

**Borough of Mountain Lakes
Borough Facilities Committee
December 10, 2007**

Report to Council

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Committee Members:

Councilwoman Ellen Emr
Councilman Stephen Shaw
Councilman Richard Urankar; Chair
Planning Board Member, Joan Nix
Historic Preservation Member, Pat Rusak
Borough Manager, Gary Webb
Police Chief, Robert Tovo
Former Fire Department Chief, Doug McWilliams; Secretary
Board of Education Member, Mark Cohen

Facilities Committee Mission & Organization

Mission:

The Facilities Committee (the Committee henceforth) was formed during the summer of 2007, with the stated purpose to:

1. Evaluate the physical condition of the existing Borough Hall, and
2. Evaluate the Borough Hall users space needs.

Organization:

Membership is comprised of nine voting members:

- Three Council Members:
 - Ellen Emr
 - Stephen Shaw
 - Richard Urankar
- One Planning Board Member, Joan Nix
- One Historic Preservation Member, Pat Rusak
- One Representative from each of the Building's four major user groups:
 - Board of Education, Member Mark Cohen
 - Borough Administration, Manager Gary Webb
 - Borough Police Department, Chief Robert Tovo
 - Borough Fire Department, Former Chief Doug McWilliams

Meetings:

The Committee met bi-monthly since August of this year, with notice of the meetings being posted on the Borough Web site. All meetings were open to the public and non-members were permitted to participate during the Public Session and at the discretion of the chair. Minutes were kept and posted to the Borough Web site after approved by the Committee, as were reports made during Committee meetings. Additionally, the Committee made a progress report of their work to the Public, The Borough Council and The Board of Education on November 13, 2007 at the Mountain Lakes High School. The materials presented at this event were also posted on the Borough's Web site.

The Committee's meeting dates were:

- August 10th and 24th
- September 7th and 21st
- October 9th and 19th
- November 7th and 30th
- December 3rd and 7th

Committee Officers:

Councilman Richard Urankar was appointed administrative chair with responsibility to prepare meeting agendas, preside at the meetings, be the spokesperson for the Committee with the Public, Council and Press, have approved minutes and final reports posted on the Borough Web site, and prepare documents to be issued by the Committee.

Former Fire Chief Doug McWilliams was appointed Committee Secretary with responsibility to record the discussions and actions of the Committee, and present draft minutes of every meeting to the Committee for approval. It was requested that draft minutes be available by the next meeting.

Work Program:

Given the Committee's Mission, the following Work Program was developed:

1 – A subcommittee would evaluate the existing conditions of Borough Hall and report to the full Committee. The members assigned this work were Councilwoman Ellen Emr, Councilman Stephen Shaw and Borough Manager Gary Webb.

2 – A second subcommittee would evaluate the space needs of the current users and report to the full Committee. The members assigned this work were Councilman Stephen Shaw and Borough Manager Gary Webb. When this study concluded that the building's users needed additional space, a third subcommittee was formed with the charge to identify possible options for solving this 'unmet need.'

3 – A subcommittee comprised of Police Chief Robert Tovo and Former Fire Chief Doug McWilliams were assigned that task of identifying possible options and reporting to the full Committee.

4 – Borough Manager Gary Webb was asked to identify the steps involved to both construct new space and repair the existing building, and use that information to prepare a Timeline for the possible work plan.

5 – Estimating the costs of the possible options with effects on Borough taxes were Councilman Richard Urankar and Borough Manager Gary Webb.

The respective subcommittees presented their findings to the Committee and extensive discussions ensued for most topics. Oftentimes, subcommittees were asked to gather additional information for further consideration and discussion by the Committee at the next meeting. These subcommittee's findings and full Committee's discussions became the basis for the Committee's positions stated in this report to Borough Council.

Committee Timeline:

The condition of Borough Hall and the space needs of the building's users has been under review for many years, and the Committee is aware of those concerns and discussions. The Committee did not begin their review with preconceived opinions of any actions the Borough Council may favor, however, the Committee did understand that action may result from this work and developed a work timeline that would produce a recommendation before the Borough Council begins the 2008 Operating and Capital Budgets in January 2008. This was considered necessary by the Committee since the 2008 Budget(s) would need to include funding if specific action was recommended by this Committee and agreed to by the Borough Council.

