

Report on Municipal Facilities for the Borough of Medford Lakes in the Pines



Prepared for:
Borough Council
Cabin Circle Drive
Borough of Medford Lakes

Prepared by:
The Facilities Advisory Committee
Borough of Medford Lakes
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The Committee would like to acknowledge with thanks the untiring support received from Mr. Paul Thomas throughout this process. We would also like to acknowledge with thanks for their contributions of information and/or technical support: Mr. Thomas Heck, Mrs. Sandy Wasson, and Mr. John Heck.

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References

Reference (a)	Reference Notebook
Reference (b)	Letter to Emergency Squad of 11/23/98
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EXECUTIVE SUMMARY

The Borough Council of Medford Lakes established the Facilities Advisory Committee to gather information and data on various options available for the improvement of borough facilities, assessing those options, and making recommendations to the Borough Council. All members of the Facilities Advisory Committee are residents of Medford Lakes.

The Facility Advisory Committee toured all of the Borough's facilities to see their material condition and interviewed the key Borough managers to determine their facilities requirements. Many of the existing borough facilities are inadequate and in need of extensive improvement. As determined by independent structural analysis, the Borough Administration offices should be demolished.

There are many alternatives available to the Borough to provide its employees and residents safe and adequate facilities in which to conduct the Borough's business. The Committee addressed the following alternatives.

- Keep Borough functions where they are and make necessary renovations and improvements.
- Keep Borough functions where they are, except move Police Station to the Public Works area, and make necessary renovations and improvements.
- Keep Borough functions where they are; demolish all the existing facilities a Cabin Circle and construct a new building.
- Relocate the Administration and Police operations to another location and sell the existing Oaks Hall Complex.

The consensus of the Committee recommends rebuilding the Borough Administration offices at Cabin Circle, renovating Oaks Hall, moving the Police Station to the Public Works area either in a separate building or combined in the Public Works building, rebuilding the Public Works Pole Barn, and renovating the Public Works Garage. No significant changes to the Fire Station or Emergency Squad facilities are planned at this time. This work is identified as Option 2 and 2A, depending on the location of the Police Station, and the budget costs are \$1,587,383 and \$1,387,311, respectively.

SECTION ONE: INTRODUCTION

1. **Facilities Advisory Committee.** In July 1998 and by Resolution 80-98, the Borough Council established the Facilities Advisory Committee (referred to as Committee for short) and appointed a group of Medford Lakes residents of various backgrounds and experiences to study the Borough's facilities and to recommend the renovations and/or improvements needed for continued use and foreseeable growth. Specifically, the Borough charged the Committee with the following tasks.

Review previously developed background data on Borough Facilities.

Interview other parties and individuals who may provide additional useful information.

Consider the benefits, costs and problems associated with the following scenarios:

Renovate and expand the existing Oaks Hall and Public Works facilities to make them structurally sound and meet additional facilities requirements.

Renovate the existing Oaks Hall facility and relocate the Police Department to renovated and expanded facilities within the Public Works Complex.

Demolish the existing Oaks Hall facility and construct a new facility for Administration and Police or Administration only, moving Police to new facilities in the Public Works complex.

Relocate the Administration and Police operations to another location and sell the existing Oaks Hall complex to a private entity.

Develop a report with recommendations regarding facilities to Borough Council.

2. **Committee Meetings.** The Committee first met on August 24, 1998 and decided to meet twice a month on the 2nd and 4th Mondays at 7:00 pm in Oaks Hall. The public was informed of the schedule by notice in the Colony news, and all were given an opportunity at each meeting to offer ideas and ask questions. Only a few residents attended.

