

Building Subcommittee Meeting- September 5, 2018

Attendees: Mike Pellek, Joe Sabatini, Alex Rubenstein, Skip Danielson, James Reinhold, Eric Serrilli, Scott Yappen, John Morytko, Cory Stoner, Cris Franco, David Romano, Stephen Panek, Doris Flynn

Date: September 5, 2018

Alex reviewed what has transpired since the last building subcommittee meeting on August 6.

Alex Rubenstein, Harvey Roseff, and Joe Sabatini met with members of the Board of Education and the school superintendent on August 21 to discuss concerns mentioned at the subcommittee meeting regarding the option of moving the municipal offices to the open space area in the school. They discussed security, parking, and leasing term among other topics. The Board of Education met the following night to discuss it. Board President Andrew McElroy emailed Alex with the outcome:

- The BOE was comfortable with the Township using the requested office space.
- They would request that the Township provide a schedule of activities to the superintendent's office so that the school was aware of the Township schedule.
- BOE comfortable with a 25-year lease with additional 5-year options and is willing to work with Township to come up with a lease term that satisfies the Township's bond counsel.
- Security is a priority, and the BOE has asked the Township to consider placing the Chief and Lieutenant's offices in the municipal section of the open space as part of the project.
- Lease would be for \$1.00 with the condition that the Township upgrade the entire open space sections, both municipal and school use areas; which includes interior/exterior walls, HVAC, insulation, and bathroom facilities. Township would bear all costs for architectural work with the reconfiguration of the space, as well as all the costs associated with parking changes outside and security measures. The BOE may ask for security cameras in the parking area.

Alex stated that there was discussion at the September 4th Council meeting and it was suggested that the lease term should be longer. The Council discussed a 40/50-year term.

Comments by Building Subcommittee members:

- Several members of the subcommittee were in favor of increasing the term also. Alex send an email to Andrew to let him know that the term desired would be longer than 25, and was wondering what the BOE thought about a 50-year term. Andrew McElroy replied that he didn't think the BOE would have a big problem with it.
- Mike Pellek commented that he was away on vacation and came home to read in the paper about the building subcommittee but it didn't mention looking into the open space area at the school. Alex stated that he can't control what the NJHerald writes but they may have just reported on what was discussed at the Council meeting. A short summary is given at each Council meeting on what transpired at the previous building committee meeting.
- Jim Reinhold asked about the scope of the renovation that the BOE was looking for the open space for school use. Alex did not know what the school's expectations were.
- David Romano thought it was a positive comment when the school stated that doing the entire outside façade of the Intermediate School would not be cost effective to the municipal project, which was something that was put on the table at the 8/21 meeting with the BOE. The BOE showed that they weren't being unreasonable.

- Mike Pellek feels that the term of the lease won't be a problem with the school since in the BOE email it mentions that they were willing to work with the Township to satisfy the Bond Counsel's requirements. Mike stated that he would like an opportunity for the rest of the committee to get in to see the interior of the open space.
- Skip Danielson asked what the status was of the roofing work that they are doing now. Alex thought the job was done. Alex has construction plans for the new roof and will send them out to the committee.
- David Romano stated that we have to account for the new roof which can now be taken out of the equation when doing a cost analysis.
- Scott Yappen commented that the air conditioning is a major problem at the school; and therefore, he feels it would be an upgrade to the school, at no expense, to put air-conditioning in the open space area. It was reported that most of the school does not have air conditioning, except for the annex portion of the building.
- David Romano doesn't think that the school knows what they want to use the balance of the open space area for and agrees that we need to know that information. A single HVAC system with a couple rooms and bathroom facilities won't be a heavy lift; but if they wanted multiple rooms that would change the equation. David said we need to know this for a cost analysis, but it would be kept separate from the cost of the municipal project. By Byram rehabbing the school's portion of the open space, it would actually benefit the school budget in future years. The design needs to be defined in order to come up with the cost per square foot. It may be beneficial to bring back the construction estimator to assist us.
- Scott Yappen stated that when the group visited Andover Township Police Station, they learned that they put geo thermal in, which cost money up front but there was return on investment in the years to come. In a BOE meeting in May, they talked about the open space area and they didn't offer ideas of what they wanted to do with it. Yappen met with the principal, and he would like to see the school use it for a STEM lab. Scott Yappen said that Senator Oroho was very interested in the shared service option of moving into the school. In the discussion with Senator Oroho, he suggested exploring options for support including funding for a shared service project like this.
- Cris Franco thought it was interesting when the BOE suggested having the COP office in the building, and thought it was a great idea.
- Joe stated that a police officer will be going to the school and using an office to do paperwork. Police Chief Zabita said that they gave them a large space approximately 30 x 30 in open space, but there was some damage from the roofing work which is being repaired. He stated that they don't need that much space—a 10 x 10 room would be sufficient—big enough for a chair, small desk, and phone.
- Alex stated that at the last council meeting, we discussed hiring a structural engineer to evaluate the foundation. After that meeting, it was further discussed to send out an RFP for a full service architectural/engineering firm instead of piecemeal work that the Council, on recommendation from the subcommittee, would want done. Alex reviewed the draft RFP, which was put together by Joe and reviewed by a Qualified Purchasing Agent for the Township. He read several sections from the RFP. The committee made a few suggestions as to the language for the RFP.
- Alex will investigate whether the subcommittee can be a part of the interviewing process – but since it occurs in a closed session portion of council meeting it may not be allowed. The committee will be able to view all the submittals and make a recommendation to the Council as to who they would like to see interviewed.