Two dates were established by the Committee as important targets. The first was to report to Borough Council with a recommendation on or before the Council's December 10, 2007 regularly scheduled meeting. The second date was to prepare a Progress Report and present it to the Public, Borough Council and Board of Education in November of 2007; which would allow feedback that the Committee could use to prepare a recommendation. The aforementioned Progress Report and presentation occurred on November 13, 2007 at the Mountain Lakes High School auditorium.

Evaluation of the Existing Borough Hall

Physical Structure:

Borough Hall was constructed in 1969 and is 9,274 square feet gross (measured from the outside of the exterior walls), per the measurements of Richard W. Nelson, AIA in 1999.

Mr. Nelson, a local licensed architect, measured all the interior spaces of Borough Hall in 1999 and his measurements are used in this report. All square footage figures are rounded to the nearest square foot.

Building User Groups:

Staffing levels for the five (5) user groups:

- Borough Administration; 4 Full Time & 22 Part Time employees
 - Manager & Clerk
 - Tax Assessor, Zoning & Building Departments
 - Finance Department
 - Billings, Collections & Utilities
 - Planning & Zoning Boards
 - Health Department
 - Court Administration
- Board of Education; 10 Full Time employees
- Police Department; 14 Officers, 4 Dispatchers, 1 Part Time employees
- Fire Department; 35 Senior volunteers, 30 Junior volunteers
- Borough volunteers; over 100 Borough residents

Space used by the five (5) user groups:

- Borough Administration; 2,526 square feet divided as follows:
 - Manager's Office, 154 square feet
 - Clerk's Office, 110 square feet
 - Tax Assessor, Health, Zoning & Building Departments, 210 square feet comprised of two equal sized offices
 - Finance, Accounting, Utilities, Planning & Zoning Boards, Reception & Work Counter, 484 square feet
 - Supply Closet & Vault, 104 square feet
 - Work Room, 296 square feet
 - Bathroom, 23 square feet
 - Downstairs Meeting Room, 248 square feet
 - Court & Council Chamber, 777 square feet
 - Court Administration, 120 square feet

Space used by the five (5) user groups: (continued)

- Board of Education, 1,186 square feet
- Police Department, 1,351 square feet
- Fire Department, 2,179 square feet
- Borough volunteers; no space is dedicated to these users
- Public Areas and structural walls, 2,032 square feet

Building Maintenance & Repair Problems:

The existing physical plant has several maintenance and repair needs. They are:

- Major roof repairs are needed
- The heating and cooling units are deficient
- Foundation drainage is needed
- A parking shortage often exists
- General maintenance has been deferred

Evaluation of Borough Hall's User Needs

Study Methods & Criteria:

The 'Needs Analysis' was conducted over a two month period and included both subjective and objective techniques. Three evaluative methods were used during the study. Interviews with the Borough Manager, Department Managers and employees were conducted, employee work spaces were observed, and a physical inventory of the building's size, layout, and file cabinets was taken. The results of that study was then compared to two objective standards specifically developed for these types of work space evaluations and allocations. These objective standards are:

- 1 - The New Jersey State Department of Treasury's Division of Property Management and Construction, Standard Allocation Tables, modified May 1, 2007
- 2 - An Architects reference book titled, Time-Saver Standards for Building Types; 2nd Edition; edited by Joseph De Chiara and John Hancock Callender. McGraw-Hill Book Company, publisher

The Committee does not believe, nor is the Committee representing, that these standards are in all ways correct for establishing Mountain Lakes' space needs. However, the Committee does think these objective standards are a reasonable and general guideline for this study's purpose.

General Administration:

The General Administrative functions of the Borough are presently transacted in an estimated 2,526 square feet of space. The State and Architectural Standards referenced above recommend about 4,208 square feet of usable space for those departments.

