

OVERSIGHT COMMITTEE MEETING

MUNICIPAL BUILDINGS PROJECT FOR THE BOROUGH OF CALDWELL

July 30, 2024

A Meeting of the Borough of Caldwell's Municipal Oversight Committee for the Municipal Buildings Project was held at 10:00 AM on July 30, 2024 at the Health and Human Services Building, 14 Park Avenue, Caldwell, New Jersey.

ATTENDEES: Councilman Daniolowicz, Councilman Brown, Councilman Jurgensen, Alex Palumbo, Tom Tucci, Mike DeCarlo, Joe Haines from Dassa Haines Architects, and Evan Jacobs from Matrix New World.

OBJECTIVES: To discuss project updates and finalize plans.

TOPICS OF DISCUSSION:

CALDWELL LIBRARY:

- The Library has hired Interior Designers, a private company that specializes in library design, to create a plan for outfitting the new library space at 80 Bloomfield Avenue. The latest layout designs should be ready by the end of this week.
- Renderings of the library's design will be available for presentation at a Council Meeting at some point in the near future.
- Fundraising for the library has diminished but may be more substantial if the public is able to hear more details about the library's new space.

BUDGETING FOR PROJECTS:

- As the project moves forward, a clearer picture is presented on the estimate of costs.
- Emphasis was placed on cognizance of the budget limitations; clean and simple basics for such items as finishes and window treatments.
- Joe Haines has hired an outside Estimator to work with him to pinpoint and calculate approximated costs. The projections should be ready in the next 2 weeks.
- Alex Palumbo had a discussion with Chris Battaglia, the Borough's Chief Financial Officer to discuss the Caldwell Community Center Pool.

1. Difficult for Chris to qualify the costs of allowing the pool to remain. Costs have risen since the Community Center closed several years ago so old projections are no longer relevant.
2. How would the Borough charge for use of the pool? How could the Borough project revenue?
3. Either the Borough would have to take on the debt of the costs for staffing, equipment, debt service, and maintenance of the pool or Caldwell taxpayers would have to absorb the costs.
4. Investigation should be made into if there are repairs that need to be made into the pool since it has been out of use for several years.
5. If the pool remains, there would need to be reserve funds put aside in order to pay for any incidental maintenance or repairs.
6. The public should be aware of the decision-making and all the facts considered in making a decision regarding the pool so that they are given ample opportunity to weigh in on the possible cost to taxpayers, including information on the concrete costs (once established).
7. Alex Palumbo would like to schedule a meeting for August 5th or 6th with Chris Battaglia present so that he can provide further explanations of the financial impact of keeping the pool open.

80 BLOOMFIELD AVENUE: *Latest schematics were presented by Joe Haines, Architect*

(Exhibit A)

- Schematic for the Basement Plan:
 1. A large breakroom was added to the basement for use by all the staff.
 2. Plenty of storage area for all Borough entities.
 3. KSI Structural Engineering did an assessment of the columns in the basement. The beams will probably just need to be strengthened or reinforced.
 4. There may be some humidity in the basement but the plan is to offset that with the HVAC system.
- Schematic for the First Floor (Library):
 1. Current plan is to leave the first floor open so that there can be a Tenant Fit-Out specifically to the library's needs.

2. Electric for the walls, floors and exterior need to be added to the drawings still for first floor.
 3. Probably will need to stiffen the floor to eliminate weight issues.
- Schematic for Second Floor (Municipal Offices):
 1. Some of the offices have been reconfigured.
 2. The Construction Office has been designed to be larger.
 3. A desk counter was created against the wall in the lobby for residents to fill out forms.
 4. The Conference Room was designed to be longer than original plan.
 - Other Topics discussed:
 1. Possible extension of the ramp along the side of the building by the new exit door (back of building). (Might help with **Stormwater run-off**). A perforated pipe with crushed stone for roof drainage and pitching surfaces away from the building will help alleviate stormwater issues as well.

The gutters have been cleaned. Possibility posed of running some drains from the window wells. There are a number of catch basins failing on the property, including two in the parking lot. One catch basin has been repaired. The roof is in good condition (no leaks).