SECTION TWO: BACKGROUND

1. **Reference Materials.** The Borough of Medford Lakes owns property at several sites. The Borough Administration Offices, Borough Council, Municipal Court and Police occupy facilities at Cabin Circle. The Borough Fire Department, the Medford Lakes Emergency Squad and Borough Public Works occupy facilities at the corner of Stokes Road and Lenape Trail. There is also a Municipal lot on Trading Post Lane. The condition and function of the buildings has been a matter of concern over the years and the subject of several studies. Mr. Paul E. Thomas, Borough Administrator, compiled a Notebook, Reference (a), which contained a copy of those studies, together with certain other materials of interest, as follows.
 - a. **History of Oaks Hall.** The facilities at Cabin Circle are comprised of three sections built at different times. The original "Pine Lodge" cabin, which is part of the Borough Administration offices, was built in 1928, with modifications and expansions continuing through 1990's. Oaks Hall was added in 1948. Both were purchased from the Colony for the Borough's use in 1971. The current Police Office was added in 1974.
 - b. **Newspaper Articles.** The articles provided some history on the maintenance and repair issues of the Cabin Circle facilities.
 - c. **History of Efforts to Repair Oaks Hall.** Several interested and knowledgeable residents had reviewed the condition of Oaks Hall and made recommendations to the Borough. Copies of their findings and recommendations are included.
 - d. **Regan Young Report.** The Borough contracted with Regan Young Architects for a professional assessment of the Borough's facilities in 1996. The "Final Report of a Feasibility Study for Upgraded Municipal Facilities for the Borough of Medford Lakes" is included. The study evaluated existing buildings for condition and use, developed facility requirements based on the needs given by the Borough's various department heads, and provided alternative recommendations.
 - e. **Facilities Task Force.** In 1997, the Borough established an ad hoc committee to assess community opinion on several proposals regarding facility improvements and Borough operations. The Borough had approximately 2200 registered voters, and 550 people responded. Of note, the survey respondents favored restoration of Oaks Hall to demolition by 54% to 19%. Respondents favored upgrading existing the Public Works facility to construction at another site by 81% to 6%.
 - f. **Structural Engineers Preliminary Report.** In early 1998, the Borough contracted with Michael A. Beach & Associates, Consulting Structural Engineers, for a structural analysis of the Cabin Circle facilities. The Preliminary Report provided a detailed analysis of each of the three structures. Preliminary findings included recommendations: to demolish existing Borough Administrative offices and build new offices suitable for that use; repair walls and roof supports in Oaks Hall for continued safe use; and regrading exterior of Police entrance to eliminate water runoff from intruding into building. The Final Report was received and is discussed later in this report.
 - g. **Facilities Advisory Committee.** A copy of Resolution 80-98, by which Borough Council established the Facilities Advisory Committee, is included.
 - h. **Oaks Hall Floor Plan.** This is the floor plan for all three parts of the Cabin Circle facility.

2. **Environmental Issues at Cabin Circle.** The Borough is in the process of identifying and resolving environmental issues associated with buried fuel oil and gasoline tanks and any resulting soil contamination. This is a significant facilities matter; however, resolution is required regardless of the final decision on the Borough's facilities at Cabin Circle or elsewhere. Accordingly, the environmental issues are not part of the Committee's considerations or report.
3. **Public Works.** The section of Public Works known as the Pole Barn was built in the 1930's for use as a stable or barn. The Garage section was built in 1974.
4. **Fire Station.** The Fire Station was built in two sections. The three main bays were built in 1974. The section with the fourth bay, now used by the Emergency Squad, was built in 1982 and includes the administrative spaces on the second floor.

SECTION THREE: OBSERVATIONS

1. **Walk Through.** The members of the Committee toured all the facilities to become familiar with their material condition and use.
 - a. **Borough Administration.** The outside of the Borough Administrative building was found to be in poor repair. The roof lines carry water into some of the walls creating water problems. There was a need for gutters and downspouts to control roof drainage. The inside was crowded and reflected more its residential design than an office layout. The two rooms upstairs were not usable due to structural problems. There was much evidence of water intrusion from roof and wall leaks. Figures 1 and 5 are photographs showing some of these conditions.
 - b. **Oaks Hall.** The outside walls have suffered water damage in the areas of roof runoff. The mechanical room showed evidence of reinforcement of its roof, which supports an air conditioning unit. The common wall between the mechanical room and the Hall was log. However, the logs have been removed to a height of say 7 feet, and there is little in place to support what remains. The Hall appeared to be weather tight. Structurally, the roof supports built onto the end walls did not reach the corner posts and could not transfer the roof loads to the posts as did the other roof trusses. Figures 2 and 6 are photographs showing some of these conditions.
 - c. **Police Offices.** The Police building appeared to be sound. The driveway and parking areas sloped toward the entrance to the building creating surface water intrusion problems. There are now curbs and drainage ditches which correct this problem to a limited degree. The inside was crowded. Of particular note, the prisoner lockup area was open to the police administrative and operational area and in view of the service window open to the lobby. The Police use other areas of the building for storage of evidence, bulky items like automobile supplies and bicycles used for patrol. Roof leaks in the evidence storage room have led to structural failures and unsanitary conditions limiting its use. Figures 3, 7 to 9 and 42 are photographs showing some of these conditions.
 - d. **Public Works.** The Public Works spaces included the fenced in yard, the recycle facility, the office spaces and garage. The yard is used for equipment parking and temporary storage of bulky recyclables. The yard appeared more than adequate. The recycle facility is relatively new and serves its purpose well, with easy access by the residents. It is noted that the Public Works office spaces and garage occupy two different structures, though they may look like one building. The offices are in what is referred to as the Pole Barn, which is a two story wooden barn structure that spans from the Fire Station to the garage. The garage is a masonry building with high bays and garage doors to accommodate equipment used by the Borough. The Pole Barn houses the Public Works offices, lockers, tool room and storage; the storage is used by all of the Borough's departments. The Pole Barn is a hodgepodge of make do areas, none of which provided proper professional, environmentally sound or uniformly safe spaces for our Borough employees. The first floor is broken up and does not allow adequate spaces for lobby, administration and supervisor. The mechanical room is inadequately vented and extremely hot, which has an adverse affect on other spaces and is a significant safety concern. The bathrooms are not in good condition. The upstairs has one finished room, a semi-finished area and a space more typical of an attic. The men's locker room is in the semi-finished area, and though certainly large enough, it is not a satisfactory space. The storage upstairs is pretty much make shift, using whatever floor space may be available, and is jointly used by Borough Administration, Police and Fire

