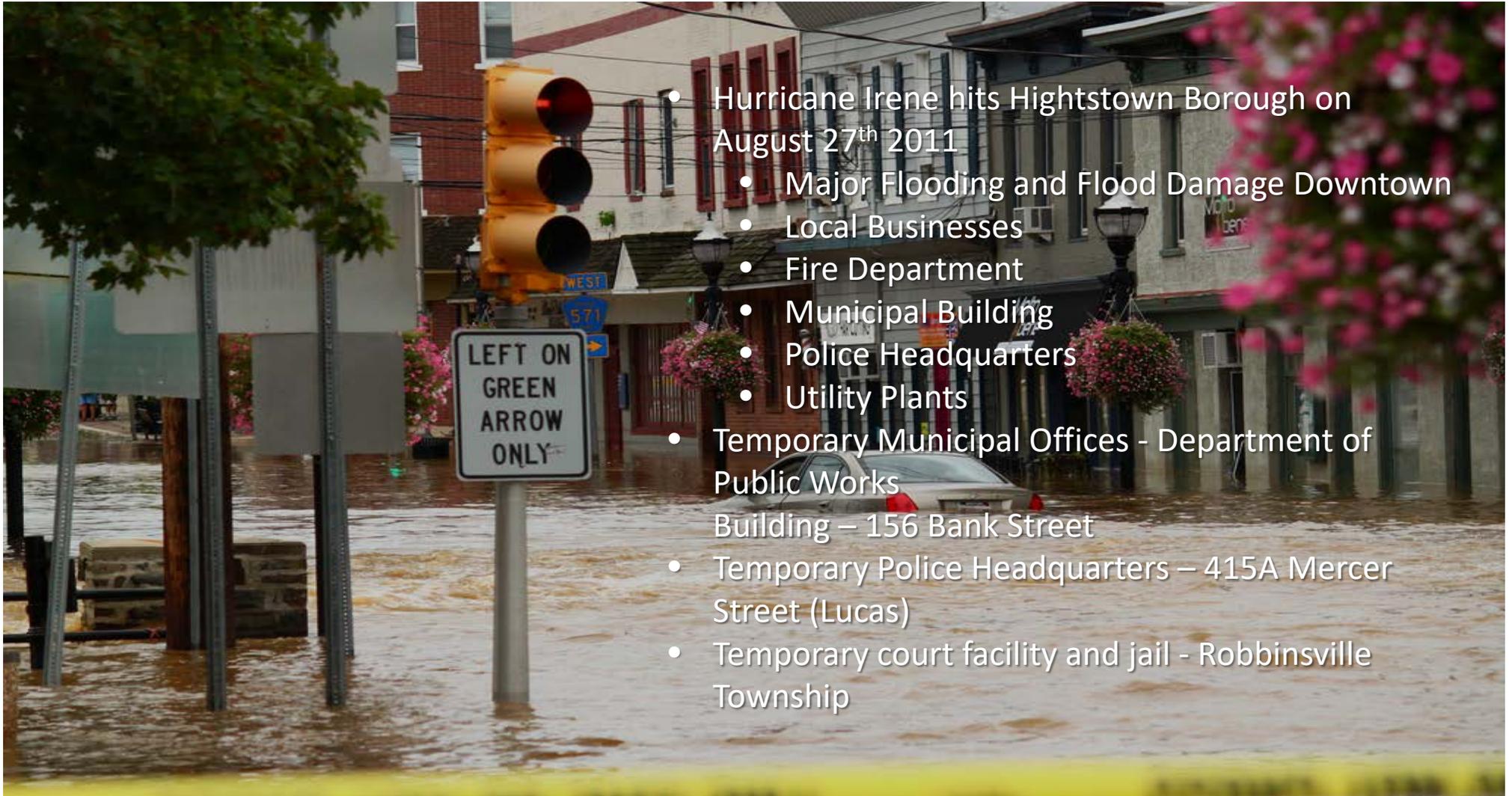




HIGHTSTOWN MUNICIPAL COMPLEX





- Hurricane Irene hits Hightstown Borough on August 27th 2011
 - Major Flooding and Flood Damage Downtown
 - Local Businesses
 - Fire Department
 - Municipal Building
 - Police Headquarters
 - Utility Plants
- Temporary Municipal Offices - Department of Public Works Building – 156 Bank Street
- Temporary Police Headquarters – 415A Mercer Street (Lucas)
- Temporary court facility and jail - Robbinsville Township





