



MEMORANDUM

TO: Mayor and Council
Borough of Hightstown

FROM: Dawson Bloom, PE
Project Manager

DATE: April 23, 2013

RE: Hightstown Borough Hall Progress Update #8
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. We are expecting to hear back from the insurance carrier around April 29.

I am drafting a letter to the Borough's FEMA representative requesting a meeting immediately.

Interim Police Facility

Award of the bids will be held off until the funding 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.

Execution of the lease for 100 and 102 Mercer Street for the Borough's administrative staff is outstanding.

Schedule of Immediate Tasks

Borough Hall Bond Ordinance

Introduction	March 18, 2013
2 nd Reading	April 1, 2013
Funds Available	April 26, 2013

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

~~Introduction~~ ~~Completed~~
~~2nd Reading~~ To coincide with availability of Borough Hall Bond Ordinance Funds

Sitework and Modulars

~~Receive bids~~ ~~March 22, 2013~~

~~Recommend award~~ ~~March 29, 2013~~

~~2nd Reading Interim Lease~~ ~~April 1, 2013~~

~~2nd Reading Borough Hall Ordinance~~ ~~April 1, 2013~~

Ordinances Clear Waiting April 25, 2013

Award Contracts for Site and Modulars April 25, 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

Police Modular

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~~

~~1st Reading~~ ~~April 1, 2013~~

~~2nd Reading~~ ~~April 15, 2013~~

Execute Lease April ??, 2013*

Complete Renovations May 24, 2013*

Move - in May 31, 2013*

* Pending resolution of Boroughs concerns from Zumba class on 2nd floor

Enclosure

cc: Michael Theokas, Borough Administrator
Debra Sopronyi, Borough Clerk
Jim LeTellier, Police Director
Frederick Raffetto, Esq., Borough Attorney

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George Lang, CFO
Carmela Roberts, P.E., Borough Engineer