Departments together with Public Works. The flooring is the typical rough wood boards used in making barns, and its structural capability for its current use is questionable. The roof shingles showed large areas of cupping and distortion. This is true of the roof over both the Pole Barn and the garage. The garage is divided into areas. Three bays, one of which is used in part for a machine shop, are heated and have a ceiling and some other insulating features. Four bays are unheated. The buildings appeared to be in reasonably good condition, except for the roof as noted before, and there is enough space to perform the necessary work on the equipment and to provide inside parking for protection from the elements for those vehicles with that need. Each bay of the garage has vehicle doors on both sides of the building for possible drive through use. Only the side which opens to the parking area and driveway is currently used for vehicle access to the garage. Some of the bay doors on the unused side are now blocked by the Cabulance building. Figures 10 to 30 are photographs showing some of these conditions.

- e. **Fire Station.** The Fire Station is a masonry building with 3 bays facing Stokes Road and 1 bay facing the parking lot. The single bay is currently used by the Medford Lakes Emergency Squad. The garage door height on the 3 main bays is a limiting factor for new fire vehicles and for new apparatus on existing vehicles; this garage door height limitation was a concern to the Fire Chief. There are 2 additional rooms on the main floor for kitchen and operations. The operations room is currently used by the Court Administrator for office space and records and was not open for inspection. The kitchen is being used for a clean room for care of breathing apparatus. There is a bathroom with a shower; the shower does not appear to be adequate for decontamination purposes. Upstairs is a training room and the Chief's office plus limited, inadequate storage. All these spaces appear well maintained. The loss of those reassigned spaces has caused the Fire Department to locate its computer in a closet and use the kitchen as before mentioned. Figures 31 and 33 to 36 are photographs showing some of these conditions.
- f. **Medford Lakes Emergency Squad.** The Emergency Squad is an independent, volunteer organization that the Borough contracts with for services. It has a building and other equipment in Medford. Its plans for a new home location were not known and are a matter for the Squad to determine. The Committee requested information on the space requirements from the Squad by letter, Reference (b), but has not received a response. The Committee did not address the Squad's requirements in detail. The Squad's continuing need for the single bay in the Fire Department is unknown and uncertain. Figure 32 is a photograph showing the outside of the Emergency Squad bay.
- g. **Wastewater Treatment Plant.** The Committee did not tour the Treatment Plant as it considered the Treatment Plant to be driven by state and federal regulations beyond the Committee's control. The sand drying bed located immediately inside the Plant grounds were identified as excess to the needs of the Plant. When decommissioned, that area could be available for other Borough needs, that is, vehicle parking or building construction. Figure 37 is a photograph showing the sand drying bed.
- h. **Borough Lot Behind 7-Eleven.** A few members of the Committee looked at the Borough owned property behind the 7-Eleven and Riviera Restaurant. It is contiguous with the Treatment Plant property, on the opposite side of the stream. The area is very low with little dry ground. Further engineering investigation is needed to determine its adequacy for Borough uses. Figures 39 to 41 are

photographs showing some of these conditions.