The square footage shortfall is about 1,682 square feet, with a noted deficiency for work areas used to transact private and confidential matters, public service counter space, a secure room for sensitive electronic and computer equipment, and additional conference rooms.

Police Department:

The Borough Police Department occupies about 1,351 square feet of space on the lower level, including a break room that is shared with the Borough Fire Department. The objective standards used in the Committee's study estimated a need for 3,500 square feet of usable space. This represents a 2,149 square foot shortage for this department.

Police Department – continued

The identified shortage indicated a need for additional conference rooms, a secure holding area for prisoners, a training room, a larger and more secure file and evidence storage room, a private locker room with showers, and the recommendation that Police activities should be separate and secure from other Borough Hall activities.

Fire Department:

The Borough does not dedicate any space exclusively to the Fire Department other than the Fire Bays. Presently, the only space used by the Fire Department is a shared Break Room with the Police Department, that the Fire Department uses for meetings and small group training. This room also houses a small closet used as an office by the Fire Department's Administrative Officer. When the Police Department is involved in a Police Action, the shared Break Room/Meeting Room often becomes off-limits to the Fire Department.

In addition to the existing Fire Bays, which meet the needs of the Borough, the Fire Department needs a minimum of 1,000 square feet of usable space for gear storage, training, an administrative office and private toilet facilities; which should include a decontamination shower.

Board of Education:

The State Standards and Architectural Standards for Boards of Education recommend about 1,280 square feet of usable office space for Districts about the size of our Borough. The Mountain Lakes Board of Education currently occupies about 1,086 square feet of office space, which represents a 94 square foot deficiency from objective standards.

The shortfall results from undersized offices for both the School Superintendent and the Business Administrator, and the need for more file storage space & meeting space.

Borough Volunteers:

No Borough Hall space is currently dedicated to Borough Volunteer activities, and neither the State Standards nor the Architectural Standards identified specific space needs for these user groups.

Needs Analysis Summary: (in square feet)

<u>Department</u>	<u>Current Space</u>	<u>Suggested Space (2)</u>	<u>Shortage</u>
General Administration:			
Manager's Office	154	370	216
Clerk's Office	110	200	90
Tax Assessor, Health, Zoning & Building Dpts....	210	770	560
Finance, Accounting, Utilities, Planning & Zoning Boards, Reception & Work Counter	484	1,300	816
Supply Closet & Vault	104	104 (1)	0
Work Room	296	296 (1)	0
Bathroom	23	23 (1)	0
Downstairs Meeting Room	248	246 (1)	0
Court & Council Chamber..	777	777 (1)	0
Court Administration	120	120 (1)	0
Total General & Admin.....	2,526	4,208	1,682
Board of Education	1,186	1,280	94
Police Department	1,351 (3)	3,500	2,149
Fire Department:			
Three Fire Bays	1,764	1,764 (1)	0
Training Room & Office ...	415 (3)	1,000	585
Total Fire Department	2,179 (3)	2,764	585
Borough Volunteers	0	0	0
Service Areas:			
Stairs, Hallways & Walls ..	1,959	2,365 (2)	406
Bathrooms .	73	73 (1)	0
Total Public Areas	2,032	2,438 (2)	406
Total Borough Hall	9,274	14,190 (2)	4,916

Note (1) The size of these areas were not considered deficient by the Committee and therefore neither the State nor the Architectural standards were applied in this evaluation.

Note (2) The "Suggested Space" figures only include the usable space recommended by the State and Architectural standards applied, thus, an estimate of 20% was used to calculate the Public Areas and structural walls associated with this space. For comparative purposes, the actual percentage in the existing Borough Hall is 21.9%.

Note (3) The Fire Department's training room is also used as the Police Department's break room, but that room's square footage is included in the Fire Department totals only.

Possible Solutions to Space Shortage

Defined Problems:

The Committee concluded from the 'Needs Analysis' study and the review of the current Borough Hall, that:

1 - the building's users needed more space to effectively and safely perform their duties,

2 - that the existing building needed significant repairs, and

3 - that a significant shortage of parking exists during peak demand.

