



**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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**PLANNING BOARD**  
**MINUTES OF THE MEETING**  
**January 14, 2020**

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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 7:33 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 John Falvey, David Hands, Alan Pfeil and to new member Committeeman Victor Verlezza.

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

Present:           John Falvey (Class II Member)  
                      Victor Verlezza, 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

Excused:           Brendan Rae, Mayor (Class 1 Member)

(7) **Election of Chairman**

Mr. Pfeil nominated Mr. Hands as the candidate for Chairman.

Upon motion made by Mr. Jones and seconded by Mr. Richardson, David Hands was unanimously elected Chairman by all members present and eligible to vote to serve at the pleasure of the Planning Board through January 12, 2021.

(8) **Election of Vice Chairman**

Chairman Hands nominated Mr. Jones as the candidate for Vice Chairman.

Upon motion made by Mr. Pfeil and seconded by Mr. Falvey, Thomas Jones was unanimously elected Chairman by all members present and eligible to vote to serve at the pleasure of the Planning Board through January 12, 2021.

**(9) Appointments (7:40) – Resolutions 2020-1-PB and 2020-4-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 12, 2021.
- Appointment of Jolanta Maziarz, Esq. as Board Attorney (resolution amended) to serve until January 12, 2021.
- Appointment of Richard Keller / Casey & Keller, Inc. as Board Engineer to serve until January 12, 2021.
- Appointment of Elizabeth Leheny / Phillips Preiss Grygiel Leheny Hughes LLC as Board Planner to serve until January 12, 2021.

**(10-16) Agenda Items (7:46) – Resolutions 2020-5-PB through 2020-11-PB (attached)**

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

- Adoption of the 2020 Meeting Schedule:

January 14, 2020 (Reorganization Meeting)	January 28, 2020
February 11, 2020	February 25, 2020
March 10, 2020	March 24, 2020
April 14, 2020	April 28, 2020
May 12, 2020	May 26, 2020
June 9, 2020	June 23, 2020
July 14, 2020	(No second meeting in July)
August 18, 2020	(No second meeting in August)
September 8, 2020	September 22, 2020
October 13, 2020	October 27, 2020
November 10, 2020	November 24, 2020
December 8, 2020	(No second meeting in December)
January 12, 2021 (Reorganization Meeting)	

- Adoption of the Calendar/Agenda Order of Business Resolution
- Adoption of the Notice of Publication Resolution
- Adoption of the Meeting Minutes Resolution as Amended
- Adoption of the Resolutions for Applications Resolution as Amended
- 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 Mr. Pfeil as the Committee Chair, and Vice Chairman Jones, Mr. Malinousky and Mr. Richardson as Committee Members.

**(18) Ordinance Review Committee**

After discussion, the Board appointed Vice Chairman Jones, Mr. Pfeil and Chairman Hands as committee members; no committee chair has been appointed at this time.

**(19) Policy & Procedures Committee**

After discussion, the Board appointed Mr. Sandow as the Committee Chair, and Vice Chairman Jones, Mr. Falvey and Mr. Richardson as Committee Members.

- (20) **Approval of Meeting Minutes** – The Minutes of September 10, 2019, October 22, 2019, November 26, 2019 and December 10, 2019 are deferred to the Board’s next regular meeting.
- (21) **Executive Session** – None.
- (22) **Resolution (8:10)**

***Mountain Hill Restaurant Corporation / Application No. 18-22P***

Upon motion made by Mr. Pfeil and seconded by Vice Chairman Jones the resolution was approved as amended by the unanimous votes of Mr. Pfeil, Vice Chairman Jones, Mr. Falvey, Mr. Malinousky, Mr. Richardson, Mr. Sandow and Chairman Hands; they being all members present and eligible to vote.

**Side Discussion of Internal Township Procedures** (Addition to the Agenda)

Based on specific language standard in all resolutions, the Board had questions regarding post resolution compliance and internal procedures of Applicant’s getting to the construction permitting part of their projects. During discussion, Board Secretary Coonce suggested a tracking form of sorts be put together to provide to the Board once an application has completed any/all resolution compliance and is able to move forward to construction permits. The Board agreed it would be good practice for oversight to know where applications are in their process once their approvals from the Board have been memorialized.

Further, the Board suggested a new section of the meeting agendas should include “Committee Reports” for all Committees, the Board Professionals when needed and the Board Secretary to report on business at hand.

- (23) **New Business (8:45)**

***Presentation for Master Plan Committee by Topology***

Will Kurzenberger of the Planning firm Topology gave an overview of proposed process and timeline to complete the Master Plan for the Township.

**Committee Reports (9:12 Addition to the Agenda)**

***Ordinance Review Committee***

Mr. Sandow noted that in 2019 the Ordinance Review Committee worked tirelessly and he was concerned that the changes proposed in 2019 were not communicated to the Township Committee and voiced frustration noting the breakdown in communication. The Board agreed the communication between the Boards and the Township Committee should be improved.

***Master Plan Committee***

Chairman Hands gave a brief update that the Committee has reached out to Morris County regarding some of the proposed elements for their feedback and assistance.