The sidewalk in the parking lot should be leveled. It currently slopes.
 2. Creating an “area of refuge” on the exterior ramp where anyone with a wheelchair would be able to congregate and wait for help.
 3. No new **Utilities** are proposed. There are no t.v. images of the sanitary system, however all other underground utilities appear to be in good condition.
 4. With regard to **Lighting** on the site, there are existing light poles in the parking lot. They are just currently hidden by trees. A contractor has been hired to trim trees on the site. The lights may just need to be “re-lamped”. LED lights might be a better option because they allow for more control over the timing and intensity of light. Conduit lines are already in the ground. Accent lighting in landscaped areas was considered and along the front of the building to create a more “regal” aesthetic to the building.

Committee Members agreed to consult with the Police Department to see if lighting would be necessary, for safety concerns, in the back of the building.
 5. Consideration should be given to adding chair rails or some type of buffer on the walls at specific height levels to prevent continuous mark-ups and damage to high traffic areas.

6. **Condition of the Elevator** on the premises was discussed. The elevator cab seems to be in good condition. Joe Haines will check to confirm if it meets ADA Compliance Guidelines. A stainless steel plate, or some type of alternative protection can be installed to protect areas that may accidentally get damaged or marked by carts for transporting books and files from the basement. The elevator maintenance company that was formerly under contract with the previous owners has now been notified of the transference of ownership of the property to the Borough.
7. **Sufficiency of Electrical Service** to the building was discussed. An electrical engineer will be consulted to investigate if the existing panels are adequate to provide enough power. There are currently 9 meters which were subdivided for each of the previous tenants. The Committee Members contemplated installing **a generator** to the building to allow for lighting in common areas and essential operations in case of power failure or emergencies. The generator could be placed in one of the proposed parking spaces. A transfer switch should be in the building. Considerations should be made in terms of placement and noise muffling options. There may be some opportunities for funding with FEMA for a generator.
8. **Clean New Jersey and Green Energy Initiatives** were discussed. Once the plans are approved for the site, then Committee Members will discuss higher efficiency options with mechanicals and other green measures for infrastructure.
9. Committee Members asked if the **Sidewalk in Front of the Building** could be widened to provide for better aesthetics and additional safety upon entering the building from Bloomfield Avenue.
10. The plan was proposed to eliminate the temporary trailer for Borough Staff upon completion of the renovations to 80 Bloomfield Avenue. A temporary operating location would need to be set up for the Court Clerk/Violation's Office. Options posed were the basement of 80 Bloomfield Avenue where the Break Room is proposed or possibly in the front office of the temporary police trailer behind the lobby window.

PLAN OF ACTION For 80 Bloomfield Avenue:

- Approve a finalized Site Plan as soon as possible.
- Schedule to “go out to bid” for contracting services by the end of August, focusing on sitework first.
- Schedule to “go out to bid” for architectural work in the Fall (probably October).

- Tentative completion date of next summer for renovations, possibly June if the Borough moves aggressively to complete the alterations.
- Would probably be advantageous to have one General Contractor overseeing all of the proposed work (allows for one point person and will likely save the Borough money).
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GRANT FUNDING REPORT *Mark Guiliano, OEM Director*

- **Hurricane Ida Storm Grant Funding** is starting to diminish. The Borough has asked for several extensions. All funding must be approved by Homeland Security and the N.J. State Police, who need to advocate on the Borough's behalf. After December of this year, no more extensions will be granted. Documentations of Loss and Plans for the Project should be finalized by the Borough as soon as possible.
- The Borough was originally proposing structural repairs to the mouth of the existing culvert on the Provost Square Site (by the entrance way to Calandra's Italian Village), however, because that part of the culvert is privately owned, the focus for repairs will be limited to the areas of the culvert that are under the jurisdiction of the Borough.
- Evan Jacobs provided an explanation to the Committee Members of the proposal to manage stormwater on the site. The two inlets on the Provost Square site on top of the existing culvert should be sealed off and a new secondary culvert be installed, connecting to the existing culvert, to help manage and maintain pre and post drainage to the site and provide some overflow relief from the primary culvert. A junction box would need to be installed to connect the two culverts. Replacing in entirety the existing culvert would create liability issues and be inordinately cost-prohibitive for the Borough. The plan also calls for roadway inlets to be installed on Masceri Lane.
- The Borough was anticipating approximately \$1,000,000 in possible funding, with \$159,000 dedicated to repair of the existing culvert. The question was posed if a portion of the anticipated funding could be reallocated to more accurately fit the needs of the Borough's plan for restoration and repair of the area, or would a formal letter need to be sent asking for a Change of Scope of the project?
Mr. Guiliano was able to bring in our Regional OEM Coordinator via phone into the meeting, who stated that it is highly possible that the changes of the plan would be approved and that his office would offer their approval as well. He did not feel that a formal letter needed to be submitted for a Change of Scope of the project. He stressed that the agencies approving this type of funding are always looking for

“shovel-ready” projects. All the measures proposed would decrease the surge of water on the Provost Square site.