Identified Options:

As a result of the problems described above, a new subcommittee was formed to identify the options available to the Borough Council. The following options were considered and discussed at length by the Committee.

- Maintain the Status Quo and take no action
- Renovate the Existing Building without adding additional space
- Add new space by leasing
- Add new space by purchasing an existing building
- Add new space by adding to or building a new Borough facility
- Add new parking only

The advantages and disadvantages of each option were discussed by the Committee and numerous sites and building configurations for adding space were considered. For those options adding new space, the Committee only considered sites that accommodate the unmet need reported in the 'Needs Analysis.'

The Committee considered all options suggested by Committee members and members of the public; regardless of initial impression or merit. A detailed list of all options with their respective advantages and disadvantages is attached to this report as **EXHIBIT A**. The sites and options considered, however, included several existing commercial buildings located on Route 46, a residential property across from the Mountain Lakes High School, and many various sites on Borough property close to the existing Borough Hall. The possible building sites discussed were the parklands across from the DPW on Pocono Road, in front of the existing DPW building and either the front, rear or side of the existing Borough Hall.

The Borough's parking needs are generally met by the existing parking lots around Borough Hall, however, during large public meetings and Municipal Court nights visitors must park on Pocono Road, sometimes as far away as the DPW building. The committee discussed this problem and identified two options for meeting this need. One is to

enlarge the existing parking laterally towards the DPW building, and the other is to build permanent parking spaces along Pocono Road between Borough Hall and the DPW.

Estimated Costs of Options

Costs to Lease Space:

Seven Commercial properties presently have space for lease that could completely meet or partially meet the identified unmet needs of the Borough. The square footage available at these locations range from 1,400 square feet to 63,000 square feet, and the annual lease cost ranges from \$14 per square foot to \$22 per square foot; exclusive of utility costs. The annual utility costs at the existing Borough Hall are presently about \$8 per square foot, which is a reasonable estimate to apply to these lease properties, in the Committee's opinion. Thus, the Committee estimates the total annual costs for leasing additional space would fall between \$22 and \$30 per square foot.

Costs to Purchase an Existing Building:

Two existing properties for sale in the Borough were identified as options for adding new space. One is a private residence across from the High School on Powerville Road, asking \$699,000, and the other is the former Burgdorff Realty office located on Route 46 near Cherry Hill Road. The asking price for the Realty office is \$995,000. Neither building is in 'move-in' condition, and both would require extensive remodeling. No costs for the respective building's remodeling were estimated as a part of this study.

Costs to Build:

The Committee noted that any building constructed to meet additional space needs of the Borough could have widely varying costs depending upon the proposed building site conditions, design considerations or materials used. Also affecting the final cost would be the method of construction and if the building was built 'in-house' or through the public bid process. The committee made two assumptions regarding these issues, if the Borough decided to build a new facility. The first is that the new building would be a relatively simple and normal design for buildings of this type, using cost effective construction techniques and materials, and the second assumption is that the Borough would put the project out for 'public bid.'

With these two assumptions, the Committee learned that the average cost for this type of construction costs about \$250 per square foot. Thus, the best estimate for the cost of a new building, in the opinion of the Committee, would be this square footage estimate plus the costs of preparing the building site.

The following table shows the estimated construction costs for various sized buildings, excluding site preparation expenses.

Added Space	Cost per Square foot	Estimated Building Cost
2,000 square feet	\$250	\$500,000
4,000 square feet	\$250	\$1,000,000
6,000 square feet	\$250	\$1,500,000
8,000 square feet	\$250	\$2,000,000

The estimated construction costs do not include the cost of furniture, carpeting or related office equipment. These costs would be determined by the final size and configuration of any new space built by the Borough, and are not estimated at this time.

Costs to Repair the Existing Building:

In the opinion of the Committee, the following maintenance and repairs should be done to the existing Borough Hall. The costs associated with this work were estimated by the Borough Manager and reviewed by both the Borough Engineer and the Committee. The items are listed by cost and do not reflect the priority assessments of the Committee. Please refer to the Committee Recommendation in this report for that information.