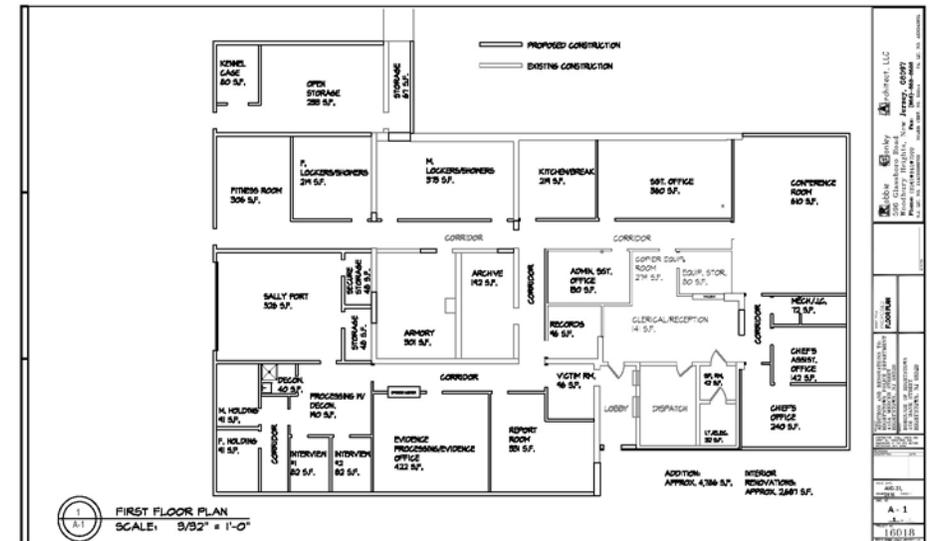
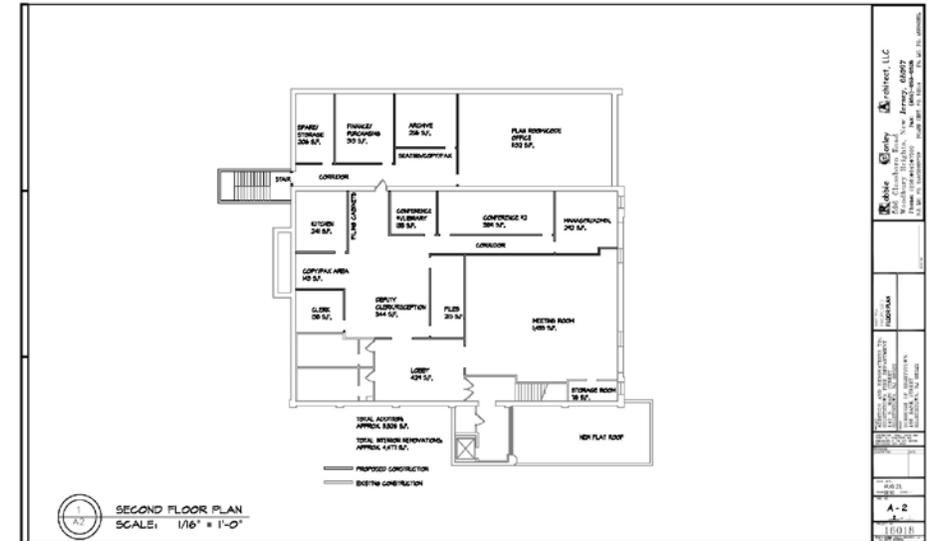
- Borough Council rejects proposal to purchase the property at 415 Mercer Street
 - Custom Bandag Purchases 415 Mercer Street
 - Continuation of lease at 415 Mercer Street for police
- Continuation of lease with Robbinsville for Court facilities
 - Department of Public Works employees relocated to a modular trailer on the property
 - Administrative Offices expand into former Department of Public Works area
- 415 Mercer Street and 156 Bank Street are in violation of various codes and are not a permanent solution



