



TOWNSHIP OF LONG HILL

COUNTY OF MORRIS
Gillette, Homestead Park, Meyersville, Millington, Stirling

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

PLANNING BOARD AGENDA REORGANIZATIONAL MEETING & HEARING VIA VIDEO CONFERENCE CALL January 11, 2022 – 7:30 PM

PUBLIC ACCESS:

When: Jan 11, 2022 07:30 PM Eastern Time (US and Canada)
Topic: PLANNING BOARD RE-ORG/HEARING

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/85314225545?pwd=eEVQaENWUmRnc0dwM213MnRLbnNJdz09>

Passcode: 883462

Or One tap mobile :

US: +13126266799,,85314225545#,,,,*883462# or +19292056099,,85314225545#,,,,*883462#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 312 626 6799 or +1 929 205 6099 or +1 301 715 8592 or +1 346 248 7799 or +1 669 900
6833 or +1 253 215 8782

Webinar ID: 853 1422 5545

Passcode: 883462

(1) CALL TO ORDER AND STATEMENT OF COMPLIANCE

Adequate notice of this meeting has been provided by posting a copy of the public meeting dates on the municipal bulletin board and website, by sending a copy to the Echoes-Sentinel newspaper and by filing a copy with the Municipal Clerk.

(2) STANDARD BOARD PROCEDURES

Any hearing conducted by the Board is a quasi-judicial proceeding. Any questions or comments must be limited to issues that are relevant to what the board may legally consider in reaching a decision, and decorum appropriate to a judicial hearing must be maintained at all times.

(3) MEETING CUT-OFF

Announcement is made that, as a matter of procedure, it is the intention of the Planning Board not to continue any matter past 10:30 PM 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.

(4) **PLEDGE OF ALLEGIANCE**

(5) **OATH OF OFFICE – New Appointees / Re-Appointees:**

Brenden Rae, Class I – Expiring 12/31/22

Theresa Dill, Class II – Expiring 12/31/22

Victor Verlezza, Class III – Expiring 12/31/22

Thomas Jones, Class IV – Expiring 12/31/25

(6) **ROLL CALL**

(7) **ELECTION OF CHAIRMAN** – Term expiring January 10, 2023

(8) **ELECTION OF VICE CHAIRMAN** – Term expiring January 10, 2023

(9) **APPOINTMENTS** – *Resolutions 2022-1-PB through 2022-5-PB Attached*

1. The Board will appoint a Board Secretary to serve until January 10, 2023.
2. The Board will appoint a Legal Firm / Board Attorney to serve at the pleasure of the Board for a term expiring on January 10, 2023.
3. The Board will appoint an Engineering Firm / Professional Engineer to serve at the pleasure of the Board for a term expiring on January 10, 2023.
4. The Board will appoint a Planning Firm / Professional Planner to serve at the pleasure of the Board for a term expiring on January 10, 2023.
5. The Board will appoint alternate Engineering Firm / Professional Engineer and Planning Firm / Professional Planner in such case that either Board Professional have a conflict of interest with any specific application for development.

(10) **APPLICATION**

Minor Site Plan (Carried from 11/23/21)

Block 10910 / Lot 15 / Zone B-1-20

342 Valley Road

Application No. 21-16P

Chimney Rock Pump Station

Michael Nexon P.E. / Kleinfelder, Inc.

Applicant proposes to install a new/replacement 6' high chain link fence with black privacy slats, adding a fourth side to completely enclose the pump station and a double swing gate for access.

(11) **ADOPTION OF 2022 MEETING SCHEDULE** – *Resolution 2022-6-PB Attached*

(12) **REMOTE MEETING PROTOCOLS** – *Resolution 2022-7-PB Attached*

(13) **NOTICE OF PUBLICATION** – *Resolution 2022-8-PB Attached*

- (14) **RESOLUTIONS FOR APPLICATIONS** – *Resolution 2022-9-PB Attached*
- (15) **MEETING CUT-OFF** – *Resolution 2022-10-PB Attached*
- (16) **ROBERT’S RULES OF ORDER** – *Resolution 2022-11-PB Attached*
- (17) **MEETING MINUTES** – September 14, 2021, October 26, 2021
November 9, 2021, November 23, 2021 & December 14, 2021
- (18) **BOARD SECRETARY REPORT** – Application Status Update
- (19) **COMMITTEE STRUCTURE, ASSIGNMENTS & REPORTS**
 - Master Plan
 - Site Plan Review
 - Pre-Application Review
 - Ordinance
 - Standard Operating Procedures
 - Prism Adjustments
- (20) **OLD BUSINESS / NEW BUSINESS**
- (21) **EXECUTIVE SESSION** – Litigation or personnel matters if needed.
- (22) **ADJOURNMENT**

