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## MEMORANDUM

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

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

**DATE:** April 13, 2013

**RE:** Hightstown Borough Hall Progress Update #7  
Our File No.: H1543

### **Borough Hall Reconstruction**

On April 10, 2013, A letter from Mr. Rafetto was sent to the Lexington insurance Company regarding the Borough's interpretation of its insurance policy coverages. We have requested an immediate response and a meeting to discuss the matter further.

The Borough Administrator and I continue to reach out to FEMA, however we have been unable to receive a response at this point. We will continue to call and email.

### **Interim Police Facility**

Award of the bids will be held off until the funding from the Borough Hall Bond Ordinance is available.

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

### **Interim Administrative Offices**

Mobilease Modular agrees to hold their bid price for the Modular Administrative and Storage facilities for an additional 60 days.

The final draft of the Borough's Rider to the Lease for 100A and 102 Mercer Street has been provided to the Landlord for review and should be ready for execution following adoption of the Lease Ordinance.

### **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	To coincide with availability of Borough Hall Bond Ordinance Funds

Sitework and Modulars

Receive bids	March 22, 2013
Recommend award	March 29, 2013
<del>2<sup>nd</sup> Reading Interim Lease</del>	<del>April 1, 2013</del>
<del>2<sup>nd</sup> Reading Borough Hall Ordinance</del>	<del>April 1, 2013</del>
Ordinances Clear Waiting	April 25, 2013
Award Contracts for Site and Modulars	April 25, 2013
<i>Sitework</i>	
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

<del>Negotiate Lease</del>	<del>March 29, 2013</del>
<del>Lease Ordinance</del>	<del>April 1, 2013</del>
<del>1<sup>st</sup> Reading</del>	<del>April 1, 2013</del>
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