

MINUTES - REGULAR MEETING
October 14, 2020

NOTICE IS HEREBY GIVEN THAT THE BOROUGH COUNCIL MEETING SCHEDULED FOR OCTOBER 14, 2020 WILL BE A VIRTUAL MEETING; THE MEETING WILL COMMENCE AT 7:00 PM. PLEASE USE THE FOLLOWING INFORMATION, INCLUDING THE PASSCODE SHOWN BELOW, TO LOG IN TO THE MEETING:

Topic: Council Regular Meeting
Time: Oct 14, 2020 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting
<https://us02web.zoom.us/j/82329564557>

Meeting ID: 823 2956 4557
~~Passcode: 755586 (required)~~
One tap mobile
+13126266799,82329564557# US (Chicago)
+16468769923,82329564557# US (New York)

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Meeting ID: 823 2956 4557

Find your local number: <https://us02web.zoom.us/j/kcHn6C5FEU>

The Virtual Regular Meeting of the Borough of Sea Girt Council was called to order by Mayor Farrell at 7:00 PM on Wednesday, October 14, 2020. Mayor Farrell asked for a moment of silence, after which he led those participating in the Pledge of Allegiance.

The Clerk read the Compliance Statement: This meeting is called pursuant to the provisions of the Open Public Meetings Act, C.231, P.L.1975: adequate notice of this meeting has been given by posting a notice on the Borough's website and official bulletin board and by transmitting a copy of the Notice to the Borough's two official newspapers, *The Asbury Park Press* and *The Coast Star* as required by law.

1. ROLL CALL:

	Present	Absent
Mayor Farrell	X	
Councilman Clemmensen	X	
Councilman Mastroilli	X	
Councilman Begley	X	
Council President Fetzer	X	
Councilwoman Giegerich	X	
Councilwoman Anthony	X	

- 2. CONSENT AGENDA - Resolution No. 176-2020: UPON MOTION** of Councilman Clemmensen, seconded by Councilman Mastroilli, carried, that the following resolutions be and the same is hereby adopted:

Councilwoman Anthony thanked The Sea Girt Conservancy for sponsoring the upcoming event at Edgemere Park, stating that the event is scheduled from 12:00 pm – 2:00 pm; there will be a petting zoo, pony rides, informational sessions presented by Mike Matthews. Due to COVID19

limitations, no refreshments will be supplied; social distancing and masks will be required. There will also be a free concert from 3:00 pm – 4:00 pm at the Library Plaza sponsored by Sea Girt Recreation. Due to COVID19 limitations, social distancing and masks will be required

- Approve October 24 events:
 - **Sponsored by Sea Girt Conservancy – Edgemere Park Community Day (Noon – 2 PM);**

WHEREAS, the Sea Girt Conservancy has offered to sponsor an event for Borough residents only on October 24, 2020: Edgemere Park Community Day from Noon to 2:00 PM with petting zoo and pony rides for children supplied by Ponies for Parties.

WHEREAS, the cost of the event will be covered by Sea Girt Conservancy and Certificates of Insurance naming the Borough of Sea Girt as an additional insured will be required from Sea Girt Conservancy and the participating vendor, and must be received not later than October 20, 2020; and,

WHEREAS, given the recent uptick in COVID19 cases in Monmouth County, the organizers agree to limit participation to Sea Girt residents only and to comply with COVID19 limitations on outdoor gatherings and social distancing requirements as promulgated by the State of New Jersey.

NOW, THEREFORE, BE IT RESOLVED that the offer of Sea Girt Conservancy to sponsor the Edgemere Park Community Day at no cost to the Borough be and the same is hereby accepted, subject to the provision of Certificates of Insurance naming the Borough as an additional insured from Sea Girt Conservancy and the participating vendor not later than October 20, 2020, limiting the event to Sea Girt residents only and acknowledgement of COVID19 limitations on outdoor gatherings and the inclusion of social distancing requirements as promulgated by the State of New Jersey..

BE IT FURTHER RESOLVED that a certified copy of this Resolution shall be supplied to Sea Girt Conservancy for its information.

- **Sponsored by Sea Girt Recreation, Concert at Library Plaza (3 – 4 PM)**

WHEREAS, the Sea Girt Recreation Commission has offered to sponsor an event for Borough residents only on October 24, 2020: a concert at Library Plaza from 3:00 to 4:00 PM performed by Morton's Music, LLC t/a Sentimental Journey Big Band; and,

WHEREAS, although costs of the event will be covered through donations to Sea Girt Recreation and Sea Girt Recreation will cover any excess costs, a Certificate of Insurance naming the Borough of Sea Girt as an additional insured will be required from the participating vendor, and must be received not later than October 20, 2020; and,

WHEREAS, given the recent uptick in COVID19 cases in Monmouth County, the organizers agree to limit participation to Sea Girt residents only and to comply with COVID19 limitations on outdoor gatherings and social distancing requirements as promulgated by the State of New Jersey.

NOW, THEREFORE, BE IT RESOLVED that the offer of Sea Girt Recreation to sponsor the event as identified above at no cost to the Borough be and the same is hereby accepted, subject to the provision of a Certificate of Insurance naming the Borough as an additional insured from the vendor not later than October 20, 2020, limiting the event to Sea Girt residents only and acknowledgement of COVID19 limitations on outdoor gatherings and the inclusion of social distancing requirements as promulgated by the State of New Jersey.

BE IT FURTHER RESOLVED that a certified copy of this Resolution shall be supplied to Sea Girt Recreation for its information.

Recorded Vote:

	Ayes	Nays	Absent	Abstain
Councilman Clemmensen	X			
Councilman Mastrorilli	x			
Councilman Begley	X			
Council President Fetzer	X			
Councilwoman Giegerich	X			
Councilwoman Anthony	X			

5. **PUBLIC PARTICIPATION ON ANY CONSENT AGENDA ITEM:** There were no comments from the public present.

6. **MINUTES**

Resolution No. 177-2020: Approve Minutes, September 23, 2020 Regular Meeting - Virtual

UPON MOTION of Councilman Clemmensen, seconded by Council President Fetzer, carried, that the Minutes of the Virtual Regular Meeting held September 23, 2020 be and the same are hereby approved.

Recorded Vote:

	Ayes	Nays	Absent	Abstain
Councilman Clemmensen	X			
Councilman Mastrorilli	X			
Councilman Begley	X			
Council President Fetzer	X			
Councilwoman Giegerich	X			
Councilwoman Anthony	X			

7. **OPEN DISCUSSION**

Councilwoman Anthony thanked the Buildings and Grounds Committee and Mrs. Carafa for their efforts as she reported on the results of the study to determine the feasibility of expanding/improving the Municipal Building prepared by Cornerstone Architectural Group (report excerpt is attached to the end of these Minutes).

Councilman Mastrorilli commented even if a new building is constructed, the Borough needs to address existing infrastructure deficiencies.

Councilwoman Giegerich commented that the Library staff and volunteers are doing a fantastic job with all the programs offered and they deserve the space to accommodate the needs of the community; leaving the Monmouth County Library will allow more funds for improvements.

Mayor Farrell commented that financing is available at the lowest interest rate in years, noting that the Borough's; recent BAN bid came in at 43 basis points; long term financing is available at very reasonable rates. He also noted this is the time to borrow; we have low levels of debt; the decision doesn't need to be immediate; a multi-purpose room will benefit the community; the annual cost of operating the

Library after the first year is approximately 250K to 300K; he recommends having a meeting to discuss the numbers; he further added the Borough is in very good financial shape.

Councilman Mastrorilli commented that while interest rates are low, construction costs are higher; the State situation is unknown and we don't know how the tax situation will change; he noted surplus should be used on existing infrastructure repairs rather than raising taxes.

Councilwoman Anthony commented there are options available; we should move cautiously keeping finances in mind; wants to provide upgrades to Library, Fire, Police and Municipal Building. The Building and Grounds Committee recommends improvements to the Library be segregated from the construction of a new Municipal Complex.

Council President Fetzer thanked Councilwoman Anthony for spear-heading the study of the existing Municipal Building; he looks forward to reviewing all available options.

Councilman Clemmensen commented that he was present at Cornerstone's presentation which was thorough and complete. He stated that he was asked why adding a second story over the Police Department hasn't been considered; he noted that the current structure cannot support a second story. He also thanked the committee for their efforts.

Councilwoman Giegerich addressed comments made by the Mayor at the last meeting regarding Mrs. Carafa leaving the Borough; she noted the Personnel Committee has an obligation to keep personnel matters private; she also commented that the Borough Council had already decided to bifurcate the roles of Borough Administrator and Clerk prior to the September 9 meeting at which Mayor Farrell announced that Mrs. Carafa would be leaving the Borough. Mayor Farrell responded that he was not consulted prior to the decision of Personnel Committee (to bifurcate the positions of Administrator and Clerk).

8. OLD BUSINESS -

A. Ordinance: public hearing/possible adoption:

1. Ordinance No. 14-2020: The Mayor to read the said Ordinance by Title:

ORDINANCE NO. 14-2020

**AN ORDINANCE TO REVISE THE BOROUGH CODE OF SEA GIRT,
CHAPTER XVII, SECTION 17-11 ET SEQ, THAT ESTABLISHED MINIMUM
STORMWATER MANAGEMENT REQUIREMENTS AND CONTROLS FOR
MAJOR DEVELOPMENT, REPLACING IT IN ITS ENTIRETY IN THE
BOROUGH OF SEA GIRT, MONMOUTH COUNTY**

Due to the length of Ordinance No. 14-2020 (attached to these Minutes at the end of the document), the full document is available in the Clerk's Office and on our website at www.seagirtboro.com.

Mayor Farrell introduced Borough Engineer, Peter Avakian who summarized the provisions of the Ordinance for the public, noting that the provisions primarily affect larger developments, so the impact on the Borough is minimal, however, it is mandated by the State that the Borough adopt the new regulations. If the Ordinance is adopted tonight, it will be submitted to Monmouth County Steering Committee, then to the DEP as required.

Mayor Farrell asked if impervious surface ordinances and dry well ordinances are in line with this ordinance; Mr. Avakian responded that current Borough ordinance requirements exceed those required by the new stormwater ordinance.

UPON MOTION of Councilman Clemmensen, seconded by Councilman Mastroilli, carried, that the meeting be opened to the public for comments on the said Ordinance only.

Catherine Metcalf, Ocean Avenue, asked if the Ordinance can be read at the meetings at which the public hearing is scheduled; Mrs. Carafa responded that the said ordinance is 23 pages long, containing graphs and tables that make reading the Ordinance unfeasible at this time. She noted that this proposed Ordinance is posted on the Borough website; Mrs. Metcalf stated that she would like to see all proposed ordinances posted on the website in advance of scheduled public hearings.

There were no further comments from the public participating and **UPON MOTION** of Council President Fetzer, seconded by Councilman Mastroilli, carried, the public hearing was closed.

Council President Fetzer thanked Peter Avakian for his comments on the position the DEP has taking in monitoring and improving ground and stormwater issues.

UPON MOTION of Council President Fetzer, seconded by Councilman Clemmensen, carried, that the said Ordinance No. 14-2020 be adopted on final reading, directing the Clerk to post and publish as required by law.

Recorded Vote:

	Ayes	Nays	Absent	Abstain
Councilman Clemmensen	X			
Councilman Mastroilli	X			
Councilman Begley	X			
Council President Fetzer	X			
Councilwoman Giegerich	X			
Councilwoman Anthony	X			

B. Resolution No. -2020: Proposals were requested for the Washington Boulevard/The Plaza Lamppost Basket Project for 2020-2021; only one complete response was received from By Design Landscaping, \$6,800. Bid received exceeds budgeted amount for this project.

Mrs. Carafa suggested tabling the said Resolution until the 2021 Budget is approved and then re-submit request for proposals. **UPON MOTION** of Councilwoman Anthony, seconded by Councilwoman Giegerich, carried, that the motion to table said Resolution, be and the same is hereby tabled:

Recorded Vote:

	Ayes	Nays	Absent	Abstain
Councilman Clemmensen	X			
Councilman Mastroilli	X			
Councilman Begley	X			
Council President Fetzer	X			
Councilwoman Giegerich	X			
Councilwoman Anthony	X			

9. NEW BUSINESS

- A. **Ordinance No. 12-2020:** Borough Attorney, Raymond Bogan respectfully requested that no action on the said Ordinance until clarification and confirmation with the DEP that there is not an issue as it relates to the access plan adopted in 2017.

Councilman Clemmensen commented he recently became aware of this required access plan and requested additional time for further review of the proposed Ordinance; when asked how long a period of review is necessary, Councilman Clemmensen responded that it could be several months. Based upon the comments, the Administrator advised that if there is no intention to introduce the said Ordinance in a short time, it would be prudent to take some formal action tonight, noting that if a member of Council moves the Ordinance for introduction and the motion is not seconded, it would "die on the table" pursuant to Robert's Rules of Order. This would also be the result if there was no motion on the request to move the introduction of the Ordinance. The Mayor asked if any member of Council would make a motion to introduce the Ordinance; there was no motion, so the Ordinance died on the table.

B. **Ordinance No. 15-2020:** Council President Fetzer commented there was no need for this Ordinance; he is not in favor of further restricting residents' options when it comes to property improvements. Councilman Mastrorilli stated that he agreed with Council President Fetzer. The Administrator advised that if there is no intention to introduce the said Ordinance in a short time, it would be prudent to take some formal action tonight, noting that if a member of Council moves the Ordinance for introduction and the motion is not seconded, it would "die on the table" pursuant to Robert's Rules of Order. This would also be the result if there was no motion on the request to move the introduction of the Ordinance. The Mayor asked if any member of Council would make a motion to introduce the Ordinance; there was no motion, so the Ordinance died on the table.

- C. **Resolution No. 179-2020:** Approve renewal of Beach Concession lease to Josephine Ferrara, LLC for the 2021 season at the rate of \$62,000.

UPON MOTION of Councilman Clemmensen, seconded by Councilwoman Anthony, carried, that the following Resolution be and the same is hereby adopted:

WHEREAS, the Borough of Sea Girt advertised for bidders to operate the Boardwalk Concession at the Sea Girt Beach on May 28, 2020, with the receipt of bids scheduled for June 9, 2020 for the 2020 season, with option years 2021 and 2022; and, and awarded the bid to operate the concession to Josephine Ferrara, LLC, Toms River, NJ (hereafter "Concessionaire") pursuant to Resolution No. 106-2020 on June 10, 2020; and,

WHEREAS, the Concessionaire satisfactorily operated the facility during the term of the 2020 lease and the Borough has the right to renew for year 2021 based upon the bid specifications and Lease Agreement at the annual rent in the amount of \$62,000.00 for the 2021 season; and,

NOW, THEREFORE, BE IT RESOLVED, by the Borough Council of the Borough of Sea Girt that the Concessionaire be authorized to operate the Boardwalk Concession at the Sea Girt Beach for the 2021 season at the annual rent of \$62,000.00.

BE IT FURTHER RESOLVED that, pursuant to the Bid Specifications, the lease to operate the Boardwalk Concession shall be executed by the principals of Concessionaire within thirty (30) days of the date of this award and returned to the Municipal Clerk, along with the first lease payment of \$5,000.00.

BE IT FURTHER RESOLVED that the Mayor and Municipal Clerk be and they are hereby authorized to execute the lease document pursuant to the Bid Specifications.

BE IT FURTHER RESOLVED that a certified copy of this Resolution shall be supplied to the Concessionaire and the Chief Financial Officer for their information.

Recorded Vote:

	Ayes	Nays	Absent	Abstain
Councilman Clemmensen	X			
Councilman Mastrorilli	X			
Councilman Begley	X			
Council President Fetzer	X			
Councilwoman Giegerich	X			
Councilwoman Anthony	X			

D. Resolution No. 180-2020: Declare equipment purchased with Borough funds as no longer needed for their original purpose; set dates for on-line auction of said equipment.

UPON MOTION of Council President Fetzer, seconded by Councilman Mastrorilli, carried, that the following Resolution be and the same is hereby adopted:

WHEREAS, the Borough of Sea Girt has determined that certain personal property as described on the attached "Schedule A" is no longer needed for public purposes; and,

WHEREAS, pursuant to *N.J.S.A.40A:11-36*, "Sale or other disposition of personal property," the governing body may authorize the public sale of municipal owned property no longer needed for public use; and,

WHEREAS, said public sale may be held using an on-line platform.

NOW, THEREFORE BE IT RESOLVED, by the Council of the Borough of Sea Girt, County of Monmouth that we do hereby declare that the personal property listed in "Schedule A" is surplus and no longer needed for Borough use.

BE IT FURTHER RESOLVED by the Council of the Borough of Sea Girt, County of Monmouth, that said sale shall be held using an on-line platform and the dates and time of said sale shall be advertised as required by statute.

vehicle	id#	condition	location	
1989 International 4900	1HTSDTVN5LH225641	RUNS	DPW	W PLOW AND SPREADER
2008 DODGE DURANGO	1D8HB38N38F156025	?	POLICE	
2007 DODGE DURANGO	1D8HB38N97F584955	?	POLICE	
COLUMBIA ELECTRIC SCOOTER	5FCLM28V6E1000238		DPW	W DUMP BODY

2002 FORD F250 PICKUP	1FTNF21292EC57268	RUNS	DPW	W PLOW
ATLV 4300 LITTER VAC	4300-2326	RUNS	DPW	
M923A2 CARGO 5-TON 6X6	23A3195	RUNS	DPW	REFURBED 12/09
M923A2 5-TON 6X6 DUMP	29/00382	RUNS	DPW	
GORMAN PUMP TRAILER	9042679		DPW	
SILVER EAGLE PUMP TRAILER	A1315		DPW	
HUMMER	O19581		DPW	USED FOR PARTS
UTILITY TRAILERS	RCOD56721		DPW	
	NWOSV1-2925		DPW	

BEACH				
2011 John Deere Gator	26071	DOESN'T RUN	BEACH BARN	
2003 ATC Red	32268	RUNS	BEACH BARN	FRONT AXLE SNAPPED
2010 ATV Blue	14942	RUNS	BEACH BARN	FRONT AXLE SNAPPED

Recorded Vote:

	Ayes	Nays	Absent	Abstain
Councilman Clemmensen	X			
Councilman Mastrorilli	X			
Councilman Begley	X			
Council President Fetzer	X			
Councilwoman Giegerich	X			
Councilwoman Anthony	X			

E. **Resolution No. 181-2020:** Crescent Parkway Tree Planting RFP (3-3.5" diameter Bloodgood London Plane); four responses were received:

UPON MOTION of Councilwoman Anthony, seconded by Councilman Mastrorilli, carried, that the following Resolution be and the same is hereby adopted:

WHEREAS, the Borough of Sea Girt Council issued a request for proposal to plant nine (9) Platanus X acerfolia "Bloodgood" with minimum 3" to 3.5" caliper diameter at breast height for planting between 219 and 233 Crescent Parkway on September 28, 2020; and,

WHEREAS, four responses were received by the date required:

VENDOR	AMOUNT
Environmental Landscaping Design, Wall Township, NJ	\$ 6,825.00
East Coast Land Care, Inc., Point Pleasant, NJ	No bid
By Design Landscaping, Lakewood, NJ	Non-responsive proposal
L.B. Forcellati & Sons	Non-responsive proposal

NOW, THEREFORE, BE IT RESOLVED that the Borough Council accepts the proposal of Environmental Landscaping Design to supply nine (9) Platanus X acerfolia “Bloodgood” with minimum 3” to 3.5” caliper diameter at breast height for planting between 219 and 233 Crescent Parkway as soon as possible.

BE IT FURTHER RESOLVED that a certified copy of this Resolution shall be supplied to Environmental Landscaping Design for further action and the Chief Financial Officer for his information.

Recorded Vote:

	Ayes	Nays	Absent	Abstain
Councilman Clemmensen	X			
Councilman Mastroilli	X			
Councilman Begley	X			
Council President Fetzer	X			
Councilwoman Giegerich	X			
Councilwoman Anthony	X			

- F. **Resolution No. 182-2020:** Authorize request to Monmouth County to permit Washington Boulevard Mid-Block Pedestrian Crosswalk. The Administrator noted that due to required clearances, the installation of a mid-block crosswalk will result in the loss of 3 parking spaces on each side of the crosswalk on each side of the street for a total of 12 lost spaces and will require the creation of one or two additional handicapped ramps on Washington Boulevard and may result in the loss of one of the handicapped ramps just installed, depending on the location chosen for the crosswalk.

UPON MOTION of Councilman Clemmensen, seconded by Councilwoman Anthony, carried, that the following Resolution be and the same is hereby adopted:

WHEREAS, the Borough of Sea Girt Council received a request from the Sea Girt Planning Board to pursue permission from Monmouth County to install a mid-block pedestrian crosswalk on Washington Boulevard between Fifth Avenue and the Plaza; and,

WHEREAS, Council has been advised that locating a mid-block pedestrian crosswalk on Washington Boulevard will result in the loss of 12 parking space's due to clearance requirements in the business district; and,

WHEREAS, by consensus, Borough Council Members agreed that the loss of so much parking would be detrimental to the business district and decided to seek additional information from stakeholders on the background of said request before contacting Monmouth County officials.

NOW, THEREFORE, BE IT RESOLVED that the Clerk-Administrator be and she is authorized to work with the Borough Engineer to explore options and report back to Council.

BE IT FURTHER RESOLVED that a certified copy of this Resolution shall be supplied to the Borough Engineer for further action as necessary and the Chief Financial Officer for his information.

Recorded Vote:

	Ayes	Nays	Absent	Abstain
Councilman Clemmenssen	X			
Councilman Mastrorilli	X			
Councilman Begley	X			
Council President Fetzer	X			
Councilwoman Giegerich	X			
Councilwoman Anthony	X			

G. **Resolution No 183-2020:** Authorize Payment No. 2 to Jo-Med Contracting, Elizabeth, NJ in the amount of \$27,024.11 for the Project known as Carriage Way Water System Improvements.

UPON MOTION of Council President Fetzer, seconded by Councilman Clemmenssen, carried, that the following Resolution be and the same is hereby adopted:

WHEREAS, the Borough of Sea Girt awarded a contract in the amount of \$295,625.25 to Jo-Med Contracting Corp., Elizabeth, NJ for the Project known as Carriage Way Water System Improvements on April 15, 2020; and,

WHEREAS, Payment Request No. 1 in the amount of \$168,807.50 less retainage of \$3,376.15, for a net total of \$165,431.35 was approved for payment on August 12, 2020; and,

WHEREAS, the Contractor submitted a request for Payment No. 2 in the amount of \$27,024.11 on September 30, 2020 that has been reviewed by the Borough Engineer and found to be correct.

NOW, THEREFORE, BE IT RESOLVED, by the Council of the Borough of Sea Girt that Payment No. 2 in the amount of \$27,024.11 be and the same is hereby approved.

BE IT FURTHER RESOLVED that a certified copy of this resolution shall be supplied to:

1. Jo-Med Contracting Corp., Elizabeth, NJ
2. Peter R. Avakian, Borough Engineer

Recorded Vote:

	Ayes	Nays	Absent	Abstain
Councilman Clemmenssen	X			
Councilman Mastrorilli	X			
Councilman Begley	X			
Council President Fetzer	X			
Councilwoman Giegerich	X			
Councilwoman Anthony	X			

10. ADMINISTRATOR REPORTS

A. Public Works Updates:

- **Leaf Pick-Up** begins October 19th through December 15th, 2020, inclusive; please do not mix grass, flowers, branches or other debris with the leaves; do not place piles of leaves within 15 feet of a storm drain or the intersection of Rt. 71; no leaves permitted on Rt. 71.
- Monday, October 19th is the last scheduled bulk pick-up day of the year.

B. Clean Ocean Action Fall Beach Sweeps will be held on October 24th beginning at 9:00 AM; meet at the Pavilion on Beacon Blvd. Please wear hats and hard-soled shoes; bring gloves; sunscreen; practice social distancing and wear masks.

C. Coronavirus Update:

Outdoor dining has been in effect since late June; 2 complaint(s) were received during the period September 20 through October 12, 2020;

D. Election Day 2020: *November 3, 2020*; Reminder that the 2020 Election voting will primarily be through mail-in-ballots. The County Clerk advised that she began mailing these ballots to all active registered voters on or about October 5 and ballots should have received by October 10, 2020; if you have not received your mail-in ballot yet, *please contact the County Clerk's Office at 732.431.7790*;

- There will be “drop boxes” placed at various locations in the County for those voters choosing not to return the mail-in ballot through the USPS; the two drop-box locations closest to the Borough are the Wall Township Municipal Building, 2700 Allaire Road or the Belmar Municipal Building, 601 Main Street;
- Those choosing not to return the mail-in ballot may vote provisionally (i.e., on a paper ballot) at the Borough’s polling location; note that *provisional ballots will be counted after all mail-in ballots are counted*.
- Machine voting will be limited to those certifying a disability that prevents them from completing a paper ballot.

In addition to information included here and posted on the Borough’s website, the County Clerk has a full webpage that covers all information relating to the election process, as well as video tutorials and FAQs: <https://www.monmouthcountyvotes.com/elections/general-election>.

E. Sea Girt 5K scheduled for October 17 beginning at approximately 8:00 AM; allow extra time for travel due to presence of runners on Borough streets

11. QPA REPORT (of activity since previous Council Meeting):

- The Borough continues to purchase necessary personal protective equipment for our employees including masks, gloves, building and equipment sanitizers and other equipment from various vendors to ensure their safety during this on-going crisis.
- Fall Tree Planting per Shade Tree Commission protocol, Environmental Landscaping Design, LLC, \$3,542.00

12. COUNCIL REPORTS:

Councilman Clemmensen reported as follows:

- Garden trash pickup is October 15th; final bulk pick up of the year is October 19th; there will be no garden pickup on October 19th because of bulk pickup; next scheduled garden after bulk pick-up is October 26th.
- Beach – thanked everyone involved in keeping them safe and healthy; Jim Freda and Tim Harmon did a fantastic job adjusting to executive orders; he also thanked Mrs. Carafa, Chief Davenport, Captain Macko and the Beach Committee; stated that there are improvements needed for 2021 such as to increase daily capacity by closely monitoring badge sales.
- Police – thanked Chief and Captain for their forward thinking and attention to details, not in their stellar efforts through this pandemic.

Councilman Mastrorilli reported as follows:

- Thanked the Committee, residents and Fire Department who came out to help with the west side walking/bike path clean up, noting that there will be a formal presentation soon;
- Haunted car ride will take place in Crescent Park; reservations necessary and the event is for residents only; please bring non-perishable item for local foodbank.

Councilman Begley reported as follows:

- Thanked everyone for their efforts this summer;
- Finance Committee – reviewed operations through September 30th; the Borough is in good financial condition;
- Public Safety Committee – looking for comments from the public as we move forward.

