

OVERSIGHT COMMITTEE FOR THE BOROUGH OF CALDWELL MUNICIPAL BUILDINGS PROJECT

MEETING MINUTES

March 25, 2024

PRESENT: Councilman Jurgensen, Councilman Brown, Councilman Daniolowicz, Borough Administrator Alex Palumbo, Lucia Guarini, Mike DeCarlo, Tom Tucci, Joe Haines from Dassa Haines Architecture, and Evan Jacobs from Matrix New World Engineering

- GOAL:**
1. To discuss and review Concept Interior Layout Plans for 80 Bloomfield Avenue, proposed location for Borough Hall.
 2. Discussion of possibilities for Site Drainage and Storm Water Management for the Provost Square Site.

DISCUSSION REGARDING THE PROPERTY LOCATED AT 80 BLOOMFIELD AVENUE:

- Mr. Palumbo provided an update on the status of the property. The Borough anticipates receiving a signed copy of the Sale Agreement this week from the seller of the property.
- In the agreement, the Borough has been allowed due diligence to have access to the building even while the last tenant remains for an agreed-upon short duration of time.
- Mr. Haines will investigate the possibility of centralizing the HVAC system for the building. An effort will be made to incorporate efficient and green infrastructure and equipment for the building following the Clean New Jersey Guidelines and Checklist.
- Basement Plan (Plan SK2A labeled as **Exhibit A**).
 1. Predominantly designated for the Borough's storage area.
 2. One office area proposed with a designated space for the Public Works Department, including desks/computer areas allowing access to Water Department Data, a designated DPW restroom, locker room, and possibly a shower/clean-up area. Investigation will need to be made as to the location of the sewer piping for the building.
 3. The concept plan allows for the current DPW Garage to be utilized for housing of equipment only.
 4. There has been limited observation of water in the basement area after heavy rain events. It has been noted that the gutters for the building are not connected properly and will need to be realigned. The backside of the property which is adjacent to the Fells Manor Complex, slopes downward. Mitigations can be made with site work that will help to minimize storm water run-off.
- First Floor Plan (Plan SK2A.2 labeled as **Exhibit B**).
 1. First Floor of the Building proposes the Courtroom/Council Chambers, Court Facilities including offices and Violations Department and 2 Community Rooms that

can be used for Library Functions, Yoga Classes, Smaller Town Events, and possibly Local Organization Events.

2. A designated Men's and Women's Room and an additional smaller Conference Room are additionally proposed.
3. The needs of the Courtroom will need to be balanced with the needs of the Council Chambers. A discussion ensued regarding the possibility of either raising the ceiling or lowering the floor of the Courtroom/Council Chamber in order to create a dais, however major structural changes or features may be cost-prohibitive. The Courtroom/Council Chambers Concept Plan currently allows for 57 seats for the public. There will need to be more modifications to the plans for this space to accommodate for Courtroom requirements and an ADA ramp and overall, ADA compliance.

The entrance to the Courtroom area will be on the left-side of the building. A large hallway and preamble space is included in the concept plan to allow room for possibly a metal detector and to provide space for a "holding area" for people waiting to enter the Courtroom/Council Chambers.

- Second Floor Plan (Plan SK2A.3 labeled **Exhibit C**).
 1. Second Floor will house all of the Borough Hall Offices including the Building Department, Clerk's Office, Tax Office, Engineer's Office, the Finance Office, the Borough Administrator's Office, the Mayor's Office, and the Mayor's Assistant's Office.
 2. An existing Men's and Women's Room will remain, as well as a small Storage Room/Janitor's Closet.
 3. A large Conference Room will be provided and a Private Bathroom.
 4. Extra Office Space is considered to allow for future needs.
 5. Committee Members will consult with Ray Sullivan to investigate if a Media/IT Room is needed.
- Building Costs:
 1. The building is approximately 11,000 sq. ft. \$100 per square foot may be underestimating the cost of the building. Probable total cost of renovations will be \$1,000,000 to \$1,500,000.
 2. Considerations will be made on making major structural changes, which will increase cost significantly.
- Storm Water/Site Work:
 1. There is a storm water basin that will need to be cleaned out and silted due to build-up of sediment.
 2. At one time, it was noted that there was a stream that flowed on the property.
 3. There is a 48-inch storm pipe that runs downhill from the back of the property that drops into a 4 ft. inlet box.
 4. The Sewer Line/Piping will need to be identified.

5. Investigation of the Property File will need to be made in order to determine if the NJDEP has designated this area as a Wetland and if the County or State has had to approve any prior site work done to the property.
6. The list of proposed site work will include: parking lot repair, retention basin repair, realignment of gutters, cleaning of gutters, façade work, and examination of the condition of the roof.
7. Several Committee Members agreed to meet on the site after the meeting to investigate aspects of the building and storm water management concerns.
 - The façade/exterior of the building needs some beautification and updating. While not being proposed as the primary public entrance for the building, the front entrance should have some visual highlights and possibly a canopy or sign.
 - A Title Survey will need to be done prior to closing of the sale of the property. A Boundary Survey and Topographical Survey of the property should be conducted.