- i. **Municipal Lot.** The Borough's property on Trading Post Way is currently used for public parking. It is too small to use for construction of new Borough facilities but might serve as a location for temporary trailers for Borough Administration or Police, if needed.
2. **Site Visits.** Several of the Committee members visited other municipalities and walked through their municipal buildings for ideas and information. The following municipal buildings were visited: Woodland Township, Dennis Township, Pemberton Borough, New Hanover Township, and Southampton Township.
3. **Market Value of Cabin Circle.** Relocation of the Borough's functions now performed at Cabin Circle to another location was an alternative to be considered, and sale of Cabin Circle might be one option available to the Borough. A copy of the Borough's Deed to Cabin Circle and the Restrictions of Record referenced in the Deed were obtained and are enclosed as Attachment A. There are deed restrictions limiting the property's use, which use does not include commercial development. However, there is also a procedure stated in the deed to allow changes to the restrictions; it is the Committee's opinion that it may be possible to change the restrictions so that the property could be sold for commercial development. The environmental restoration work discussed before would have to be completed incident to any sale. The disposition of the buildings, that is, left as is or demolished, would also affect the market value. No market value was determined; a professional appraisal is needed to establish a true market value.
4. **Alternate Facilities.** With the recommendations of the Beach Report to demolish the Borough Administration offices and repair Oaks Hall, use of other facilities on either a temporary or long term basis was considered. Both the Nokomis School and Vaughn Hall were considered, and letters were written to the School Board and to the Colony. In the Committee's discussions, it was suggested that the school might handle Borough Council meetings and possibly Borough Administration; Police activities might not be consistent with the school environment. Also, Vaughn Hall might handle Borough Council meetings, but there is no additional room for other Borough services. The School Board responded that their facilities may be used during non-instructional hours for Borough meetings subject to availability, but they haven't completed their study of their future facility needs which would enable them to consider making spaces available on a long term basis. The Colony responded that Vaughn Hall or Denby Annex could be used subject to availability. The Colony noted that Vaughn Hall is used for community recreational events in the evening during the winter months. References (c) through (g) represent the correspondence with the School Board and Colony on this matter.
5. **Construction Criteria.** Mr. Tom Heck, the Borough's Construction Code Official, provided information on renovating to new construction criteria versus repairing the existing conditions. When renovations exceed 50% of the building value, construction must meet the latest criteria, including the Americans with Disabilities Act and other fire/safety requirements. Using new criteria generally increases the square footage needs when compared to existing conditions. Exceptions may exist for historical buildings, but our buildings are not on any Historic Register. Being located within the Borough's Historic District does not make our facilities historic buildings. A very limited review of BOCA and MEANS Cost Estimating, as related to municipal facilities, was provided. It was noted that the Borough is not bound by its land use ordinance and could construct facilities without regard to sideline setbacks and lot coverage limitations. However, the Borough must follow guidelines and regulations established by the Pinelands Commission. In view of the long

history of the needed repairs to the Cabin Circle facilities, it is important to consider the maintainability of any new construction or renovations.

6. **Beach Report.** The final report on the Cabin Circle facilities, Reference (h), was received from Michael A. Beach & Associates, Consulting Structural Engineers, in September 1998. The final report repeated the findings and recommendations of the preliminary report and provided additional cost data. Mr. Beach presented his findings to the Committee and answered questions from the Committee and the public. Many of the questions served to challenge Mr. Beach's findings regarding the Borough Administration Offices and Oaks Hall. Mr. Beach explained his analysis and reasoning in response to each question. His concern for the safety of our public officials was obvious and is shared by the Committee. The Committee used the findings and recommendations of the final report, not having any other professional engineering determination to the contrary. Note that the Beach report recommends demolition of the Borough Administration offices in the original "Pine Lodge" structure and construction of new offices.

7. **Facility Requirements.** The Regan Young Report provided an optimal, detailed estimate of space required for the projected staff and equipment and functions. The Committee felt it appropriate to take another look at the space requirements and decided to interview each of the Borough's department heads to identify their current and foreseeable future staffing and support needs. Translating the interview results to facility requirements would typically take a professional planner. The Committee considered the Regan Young Report to reflect professional planning factors in its space requirements determinations. The Committee agreed to use the planning factors incorporated into the Regan Young Report for such areas as offices, work stations, conference rooms, lobbies, etc. but would apply them to the revised staffing and support needs resulting from the interviews. Interviewed were: Mr. Paul Thomas for Borough Administration; Police Chief Bob Scott for the Police Station; Mr. Pat McCorriston for Public Works; Fire Chief Clarence Wingert for the Fire Station. Borough Council and Municipal Court requirements were discussed and estimated by the Committee. The Medford Lakes Emergency Squad was targeted for minimal garage space. The Wastewater Treatment Plant was not addressed. The results of the interviews are detailed in Attachment B, and the facility requirements generated are summarized below:

2,800	SF	Borough Administration
2,300	SF	Police Station
1,800	SF	Borough Council/Municipal Court
250	SF	Municipal Court Administrator
1,920	SF	Public Works Offices
800	SF	Office Storage
3,300	SF	Public Works Garage
20,000	SF	Public Yard
4,150	SF	Fire Station
600	SF	Emergency Squad

Specific office layouts were considered matters to be deferred to any future architectural and engineering firm contracted to design those facilities. The Committee worked with the above requirements as blocks of space needed to accomplish the respective Borough functions. Note that the Committee looked to develop facility requirements for the Borough to continue to provide its current functions and services; changes in what functions or services the Borough performs is the business of Borough Council and the Borough residents at large.