Councilwoman Anthony reported as follows:

- Please refer to our website for information on Cornerstone Architecture Plans and referendum information;
- Streetscape Plan is being revised; final will be submitted soon;
- Manasquan First Aid will present at the October 28th meeting with ideas on staffing improvements;
- Thanked DPW for all their efforts.

Councilwoman Giegerich reported as follows:

- Sea Girt Library has been planning for withdrawal from the Monmouth County Library System;
- Board of Education meeting is on October 22; please support the PTO Thanksgiving pie sale; October 15th is a fundraiser at Spring Lake Pizza, 11am – 9pm, please use the code SGES when ordering;

Council President Fetzer reported there was a Water Committee meeting last week and the water plant is in good shape;

Mayor Farrell reported as follows:

- SMRSA – force main break in Manasquan which will have to be addressed; increase of 2.5%;
- Thanked Police, Fire, Beach Department and Borough employees for a great year.

13. Resolution No. 184-2020: Payment of bills

BE IT RESOLVED, by the Borough Council of the Borough of Sea Girt that the bills be paid as appearing on the attached Bill List dated October 9, 2020 in the totals as follows:

CURRENT FUND	\$ 164,814.34
WATER/SEWER OPERATING FUND	\$ 24,968.55
BEACH OPERATING FUND	\$ 9,262.56
TRUST FUND	\$ 6,914.50
RECREATION TRUST FUND	\$ 8,184.02
DOG TRUST FUND	\$ 3.60
GENERAL CAPITAL	\$ 48,894.15
WATER CAPITAL	\$ 36,426.61

Recorded Vote:

	Ayes	Nays	Absent	Abstain
Councilman Clemmensen	X			
Councilman Mastrorilli	X			
Councilman Begley	X			
Council President Fetzer	X			
Councilwoman Giegerich	X			
Councilwoman Anthony	X			

14. PUBLIC PARTICIPATION ON ANY SUBJECT (Comments limited to 7 minutes)

Mrs. Hillman, Chicago Boulevard, thanked Councilwoman Giegerich, Councilwoman Anthony and Councilman Mastrorilli for their efforts and stated that she hopes residents will support the referendum; she doesn't understand why municipal offices would not be located near the Library, as it would be a welcome addition to the Library facility.

Catherine Metcalf, Ocean Avenue, asked if the Public Safety Committee can update the status of the First Avenue loading zone; Councilman Begley responded the Borough authorized the Borough Attorney to contact Monmouth County regarding options for use of First Avenue; he noted that the Public Safety Committee had no other updates; Borough Attorney Ray Bogan noted we have coordinated with The Parker House and are pursuing the option with the County to determine if First Avenue is a viable alternative location for a loading zone.

Sharon Kregg, Brooklyn Boulevard, commented that the proposal for using First Avenue as a loading zone is a terrible idea, due to existing traffic conditions in the area. She stated that she fully supports the Library and favors the Municipal Referendum; she seeks guidance on Referendum ballot question. Mayor Farrell responded the Borough expects that there will for higher costs for the first year transition, then library budget will decrease and there will be funds available to pay debt service for the Library addition, noting again that interest rates are very low right now; he would like to put together a plan and announce after the referendum. She further commented that she would like to see safety signs

and reduced speed limit to 10 or 15 mph throughout the Borough. She thanked Councilwoman Anthony for her efforts with Edgemere Park; she wants to see removal of invasive grasses near Edgemere Park and the south side of the Library.

Aimee Haag, Baltimore Boulevard, commented that the Administrator Report showed zero complaints on outdoor dining and for the record, there have been two complaints. The Administrator responded that there were no reports to her regarding violations of the outdoor dining requirements.

Ann Britt, Seaside Place, asked if there was a plan for a crosswalk at Washington Boulevard and Second Avenue; Mayor Farrell responded not for Second Avenue (due to sight line issues).. She also asked for an explanation of the process is to be placed on the ballot; Mrs. Carafa advised her to contact either the Sea Girt Republican or Democrat Party Chairperson.

Alan Zakin, 316 Baltimore Boulevard, thanked council for their hard work; he suggested voting early and bringing the ballot to a local drop box; provisional ballots will be counted last.

There being no further comments, the comment period was closed. There being no further business, and **UPON MOTION** of Council President Fetzer, seconded by Councilman Mastrorilli, carried, that the meeting be finally and immediately adjourned at 8:45 PM.

Lorraine P. Carafa

LORRAINE P. CARAFA, RMC, Municipal Clerk

P.O. Type: All
Range: First to Last
Format: Condensed

Open: N Paid: N Void: N
Rcvd: Y Held: Y Aprv: N
Bid: Y State: Y Other: Y Exempt: Y

PO #	PO Date	Vendor	PO Description	Status	Amount	Void Amount	PO Type
19-00818	07/31/19	SUPERIOR	Superior Driving School	Class B CDL training	Open	1,000.00	0.00 B
19-01144	12/26/19	01149	MOTOROLA SOLUTIONS INC	Pagers/Accessories	Open	125.00	0.00
20-00019	01/13/20	00964	A'S GARDEN & HOME CENTER	misc	Open	14.99	0.00 B
20-00020	01/13/20	00964	A'S GARDEN & HOME CENTER	Misc	Open	24.99	0.00 B
20-00022	01/13/20	AMMM01	Apruzzese, McDermott, Mastro	2020 Legal fees	Open	165.00	0.00 B
20-00024	01/13/20	00046	AQUATIC SERVICES - E. Runyon	Lab Testing Services	Open	661.00	0.00 B
20-00026	01/13/20	00774	BOROUGH OF BRIELLE	Gasoline Interlocal	Open	4,168.11	0.00 B
20-00033	01/13/20	00136	THE COAST STAR	Legal Advertising	Open	44.10	0.00 B
20-00034	01/13/20	00136	THE COAST STAR	Planning Brd Advertising	Open	28.70	0.00 B
20-00036	01/13/20	DYN01	Dynamic Testing Services	Drug & Alcohol Testing	Open	215.00	0.00 B
20-00037	01/13/20	00552	EDWARDS TIRE CO.	Flat Tire Repairs	Open	262.90	0.00 B
20-00042	01/13/20	00575	JASPAN HARDWARE	Misc	Open	15.98	0.00 B
20-00044	01/13/20	00016	JERSEY CENTRAL POWER & LIGHT	Electric Public Works	Open	1,667.00	0.00 B
20-00045	01/13/20	00016	JERSEY CENTRAL POWER & LIGHT	Electric Street Lights	Open	2,118.39	0.00 B
20-00046	01/13/20	00016	JERSEY CENTRAL POWER & LIGHT	Electric Service Library	Open	215.55	0.00 B
20-00047	01/13/20	00016	JERSEY CENTRAL POWER & LIGHT	Electric Service Paddle Tennis	Open	7.29	0.00 B
20-00048	01/13/20	00016	JERSEY CENTRAL POWER & LIGHT	Electric Service Water Plant	Open	3,699.37	0.00 B
20-00052	01/13/20	01230	KEPWEL SPRING WATER CO., INC.	Bottled Water	Open	14.00	0.00 B
20-00053	01/13/20	01230	KEPWEL SPRING WATER CO., INC.	Bottled water	Open	105.35	0.00 B
20-00054	01/13/20	01230	KEPWEL SPRING WATER CO., INC.	bottled water	Open	10.00	0.00 B
20-00055	01/14/20	KEK01	The Law Office of	Legal Services, Planning Brd	Open	1,666.00	0.00 B
20-00060	01/14/20	MAZZA	Mazza Mulch, Inc.	Brush Disposal	Open	2,196.00	0.00 B
20-00061	01/14/20	00040	MONMOUTH COUNTY TREASURER	Waste & Recycling Disposal	Open	12,468.76	0.00 B
20-00064	01/14/20	01258	NJ American Water	Water service to Hydrants	Open	92.00	0.00 B
20-00065	01/14/20	01565	MON. CTY. REG. HEALTH COMM. #1	Public Health Services	Open	9,157.41	0.00 B
20-00070	01/14/20	01942	ONE CALL CONCEPTS	Mark-out services	Open	175.89	0.00 B
20-00071	01/14/20	00614	Optimum	Beach - Internet, Phone, TV	Open	328.81	0.00 B
20-00072	01/14/20	00614	Optimum	Water & DPW - Inter, TV, Phone	Open	19.81	0.00 B
20-00073	01/14/20	00614	Optimum	Police - TV Services	Open	36.43	0.00 B
20-00076	01/14/20	00321	SEABOARD WELDING SUPPLY, INC.	Bottle Gas supplies	Open	39.50	0.00 B
20-00079	01/14/20	00889	STATE OF NEW JERSEY	Dog License Fees	Open	3.60	0.00 B
20-00081	01/14/20	SBS01	Stewart Business Systems	Printer/copier servicing	Open	239.41	0.00 B
20-00083	01/14/20	TENNISB	Tennis Bookings	Scheduling Services	Open	125.00	0.00 B
20-00084	01/14/20	TU01	TransUnion Risk & Alternative	Background checks	Open	50.00	0.00 B
20-00087	01/14/20	00096	A.T. THORN & SON	Plumbing services	Open	201.91	0.00 B
20-00089	01/14/20	00888	TREASURER, STATE OF NEW JERSEY	Marriage/civil Union Fees	Open	25.00	0.00 B
20-00094	01/14/20	00349	VERIZON WIRELESS	cell phones	Open	387.21	0.00 B
20-00095	01/14/20	00349	VERIZON WIRELESS	2020 Services	Open	265.64	0.00 B
20-00096	01/14/20	00349	VERIZON WIRELESS	2020 Service	Open	573.49	0.00 B
20-00097	01/14/20	00503	MARK WOSZCZAK MECH.CONTS. INC.	Water/sewer taps & repairs	Open	2,500.00	0.00 B
20-00115	01/14/20	00203	Ruderman & Roth, LLC	2020 Legal Services	Open	1,980.00	0.00 B
20-00116	01/14/20	LIGHTPAT	Cablevision Lightpath, Inc.	Phone & Internet Services	Open	784.95	0.00 B
20-00143	01/24/20	00007	VERIZON	Verizon Service	Open	135.49	0.00 B
20-00145	01/24/20	00016	JERSEY CENTRAL POWER & LIGHT	Electric Beach	Open	602.99	0.00 B
20-00187	02/05/20	00964	A'S GARDEN & HOME CENTER	beach	Open	37.07	0.00 B
20-00230	02/20/20	SFCBW	Sinn, Fitzsimmons, Cantoli,	2020 Legal services	Open	10,480.50	0.00 B
20-00252	02/28/20	BDL	By Design Landscapes, Inc.	Turf Maintenance & weed contro	Open	240.00	0.00 B
20-00265	03/03/20	H2M	H2M Associates, Inc.	Engineering	Open	5,592.50	0.00 B
20-00486	05/19/20	01625	GRAINGER	Handsanitizer & dispenser	Open	1,099.32	0.00
20-00633	07/06/20	00330	MON. CTY. POLICE ACADEMY	Recuit training SLEO I	Open	300.00	0.00

PO #	PO Date	Vendor	PO Description	Status	Amount	Void Amount	PO Type
20-00667	07/13/20	JO-MED	Jo-Med Contracting Corp.	Carriage Way Water System Imp.	Open	27,024.11	0.00 B
20-00671	07/15/20	CORNER	Cornerstone Architectural Grp	Feasibility Study	Open	12,000.00	0.00 B
20-00696	07/22/20	TAK WATE	Tak Waterman	Face Bluffs	Open	1,000.00	0.00
20-00701	07/22/20	00325	COLLINS SURGICAL, INC.	First Aid supplies	Open	1,772.57	0.00
20-00708	07/23/20	BUELL	Buell Wetsuits and Surf, Inc.	Surf Boards	Open	3,875.00	0.00
20-00738	07/29/20	DAFIN	Da-Fin Surfing Products, LLC	Da Finns	Open	1,421.41	0.00
20-00753	08/06/20	01474	THIS & THAT UNIFORMS	Uniform	Open	370.00	0.00
20-00770	08/11/20	SQF	NJRC	Swim Caps	Open	747.00	0.00
20-00788	08/17/20	MMDA	Mousai Music and Dance LLC	Ukulele & Guitar classes	Open	1,677.75	0.00
20-00801	08/19/20	ACS01	Access Credential Systems	ID Card Printer/laminator	Open	3,652.90	0.00
20-00806	08/20/20	KEK01	The Law Office of	Hughes, 2 Seaside B 5, L 7	Open	252.00	0.00 B
20-00838	09/02/20	C1967	Country Clean Paper Supplies	Janitorial supplies	Open	266.05	0.00
20-00843	09/03/20	ACTION U	Action Uniform Co.	Masks w/Logo	Open	840.00	0.00
20-00852	09/08/20	00029	SEA BREEZE FORD	Check and repair 44-22 & 44-26	Open	207.00	0.00 B
20-00853	09/08/20	LF01	Lifeforce USA, Inc.	First Aid/life saving	Open	303.50	0.00
20-00864	09/11/20	00392	LEON S. AVAKIAN INC.	Revision of Stormwater Ord.	Open	1,395.00	0.00 B
20-00866	09/11/20	COREMAIN	Core & Main LP	Touch pads	Open	3,000.00	0.00
20-00867	09/11/20	JPM01	Jersey Professional Management	Recruit BA	Open	3,300.00	0.00 B
20-00874	09/17/20	01583	EAGLE POINT GUN/TJ Morris &Son	Ammo	Open	3,964.62	0.00
20-00878	09/17/20	01583	EAGLE POINT GUN/TJ Morris &Son	Ammo	Open	3,384.00	0.00
20-00889	09/21/20	01741	PATRICIA PETERSON	Reimbursement	Open	47.93	0.00
20-00890	09/21/20	00080	MON. CTY. POLICE CHIEFS ASSOC.	Annual Rapid Deployment Fee	Open	500.00	0.00
20-00891	09/23/20	01741	PATRICIA PETERSON	Reimbursement	Open	59.95	0.00
20-00894	09/23/20	RAYSCAFE	Ray's Cafe	Library to go luncheon	Open	712.00	0.00
20-00895	09/23/20	KEK01	The Law Office of	Reilly, 222 Brooklyn B39, L12	Open	224.00	0.00 B
20-00898	09/25/20	OVERDRIV	Over Drive Digital Library	Content and Service plan	Open	2,500.00	0.00
20-00899	09/25/20	00057	NJ TRANSIT CORP.	Occupancy permit P1333-3368-03	Open	216.00	0.00
20-00924	09/29/20	COREMAIN	Core & Main LP	Sensus annual SAAS fee	Open	11,917.00	0.00
20-00927	10/01/20	00233	Copy Center Inc.	Sherreder oil	Open	42.00	0.00
20-00928	10/01/20	01625	GRAINGER	Requisition Request 20-318	Open	85.28	0.00
20-00930	10/01/20	00053	VAN WICKLE AUTO SUPPLY	Misc	Open	537.35	0.00 B
20-00934	10/06/20	00093	MANASQUAN FIRST AID SQUAD	2020 Contribution	Open	40,000.00	0.00
20-00936	10/07/20	00392	LEON S. AVAKIAN INC.	Engineering	Open	4,270.00	0.00
20-00937	10/07/20	00392	LEON S. AVAKIAN INC.	Engineering	Open	32,841.25	0.00
20-00938	10/08/20	00392	LEON S. AVAKIAN INC.	Engineering	Open	6,400.00	0.00
20-00939	10/08/20	00392	LEON S. AVAKIAN INC.	Engineering	Open	7,865.00	0.00
20-00940	10/08/20	01931	LORRAINE P. CARAFA	Reimbursement	Open	275.69	0.00

Total Purchase Orders:	87	Total P.O. Line Items:	0	Total List Amount:	245,313.77	Total Void Amount:	0.00
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State of New Jersey

Health Benefits
Total

54,154.56
299,468.33

Totals by Year-Fund		Budget Rcvd	Budget Held	Budget Total	Revenue Total	G/L Total	Total
Fund Description	Fund						
		163,689.34					
CURRENT FUND	0-01	163,689.34 109,534.78	0.00	109,534.78	0.00	0.00	109,534.78
WATER OPERATING	0-05	24,968.55	0.00	24,968.55	0.00	0.00	24,968.55
BEACH OPERATING	0-09	9,262.56	0.00	9,262.56	0.00	0.00	9,262.56
TRUST OTHER	0-25	6,914.50	0.00	6,914.50	0.00	0.00	6,914.50
BOARD OF RECREATI	0-26	8,184.02	0.00	8,184.02	0.00	0.00	8,184.02
DOG LICENSE TRUST	0-32	3.60	0.00	3.60	0.00	0.00	3.60
Year Total:		158,868.01	0.00	158,868.01	0.00	0.00	158,868.01
CURRENT FUND	9-01	1,125.00	0.00	1,125.00	0.00	0.00	1,125.00
GENERAL CAPITAL	C-04	48,894.15	0.00	48,894.15	0.00	0.00	48,894.15
WATER CAPITAL	W-06	36,426.61	0.00	36,426.61	0.00	0.00	36,426.61
Total Of All Funds:		245,313.77	0.00	245,313.77	0.00	0.00	245,313.77
		299,468.33					

ORDINANCE NO. 14-2020
BOROUGH OF SEA GIRT, MONMOUTH COUNTY

**AN ORDINANCE TO REVISE THE BOROUGH CODE OF SEA GIRT, CHAPTER XVII,
SECTION 17-11 ET SEQ, THAT ESTABLISHED MINIMUM STORMWATER MANAGEMENT
REQUIREMENTS AND CONTROLS FOR MAJOR DEVELOPMENT, REPLACING IT IN ITS
ENTIRETY IN THE BOROUGH OF SEA GIRT, MONMOUTH COUNTY**

BE IT ORDAINED by the Borough Council of the Borough of Sea Girt as follows:

Section I. Scope and Purpose:

A. Policy Statement

Flood control, groundwater recharge, and pollutant reduction shall be achieved through the use of stormwater management measures, including green infrastructure Best Management Practices (GI BMPs) and nonstructural stormwater management strategies. GI BMPs and low impact development (LID) should be utilized to meet the goal of maintaining natural hydrology to reduce stormwater runoff volume, reduce erosion, encourage infiltration and groundwater recharge, and reduce pollution. GI BMPs and LID should be developed based upon physical site conditions and the origin, nature and the anticipated quantity, or amount, of potential pollutants. Multiple stormwater management BMPs may be necessary to achieve the established performance standards for water quality, quantity, and groundwater recharge.

B. Purpose

The purpose of this ordinance is to establish minimum stormwater management requirements and controls for "major development," as defined below in Section II.

C. Applicability

1. This ordinance shall be applicable to the following major developments:
 - a. Non-residential major developments; and,
 - b. Aspects of residential major developments that are not pre-empted by the Residential Site Improvement Standards at N.J.A.C. 5:21.
2. This ordinance shall also be applicable to all major developments undertaken by the Borough of Sea Girt.

D. Compatibility with Other Permit and Ordinance Requirements

Development approvals issued pursuant to this ordinance are to be considered an integral part of development approvals and do not relieve the applicant of the responsibility to secure required permits or approvals for activities regulated by any other applicable code, rule, act, or ordinance. In their interpretation and application, the provisions of this ordinance shall be held to be the minimum requirements for the promotion of the public health, safety, and general welfare.

This ordinance is not intended to interfere with, abrogate, or annul any other ordinances, rule or regulation, statute, or other provision of law except that, where any provision of this ordinance imposes restrictions different from those imposed by any other ordinance, rule or regulation, or other provision of law, the more restrictive provisions or higher standards shall control.

Section II. Definitions:

For the purpose of this ordinance, the following terms, phrases, words and their derivations shall have the meanings stated herein unless their use in the text of this Chapter clearly demonstrates a different meaning. When not inconsistent with the context, words used in the present tense include the future, words used in the plural number include the singular number, and words used in the singular number include the plural number. The word "shall" is always mandatory and not merely directory. The definitions below are the same as or based on the corresponding definitions in the Stormwater Management Rules at N.J.A.C. 7:8-1.2.

"CAFRA Centers, Cores or Nodes" means those areas with boundaries incorporated by reference or revised by the Department in accordance with N.J.A.C. 7:7-13.16.

"CAFRA Planning Map" means the map used by the Department to identify the location of Coastal Planning Areas, CAFRA centers, CAFRA cores, and CAFRA nodes. The CAFRA Planning Map is available on the Department's Geographic Information System (GIS).

"Community basin" means an infiltration system, sand filter designed to infiltrate, standard constructed wetland, or wet pond, established in accordance with N.J.A.C. 7:8-4.2(c)14, that is designed and constructed in accordance with the New Jersey Stormwater Best Management Practices Manual, or an alternate design, approved in accordance with N.J.A.C. 7:8-5.2(g), for an infiltration system, sand filter designed to infiltrate, standard constructed wetland, or wet pond and that complies with the requirements of this chapter.

"Compaction" means the increase in soil bulk density.

"Contributory drainage area" means the area from which stormwater runoff drains to a stormwater management measure, not including the area of the stormwater management measure itself.

"Core" means a pedestrian-oriented area of commercial and civic uses serving the surrounding municipality, generally including housing and access to public transportation.

"County review agency" means an agency designated by the County Board of Chosen Freeholders to review municipal stormwater management plans and implementing ordinance(s). The county review agency may either be:

1. A county planning agency or
2. A county water resource association created under N.J.S.A. 58:16A-55.5, if the ordinance or resolution delegates authority to approve, conditionally approve, or disapprove municipal stormwater management plans and implementing ordinances.

"Department" means the Department of Environmental Protection.

"Designated Center" means a State Development and Redevelopment Plan Center as designated by the State Planning Commission such as urban, regional, town, village, or hamlet.

"Design engineer" means a person professionally qualified and duly licensed in New Jersey to perform engineering services that may include, but not necessarily be limited to, development of project requirements, creation and development of project design and preparation of drawings and specifications.

"Development" means the division of a parcel of land into two or more parcels, the construction, reconstruction, conversion, structural alteration, relocation or enlargement of any building or structure, any mining excavation or landfill, and any use or change in the use of any building or other structure, or land or extension of use of land, for which permission is required under the Municipal Land Use Law, N.J.S.A. 40:55D-1 et seq.

In the case of development of agricultural land, development means: any activity that requires a State permit, any activity reviewed by the County Agricultural Board (CAB) and the State Agricultural Development Committee (SADC), and municipal review of any activity not exempted by the Right to Farm Act, N.J.S.A. 4:1C-1 et seq.

"Disturbance" means the placement or reconstruction of impervious surface or motor vehicle surface, or exposure and/or movement of soil or bedrock or clearing, cutting, or removing of vegetation. Milling and repaving is not considered disturbance for the purposes of this definition.

"Drainage area" means a geographic area within which stormwater, sediments, or dissolved materials drain to a particular receiving waterbody or to a particular point along a receiving waterbody.

"Environmentally constrained area" means the following areas where the physical alteration of the land is in some way restricted, either through regulation, easement, deed restriction or ownership such as: wetlands, floodplains, threatened and endangered species sites or designated habitats, and parks and preserves. Habitats of endangered or threatened species are identified using the Department's Landscape Project as approved by the Department's Endangered and Nongame Species Program.

"Environmentally critical area" means an area or feature which is of significant environmental value, including but not limited to: stream corridors, natural heritage priority sites, habitats of endangered or threatened species, large areas of contiguous open space or upland forest, steep slopes, and well head protection and groundwater recharge areas. Habitats of endangered or threatened species are identified using the Department's Landscape Project as approved by the Department's Endangered and Nongame Species Program.

"Empowerment Neighborhoods" means neighborhoods designated by the Urban Coordinating Council "in consultation and conjunction with" the New Jersey Redevelopment Authority pursuant to N.J.S.A. 55:19-69.

"Erosion" means the detachment and movement of soil or rock fragments by water, wind, ice, or gravity.

"Green infrastructure" means a stormwater management measure that manages stormwater close to its source by:

1. Treating stormwater runoff through infiltration into subsoil;
2. Treating stormwater runoff through filtration by vegetation or soil; or
3. Storing stormwater runoff for reuse.

"HUC 14" or "hydrologic unit code 14" means an area within which water drains to a particular receiving surface water body, also known as a subwatershed, which is identified by a 14-digit hydrologic unit boundary designation, delineated within New Jersey by the United States Geological Survey.

"Impervious surface" means a surface that has been covered with a layer of material so that it is highly resistant to infiltration by water.

"Infiltration" is the process by which water seeps into the soil from precipitation.

"Lead planning agency" means one or more public entities having stormwater management planning authority designated by the regional stormwater management planning committee pursuant to N.J.A.C. 7:8-3.2, that serves as the primary representative of the committee.

"Major development" means an individual "development," as well as multiple developments that individually or collectively result in:

1. The disturbance of one or more acres of land since February 2, 2004;
2. The creation of one-quarter acre or more of "regulated impervious surface" since February 2, 2004;
3. The creation of one-quarter acre or more of "regulated motor vehicle surface" since March 2, 2021; or
4. A combination of 2 and 3 above that totals an area of one-quarter acre or more. The same surface shall not be counted twice when determining if the combination area equals one-quarter acre or more.

Major development includes all developments that are part of a common plan of development or sale (for example, phased residential development) that collectively or individually meet any one or more of paragraphs 1, 2, 3, or 4 above. Projects undertaken by any government agency that otherwise meet the definition of "major development" but which do not require approval under the Municipal Land Use Law, N.J.S.A. 40:55D-1 et seq., are also considered "major development."

"Motor vehicle" means land vehicles propelled other than by muscular power, such as automobiles, motorcycles, autocycles, and low speed vehicles. For the purposes of this definition, motor vehicle does not include farm equipment, snowmobiles, all-terrain vehicles, motorized wheelchairs, go-carts, gas buggies, golf carts, ski-slope grooming machines, or vehicles that run only on rails or tracks.

"Motor vehicle surface" means any pervious or impervious surface that is intended to be used by "motor vehicles" and/or aircraft, and is directly exposed to precipitation including, but not limited to, driveways, parking areas, parking garages, roads, racetracks, and runways.

"Municipality" means any city, borough, town, township, or village.

"New Jersey Stormwater Best Management Practices (BMP) Manual" or "BMP Manual" means the manual maintained by the Department providing, in part, design specifications, removal rates, calculation methods, and soil testing procedures approved by the Department as being capable of contributing to the achievement of the stormwater management standards specified in this chapter. The BMP Manual is periodically amended by the Department as necessary to provide design specifications on additional best management practices and new information on already included practices reflecting the best available current information regarding the particular practice and the Department's determination as to the ability of that best management practice to contribute to compliance with the standards contained in this chapter. Alternative stormwater management measures, removal rates, or calculation methods may be utilized, subject to any limitations specified in this chapter, provided the design engineer demonstrates to the municipality, in accordance with Section IV.F. of this ordinance and N.J.A.C. 7:8-5.2(g), that the proposed measure and its design will contribute to achievement of the design and performance standards established by this chapter.