Recommended Repairs to the Existing Building

- Roof Repairs:
 - Replace Main Roof \$115,000
 - Repair Fire Bays' Roof \$ 60,000
 - Total Roof Repairs \$ 175,000
- Heating & Air Conditioning System Repairs 125,000
- Additional Parking 100,000
- Carpeting, Blinds, Paint & Furniture 85,000
- Foundation Drainage System 70,000
- Window Repairs 45,000
- First Floor Bathrooms 20,000

- Total \$ 620,000 **

** Due to anticipated budget constraints, and to facilitate an analysis of what all costs may be to the Borough, repair costs are estimated to be \$500,000.

Estimated Total Project Costs:

If the Borough were to construct a new building and repair the existing Borough Hall, the following table estimates what those costs may be for various sized buildings. This assumes some but not all of the suggested repairs are made to the existing Borough Hall.

Added Space	Building Costs	Repair Costs	Total Costs
2,000 square feet	\$ 500,000	\$500,000	\$ 1,000,000
4,000 square feet	\$ 1,000,000	\$ 500,000	\$ 1,500,000
6,000 square feet	\$ 1,500,000	\$ 500,000	\$ 2,000,000
8,000 square feet	\$ 2,000,000	\$ 500,000	\$ 2,500,000

Estimated Debt Service for Total Project:

The Borough would most likely need to finance the entire cost of the project, and the following table estimates what the annual debt service payments may be at the current market rate of 4.5% and assuming level annual payments over thirty years. Additionally, this table estimates the annual cost for the average property owner, which has an average assessment of \$1,007,000.

Bonds Issued	Annual Payments	Annual Cost for Average Property Owner
\$1.0 Million	\$ 61,000	\$ 40.88
\$1.5 Million	\$ 92,000	\$ 61.66
\$2.0 Million	\$122,000	\$ 81.77
\$2.5 Million	\$153,000	\$102.55

Estimated Operating Costs for a new building:

Using the current cost of operating Borough Hall (\$8 per sf), the following table estimates the annual expenses for operating a new building, and the annual cost for the average property owner. The average assessment for our 1492 properties is \$1,007,000.

Added Space	Utility Cost	Annual Expense	Annual Cost for Average Property
2,000 square feet	\$8 per square foot	\$16,000 per year	\$ 10.72 per year
4,000 square feet	\$8 per square foot	\$32,000 per year	\$ 21.45 per year
6,000 square feet	\$8 per square foot	\$48,000 per year	\$ 32.17 per year
8,000 square feet	\$8 per square foot	\$64,000 per year	\$ 42.90 per year

Estimated Total Annual Costs per Property:

The following table shows the estimated total annual costs of various sized new buildings for the average Mountain Lakes property owner. The Borough has 1492 properties and the average property has an assessed value of \$1,007,000.

Added Space	Annual Debt Service	Annual Operating Expenses	Total
2,000 square feet	\$ 40.88	\$10.72	\$ 51.60
4,000 square feet	\$ 61.66	\$ 21.45	\$ 83.16
6,000 square feet	\$ 81.77	\$ 32.17	\$ 113.94
8,000 square feet	\$ 102.50	\$ 42.90	\$ 145.45

Possible Timeline

The Committee asked Borough Manager Gary Webb to identify the major actions necessary to construct a new building and assign time estimates to them individually, in the event that the Borough Council decided to proceed in this direction immediately. Several identified actions could occur simultaneously, so judgements were made by the Borough Manager to estimate a reasonable building timeline. The Committee discussed the presented guideline with the Borough Engineer and believes the following table is a reasonable estimate for constructing a new building if the Borough Council so chooses during the 2008 Borough Budget discussions.

Stage	Time Period	Length of Time	Key Targets
Planning & Design	Aug '07 – July '08	12 Months	Council Decision to Build Public Buy-in DEP Wetlands approval
Funding	Jan '08 – June '08	6 Months	Approval of '08 Budget Approval of '08 Bonds
Bidding & Contracts	May '08 – Sept '08	6 Months	Award of Bid
Construction	Sept '08 – Oct '09	14 Months	Foundation and Frame By Winter of '08
Renovation	Nov '09 – May '10	8 Months	Repair Drainage Repair Roof by Winter

The total project time to plan & build the new building is estimated to be about twenty six months, with eight months time projected to renovate the existing Borough Hall. If this estimate is accurate, both projects would be completed in about thirty four months, or nearly three years.

