the nominations.
7. The Planning Board will elect a member Vice Chairman for the year 2013. The Chairman will open the nominations.

8. APPLICATION REVIEW COMMITTEE

BE IT RESOLVED by the Planning Board of the Township of Long Hill that there shall be an Application Review Committee (ARC) which shall be advisory to the Planning Board and Zoning Board of Adjustment and shall consist of four (4) members of the Planning Board. The Planning Board Chairman shall select the members and chairman of the Application Review Committee. The ARC shall provide a nonbinding review and recommendations on all applications submitted to it, prior to a formal application before an approving authority.

9. ADMINISTRATIVE SITE PLAN WAIVER SUBCOMMITTEE

BE IT RESOLVED by the Planning Board of the Township of Long Hill that there shall be an Administrative Site Plan Waiver Subcommittee (ASPWS) which shall consist of two (2) Planning Board regular or alternate members (and a third Planning Board member or alternate as an alternate member of the ASPWS), as voting members. The Planning and Zoning Administrator or her designee, and the Construction Official or his designee, shall serve as non-voting members of the ASPWS in an advisory capacity, when needed. The ASPWS shall review all site plan waiver applications for a change in use or occupancy.

10. ORDINANCE REVIEW SUBCOMMITTEE

The Chairman will appoint an Ordinance Review Subcommittee (ORS) consisting of a Chairman, two (2) other members, and one (1) alternate member with the consent of the Board. The ORC will meet on an as needed basis, usually with the Township Planner, to discuss proposed Ordinance changes for recommendations to the Planning Board and, ultimately, the Township Committee.

11. PLANNING & ZONING ADMINISTRATOR'S APPOINTMENT

BE IT RESOLVED by the Planning Board of Long Hill Township that Dawn V. Wolfe is appointed Planning & Zoning Administrator of the Planning Board until the Organizational

Meeting of January, 2014. The Planning & Zoning Administrator will hold office hours at Town Hall, 915 Valley Rd., Gillette, N.J., Mondays, Tuesdays and Thursdays 8:30 A.M. to 4:30 P.M., Wednesdays 8:30 A.M. to 6:30 P.M. and Fridays 8:30 A.M. to 2:30 P.M.

12. **ATTORNEY'S APPOINTMENT**

WHEREAS, the Long Hill Township Planning Board requires professional legal services which shall include but not be limited to attendance at meetings, preparation of administrative documents and correspondence, miscellaneous legal research, consultation with the Board Members, Board Administrator, and other municipal personnel, as well as with legal representatives of applicants, and miscellaneous 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; 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 Administrator and other municipal personnel; and

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

WHEREAS, the Law Firm of Bernstein & Hoffman has submitted a proposal dated December 4, 2012 indicating that it provide the legal services at a rate of Five Hundred and Fifty (\$550.00) Dollars (or \$183.33 per hour) for attendance at meetings, and an hourly rate of \$158.00 for other types of legal services including those embraced hereinabove and those set forth above in Items (a) – (e); and

WHEREAS, the Law Firm of Bernstein & Hoffman has completed and submitted a Business Entity Disclosure Certification which certifies that the Law Firm of Bernstein & Hoffman 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 Bernstein & Hoffman 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 Bernstein & Hoffman, Attorneys at Law, 2253 South Avenue, Suite 7A, Scotch Plains, N.J. 07076 is hereby authorized.
2. The Board Chairman and Planning & Zoning Administrator are authorized to sign a professional service contract with Bernstein & Hoffman, in accordance with the following terms and conditions:
 - A. Term: A period not to exceed 12 months
 - B. Rate: \$550.00 (or \$183.33 per hour) per meeting and \$158.00 per hour for other legal services as stated in Items (a) – (e) above
 - C. Services: The firm shall provide professional legal services

3. The Planning & Zoning Administrator, 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 Administrator 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 13-01-21-180-180-236. The certification of available funds by the Township Chief Financial Officer shall be attached to the original Resolution and shall be maintained in the files of the Planning & Zoning Administrator.
6. The Business Disclosure Entity Certification and the Determination of Value shall be placed on file with this Resolution.