BOARD PROCEDURAL NOTES:

- (1) *Except for quasi-judicial hearings on land development applications or other public hearings, in addition to making public comments at any remote public meeting, the Board, in advance of the remote meeting shall allow public comments to be submitted via email with the subject line “Public Comment - Long Hill Township Planning Board Meeting Date _____” to the Board Secretary at pzcoord@longhillnj.gov or in written letter form to the Township of Long Hill, Attn: Planning/Zoning Coordinator, 915 Valley Road, Gillette, NJ 07933. E-mailed comments must be received at least 8 hours prior to the meeting. Mailed comments must be received 12:00 PM the day before the meeting.*
- (2) *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.*

**TOWNSHIP OF LONG HILL
PLANNING BOARD
RESOLUTION 2022-1-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 10, 2023. 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
Planning & Zoning Coordinator

Board Chairman

**TOWNSHIP OF LONG HILL
PLANNING BOARD
RESOLUTION 2022-2-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 (including 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.

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

WHEREAS, Ventura, Miesowitz, Keough & Warner, P.C. has agreed to legal services at a rate of \$155.00 per hour for attendance at meetings and a rate of \$155.00 per hour for other types of legal services including those set forth above; and

WHEREAS, Ventura, Miesowitz, Keough & Warner, P.C. has completed and submitted a Business Entity Disclosure Certification which certifies that Ventura, Miesowitz, Keough & Warner, P.C. 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 Ventura, Miesowitz, Keough & Warner, P.C. 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 2022 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, P.C., 783 Springfield Avenue, Summit, NJ 07901 is hereby authorized for the period of January 11, 2022 through January 10, 2023, 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, P.C., in accordance with the following terms and conditions:
 - A. Term: January 11, 2022 through January 10, 2023
 - B. Rate: \$155.00 per hour per meeting attendance and \$155.00 per hour for other legal services as stated above
 - C. Services: The firm shall provide professional legal services
3. The Board Secretary, 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 Board Secretary 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.

Debra Coonce
Board Secretary
Planning & Zoning Coordinator

Board Chairman

**TOWNSHIP OF LONG HILL
PLANNING BOARD
RESOLUTION 2022-3-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, Mott MacDonald has agreed to engineering services at a rate of \$130.00 per hour for attendance at hearings/meetings and a rate of \$130.00 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 Mott MacDonald has completed and submitted a Business Entity Disclosure Certification which certifies that the firm of Mott MacDonald 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 Mott MacDonald, 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, not to exceed, the maximum amount of the department's 2022 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 Mott MacDonald, 412 Mount Kemble Avenue, Suite G22, Morristown, NJ 07960 is hereby authorized for the period of January 11,

2022 through January 10, 2023, 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 Mott MacDonald, in accordance with the following terms and conditions:
 - A. Term: January 11, 2022 through January 10, 2023
 - B. Rate: \$130.00 per hour per hearing attendance and \$130.00 per hour for other engineering services as stated above
 - C. Services: Mott MacDonald shall provide professional engineering services.
3. The Board Secretary 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 Board Secretary 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.

Debra Coonce
Board Secretary
Planning & Zoning Coordinator

Board Chairman

**TOWNSHIP OF LONG HILL
PLANNING BOARD
RESOLUTION 2022-4-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, not to exceed, the maximum amount of the department's 2022 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 Phillips Preiss Grygiel Leheny Hughes, LLC, 33-41 Newark Street, Third Floor, Suite D, Hoboken, New Jersey 07030 is hereby authorized for the period of January 11, 2022 through January 10, 2023, 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 Phillips Preiss Grygiel Leheny Hughes, LLC, in accordance with the following terms and conditions:
 - A. Term: January 11, 2022 through January 10, 2023
 - 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 Board Secretary, 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 Board Secretary 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
Planning & Zoning Coordinator

