



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

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PLANNING BOARD
MINUTES OF THE MEETING
January 9, 2018

The Long Hill Planning Board met for a Regular/Organizational Meeting in the Court Room of the Township of Long Hill Municipal Building located at 915 Valley Road, Gillette, New Jersey.

At 7:46 pm, Planning & Zoning Coordinator Debra Coonce made the following announcements:

- (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, by sending a copy to the Echoes-Sentinel newspaper and by filing a copy with the Municipal Clerk.
- (2) 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.
- (3) Electronic Devices
All in attendance are asked to turn off cell phones or any electronic devices as they interfere with the recording equipment.
- (4) Pledge of Allegiance
All persons present in the Court Room were asked to stand for the Pledge of Allegiance.
- (5) Oath of Office
The oath of office was administered by Mayor Piserchia to new members John Falvey and Thomas Jones, and to returning member Committeeman Brendan Rae.

The oath of office was administered by Jolanta Maziarz, Esq. to Mayor Guy Piserchia.
- (6) Election of Chairman
Mr. Malinousky announced Alan Pfeil and Dennis Sandow as the candidates for Chairman.

Upon motion made by Mr. Hands and seconded by Mr. Richardson, Alan Pfeil was elected Chairman unanimously by all Members present and eligible to vote to serve at the pleasure of the Board through January 15, 2019.

(7) Election of Vice Chairman

Mr. Malinousky announced David Hands and Don Richardson as the candidates for Vice Chairman.

Upon motion made by Chairman Pfeil and seconded by Mr. Jones, David Hands was elected Vice Chairman by Members Jones, Malinousky, Hands and Chairman Pfeil to serve at the pleasure of the Board through January 15, 2019. Mayor Piserchia and new Member Falvey abstained from voting, and Committeeman Rae and Member Richardson voted against the motion.

(8) Roll Call

Planning & Zoning Coordinator Debra Coonce called the roll:

Present:	Alan Pfeil, Chairman David Hands, Vice Chairman Guy Piserchia, Mayor Brendan Rae, Committeeman John Falvey Thomas Jones Tom Malinousky Don Richardson Jolanta Maziarz, Esq., Board Attorney Debra Coonce, Planning & Zoning Coordinator Kevin O'Brien, Board Planner Tom Lamanowicz, Board Engineer	Absent:	Dennis Sandow
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(9) Appointments & Adoption of 2018 Meeting Schedule

Upon motion made by Committeeman Rae and seconded by Mr. Malinousky, the following actions were taken by the unanimous votes of all members present:

- Appointment of Jolanta Maziarz, Esq. as Board Attorney to serve until January 15, 2019.
- Appointment of Debra Coonce as Board Secretary to serve until January 15, 2019.
- Appointment of Kevin O'Brien as Board Planner to serve until January 15, 2019.
- Appointment of Tom Lemanowicz as Board Engineer to serve until January 15, 2019.
- Adoption of the 2018 Meeting Schedule:

January 9, 2018 (Reorganization Meeting)	January 23, 2018
February 13, 2018	February 27, 2018
March 13, 2018	March 27, 2018
April 10, 2018	April 24, 2018
May 8, 2018	May 22, 2018
June 12, 2018	June 26, 2018
July 10, 2018	(No second meeting in July)
August 14, 2018	(No second meeting in August)
September 11, 2018	September 25, 2018
October 9, 2018	October 23, 2018
November 13, 2018	November 27, 2018
December 11, 2018	(No second meeting in December)
January 15, 2019 (Reorganization Meeting)	