- Scott Yappen asked if we use selection criteria so that someone can't accuse us of not choosing them. Joe explained that it is a professional services appointment, and we can appoint on many factors. He stated it gives us greater flexibility instead of being locked in.
- Alex stated that this firm will look at all 3 options—rehabilitation of the Open Space area in the school, and rehabbing the municipal building for a police department/ rehabilitation of the entire footprint of the existing municipal building for all departments; and constructing a new municipal building on our property.

Our municipal engineer, Cory Stoner, was in attendance so that we could have discussion related to NJDEP permitting, highlands, etc. Alex explained the 3 options to Cory:

Option 1 – using 10,000 sq. ft. in the existing open space area of the school, and rehab the tax/court office for police department

Option 2 – rehab the tax/court office for a new police department and conversion of trailer area for administration

Option 3 – new building

Cory stated that converting the existing playground to parking space will involve NJDEP and Highland permits. The grass/wetland area across the street would be almost impossible to obtain permits from the NJDEP because of wetlands, stream, flood hazard, riparian buffers, etc. Cory reviewed the different types of NJDEP Permits: Permit by Rule – minor in nature – give a notice to the State, letting them know what you are doing, and the State has a designated amount of time to respond if further permitting is needed; Permit by Certification – gives you a little bit more leeway; and Flood hazard permits.

Cory stated that Option 1 would not trigger stormwater management rules. He said it would either be Permit by Rule or Certification. It is a quick process. Alex said he would like Cory to look at the area and evaluate the parking. Cory explained the definition of major development, which was when you disturb over 1 acre of disturbance or more than ¼ acre of impervious coverage. There was an in-depth discussion on this.

They discussed the reconfiguration of the parking lot at the school—converting the grassy area to parking. They discussed possibly using the area in the back left for employee parking where there used to be tennis courts to the rear of the annex. Joe stated that when he looked at the school several years ago, he looked at the sidewalk area next to open space for diagonal parking.

Option 2 – Cory discussed a new certification that was established in 2016 which he thinks would apply here.

Mike Pellek asked if we could add on perpendicular to the side of the existing police station. Cory stated that we could, as long as it is within the regulations.

Alex asked how Cory was going to handle stormwater management with the building we were proposing. He explained there was going to be an underground stormwater system. Joe stated that if we went forward with the project in 2016, we would have been a pilot town for NJ Futures, and they would have developed a stormwater plan for our project.

Alex stated that he can understand now how site selection is very important. David Romano agreed.

Scott Yappen asked Cory what were the advantages to using the open space. Cory stated that having an existing building is a positive. Cory mentioned that parking would be the issue. He has some concerns with the flood hazard. Cory stated that he can maximize what we can do on the site and give a concept parking plan.

Yappen asked if we are going to run into problems by rehabbing the school building because of the age of it. Alex and Joe stated that there should not be any problems—the construction would just need to follow current code.

Joe stated that we may want to include a new well at the school and the municipal building for analysis purposes.

Next steps:

- Cory will provide: Conceptual plan for parking on playground, opportunity to convert grassy area to parking, and area behind the annex which used to be tennis courts. Cory will give his opinion as to what NJDEP permits are needed for development at the school and at our existing site, and report on what areas would trigger more permitting and the least amount of permitting.
- We will be taking time doing a cost analysis, interviewing professionals, etc. and we won't meet for one month. The committee agreed to meet on October 3rd at 7:30 p.m.
- We will add some more detail to the RFP as discussed tonight and submit it.
- Alex will arrange for a walk through the open space area in the school for the committee members. He will forward out the building plans for the roof.
- Alex will follow up with Andrew McElroy about the term of the lease.
- David Romano asked who reviewed and approved the minutes. The minutes will be prepared by Doris or another staff member and reviewed by Joe.
- Joe stated there is a link on News and Noteworthy on our website about the Municipal Building. He explained where all the documents from the start of this project are located and also the new documents.

Prepared by: Doris Flynn