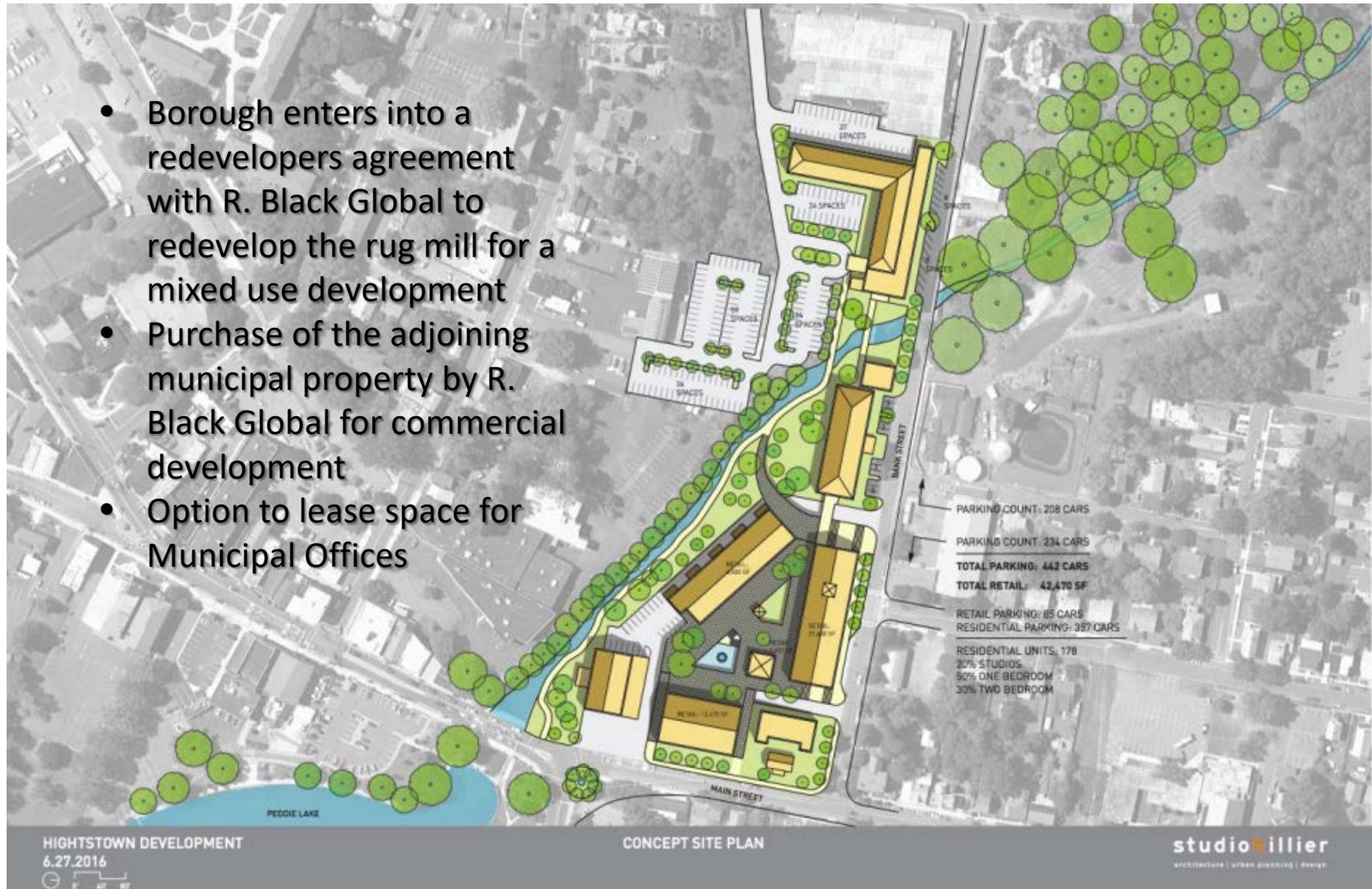
- Borough Council makes the decision to rebuild the damaged Municipal Building/Police Headquarters in the same location
- Architect, engineer and project manager hired and plans for a new building that will contain Municipal, Police and Court Functions are prepared
- Estimated cost: \$6.4 million
- April 2013
 - Adoption of Bond Ordinance
 - Resident petition and rescinding of the Bond Ordinance by Borough Council



