

DEPARTMENTAL MEETING WITH DASSA HAINES ARCHITECTS

FOR CALDWELL POLICE DEPARTMENT

Wednesday, December 6, 2023

A Meeting was held between members of the Caldwell Police Department, the Borough Administrator, and Dassa Haines Architects on Wednesday, December 6, 2023 at 10:00am at the Caldwell Firehouse Building, 30 Roseland Avenue, Caldwell, New Jersey.

PRESENT: Joe Haines (Dassa Haines Architects), Vikki Edmundson (Dassa Haines Architects), Alex Palumbo, Chief James Bonjourno, and Captain Matt DeAngelo.

OBJECTIVE: To determine the needs and optimal layout/location for the operation of the Caldwell Police Department in the new Municipal Complex.

Topics Discussed:

Location for Police Department:

- Chief Bongiorno stated that the original plans by the previous architect, dated July 29, 2021 had provided the best design for the Police Department. The design plan had called for a three-story building. The Police Department would have occupied the first two floors of the building, with access and entryway from Roseland Avenue, and the Borough Hall offices would have been located on the third floor of the building with access from Provost Square. Access to the Sallyport and parking for Police Vehicles would have been provided underneath the deck and behind the building to allow for protection from the elements and privacy/security with regard to individuals being escorted into the building by police officers. The first floor would house all the offices/spaces for day-to-day operations and the second floor would consist of the Courtroom (also utilized as Council Chambers), a Conference Room, and offices for the Captain and Chief of Police. *(As a sidenote: The plan called for the library to occupy space in it's original building).*
- While this particular plan was the most ideal for the Police Department, there were some disadvantages. Egress of vehicles from Police Headquarters could be delayed by traffic on Roseland Avenue and cars occupying the "box area" in front of the parking lot and the Fire Department Building. Secondly, the lower parking lot of the parking deck is prone to substantial flooding, specifically during significant rain events, which could prove to be problematic for an emergency services building.
- It was noted that Glenn Beckmeyer had done significant research on implementations to manage stormwater issues and had created design ideas on redirecting a major storm pipe that runs through the site, as well studies on the existing culvert in that area. Conversations were also conducted with the Essex County Department of Public Works/ Road Department with regard to the timing of the lights on Roseland Avenue.
- Discussion ensued regarding the reason why this initial plan was discarded. Chief Bongiorno explained that the magnitude of flooding in that area and the damage incurred to the Library during Hurricane Ida initiated conversations about building Municipal Buildings on higher ground.
- Chief Bongiorno reported that last plan iterated by the previous architects, in which one building would house the Police Department, Borough Offices and the Library, would have provided all the necessary space needed by the Police Department, but logistically would not have been

practical. In this plan, the Police Department would occupy floors one and two across from the library. The Chief expressed his concerns with having the Police Department in such close proximity with the library in cases where prisoners were brought into the station or offenders on State Registry Lists were filing their annual paperwork with the Police Department. Parking issues would be a concern, specifically for police vehicles which would have to be parked in the lower parking lot. Events at the Oval Field and possibly at the Community Center, would make it difficult for officers to respond to emergencies due to traffic congestion.

Needs of the Police Department:

- Secured Entrances.
- Records Storage.
- Dispatch Area.
- Property Room.
- Sallyport.
- Garage Storage (for items currently in Police Pod such as barricades, cones, etc. *Should be located next to Sally port*).
- Cell block area consisting of 2 cells with a shower.
- Processing area.
- Interview Room.
- Public bathroom.
- Public Interview Room (*Should be close to main entrance*).
- Sergeant's Office (one desk)
- Lieutenant's Office (one desk)
- Evidence room area with double-sided evidence lockers (interior area only accessed by detectives designated as evidence custodians to allow for proper chain of custody. A locked refrigerator will also need to be included for evidence needing cold storage.
- Arsenal/Gun Storage Room.
- Patrol Room.
- Juvenile Room (Required).
- Locker area for Officers. As of January 2024, there will be a total of 21 officers both male and female and one parking officer.
- Secured Stairwells/Elevator.
- Fitness area (If space allows; important for mental health of officers).
- IT/Server Room.

Mr. Haines asked Chief Bongiorno or Captain Deangelo their thoughts on building a two-story Police Department.

Both were receptive to a two-story building as it would allow for more cohesiveness of the operations of the Police Department.

Priorities for the first floor would be the day-to-day operations of the department: supplies, Processing Dept. , Public Interview Room, Locker Rooms, Armory, Cells and Dispatch.

Priorities for second floor would be the patrol area, Lieutenant/Sergeant Offices, and Detective Bureau. If a Fitness Room were included it should be included on the first floor.

Mr. Haines expressed his perspective that a three-story Police Department Building would be too vertical. All attendees agreed that a small footprint two-story building, with space for a garage would be optimal for the design of the building.

Stormwater Issues were discussed after pictures/videos from Hurricane Ida were shared. Due to the amount of rainwater illustrated in the pictures and videos, it was surmised that the best location for the Police Department would be on Provost Square where it would not be subjected to excessive flooding from significant rain events.

PLAN OF ACTION: The architects from Dassa Haines would work on an architectural plan for the Police Department that would incorporate all the details provided in the meeting by Chief Bongiorno and Captain DeAngelo, both of whom would be available if any additional information was needed.

The meeting adjourned at 11:15am.

Respectfully Submitted,

Kim Conlon
Deputy Clerk