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## MEMORANDUM

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**TO:** Mayor and Council  
Borough of Hightstown

**FROM:** Dawson Bloom, PE  
Project Manager

**DATE:** March 29, 2013

**RE:** Hightstown Borough Hall Progress Update #6  
Our File No.: H1543

### **Borough Hall Reconstruction**

At the March 18, 2013 Council Meeting, Council had agreed to allow Mr. JP Gibbons to retain the services of an insurance consultant to interpret the Borough's Insurance Policy with respect to limits of coverage and limits of liability. Mr. Gibbons retained Mr. Steven Bommer, President of the FIRM Insurance Company.

On March 25, 2013, Mr. Bommer provided an email with his interpretation of the Borough's coverage limits.

Mr. Bommer provided the following assessment based upon Borough Hall being in a Special Flood Hazard Area:

1. The Borough is entitled to \$2,500,000 per location damaged for repair/replacement of the structure.
2. There are deductibles of \$500,000 each for structure and contents per location damaged.
3. The other costs ( demolition, increased cost of construction, debris removal, extra expense etc.) should be covered as per the sublimits defined in the policy, in addition to the \$2,500,000 sublimit for repair/replacement.

Through the Borough Administrator, we have contacted the FEMA representative to discuss what costs may be recoverable through FEMA and exactly what that process entails. We understand that much attention is being paid to the most recent storm, however, we will remain diligent in communicating with them.

### **Interim Police Facility**

Bids for the Interim Police Facility were received on Friday, March 22. One bid was received by Mobilease Modular Space for a total bid price of \$265,000 and this price is consistent with the bid price from the first advertisement. Council can not make any award for the Interim Police Modulares until the Borough Hall Bond Ordinance is adopted and clears the waiting period. The earliest an award could be made if the Bond Ordinance were to be adopted on April 1, would be at the Council meeting on April 29.

Bids for the Site Improvements for Interim Facilities were received on Friday, March 22. Two bids were received with the low bid at \$96,004 by Tony and Son of Colonia, NJ. If Council enters into the lease for 100 and 102 Mercer Street for the Administrative offices, we can scale back on the site

improvements and expect a reduction in the site improvement costs. As with the Interim Police Modulares, Council can not make any award for the Site Improvements until the Borough Hall Bond Ordinance is adopted and clears the waiting period. The earliest an award could be made if the Bond Ordinance were to be adopted on April 1, would be at the Council meeting on April 29.

As discussed at the April 28 Special Meeting, I will coordinate with the Police Director regarding the relocation of the police antennae equipment and generator.

#### **Interim Administrative Offices**

I have received confirmation from Mobilease Modular that they agree to hold their bid price for the Modular Administrative and Storage facilities for an additional 60 days.

Mr. Rafetto's office is continuing to work through the details of the lease for 100 and 102 Mercer Street. An Ordinance for the lease will be on the April 1 Council agenda for introduction. Assuming that the Ordinance is introduced, I would expect there to be sufficient time to have all details of the lease worked out prior to the Ordinance adoption on April 15. Because the vendor of the Administrative and Storage Facilities has agreed to hold its price for an additional 60 days, we have an additional option should the lease fall through.

#### **Schedule of Immediate Tasks**

##### **Borough Hall Bond Ordinance**

|                         |                |
|-------------------------|----------------|
| Introduction            | March 18, 2013 |
| 2 <sup>nd</sup> Reading | April 1, 2013  |
| Funds Available         | April 26, 2013 |

##### **Lease for Block 30 Lots 4, 5, 6 and 7**

|                         |                          |
|-------------------------|--------------------------|
| Introduction            | Completed                |
| 2 <sup>nd</sup> Reading | As late as April 1, 2013 |
| Funds available         | April 25, 2013           |

##### **Sitework and Modulares**

|  |                |
|--|----------------|
| Receive bids                                   | March 22, 2013 |
| Recommend award                                | March 29, 2013 |
| 2 <sup>nd</sup> Reading Interim Lease          | April 1, 2013  |
| 2 <sup>nd</sup> Reading Borough Hall Ordinance | April 1, 2013  |
| Ordinances Clear Waiting                       | April 26, 2013 |
| Award Contracts for Site and Modulares         | April 29, 2013 |

##### *Sitework*

|                             |                       |
|-----------------------------|-----------------------|
| Submit 14-day notice to DEP | before April 25, 2013 |
|-----------------------------|-----------------------|

|                              |                    |
|------------------------------|--------------------|
| NTP Sitework                 | May 9, 2013        |
| 45 days to complete Sitework | June 22, 2013      |
| <i>Police Modular</i>        |                    |
| NTP Modular                  | May 9, 2013        |
| Fabrication & Delivery/Setup | September 29, 2013 |
| IT/Communications            | October 14, 2013   |
| Move-In                      | October 21, 2013   |

Storefronts

|                         |                |
|-------------------------|----------------|
| Negotiate Lease         | March 29, 2013 |
| Lease Ordinance         | April 1, 2013  |
| 1 <sup>st</sup> Reading | April 1, 2013  |
| 2 <sup>nd</sup> Reading | April 15, 2013 |
| Execute Lease           | April 22, 2013 |
| Complete Renovations    | May 17, 2013   |
| Move - in               | May 24, 2013*  |

\* The anticipated move in date has been revised from June 24 to May 24. This is because the costs for the lease are not being paid for by the Borough Hall Bond Ordinance.

Enclosure

cc: Michael Theokas, Borough Administrator  
Debra Sopronyi, Borough Clerk  
Jim LeTellier, Police Director  
Frederick Raffetto, Esq., Borough Attorney  
George Lang, CFO  
Carmela Roberts, P.E., Borough Engineer