Board Chairman

**TOWNSHIP OF LONG HILL
PLANNING BOARD
RESOLUTION 2022-05-PB**

**APPOINTMENT OF ALTERNATE
ENGINEERING AND PLANNING CONSULTANTS**

WHEREAS, the Township of Long Hill Planning Board requires alternate professional engineering services and planning services if the primary Board professionals have a conflict of interest with a specific application for development; and

WHEREAS, the alternate services 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 firm of Ferriero Engineering, Inc. has agreed to provide alternate engineering services at a rate of \$148.00 per hour for attendance at hearings/meetings and a rate of \$148.00 per hour will be billed for engineering services, including field work, research and writing; and any other task assigned by the Board; and

WHEREAS, the firm of J. Caldwell & Associates, LLC has agreed to provide alternate 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, both firms hold contracts in good standing with the Township of Long Hill as the contracted professionals for the Governing Body; and

WHEREAS, both firms have completed and submitted the necessary Business Entity Disclosure Certification to the Township Clerk which certifies that the firms have not made any reportable contributions to a political or candidate committee in the Township of Long Hill in the previous one year, and that this resolution will prohibit the firms from making any reportable contributions through the term of this resolution; and

WHEREAS, the engagement for alternate professional services may be awarded without public bidding pursuant to N.J.S.A. 40A:11-5(1)(a)(i); and

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. By way of this resolution, the Board Chairman, the Planning & Zoning Board Coordinator and the Board Attorney are authorized to engage the alternate Engineering Firm and/or Planning Firm should it be determined that the Board's primary professionals have a conflict of interest with a specific application for development.

2. By way of this resolution, the alternate Engineering Firm shall be:
Ferriero Engineering, Inc. 180 Main Street, Chester, NJ 07930
Term: January 11, 2022 – January 10, 2023
Rate: \$148.00 per hour per hearing attendance and for other planning services
Services: The firm shall provide professional engineering services
3. By way of this resolution, the alternate Planning Firm shall be:
J. Caldwell & Associates, LLC 145 Spring Street, Suite E, Newton, NJ 07860
Term: January 11, 2022 – January 10, 2023
Rate: \$145.00 per hour per hearing attendance and for other planning services
Services: The firm shall provide professional planning services
4. The Board Secretary, 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 resolution.
5. The Board Secretary shall make copies of this resolution available for public inspection at the Municipal Building, 915 Valley Road, Gillette, N.J. during regular business hours.
6. Associated fees for any/all services shall be charged to the appropriate escrow accounts or to Planning Board – Engineering/Planning Services. This certification of available funds by the Township Chief Financial Officer shall be maintained in the files of the Planning & Zoning Coordinator.
7. The Business Disclosure Entity Certification and the Determination of Value shall be placed on file with this Resolution.

Debra Coonce
Board Secretary
Planning & Zoning Coordinator

Board Chairman

**TOWNSHIP OF LONG HILL
PLANNING BOARD
RESOLUTION 2022-6-PB**

2022 MEETING SCHEDULE

BE IT RESOLVED by the Planning Board of the Township of Long Hill regular meeting dates for the calendar year of 2022 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.

January 11, 2022 (Reorganization Meeting)	January 25, 2022
February 8, 2022	February 22, 2022
March 8, 2022	March 22, 2022
April 12, 2022	April 26, 2022
May 10, 2022	May 24, 2022
June 14, 2022	June 28, 2022
July 12, 2022	(No second meeting in July)
August 9, 2022	(No second meeting in August)
September 13, 2022	September 27, 2022
October 11, 2022	October 25, 2022
November 8, 2022	November 22, 2022
December 13, 2022	(No second meeting in December)
January 10, 2023 (Reorganization Meeting)	

Debra Coonce
Board Secretary
Planning & Zoning Coordinator

Board Chairman

**TOWNSHIP OF LONG HILL
PLANNING BOARD
RESOLUTION No. 2022-7-PB**

**ADOPTING EMERGENCY REMOTE MEETING PROTOCOLS, PROCEDURES AND
REQUIREMENTS FOR PUBLIC PARTICIPATION AT REMOTE MEETINGS**

WHEREAS, on March 9, 2020, Governor Murphy issued Executive Order 103 declaring a state of emergency as a result of the coronavirus disease 2019 (“COVID-19”) pandemic; and

WHEREAS, on March 16, 2020, Governor Murphy issued Executive Order 104, which announced aggressive social distancing measures as a result of the COVID-19 pandemic, which included encouraging employees to tele-work if feasible and limiting large social gatherings and in-person meetings such as those conducted by local government entities; and