"Node" means an area designated by the State Planning Commission concentrating facilities and activities which are not organized in a compact form.

"Nutrient" means a chemical element or compound, such as nitrogen or phosphorus, which is essential to and promotes the development of organisms.

"Person" means any individual, corporation, company, partnership, firm, association, political subdivision of this State and any state, interstate or Federal agency.

"Pollutant" means any dredged spoil, solid waste, incinerator residue, filter backwash, sewage, garbage, refuse, oil, grease, sewage sludge, munitions, chemical wastes, biological materials, medical wastes, radioactive substance (except those regulated under the Atomic Energy Act of 1954, as amended (42 U.S.C. §§ 2011 *et seq.*)), thermal waste, wrecked or discarded equipment, rock, sand, cellar dirt, industrial, municipal, agricultural, and construction waste or runoff, or other residue discharged directly or indirectly to the land, ground waters or surface waters of the State, or to a domestic treatment works. "Pollutant" includes both hazardous and nonhazardous pollutants.

"Recharge" means the amount of water from precipitation that infiltrates into the ground and is not evapotranspired.

"Regulated impervious surface" means any of the following, alone or in combination:

1. A net increase of impervious surface;
2. The total area of impervious surface collected by a new stormwater conveyance system (for the purpose of this definition, a "new stormwater conveyance system" is a stormwater conveyance system that is constructed where one did not exist immediately prior to its construction or an existing system for which a new discharge location is created);
3. The total area of impervious surface proposed to be newly collected by an existing stormwater conveyance system; and/or
4. The total area of impervious surface collected by an existing stormwater conveyance system where the capacity of that conveyance system is increased.

"Regulated motor vehicle surface" means any of the following, alone or in combination:

1. The total area of motor vehicle surface that is currently receiving water;
2. A net increase in motor vehicle surface; and/or quality treatment either by vegetation or soil, by an existing stormwater management measure, or by treatment at a wastewater treatment plant, where the water quality treatment will be modified or removed.

"Sediment" means solid material, mineral or organic, that is in suspension, is being transported, or has been moved from its site of origin by air, water or gravity as a product of erosion.

"Site" means the lot or lots upon which a major development is to occur or has occurred.

"Soil" means all unconsolidated mineral and organic material of any origin.

"State Development and Redevelopment Plan Metropolitan Planning Area (PA1)" means an area delineated on the State Plan Policy Map and adopted by the State Planning Commission that is intended to be the focus for much of the State's future redevelopment and revitalization efforts.

"State Plan Policy Map" is defined as the geographic application of the State Development and Redevelopment Plan's goals and statewide policies, and the official map of these goals and policies.

"Stormwater" means water resulting from precipitation (including rain and snow) that runs off the land's surface, is transmitted to the subsurface, or is captured by separate storm sewers or other sewage or drainage facilities, or conveyed by snow removal equipment.

"Stormwater management basin" means an excavation or embankment and related areas designed to retain stormwater runoff. A stormwater management basin may either be normally dry (that is, a detention basin or infiltration system), retain water in a permanent pool (a retention basin), or be planted mainly with wetland vegetation (most constructed stormwater wetlands).

"Stormwater management measure" means any practice, technology, process, program, or other method intended to control or reduce stormwater runoff and associated pollutants, or to induce or control the infiltration or groundwater recharge of stormwater or to eliminate illicit or illegal non-stormwater discharges into stormwater conveyances.

"Stormwater runoff" means water flow on the surface of the ground or in storm sewers, resulting from precipitation.

"Stormwater management planning agency" means a public body authorized by legislation to prepare stormwater management plans.

"Stormwater management planning area" means the geographic area for which a stormwater management planning agency is authorized to prepare stormwater management plans, or a specific portion of that area identified in a stormwater management plan prepared by that agency.

"Tidal Flood Hazard Area" means a flood hazard area in which the flood elevation resulting from the two-, 10-, or 100-year storm, as applicable, is governed by tidal flooding from the Atlantic Ocean. Flooding in a tidal flood hazard area may be contributed to, or influenced by, stormwater runoff from inland areas, but the depth of flooding generated by the tidal rise and fall of the Atlantic Ocean is greater than flooding from any fluvial sources. In some situations, depending upon the extent of the storm surge from a particular storm event, a flood hazard area may be tidal in the 100- year storm, but fluvial in more frequent storm events.

"Urban Coordinating Council Empowerment Neighborhood" means a neighborhood given priority access to State resources through the New Jersey Redevelopment Authority.

"Urban Enterprise Zones" means a zone designated by the New Jersey Enterprise Zone Authority pursuant to the New Jersey Urban Enterprise Zones Act, N.J.S.A. 52:27H-60 et. seq.

"Urban Redevelopment Area" is defined as previously developed portions of areas:

1. Delineated on the State Plan Policy Map (SPPM) as the Metropolitan Planning Area (PA1), Designated Centers, Cores or Nodes;
2. Designated as CAFRA Centers, Cores or Nodes;
3. Designated as Urban Enterprise Zones; and
4. Designated as Urban Coordinating Council Empowerment Neighborhoods.

"Water control structure" means a structure within, or adjacent to, a water, which intentionally or coincidentally alters the hydraulic capacity, the flood elevation resulting from the two-, 10-, or 100-year storm, flood hazard area limit, and/or floodway limit of the water. Examples of a water control structure may include a bridge, culvert, dam, embankment, ford (if above grade), retaining wall, and weir.

"Waters of the State" means the ocean and its estuaries, all springs, streams, wetlands, and bodies of surface or groundwater, whether natural or artificial, within the boundaries of the State of New Jersey or subject to its jurisdiction.

"Wetlands" or "wetland" means an area that is inundated or saturated by surface water or ground water at a frequency and duration sufficient to support, and that under normal circumstances does support, a prevalence of vegetation typically adapted for life in saturated soil conditions, commonly known as hydrophytic vegetation.

Section III. Design and Performance Standards for Stormwater Management Measures

- A. Stormwater management measures for major development shall be designed to provide erosion control, groundwater recharge, stormwater runoff quantity control, and stormwater runoff quality treatment as follows:
 - 1. The minimum standards for erosion control are those established under the Soil and Sediment Control Act, N.J.S.A. 4:24-39 et seq., and implementing rules at N.J.A.C. 2:90.
 - 2. The minimum standards for groundwater recharge, stormwater quality, and stormwater runoff quantity shall be met by incorporating green infrastructure.
- B. The standards in this ordinance apply only to new major development and are intended to minimize the impact of stormwater runoff on water quality and water quantity in receiving water bodies and maintain groundwater recharge. The standards do not apply to new major development to the extent that alternative design and performance standards are applicable under a regional stormwater management plan or Water Quality Management Plan adopted in accordance with Department rules.

Section IV. Stormwater Management Requirements for Major Development

- A. The development shall incorporate a maintenance plan for the stormwater management measures incorporated into the design of a major development in accordance with Section X.
- B. Stormwater management measures shall avoid adverse impacts of concentrated flow on habitat for threatened and endangered species as documented in the Department's Landscape Project or Natural Heritage Database established under N.J.S.A. 13:1B-15.147 through 15.150, particularly *Helonias bullata* (swamp pink) and/or *Clemmys muhlnebergi* (bog turtle).
- C. The following linear development projects are exempt from the groundwater recharge, stormwater runoff quality, and stormwater runoff quantity requirements of Section IV.P, Q and R:
 - 1. The construction of an underground utility line provided that the disturbed areas are revegetated upon completion;

2. The construction of an aboveground utility line provided that the existing conditions are maintained to the maximum extent practicable; and
 3. The construction of a public pedestrian access, such as a sidewalk or trail with a maximum width of 14 feet, provided that the access is made of permeable material.
- D. A waiver from strict compliance from the green infrastructure, groundwater recharge, stormwater runoff quality, and stormwater runoff quantity requirements of Section IV.O, P, Q and R may be obtained for the enlargement of an existing public roadway or railroad; or the construction or enlargement of a public pedestrian access, provided that the following conditions are met:
1. The applicant demonstrates that there is a public need for the project that cannot be accomplished by any other means;
 2. The applicant demonstrates through an alternatives analysis, that through the use of stormwater management measures, the option selected complies with the requirements of Section IV.O, P, Q and R to the maximum extent practicable;
 3. The applicant demonstrates that, in order to meet the requirements of Section IV.O, P, Q and R, existing structures currently in use, such as homes and buildings, would need to be condemned; and
 4. The applicant demonstrates that it does not own or have other rights to areas, including the potential to obtain through condemnation lands not falling under IV.D.3 above within the upstream drainage area of the receiving stream, that would provide additional opportunities to mitigate the requirements of Section IV.O, P, Q and R that were not achievable onsite.
- E. Tables 1 through 3 below summarize the ability of stormwater best management practices identified and described in the New Jersey Stormwater Best Management Practices Manual to satisfy the green infrastructure, groundwater recharge, stormwater runoff quality and stormwater runoff quantity standards specified in Section IV.O, P, Q and R. When designed in accordance with the most current version of the New Jersey Stormwater Best Management Practices Manual, the stormwater management measures found at N.J.A.C. 7:8-5.2 (f) Tables 5-1, 5-2 and 5-3 and listed below in Tables 1, 2 and 3 are presumed to be capable of providing stormwater controls for the design and performance standards as outlined in the tables below. Upon amendment of the New Jersey Stormwater Best Management Practices Manual to reflect additions or deletions of BMPs meeting these standards, or changes in the presumed performance of BMPs designed in accordance with the New Jersey Stormwater BMP Manual, the Department shall publish in the New Jersey Register a notice of administrative change revising the applicable table. The most current version of the BMP Manual can be found on the Department's website at:
- https://njstormwater.org/bmp_manual2.htm.
- F. Where the BMP tables in the NJ Stormwater Management Rule are different due to updates or amendments with the tables in this ordinance the BMP Tables in the Stormwater Management rule at N.J.A.C. 7:8-5.2(f) shall take precedence.

Table 1
Green Infrastructure BMPs for Groundwater Recharge, Stormwater
Runoff Quality, and/or Stormwater Runoff Quantity

<u>Best Management Practice</u>	<u>Stormwater Runoff Quality TSS Removal Rate (percent)</u>	<u>Stormwater Runoff Quantity</u>	<u>Groundwater Recharge</u>	<u>Minimum Separation from Seasonal High Water Table (feet)</u>
<u>Cistern</u>	<u>0</u>	<u>Yes</u>	<u>No</u>	<u>--</u>
<u>Dry Well^(a)</u>	<u>0</u>	<u>No</u>	<u>Yes</u>	<u>2</u>
<u>Grass Swale</u>	<u>50 or less</u>	<u>No</u>	<u>No</u>	$\frac{2^{(e)}}{1^{(f)}}$
<u>Green Roof</u>	<u>0</u>	<u>Yes</u>	<u>No</u>	<u>--</u>
<u>Manufactured Treatment Device^{(a) (g)}</u>	<u>50 or 80</u>	<u>No</u>	<u>No</u>	<u>Dependent upon the device</u>
<u>Pervious Paving System^(a)</u>	<u>80</u>	<u>Yes</u>	$\frac{\text{Yes}^{(b)}}{\text{No}^{(c)}}$	$\frac{2^{(b)}}{1^{(c)}}$
<u>Small-Scale Bioretention Basin^(a)</u>	<u>80 or 90</u>	<u>Yes</u>	$\frac{\text{Yes}^{(b)}}{\text{No}^{(c)}}$	$\frac{2^{(b)}}{1^{(c)}}$
<u>Small-Scale Infiltration Basin^(a)</u>	<u>80</u>	<u>Yes</u>	<u>Yes</u>	<u>2</u>
<u>Small-Scale Sand Filter</u>	<u>80</u>	<u>Yes</u>	<u>Yes</u>	<u>2</u>
<u>Vegetative Filter Strip</u>	<u>60-80</u>	<u>No</u>	<u>No</u>	<u>--</u>

(Notes corresponding to annotations ^(a) through ^(g) follow Table 3)

<u>Table 2</u> <u>Green Infrastructure BMPs for Stormwater Runoff Quantity</u> <u>(or for Groundwater Recharge and/or Stormwater Runoff Quality</u> <u>with a Waiver or Variance from N.J.A.C. 7:8-5.3)</u>				
<u>Best Management Practice</u>	<u>Stormwater Runoff Quality TSS Removal Rate (percent)</u>	<u>Stormwater Runoff Quantity</u>	<u>Groundwater Recharge</u>	<u>Minimum Separation from Seasonal High Water Table (feet)</u>
<u>Bioretention System</u>	<u>80 or 90</u>	<u>Yes</u>	<u>Yes^(b)</u> <u>No^(c)</u>	<u>2^(b)</u> <u>1^(c)</u>
<u>Infiltration Basin</u>	<u>80</u>	<u>Yes</u>	<u>Yes</u>	<u>2</u>
<u>Sand Filter^(b)</u>	<u>80</u>	<u>Yes</u>	<u>Yes</u>	<u>2</u>
<u>Standard Constructed Wetland</u>	<u>90</u>	<u>Yes</u>	<u>No</u>	<u>N/A</u>
<u>Wet Pond^(d)</u>	<u>50-90</u>	<u>Yes</u>	<u>No</u>	<u>N/A</u>

(Notes corresponding to annotations ^(b) through ^(d) follow Table 3)

<u>Table 3</u> <u>BMPs for Groundwater Recharge, Stormwater Runoff Quality, and/or</u> <u>Stormwater Runoff Quantity</u> <u>only with a Waiver or Variance from N.J.A.C. 7:8-5.3</u>				
<u>Best Management Practice</u>	<u>Stormwater Runoff Quality TSS Removal Rate (percent)</u>	<u>Stormwater Runoff Quantity</u>	<u>Groundwater Recharge</u>	<u>Minimum Separation from Seasonal High Water Table (feet)</u>
<u>Blue Roof</u>	<u>0</u>	<u>Yes</u>	<u>No</u>	<u>N/A</u>
<u>Extended Detention Basin</u>	<u>40-60</u>	<u>Yes</u>	<u>No</u>	<u>1</u>
<u>Manufactured Treatment Device^(h)</u>	<u>50 or 80</u>	<u>No</u>	<u>No</u>	<u>Dependent upon the device</u>
<u>Sand Filter^(c)</u>	<u>80</u>	<u>Yes</u>	<u>No</u>	<u>1</u>
<u>Subsurface Gravel Wetland</u>	<u>90</u>	<u>No</u>	<u>No</u>	<u>1</u>
<u>Wet Pond</u>	<u>50-90</u>	<u>Yes</u>	<u>No</u>	<u>N/A</u>

Notes to Tables 1, 2, and 3:

- (a) subject to the applicable contributory drainage area limitation specified at Section IV.O.2;
- (b) designed to infiltrate into the subsoil;
- (c) designed with underdrains;
- (d) designed to maintain at least a 10-foot wide area of native vegetation along at least 50 percent of the shoreline and to include a stormwater runoff retention component designed to capture stormwater runoff for beneficial reuse, such as irrigation;
- (e) designed with a slope of less than two percent;
- (f) designed with a slope of equal to or greater than two percent;
- (g) manufactured treatment devices that meet the definition of green infrastructure at Section II;
- (h) manufactured treatment devices that do not meet the definition of green infrastructure at Section II.

- G. An alternative stormwater management measure, alternative removal rate, and/or alternative method to calculate the removal rate may be used if the design engineer demonstrates the capability of the proposed alternative stormwater management measure and/or the validity of the alternative rate or method to the municipality. A copy of any approved alternative stormwater management measure, alternative removal rate, and/or alternative method to calculate the removal rate shall be provided to the Department in accordance with Section VI.B. Alternative stormwater management measures may be used to satisfy the requirements at Section IV.O only if the measures meet the definition of green infrastructure at Section II. Alternative stormwater management measures that function in a similar manner to a BMP listed at Section O.2 are subject to the contributory drainage area limitation specified at Section O.2 for that similarly functioning BMP. Alternative stormwater management measures approved in accordance with this subsection that do not function in a similar manner to any BMP listed at Section O.2 shall have a contributory drainage area less than or equal to 2.5 acres, except for alternative stormwater management measures that function similarly to cisterns, grass swales, green roofs, standard constructed wetlands, vegetative filter strips, and wet ponds, which are not subject to a contributory drainage area limitation. Alternative measures that function similarly to standard constructed wetlands or wet ponds shall not be used for compliance with the stormwater runoff quality standard unless a variance in accordance with N.J.A.C. 7:8-4.6 or a waiver from strict compliance in accordance with Section IV.D is granted from Section IV.O.
- H. Whenever the stormwater management design includes one or more BMPs that will infiltrate stormwater into subsoil, the design engineer shall assess the hydraulic impact on the groundwater table and design the site, so as to avoid adverse hydraulic impacts. Potential adverse hydraulic impacts include, but are not limited to, exacerbating a naturally or seasonally high water table, so as to cause surficial ponding, flooding of basements, or interference with the proper operation of subsurface sewage disposal systems or other subsurface structures within the zone of influence of the groundwater mound, or interference with the proper functioning of the stormwater management measure itself.
- I. Design standards for stormwater management measures are as follows:
1. Stormwater management measures shall be designed to take into account the existing site conditions, including, but not limited to, environmentally critical areas; wetlands; flood-prone areas; slopes; depth to seasonal high water table; soil type, permeability, and texture; drainage area and drainage patterns; and the presence of solution-prone carbonate rocks (limestone);
 2. Stormwater management measures shall be designed to minimize maintenance, facilitate maintenance and repairs, and ensure proper functioning. Trash racks shall be installed at the intake to the outlet structure, as appropriate, and shall have parallel bars with one-inch spacing between the bars to the elevation of the water quality design storm. For elevations higher than the water quality design storm, the parallel bars at the outlet structure shall be spaced no greater than one-third the width of the diameter of the orifice or one-third the width of the weir, with a minimum spacing between bars of one inch and a maximum spacing between bars of six inches. In addition, the design of trash racks must comply with the requirements of Section VIII.C;

3. Stormwater management measures shall be designed, constructed, and installed to be strong, durable, and corrosion resistant. Measures that are consistent with the relevant portions of the Residential Site Improvement Standards at N.J.A.C. 5:21-7.3, 7.4, and 7.5 shall be deemed to meet this requirement;
 4. Stormwater management BMPs shall be designed to meet the minimum safety standards for stormwater management BMPs at Section VIII; and
 5. The size of the orifice at the intake to the outlet from the stormwater management BMP shall be a minimum of two and one-half inches in diameter.
- J. Manufactured treatment devices may be used to meet the requirements of this subchapter, provided the pollutant removal rates are verified by the New Jersey Corporation for Advanced Technology and certified by the Department. Manufactured treatment devices that do not meet the definition of green infrastructure at Section II may be used only under the circumstances described at Section IV.O.4.
- K. Any application for a new agricultural development that meets the definition of major development at Section II shall be submitted to the Soil Conservation District for review and approval in accordance with the requirements at Sections IV.O, P, Q and R and any applicable Soil Conservation District guidelines for stormwater runoff quantity and erosion control. For purposes of this subsection, "agricultural development" means land uses normally associated with the production of food, fiber, and livestock for sale. Such uses do not include the development of land for the processing or sale of food and the manufacture of agriculturally related products.
- L. If there is more than one drainage area, the groundwater recharge, stormwater runoff quality, and stormwater runoff quantity standards at Section IV.P, Q and R shall be met in each drainage area, unless the runoff from the drainage areas converge onsite and no adverse environmental impact would occur as a result of compliance with any one or more of the individual standards being determined utilizing a weighted average of the results achieved for that individual standard across the affected drainage areas.
- M. Any stormwater management measure authorized under the municipal stormwater management plan or ordinance shall be reflected in a deed notice recorded in the Office of the County Clerk. A form of deed notice shall be submitted to the municipality for approval prior to filing. The deed notice shall contain a description of the stormwater management measure(s) used to meet the green infrastructure, groundwater recharge, stormwater runoff quality, and stormwater runoff quantity standards at Section IV.O, P, Q and R and shall identify the location of the stormwater management measure(s) in NAD 1983 State Plane New Jersey FIPS 2900 US Feet or Latitude and Longitude in decimal degrees. The deed notice shall also reference the maintenance plan required to be recorded upon the deed pursuant to Section X.B.5. Prior to the commencement of construction, proof that the above required deed notice has been filed shall be submitted to the municipality. Proof that the required information has been recorded on the deed shall be in the form of either a copy of the complete recorded document or a receipt from the clerk or other proof of recordation provided by the recording office. However, if the initial proof provided to the municipality is not a copy of the complete recorded document, a copy of the complete recorded document shall be provided to the municipality within 180 calendar days of the authorization granted by the municipality.

N. A stormwater management measure approved under the municipal stormwater management plan or ordinance may be altered or replaced with the approval of the municipality, if the municipality determines that the proposed alteration or replacement meets the design and performance standards pursuant to Section IV of this ordinance and provides the same level of stormwater management as the previously approved stormwater management measure that is being altered or replaced. If an alteration or replacement is approved, a revised deed notice shall be submitted to the municipality for approval and subsequently recorded with the Office of the County Clerk and shall contain a description and location of the stormwater management measure, as well as reference to the maintenance plan, in accordance with M above. Prior to the commencement of construction, proof that the above required deed notice has been filed shall be submitted to the municipality in accordance with M above.

O. Green Infrastructure Standards

1. This subsection specifies the types of green infrastructure BMPs that may be used to satisfy the groundwater recharge, stormwater runoff quality, and stormwater runoff quantity standards.
2. To satisfy the groundwater recharge and stormwater runoff quality standards at Section IV.P and Q, the design engineer shall utilize green infrastructure BMPs identified in Table 1 at Section IV.F. and/or an alternative stormwater management measure approved in accordance with Section IV.G. The following green infrastructure BMPs are subject to the following maximum contributory drainage area limitations:

<u>Best Management Practice</u>	<u>Maximum Contributory Drainage Area</u>
<u>Dry Well</u>	<u>1 acre</u>
<u>Manufactured Treatment Device</u>	<u>2.5 acres</u>
<u>Pervious Pavement Systems</u>	<u>Area of additional inflow cannot exceed three times the area occupied by the BMP</u>
<u>Small-scale Bioretention Systems</u>	<u>2.5 acres</u>
<u>Small-scale Infiltration Basin</u>	<u>2.5 acres</u>
<u>Small-scale Sand Filter</u>	<u>2.5 acres</u>

3. To satisfy the stormwater runoff quantity standards at Section IV.R, the design engineer shall utilize BMPs from Table 1 or from Table 2 and/or an alternative stormwater management measure approved in accordance with Section IV.G.
4. If a variance in accordance with N.J.A.C. 7:8-4.6 or a waiver from strict compliance in accordance with Section IV.D is granted from the requirements of this subsection, then BMPs from Table 1, 2, or 3, and/or an alternative stormwater

management measure approved in accordance with Section IV.G may be used to meet the groundwater recharge, stormwater runoff quality, and stormwater runoff quantity standards at Section IV.P, Q and R.

5. For separate or combined storm sewer improvement projects, such as sewer separation, undertaken by a government agency or public utility (for example, a sewerage company), the requirements of this subsection shall only apply to areas owned in fee simple by the government agency or utility, and areas within a right-of-way or easement held or controlled by the government agency or utility; the entity shall not be required to obtain additional property or property rights to fully satisfy the requirements of this subsection. Regardless of the amount of area of a separate or combined storm sewer improvement project subject to the green infrastructure requirements of this subsection, each project shall fully comply with the applicable groundwater recharge, stormwater runoff quality control, and stormwater runoff quantity standards at Section IV.P, Q and R, unless the project is granted a waiver from strict compliance in accordance with Section IV.D.

P. Groundwater Recharge Standards

1. This subsection contains the minimum design and performance standards for groundwater recharge as follows:
2. The design engineer shall, using the assumptions and factors for stormwater runoff and groundwater recharge calculations at Section V, either:
 - i. Demonstrate through hydrologic and hydraulic analysis that the site and its stormwater management measures maintain 100 percent of the average annual pre-construction groundwater recharge volume for the site; or
 - ii. Demonstrate through hydrologic and hydraulic analysis that the increase of stormwater runoff volume from pre-construction to post-construction for the 2-year storm is infiltrated.
3. This groundwater recharge requirement does not apply to projects within the "urban redevelopment area," or to projects subject to 4 below.
4. The following types of stormwater shall not be recharged:
 - i. Stormwater from areas of high pollutant loading. High pollutant loading areas are areas in industrial and commercial developments where solvents and/or petroleum products are loaded/unloaded, stored, or applied, areas where pesticides are loaded/unloaded or stored; areas where hazardous materials are expected to be present in greater than "reportable quantities" as defined by the United States Environmental Protection Agency (EPA) at 40 CFR 302.4; areas where recharge would be inconsistent with Department approved remedial action work plan or landfill closure plan and areas with high risks for spills of toxic materials, such as gas stations and vehicle maintenance facilities; and
 - ii. Industrial stormwater exposed to "source material." "Source material" means any material(s) or machinery, located at an industrial facility, that is directly or indirectly related to process, manufacturing or other industrial activities, which could be a source of pollutants in any industrial stormwater discharge to groundwater. Source materials include, but are not limited to, raw materials;

intermediate products; final products; waste materials; by-products; industrial machinery and fuels, and lubricants, solvents, and detergents that are related to process, manufacturing, or other industrial activities that are exposed to stormwater.

Q. Stormwater Runoff Quality Standards

1. This subsection contains the minimum design and performance standards to control stormwater runoff quality impacts of major development. Stormwater runoff quality standards are applicable when the major development results in an increase of one-quarter acre or more of regulated motor vehicle surface.
2. Stormwater management measures shall be designed to reduce the post- construction load of total suspended solids (TSS) in stormwater runoff generated from the water quality design storm as follows:
 - i. Eighty percent TSS removal of the anticipated load, expressed as an annual average shall be achieved for the stormwater runoff from the net increase of motor vehicle surface.
 - ii. If the surface is considered regulated motor vehicle surface because the water quality treatment for an area of motor vehicle surface that is currently receiving water quality treatment either by vegetation or soil, by an existing stormwater management measure, or by treatment at a wastewater treatment plant is to be modified or removed, the project shall maintain or increase the existing TSS removal of the anticipated load expressed as an annual average.
3. The requirement to reduce TSS does not apply to any stormwater runoff in a discharge regulated under a numeric effluent limitation for TSS imposed under the New Jersey Pollutant Discharge Elimination System (NJPDES) rules, N.J.A.C. 7:14A, or in a discharge specifically exempt under a NJPDES permit from this requirement. Every major development, including any that discharge into a combined sewer system, shall comply with 2 above, unless the major development is itself subject to a NJPDES permit with a numeric effluent limitation for TSS or the NJPDES permit to which the major development is subject exempts the development from a numeric effluent limitation for TSS.
4. The water quality design storm is 1.25 inches of rainfall in two hours. Water quality calculations shall take into account the distribution of rain from the water quality design storm, as reflected in Table 4, below. The calculation of the volume of runoff may take into account the implementation of stormwater management measures.