- Discussions with neighboring municipalities for shared police and courts
- Shared service agreement with East Windsor for Dispatch
- No other agreements reached
- Various Options Evaluated
- Lease vs. Own discussions
- Purchase of portion of Rug Mill property to place Modular Building
- Vacant Lots on Maxwell Avenue
- Available Property on Monmouth Street
- Land lease and building expansion at 415 Mercer Street
- Renovation and addition to the second floor of the firehouse
- None were deemed practical



- Borough enters into a redevelopers agreement with R. Black Global to redevelop the rug mill for a mixed use development
- Purchase of the adjoining municipal property by R. Black Global for commercial development
- Option to lease space for Municipal Offices





- Borough of Hightstown and Township of Robbinsville begin evaluation of building a shared police and court building
- Borough approached by the YMCA about possible sale of their Hightstown building on Mercer Street
- Architect Clarke Caton Hintz hired to prepare a feasibility report for the adaptive re-use of the YMCA building for municipal facilities
- Otteau Group hired to prepare a real estate appraisal of the property.
- February 2018
 - Public presentation of the feasibility study



- The Borough of Hightstown engaged Clarke Caton Hintz in April of 2017 to assist with a building evaluation of 230 Mercer Street
- A programming analysis and a conceptual planning exercise for the Borough's municipal, courts and police departments was produced.
- Due to Hurricane Irene displacing both groups in August of 2011, they have been conducting business in three separate temporary locations.
- The ultimate goal of this study was to suggest options for the co-location of these groups at the 230 Mercer Street site in order to provide the synergy that is required for efficient and effective operation within the borough.



South Elevation along Mercer Street



SITE



- Property is 1.06 acres
 - Fronts Mercer Street with residences along both sides
 - Abuts Railroad Avenue at the rear and addresses Dawes Park
- Site contains a former school building originally constructed ca. 1900 and currently houses a YMCA Daycare program
 - The site also consists of a modest parking lot with the capacity of 15 vehicles
 - A fenced in tot lot is located adjacent to the parking area



DESCRIPTION



IMAGES OF EXISTING
BUILDING



South Elevation along Mercer Street



North-West Corner at Existing Drive



South-West Corner at Existing Parking



South-East Corner at Existing Parking



IMAGES OF EXISTING
BUILDING



First Floor along main Corridor



First Floor Daycare Room



Second Floor Daycare Room



Second Floor Office



- The configuration of the existing building is sympathetic to the proposed change of use
- Currently the existing building does not have 2 means of egress
- The existing building lacks accessibility and does not comply with ADA standards
- A new sprinkler system would need to be installed
- New restrooms would be required to meet the anticipated occupancy count



North-West Corner along Mercer Street



PROGRAMMING

Type of space	Current			Prop. Area
	Area	# Req.	Total Area	
Administration				
Administrator(Full-time)	180 sf	1	180	200
Subtotal			180 sf	200 sf

Type of space	Current			Prop. Area
	Area	# Req.	Total Area	
Construction/Code Enforcement/Planning/ Fire/Animal Control/Zoning				
Construction Official (full-time)	120 sf	1	120	175
Administrative Assistant (full-time)	80 sf	1	80	88
Housing Code Enforcement / Animal Control	80 sf	1	80	110
Fire Official	80 sf	1	80	110
Plumbing Official	80 sf	1	0	0
Fire Subcode	80 sf	1	0	0
Fire Inspector	80 sf	1	0	0
Reception Area (seats only)	100 sf	1	100	436
Conference Room (6-8 seats)	250 sf	1	250	624
Subtotal			710 sf	1,543 sf