SECTION FOUR: CONSIDERATIONS

1. **Cost Estimates.** It is noted that the costs in this report are general estimates based on overall square footage requirements and unit prices. Actual costs could vary significantly from these estimates due to changes in site conditions or specifications or construction climate, etc. However, the costs are considered reasonable for the purpose of making comparisons. Professional fees are not included in the cost estimates. The cost estimates for the various options in this report are included as Attachment C.
2. **Cabin Circle Facilities.** Both Borough Council and Municipal Court use Oaks Hall, which is fairly centrally located in the community. The Borough Administration offices closely support Borough Council, and these two functions should be co-located. The Committee considers that preservation of Oaks Hall is important to the community and that restoration costs are not out of line. The Borough Administration portion of the facilities is not cost effective to repair and should be demolished. In addition to drainage problems, the Police Station is not adequate in size or configuration and should be demolished. The Police support the Municipal Court function, and co-location of the Police with the Court is desirable but not essential. The Committee considered several facilities options for the Cabin Circle Facilities, as follows.
 - a. **Keep all current functions at Cabin Circle with renovated Oaks Hall.** To meet the revised facility requirements, the Cabin Circle facilities require expansion on a very limited lot. Per the Beach Report, the Borough Administration offices would be demolished and new facilities constructed, and Oaks Hall would be repaired and renovated; the Police Station would be demolished and new facilities constructed. Enclosed as Attachment D is a proposed building plan showing an expanded foot print; the building expansions were made with the intent of retaining the driveway around the building. The internal layouts and exterior elevations would be left to the designers, though the full log look would be maintained. Part of Oaks Hall would be used for public restrooms, mechanical space and possibly a small meeting room, but Oaks Hall is kept as the focal point of the Cabin Circle facilities. Parking is reduced somewhat unless more of the natural areas are used. The budget cost for this work is \$1,071,991.
 - b. **Move Police to Public Works area a keep other functions at Cabin Circle with renovated Oaks Hall.** With relocation of the Police facility to Public Works, there is more than enough area within the foot print of the existing structures at Cabin Circle to construct new spaces for Borough Administration, Borough Council and Municipal Court functions. Both the existing Borough Administration and Police offices would be demolished. The new construction on either one or both sides of Oaks Hall would also include public restrooms, mechanical room and conference rooms. Oaks Hall would be repaired and restored for its current uses and would remain the focal point of Cabin Circle. Two plans for this alternative are enclosed as Attachment E. The budget cost for this work is \$782,611.
 - c. **Keep all current functions at Cabin Circle in a new building.** Demolish all the facilities at Cabin Circle, including Oaks Hall, and build new. This allows great latitude in design of a building to accommodate Borough Administration, Borough Council, Municipal Court and Police Department. A plan for this is enclosed as Attachment F and is used for developing the budget cost estimate. The plan reduces the size of Council chambers to accommodate the smaller numbers of the public who attend regular meetings and Municipal Court. Borough meetings for which large crowds are expected to attend would be scheduled at Nokomis School or Vaughn Hall. The budget cost for this work is \$951,245.

- d. **Cabin Circle Sale.** The sale of the Borough's property at Cabin Circle to a private party would generate revenue to offset some of the costs for any new land acquisition and/or facilities construction costs. As noted, the Committee could not determine a value for the Cabin Circle property.
3. **Stokes Road and Lenape Trail Facilities.** The Stokes Road and Lenape Trail property represents the area most immediately available to the Borough for potential expansion of facilities. The Public Works yard is the least costly facility to replace or relocate, if necessary. The yard could provide the site for a new, stand alone Police Station, which is proposed in one alternative. The Pole Barn section of the Public Works facilities is unsuitable and should be demolished, leaving an area that represents considerable potential for development. A two story building to replace the Pole Barn could even be enlarged to possibly house the Police Station as well, which is also proposed in an alternative. The requirements for the Fire Station and Emergency Squad are a concern. The need to provide a permanent home for the Emergency Squad is not certain. It is apparent that the current vehicle bays place limitations on new fire vehicles and equipment, and the effect on the size and configuration of the Fire Station from the new, trial first response mutual aid agreement with Medford and/or future code requirements is not known. While the majority of the Committee does not consider it necessary to expand or replace the Fire Station and/or Emergency Squad facilities at this time, any such expansion or replacement would affect the other uses for the Stokes Road and Lenape Trail property and facilities. A budget estimate for one such possibility is included.
- a. **Police Station.**
- 1) **Move Police Station to Public Works yard in separate building.** The Committee proposes to move the Police to a separate building to be constructed in the Public Works yard on the corner of Stokes Road and Lenape Trail. Approximately 20% of the yard would be used for the building, parking and access driveway. The budget cost for the new Police Station is \$476,000.
- 2) **Move Police Station into an expansion of the Pole Barn.** The possibility that the building footprint of what is now the Public Works Pole Barn could be more economically expanded to include the Police Department rather than constructing a separate building should be explored by the chosen professional designers. The Committee did not have the professional planning knowledge to support a recommendation to merge all the diverse functions and operations of Public Works, Police, Fire and Emergency Squad into a single building. A cost estimate for this alternative is identified as Option 2A in Attachment C. The incremental budget cost for combining the Police Department into an expanded Pole Barn is \$275,927.
- b. **Public Works**
- 1) **Reconstruct Public Works Pole Barn.** Demolish and rebuild the Pole Barn structure to accommodate Public Works office space and combined, shared facilities, that is, lockers, showers, training room and storage for Public Works, Police Department, Fire Station and Borough Administration. Attachment G shows the location of the Pole Barn. The facilities on the second floor would not be intended for public use, and access would be by stairwell. The renovated Pole Barn would also be designed to provide an