WHEREAS, local and county government entities, such as the Long Hill Township Planning Board (the “Board”), have continued to conduct public meetings and hearings during the COVID-19 pandemic remotely so as to continue the effective administration of government and to enable the general public to continue to participate in government decision making without unduly compromising public health, safety, and welfare; and

WHEREAS, the New Jersey Department of Community Affairs, Division of Local Government Services (“DLGS”) issued remote meeting guidance in March 2020 to provide a list of possible solutions available for local government entities to host remote meetings in compliance with the Open Public Meetings Act, N.J.S.A. 10:4-6 to -21 (“OPMA”); and

WHEREAS, DLGS has promulgated emergency regulations, codified at N.J.A.C. 5:39- 1.1 to -1.7 (the “DLGS Regulations”), which establish standard protocols for remote public meetings and hearings held by local government entities during a Governor-declared public health emergency, state of emergency or state of local disaster emergency, including minimum procedures to be followed to provide reasonable notice and to allow public input; and

WHEREAS, on September 24, 2020, DLGS issued Local Finance Notice 2020-21, expanding on the DLGS Regulations; and

WHEREAS, to allow the Board to continue to conduct public business, and to allow the public to attend Board meetings and hearings remotely, consistent with and in compliance with Executive Order 104, OPMA, and N.J.A.C. 5:39-1.1 to 1.7, the Board wishes to establish standard protocols for remote public meetings and hearings as set forth in this Resolution; and

WHEREAS, in support of an open, fair and informed decision-making process, the Board recognizes that civil, respectful and courteous discourse and behavior are conducive to the democratic and harmonious airing of concerns and decision-making; and

WHEREAS, in an effort to preserve the intent of open government and maintain a positive environment for citizen input and Board decision-making, policies and rules shall be established to promote civility and maintain decorum during public meetings and hearings; and

WHEREAS, the Board has decided to adopt the following standard protocols and procedures for conducting remote public meetings and hearings, including minimum procedures to be followed to provide reasonable notice and to allow public input.

NOW, THEREFORE, BE IT RESOLVED BY THE LONG HILL TOWNSHIP PLANNING BOARD that:

1. The aforesaid recitals are incorporated herein as though fully set forth at length.
2. The following procedures and requirements are hereby adopted for the Board's remote meetings and hearings:
 - a. Adequate notice of the remote public meeting/hearing shall also include, in addition to OPMA requirements, clear and concise instructions for accessing the remote public meeting/hearing, the means for making public comment and how to access any public documents on the Township's website in the manner set forth at N.J.A.C. 5:39-1.5.
 - b. At the commencement of a remote public meeting/hearing, the Chair, Vice Chair, the Board Secretary, or the Board Attorney, shall announce publicly and shall cause to be entered into the minutes an accurate statement regarding adequate and electronic notice or an explanation of the reason or reasons such notice was not adequately provided, as set forth in N.J.A.C. 5:39-1.5(g).
 - c. Prior to the commencement of a remote public meeting/hearing, the Board shall make a copy of the agenda available to the public for download on the Township's website and shall post a copy of same at the building where the meeting/hearing would otherwise be held, including posting of same at any designated and clearly delineated handicap access entrance to the building, ensuring that the notice is clearly visible and viewable from the outside, by no later than 4:30 PM on the date of the meeting.
 - d. Remote public meetings/hearings may be held by the Board in an electronic communications format as selected by the Board, by means including, but not limited to, electronic communications platforms with video and audio or live streaming via the Internet and shall, additionally, provide a telephonic conference line to allow members of the public to dial-in by telephone to listen and to provide public comment.
 - e. The electronic communications format used for a remote public meeting/hearing shall be the type routinely used in business settings that can be accessed by the public at no cost and with participant capacity consistent with the reasonable expectations of the Board for the type of public meeting/hearing being held, and such participant capacity shall, at a minimum, not be limited to fewer than 50 public participants not including persons required to be present to conduct business at the meeting/hearing such as Board members, Board professionals, applicants, and all applicants' witnesses.
 - f. The electronic communications format used for a remote public meeting/hearing shall have a function that allows the Board to mute the audio of all members of the public as well as allow

members of the public to mute themselves, and same shall be announced at the beginning of every remote public meeting.

