

DEPARTMENTAL MEETING WITH DASSA HAINES ARCHITECTS

FOR CALDWELL COURT

Wednesday, December 6, 2023

A Meeting was held between the Borough of Caldwell Court Administrator , the Borough Administrator, and Dassa Haines Architects on Wednesday, December 6, 2023 at 11:30am at the Caldwell Firehouse Building, 30 Roseland Avenue, Caldwell, New Jersey.

PRESENT: Joe Haines (Dassa Haines Architects), Vikki Edmundson (Dassa Haines Architects), Alex Palumbo and Leanne O’Hern (Borough Court Administrator).

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

Topics Discussed:

Overview of a Typical Court Day:

- Court Proceedings for the Borough of Caldwell are being held in the Courtroom in North Caldwell Borough Hall.
- Meetings are conducted via Zoom and in-person with approximately one third of the attendees having to appear in-person and the remaining attendees are able to participate virtually.
- The Court hears approximately 60 cases per session date.
- Open Courtroom that is open to the public.
- Usually there are 2 police officers present during every Court Session; one by the Dais and

Needs of the Court/Violations Office:

(Ms. O’Hern was asked to review the 7/29/2021 plans submitted by the previous architect for reference purposes)

- Entrance area allowing enough room for security checks. (Currently individuals are being scanned with wands as they enter the North Caldwell Courtroom, however, it was noted that the Administrative Office of the Courts or “AOC” prefers walk-thru security systems to screen individuals entering the Courtroom).
- Room for the Public Defender.
- Room for the Town Prosecutor.
- Judge’s Office (Must be secure and allow for separate ingress and egress from public walkways for security purposes).
- Public Bathroom.
- Private Bathroom for the Judge (Could be an existing bathroom that is designated for the Judge’s use as long as it is prohibited for public use).
- Violations Office/Area with 2 desks.
- Secured seating. (Should be able to provide seating for approximately 75 people).
- A walled off gated area for one side of the Courtroom.
- Bullet proof windows and doors.
- 2 panic buttons (one for the Judge and one stationed at the last seat on the dais to the right).
- Closets for records.
- Desk/Seating area within the Courtroom. (One side for Prosecutor and one side for Defense Attorney and Defendants).

- Protective light switches.
- Server room area.
- Placement of the Violations Office/Area next to the Courtroom would be ideal.

PLAN OF ACTION: The architects from Dassa Haines would work on an architectural plan for the Court/Violations Office that would incorporate all the details provided in the meeting by Ms. O'Hern, who would be available to provide any additional information, if needed.

The meeting adjourned at 11:48am.

Respectfully Submitted,

Kim Conlon
Deputy Clerk