- (10) Administrative Site Plan Waiver Committee §161.2
After discussion, the Board unanimously appointed Mr. Richardson and Mr. Sandow as Committee Members, and Mr. Malinousky as Alternate.
- (11) Application Review Committee §171.10
After discussion, the Board unanimously appointed Chairman Pfeil as the Committee Chair, and Mr. Falvey, Mr. Hands and Mr. Jones as Committee Members.
- (12) Ordinance Review Committee
After discussion, the Board unanimously appointed Chairman Pfeil as the Committee Chair, Mr. Hands and Mr. Sandow as Committee Members, and Mr. Jones as Alternate.
- (13) Affordable Housing Committee
After discussion, the Board unanimously appointed Chairman Pfeil and Mr. Hands as Committee Members, and Mr. Hands as Alternate.
- (14) Robert's Rules of Order
The Board unanimously agreed that Township of Long Hill Planning Board deliberations will be governed by Robert's Rules of Order except when they conflict with any of the established rules of the Planning Board.
- (15) Notice of Publication
The Board acknowledges as per Resolutions 18-003 and 18-004 that the Echoes-Sentinel and the Courier News are the designated newspapers to receive notices as required by the Open Public Meetings Act.
- (16) Acknowledgement of Charge for Notice of Meetings
The Board acknowledges as per Resolution 18-006 that the sum of \$20.00 shall be prepaid by any person wishing to receive notice of each meeting upon request per calendar year. All requests must go through and be processed by the Township Clerk's office.
- (17) Approval of Meeting Minutes – The Minutes of December 12, 2017 were accepted as submitted.
- (18) Executive Session – None.
- (19) Applications – None.
- (20) Discussion Items
 - a. Chairman Pfeil, Vice Chairman Hands and Planner O'Brien gave the Board an overview regarding the Affordable Housing plan with respect to the Board's current obligations based on the court order from December 15, 2017.
 - b. Vice Chairman Hands discussed the prior request for the parking requirements currently being reviewed by the Ordinance Review Committee, and requested Mayor Piserchia and Committeeman Rae to have the Township Committee specify what they are looking for the Planning Board to do in writing, and provide a letter to the Board.

- c. Vice Chairman Hands and Mayor Piserchia discussed the process and procedures of the Master Plan Committee with the Board, noting that the preferred jurisdiction would fall to the Planning Board rather than the Township Committee. Discussion to be continued at a future meeting.
- d. Planner O'Brien informed the Board that a revision to the Land Use Ordinance to lower escrow deposits is being reviewed by the Ordinance Review Committee.
- e. Secretary Coonce informed the Board that a revision to the Development Application is currently being worked on. Upon review by Planner O'Brien, Engineer Lemanowicz and Attorney Maziarz, the new form will be distributed for the Board to review. Additionally, all application forms and corresponding documents will be available to the public on the Township website as writable PDF documents by the end of February 2018.
- f. The Board requested Secretary Coonce and Planner O'Brien to put together an educational meeting for the Board's meeting on February 13, 2018 to assist new members and review Board policies and procedures with all Members.

(21) Public Questions / Comment Period

Kathy O'Leary, 151 Division Avenue, Millington

Ms. O'Leary expressed concerns over the rezoning of the TIFA/Prism property located at 50 Division Avenue, Millington. She provided the Board with an informational study; *Preliminary Assessment/Site Investigation Report* prepared by EWMA, an environmental consulting and remediation firm dated October 2015, noting that she believes the site will require extensive remediation and environmental clean-up in order to be considered a mixed-use zone.

Members of the Board and Board Attorney Maziarz explained the process and procedures currently required by the Board. Rezoning of the property is completely separate of any application for development on the land. The rezoning is required by court order under the Affordable Housing and Fair Share Plan, and must be completed by June. At such time that a development application is submitted to the Planning & Zoning Coordinator, then the Applicant will be required to produce any/all reports confirming that all remediation and clean-up have been completed pursuant to the NJ Department of Environmental Protection (DEP) and any federal agencies.

(22) Adjournment – The Regular and Organizational Meeting was adjourned at 9:20 pm.

Respectfully submitted,

Debra Coonce

Debra Coonce
 Planning Board Secretary
 Planning & Zoning Coordinator

Video and/or recordings of the meeting(s) are available via the Township website at www.longhillnj.gov or by OPRA (Open Public Meetings 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.