



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

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**PLANNING BOARD**  
**MINUTES OF THE REGULAR MEETING/HEARING**  
**August 10, 2021**

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

*At 7:34 pm, Chairman Sandow called the meeting to order, and Board Secretary Coonce 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) **Roll Call** – Board Secretary Coonce called the roll:

Present: Dennis Sandow, Chairman                      Absent/Excused: Paul Ferriero, Township Engineer  
Thomas Jones, Vice Chairman  
Brendan Rae, Deputy Mayor  
Victor Verlezza, Committeeman \*  
Theresa Dill  
David Hands  
Tom Malinousky  
Alan Pfeil  
Don Richardson \*\*  
Debra Coonce, Board Secretary  
Jolanta Maziarz, Esq., Board Attorney  
Elizabeth Leheny, Board Planner

\* Committeeman Verlezza joined the meeting at 7:44 pm

\*\* Mr. Richardson joined the meeting at 7:55 pm.

(6) **Application**

**Preliminary & Final Major Site Plan**

*(Carried from 3/23/21, 4/27/21 & 6/22/21 – to be carried to 9/28/21)*

Block 10801 / Lot 3 / Zone R-MF-4

621 Valley Road

Application No. 2020-07P

Elite Properties at Long Hill, LLC

Applicant proposes to construct a multi-family residential building and related improvements. The residential building will consist of 62 units, 9 of which are proposed to be reserved for affordable housing.

Upon agreement and upon motion made and seconded, the application was carried to 9/28/21 with no further notice required by the Applicant.

(7) **Meeting Minutes** – Upon motions made and seconded, the Meeting Minutes of January 12, 2021, April 8, 2021, April 13, 2021, April 27, 2021, May 11, 2021, May 25, 2021, June 8, 2021, June 22, 2021 and July 13, 2021 were approved as amended.

(8) **Schedule of Applications** (7:49 pm)

Board Secretary Coonce gave the Board an update on pending applications and noted there is an Applicant that has submitted an application for the Pre-Application Review Committee (PARC) to review a possible future application of a three (3) lot subdivision.

Chairman Sandow asked for volunteers to be members of the PARC; Vice Chairman Jones, Mr. Pfeil, Mr. Hands and Chairman Sandow volunteered for the committee. Chairman Sandow stated the meeting should be set up for the Board's next regular scheduled meeting on September 14, 2021.

Vice Chairman Jones requested flexibility of the Board regarding the option to go back in person in the Township Court Room while wearing masks or to stay on Zoom Webinar. Upon discussion, the Board decided to continue with the Zoom Webinar online format until there are no more mask mandates due to the Covid pandemic.

(9) **Discussion Items** (7:57)

➤ ***Area in Need of Redevelopment Study***

Chairman Sandow stated he has been in touch with the Township Planner, Jessica Caldwell and noted upon completion of her report, the likelihood is the Board will hold a hearing for same within the month of November. Vice Chairman Jones stated the Board should review the criteria that municipalities look at when considering an area in need of redevelopment, and offered to forward the criteria to all members of the Board for their reference.

Board Attorney Maziarz further outlined the steps/procedures that a municipality must follow when reviewing an area in need of redevelopment.

➤ ***Ordinance Revisions – Site Plan Application Exceptions***

Chairman Sandow asked the Board to discuss certain areas within the Township to consider the current zoning ordinances as to their efficiency and if the Planning Board should ultimately have more control over such things as beautification or upgrades to older properties when new tenants are looking for zoning approvals.

Secretary Coonce stated as a matter of the current procedures, when new tenants moving into a commercial property are not proposing any changes to the building's structure or property (e.g. parking, landscaping) and the proposed use is allowed in the zone, then no site plan application is required.

Deputy Mayor Rae and other Board members expressed concern over why the Board would need more control; adding further obstacles to prospective tenants wanting business opportunities within Long Hill would only add time, extra expenses on the applicants and potentially extra layers of bureaucracy unnecessarily. Further, several members of the Board stated no changes are necessary because at such time that tenants or property owners/landlords wish to make significant changes to properties as defined in the current Land Use Ordinance, then they would be required to submit and application for development to either the Planning or Zoning Board.

➤ ***Joint Special Meeting & Executive Session August 17, 2021 – Contract Discussions***

Chairman Sandow noted our current Board Attorney, Jolanta Maziarz has resigned from the position of Board Attorney for both Boards. He further asked the Board to consider holding a joint special meeting with the Zoning Board of Adjustment on Tuesday, August 17, 2021 to discuss hiring for the position of Board Attorney. Upon motion made and seconded, the Board unanimously agreed to hold a joint special meeting as discussed.

(10) **Master Plan Discussion** (8:52 pm)

Chairman Sandow asked the Board to discuss and consider the Valley Road draft package that he distributed out previously; if board can come to agreement on talking points then the writing of the land use element can proceed

(11) **Old/New Business** – None.

(12) **Executive Session** –

Upon motion made and seconded, the Board entered into Executive Session at 10:06 pm to discuss contract matters and exited the Executive Session at 10:33 pm.

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**TOWNSHIP OF LONG HILL**  
**Planning Board**  
**Executive Session Resolution**

WHEREAS, the Open Public Meetings Act (N.J.S.A. 10:4-12a) requires that all public meetings be open and include members of the public; and

WHEREAS, the Open Public Meetings Act (N.J.S.A. 10:4-12b) also permits the exclusion of the public from a meeting in certain circumstances; and

WHEREAS, the Planning Board is of the opinion that such circumstances exist.

NOW, THEREFORE, BE IT RESOLVED by the Planning Board of the Township of Long Hill, County of Morris, State of New Jersey, as follows:

1. The public shall be excluded from the executive session of August 10, 2021.
2. The general nature of the subject matter to be discussed is as follows: *Contract Negotiations: Professional Services Contracts*
3. Minutes of said discussion will be made available as soon as it is deemed in the public interest to do so.
4. The Planning Board may take official action on those items discussed in executive session upon completion of the executive session.

This Resolution takes effect immediately.

Moved by: Deputy Mayor Rae

Seconded by: Vice Chairman Jones

Roll Call Vote: Approved by the unanimous votes of all members of the Boards present and eligible to vote.

**CERTIFICATION**

I, Debra Coonce, Board Secretary and Planning/Zoning Coordinator to the Planning Board, hereby certify that the foregoing Resolution is a true, complete and accurate copy of a resolution adopted by the Planning Board of the Township of Long Hill, County of Morris, at a Regular Meeting/Hearing held on August 10, 2021.



Debra Coonce

Planning Board Secretary

Planning & Zoning Coordinator

(13) **Adjournment** – The Regular Meeting/Hearing was adjourned at 10:33 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 by appointment in the Planning & Zoning Office located in the Township of Long Hill Municipal Building.*