- g. All Board members appearing at a remote public meeting/hearing shall be present via both audio and video and shall maintain a video presence throughout the remote public meeting/hearing. If sworn testimony is to be taken during a remote public hearing, it shall be broadcast by both video and audio.
- h. During a remote public meeting/hearing, the Board shall allow members of the public to ask questions, make comments, or provide testimony during public hearings, by audio or by video and audio if the meeting is being held over both. Members of the public making comments on quasi-judicial land development applications or similar public hearings, will be limited to three minutes. The Board, in its discretion, may limit comments on land development applications or similar public hearings, to three minutes but the same limitation shall not be applied to public questions or testimony made during hearings on quasi-judicial land development applications or similar public hearings.
- i. Any presentation or documents that would otherwise be viewed by, or made available to, members of the public physically attending an in-person public meeting/hearing shall be made available on the Internet website of the Township or made visible during the video broadcast of the remote public meeting/hearing.
- j. If any remote public meeting includes a public hearing, all material that will be considered by the Board at the public hearing shall be posted on the Board's website in a conspicuous location or as otherwise required by law. An applicant seeking approval of a land development application shall submit all exhibits to the Board Secretary no less than two days in advance of the remote public meeting, and the applicant shall be responsible for converting all exhibits into an electronic format accessible to the public.
- k. If a closed session is called by the Board as permitted by OPMA, a separate call-in number or other electronic means of limiting remote participation shall be available so only the Board and persons needed for the closed session may participate. The Board Secretary shall clearly state at what point in the agenda the closed session will occur, the reasons for the closed session, the projected length of the closed session, whether formal action will be taken on any matter after the closed session, and that the public will not be able to hear the Board or provide comment during the closed session. The Board shall return to the public meeting following closed session to adjourn the meeting or take other action as necessary.
- l. If a member of the public becomes disruptive during a remote public meeting or hearing including during any period for public comment, the Chair, Vice Chair, or the Board Secretary, shall mute or continue muting, or direct appropriate staff to mute or continue muting, the disruptive member of the public and warn that continued disruption may result in the member of the public being prevented from speaking during the remote public meeting/hearing or removed from the remote public meeting/hearing. Disruptive conduct includes sustained inappropriate behaviors including, but not necessarily limited to, shouting, interruption, displaying explicit or inappropriate images, and use of profanity. Members of the public may also be immediately, and without warning, muted, removed from video and/or removed from the meeting altogether for conduct or comments that are harassing, demeaning, threatening,

and/or offensive to any person's race, gender, color, age, national origin, religion, sexual orientation, gender identity or expression, or disability.

- o. Any member of the public who continues to act in a disruptive manner at a remote public meeting/hearing after receiving an initial warning, as aforesaid, may be muted while other members of the public are allowed to proceed with their questions or comments. If time permits, the disruptive individual shall be given an opportunity to speak after all other members of the public have been given the opportunity to make comment and, if the person still remains disruptive, the individual may be muted for the remainder of the remote public meeting/hearing or removed from the remote public meeting/hearing.

BE IT FURTHER RESOLVED that the procedures and requirements for public participation are hereby established and adopted in order to safeguard public participation in any remote public meeting/hearing in the Township of Long Hill and shall apply to all members of the public in attendance at any remote public meeting/hearing in the Township of Long Hill.

BE IT FURTHER RESOLVED that any prior rule, regulation, by-law, ordinance or resolution controlling the decorum of the Board's meetings/hearings continue to be in effect unless directly contradictory to the provisions in this Resolution.

BE IT FURTHER RESOLVED that a copy of this Resolution shall be entered into the permanent records of the Board and posted on the Township's website.

Attest:

Debra Coonce, Board Secretary

Board Chairman

**TOWNSHIP OF LONG HILL
PLANNING BOARD
RESOLUTION 2022-8-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. Morris County Daily Record

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
Planning & Zoning Coordinator

Board Chairman

**TOWNSHIP OF LONG HILL
PLANNING BOARD
RESOLUTION 2022-9-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
Planning & Zoning Coordinator

Board Chairman

**TOWNSHIP OF LONG HILL
PLANNING BOARD
RESOLUTION 2022-10-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
Planning & Zoning Coordinator

Board Chairman

**TOWNSHIP OF LONG HILL
PLANNING BOARD
RESOLUTION 2022-11-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
Planning & Zoning Coordinator

Board Chairman