Committee Recommendation

After extensive consideration and review of the information presented in this report, it is the unanimous opinion of the members of the Facilities Committee that:

- 1 - the existing Borough Hall building needs substantial repairs and upgrades; that
- 2 - a significant need exists for additional space in several departments; and
- 3 - the Borough Council should take immediate action to begin correcting these problems.

The Committee studied the options for meeting these needs and concluded that the Borough has four options. They are to lease additional new space in an existing commercial building, purchase an existing building and move some or all of the Borough's departments into that space, construct a new building which would house some or all of the Borough's departments, or move the Board of Education offices to one of the Borough's schools.

The Committee believes that Constructing a new building to house some of the Borough departments is the best option for solving the problems identified in the 'Needs Analysis.' Leasing new space would expend Borough funds without the benefit of ownership, purchasing an existing building with the associated renovation costs would be more expensive than building on Borough land, and moving the Board of Education's offices does not solve the problem for two reasons. The first is that none of the Borough's school buildings have the needed space to house the Board of Education offices, and the second is that the additional space needs of the other Borough Hall users exceeds the space currently occupied by the Board of Education.

While the Committee believes the physical plant evaluation and the 'Needs Analysis' are good objective benchmarks, the Committee also recognizes that the Committee members are not trained professionals in the area of evaluating the space needs for Municipal, Police, Fire and Board's of Education operations. Which departments may relocate, how many square feet would be added, what would be the space configuration, and where a new building should be sited were discussed at length by the Committee. Those discussions, which included Borough Manager ideas for adding less space to the General Administrative area than the "Needs Analysis suggests, along with concerns by the public and the Committee about the Committees ability to make those decisions, convinced the Committee that independent professionals with training in the area of Municipal, Police, Fire and Board's of Education space needs should be engaged to best advise the Borough Council at this time. The involvement of independent professionals should add additional credibility and public support to the assessed need, and ensure that the Borough is proceeding in the best manner. However, there was no disagreement on the Committee about the need to add space, and we recommend that the space need documented in this report be the starting point for any independent professionals hired.

Based upon the public input and our study of both the Borough Hall space needs and the physical condition, we make the following recommendations:

- 1 - Specifically identify all needed repairs to the existing building and make funds available in the 2008 budget to commence that program; and
- 2 - Hire an architectural firm with specific expertise in designing space for Municipal, Police, Fire and Board's of Education operations to:
 - Review this Committee's study and independently determine if the described needs exist, and, if these needs are substantiated; to
 - Make site and design recommendations to the Borough Council that would correct our problems.

The Committee also recommends that the Facilities Committee continue to administer this work on behalf of the Borough Council. However, since the work would enter into more of an implementation and planning stage, it is recommended that the Committee's mission be redefined. It is recommended that a reconstituted Facilities Committee include the present membership, and that the reconstituted Facilities Committee's charge be to prepare a 'Request for Proposal' to give interested Architectural Design firms, interview prospective professionals, make recommendations to Borough Council on professional engagement contracts, and interface with all professionals during the project. The Committee would also assist with the financial analysis of proposals and calculating the effect on Borough residents. If budgetary matters limited the scope of the project, the Committee would evaluate the situation and make course of action recommendations to Council for consideration.

The Committee also recommends that the Borough Council introduce and pass a motion at the December 10, 2007 Council meeting that endorses the fundamental findings and recommendations in this report and agrees to take action to correct these documented situations.

Building Needs Priorities:

The Committee conducted a priorities exercise among its members to determine how the Committee viewed the identified needs. As expected, there was a wide range of opinion, however, a few general trends were noted. Police safety for it's employees, visitors and detainees, along with the security needs of the entire facility were every members first priority. Also considered important by all members was training space for the Police and Fire Departments, and additional workspace for the Building Department. Every Committee member ranked parking needs as the lowest priority, primarily due to the ability of overflow parking to use Pocono Road. Consensus priority rankings for the other needs identified in this report did not surface during the Committee's exercise.