Type of space	Current			Prop. Area
	Area	# Req.	Total Area	
Courts and Court Administration				
Court Administrator (full-time)	120 sf	1	120	287
Deputy Court Administrator (full-time)	80 sf	1	80	178
Judge's Chambers (Part-time)	200sf	1	200	210
Court Recorder	0 SF	1	0	0
Public Defender	120 sf	1	120	133
Prosecutor	120sf	1	120	132
Lobby	1000 sf	1	1000	781
Public Restrooms	100 sf	2	200	237
Court Room	2000sf	1	2000	1,243
Courts Private Restroom	65 sf	1	65	34
Subtotal			3,905 sf	3,235 sf



PROGRAMMING



Type of space	Current			Prop. Area
	Area	# Req.	Total Area	
Municipal Clerk				
Municipal Clerk (Full-time)	120 sf	1	120	110
Deputy Clerk (full-time)	120 sf	1	120	110
Assessor (Part-time)	80 sf	1	0	0
Receptionist (Full-Time)	80 sf	1	80	72
Reception (Seating for 4)	100 sf	1	0	436
Huddle Room (seating for 4)	120 sf	1	120	111
Subtotal			440 sf	839 sf

Type of space	Current			Prop. Area
	Area	# Req.	Total Area	
Police Department				
Chief	120 sf	1	120	132
Sergeant	120 sf	1	120	121
Detective	120 sf	2	240	176
Patrol	80 sf	3	240	168
Administrative Assistant	80 sf	1	80	117
Waiting Area	100 sf	1	100	0
Kitchenette	100 sf	1	100	150
Storage	200 sf	1	200	
Conference (seating for 8-12)	400 sf	1	400	247
IT Room	150 sf	1	150	48
Subtotal			1,475 sf	1,159 sf

Type of space	Current			Prop. Area
	Area	# Req.	Total Area	
Tax Department				
Tax Collector (Part Time)	80 sf	1	80	110
Deputy Tax Collector / Payroll (full-time)	120 sf	1	120	114
CFO (Part-time)	120 sf	1	120	110
Finance Assistant (Full-Time)	80 sf	1	80	110
Breakroom	300 sf	1	300	410
Conference/Training Room (6-8 seats)	250 sf	1	0	0
Coat Storage	25 sf	1	25	0
Subtotal			975 sf	854 sf

MUNICIPAL CLERK, POLICE & TAX DEPARTMENT



PROGRAMMING

Departments	Requested / Proposed	
	Requested	Proposed Area (see plans)
Administration	190 sf	212 sf
Construction/Code/Plan/Fire/AC/Zone	910 sf	1,638 sf
Courts and Court Administration	4,355 sf	3,799 sf
Municipal Clerk	670 sf	961 sf
Police Department	5,145 sf	3,290 sf
Tax Department	1,575 sf	1,764 sf
Subtotal with Courts:	12,845 sf	11,664 sf
Area increase for struct., mech. systems, restrms., circ., etc. (35%):	4,496 sf	4,082 sf
Total Program Area:	17,341 sf	15,746 sf