13. **PLANNING CONSULTANT'S APPOINTMENT**

WHEREAS, the Long Hill Township Planning Board requires professional planning services which shall include but not be limited to attendance at Application Review Committee Meetings prior to regularly scheduled Board meetings, attendance at Board 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 submitted a proposal dated December 7, 2012 indicating they will provide the planning services at a rate of Five Hundred and Fifty (\$550.00) Dollars per meeting; and an hourly rate of \$125.00 for all other planning services, 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 Administrator are authorized to sign a professional service contract with Shamrock Enterprises, Ltd., in accordance with the following terms and conditions:
 - A. Term: A period not to exceed 12 months
 - B. Rate: Meeting rate of \$550.00; and \$125.00 per hour for all other work

- including field work, research and writing and any other task assigned by the Board
- C. Services: The firm shall provide professional planning services
3. The Planning & Zoning Administrator, 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 Administrator 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 13-01-21-180-180-221. This certification of available funds by the Township Chief Financial Officer shall be attached to the original Resolution and shall be maintained in the files of the Planning & Zoning Administrator.
 6. The Business Disclosure Entity Certification and the Determination of Value shall be placed on file with this Resolution.

14. **ENGINEER'S APPOINTMENT**

WHEREAS, the Long Hill Township 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 all 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, Remington, Vernick & Arango Engineers has submitted a proposal dated December 18, 2012 indicating they will provide engineering services at a rate of One Hundred Eighty Three Dollars and Thirty Three Cents (\$183.33) per hour to attend night meetings. An hourly rate of One Hundred and Twenty Five Dollars (\$125.00) will be billed for engineering services for all other work including field work, research writing, and any other task assigned by the Board;

WHEREAS, the firm of Remington, Vernick & Arango Engineers has completed and submitted a Business Entity Disclosure Certification which certifies that the Firm of Remington, Vernick & Arango Engineers 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 Remington, Vernick & Arango Engineers 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 Remington, Vernick & Arango Engineers, 300 Penhorn Avenue, 3rd Floor, Secaucus, NJ 07094 is hereby authorized.
2. The Board Chairman and Planning & Zoning Administrator are authorized to sign a professional service contract with Remington, Vernick & Arango Engineers, in accordance with the following terms and conditions:
 - A. Term: A period not to exceed 12 months.
 - B. Rate: \$183.33 per hour to attend night meetings; and \$125.00 per hour for other engineering services as stated above.
 - C. Services: The Firm shall provide professional engineering services.
3. The Planning & Zoning Administrator 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 Administrator 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 13-01-21-180-180-237. The certification of available funds by the Township Chief Financial Officer shall be attached to the original Resolution and shall be maintained in the files of the Planning & Zoning Administrator.
6. The Business Disclosure Entity Certification and the Determination of Value shall be placed on file with this Resolution

15. **MEETINGS – EXECUTIVE AND REGULAR**

BE IT RESOLVED by the Planning Board of Long Hill Township that meetings, in general, will be held on the second and fourth Tuesdays of each month with the following exceptions: in January, the Board will meet on the 3rd and 5th Tuesdays, and in July, August and December, the Board will only meet on the second Tuesdays. Unless otherwise scheduled, all regular meetings will begin at 8:00 P.M. (or immediately following an executive session if deemed necessary) in Town Hall, 915 Valley Rd., Gillette, N.J. Following is the Regular Meeting Schedule. If deemed necessary, Executive Session meetings of the Planning Board will be held in Town Hall, 915 Valley Rd., Gillette, N.J. on the same dates as listed below at 8:00 P.M. *prior* to the regular meeting.

2013 PLANNING BOARD CALENDAR

January 15, 2013 – Organizational Meeting – 8:00 P.M.

January 29

February 12

February 26

March 12

March 26

April 9

April 23

May 14

May 28

June 11

June 25

July 9

August 13

September 3

September 17

October 1

October 15

November 12

November 26
December 10

16. **ROBERT'S RULES OF ORDER**

BE IT RESOLVED by the Planning Board of Long Hill Township 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.