DISCUSSION REGARDING SITE DRAINAGE AND STORM WATER MANAGEMENT FOR PROVOST SQUARE:

- Mr. Jacobs presented a Storm Water Modeling on the television screen for Provost Square.
- Two “green boxes” were indicated on the modeling to illustrate potential detention flood storage installations: one on the upper level of Provost Square and one located in the lower level parking area of Provost Square.
- The stream in the Provost Square Area runs through many private properties which makes mitigation difficult due to limited accessibility.
- Inlet grates along the mouth of Masceri Lane were included in the modeling, which would collect storm water travelling over land.
- A proposed Outlet Control Structure by the Caldwell Community Center was included in the Model that would hold back storm water, which would be sufficient for a 2 Year Storm Event, a mandatory requirement.
- For larger flooding events, Mr. Jacobs proposed an element called a “thirsty duck” which is a mobile unit that would collect any additional water unable to be captured by the detention systems, or “storm traps”, which are modular concrete equipment (like legos) that are water-tight and anywhere from 2 ft. – 16 ft. deep. The “storm traps” are substantial enough that they can handle the weight load of trees or trucks that are situated above them. It was noted that this included the weight of emergency vehicles as well, with the exception of a Crane Fire Truck with full extension.
- With regard to Water Quality Obligatory Requirements, there is a significant chance that they may be exempted due to the fact that the project does not propose any increases in impervious coverage on the site.
- The Municipal Buildings on Provost Square are the “choke point” for overflowing water in the site area. It was noted that at the time of construction, Calandra’s Storm Water Mitigation Plan was fully compliant with New Jersey State Requirements.

It was noted that the State of New Jersey does not mandate that storm water systems are designed for flash flooding events like Hurricane Ida because of the extensive and unaffordable costs of putting these types of measures in place.

- In the Model, improvements are proposed on the upper part of Provost Square which include patching and/or disconnecting to the culvert and installing 2 inlets (or double inlets) to intercept water at the top of the street which could tie into a new culvert system.
- A slip line process is a possibility to repair openings. There is a sled that can be used that sprays concrete to reinforce piping.
- Mr. Jacobs reported to the Committee Members that the existing culvert is not in good condition. There is evidence of deterioration of the culvert's rebar.
- Councilman Daniolowicz stated that a consideration needs to be made to the size and placement of the detention systems. The proper size system needs to be placed in the proper location so that there are no concerns of over-building in areas where the natural slope will move water downward on its own. It was stated that the detention system noted as a green box on the lower parking lot may need to be tilted or moved so as not to infringe on the Green property, which is owned by the First Presbyterian Church.
- It was noted that according to testimony and videos from Hurricane Ida, the basins by the Library were surcharging and no surcharge was evidenced from an additional basin that is located by the bank on Roseland Avenue.
- There are design issues with the existing culvert and drainage piping. There are significant and drastic changes in the size of the piping in which water flows and the piping has areas where there is extensive bending.
- Mr. Jacobs stated that there may be some State, Federal or FEMA Grant opportunities available however, the timing of this project may affect the ability to apply for grants since it is a lengthy and timely process.
- State and Federal Research predicts that storm events in New Jersey may become more severe in the foreseeable future.
- Some preliminary site work can be completed, like rehabilitating the parking deck area, prior to and while going through the grant application process.
- The idea was proposed to build a flood wall on Masceri Lane as a possibility.
- Mr. Jacobs provided some approximate cost figures: a 6 x 6 culvert may cost \$500,000 to purchase and install, and the "storm trap" systems (15 ft. deep basin, holding 275,000 cubic ft. of water) would cost \$2,500,000 for the equipment and approximately an additional \$200,000 – \$300,000 for installation. Building to accommodate a "Hurricane Ida" Event would cost approximately \$40,000,000-\$50,000,000.
- Mr. Palumbo stated that an assessment would need to be made regarding needs vs. wants with regard to cost. The figures quoted by Mr. Jacobs were significantly higher than what the Borough was projecting in terms of costs for site work on Provost Square, which was approximated to be \$2,000,000. Mr. Jacobs suggested that the basic compliance requirements might be feasible for a \$2,000,000 budget and that the work may be done in phases in which additional measures could be added later, possibly with grant opportunities.

- Discussion ensued with regard to the Model Plans applicability with a Police Department on the site. Mr. Jacobs noted that his model accounted for the possibility of a Police Department on the site. While the site is not in a flood zone, it may be classified by the State as being in a “flood plain”. Accommodations for a Police Department may need to be made to elevate the building a few feet or design the building with no crucial components on the ground level. Mr. Haines stated that he would consult the Police Department to investigate their thoughts and needs. The possibility of moving back the Police Department to a higher elevation was discussed.
- Providing a circular stairway from the lower parking lot to the upper part of Borough Hall was discussed, as well as installing above-ground water tanks tucked far underneath the existing portion of the parking deck to hold and store water.

GOALS AND PLAN OF ACTION:

- Survey work for 80 Bloomfield Avenue and conclude paperwork for transfer of the sale of the property.
- Further investigation of 80 Bloomfield Avenue for the condition of the building, existing storm water issues, and determination of sewer line.
- Examination of existing files on 80 Bloomfield Avenue regarding history of property and any County or NJDEP approvals for site work.
- Communication with Police Department with regard to a possible new PD building on the Provost Square site and any logistical issues.
- Title Survey, Boundary Survey and Topographical Surveys to be conducted on the 80 Bloomfield Avenue property.
- Substantial figures for costs compiled for proposed site work on the Provost Square site.

The meeting concluded at 12:10PM.

Respectfully Submitted,

Kim Conlon

Deputy Clerk