Table 4 - Water Quality Design Storm Distribution

Time (Minutes)	Cumulative Rainfall (Inches)	Time (Minutes)	Cumulative Rainfall (Inches)	Time (Minutes)	Cumulative Rainfall (Inches)
1	0.00166	41	0.1728	81	1.0906
2	0.00332	42	0.1796	82	1.0972
3	0.00498	43	0.1864	83	1.1038
4	0.00664	44	0.1932	84	1.1104
5	0.00830	45	0.2000	85	1.1170
6	0.00996	46	0.2117	86	1.1236
7	0.01162	47	0.2233	87	1.1302
8	0.01328	48	0.2350	88	1.1368
9	0.01494	49	0.2466	89	1.1434
10	0.01660	50	0.2583	90	1.1500
11	0.01828	51	0.2783	91	1.1550
12	0.01996	52	0.2983	92	1.1600
13	0.02164	53	0.3183	93	1.1650
14	0.02332	54	0.3383	94	1.1700
15	0.02500	55	0.3583	95	1.1750
16	0.03000	56	0.4116	96	1.1800
17	0.03500	57	0.4650	97	1.1850
18	0.04000	58	0.5183	98	1.1900
19	0.04500	59	0.5717	99	1.1950
20	0.05000	60	0.6250	100	1.2000
21	0.05500	61	0.6783	101	1.2050
22	0.06000	62	0.7317	102	1.2100
23	0.06500	63	0.7850	103	1.2150
24	0.07000	64	0.8384	104	1.2200
25	0.07500	65	0.8917	105	1.2250
26	0.08000	66	0.9117	106	1.2267
27	0.08500	67	0.9317	107	1.2284
28	0.09000	68	0.9517	108	1.2300
29	0.09500	69	0.9717	109	1.2317
30	0.10000	70	0.9917	110	1.2334
31	0.10660	71	1.0034	111	1.2351
32	0.11320	72	1.0150	112	1.2367
33	0.11980	73	1.0267	113	1.2384
34	0.12640	74	1.0383	114	1.2400
35	0.13300	75	1.0500	115	1.2417
36	0.13960	76	1.0568	116	1.2434
37	0.14620	77	1.0636	117	1.2450
38	0.15280	78	1.0704	118	1.2467
39	0.15940	79	1.0772	119	1.2483
40	0.16600	80	1.0840	120	1.2500

5. If more than one BMP in series is necessary to achieve the required 80 percent TSS reduction for a site, the applicant shall utilize the following formula to calculate TSS reduction:

$$R = A + B - (A \times B) / 100,$$

Where

R = total TSS Percent Load Removal from application of both BMPs, and

A = the TSS Percent Removal Rate applicable to the first BMP

B = the TSS Percent Removal Rate applicable to the second BMP.

6. Stormwater management measures shall also be designed to reduce, to the maximum extent feasible, the post-construction nutrient load of the anticipated load from the developed site in stormwater runoff generated from the water quality design storm. In achieving reduction of nutrients to the maximum extent feasible, the design of the site shall include green infrastructure BMPs that optimize nutrient removal while still achieving the performance standards in Section IV.P, Q and R.
7. In accordance with the definition of FW1 at N.J.A.C. 7:9B-1.4, stormwater management measures shall be designed to prevent any increase in stormwater runoff to waters classified as FW1.
8. The Flood Hazard Area Control Act Rules at N.J.A.C. 7:13-4.1(c)1 establish 300-foot riparian zones along Category One waters, as designated in the Surface Water Quality Standards at N.J.A.C. 7:9B, and certain upstream tributaries to Category One waters. A person shall not undertake a major development that is located within or discharges into a 300-foot riparian zone without prior authorization from the Department under N.J.A.C. 7:13.
9. Pursuant to the Flood Hazard Area Control Act Rules at N.J.A.C. 7:13-11.2(j)3.i, runoff from the water quality design storm that is discharged within a 300-foot riparian zone shall be treated in accordance with this subsection to reduce the post-construction load of total suspended solids by 95 percent of the anticipated load from the developed site, expressed as an annual average.
10. The stormwater runoff quality standards do not apply to the construction of one individual single-family dwelling, provided that it is not part of a larger development or subdivision that has received preliminary or final site plan approval prior to December 3, 2018, and that the motor vehicle surfaces are made of permeable material(s) such as gravel, dirt, and/or shells.

R. Stormwater Runoff Quantity Standards

1. This subsection contains the minimum design and performance standards to control stormwater runoff quantity impacts of major development.
2. In order to control stormwater runoff quantity impacts, the design engineer shall, using the assumptions and factors for stormwater runoff calculations at Section V, complete one of the following:
- i. Demonstrate through hydrologic and hydraulic analysis that for stormwater leaving the site, post-construction runoff hydrographs for the 2-, 10-, and 100-year storm events do not exceed, at any point in time, the pre-construction runoff hydrographs for the same storm events;

- ii. Demonstrate through hydrologic and hydraulic analysis that there is no increase, as compared to the pre-construction condition, in the peak runoff rates of stormwater leaving the site for the 2-, 10- and 100-year storm events and that the increased volume or change in timing of stormwater runoff will not increase flood damage at or downstream of the site. This analysis shall include the analysis of impacts of existing land uses and projected land uses assuming full development under existing zoning and land use ordinances in the drainage area;
 - iii. Design stormwater management measures so that the post-construction peak runoff rates for the 2-, 10- and 100-year storm events are 50, 75 and 80 percent, respectively, of the pre-construction peak runoff rates. The percentages apply only to the post-construction stormwater runoff that is attributable to the portion of the site on which the proposed development or project is to be constructed; or
 - iv. In tidal flood hazard areas, stormwater runoff quantity analysis in accordance with 2.i, ii and iii above is required unless the design engineer demonstrates through hydrologic and hydraulic analysis that the increased volume, change in timing, or increased rate of the stormwater runoff, or any combination of the three will not result in additional flood damage below the point of discharge of the major development. No analysis is required if the stormwater is discharged directly into any ocean, bay, inlet, or the reach of any watercourse between its confluence with an ocean, bay, or inlet and downstream of the first water control structure.
3. The stormwater runoff quantity standards shall be applied at the site's boundary to each abutting lot, roadway, watercourse, or receiving storm sewer system.

Section V. Calculation of Stormwater Runoff and Groundwater Recharge:

A. Stormwater runoff shall be calculated in accordance with the following:

1. The design engineer shall calculate runoff using one of the following methods:
 - i. The USDA Natural Resources Conservation Service (NRCS) methodology, including the NRCS Runoff Equation and Dimensionless Unit Hydrograph, as described in Chapters 7, 9, 10, 15 and 16 Part 630, Hydrology National Engineering Handbook, incorporated herein by reference as amended and supplemented. This methodology is additionally described in *Technical Release 55 - Urban Hydrology for Small Watersheds* (TR-55), dated June 1986, incorporated herein by reference as amended and supplemented. Information regarding the methodology is available from the Natural Resources Conservation Service website at:

https://www.nrcs.usda.gov/Internet/FSE_DOCUMENTS/stelprdb1044171.pdf

or at United States Department of Agriculture Natural Resources Conservation Service, 220 Davison Avenue, Somerset, New Jersey 08873; or

- ii. The Rational Method for peak flow and the Modified Rational Method for hydrograph computations. The rational and modified rational methods are described in "Appendix A-9 Modified Rational Method" in the Standards for Soil Erosion and Sediment Control in New Jersey, January 2014. This document is available from the State Soil Conservation Committee or any of the Soil Conservation Districts listed at N.J.A.C. 2:90-1.3(a)3. The location, address, and telephone number for each Soil Conservation District is available from the State Soil Conservation Committee, PO Box 330, Trenton, New Jersey 08625. The document is also available at:

<http://www.nj.gov/agriculture/divisions/anr/pdf/2014NJSoilErosionControlStandardsComplete.pdf>.

2. For the purpose of calculating runoff coefficients and groundwater recharge, there is a presumption that the pre-construction condition of a site or portion thereof is a wooded land use with good hydrologic condition. The term "runoff coefficient" applies to both the NRCS methodology above at Section V.A.1.i and the Rational and Modified Rational Methods at Section V.A.1.ii. A runoff coefficient or a groundwater recharge land cover for an existing condition may be used on all or a portion of the site if the design engineer verifies that the hydrologic condition has existed on the site or portion of the site for at least five years without interruption prior to the time of application. If more than one land cover has existed on the site during the five years immediately prior to the time of application, the land cover with the lowest runoff potential shall be used for the computations. In addition, there is the presumption that the site is in good hydrologic condition (if the land use type is pasture, lawn, or park), with good cover (if the land use type is woods), or with good hydrologic condition and conservation treatment (if the land use type is cultivation).
3. In computing pre-construction stormwater runoff, the design engineer shall account for all significant land features and structures, such as ponds, wetlands, depressions, hedgerows, or culverts, that may reduce pre-construction stormwater runoff rates and volumes.
4. In computing stormwater runoff from all design storms, the design engineer shall consider the relative stormwater runoff rates and/or volumes of pervious and impervious surfaces separately to accurately compute the rates and volume of stormwater runoff from the site. To calculate runoff from unconnected impervious cover, urban impervious area modifications as described in the NRCS *Technical Release 55 – Urban Hydrology for Small Watersheds* or other methods may be employed.
5. If the invert of the outlet structure of a stormwater management measure is below the flood hazard design flood elevation as defined at N.J.A.C. 7:13, the design engineer shall take into account the effects of tailwater in the design of structural stormwater management measures.

B. Groundwater recharge may be calculated in accordance with the following: The New Jersey Geological Survey Report GSR-32, A Method for Evaluating

Groundwater-Recharge Areas in New Jersey, incorporated herein by reference as amended and supplemented. Information regarding the methodology is available from the New Jersey Stormwater Best Management Practices Manual; at the New Jersey Geological and Water Survey website at:

<https://www.nj.gov/dep/njgs/pricelst/greport/gsr32.pdf>

or at New Jersey Geological and Water Survey, 29 Arctic Parkway, PO Box 420 Mail Code 29-01, Trenton, New Jersey 08625-0420.

Section VI. Sources for Technical Guidance:

- A. Technical guidance for stormwater management measures can be found in the documents listed below, which are available to download from the Department's website at:

http://www.nj.gov/dep/stormwater/bmp_manual2.htm.

1. Guidelines for stormwater management measures are contained in the New Jersey Stormwater Best Management Practices Manual, as amended and supplemented. Information is provided on stormwater management measures such as, but not limited to, those listed in Tables 1, 2, and 3.
2. Additional maintenance guidance is available on the Department's website at:

https://www.njstormwater.org/maintenance_guidance.htm.

- B. Submissions required for review by the Department should be mailed to:

The Division of Water Quality, New Jersey Department of Environmental Protection, Mail Code 401-02B, PO Box 420, Trenton, New Jersey 08625-0420.

Section VII. Solids and Floatable Materials Control Standards:

- A. Site design features identified under Section IV.F above, or alternative designs in accordance with Section IV.G above, to prevent discharge of trash and debris from drainage systems shall comply with the following standard to control passage of solid and floatable materials through storm drain inlets. For purposes of this paragraph, "solid and floatable materials" means sediment, debris, trash, and other floating, suspended, or settleable solids. For exemptions to this standard see Section VII.A.2 below.

1. Design engineers shall use one of the following grates whenever they use a grate in pavement or another ground surface to collect stormwater from that surface into a storm drain or surface water body under that grate:

- i. The New Jersey Department of Transportation (NJDOT) bicycle safe grate, which is described in Chapter 2.4 of the NJDOT Bicycle Compatible Roadways and Bikeways Planning and Design Guidelines; or
- ii. A different grate, if each individual clear space in that grate has an area of no more than seven (7.0) square inches, or is no greater than 0.5 inches across the smallest dimension.

Examples of grates subject to this standard include grates in grate inlets, the grate portion (non-curb-opening portion) of combination inlets, grates on storm sewer manholes, ditch grates, trench grates, and grates of spacer bars in slotted drains. Examples of ground surfaces include surfaces of roads (including bridges), driveways, parking areas, bikeways, plazas, sidewalks, lawns, fields, open channels, and stormwater system floors used to collect stormwater from the surface into a storm drain or surface water body.

- iii. For curb-opening inlets, including curb-opening inlets in combination inlets, the clear space in that curb opening, or each individual clear space if the curb opening has two or more clear spaces, shall have an area of no more than seven (7.0) square inches, or be no greater than two (2.0) inches across the smallest dimension.
2. The standard in A.1. above does not apply:
- i. Where each individual clear space in the curb opening in existing curb-opening inlet does not have an area of more than nine (9.0) square inches;
 - ii. Where the municipality agrees that the standards would cause inadequate hydraulic performance that could not practicably be overcome by using additional or larger storm drain inlets;
 - iii. Where flows from the water quality design storm as specified in N.J.A.C. 7:8 are conveyed through any device (e.g., end of pipe netting facility, manufactured treatment device, or a catch basin hood) that is designed, at a minimum, to prevent delivery of all solid and floatable materials that could not pass through one of the following:
 - a. A rectangular space four and five-eighths (4.625) inches long and one and one-half (1.5) inches wide (this option does not apply for outfall netting facilities); or
 - b. A bar screen having a bar spacing of 0.5 inches.

Note that these exemptions do not authorize any infringement of requirements in the Residential Site Improvement Standards for bicycle safe grates in new residential development (N.J.A.C. 5:21-4.18(b)2 and 7.4(b)1).

- iv. Where flows are conveyed through a trash rack that has parallel bars with one-inch (1 inch) spacing between the bars, to the elevation of the Water Quality Design Storm as specified in N.J.A.C. 7:8; or
- v. Where the New Jersey Department of Environmental Protection determines, pursuant to the New Jersey Register of Historic Places Rules at N.J.A.C. 7:4-7.2(c), that action to meet this standard is an undertaking that constitutes an encroachment or will damage or destroy the New Jersey Register listed historic property.

Section VIII. Safety Standards for Stormwater Management Basins:

- A. This section sets forth requirements to protect public safety through the proper design and operation of stormwater management basins. This section applies to any new stormwater management basin.
- B. The provisions of this section are not intended to preempt more stringent municipal or county safety requirements for new or existing stormwater management basins. Municipal and county stormwater management plans and ordinances may, pursuant to their authority, require existing stormwater management basins to be retrofitted to meet one or more of the safety standards in Section VIII.C.1, VIII.C.2, and VIII.C.3 for trash racks, overflow grates, and escape provisions at outlet structures.
- C. Requirements for Trash Racks, Overflow Grates and Escape Provisions
 - 1. A trash rack is a device designed to catch trash and debris and prevent the clogging of outlet structures. Trash racks shall be installed at the intake to the outlet from the stormwater management basins to ensure proper functioning of the basins outlets in accordance with the following:
 - i. The trash rack shall have parallel bars, with no greater than six-inch spacing between the bars;
 - ii. The trash rack shall be designed so as not to adversely affect the hydraulic performance of the outlet pipe or structure;
 - iii. The average velocity of flow through a clean trash rack is not to exceed 2.5 feet per second under the full range of stage and discharge. Velocity is to be computed on the basis of the net area of opening through the rack; and
 - iv. The trash rack shall be constructed of rigid, durable, and corrosion resistant material and designed to withstand a perpendicular live loading of 300 pounds per square foot.
 - 2. An overflow grate is designed to prevent obstruction of the overflow structure. If an outlet structure has an overflow grate, such grate shall meet the following requirements:
 - i. The overflow grate shall be secured to the outlet structure but removable for emergencies and maintenance.
 - ii. The overflow grate spacing shall be no less than two inches across the smallest dimension.
 - iii. The overflow grate shall be constructed and installed to be rigid, durable, and corrosion resistant, and shall be designed to withstand a perpendicular live loading of 300 pounds per square foot.
 - 3. Stormwater management basins shall include escape provisions as follows:
 - i. If a stormwater management basin has an outlet structure, escape provisions shall be incorporated in or on the structure. Escape provisions include the installation of permanent ladders, steps, rungs, or other features that provide easily accessible means of egress from stormwater management basins. With the prior approval of the municipality pursuant to VIII.C, a free-standing outlet structure may be exempted from this requirement;

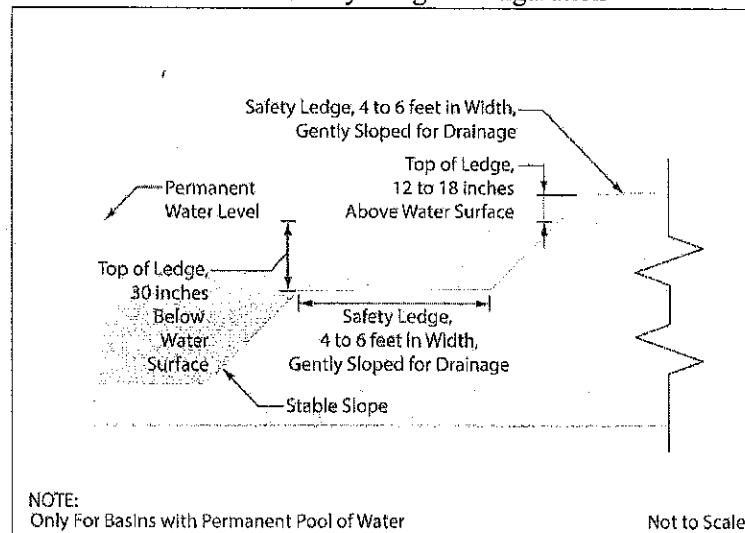
- ii. Safety ledges shall be constructed on the slopes of all new stormwater management basins having a permanent pool of water deeper than two and one-half feet. Safety ledges shall be comprised of two steps. Each step shall be four to six feet in width. One step shall be located approximately two and one-half feet below the permanent water surface, and the second step shall be located one to one and one-half feet above the permanent water surface. See VIII.E for an illustration of safety ledges in a stormwater management basin; and
- iii. In new stormwater management basins, the maximum interior slope for an earthen dam, embankment, or berm shall not be steeper than three horizontal to one vertical.

D. Variance or Exemption from Safety Standard

A variance or exemption from the safety standards for stormwater management basins may be granted only upon a written finding by the municipality that the variance or exemption will not constitute a threat to public safety.

E. Safety Ledge Illustration

Elevation View –Basin Safety Ledge Configuration



Section IX. Requirements for a Site Development Stormwater Plan:

A. Submission of Site Development Stormwater Plan

1. Whenever an applicant seeks municipal approval of a development subject to this ordinance, the applicant shall submit all of the required components of the Checklist for the Site Development Stormwater Plan at Section IX.C below as part of the submission of the application for approval.

2. The applicant shall demonstrate that the project meets the standards set forth in this ordinance.
3. The applicant shall submit eight (8) copies of the materials listed in the checklist for site development stormwater plans in accordance with Section IX.C of this ordinance.

B. Site Development Stormwater Plan Approval

The applicant's Site Development project shall be reviewed as a part of the review process by the municipal board or official from which municipal approval is sought. That municipal board or official shall consult the municipality's review engineer to determine if all of the checklist requirements have been satisfied and to determine if the project meets the standards set forth in this ordinance.

C. Submission of Site Development Stormwater Plan

The following information shall be required:

1. Topographic Base Map

The reviewing engineer may require upstream tributary drainage system information as necessary. It is recommended that the topographic base map of the site be submitted which extends a minimum of 200 feet beyond the limits of the proposed development, at a scale of 1"=200' or greater, showing 2-foot contour intervals. The map as appropriate may indicate the following: existing surface water drainage, shorelines, steep slopes, soils, erodible soils, perennial or intermittent streams that drain into or upstream of the Category One waters, wetlands and flood plains along with their appropriate buffer strips, marshlands and other wetlands, pervious or vegetative surfaces, existing man-made structures, roads, bearing and distances of property lines, and significant natural and manmade features not otherwise shown.

2. Environmental Site Analysis

A written and graphic description of the natural and man-made features of the site and its surroundings should be submitted. This description should include a discussion of soil conditions, slopes, wetlands, waterways and vegetation on the site. Particular attention should be given to unique, unusual, or environmentally sensitive features and to those that provide particular opportunities or constraints for development.

3. Project Description and Site Plans

A map (or maps) at the scale of the topographical base map indicating the location of existing and proposed buildings roads, parking areas, utilities, structural facilities for stormwater management and sediment control, and other permanent structures. The map(s) shall also clearly show areas where alterations will occur in the natural terrain and cover, including lawns and other landscaping, and seasonal high groundwater elevations. A written description of the site plan and justification for proposed changes in natural conditions shall also be provided.

4. Land Use Planning and Source Control Plan

This plan shall provide a demonstration of how the goals and standards of Sections III through V are being met. The focus of this plan shall be to describe how the site is being developed to meet the objective of controlling groundwater recharge, stormwater quality and stormwater quantity problems at the source by land management and source controls whenever possible.

5. Stormwater Management Facilities Map

The following information, illustrated on a map of the same scale as the topographic base map, shall be included:

- i. Total area to be disturbed, paved or built upon, proposed surface contours, land area to be occupied by the stormwater management facilities and the type of vegetation thereon, and details of the proposed plan to control and dispose of stormwater.
- ii. Details of all stormwater management facility designs, during and after construction, including discharge provisions, discharge capacity for each outlet at different levels of detention and emergency spillway provisions with maximum discharge capacity of each spillway.

6. Calculations

- i. Comprehensive hydrologic and hydraulic design calculations for the pre-development and post-development conditions for the design storms specified in Section IV of this ordinance.
- ii. When the proposed stormwater management control measures depend on the hydrologic properties of soils or require certain separation from the seasonal high water table, then a soils report shall be submitted. The soils report shall be based on onsite boring logs or soil pit profiles. The number and location of required soil borings or soil pits shall be determined based on what is needed to determine the suitability and distribution of soils present at the location of the control measure.

7. Maintenance and Repair Plan

The design and planning of the stormwater management facility shall meet the maintenance requirements of Section X.

8. Waiver from Submission Requirements

The municipal official or board reviewing an application under this ordinance may, in consultation with the municipality's review engineer, waive submission of any of the requirements in Section IX.C.1 through IX.C.6 of this ordinance when it can be demonstrated that the information requested is impossible to obtain or it would create a hardship on the applicant to obtain and its absence will not materially affect the review process.

Section X. Maintenance and Repair:

A. Applicability

Projects subject to review as in Section I.C of this ordinance shall comply with the requirements of Section X.B and X.C.

B. General Maintenance

1. The design engineer shall prepare a maintenance plan for the stormwater management measures incorporated into the design of a major development.
2. The maintenance plan shall contain specific preventative maintenance tasks and schedules; cost estimates, including estimated cost of sediment, debris, or trash removal; and the name, address, and telephone number of the person or persons responsible for preventative and corrective maintenance (including replacement). The plan shall contain information on BMP location, design, ownership, maintenance tasks and frequencies, and other details as specified in Chapter 8 of the New Jersey Stormwater Best Management Practices Manual, as well as the tasks specific to the type of BMP, as described in the applicable chapter containing design specifics.
3. If the maintenance plan identifies a person other than the property owner (for example, a developer, a public agency or homeowners' association) as having the responsibility for maintenance, the plan shall include documentation of such person's or entity's agreement to assume this responsibility, or of the owner's obligation to dedicate a stormwater management facility to such person under an applicable ordinance or regulation.
4. Responsibility for maintenance shall not be assigned or transferred to the owner or tenant of an individual property in a residential development or project, unless such owner or tenant owns or leases the entire residential development or project. The individual property owner may be assigned incidental tasks, such as weeding of a green infrastructure BMP, provided the individual agrees to assume these tasks; however, the individual cannot be legally responsible for all of the maintenance required.
5. If the party responsible for maintenance identified under Section X.B.3 above is not a public agency, the maintenance plan and any future revisions based on Section X.B.7 below shall be recorded upon the deed of record for each property on which the maintenance described in the maintenance plan must be undertaken.
6. Preventative and corrective maintenance shall be performed to maintain the functional parameters (storage volume, infiltration rates, inflow/outflow capacity, etc.) of the stormwater management measure, including, but not limited to, repairs or replacement to the structure; removal of sediment, debris, or trash; restoration of eroded areas; snow and ice removal; fence repair or replacement; restoration of vegetation; and repair or replacement of non-vegetated linings.
7. The party responsible for maintenance identified under Section X.B.3 above shall perform all of the following requirements:

- i. maintain a detailed log of all preventative and corrective maintenance for the structural stormwater management measures incorporated into the design of the development, including a record of all inspections and copies of all maintenance-related work orders;
 - ii. evaluate the effectiveness of the maintenance plan at least once per year and adjust the plan and the deed as needed; and
 - iii. retain and make available, upon request by any public entity with administrative, health, environmental, or safety authority over the site, the maintenance plan and the documentation required by Section X.B.6 and B.7 above.
8. The requirements of Section X.B.3 and B.4 do not apply to stormwater management facilities that are dedicated to and accepted by the municipality or another governmental agency, subject to all applicable municipal stormwater general permit conditions, as issued by the Department.
9. In the event that the stormwater management facility becomes a danger to public safety or public health, or if it is in need of maintenance or repair, the municipality shall so notify the responsible person in writing. Upon receipt of that notice, the responsible person shall have fourteen (14) days to effect maintenance and repair of the facility in a manner that is approved by the municipal engineer or his designee. The municipality, in its discretion, may extend the time allowed for effecting maintenance and repair for good cause. If the responsible person fails or refuses to perform such maintenance and repair, the municipality or County may immediately proceed to do so and shall bill the cost thereof to the responsible person. Nonpayment of such bill may result in a lien on the property.
- C. Nothing in this subsection shall preclude the municipality in which the major development is located from requiring the posting of a performance or maintenance guarantee in accordance with N.J.S.A. 40:55D-53.

Section XI. Penalties:

Any person who erects, constructs, alters, repairs, converts, maintains, or uses any building, structure or land in violation of this Ordinance shall be subject to the penalties stated in Section 15-6, Land Use Volume General Penalty.

Section XII. Severability:

Each section, subsection, sentence, clause and phrase of this Ordinance is declared to be an independent section, subsection, sentence, clause and phrase, and the finding or holding of any such portion of this Ordinance to be unconstitutional, void, or ineffective for any cause, or reason, shall not affect any other portion of this Ordinance.

Section XIII. Effective Date:

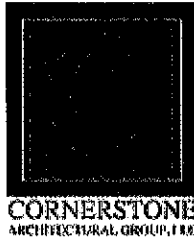
This Ordinance shall be in full force and effect from and after its adoption and any publication as required by law.