alternate second floor exit from Fire Station. The budget cost for rebuilding the Pole Barn is \$313,372.

- 2) **Renovate the Public Works Garage.** The Public Works garage area would be renovated to seal the unused rear garage doors, insulate the bays and provide freestanding, elevated storage shelves and platforms. The budget cost for renovating the garage is \$15,400.

c. **Fire Station and Emergency Squad.**

- 1) **Keep the Fire Station and Emergency Squad as they are.** The room now occupied by the Court Administrator would be restored for use by the Fire Station. The Emergency Squad will remain where they are. No structural changes are proposed for the Fire Station. A vehicle exhaust ventilation system and reestablishment of a clean room need to be addressed now for health and safety reasons.

- 2) **Move the Fire Station and Emergency Squad to the Public Works Garage.** One alternative is to use part of the Public Works garage for a new Fire Station, renovate the current Fire Station for the Emergency Squad, and build new facilities for Public Works. New Public Works facilities would be built on the existing site, if possible, or on a portion of the Wastewater Treatment Plant or on the Borough's lot behind the 7-Eleven. A breakdown of these costs is included in Attachment H. The budget cost for all this work is \$965,000.

4. **Land Acquisition.** The Committee did not investigate acquisition of private property for constructing new municipal facilities. The Settlers Inn site and the 14 acre property at the corner of Lenape Trail and Tuckerton Road in Medford Township are two locations currently for sale, but any number of other privately owned properties with or without improvements could be considered, both within or adjacent to the Borough of Medford Lakes. Acquisition of private property for Borough facilities and services is a matter for Borough Council to investigate.

5. **Options.** The discussions and considerations of the Committee in developing options resulted in the above alternatives which could be grouped within the scenarios given to the Committee in the Borough's charge:

- a. **Option 1 - Renovate and expand the existing Oaks Hall and Public Works facilities to make them structurally sound and meet additional facilities requirements, keeping Borough functions where they are.** Attachment C provides a breakdown of Option 1 costs which are summarized below.

Cabin Circle. The estimated cost to rebuild Borough Administration offices, rebuild Police Station, and renovate Oaks Hall is \$1,071,991.

Public Works. The estimated cost to rebuild the Pole Barn and renovate the Garage is \$328,772.

Fire Station and Emergency Squad. No significant work is planned to the Fire Station and Emergency Squad facilities.

Option 1 Cost. The total estimated cost is \$1,400,763.

- b. **Option 2 - Renovate the existing Oaks Hall facility and relocate the Police Department to renovated and expanded facilities within the Public Works Complex, keeping other Borough functions where they are.** Attachment C provides a breakdown of Option 2 costs which are summarized below.

Cabin Circle. The estimated cost to rebuild Borough Administration offices and renovate Oaks Hall is \$782,611.

Police Station. The estimated cost to build a new Police Station is \$476,000. As an alternative, Option 2A, the incremental cost for combining the Police Station in an expanded Pole Barn is \$275,927.

Public Works. The estimated cost to rebuild the Pole Barn and renovate the Garage is \$328,772.

Fire Station and Emergency Squad. No significant work is planned to the Fire Station and Emergency Squad facilities.

Option 2 Cost. The total estimated cost is \$1,587,383 (Option 2) with a separate Police Station or \$1,387,311 (Option 2A) with the Police Station made part of the Pole Barn area.

- c. **Option 3 - Demolish the existing Oaks Hall facility and construct a new facility for Administration and Police or Administration only, moving Police to new facilities in the Public Works complex.** While the Committee considered a new building to replace all the functions at Cabin Circle, the Committee did not address moving the Police to Public Works area and constructing a new building for Borough Administration, Council and Municipal Court functions at Cabin Circle. Attachment C provides a breakdown of Option 3 costs which are summarized below.

Cabin Circle. The estimated cost to demolish the Cabin Circle facilities and construct a new building for Borough Administration, Council, Municipal Court and Police is \$951,245.