- (24) **Public Questions / Comment Period** – None

- (25) **Adjournment** – The Regular and Organizational Meeting was adjourned at 9:36 pm.

Respectfully submitted,



Debra Coonce  
Planning Board Secretary  
Planning & Zoning Coordinator

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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.

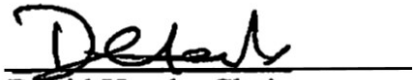
**TOWNSHIP OF LONG HILL  
PLANNING BOARD  
RESOLUTION 2020-01-PB**

**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 12, 2021. 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



David Hands, Chairman

**TOWNSHIP OF LONG HILL  
PLANNING BOARD  
RESOLUTION 2020-02-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

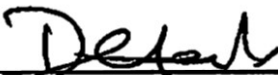
**WHEREAS**, in addition, this contract is for professional services and may be awarded without public bidding pursuant to N.J.S.A. 40A:11-5(1)(a)(i); and

**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 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 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 14, 2020 – January 12, 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 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.

  
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Debra Coonce,  
Board Secretary

  
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David Hands, Chairman

**TOWNSHIP OF LONG HILL  
PLANNING BOARD  
RESOLUTION 2020-03-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 14, 2020 – January 12, 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 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.

  
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Debra Coonce,  
Board Secretary

  
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David Hands, Chairman



**TOWNSHIP OF LONG HILL  
PLANNING BOARD  
RESOLUTION 2020-04-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 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 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 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 14, 2020 – January 12, 2021

B. Rate: \$145.00 per hour per hearing attendance and  
\$145.00 per hour for other planning 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.

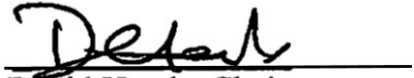
4. The Planning & Zoning Coordinator shall make copies of this resolution available for public inspection at the Municipal Building, 915 Valley Road, Gillette, N.J. during regular business hours.

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



David Hands, Chairman

**TOWNSHIP OF LONG HILL  
PLANNING BOARD  
RESOLUTION 2020-05-PB**

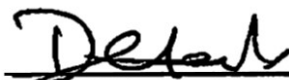
**2020 MEETING SCHEDULE**

**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.

<b>January 14, 2020</b> (Reorganization Meeting)	<b>January 28, 2020</b>
<b>February 11, 2020</b>	<b>February 25, 2020</b>
<b>March 10, 2020</b>	<b>March 24, 2020</b>
<b>April 14, 2020</b>	<b>April 28, 2020</b>
<b>May 12, 2020</b>	<b>May 26, 2020</b>
<b>June 9, 2020</b>	<b>June 23, 2020</b>
<b>July 14, 2020</b>	(No second meeting in July)
<b>August 18, 2020</b>	(No second meeting in August)
<b>September 8, 2020</b>	<b>September 22, 2020</b>
<b>October 13, 2020</b>	<b>October 27, 2020</b>
<b>November 10, 2020</b>	<b>November 24, 2020</b>
<b>December 8, 2020</b>	(No second meeting in December)
<b>January 12, 2021</b> (Reorganization Meeting)	



Debra Coonce,  
Board Secretary



David Hands, Chairman

**TOWNSHIP OF LONG HILL  
PLANNING BOARD  
RESOLUTION 2020-06-PB**

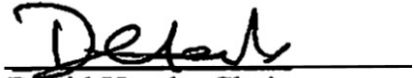
**CALENDAR / AGENDA ORDER OF BUSINESS**

**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



David Hands, Chairman

**TOWNSHIP OF LONG HILL  
PLANNING BOARD  
RESOLUTION 2020-07-PB**

**NOTICE OF PUBLICATION**

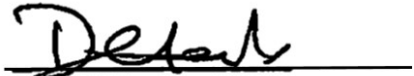
**BE IT RESOLVED** by the Planning Board of the Township of Long Hill that the following newspapers are designated to receive Notices as required by the Open Public Meetings Law:

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



David Hands, Chairman

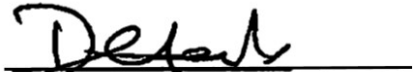
**TOWNSHIP OF LONG HILL  
PLANNING BOARD  
RESOLUTION 2020-08-PB**

**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.



Debra Coonce,  
Board Secretary



David Hands, Chairman

**TOWNSHIP OF LONG HILL  
PLANNING BOARD  
RESOLUTION 2020-09-PB**

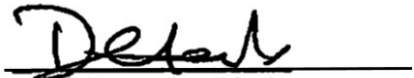
**RESOLUTIONS FOR APPLICATIONS**

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

The Resolutions for all applications shall be sent to the Planning Board 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.



Debra Coonce,  
Board Secretary



David Hands, Chairman

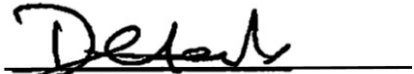
**TOWNSHIP OF LONG HILL  
PLANNING BOARD  
RESOLUTION 2020-10-PB**

**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



David Hands, Chairman




**TOWNSHIP OF LONG HILL  
PLANNING BOARD  
RESOLUTION 2020-11-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



David Hands, Chairman