CERTIFICATION

I, LORRAINE P. CARAFA, CLERK OF THE BOROUGH OF SEA GIRT, do hereby
certify that the above ordinance was adopted after a public hearing thereon held the
14th day of October, 2020.

Lorraine P. Carafa

LORRAINE P. CARAFA, RMC
Municipal Clerk



Tuesday 15 September 2020

Project Number 202551

Borough Hall: Final Report



Sea Girt

New Jersey

WHERE THE CEDARS MEET THE SEA



Background Scope:

After responding to a Request for Proposal in June of this year, Cornerstone Architectural Group was engaged to perform analytical and design services for the Borough of Sea Girt. The scope pertained to addressing the current state of Borough Hall, and the means to incorporate the additional programmatic needs of the Municipal, Police, and Fire Departments which are currently housed within.

Cornerstone met with the Borough Clerk-Administrator as well as representatives from the Police Department, the Fire Department, and the Department of Public Works to review the intention of a two-part assessment and feasibility study.

ROBERT F. BARRANGER, AIA ROBERT M. LONGO, AIA MICHAEL G. SORIANO, AIA
NJ License No. 21A101078900 NJ License No. 21A101083700 NJ License No. 21A100688700

202 HAMILTON BOULEVARD SOUTH PLAINFIELD, NJ 07080

TELEPHONE: 908.753.7004 FACSIMILE: 908.753.0202

WWW.CORNERSTONEAG.COM



Part I:

Document the existing conditions of Borough Hall – Prepare plans and elevations of the existing conditions from visual observations. Drawings should consist of a site plan, elevations, roof plans, and architectural, plumbing, electrical, and mechanical floor plans of each floor.

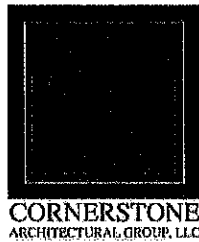
Provide a **Property Conditions Assessment Report** - The team was directed to evaluate the premises in accordance with current building code, life safety, and ADA accessibility - flagging building deficiencies, material failure, infrastructure replacement, and other professional recommendations.

Establish a **Budget** - provide a cost estimate breaking down each item as identified in the property conditions assessment report.

Part II:

Design and Test Fit the integration of new Municipal, Police, and Fire Department requirements into Borough Hall.

Establish a **Budget** - provide a separate cost estimate breaking down for the proposed design solution.

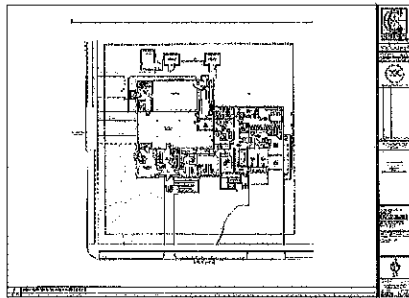


Part I:

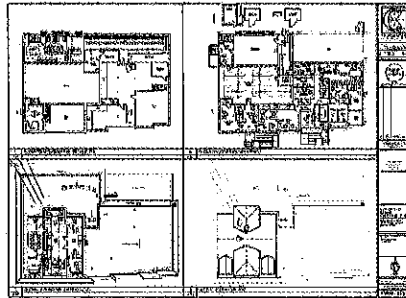
Cornerstone Architectural Group Document the existing conditions of Borough Hall, prepare plans and elevations of the existing conditions from visual observations, and submitted the deliverable on Monday 18 August 2020.

Drawing List:

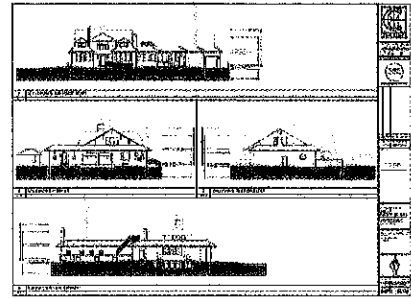
- EA 101** – Existing Conditions Site/First Floor Plans
- EA 102** – Existing Conditions First Floor, Second Floor, Basement, Roof Plans
- EA 103** – Existing Conditions Elevations
- P 000** – Existing Conditions Plumbing Schedules and Symbols
- P 100** – Existing Conditions Basement Plumbing Plans
- P 101** – Existing Conditions First Floor Plumbing Plans
- P 102** – Existing Conditions Second Floor and Roof Plumbing Plans
- M 000** – Existing Conditions First Floor, Second Floor, Basement Mechanical Plans
- E 000** – Existing Conditions Electrical Symbols and Single Line Diagram
- E 100** – Existing Conditions First Floor, Second Floor, Basement Electrical Plans
- E 101** – Existing Conditions First Floor, Second Floor, Basement Lighting Plans



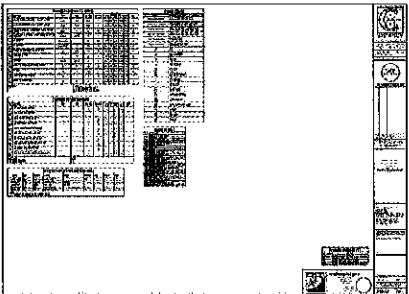
Site Plan/First Floor



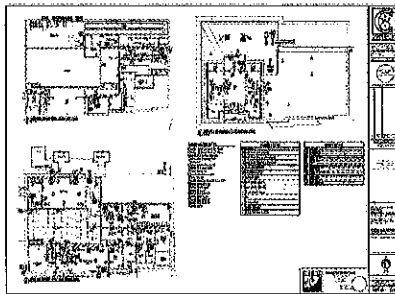
First Floor, Second Floor, Basement



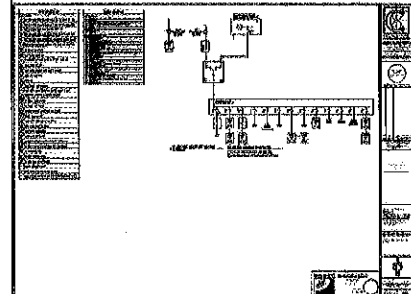
Elevations



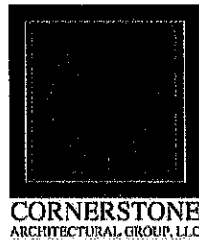
Plumbing Plans



Mechanical Plans



Electrical Plans



Existing Conditions and Property Conditions Assessment Report

The building was documented and analyzed, resulting in the identification of the following major deficiencies:

1. **The building's infrastructure systems are failing or are in poor condition**

- Existing plumbing waste lines have deteriorated, often backing up into the basement.
- The building's heating system does not function properly, heat is not adequately provided to all areas of the building. A gas fireplace should not be relied upon as the only means of heating a commercial space and the heat pump serving the lower level of the fire department area is grossly undersized for the space.
- The building does not provide for adequate ventilation throughout the building.
- The vehicle exhaust system in the fire truck bay is in poor condition and the discharge is poorly located.
- The electrical panelboard (MDP) is rated for 200A but the generator circuit breaker rating is 250A. All knob and tube/NM type wiring should be replaced with MC or AC cable.
- The building is not sprinklered and the basement has been flagged by the local fire official as a violation.

2. **Americans with Disabilities Act of 1990**

- A public facility should be accessible [meeting ADA requirements].

3. **Municipal Department Concerns**

- The existing roof structure at the second-floor dormers should be raised. The existing ceiling height and access to enclosed rooms on the second floor are not high enough to constitute habitable spaces.
- The building is deficient in space and requires a 50-occupant meeting room, with an adjacent 15-occupant conference room. Both spaces should provide for sound attenuation to a level of speech privacy.

4. **Police Department Concerns**

- A poorly patched opening in the building façade, is allowing water infiltration into the office area.

5. **Fire Department Concerns**

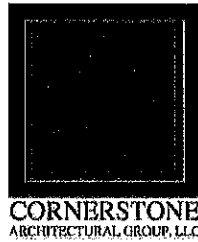
- The fire department is required to purchase customized vehicles in order to fit into the apparatus bay and they struggle navigating the ramp in inclement weather. The ramps are too steep/the overhead doors do not provide for adequate clearance.

6. **Parking**

- The site offers only on-street parking – deficient for the current parking needs, even prior to incorporation of a 50-occupant meeting room.

A Property Conditions Assessment Report was issued by Cornerstone Architectural Group on Monday 18 August 2020. As a result of this study, the team concluded that the estimated cost for deficiencies to the building, including the major items mentioned above, contingency, permitting, and soft costs, amounted to **\$2,069,730.38**.

This budget estimate was strictly for building repairs and reconstruction as necessary to compensate for aging infrastructure and deferred maintenance. This budget does not include modification of the existing layout to accommodate a modified user requirements/needs such as the 50-occupant meeting room.



Part II:

The direction was to renovate the existing building of Borough Hall: correcting code violations, upgrading accessibility requirements, realigning operations/maintenance issues, and accommodating departmental needs.

Programming – Municipal/Police/Fire

Cornerstone Architectural Group met with representatives from the municipal, police, and fire departments to understand the current facility and gather space and personnel requirements/needs.

With all three departments currently existing under one roof, some space may be captured through increased efficiency, but substantial growth must be accomplished through the construction of a building addition.

A space/needs program was developed to determine the general size of the building addition and attention was directed to relegating the reconstruction work to one area/department for potential phasing opportunities.

High Level Municipal Expansion/Renovation Requirements:

- A corridor extension in the administrative area, incorporating a pass-thru window for the public
- Relocation of the Zoning and Code Enforcement office to the first floor for convenience
- Relocation of the IT room to a humidity-controlled space
- The addition of an administrative Break Room
- *Incorporation of a 50-occupant meeting room with an adjacent large conference room for 15 occupants

*With the exception of the large meeting room (*which will need to be part of an addition), the municipal department's changes may be addressed through increased efficiency and expansion into existing space.*

High Level Police Expansion/Renovation Requirements:

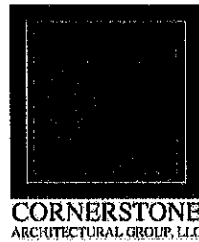
- Conversion of the former garage to a proper Sally Port
- Expansion of the Temporary Evidence/Records Room
- Expansion of the Evidence Locker (7x larger)
- Incorporation of a new Soft Interview Room
- Incorporation of an Interrogation Room
- Incorporation of an Armory
- Incorporation of a Detective's Office
- Enlarge the Patrol Room
- The reconstruction of locker/shower rooms that are properly sized for each sex.
- Incorporation of a Break Room

The police department's changes must be addressed through expansion of the building and cannot be achieved solely by increased efficiency within the current footprint.

High Level Fire Expansion/Renovation Requirements:

- A new ADA accessible entrance
- Repair of the apparatus bay floor slab/pipe replacement - add/alternate to lower the floor slab/regrade.
- Creation of a new Fire Chief's Office
- Circulation/access to storage spaces adjacent to the bowling lanes

The fire department's changes may be addressed through increased efficiency and expansion into existing space.



Test Fit

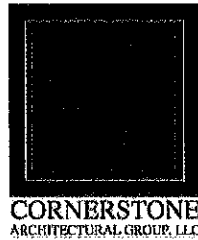
When compared to the existing building, the proposed departmental square footage requirements increase of 3,000 - 3,500 square feet. Approximately half the increased square footage will be attributed to the 50-occupant meeting room and associated conference space, the other half pertains to the police department.

Since the 50-occupant meeting room is the largest piece of the new requirements, it is addressed first. A large meeting space is most efficient on the second floor due to open, available space and access is most appropriate through the municipal entrance. The proposed test fit locates the 50-occupant meeting room within the existing second floor of the original building. Based upon size and occupancy, this requirement constitutes a place of assembly, meaning two means of egress and ADA accessibility are required. The existing lift is very slow and would not function well for the purposes of the meeting room, so an elevator has been added to the scope. For efficiency of use, the elevator has been located between the municipal and police departments, connecting all three floors for both entities. The 15-occupant conference room requirement has been located adjacent to the meeting room and elevator offering a cross-over amenity for the police Emergency Operations Center (EOC) and the municipal need.

With growth in both the municipal and fire departments encroaching into the police footprint, we are able to relegate the building addition to the southeast corner and we propose a second-floor expansion of the building above the police department.

The existing building structure is not capable of supporting a second floor. With the police department renovation consisting of a full gut and the roof level being significantly higher than the existing second floor space, it will be more economical, more efficient, and more feasible to demolish the section of the building currently associated with the police facility and reconstruct it as a two-story addition that aligns with existing building: new columns, beams, façade, roof, interior fit out, etc.

Due to minimizing the work attributed to the other two departments, municipal and fire personnel may be able to continue working within the building or have reduced timelines of displacement. The police department would need to completely vacate the facility during demolition and construction. Temporary workspace would need to be provided and accommodations are not included in this report or budget.



Base Case Scenario

A proposed test fit was established to address the interior facility needs as outlined by the three departments.

Though the proposed layout likely requires additional adjustment and feedback from all departments, it serves as a base case scenario that proves the capability of satisfying the need through allocation of space and allows our team to estimate a budget for the scope as outlined.

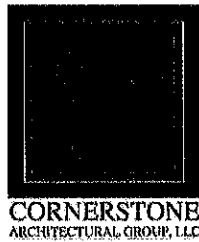
1. Addressing Building Infrastructure

Fire Protection:

- The building will be full sprinkled, including any attic space. Pendant type sprinkler heads with concealed white cover plates. Sprinkler mains will be Schedule 40 Black steel piping with cut or roll-grooved fittings. Sprinkler branches will be standard wall Schedule 40 Black steel piping with threaded fittings.
- A new eight-inch fire water service will be brought into the basement of the building to a fire sprinkler riser room. This service will be metered and utilize a back-flow preventer. A fire department connection will be located out on grade away from the building.
- Two risers will be located within the building – a wet riser serving the sprinkler needs of the building and a dry riser with an air compressor to serve the attic space.
- The holding cells will require DOC approved sprinkler heads.
- The evidence storage room will have a gaseous fire suppression system to provide an added level of protection for that room.
- The fire alarm system will monitor the sprinkler system for flow and/or closing of any valves.

Plumbing:

- The incoming water service will be upgraded and a new 2-1/2" domestic water service will be brought to the building. The service will include a water meter and backflow preventer. Domestic water piping will be Type L copper tubing above grade with 1-1/2" thick mineral fiber insulation. Fitting can be propress or sweat fittings. Sanitary and vent piping will be Schedule 40 PVC with solvent weld fittings, unless routed through a return air plenum (where piping shall be cast iron with hubless fittings).
- New domestic water heaters will be installed in the basement to serve the hot water needs of the building. We anticipate two water heaters will be provide for redundancy and hot water recirculation piping will be added to provide for hot water maintenance at remote fixtures.
- Domestic hot/cold-water branches that serve the fire department will be back-fed from the new systems.
- New hot/cold domestic water piping will serve the toilet rooms and lockers rooms.
- The existing sanitary systems have been susceptible to clogging and back-up. They will be replaced with new sanitary connections to the sewer system in the street.
- The fire department apparatus bay floor drains will be re-routed to go through an oil/water separator.
- The fire department kitchen will have a grease interceptor installed for the three-compartment sink.
- Natural gas will be re-routed to serve the replacement water heaters and replacement boilers. The existing natural gas connections to the fire department kitchen will remain.
- The upgraded make-up air unit serving the fire department kitchen will have natural gas run to it for tempering of the air serving the kitchen.
- We anticipate the existing storm water system of gutters and downspouts will be existing to remain, with sections replaced in kind as required.



Mechanical:

The following design criteria is anticipated to be utilized to develop the designs:

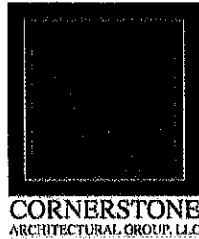
- The building will have an Indoor Cooling Design temperature of 75°F and an Indoor Heating Design temperature of 70°F.
- This will be based on the summer design temperature of 94°F dry-bulb, 73°F wet-bulb and the winter design temperature of 10°F.

System Concept:

- Based on feedback, the duct-free split systems are not adequate for the needs in the spaces.
- We anticipate the building can leverage a single chilled water plant and boiler plant.
- We anticipate the cooling of the building through a 60-ton air-cooled chiller with 30% propylene glycol solution on grade, or on the low roof of the fire department lounge area. This chiller will have pumps that will circulate chilled water throughout the building.
- The boiler will be replaced with two (2) 500,000 British Thermal Unit per hour (Btu/hr) high efficiency, modulating, condensing boilers. These will have hot water pumps that will circulate the hot water throughout the building.
- An air handling unit suspended above the ceiling of the elevator lobby will have outdoor air through a louver and supply air to the first-floor spaces including the municipal offices and common area.
- Air handling equipment placed on the fire department roof will serve the HVAC needs of the apparatus bay and the meeting room. These systems will include exhaust and makeup air for the apparatus bay as well as vehicle exhaust to capture the apparatus exhaust.
- Air handling equipment placed on the fire department lounge roof will serve the HVAC needs of the lounge area.
- Air handling equipment in the basement and air handling equipment in the attic will serve the HVAC needs of the police areas. The locker rooms will be completely exhausted as will the armory. The systems in the attic and basement will have portions that serve the first-floor area.
- Air handling equipment will be needed to serve the second-floor municipal offices and meeting rooms. This equipment will require energy recovery to accommodate the large amount of outside air required.
- We anticipate the air handling equipment and the chiller and boiler plants will have a building automation system connecting, controlling, and monitoring the pieces of equipment.
- All toilet rooms and janitor's closets will be exhausted.
- An FM-200 system is proposed for fire suppression in the basement, smoke dampers will be installed in rooms that have this gaseous fire suppression system.
- The locker rooms will be completely exhausted and any areas with showers will have separate thermal control to provide additional heat.
- The main distribution frame room will have 24-hour cooling capabilities for the computer equipment.
- Hot- and chilled-water piping will be Type L copper tubing and will be insulated with 1-1/2" thick mineral fiber insulation. Supply, return, exhaust, and outside air ductwork will be galvanized steel. All ductwork inside the building will be insulated with 1-1/2" thick mineral fiber duct wrap with FSK jacket.

Electrical:

The building appears to be served by a 208 Wye / 120 Volt, three phase, four wire system rated at 600 amperes. There are ten utility meters in the main electric room providing 100 – 200 amps of power to the various tenants throughout the building. The total power provided by this service is 8 Volt-Amps per square foot. The existing electric service is marginal. We do not anticipate the existing power to be adequate for the needs of the expanded police department. We anticipate a new electric service will be required.



- Based on very preliminary information, we recommend a 208 Wye / 120 Volt, three phase, four wire system rated at 800 amperes for the 19,600 square foot building. This will be sufficient for most of the needs.
- This project will include an emergency generator that will be a packaged diesel-fueled generator mounted on grade outside in a weatherproof enclosure. A 160-kiloWatt generator will be enough to back up the entire building. The existing 80-kiloWatt generator will be removed. As a value engineering tactic, the existing generator may be maintained and supplemented with a new, smaller generator, or specific loads may be selected for backup.
- A new main distribution panel will need to be installed and feeders derived from this panel will serve panelboards throughout the space. The panelboards throughout the space will serve branch circuitry for lighting and receptacle power needs.
- The spaces will have a new lighting design based on IESNA recommendations, utilizing LED solutions, and will meet ASHRAE 90.1-2016 for energy code compliance for lighting power density and controls.
- All electrical feeders and branch circuits will be designed around copper conductors. All existing wiring will be removed in order to accommodate the alteration and addition.
- Based upon client direction, no central UPS design will be required, we anticipate local plug-in style units.
- The existing fire alarm system is an older addressable system that will be planned to be removed and replaced. We anticipate new audible and visual notification appliances will be installed throughout the space. The system will monitor carbon monoxide detectors in the sally port, apparatus bay, full service kitchen, boiler room, and water heater room.
- Incoming telecommunication services should terminate in a main distribution frame room where server racks will be installed to support the police department needs.
- CCTV, access control, intrusion detection, duress alarm systems will be needed and the scope will need to be defined further.

2. Americans with Disabilities Act of 1990

- The test fit addresses accessibility upgrades (ADA requirements) to all three departments starting with the building approach, entrance and reception area, toilet facilities, stair and elevator access to the second floor, and habitable workspaces.

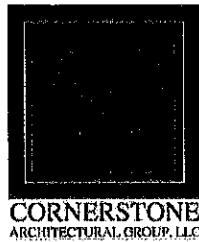
***The basement level of the fire department remains an open item of discussion. Due to the fact that the fire department is a volunteer service and the space is not open to the public, the building code does not specifically require accessible upgrades to occur in the fire department areas if they are outside the scope of work proposed. However, if a differently-abled person cannot access the bar/lounge area on the lower level, it may open the municipality up to liability.*

3. Municipal Department

- The proposed plan incorporates all of the municipal requirements including raising the roofline for areas of low ceiling height and adding a 50-occupant meeting room, with an adjacent 15-occupant conference room. Both spaces would provide for sound attenuation to a level of speech privacy.

4. Police Department

- The proposed plan incorporates all of the police department requirements with the second level addition and reconstructs the southeast section of the building, with a new water-tight envelope, new roof, new windows, and an expanded footprint.

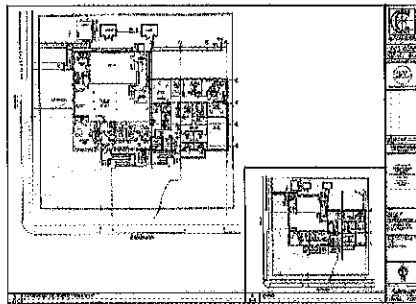


5. Fire Department

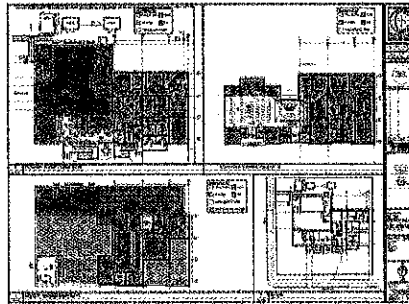
- The proposed plan incorporates all of the fire department requirements and offers an add/alternate to lower the existing floor slab by 6", reducing the angle of slope on the ramps. The plans also call for replacement of the overhead garage doors with a taller, squared off head condition (rather than the arched doors), allowing for more standardized equipment purchases in the future.

6. Parking

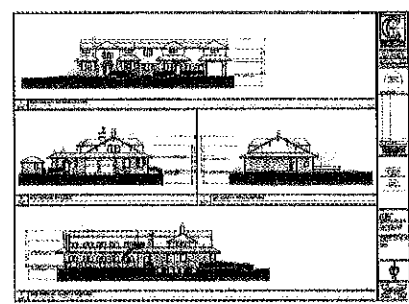
- Parking remains a major concern for this facility. On-street parking is insufficient for the current parking needs. When incorporating a 50-occupant meeting room, the parking demand increases dramatically. No viable solution is available on the current site. Off-site parking would be required, location TBD.