- The Borough has approximately \$1,000,000 in insurance reimbursements that it needs to start spending in order to maintain the funds. The funding commitment was only for a 3-year period. Committee members suggested tying in some of the work at the culvert since alleviating water at that precipice protects the structure of the library. The existing library building will be converted into a “library annex”.
- An Environmental Historic approval was provided for the \$280,000 grant for the proposed **Firehouse Renovations**. Additional funding will probably be needed by the Borough for the project. A few of the Fire Department Members have volunteered to do some of the work. The Committee Members discussed the option of bidding out some of the pieces of the project independently but it was agreed that it would be better to have one person (contractor) overseeing the whole project.

PLAN OF ACTION For Grants/Funding:

- Design Schematic Plans for project to secure funding and submit to appropriate agencies.
- Mark Guiliano will provide Evan Jacobs with copies of all the materials submitted up to date for the grant applications.

SITE PLAN FOR PROVOST SQUARE SITE: *Prepared by Evan Jacobs* Exhibit B

- On **Exhibit B** the lower parking lot area with the slanted parking spots has proposed landscaping. The property line is on an angle. Mr. Jacobs asked if landscape could be planted in that area ?
- **Bollards** were added at the main entrance of the Caldwell Community Center and as well as by the Police Department sallyport.
- Four **ADA parking spaces** are required on site; five ADA spaces are proposed.
- There is a proposed designated parking lot for PD staff and Fire Department Staff in front of the Firehouse with a private ingress and egress. Committee Members discussed researching how many spaces would be needed for the Police Department in this area on a daily basis. Mr. Palumbo stated that it may be 12 spaces per day for Police Department personal vehicles. It was posed that the Fire Department should have dedicated spaces.

- The possibility was discussed of removing the ingress and egress from the lower lot that deposits onto Roseland Avenue.
- **The Provost Square Circle** now acts as more of a traditional round-a-bout. The plan is to have the flagpole remain (may have to be temporarily removed for installation of culvert), install flower beds and possibly solar-powered uprights.
- There are grassy areas sporadically proposed on the site where snow can be piled during the removal/plowing process.
- Discussion ensued regarding whether the brick sidewalk elements on Bloomfield Avenue should be carried over to this site as well to keep the aesthetics consistent.
- The possibility was posed of eliminating the sports pavilion building by the Kiwanis Field and creating a multi-purpose room in half of the square footage of the gym that would have exterior access doors and bathroom accessibility for the public. There may even be enough room to create space for the Fire Department as well.
- For the existing **Library Building**, a concrete sidewalk is proposed at grade for the back of the building.
- A discussion regarding the **Department of Public Works**.
 1. Three slanted parking spaces are provided for the DPW on the proposed Site Plan.
 2. A new roof is proposed for the DPW Garage. Anticipated cost should be around \$80,000 for the project.
 3. A question was raised regarding the Department of Public Works and if their current space was being redesigned or relocated. Mr. Palumbo reported to the Board that there are several possibilities for the Borough's DPW; trying to maintain the DPW in it's current location, moving the DPW to the property adjacent to the Caldwell Sewer Treatment Plant at 25 Pine Tree Place in West Caldwell, or coordinating a Shared Service for the DPW with one of our neighboring communities.

PLAN OF ACTION For the Provost Square Site:

- Now that the "Old" Borough Hall is demolished, a boundary and footprint will be created to allow for parking in that area.
- Research the parking needs for staff, the Police Department and the Fire Department on the site.
- Finalize and approve Site Plans.

The meeting adjourned at 12:32 PM.

Respectfully Submitted,

Kim Conlon

Deputy Clerk

Borough of Caldwell