Public Works. The estimated cost to rebuild the Pole Barn and renovate the Garage is \$328,772.

Fire Station and Emergency Squad. No significant work is planned to the Fire Station and Emergency Squad facilities.

Option 3 Cost. The total estimated cost is \$1,280,017.

- d. **Option 4 - Relocate the Administration and Police operations to another location and sell the existing Oaks Hall complex to a private entity.**

Facilities. The alternative for a new municipal building at Cabin Circle, Option 3, provides an estimated cost of \$951,245 that could be used for new construction at any location. In addition, renovation of the Pole Barn at an estimated cost of \$313,372 and improvements to the Garage at an estimated cost of \$15,400 are still required for a total estimated cost of facilities work of \$1,280,017.

Land. The cost to purchase the property would have to be added, and depending on the location, additional site preparation requirements and expenses could increase that estimate. Acquisition of land was not considered by the Committee to determine a cost, nor was the sale of the Cabin Circle property.

Option 4 Cost. As noted previously, an estimated cost for option 4 was not determined.

6. **Economic Comparisons.** The costs for Options 1, 2, 2A and 3 were reviewed and considered to be within a comparable range. No option stood out as the compelling cost alternative. The costs for renovation work are difficult to estimate because conditions may be different than anticipated, sometimes very different, which may increase the costs for renovations above the estimates.

SECTION FIVE: RECOMMENDATION

1. **Recommendation.** The consensus of the Committee supports and recommends Option 2 , keeping Borough Administration, Borough Council and Municipal Court functions where they are, moving the Police Station to the Public Works area, and making necessary renovations and improvements to the Public Works facilities. Depending on the location of the Police Station, that is, in a separate building or combined in the Pole Barn, and the budget cost for this work is \$1,587,383 or \$1,387,311, respectively.
2. **Description.**
 - a. The Cabin Circle facility would be reduced in overall size and function, supporting Borough Administration, Council, and Municipal Court. This will allow attractive additions to Oaks Hall, while preserving Oaks Hall as part of the Borough's history. Some increase in parking would be possible.
 - b. The Police Department would have more appropriate spaces for processing offenders and benefit from close proximity to joint use facilities. The feasibility and potential cost savings of either constructing a separate Police building or creating additional spaces as part of an expansion to the Pole Barn area is a matter for further professional evaluation.
 - c. The Pole Barn section of Public Works, which includes the office spaces, would be demolished and new facilities constructed. A two story building, within or enlarging the existing building footprint, is recommended, with functions and services involving the public limited to the first floor. The Public Works Garage would be further insulated and heated throughout, and freestanding storage platforms and shelving should be added.
 - d. The Fire Station and Emergency Squad would remain as they are, except that the room now used by the Court Administrator would be returned to the Fire Station. A vehicle exhaust ventilation system and reestablishment of a clean room need to be addressed now for health and safety reasons.

Option 1 Description	NO. OF UNITS	UNIT OF MEASURE	\$/UNIT	Sum	Description
Addition to Oaks Hall on both sides					
Demolition of Todd Bldg.	2285	SQ FT	\$14.00	\$31,990	As per John Heck estimates
Demolition of Police Station	1080	SQ FT	\$14.00	\$15,120	
Restructure Of Oaks Hall				\$70,500	
Upgrade & update Oaks Hall	2245	SQ FT	\$70.00	\$157,150	plumbing, Heating and Electric
New Todd Bldg.	2725	SQ FT	\$125.00	\$340,625	
New Police Bldg.	2065	SQ FT	\$150.00	\$309,750	
Site Work				\$32,000	
Subtotal				\$957,135	
12%Contingency				\$114,856	
TOTAL				\$1,071,991	
New Structure in place of Pole Barn					
Demolition of Pole Barn	2969	SQ FT	\$14.00	\$41,566	
Site Work				\$30,000	
1st Floor	1800	SQ FT	\$100.35	\$180,630	
2nd Floor	920	SQ FT	\$30.00	\$27,600	
Subtotal				\$279,796	
12%Contingency				\$33,576	
TOTAL				\$313,372	
Renovation to Public Works Garage					
Insulation in Garage ceiling				\$4,200	Quote from National insulation
Close 7 garage door openings	1120	BLOCK	\$4.00	\$4,480	Installation of Concrete Block
Component Shelving				\$5,070	Supplied By Grainger's
Subtotal				\$13,750	
12%Contingency				\$1,650	
TOTAL				\$15,400	
FINAL TOTAL				\$1,400,763	