Site Plan/First Floor



First Floor, Second Floor, Basement



Elevations



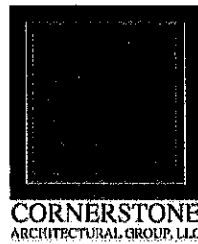
BUDGET ESTIMATE

Proposed Rehabilitation for
SEA GIRT MUNICIPAL BUILDING: PROPERTY ASSESSMENT REPORT
121 Baltimore Boulevard, Sea Girt, New Jersey

September 15, 2020

SCHEMATIC DESIGN / TEST PIT

No.	Description of Work	Line Item Costs	Sub Totals	Comments
FIRE DEPARTMENT ITEMS CARRIED FORWARD FROM PROPERTY ASSESSMENT			\$171,899.35	
	Fire Department Ramp and Slab Reconstruction	\$82,470.00		to lessen slope of driveway into the App. Bays
	Repair Concrete Siding of Entrance Stairs	\$2,300.00		Municipal and Police Stairs
	New Accessible Ramp for Fire Department	\$84,382.50		
	ADA Fire Department Toilet Rooms	\$7,065.00		to meet ADA requirements
	General Conditions	\$15,671.75		
GENERAL			\$0,550.00	
	Asbestos Abatement	\$0,500.00		soil borings
	General Conditions	\$50.00		10% of Work
DEMOLITION			\$191,961.00	
	Remove Existing Asphalt Shingle Roof	\$9,750.00		Dormers
	Remove Existing Exterior Framing	\$12,000.00		Framing, sheathing and interior sheathing
	Remove Existing Slab on Grade	\$36,000.00		Basement
	Remove Existing Partitions	\$8,500.00		Fire Dept. Basement
	Remove Existing Partitions	\$7,000.00		Municipal
	Remove Existing Doors	\$600.00		Municipal
	Remove Existing Windows	\$1,500.00		Municipal
	Remove Existing Floor Finishes	\$9,750.00		Municipal
	Remove Existing Ceilings	\$2,750.00		Municipal
	Remove Existing Police Ramp	\$12,500.00		for New Building Footprint
	Remove Existing Asphalt	\$130.00		for New Building Footprint
	Remove Existing Concrete Sidewalks	\$750.00		for New Building Footprint
	Remove Existing Building Structure	\$55,000.00		Complete Police Wing Demolition
	Remove Existing Footings and Foundations	\$4,500.00		
	Remove Existing Slab on Grade	\$30,000.00		Police Basement around Foundation Walls
	Demolition Protection of Structures to Remain	\$20,000.00		
	Remove Millwork/Casework	\$800.00		Municipal
	General Conditions	\$17,451.00		10% of Work
EARTHWORK			\$24,861.25	
	Geotechnical Testing	\$9,500.00		soil borings
	Site Clearing	\$5,000.00		topsoil, landscaping and trees
	Earth Moving (Excavation)	\$12,500.00		for New Foundation Walls
	Earth Moving (Backfilling)	\$1,137.50		for New Foundation Walls
	General Conditions	\$2,213.75		10% of Work
EXTERIOR IMPROVEMENTS			\$60,787.25	
	New French Drain	\$500.00		Remove Water from East Side of Building
	Replace Existing Wood Wall/Screen	\$500.00		Fence at N.E. Corner of the Building
	Power Wash PVC Fence	\$250.00		at East Side of Building
	Repair PVC Guardrails	\$935.00		at Municipal and Police Entrances
	Patch/Repair Concrete Walks and Ramps	\$500.00		
	Power Wash Concrete Patio	\$275.00		at Rear (North Side) of Building
	New Sidewalks	\$1,075.00		
	New Accessible Ramp for Police Department	\$50,002.50		
	Landscaping (Reseeding)	\$4,000.00		
	General Conditions	\$5,089.75		10% of Work
CONCRETE			\$262,600.00	
	Concrete Footings	\$60,000.00		
	Concrete Foundations (CMU)	\$29,000.00		
	Concrete Slab (on Grade)	\$56,000.00		4" Thk Concrete + 6" Stone



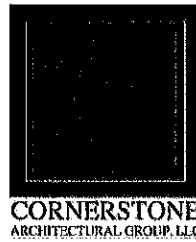
Concrete Slab (Holes)	\$72,000.00		4" Thick Concrete Pumped (1st/2nd Fls)
Existing Foundation Wall Supports	\$20,000.00		North & West Basement Walls
General Conditions	\$23,880.00		10% of Work
MASONRY		\$133,150.45	
Repair Existing Brickwork	\$1,000.00		Fire/Municipal Side
Powerwash Existing Brick Façade	\$9,000.00		Fire/Municipal Side
Seal Cold Chute	\$3,544.50		
Seal "Stair to Mowbara"	\$725.00		halow App. Bay
New Brick Vanner	\$115,000.00		
General Conditions	\$12,286.95		10% of Work
METALS		\$9,489,100.30	
Renovate Existing Metal Access Stairs	\$2,082.00		Inv roof access stairs
Raise Existing Stair Guards	\$5,400.00		
Structural Steel Frame	\$730,300.00		3 Levels (columns, beams, joists, decking)
Roof Ladder	\$1,350.00		
Guards and Handrails	\$32,000.00		
Metal Pan Stairs	\$40,050.00		
Cold Formed Metal Framing (Walls)	\$276,000.00		Main Roof & Dormers
Cold Formed Metal Framing (Roof Trusses)	\$75,000.00		10% of Work
General Conditions	\$117,108.30		
WOOD, PLASTIC AND COMPOSITES		\$195,450.00	
Rough Carpentry	\$5,000.00		Furring and Grounds
Raise Flooring (Sleepers/Plywood)	\$2,200.00		Fire Dept. Office + Storage Basement
Raise Flooring (Dals)	\$3,000.00		Municipal Meeting Rooms
Wood Reframing of Existing Roof	\$21,000.00		
Wood Framing of Exterior Dormer Walls	\$1,000.00		Police and Second Floor Dormers
Sheathing (Walls)	\$16,500.00		Police and Second Floor Dormers
Sheathing (Roof)	\$25,500.00		
Interior Finish Carpentry (Trim)	\$5,000.00		
Exterior Wood Trim	\$6,000.00		
Architectural Cabinetry	\$17,250.00		including courtyards
Meeting Room Desk	\$27,300.00		
Administration Desk	\$4,000.00		
Miscellaneous Cabinetry Items	\$5,000.00		for fire countertops, wall shelving, etc.
General Conditions	\$14,150.00		10% of Work
THERMAL AND MOISTURE PROTECTION		\$143,577.50	
Rectify Standing Water Areas	\$2,400.00		
Repair/Replace Aluminum Soffits	\$3,300.00		
Thermal Insulation (Rink Walls)	\$6,625.00		8" Thick x 15" Wide
Thermal Insulation (Ball Roof)	\$26,000.00		12" Thick
Asphalt Shingles/Single Ply Roofing Transition	\$3,000.00		
Thermal Insulation (Rigid Foundation)	\$200.00		2" thick
Weather Barriers	\$2,650.00		Tyvek, etc.
Asphalt Shingles	\$24,000.00		
EIFS	\$20,000.00		Replace Existing Siding
Roof Soffits	\$0,000.00		
Roof Specialties	\$0,750.00		Gutter and Leaders
Joint Sealants	\$15,000.00		
General Conditions	\$13,052.50		10% of Work
OPENINGS		\$280,040.00	
Window Replacement	\$18,500.00		
Replace Door at Municipal Entrance	\$2,000.00		Door, Frame and Hardware
Replace Police Entrance Threshold	\$300.00		
Replace Door at Fire Department Entrance	\$2,500.00		North Façade/Door, Frame and Hardware
Repair Leaded Glass	\$11,750.00		West and North Façades
Replace Cracked Sections of Leaded Glass	\$1,000.00		Fire Dept. front Entrance Door
Hollow Metal Doors and Frames	\$14,400.00		including all hardware
Wood Doors and H.M. Frames	\$112,000.00		including all hardware
Aluminum Doors and Aluminum Frames	\$8,100.00		including all hardware
FRP Doors and Aluminum Frames	\$7,500.00		including all hardware
Sectional Doors	\$4,000.00		Police Entry Port
Aluminum Windows	\$65,000.00		
Bulletproof Glass	\$7,350.00		
General Conditions	\$25,540.00		10% of Work
FINISHES		\$293,150.00	
Metal Framed / GWB Partitions	\$1,000.00		New Fire Dept. Day Office



Metal Framed / GWB Partitions	\$7,500.00		
Metal Framed / GWB Partitions	\$25,500.00		
Metal Framed / GWB Partitions	\$33,000.00		
GWB Walls	\$9,125.00		
Bullet-Proof Guard	\$12,000.00		
Ceramic Tiles	\$39,000.00		
Acoustical Panel Ceilings/GWB Ceilings	\$750.00		
Acoustical Panel Ceilings/GWB Ceilings	\$63,000.00		
Floor Finishes	\$43,200.00		
Exterior Painting	\$9,000.00		
Interior Painting	\$27,000.00		
General Conditions	\$25,650.00		10% of Work
SPECIALTIES		\$135,810.00	
Signage	\$5,000.00		
Room Identification Signage	\$5,000.00		
Toilet Compartments (Phenolic Core)	\$5,000.00		
Shower Compartments (Phenolic Core)	\$5,000.00		
Toilet Accessories	\$11,200.00		
Fire Extinguishers and Cabinets	\$5,000.00		
Lockers (Phenolic)	\$63,000.00		includes benches
General Conditions	\$10,810.00		10% of Work
EQUIPMENT		\$0.00	
NOT APPLICABLE	\$0.00		
General Conditions	\$0.00		10% of Work
FURNISHINGS		\$20,050.00	
Brands	\$12,000.00		
Entrance Floor Mats and Frames	\$13,500.00		
General Conditions	\$2,550.00		10% of Work
SPECIAL CONSTRUCTION		\$0.00	
NOT APPLICABLE	\$0.00		
General Conditions	\$0.00		10% of Work
CONVEYING EQUIPMENT		\$149,000.00	
Hydraulic Elevator	\$130,000.00		3500W/100ipm/3 Stps/Dbl Entry/Std Fin's
General Conditions	\$13,000.00		10% of Work
FIRE PROTECTIONS		\$91,971.06	
Police	\$23,785.00		
Fire	\$28,089.00		
Municipal	\$21,180.00		
General Conditions	\$9,306.46		10% of Work
MECHANICAL		\$530,304.50	
Police	\$199,902.00		
Fire	\$165,413.00		
Municipal	\$117,720.00		
General Conditions	\$48,209.50		10% of Work
ELECTRICAL		\$330,304.50	
Police	\$199,902.00		
Fire	\$165,413.00		
Municipal	\$117,720.00		
General Conditions	\$48,209.50		10% of Work
PLUMBING		\$449,502.00	
Police	\$165,176.00		
Fire	\$137,324.00		
Municipal	\$105,048.00		
General Conditions	\$40,954.00		10% of Work
GENERATOR		\$140,500.00	
General Conditions	\$13,500.00		10% of Work

Fire Dept. Basement Partitions
First Floor Municipal and Police
Second Floor Municipal and Police
Interior Sheathing of Exterior Walls
Level 5 Protection

New Fire Dept. Day Office



CONSTRUCTION TOTAL	\$5,058,988.76	\$5,058,988.76
SOFT COSTS		
Contingency	20%	\$1,011,987.15
Inflation	6%	\$303,596.15
Permit Fees	2.5%	\$126,498.39
Design Fees	15%	\$758,990.36
TOTAL BUDGET ESTIMATE		\$7,261,007.82

for 2 Years
Arch./MEPP/Civil & CA

CONSTRUCTION TOTAL	\$5,058,988.76	\$5,058,988.76
SOFT COSTS		
Contingency	20%	\$1,011,987.15
Inflation	6%	\$303,596.15
Permit Fees	2.5%	\$126,498.39
Design Fees	15%	\$758,990.36
TOTAL BUDGET ESTIMATE		\$7,261,007.82

Recommendations

With insufficient parking and the significant cost of major reconstruction to the building, Cornerstone Architectural Group recommends exploring other options.

The Municipal and Meeting Room functions could be moved off-site to a more appropriate location (Sea Girt Library), where parking and space is more readily available. Borough Hall could be rebranded as a Public Safety Building, renovated to address all the expansion needs of Police and Fire, without a costly building addition.





Sea Girt
New Jersey
WHERE THE CEDARS MEET THE SEA

**Borough Hall Municipal Building:
Property Conditions Assessment Report**

Issued Tuesday 18 August 2020

Project Number: 202551

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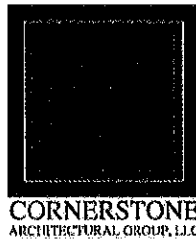
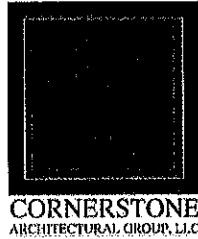


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Sea Girt Borough Hall Municipal Building: Property Assessment Report



Project Brief

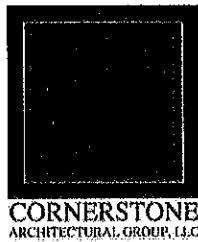
The Sea Girt Borough Hall Municipal Building is located at 321 Baltimore Boulevard in Sea Girt, New Jersey. The property is located within Block 48, Lot 8 and sits on approximately 1/2 acre of land at the corner of 4th Avenue and Baltimore Boulevard. Built in 1918, the main building structure has incorporated at least two additions, occurring in the early 1980s. The building is now approximately 16,800 square feet, is two-stories with a partial basement, and is composed of masonry and wood. Utilities to the building include electric, natural gas, and public water with a sanitary sewer. The building is not sprinklered but has a fire alarm system.

Adjacent properties are single-family residential homes.

Project Scope

This report represents the results of an on-site inspection of the building along with its structural, mechanical, electrical, and plumbing systems as performed by Cornerstone Architectural Group and their partnering Engineering team, Engineering Driven Design. The life-safety, ADA, structural, and architectural inspection was conducted on Thursday 23 July 2020 with the engineering, infrastructure (mechanical, electrical, plumbing and fire protection systems) survey taking place on Wednesday 5 August 2020.

The inspection team founded the conclusions in this report based upon field observations, information provided by the user groups, and through documentation provided by the municipality. Among the provided documents were existing sketch floor plans and a property survey performed by Leon S. Avakian, Inc. dated 9 April 2020.



Building Overview

○ Building Area/Land

- The building is approximately 16,800 square feet sitting on approximately 1/2 acre of land. Three outbuildings were observed on site including a masonry generator building and two wooden storage sheds. A police dispatch antenna was observed on the south side of the building along Baltimore Boulevard.

○ Building Use

- The main building's current use is a Municipal Building (Borough Hall) for administrative offices as well as the headquarters for both the local police and fire departments. Each section of the building is dedicated to one user and the uses are connected through internal circulation, presumably for maintenance personnel only.

○ Building Height

- The building was originally constructed with two stories and measures a height of approximately 25'-0" above grade. Two one-story additions have been added, one on the east side of the building for the police and one at the north side of the building for the fire department.

○ Zoning Information

- The building is located in the '1E' District 1 East Single-Family Residential Zone.

According to representatives for the building, the existing use of 321 Baltimore Boulevard as a municipal building is, not only permitted, but mandated by deed restrictions.

○ Building Code

- Occupancy Classification is 'B' Business, 'S-1' Storage, and 'I' Institutional. The outbuildings constitute a 'U' Utility and Miscellaneous accessory designation.
- Construction Type 'VB'
- Building Class 2 Structure

○ FEMA Data

The building is located in Zone X, an area outside the 500-year flood and protected by levee from 100-year flood. The building has a minimal risk of flood hazard.



Description and Condition

○ Site

The site is 0.52 acres and is situated at the corner of Fourth Avenue and Baltimore Boulevard. The Fourth Avenue side of the building (west façade) offers direct access to the fire department while the Baltimore Boulevard (south) side of the building is dedicated to the municipal administrative offices and the police department (Photo 1-4). Three outbuildings are located to the north (Photo 5-6).

○ Paving

A relatively small portion of the site is paved in concrete for vehicular parking at the police and fire department entrances (Photo 7-10). The rest of the paved areas are for pedestrian circulation including sidewalks and entrance paths, or for gathering, such as the patio area at the rear of the building (Photo 11-13).

Condition

The concrete vehicular parking area on the police side of the building, appears to be in good condition. Some sections of the hardscape show evidence of minor cracking (Photo 14).

The concrete ramps at the fire truck bays are quite steep and constitute a point of concern for the vehicles navigating in and out of the garage (Revisit Photo 9).

The concrete sidewalks and pedestrian circulation/gather spaces show some minor signs of deterioration. Those areas should continue to be observed and maintained for a smooth, level walking surface (Photo 15-16). The concrete patio at the north side of the building should be power washed (Photo 17).

The interior concrete slab within the apparatus bays are pitched to drains in the floor (Photo 18-19). During observation the fire trucks were present, so a full visual evaluation of the floor slab was not possible. Representatives for the building flagged a section of the apparatus bay, along the path of an old steam line, where the floor slab was sagging. Some minor cracking and repair work in the floor slab and adjacent masonry wall was observed near the fire department entrance (Photo 20-21) but it was difficult to discern sagging in the floor slab independent of the floor pitch, particularly while the vehicles occupied the bays.

○ Drainage

For the most part, the site's grade slopes away from the building. A plumbing drain/waste line was observed exhausting water out the side of the building at the rear of the police department (Photo 22).

The fire truck bays were equipped with floor drains but no oil separator was present.



Condition

Drainage appears to be functioning well for the facility, there were very few indicators of damage due to water runoff.

Site drainage on the side of the building, at the rear of the police department, did exhibit some ponding. The plumbing drain/waste line at this location should be managed to dissipate standing water.

○ **Parking**

The paved portions of the site, dedicated to the fire truck access, constitutes an active driveway and may not be blocked or used by transient vehicles. The paved drive at the police side of the building, accommodates only a few city owned vehicles and is inadequate to handle the borough's fleet. On-street parking is shared with neighboring residents (Photo 23) and, as such, is very limited when factoring in private, borough, and visitor vehicles.

Conditions

Parking spaces and vehicular circulation appear to be in good condition, but capacity is inadequate for the need.

○ **Lighting**

Some exterior lighting was observed, mounted to the face of the building, along Baltimore Boulevard as well as Fourth Avenue. The lighting was a combination of building accent illumination and emergency lighting (Photo 24-25).

Conditions

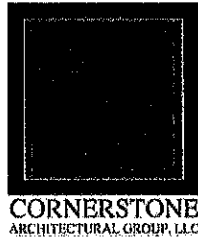
The building mounted light fixtures were observed to be a combination of incandescent, fluorescent, and LED lighting. Only some fixtures were illuminated at the time of inspection.

○ **Landscaping**

Sizable areas of the site are landscaped with pavers, grass, and planting beds. The pavers are in good condition (Photo 26). The green spaces are well maintained and aesthetically pleasing (Photo 27-28).

A wood wall/screen has been constructed at the back corner of the building, behind the police department (Photo 29-30). The intent of the wall appears to be for the shielding the HVAC equipment from the neighboring property.

The side yard, running perpendicular to Baltimore Boulevard offers little buffer to the adjacent residential dwelling. A small PVC fence has been erected separating the perpetrator entrance from the property line (Photo 31).



PVC guard rails provide fall protection for the exterior stair and ramp at the municipal and police entrances.

Conditions:

The green spaces are well maintained and aesthetically pleasing. They should continue to be maintained.

The wooden wall/screen is in poor condition and should be replaced.

The PVC fencing at the side yard is in good condition and should be cleaned/power washed and maintained.

The PVC guard rails at the municipal and police entrances display minor signs of deterioration. Trim pieces at the base of the posts are separating and a post cap is missing. These elements should be repaired or replaced by maintenance (Photo 209-210).

o Signage

A fire department 9-11 memorial/Sea Girt monument and flagpole occupies the corner of the site (Photo 32-34). An additional memorial is located at the northwest corner of the site (Photo 35).

A large building mounted sign occupies the space above each of the three entrances: an applied wooden sign at the municipal building entrance states "Borough Hall" (Photo 36), a precast concrete sign embedded in the brick at the police department entrance reads "Sea Girt Police" (Photo 37), and one above the apparatus bay doors identifies "Sea Girt Fire Co. No. 1" (Photo 38). Signage on the overhead apparatus bay windows identify the vehicle numbers for fire and rescue.

Additional, historic, fire department signage was observed within the fenestrations of the building on either side of the main entry door (Photo 39-40).

Conditions:

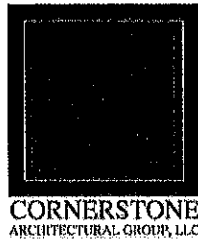
All the signage appeared to be in good condition. The Borough Hall sign at the municipal entrance displayed some minor evidence of deterioration. Some peeling paint or rotting wood substrates should be repaired and maintained as required (Photo 41).

o Facades

The exterior wall of the building is largely comprised of brick, with some areas consisting of painted wood sheathing. The fascia boards at the roof line are painted wood, with an aluminum soffit below.

Conditions:

Though some areas of brick show signs of cracking/breaking, efflorescence or staining, and the occasional missing mortar joint (Photo 42-47), the brickwork appeared to be in good condition.



The wood along the building's façade has been affected by water damage and is showing minor signs of deterioration. Chipping paint and rotting wood should be repaired and maintained.

The aluminum soffits and wood fascia boards should be repaired and replaced in areas of damage and deterioration (Photo 48-50).

o **Doors/Fenestration**

The building features an eclectic combination of overhead doors, swing doors, and punched, operable windows made of varied materials, sizes, and qualities.

Exterior overhead doors: (2) at the fire department apparatus bay and (1) at the police department garage, are aluminum and are in good condition (Photo 51-52). Some of the wooden trim surrounds are cracked, broken, and/or damaged (53-56).

The municipal entrance is comprised of an exterior grade, wood door with half high glass and sidelights (Photo 57). The sill condition of this door shows some minor indicators of deterioration and rot (Photo 58). The hinges are discolored and rusting (Photo 59). Through-bolts on the door's closer have caused damage at the door's head condition (photo 60).

The police department's main entrance consists of a storefront glass and aluminum door which appears to be in good condition (Photo 61).

The police department's side entrance is an exterior grade, wood door with a half high glass lite (photo 62). The doors frame consists of exposed pressure treated wood and the trim is missing from the assembly (Photo 63-64). It is presumed that rot and water damage has caused the repair/replacement of the framing in a temporary solution. The glass panel appears to have been covered in a film, presumably to eliminate transparency, but the film has deteriorated over time (Photo 65). The door and frame should be replaced.

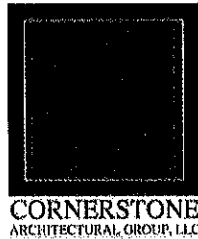
The fire department's entrance is a decorative, stained wood door with a leaded glass panel, protected by a glass storm door (Photo 66). Other than two minor cracks in the leaded glass panels, the door is in excellent condition (Photo 67-69).

The fire department's secondary entrance at the rear of the building consists of an exterior grade, wood door with half high glass (Photo 70). The door is in poor condition with damage to the finish and deterioration of the wood substrate beneath.

Exterior windows vary throughout the building in terms of size, type, frame, glass, and function.

The main windows throughout the building are single glazed, double hung, punched openings (Photo 71). The original building incorporates decorative, vinyl shutters at each window. Some windows were observed to be damaged, broken, and/or inoperable (Photo 72-74).

Decorative, historic windows were observed within the fire department section of the facility (Photo 75-76). These decorative windows have sagged and deformed over time meaning that great care should be taken when working in, on, or around these windows (Photo 77-78).



○ **Roofing**

The roof of the original building consists of a main gable with front and rear dormers. All roofing in this area is comprised of asphalt shingles (Photo 79-83). The building additions over the police and fire departments consist of a white EPDM on the flat/low sloped areas and asphalt shingles at the perimeter (Photo 84-85).

There are some penetrations and pitch pockets on the roof which have been patched and require additional re-sealing (Photo 86-88).

A metal stair provides access from the roof of the first floor down to the low roof over the fire department's basement lounge (Photo 89-94). Water is ponding in small areas near the top of the stair, collecting dirt and debris. The stair is rusting but is still in good condition. The lower roof has accumulated dirt and debris. The roof shows evidence of significant patching at low clearance windows and there was some curling of the roof membrane at the bottom of the metal stair run. The roof areas should be monitored and maintained to prevent further damage.

The asphalt shingle roofing and the EPDM have been seamed up with metal flashing but are patched fairly extensively (Photo 95-98).

Various elements of building infrastructure have been mounted to the roof with conduit and plumbing lines routed hap-hazardly. Care should be taken, when accessing the roof, to prevent damage and avoid contact with line voltage wiring (Photo 99-102).

Wood roof supports offer bracing at overhang conditions (Photo 103-104). Braces are in good condition and should continue to be maintained.

Aluminum gutters are incorporated around the perimeter of the building but a few of the leaders do not shed water adequately from the building (Photo 105-110). While no water issues were observed, downspouts should be routed to splash blocks or other means of directing water away from the building. Remnants of the building's original copper gutters and downspouts were observed to still be fastened to the building, though they have been abandoned and no longer serve a function (Photo 111-112).

The Main Electrical Service Wiring is overhead and originates from a pole on the northern, adjacent property. The main service wiring is hung across the site to an antenna on the roof of the original building. This electrical wiring is approximately five feet off the roof level. Data lines, cable lines, and compressed air are also fed overhead to the roof of the original building, originating from the northwest corner of the property.

Conditions:

The existing roof appears to be aged but is in good condition. Coping and flashing appear to be in good condition and the two dissimilar roofing materials are tied together well, though patching is extensive. The approximate slope of the original building's gable roofline is 7 on 12.

The asphalt shingles range from good to fair condition. Dark stains in various areas signify water infiltration and should be addressed (Revisit Photo 97).



The EPDM roof displayed various patching over time but seems to be in good condition. Very little ponding was observed, and the pitch is reasonable for a membrane roofing system. Building representatives identified concerns of a roof leak but field observations determined that a poorly patched window was the cause of the leak, not the roof membrane.

A section of the second story of the original building, protruding beyond the one-story police addition, has resulted in the partial infill of a perimeter window. This partial infill consists of rotting plywood at the first-floor roof level (Photo 116-117). The condition was observed from the roof as well as from the ceiling below. Water has deteriorated the plywood infill and penetrated the former window's flashing detail resulting in damage to the Captain's Office in the police department.

A section of aluminum gutter is sagging at the Baltimore Boulevard side of the building, between the main administrative entrance and the police entrance (Revisit Photo 105). This section of gutter has been overwhelmed by storm water runoff and has deflected away from the building. A thunderstorm occurred during the field observation and speculation was verified as water poured over the edge of the gutter, rendering it ineffective in redirecting water shed.

The overhang sections of the second-floor dormers have been compromised as evident from the observed condition of the wood fascia boards and aluminum soffits. Damaged and open sections of these soffits have allowed water to infiltrate into these areas thus continuing the damage (Revisit Photo 49-50, 106).

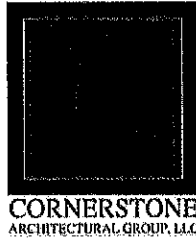
Main Electrical Power Service mounting on the roof is hung at a dangerous level and can come in contact with service professionals on the roof during routine maintenance.

- **Structural**

The building is comprised of a CMU foundation, brick exterior walls, wood interior framing, and a wooden roof structure. The structure appears to be in good condition but additional inspection for any structural damage within the building floor slab, particularly in the fire department's apparatus bay, along the route of the former steam line, should be administered when the vehicles are removed from the garage.

The concrete sidewalks, ramps and exterior stairs were in good condition. Minor cracking was observed, typically along control joints at the ramps, but did not exhibit structural concern. The stair nosing conditions at the exterior building approach to the municipal and police entrances were beginning to deteriorate. The metal nosing elements were observed to be loosening due to concrete spalling and should be addressed by maintenance. Otherwise, little evidence of cracking was observed with regard to the exterior paving.

Through inspections above the ceiling on the first floor, it was determined that any additions to the building must be supported by new structure. The existing structure is not designed for, nor is it capable of, supporting additional loads. The plenum space above the police department provided a peek at some buried masonry walls and partial rooflines. Elements are presumably modifications of the building's original form, covered over during construction of one of the building additions.



o Interior Spaces

Each of the three departments (municipal, fire, and police) have individual pedestrian entrances to the building and somewhat segregated areas within the building.

The police and fire departments have vehicular, overhead doors and secondary entrances on the side and rear of the building respectively. The main entrances to the municipal and police facilities are located along Baltimore Boulevard and the main fire entrance is located along Fourth Avenue.

The original, two-story building, with a partial basement, houses the municipal, administrative offices. A single 36" wide, lockable swing door connects the administrative offices to the one-story police addition with a lower level storage area. A single 32" wide, lockable swing door connects the administrative offices to the one-story fire addition with a lower level lounge area. The police and fire departments are connected by a 36" wide lockable swing door between the two, lower level spaces. Interconnection of these departments is presumably for maintenance only.

The basement of the original building is home to the original boiler, abandoned in place, and is not accessible from any other spaces. A second stair leading from the boiler room has been covered over with the floor slab of the apparatus bay.

Flooring

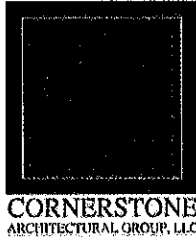
The building's administrative spaces consist mostly of carpeted flooring (Photo 118) with some areas in the police addition upgraded to a vinyl plank (captain offices, toilet room) (Photo 119-120), rubber (processing areas, prisoner corridor) (Photo 121), or ceramic tile (entry, fire department toilet room) (Photo 122-124). The elevator lobby at the municipal entry is 12" vinyl composite tile flooring (photo 125). Marble saddles were observed where carpeting transitioned to tiled toilet or shower rooms.

The first floor of the fire department has been largely upgraded to a stained oak floor with inlays and a lacquered finish (Photo 126-127). The stairs down to the basement also match the hardwood, as does the (2) lane bowling alley on the lower level (Photo 128-129). The wood floors should be protected and maintained. One of the treads, on the stair leading from the fire department reception area, into the truck bay, is a paint grade wood step and does not match the rest of the upgraded flooring (Photo 130). Walk-off mats have been laid out over the hardwood for protection, covering the beauty and negating the aesthetic of the space (Photo 131).

First floor and lower level utility, storage, garage, holding cell, and infrastructure areas remain unfinished with exposed concrete floor slabs (Photo 132-135). There were no transitions from the floor finish in the public areas to the back-of-house spaces.

Other than the bowling alley, the fire department's lounge on the lower level is fully carpeted (Photo 136).