17. **CALENDAR ORDER OF BUSINESS**

BE IT RESOLVED by the Planning Board of Long Hill Township that the Calendar Order of Business shall be mailed or given to each member of the Board on or before the Friday before each designated meeting. The Chairman and any member of the Board shall have the right to place any item on the agenda.

18. **NOTICE OF PUBLICATION**

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

- 1) Courier News
- 2) Echoes-Sentinel

All notices required by the provisions of the Open Public Meetings Law shall be furnished the newspapers designated for such purposes.

19. **NOTICE OF MEETINGS**

BE IT RESOLVED by the Planning Board of Long Hill Township, pursuant to the authority of the Open Public Meetings Law that the sum of \$20.00 annually is hereby fixed as a reasonable sum to be prepaid the Planning & Zoning Administrator of the Planning Board by any person desiring notice of all Meetings to cover the cost of providing said notice. All requests are to be made to the Planning and Zoning Administrator.

20. **MINUTES**

BE IT RESOLVED by the Planning Board of Long Hill Township that the minutes of the regular public meetings shall be sent to the Planning Board members and that a copy of said minutes be posted at the Town Hall. By this procedure and/or the unanimous agreement of the Board Members, the reading of said minutes shall be waived. Copies shall also be sent to the Planning Board Attorney, the Township Engineer, the Township Planning Consultant, and the Long Hill Township Library.

The tape recordings of all public meetings of the Planning Board shall be retained for two years from the date of said meeting or until after the conclusion of the appeal time or the conclusion of any litigation, whichever is later. Arrangements for transcripts can be made through the Planning & Zoning Administrator.

The cost of providing copies of audio recordings of meetings to any person desiring the same will be as determined by Township Ordinance.

21. **MEMBERSHIP**

BE IT RESOLVED by the Planning Board of Long Hill Township that the Board approves the application for membership for 2013 in the New Jersey Planning Officials at the established annual fee for 2013.

22. **2013 BUDGET**

BE IT RESOLVED by the Planning Board of Long Hill Township that the following proposed budget is hereby recommended to the Township Committee for inclusion in the 2013 municipal budget.

PROPOSED 2012 BUDGET

<u>ACCT. NO.</u>	<u>ITEM</u>	<u>BUDGETED 2012</u>	<u>BUDGETED 2013</u>
21-180-180-201	Miscellaneous	\$ 100.00	\$ 100.00
21-180-180-203	Office Supplies & Tapes	900.00	1,000.00
21-180-180-206	Printing	200.00	200.00
21-180-180-209	Conventions/Conf's.	150.00	150.00
21-180-180-211	Equip./Serv. Agreements	400.00	400.00
21-180-180-213	Legal Advertising	150.00	150.00
21-180-180-214	Publications	150.00	150.00
21-180-180-219	Dues & Membership	250.00	250.00
21-180-180-221	Planning Consultant	18,000.00	18,000.00
21-180-180-236	Legal	2,000.00	2,000.00
21-180-180-237	Engineering	11,000.00	11,000.00
21-180-180-260	Preparation of Minutes	-0-	2,000.00
21-180-180-271	Education/Training	<u>700.00</u>	<u>700.00</u>
	TOTAL	\$ 34,000.00	TOTAL \$ 36,100.00
21-180-180-101	Salary & Wages	\$ 35,589.00	\$ 36,300.78

23. **MEETING CUT-OFF**

BE IT RESOLVED by the Planning Board of Long Hill Township that, as a matter of procedure, it is the intention of the Planning Board not to continue any matter past 11:00 P.M. at any regular or special meeting of this 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 made part of published operating procedures for applications to this Board and shall be announced at the opening of each regular and special meeting.

24. **APPROVAL OF MINUTES**

June 12, 2012
 October 9, 2012
 October 23, 2012

25. **PUBLIC QUESTIONS OR COMMENTS**

26. **ARCHITECTURAL STANDARDS**

Overview by E. Thomas Behr, Zoning Board Chairman and Patrick Jones, R. A., former Zoning Board Chairman

27. **DISCUSSIONS:**

STATUS REVIEW by Kevin O'Brien

PROPOSED WORK CALENDAR by Kevin O'Brien

28. **ADJOURN**