3/30/99

Option 2 Description	NO. OF UNITS	UNIT OF MEASURE	\$/UNIT	Sum	Description
Addition to Oaks Hall on both sides					
Demolition of Todd Bldg.	2285	SQ FT	\$14.00	\$31,990	As per Mark MaGrann estimates
Demolition of Police Station	1080	SQ FT	\$14.00	\$15,120	
Restructure Of Oaks Hall				\$75,000	
Upgrade & update Oaks Hall	2245	SQ FT	\$70.00	\$157,150	plumbing, Heating and Electric
New Court , Tax , Bldg,zoning Office	1800	SQ FT	\$125.00	\$225,000	
New Borough Manager's Office	1300	SQ FT	\$125.00	\$162,500	
Site Work				\$32,000	
Subtotal				\$698,760	
12%Contingency				\$83,851	
TOTAL				\$782,611	
Site Work				\$50,000	
New Police Station	2500	SQ FT	\$150	\$375,000	
Subtotal				\$425,000	
12%Contingency				\$51,000	
TOTAL				\$476,000	
New Structure in place of Pole Barn					
Demolition of Pole Barn	2969	SQ FT	\$14.00	\$41,566	
Site Work				\$30,000	
1st Floor	1800	SQ FT	\$100.35	\$180,630	
2nd Floor	920	SQ FT	\$30.00	\$27,600	
Subtotal				\$279,796	
12%Contingency				\$33,576	
TOTAL				\$313,372	
Renovation to Public Works Garage					
Insulation in Garage ceiling				\$4,200	Quote from National insulation
Close 7 garage door openings	1120	BLOCK	\$4.00	\$4,480	Installation of Concrete Block
Component Shelving				\$5,070	Supplied By Grainger's
Subtotal				\$13,750	
12%Contingency				\$1,650	
TOTAL				\$15,400	
FINAL TOTAL				\$1,587,383	

3/30/99

Option 2A Description	NO. OF UNITS	UNIT OF MEASURE	\$/UNIT	Sum	Description
Addition to Oaks Hall on both sides					
Demolition of Todd Bldg.	2285	SQ FT	\$14.00	\$31,990	As per Mark MaGrann estimates
Demolition of Police Station	1080	SQ FT	\$14.00	\$15,120	
Restructure Of Oaks Hall				\$75,000	
Upgrade & update Oaks Hall	2245	SQ FT	\$70.00	\$157,150	plumbing, Heating and Electric
New Court , Tax , Bldg,zoning Office	1800	SQ FT	\$125.00	\$225,000	
New Borough Manager's Office	1300	SQ FT	\$125.00	\$162,500	
Site Work				\$32,000	
Subtotal				\$698,760	
12%Contingency				\$83,851	
TOTAL				\$782,611	
New Structure in place of Pole Barn					
Demolition of Pole Barn	2969	SQ FT	\$14.00	\$41,566	
Site Work				\$48,600	
1st Floor Public Works	2726	SQ FT	\$100.35	\$273,554	
1st Floor Police Dept.	1000	SQ FT	\$125.00	\$125,000	
2nd Floor	1248	SQ FT	\$30.00	\$37,440	
Subtotal				\$526,160	
12%Contingency				\$63,139	
TOTAL				\$589,299	
Renovation to Public Works Garage					
Insulation in Garage ceiling				\$4,200	Quote from National insulation
Close 7 garage door openings	1120	BLOCK	\$4.00	\$4,480	Installation of Concrete Block
Component Shelving				\$5,070	Supplied By Grainger's
Subtotal				\$13,750	
12%Contingency				\$1,650	
TOTAL				\$15,400	
FINAL TOTAL				\$1,387,311	

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Option 3 Description	NO. OF UNITS	UNIT OF MEASURE	\$/UNIT	Sum	Description
Demolition of Oaks Hall	5855	SQ FT	\$11.20	\$65,576	
Site Work		SQ FT		\$60,000	As per John Heck estimates
New Building	5790	SQ FT	\$125.00	\$723,750	
Subtotal				\$849,326	
12%Contingency				\$101,919	
TOTAL				\$951,245	
New Structure in place of Pole Barn					
Demolition of Pole Barn	2969	SQ FT	\$14.00	\$41,566	
Site Work				\$30,000	
1st Floor	1800	SQ FT	\$100.35	\$180,630	
2nd Floor	920	SQ FT	\$30.00	\$27,600	
Subtotal				\$279,796	
12%Contingency				\$33,576	
TOTAL				\$313,372	
Renovation to Public Works Garage					
Insulation in Garage ceiling				\$4,200	Quote from National insulation
Close 7 garage door openings	1120	BLOCK	\$4.00	\$4,480	Installation of Concrete Block
Component Shelving				\$5,070	Supplied By Grainger's
Subtotal				\$13,750	
12%Contingency				\$1,650	
TOTAL				\$15,400	
FINAL TOTAL				\$1,280,017	

3/30/99