The second floor is mainly carpeted, including the stairs up from the first floor (Photo 137-138). Some small areas of 12" square, vinyl composite tile were observed on the intermediate landing,



near the Baltimore Boulevard side of the building (Photo 139-140). The second-floor landing and one of the small offices facing Baltimore Boulevard maintain a very old 9" square floor tile that is highly suspect of asbestos (Photo 141-142). A certified asbestos inspection team should investigate the floor material in this area and treat the condition appropriately; either by legally removing the hazardous material, or safely encapsulating it in place.

The floor slabs within the fire department truck bays are pitched to drains in the floor.

Base trim is mostly painted wood and vinyl throughout the building (Photo 143-145), though ceramic tile base is used in areas of ceramic tile flooring (Photo 146). In areas of lacquered wood flooring (fire department), the wooden base trim is stain grade to match. Some minor water damage was observed within the fire department's reception area (Photo 147).

Walls

Gypsum/Plaster walls throughout the building are painted.

Utility, storage, and infrastructure spaces remain unfinished with exposed brick (Photo 148), though some exposed brick walls have been painted white (Photo 149-150).

Within the police department many areas and spaces have a carpeted wainscot for damage protection purposes (Photo 151).

The second-floor spaces within the roof's dormers consisted of beadboard paneling.

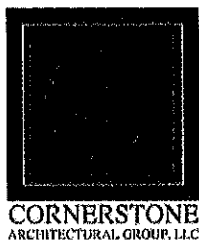
Ceiling/Lighting

The ceilings and lighting vary greatly throughout the spaces. Acoustical ceilings are prevalent within the municipal, administrative office areas, observed to be 2x2 acoustic, mineral fiber, lay-in tiles with a 15/16" metal grid and a tegular edge (Photo 152). The lighting in these areas consist mostly of 4-lamp fluorescent, prismatic 2x4 troffers, varying in color temperature. Ceiling fans were observed in the administrative bullpen and pendant mounted decorative chandeliers were observed in the main lobby/entry (Photo 153).

The police department spaces consist of both acoustical panel and hard gypsum board ceilings (Photo 154-155). The acoustical ceilings are 2x2 mineral fiber, lay-in tiles with a 15/16" metal grid and a square edge. The grid in some areas has discolored over time and there were some tiles that displayed significant water damage (Photo 156-158). Lighting in the police spaces include fluorescent and incandescent fixtures that vary in size (1x4, 2x4, 6x4), type (prismatic troffer/parabolic troffer/exposed industrial strip), and installation (recessed/surface mounted) (Photo 159-162).

Security cameras were observed throughout the police facility (Photo 163).

The fire department spaces consist of predominantly hard ceilings with exposed wooden beams. Light fixtures were recessed, surface mounted, and pendant mounted. The lamp types included a range of incandescent, fluorescent, and LED (Photo 164-170).



The second-floor ceiling was pitched with the various rooflines. 1x1 Acoustical tiles were applied directly to the ceiling in the majority of the space, with some of the smaller dormers featuring beadboard. Light fixtures were surface mounted 18"x48" parabolic troffers of varying color temperatures (Photo 171-172).

Upgraded, painted, metal tile ceilings were observed in the main lobby of the municipal building (Photo 173), within the truck/apparatus bays (Photo 174), and above the bowling lanes/storage area in the lower level of the fire department (Photo 175-176).

Exit signs were observed, mostly thermoplastic and varied in mounting type (Photo 177).

Doors/Hardware

Doors varied significantly throughout the space and ranged from stained oak with decorative paneling and integrated leaded glass to paint grade flush doors and residential, 6-panel, hollow doors (Revisit Photo 61, 66, and Photo 178-182).

The door connecting the police space with the municipal space was cracked at the jamb condition (Photo 182).

Millwork

Millwork observed on site included the plastic laminate cabinetry at the administrative toilet room vanity, trim/molding, the built-in dispatch desk at the police reception, a plastic laminate bench in the processing room, the wood toilet partition in the fire department bathroom, the second floor entry and office divider, the men's locker room/lounge pantry cabinets, and kitchen cabinetry off the apparatus bay (Photo 183-194).

Elevator

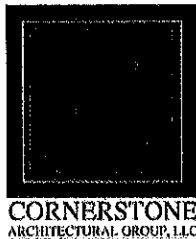
The building has a single lift located in the original building lobby. The lift is open to above but has a full surround on the first floor and a guard rail on the platform protecting occupants at the second-floor level. Access to the lift is through a 3'-8" wide aluminum and glass swing door. The interior dimensions of the lift measure 5'-5" wide x 3'-10" deep. The mobile platform measure 5'-1" wide and 3'-7" deep and the guard rail is 3'-7" high.

○ **Life Safety Concerns**

Electrical service, coming to the property is within reach of a maintenance personnel traversing the low roof (Photo 195). The electrical lines should be raised to a safe height above the building's roofline or be buried underground for the safety and protection of the maintenance staff.

Guardrails leading from the original building's lobby to the second floor do not meet the minimum 3'-6" height. They should be supplemented or replaced with the proper protection.

Exit signs and emergency devices were inadequately spaced throughout the building.



Asbestos floor tile is suspected in some areas of the second floor and around piping in the boiler room. A certified testing agency should review and remedy if the hazardous material is found (Revisit Photo 141-142 and 274).

The former coal chute at the west side of the building has been covered with a plywood surround (Photo 197-198). The plywood has rotted, and daylight can be seen from the basement level. To prevent an accident, animal infestation of the basement, or water infiltration, the chute should be sealed off properly.

- **Accessibility (ADA)**

There is a single ADA accessible parking space designated on Baltimore Boulevard, in front of the building (Photo 199). Signage is current, properly mounted, and clearance is adequate (Photo 200). Curb cuts with tactile mats are located at all pedestrian ramps when accessing the site (Photo 201).

The main municipal entrance approach is flat and smooth, equipped with an ADA accessible ramp (Photo 202). The ramp has proper clearances, turning radius, platform depth, there are continuous handrails, handrail extensions of adequate length, and the proper slope at 1:12 (Photo 203-205).

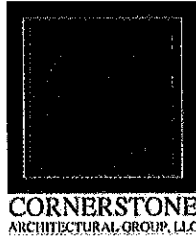
The adjacent stair meets the ADA requirements for guard rails, handrails, proper clearances, turning radius, platform depth, continuous handrails, handrail extensions of adequate length, and the rise and run of treads are consistent, within the allowable ranges. The risers are vertical and the nosing radiused in accordance with the requirements (Photo 206-208).

The threshold to enter the building at the municipal entrance falls within the permissible change in height according to the requirements. The door is 3'-0" wide. All the walking surfaces in the building approach are smooth and even.

Inside the building a hydraulic lift is provided for access to the second floor (Photo 211-212). The Genesis Vertical Lift was manufactured by Garaventa in 2012. The unit has an automated 3'-8" wide swing door. The clear interior dimensions of the moving platform measure 5'-1" wide x 3'-7" deep and, as such, meet the required dimensions and square footage for an existing elevator. The guard rail is mounted 3'-7" and all controls are within the reach range. No grasping, twisting, or pinching is required for operation of the lift.

The first floor is equipped with a single, fully accessible, toilet room (Photo 213). The door is 3'-0" wide. The room meets the required dimensions and clearances at all fixtures. All elements and accessories are within the reach range and the reflecting surface of the mirror does not exceed the height restrictions. The lavatory plumbing lines are protected, and knee clearance is provided.

Beyond the main entrance, spaces are significantly more restrictive. Some doors are not 3'-0" wide, clear space is not provided for a wheelchair turning radius, proper platforms are not provided on both sides of a doorway, and proper door approach dimensions are not met. An additional toilet room in the administration area does not meet the requirements for accessibility.



A decorative stair leads from the main municipal lobby to the second-floor administrative area. The handrail of the decorative stair was observed on only one side of the main run, though it is required at both sides due to the stair's width. The handrail was also not continuous, nor did it include handrail extensions beyond the step at the end of each run, and the rail itself did not meet the profile criteria for grasping.

The second-floor administrative office is accessed via an ADA lift and a decorative stair. The second-floor office area was largely accessible, though the building's dormers house two small offices on the south side of the building which incorporated narrow (2'-6" wide), low clearance (5'-5" high) doors. The ceiling height within these rooms falls below the minimum requirements and angled roof lines create obstructions for the visually impaired (Photo 214-218). Walk-in storage rooms on the north side of the building similarly utilize narrow, low clearance doors (Photo 219). Modifications required to access these areas include raising the roof structure.

The main police entrance is equipped with an accessible ramp measuring the proper slope of 1:12 (Photo 220). The ramp has adequate clearances, turning radius, platform depth, there are continuous handrails, and, except for one instance, the handrail extension are of adequate length for the accessibility requirements (Photo 221).

A phone has been mounted outside the door within the proper reach range and is used to communicate with the police dispatch for assisted entry (Photo 222).

Beyond the building approach to the police entry, spaces are significantly more restrictive. A ramped threshold is provided at the police entrance which does not meet the accessibility requirements (Photo 223). Within the police reception area, there are inadequate clearances for the turning radius of a wheelchair (Photo 224). The communication window is raised above the level that could be considered reasonable for someone in a wheelchair (Photo 225). The transaction counter is mounted above the reach range. The door approach does not offer proper clearances (Photo 226). The dispatch desk is raised a step above the rest of the finished floor, the toilet and shower rooms do not meet accessible clearances, the pantry does not offer a front accessible approach, and stairs must be navigated to access the evidence storage in the former garage (Photo 227-230).

The main fire entrance has no accessible means of approach. There are only stairs to the reception area, no ramp is provided. The handrails do not meet the accessibility requirements for grasping. An additional step up is required at the entry threshold (Photo 231).

Once inside the fire department area, no lift or elevator access is provided to the lower level. Though internal circulation is permitted between each of the three user spaces, it is presumably for maintenance only. The only toilet room in the fire department area does not meet the accessibility requirements. The commercial kitchen is accessed from the exterior, through a non-accessible entry, or through the sunken apparatus bay.



- **Fire Protection**

Building does not contain an existing sprinkler system.

- **Plumbing**

The building is host to two 1" incoming domestic water services. The first is located in the boiler room along the plan south wall. Incoming service consists of a water meter and shutoff valve. This water service appears to only serve the original building (town municipal offices) and the fire department (Photo 232). The second incoming water service was in the basement below the police station. Its setup is identical to the first. This water service serves the police station addition of the building. No backflow preventor was observed on either service. No backflow preventor was observed for the abandoned boiler feed water. Domestic water distribution piping consists almost entirely of copper pipe. Cross-linked polyethylene (PEX) piping was observed serving the women's locker room (Photo 233). There is piping in the crawl space area, but it was not readily observable from the basement. It did appear that some of the piping had been capped in this area. Little to no insulation was observed on any of the domestic water piping. No labeling was found on any piping with the exception of a few handwritten notes on the piping in the fire house (Photo 234). Sections of piping in the fire house were painted red for hot water and green for cold water. Blue PEX piping was used for cold water and red PEX piping for hot. All domestic water piping was located in the basement and serves fixtures on the first floor. There are four existing domestic water heaters. There is one 50-gallon Rheem 4.5 kilowatt (KW) electric water heater located in the computer room of the police station basement. This serves all fixtures in the police station and possibly the toilet rooms in the municipal building. The water heater was manufactured 10/2004. There is one Eemax mini tank water heater in the staff toilet room of the municipal building. This water heater is located in the millwork below the lavatory and appears to serve only this lavatory. The water heater had a note stating that it was installed 5/6/2020. The fire house has two water heaters. One 75-gallon Universal 125 thousand British thermal units per hour (MBH) gas fired water heater and one 80-gallon Rheem 4.5 KW water heater. The water heaters were manufactured in 2006 and 2003 respectively. The fire chief noted that both water heaters were soon to be replaced and a new washing machine designed specifically for fire fighter outfits was to be installed in the area.

There are three sanitary exits for the building. The first sanitary exit is located in the boiler room adjacent to the domestic water service. This service includes a house trap and has piping entering from the outside prior to exiting the building. A sanitary pipe also goes up through the floor. There is capped piping in a second-floor office that may be connected to this sanitary exit. This sanitary service does not appear to have any active connections (Photo 235). The second sanitary exit is located in the police station basement adjacent to the crawl space. This sanitary exit serves the women's locker room and it is assumed that it serves the fire department and the municipal building's toilet rooms. Building staff noted a sewer gas smell that comes from this sanitary pipe near its exit, notably after events in the fire house. No smell was observed during the site visit, but the fire house was empty at the time (Photo 236). The third sanitary exit is located in the police station basement and is adjacent the incoming water service. This service serves the remaining fixtures in the police station. There is no indication of below grade sanitary piping.



There is one ejector pump serving the bar sink in the wet bar. Sanitary and vent piping material consists of cast iron (original building only), Polyvinyl Chloride (PVC) and Acrylonitrile Butadiene Styrene (ABS) pipe. The majority of sanitary and vent pipe is ABS.

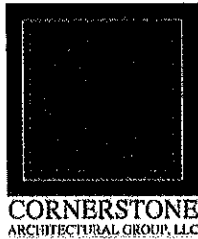
There are three natural gas services serving the building. There is a dedicated gas service for the generator in the outbuilding. This service appears relatively new and services only the generator. A tag on the pressure regulator stated that the gas pressure was set to 8 inches of water column (" WC) (Photo 237-239). The second service is located outside the administrative office. This service appears only to serve the boiler room and the fireplace in the administrative office. There is no indication of the gas service pressure. The final gas service is located in the rear of the building near where the low roof and fire house kitchen meet. This gas service serves the remainder of the building including the gas range in the kitchen, meeting room fireplace, gas water heater, gas furnaces in the basement and gas grill on the outside. There was no indication of gas service pressure. Exterior gas piping consists of galvanized steel. Interior gas piping comprised of black steel, with some galvanized steel piping used in some sections. Sections of gas piping are painted brown in the fire house (Photo 240).

There are six toilet rooms in the building. All water closets are tank-type toilets with exception of the holding cells. There are two urinals. There are three different types of lavatories. One is wall mounted, one is pedestal mounted, and the remaining are mounted in millwork. The holding cells contained the buildings only floor drain. All faucet are manual faucets. The lobby toilet room is the only one that appear to be barrier free. This toilet room consist of one water closet and one wall mounted lavatory (Photo 241-242). The toilet room in the administrative staff office consists of a water closet and one counter-mounted lavatory. The previous two toilet rooms appear to be fed from the crawl space area and the piping could not be evaluated. The toilet room in the police station consists of a water closet, a urinal, and a counter-mounted lavatory. The men's shower room has one water closet and counter mounted lavatory. There is one shower in this this room that is marked as an emergency shower, however it is a standard shower. The men's locker room also contains one stainless steel pantry sink. The Women's shower room contains one shower, one water closet and one lavatory. Each holding cell contains one penal grade combination water closet and lavatory. The holding cell also contained one floor drain. No trap primer was identified serving this floor drain. The toilet room in the fire house contained one water closet, one urinal, and one pedestal mounted lavatory. Hard ceilings below this toilet room did not permit it to be determined how these fixtures are fed.

The building has one service sink located in the fire house workshop. The service sink is a fiberglass laundry sink (Photo 243).

There is stainless steel bar sink located in the wet bar of the fire house. The bar sink is connected to the sanitary system by means of an ejector pump.

There is a full-service kitchen. The kitchen contains one 3-compartment sink, two dishwashers and one icemaker. There is a gas range with an attached griddle. There is no floor drain in the kitchen. The icemaker appears to drain to a tray below the unit where it then evaporates. There were no air gap fittings for the 3-compartment sink. No grease interceptor could be located serving the 3-compartment sink.



There is one stainless steel pantry sink located in the men's locker room of the police station. There are several floor drains located in the fire department truck bays, however with the trucks present their exact locations could not be verified. No oil-water separator was found serving these drains.

There are three air compressors in the building. One air compressor is located in the generator building and feeds an air tank on the outside of the building. The air tank is connected to another air tank on the roof by a galvanized steel airline. It is assumed that this air tank served the roof mounted fire siren. The air compressor appeared in poor condition and it was not clear if it was functional (Photo 244-246). A second air compressor is mounted high on the wall of the fire truck bays. This air compressor was relatively new however it was not plugged in at the time of the visit (Photo 247). Tubing is routed away from the air compressor, but the termination could not be determined. A third air compressor is located in the fire house basement near the water heaters. It is a 60-gallon unit capable of providing 17.1 Cubic Feet per Minute (CFM) of air. A rubber hose runs along the wall and up through the ceiling to the fire house workshop. Somewhere this piping transitions to copper pipe. A pressure gauge in the workshop indicated 115 PSI.

There are two hose bibs located on the exterior of the building. One is located original building gas service. One is located near the entrance to the police station. It was not clear if the hose bibs were freeze proof.

All storm water is routed through exterior gutters and downspouts. No storm water conductors were observed inside the building.

One grade cleanout was observed serving the second sanitary system.

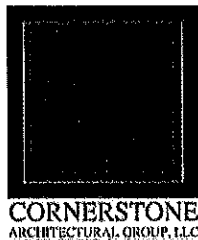
No seismic bracing was identified on the existing piping systems.

The building utilizes two sewer lines: one for the police department, one for the municipal and fire department.

○ **Mechanical**

Heat was previously provided to the original building by a boiler which is still located in the southwest area of the basement (Photo 248). The boiler is a natural gas-fired steam system that has been decommissioned. Some piping is still present, but the boiler flue has been removed. It is not clear if adequate combustion air can be provided with the existing arrangement. There is no boiler feedwater system or water treatment system present. Radiators are still present in many of the spaces (Photo 249). However, there are locations, including the meeting room, where covers exist that may have housed radiators that are no longer present. There are duct-free heat pumps present in many locations throughout the building. These heat pumps are mounted high on the wall in some rooms and are connected to exterior condensing units; these units can operate in heating mode when outdoor air temperatures require.

Supply and return grilles are located throughout the building (Photo 250).

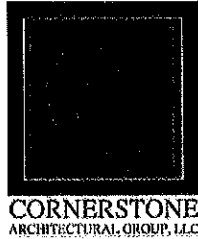


The administrative area of the building is served by a split system with a natural gas-fired high-efficiency condensing furnace and direct expansion cooling coil (Photo 251). A condensing unit is located on grade on the building exterior. Ductwork extends through the basement and crawlspace and turns up to grilles in the spaces above. Much of the ductwork is in poor condition or has been installed in a manner that will interfere with proper airflow (Photo 252). The system has a cooling capacity of approximately thirty thousand British thermal units per hour (30 MBH, or 2.5 tons of refrigeration) and a heating capacity of approximately 50 MBH. From surveying the visible ductwork, it appears that this system serves the first floor open administrative office and southwest corner office. The ductwork extending to the southwest office appears to be either broken or crushed so it is not certain whether any air from this unit does reach this office. (We were not able to access this office during our visit and so could not verify this; there is a window air conditioning unit and gas fireplace in this room, and we are unclear whether these are used.) There are also multiple high wall style duct-free split heat pump systems located throughout these spaces that supplement the air handling unit system. These may provide additional necessary capacity. This system does not have mechanical ventilation, meaning that there is no outdoor air directly connected to the air handling unit to provide ventilation throughout the building. There are operable windows that provide a means of natural ventilation.

Another split system with a five-ton cooling capacity and 73 MBH heating capacity serves the police area of the building (Photo 253). As in the first floor administrative space, the basement system has supply and return ductwork running through the basement space and turning up to grilles (mostly sidewall style) in the spaces above. The comment regarding the lack of mechanical ventilation above applies in this area as well. Not all spaces in the police area have supply and return air connections. The holding cells are not fed by the air handling unit system. (There is a single electric wall heater and ceiling exhaust.) There is a ceiling fan in the evidence storage room. There was no heating, cooling, or ventilation equipment observed in the garage storage area. There are four high-wall style duct free heat pump systems serving the second-floor space (Photo 254). These units provide a total of 2.5 tons of cooling. There are two offices without any visible means of air conditioning. There are baseboard radiators present (without steam available as mentioned). We were not able to access an attic space above the second-floor ceiling. From all of our observations including locations of grilles and diffusers, louvers in the building exterior and a wall-mounted thermostat, there either is or was an air handling unit serving the second floor located in this attic space (Photo 255). The condensing unit on the roof adjacent to the attic door is for the duct-free heat pump systems. There is no other condensing unit that would provide a means of cooling to another system. This leads us to conclude that this air handling unit has either been removed or decommissioned. Natural ventilation is available for the perimeter.

Toilet exhaust throughout is provided by means of ceiling style exhaust fans meant to discharge to the outdoors. With this type of equipment, some style of vent (ductwork) would be expected through the roof or building sidewall. There are ducts on the roof that are located in appropriate areas to suggest that these ceiling exhaust fans connect to common ductwork that penetrates the roof. Odors were reported from the holding cell area.

The fire department has spaces of several different occupancy types. The kitchen is provided with a Type I cooking exhaust hood (Photo 256), rooftop exhaust fan, (Photo 257), and makeup air unit (Photo 258). The bar and bowling alley space is served by a high-wall style duct free heat pump system (one half ton capacity). The meeting room has a gas fireplace as well as two high-wall style heat pumps. (each one-ton capacity).



The truck bay space has two high wall style heat pumps, each one ton. These are not sized to provide a space of this size with heating and cooling to the setpoints that would be expected in a normally occupied space like an office. They may provide adequate comfort conditions here; this is dependent on what conditions are expected in this space. The system of most interest here is the vehicle exhaust. There is an exhaust system that has three flexible hose drops for connection to the fire engines (Photo 259). The existing system joins the duct drops to a common duct that turns up through the roof and connects to a fan. Dependent on visible condition alone, the motor requires replacement (Photo 260). The rooftop exhaust ductwork is also in poor condition.

- o **Electrical**

The electric service is housed in an auxiliary structure adjacent to the building. This structure houses both the electric service and the generator. The service is derived from a utility-pole mounted adjacent to the auxiliary structure where three pole-mounted transformers provide a 208 Wye / 120 Volt, three phase, four wire electric service to the building (Photo 261). The service provides two sets of service drops, connecting to two sets of service conductors down the side of the building, through two weatherheads, to two utility meters, and then into the auxiliary structure to their respective disconnect and panelboard (Photos 262-263).

Meter 1

The service conductors drop as SE cable to the JCP&L meter then into the auxiliary structure to an enclosed circuit breaker (Photo 264). The service then feeds the automatic transfer switch and from there the main panelboard MDP (Photo 265-266). The enclosed circuit breaker Ampere rating and the automatic transfer switch model number are on the exterior of the units. The MDP appears to be 200 Ampere rated 208Wye/120V, three-phase, four-wire Load Center.

This is the main service to the facility and is backed up by the 80-Kilowatt Natural Gas fueled standby generator. The generator has a 250 Ampere breaker on the output (Photo 267).

This service supports the entire facility area, approximately 13,500 square feet, providing approximately 5 Volt-Amps per square foot.

Meter 2

The service conductors drop in conduit into the second Main Distribution Panelboard (MDP2) in the auxiliary building. The MDP2 is a 208 Wye/ 120V, three-phase, four-wire panelboard with a 200 Ampere main circuit breaker. This panelboard is completely blank and does not serve anything in the building. It appears to have been added in 2014 (Photo 268).

The total available power for the building considering both meters is approximately 11 Volt-Amps per square foot.

Wiring methods vary for the branch circuitry. There appears to be Type MC cable, pulled conductors in metal conduit, Type SE cable, and Type NM cable. Although not identified during our walkthrough, it was reported that parts of the building still had knob and tube wiring. In several areas throughout building, power strips and extension cords were utilized to provide power to desk locations.



The house lighting consists primarily of linear fluorescent lamps and A-lamp downlights (*Photos 269-272*). In some areas fixtures in recently renovated areas have been replaced LED fixtures. The exterior lighting appears to be limited to building mounted fixtures. The observed emergency egress lighting was limited. Occupancy sensor wall switches appear to control most of the lighting inside the building. The exterior lighting control could not be observed.

Exit and emergency lighting within the building are accomplished through self-contained emergency lighting units and exit signs with integral battery packs.

There is an addressable fire alarm system in the building. The fire alarm control panel is an Edwards Systems Technology EST2 located on the first floor in the Fire Department Garage (*Photo 273*). There appears to be smoke and heat detection throughout the entire building as well as notification select areas. There was only one Carbon Monoxide detector or alarm identified. Telephone and internet services also have their point of demarcation in basement under the admin and police station. These services appear to connect to the various areas of the building including the MDF in the basement.

As this is an essential building, seismic bracing is required but was not identified as existing.

- **Hazardous Material**

As mentioned above, asbestos floor tile is suspected in some areas of the second floor and within remnants of an insulative substance observed around piping in the boiler room. A certified testing agency should inspect and, if confirmed, legally remedy the hazardous conditions (*Revisit Photo 141-142 and 274*).



Recommendations

○ Paving

- Demolish fire truck ramps and apparatus bay slab, re-grade, and pour new slab at lower elevation. Coordinate connection to adjacent interior spaces with new stairs.
- Provide allowance for structural evaluation of the concrete slab within the apparatus bay. Inspect sagging of floor slab along the path of the old steam line and reinforce as required.
- Patch and repair minor cracks and spalling of concrete at pedestrian walkways, ramps, and exterior stairs.
- Repair nosing conditions at spalling concrete leading to municipal and police entrances.
- Power wash the concrete patio at the rear (north side) of the building.

○ Lighting

- Provide for new exterior building mounted site lighting around the facility's perimeter. Include security lighting and emergency lighting.

○ Landscaping

- Incorporate French drains strategically at the east side of the building to remove standing water from site.
- Replace existing wood wall/screen at northeast corner of the building.
- Power wash PVC fence on east side of the building.
- Power wash PVC guardrails at municipal and police entrances. Replace missing top cap on post, repair damaged base trim.

○ Signage

- Repaint existing "Borough Hall" building sign, seal.

○ Façades

- Repair and/or replace rotting wood sheathing at the south side of the building, second floor. Remove any damaged material back to sound substrate, replace, and paint to match existing.
- Repair minor damage to brickwork; replace, infill, or seal bricks that are cracked or broken. Infill missing mortar joints.
- Power wash existing brick façade, remove staining/efflorescence.

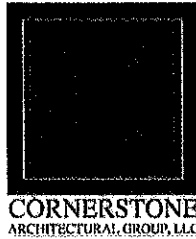


○ **Doors/Fenestration**

- Replace all perimeter windows (17 windows at +/-3'-6" wide x 5'-0" high).
- Replace frames/trim on all three overhead doors (2) at fire department, (1) at police.
- Replace door, frame, and hardware at municipal entrance.
- At police entrance, eliminate non-accessible ramp at threshold and feather concrete platform approach to negate height change.
- Replace door, frame, and hardware at police department, side entrance (east façade). Eliminate step up/step down, provide for entry at grade.
- Replace door, frame, and hardware at fire department side door (north façade).
- Repair and insulate leaded glass windows at fire department (west façade – 2 windows: 3'-0" high x 2'-0" wide and north façade – 1 window: 6'-0" high x 15'-2" wide).
- Replace (2) cracked sections of leaded glass at fire department entry door.