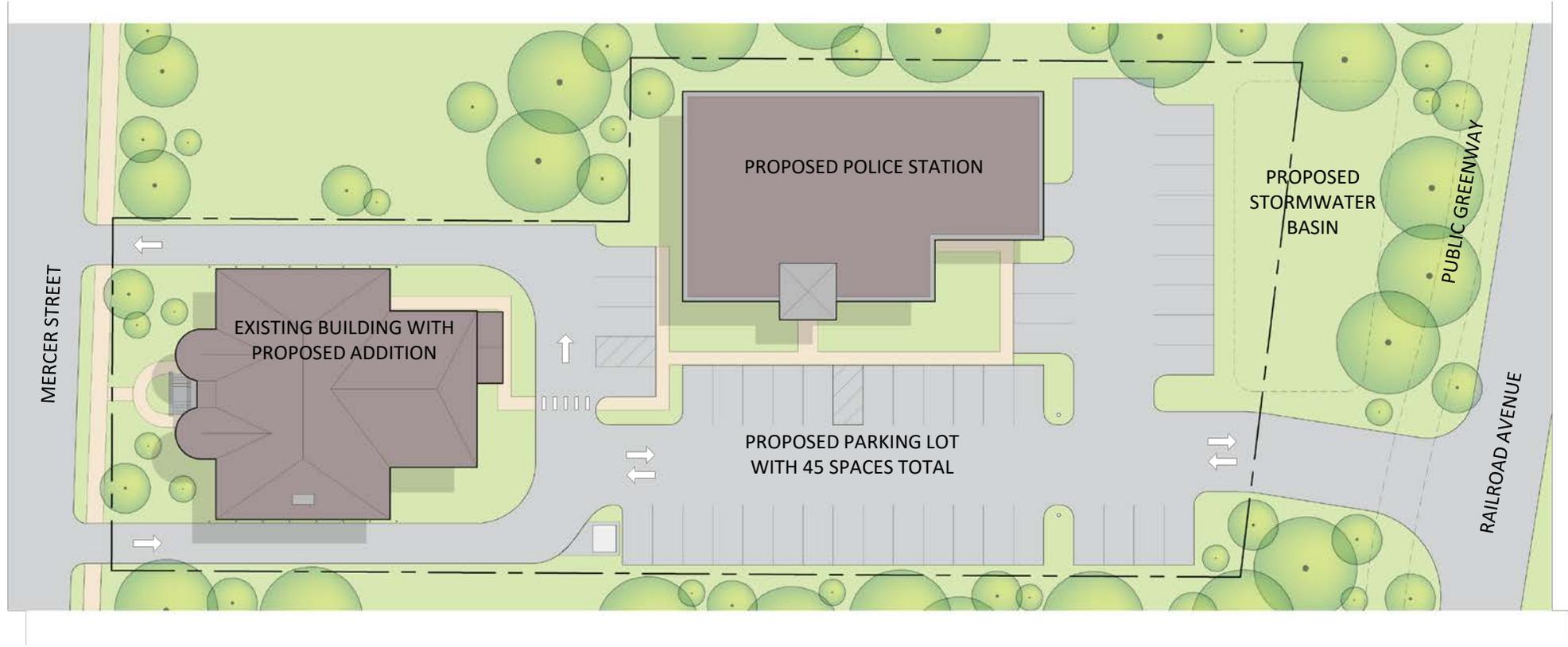
Subtotal without Courts:	8,490 sf	7,865 sf
Area increase for struct., mech. systems, restrms., circ., etc. (35%):	2,972 sf	2,752 sf
Total Program Area:	11,462 sf	10,617 sf



