



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

TOWNSHIP OFFICES;
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PLANNING BOARD
MINUTES OF THE REGULAR MEETING/HEARING
September 14, 2021

The Long Hill Planning Board met for a Regular Meeting/Hearing via online virtual meeting format using Zoom Webinar.

At 7:43 pm, Chairman Sandow called the meeting to order, and made the following announcements:

- (1) **Call to Order and Statement of Compliance**
- (2) **Standard Board Procedures**
- (3) **Meeting Cut-Off**

(4) **Pledge of Allegiance** – Recited by all in attendance at the beginning of the meeting.

(5) **Board Members in Attendance and or Absent/Excused:**

Present:	Dennis Sandow, Chairman	Absent/Excused:	Brendan Rae, Deputy Mayor
	Thomas Jones, Vice Chairman		Alan Pfeil
	Victor Verlezza, Committeeman		Debra Coonce, Board Secretary
	Theresa Dill		Elizabeth Leheny, Board Planner
	David Hands *		
	Tom Malinousky		
	Don Richardson		
	Mike Lanzafama, Board Engineer		

* Mr. Hands joined the meeting at 7:51 pm.

(6) **Application**

Preliminary & Final Major Subdivision

(Carried from 2/9/21, 3/9/21, 4/13/21, 5/11/21, 6/8/21, 7/13/21 – to be carried to 10/12/21)

Block 13302 / Lot 16.01 / Zone R-2

Delaware Avenue

Application No. 18-01Z

Mario Parisi

Applicant proposes an addition to a single-family residence.

Upon agreement and upon motion made and seconded, the application was carried to 10/12/21 with no further notice required by the Applicant.

(7) **Resolution** –

Appointment of Board Attorney / Resolution #2021-10PB

Upon motion made and seconded, the resolution was unanimously approved by all Board members present and eligible to vote.

**TOWNSHIP OF LONG HILL
PLANNING BOARD
RESOLUTION 2021-10-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 through January 11, 2022; 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 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 2021 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 the Law Firm of Ventura, Miesowitz, Keough & Warner, PC, 783 Springfield Avenue, Summit, New Jersey 07901 is hereby authorized for the period of September 14, 2021 through January 11, 2022.
2. The Board Chairman and Planning & Zoning Coordinator are authorized to sign a professional service contract with the Law Firm of Ventura, Miesowitz, Keough & Warner, PC, in accordance with the following terms and conditions:
 - A. Term: September 14, 2021 – January 11, 2022
 - B. Rate: \$140.00 per hour per meeting attendance 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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(8) Master Plan Discussion –

Mr. Hands asked the Board to table the discussion of the Stirling Village to future meeting.

(9) Committee Reports –

Chairman Sandow requested an update from Ms. Dill regarding the RFP committee. Ms. Dill spoke with Secretary Coonce and noted as the Board is awaiting proposals, there is nothing required to be done at this time. Chairman Sandow noted when Secretary Coonce returns within the next week, Ms. Dill and Chairman Gerecht of the Zoning Board should speak to her regarding the next steps in the process.

(10) Old/New Business – None.

Chairman Sandow asked where the next meeting will be held, either in the Township Court Room or to continue online using Zoom Webinar format. All Board members present stated they prefer to maintain an online status until further notice.

Chairman Sandow also noted the PARC meeting scheduled for earlier tonight did not happen due to technical difficulties and will be rescheduled.

(11) Adjournment – The Regular Meeting/Hearing was adjourned at 7:59 pm.

Respectfully submitted,



Debra Coonce
Planning Board Secretary
Planning & Zoning 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 by appointment in the Planning & Zoning Office located in the Township of Long Hill Municipal Building.