○ **Roof**

- Repair the source of water infiltration at the second story (former) opening. Degradation of plywood shall be removed back to sound material and replaced with exterior grade materials, flashed, and sealed.
- Repair/replace damaged section of gutter where storm water run-off has overwhelmed and deformed the receptor.
- Repair/patch and seal roof at pitch pockets and penetrations.
- Clean/remove rust from exterior metal stair (low roof access) and finish with galvanized paint. Flash/repair curling of roof membrane at lower landing.
- Provide allowance to modify roof pitch and divert standing water in areas of ponding.
- Repair/replace aluminum soffits that are missing or damaged.
- Repair or replace missing/damaged roof drains/leaders. Remove remnants of building's original copper gutters and downspouts.
- Provide allowance to investigate, repair, and replace damaged asphalt shingles.
- Raise electrical service wiring at the roofline.
- Protect plumbing lines on the roof from damage due to maintenance work.

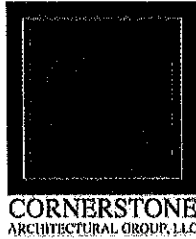


○ **Interior Spaces**

- Replace damaged ceiling tile in the corridor between the municipal, administrative area and the police department.
- Replace lamping with fluorescent light fixtures throughout the facility, aligning color temperature, at minimum, within each department.
- Replace cracked door between municipal and police departments.
- Modify height of existing guardrails leading from the original building's lobby to the second floor. Guard rails must be 3'-6" above the finished floor/stair nosing.
- Seal up existing coal chute at the west side of the building.
- Seal up "stair to nowhere" below the apparatus bay.
- Provide allowance for an adequate number of exit signs and emergency devices as required by code.
- Replace first stair tread between apparatus bay and fire department reception area (paint grade wood) with stain grade wood to match existing.
- Repair/replace section of wood base damaged by water, within the fire department reception area.

○ **Accessibility (ADA)**

- Provide an ADA accessible ramp, stair, and hand/guard rails to fire department entrance (or modify the interior spaces to have internal circulation – 2/3 of building entrances must be accessible.)
- Provide ADA lift at fire department area for access to lower level lounge.
- Reconfigure fire department toilet room to meet ADA accessibility requirements.
- Replace existing doors, narrower than 36" with new (11 locations).
- Replace existing knob door hardware with lever-type handles.
- Raise the ceiling/roof condition at existing dormers making interior offices on the second floor habitable and ADA accessible. Increase door height and width. Reconfigure offices to provide for adequate head clearance.
- Reconfigure police reception area to accommodate ADA accessibility. Modifications should include accessible approach at the doors, transaction counter at 2'-10", and proper turning radius.



- Modify layout of police toilet room to meet ADA accessibility.
- Modify layout of police shower facilities to accommodate ADA accessibility.
- Modify or replace panty millwork at police lounge to accommodate ADA accessible front approach.
- Provide handrail extension where missing at police entry ramp.
- Reconfigure municipal administrative bullpen, provide adequate clearance for circulation, accessible turning, door approach, and egress.
- Provide for new continuous ADA handrail on each side of existing stair to the second floor of the original building.

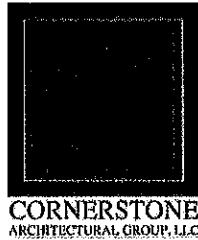
○ **Fire Protection**

- A sprinkler system must be installed in the basement of the building.

○ **Plumbing**

The capacity of the existing domestic water mains are adequate for the majority of existing plumbing system. It is recommended that the domestic water service for the police station be upgraded to better accommodate the flush valves in the holding cells. The capacity of the natural gas system appears to be adequate for the existing needs of the building.

- No leaks were identified in the plumbing system.
- The domestic cold-water piping should be insulated to provide condensation control within the building envelope.
- The domestic hot water piping should be insulated as an energy cost savings measure.
- Domestic hot water supply in the police station appears adequate, but the existing water heater is reaching the end of its service life and it is recommended that it be replaced.
- Domestic hot water supply for the fire house is just adequate, but the existing water heaters are reaching the end of their service life and it is recommended they be replaced.
- It is recommended that the existing gas line serving the fireplace in the administrative office be rerouted such that it does not appear to be a hand rail for the stairs leading to the basement.
- Labeling should be provided.



- The domestic water piping in older portions of the building should be tested for lead.
- The domestic water service does not have a backflow preventer. We recommend installation of a backflow preventer.
- An air gap fittings and grease interceptor should be provided for the 3-compartment sink.
- An oil/water separator should be provided for the area drains in the fire truck bays.
- Seismic bracing needs to be added to all piping and water heaters.
- Floor drains need to be added to Men's locker room toilet room, women's locker room toilet room, fire house toilet room, and police station toilet room.

○ **Mechanical**

Heating needs to be provided for all areas of the building. The difficulty with the heat pump units that many areas rely on as their only source of heat, is that their effectiveness in keeping up with the heating load and with satisfying occupant comfort deteriorates as the outdoor air temperature lowers. We recommend that the boiler plant be replaced.

- Since the steam boiler system and radiators are antiquated, we recommend replacement with a new hot water boiler system.
- Hot water boiler system will include boilers, pumps, expansion tank, air separator and makeup water connection. Water treatment will also be addressed.
- Areas intended to be served from this boiler plant include the entire second floor, the meeting room, and the pub (lounge) and bowling alley areas at a minimum. Other areas of the building could be included if that is desirable at a future point. In general, we recommend adding baseboard radiators in all perimeter spaces.

Administrative areas on the first floor have heating and cooling as well as natural ventilation. The split system that provides the heating and cooling is appropriately sized to serve this amount of space. The heat pumps in these areas may provide additional necessary capacity.

- Ductwork to the southwest office needs to be repaired.
- We recommend that ductwork for this system be replaced in its entirety.

The capacity of the split system serving the police department space is approximately what would be expected for this area. (approximately 2,600 square feet) The police area does not have adequate natural ventilation due to the presence of interior spaces and therefore mechanical ventilation should be added. For the garage, the door opening satisfies the natural ventilation requirement for a storage space.



- The ductwork for this system should be replaced in its entirety.
- We recommend that an outdoor air duct connection be made to the return side of the air handling unit. The unit capacity would need to be evaluated to confirm that it can adequately dehumidify with the addition of the outdoor airflow.
- Supply air should be provided to the holding cell area. There is currently only exhaust in the room so a lack of air circulation may be contributing to the odor issue.

The heating and cooling capacities of the spaces on the second floor which have heat pumps seems appropriate. The second floor does not have adequate ventilation for the work area in the interior. A new air handling unit could be installed in the attic that would require DX cooling and natural gas heating. A simpler solution would be to reconfigure the space in a way that would provide the required operable opening area to the outdoors. This would include providing heating and cooling to the spaces that do not have any at present and providing ventilation to the interior work area.

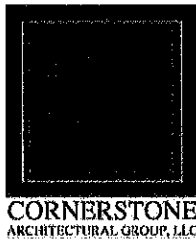
- Duct free split systems should be added in remaining offices.
- Hot water baseboard radiators would be added as part of a new hot water boiler plant installation.

The kitchen equipment all appears to be the appropriate style of equipment for their application. (manufacturer's submittal data for the specific pieces of equipment present would be necessary to provide certainty as to provision of the code-required airflows) however, the makeup air unit provides outdoor air but no means of heating it. *The International Mechanical Code 2018* (the currently adopted mechanical code in New Jersey) states in section 508.1.1 that "The temperature differential between makeup air and air in the conditioned space shall not exceed 10°F." Heat should be added to the makeup air unit in order to satisfy this requirement.

The heat pumps in the meeting room are close to the expected capacity for the size of this space but not for a high number of occupants. The gas fireplace should not be relied upon as the means of heating the space. Provided that the windows meet the necessary requirements for natural ventilation and that no additional cooling is provided, our recommendation in this area is limited to the installation of hot water baseboard radiators.

The heat pump serving the pub (lounge) and bowling alley areas is grossly undersized for the space. A system needs to be provided for adequate heating, ventilation, and air conditioning. (5-ton capacity) Options include:

- A packaged rooftop unit with natural gas heating and DX cooling located on the adjacent flat roof.
- A split system with natural gas fired furnace and condensing unit on the building exterior. The indoor portion of the split system would need to be located in a new



mechanical room. The location of this room would need to be selected with the low ceiling heights and difficulties in running ductwork in mind.

- With either option, we recommend adding hot water baseboard radiators for supplemental heat.

The vehicle exhaust system needs to be replaced. The fan and ductwork are in poor condition and discharge should be located farther from building openings. (windows, roof access) The ductwork may be salvageable but should be evaluated to determine if it is sized appropriately at the time of fan replacement. Specific data on the engines would need to be provided to evaluate this ductwork. The entire system, fan and ductwork, should be sized to keep in mind any new engines that may be purchased and the requirements of that equipment.

We recommend replacement of all of the grilles throughout the building.

A central Building Automation System could be added for control and monitoring of all equipment throughout the building, but is not required.

○ Electrical

The electrical distribution system does not appear to have any major code-compliance issues, aside from the rating of the panelboard MDP. The panelboard appears to be rated for 200A, however the enclosed circuit breaker is unidentified and the generator circuit breaker rating is 250A.

- It is recommended to have this addressed by providing a 400 Ampere panelboard replacing the existing MDP.

The code does not allow Type NM in a commercial building.

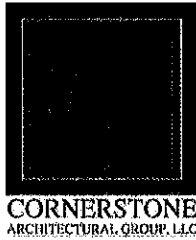
- All of the Type NM wiring in the building should be removed and replaced with type MC (metal clad) or AC (armored) cable.

The knob and tube wiring is a dated wiring method that is a potential safety hazards if still energized.

- All knob and tube wiring shall be removed and replaced with MC (metal clad) or A (armored) cable.

The interior lighting appears sufficient, but not efficient.

- The exit and emergency fixtures should be tested to ensure the batteries will last 90 minutes upon a power outage. Replacing non-functioning units and adding additional units to provide sufficient coverage.
- The exterior lighting appears to be insufficient and should be replaced and increased to provide for proper egress lighting.



The fire alarm system is a dated addressable system.

- It is recommended that the existing system to allow for better coverage and operation.
- Include carbon monoxide detection to required areas of the building.

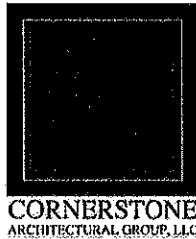
The electrical systems did not appear to be seismically braced.

- Provide seismic bracing for all electrical system components.

In general, the condition of the mechanical, electrical, and plumbing systems in this building is poor. We recommend a thorough replacement of the systems and equipment to ensure continued, reliable operation into the future.

○ Hazardous Materials

- Provide allowance for certified asbestos inspection team to investigate 9x9 resilient floor material on second floor and the insulative materials in the boiler room. Legally remove or encapsulate as required.



Cost Estimate – Exhibit A

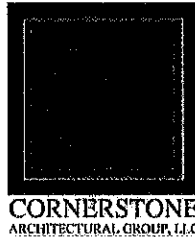
BUDGET ESTIMATE

Proposed Rehabilitation for
SEA GIRT MUNICIPAL BUILDING: PROPERTY ASSESSMENT REPORT
321 Baltimore Boulevard, Sea Girt, New Jersey

August 14, 2020

PROPERTY ASSESSMENT

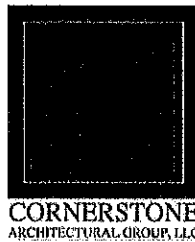
No.	Description of Work	Line Item Costs	SubTotals	Comments
1	PAVING		\$94,099.50	
	Fire Department Ramp and Slab Reconstruction	\$82,470.00		to lessen slope of driveway into the App. Bays
	Remove Existing Exterior Concrete Slab			
	Remove Existing Interior Concrete Slab			
	Remove Partial Section of Existing Foundation Wall			for reconfiguration of the slope of the ramp into the bay
	Remove Existing O2 Wall and Door			
	Regrade Ramp Slope and Interior Slab			
	New Stone Base (as required)			
	Replace Existing (Rally) Columns			longer length due to added depth of the App. Bay
	New Steel Channel Trim at Bay Door Jambes			
	New Exterior Concrete Slab			
	New Concrete Platform and Ramps			from Existing Admin. Lobby to App. Bay
	New Interior Concrete Slab			
	New Apparatus Bay Doors			
	Reconstruct Existing O2 Room			
	Add Stair Risers			into Fire Kitchen
	Regrade Adjacent Lawn/Landscaping			
	Repair/Replace Adjacent Lawn/Landscaping			
	Reconfigure Existing Stairs into Fire Vestibule			to accommodate the added depth of the App. Bay Slab
	New Door and Frame to Reconstruction O2 Room			to accommodate the added depth of the App. Bay Slab
	New Wood Door and Frame (Transoms)			to accommodate the added depth of the App. Bay Slab
	Reconfigure All Existing App. Bay Coat Racks			
	Structural Investigation/Design of New Concrete App. Bay Floor			
	Reconfigure Bay Floor Drains			
	Miscellaneous Removal and Reinstallation of Existing Equipment			by Owner
	Repair Concrete Nosing of Entrance Stairs	\$2,300.00		Municipal and Police Stairs
	Reconstruction Damaged Concrete Stair Nosings			
	Replace Abrasive Treads			
	Patch/Repair Concrete Walks and Ramps	\$500.00		
	Power Wash Concrete Patio	\$275.00		at Rear (North Side) of Building
	General Conditions	\$8,554.50		10% of Work
2	LIGHTING		\$15,840.00	
	Replace Exterior Building Mounted Lighting Fixtures	\$14,400.00		Including security and emergency lighting
	General Conditions	\$1,440.00		10% of Work
	LANDSCAPING		\$2,403.50	
	New French Drain	\$500.00		to Remove Standing Water from East Side of Building
	Replace Existing Wood Wall/Screen	\$500.00		6' high Fence at Northeast Corner of the Building
	Power Wash PVC Fence	\$250.00		at East Side of Building
	Repair PVC Guardrails	\$935.00		at Municipal and Police Entrances
	Power Wash PVC Guardrails			
	Replace Missing Top Caps			
	Repair Damaged Base Trim			including pole
	General Conditions	\$218.50		10% of Work
3	SIGNAGE		\$220.00	
	Repaint Existing "Borough Hall" Sign	\$200.00		
	General Conditions	\$20.00		10% of Work
4	FAÇADE		\$10,670.00	
	Repair/Replace Rotted Wood Sheathing	\$2,700.00		
	Remove Existing Damaged Sheathing			



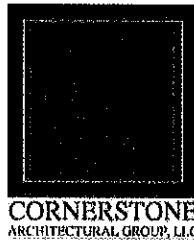
No.	Description of Work	Line Item Costs	SubTotals	Comments
	New Sheathing Paint New Wood Sheathing Miscellaneous Lifts/Scaffolding Repair Brickwork Replace Existing Damaged Brick Replace Existing Missing Mortar Joints Powerwash Existing Brick Façade General Conditions	 \$1,000.00 \$6,000.00 \$970.00		 to remove staining and efflorescence 10% of Work
5	DOORS/FENESTRATION		\$44,165.00	
	Window Replacement Replace Door at Municipal Entrance Replace Police Entrance Threshold Replace Door at Police Side Entrance Remove Existing Door, Frame and Hardware Remove Existing Up/Down Sill Prepare Sill New Sill and Threshold New Door, Frame and Hardware Replace Door at Fire Department Entrance Repair Leaded Glass Remove All Leaded Glass from Masonry Openings Provide New Aluminum Frame System Clean/Repair Existing Leaded Glass Install in New Framing System Replace Cracked Sections of Leaded Door General Conditions	 \$19,500.00 \$2,000.00 \$300.00 \$3,100.00 \$2,500.00 \$11,750.00 \$1,000.00 \$4,015.00		 Door, Frame and Hardware Door, Frame and Hardware/Remove Step/Down FRP Door/Aluminum Frame Side (North) Façade/Door, Frame and Hardware West and North Facades to Support New Ext. Glazing & Exist. Leaded Glass System Fire Department Front Entrance Door 10% of Work
6	ROOFING		\$35,889.70	
	Repair Water Infiltration Remove all Plywood and Water Damaged Material Install New Plywood, Flashing and Trim Paint Interior and Exterior Work Replace Existing Gutter and Leaders Repair Roof Penetrations Replace Damaged/Suspect Vent Flashing Replace Damaged/Suspect Wall/Equipment Flashings Replace Damaged/Suspect Pitch Pockets Renovate Existing Metal Access Stairs Clean/Remove Rust from Metal Stair Prime and Paint Metal Stair Lift Stair off Membrane Roof to Access Membrane Pad at Roof Replace Membrane (Walkway) Pad under Stair Re-Seal any Thru-Membrane Bolt Connections Rectify Standing Water Areas Remove Existing Membrane and Insulation (as required) Provide Tapered Insulation to Divert Water Away from Building New Membrane Patch Repair/Replace Aluminum Soffits Replace Asphalt Damaged Shingles Remove Damaged/Suspect Asphalt Shingles Replace Damaged Wood Substrate as required New Asphalt Shingles Raise Existing Electrical Service Wire Provide Additional Electrical Support Pole Raise Electrical Wire (by Utility Company) Protection of Roof Mounted Plumbing Lines Provide Raised Support Blocks Provide Proper Asphalt Shingle Pipe Support Paint to Identify Each Pipe General Conditions	 \$325.00 \$800.00 \$850.00 \$2,982.00 \$7,400.00 \$3,300.00 \$3,060.00 \$13,000.00 \$910.00 \$3,262.70		 at Former Window Opening back to sound substrate and Insulate Including removal of old copper leaders low roof access stairs Treads and Railings Using Galvanized Paint to 45' high Utility Company to Verify Compressed Air Piping to get piping off the roof surface to prevent water infiltration through screws into roof 10% of Work
7	INTERIOR SPACES		\$34,025.75	
	Asbestos Abatement Asbestos Material Consultant/Testing Asbestos Floor Tile Mitigation Replace Damaged Ceiling Tile Remove Damaged Ceiling Tiles New Ceiling Tiles Re-Lamping Existing Fixtures Door Replacements Remove Existing Damaged Door and Hardware New Door and Hardware	 \$8,500.00 \$1,137.50 \$250.00 \$1,250.00		 Corridor - Admin. Area/Police Dept. between Municipal and Police



No.	Description of Work	Line Item Costs	SubTotals	Comments
	Raise Existing Stair Guardrails	\$5,400.00		
	New Guardrails			
	New ADA Handrails			
	Seal Coal Chute	\$3,544.50		
	Remove Existing Exterior "Door" (Plywood)			
	Demolish Existing Concrete Chute to Basement			
	Infill Basement Opening with CMU			
	Backfill/Topsoli Exterior Excavation			
	Miscellaneous Allowance to Basement Work			
	Seed/Landscape			due to removal of the chute
	Seal "Stair to Nowhere"	\$325.00		below App. Bay
	Infill Basement Opening with CMU			
	New Emergency Device/Exit Signs	\$10,500.00		throughout facility
	Repair/Replace Wood Base	\$25.50		Water Damaged/Fire Dept. Reception Area
	Remove Existing Damaged Base			
	Install New Wood Base to Match Existing			
	Stain to Match Existing			
	General Conditions	\$9,093.25		10% of Work
8	ACCESSIBILITY (ADA)		\$370,107.38	
	New Accessible Ramp for Fire Department	\$64,382.50		
	Remove Existing Sidewalk			
	Remove Existing Concrete Stairs			
	Remove Existing Metal Railings			
	Excavation for New Stairs			
	Concrete Footing			
	CMU Foundation Walls			
	Concrete Slabs			
	Stone Capping			
	PVC Guardrails			
	Aluminum Handrails			
	New Concrete Sidewalk			
	Aluminum Abrasive Treads			
	Landscape/Seeding			
	Accessibility Signage			
	New Accessibility Lift for Fire Department Lounge	\$30,800.00		to Basement Level
	Remove Wood Floor Framing			
	Remove Concrete Flooring (Basement) for Lift Pit			
	New Framing for Lift Opening			
	New Wood Framed Enclosure Walls			
	Wood Panel Sheathing			
	Wood Panel Stain			
	New ADA Lift			
	ADA Fire Department Toilet Room	\$7,065.00		to meet ADA requirements
	Remove All Plumbing Fixtures			
	Remove Toilet Compartment and Miscellaneous Items			
	Remove Existing Subway Tile of Fixture Wall			
	Remove Existing Floor Tile as Required			
	Relocate Light Switch to ADA Height			
	New Toilet Fixtures			
	New Toilet Accessories			
	New Ceramic Tile (Subway) on Fixture Wall to Match Existing			
	New Floor Tile Patch to Match Existing			
	Paint			
	Window Treatment (Blinds/Shades)			
	New Lighting Fixture			
	Door Replacement	\$35,800.00		below 36" wide to meet code
	Remove Existing Door and Frame			
	Modify Framing for New Width			
	Modify Masonry Openings for New Width			
	New Door Frame and Hardware			
	Paint/Stain to Match Existing			
	New Door Hardware to Meet Code	\$18,500.00		
	Remove Existing Locksets			
	New Lever Type Locksets			
	Habitable Rooms in Existing Dormers	\$6,596.25		into Work and Conference Rooms
	Remove Existing Walls			
	Remove Existing Doors			
	Repair Existing Wall and Ceiling Wood			
	Remove Existing Flooring			
	Patch Walls and Ceiling at Removed Walls			
	New Flooring			
	Paint Room Walls and Ceiling			
	Reconfigure Police Reception to Meet Code	\$7,850.00		
	Remove Existing Wall, Service Window and Door			
	Remove Existing Ceilings on both sides of the Wall			
	Construct New Wall			
	New Ceilings (Waiting and Dispatch			
				including raised platform between Waiting and Dispatch reuse existing bullet resistant material



No.	Description of Work	Line Item Costs	SubTotals	Comments
	New Service Window (Sized for ADA Accessibility)			relocate existing into new wall
	New Door, Frame and Hardware			relocate existing into new wall
	Patch Adjacent Walls as required			
	Point Walling and Dispatch			
	Electrical Modifications for the above Work			
	Reframe and Trim Opening to 36" in Rear of Dispatch			
	New Layout of Police Dept. Toilet Rooms/Shower	\$162,377.50		
	Remove Existing Walls			
	Remove Existing Ceilings			
	Remove Existing Flooring			
	Remove Existing Ceramic Tile Flooring			
	Remove Existing Lighting Fixtures			
	Remove Existing Plumbing Fixtures			
	Remove Existing Doors, Frame and Hardware			
	New Gypsum Board Partitions			
	New Ceiling			
	New Flooring			
	New Ceramic Tile Flooring			
	New Ceramic Tile Walls			
	New Plumbing Fixtures			
	New Toilet Room Accessories			
	New Door, Frames and Hardware			
	New Lighting Fixtures			
	New Lockers (Phenolic Core)			
	New Toilet/Shower Compartments (Phenolic Core)			
	New Shower Room Vents			
	New Privacy Curtains			
	Miscellaneous Electric Work			
	Miscellaneous Concrete Floor Patching			
	Miscellaneous Saw Cutting			
	New Police Department Pantry Millwork	\$1,650.00		to meet ADA Accessibility
	Remove Existing Base Cabinets			retain countertop
	Provide New ADA Compliant Base Cabinets to Match Existing			
	Handrail Extensions at Police Department Entry Ramp	\$400.00		
	Provide New Handrails (Partial) with Extensions			
	Reconfigure Administration "Bulpen"	\$6,040.00		to meet ADA Accessibility
	Remove Existing Millwork at Entry			
	Construct New Millwork at Entry (ADA Accessible)			
	Reconfigure "Loose" Furniture to Accessibility Standards			
	New Entrance Door, Frame and Hardware			Included above in "Door Replacement"
	General Conditions	\$33,646.13		
9	FIRE PROTECTIONS		\$132,000.00	
	Provide full coverage sprinklers for Basement	\$120,000.00		
	General Conditions	\$12,000.00		10% of Work
10	PLUMBING		\$177,650.00	
	Upgrade Domestic Water Service	\$20,000.00		
	Insulate Domestic Hot and Cold Water Piping	\$10,800.00		
	Scoping below-slab and below-grade piping	\$2,500.00		
	Water Testing	\$1,000.00		for lead and other contaminants
	Backflow Preventer on Incoming Water Services	\$11,000.00		
	Floor Drain Installation in Four Toilets	\$30,000.00		
	Replacement (in kind) of Old Water Heaters	\$25,000.00		
	Three Compartment Sink	\$7,000.00		
	Oil/Water Separator	\$25,000.00		
	Seismic Bracing for All Systems	\$30,000.00		
	General Conditions	\$16,150.00		10% of Work
11	MECHANICAL		\$420,200.00	
	Replacement Boiler System	\$75,000.00		Boiler, Pumps and Controls
	New Hot Water Piping and Insulation	\$60,000.00		
	Hot Water Baseboards	\$35,000.00		
	Duct Replacement and Modifications	\$50,000.00		
	Additional Duct Free Split System	\$15,000.00		2 x 0.5 tons
	New Natural Gas-fired Make-up Air Unit and Piping	\$12,000.00		
	New Packaged Rooftop Unit and Ductwork	\$40,000.00		5 ton
	Replacement of Vehicle Exhaust System	\$35,000.00		
	Testing, Adjusting and Balancing for All Systems	\$10,000.00		
	Seismic Bracing for All Systems	\$30,000.00		
	General Conditions	\$38,200.00		10% of Work



No.	Description of Work	Line Item Costs	SubTotals	Comments
12	ELECTRICAL		\$105,050.00	
	Replace MDP	\$20,000.00		
	Replace Existing Type NM Cabling	\$10,000.00		
	Upgrade Existing Exit and Emergency Lighting	\$2,500.00		
	Upgrade Existing Exterior Lighting	\$3,000.00		
	Replace and Expand the Fire Alarm System	\$30,000.00		
	Seismic Bracing for All Electrical System Components	\$30,000.00		
	General Conditions	\$9,550.00		10% of Work

CONSTRUCTION TOTAL	\$1,442,320.83	\$1,442,320.83	
SOFT COSTS			
Contingency		\$288,464.17	
Inflation		\$43,269.62	1 year
Permit Fees		\$36,058.02	
Design Fees		\$259,617.75	Architectural, MEP/FP + Civil Engineering, CA
TOTAL BUDGET ESTIMATE		\$2,069,730.38	

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