Exhibit A

Options - Lease Additional Space

7 Available Properties Reviewed

- ? Two at Mountain Lakes Business Park, Rt. 46
- ? Two at Mountain Lakes Business Plaza, Rt. 46
- ? Newsweek Building
- ? Burgdorff Realtor Building
- ? Computer Horizons Building

Cost Range: \$14-\$22 per sq ft

Unit Size: 1,400 to 5,000 sq ft

Advantages

- ? No Long Term Commitment
- ? Faster Time Table
- ? Lower Maintenance Cost

Disadvantages

- ? No Ownership
- ? Available Space Might be Insufficient
- ? May Disperse and Require Duplicate Equipment and Services
- ? Lease Payments Could Be Greater Than Debt Service

Options – Purchase Additional Space

**Buy House on Powerville Road (\$699,000), or
Buy Burgdorff Realty Building on Route 46 (\$995,000)**

Advantages

- ? Quick turnover of space
- ? BOE could be closer to schools
- ? Allows for more space at existing Borough Hall

Disadvantages

- ? Will not provide enough additional space to meet all Borough needs
- ? Separates BOE and Borough
- ? Unknown if space is still available
BOE closes to schools may create less privacy for visitors
- ? Cost to purchase building and cost to renovate

Options – Build Additional Space

Add Third Floor

Advantages

- ? Maintains services in one building
- ? Building footprint unchanged

Disadvantages

- ? Disruptive to operations
- ? Current design may not support weight
- ? Distribution of space between users becomes problematic

Add to Both Sides of Garage Bays

Advantages

- ? Maintains services in one building
- ? Minimize bay overhaul

Disadvantages

- ? Only addresses needs of Fire Department
- ? Parking would be lost
- ? Disruptive to operations

Add to Rear of Building

Advantages

- ? Maintains services in one building

Disadvantages

- ? Only addresses needs of Police Department

- ? Disruptive to operations

Options – Build Additional Space (continued)

New Facility on Pocono Rd.

Advantages

- ? Maintains all functions in one building
- ? Addresses all space needs
- ? Total security achievable
- ? Ample parking area

Disadvantages

- ? Wetlands very diffuse throughout property
- ? Soil composition not known
- ? Possible effect on COAH certification
- ? Loss of parkland (conservation)
- ? Ingress and egress problematic
- ? Route 46 essentially a one way street for emergency vehicles
- ? Visibility may be an issue

Options – Build Additional Space (continued)

New Building at DPW

Advantages

- ? Level and clear building site
- ? Part of Borough Hall complex
- ? Less disruptive to operations during construction
- ? One story building better for Police operations
- ? Provides parking relief at Borough Hall
- ? Can share DPW parking

Disadvantages

- ? Makes current Borough Hall less secure
- ? Separates Borough services and officers
- ? Requires relocation of underground tank
- ? Aesthetic issues
- ? Private residential property contiguous to site
- ? Requires a set-back variance and close to road
- ? Creates fire and safety issues

Options – Build Additional Space (continued)

Annex Next to Borough Hall

Advantages

- ? Preliminary building plans already exist
- ? Keeps all Borough operations together and facilitates Borough communications
- ? May enhance appearance of existing building

Disadvantages

- ? Doesn't meet administration and BOE needs
- ? Would result in loss of trees
- ? Prisoners, detainees and visitors would be in full view of public
- ? No internal access to current Borough Hall
- ? Court room separated from police
- ? Lacks flexibility for future needs

New Building Behind Expanded Parking Lot

Advantages

- ? Forms a Borough Hall “campus”
- ? Secure facility
- ? May look very attractive
- ? Keeps all Borough operations together

Disadvantages

- ? May encroach on wetlands
- ? Site work extensive

Options- Others Considered

Kaufman Park

Midvale Center

Crane Road

Rt. 46, Burgdorff

Rt. 46, by Zeris

Move Fire Department to DPW