SUMMARY OF TOTALS



SITE PLAN



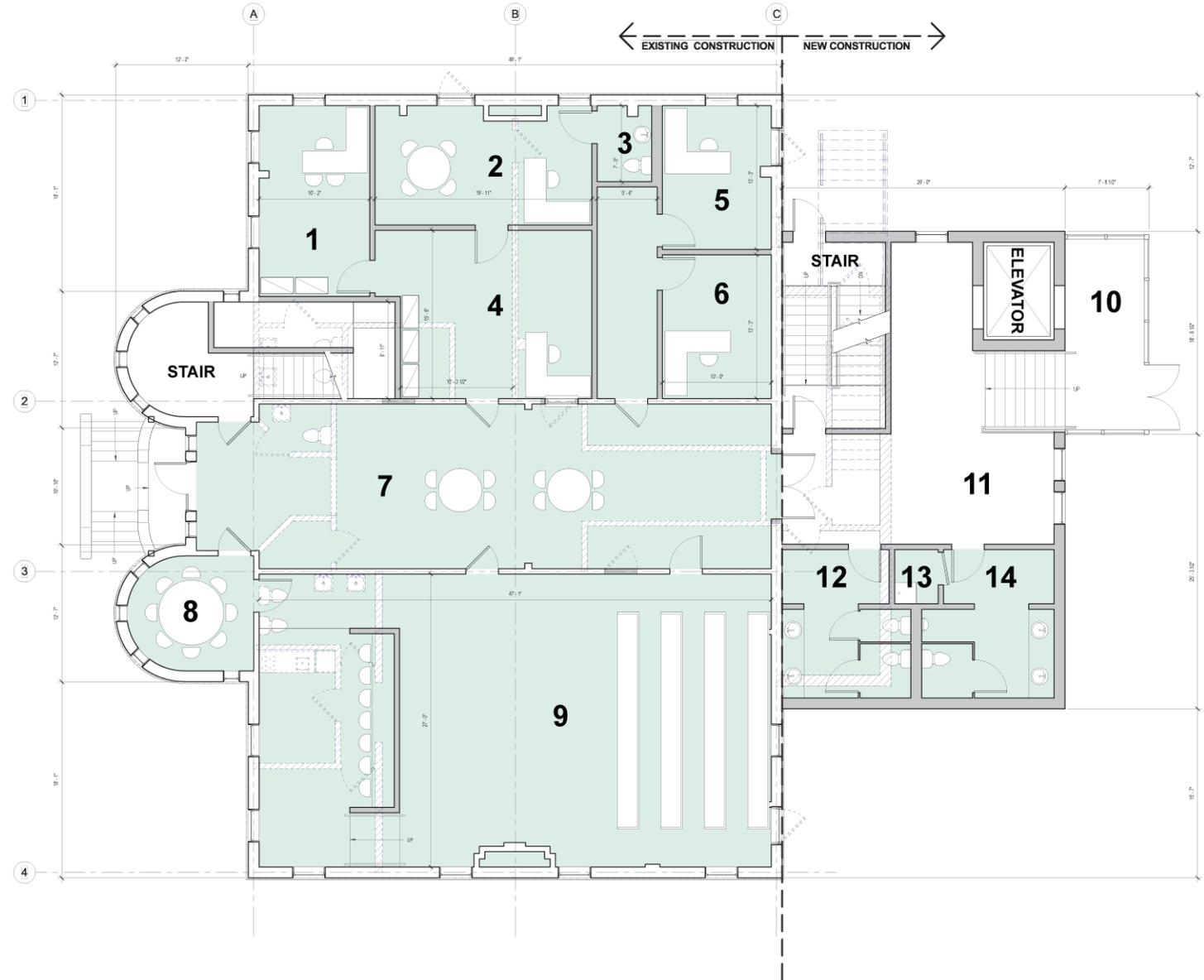
SITE DESIGN PLAN



FLOOR PLANS

1. COURT ADMINISTRATION
2. JUDGE
3. RESTROOM
4. DISTRICT COURT ADMINISTRATION
5. PROSECTUTER
6. DEFENSE
7. GALLERY / WAITING
8. SMALL CONFERENCE ROOM
9. COURT ROOM
10. VESTIBULE
11. LOBBY
12. WOMEN'S ROOM
13. JANITOR'S CLOSET
14. MEN'S ROOM

- ADMINISTRATION
- CONSTRUCTION/CODE ENFORCEMENT/PLANNING/ FIRE/ANIMAL CONTROL/ZONING
- COURTS AND COURT ADMINISTRATION
- MUNICIPAL CLERK
- TAX DEPARTMENT
- SUPPORT SPACE
- UTILITY SPACE



MUNICIPAL BUILDING – FIRST FLOOR PLAN



FLOOR PLANS

1. ADMINISTRATION
2. CLERK
3. CHIEF FINANCIAL OFFICER
4. DISTRICT TAX COLLECTOR
5. WORK ROOM
6. DISTRICT CLERK
7. TAX COLLECTOR
8. RECEPTION
9. GALLERY / WAITING
10. HUDDLE
11. CONFERENCE / PLAN REVIEW
12. ADMIN
13. INSPECTOR
14. CONSTRUCTION OFFICE
15. LOBBY
16. WOMEN'S ROOM
17. JANITOR'S CLOSET
18. MEN'S ROOM

- ADMINISTRATION
- CONSTRUCTION/CODE ENFORCEMENT/PLANNING/FIRE/ANIMAL CONTROL/ZONING
- COURTS AND COURT ADMINISTRATION
- MUNICIPAL CLERK
- TAX DEPARTMENT
- SUPPORT SPACE
- UTILITY SPACE



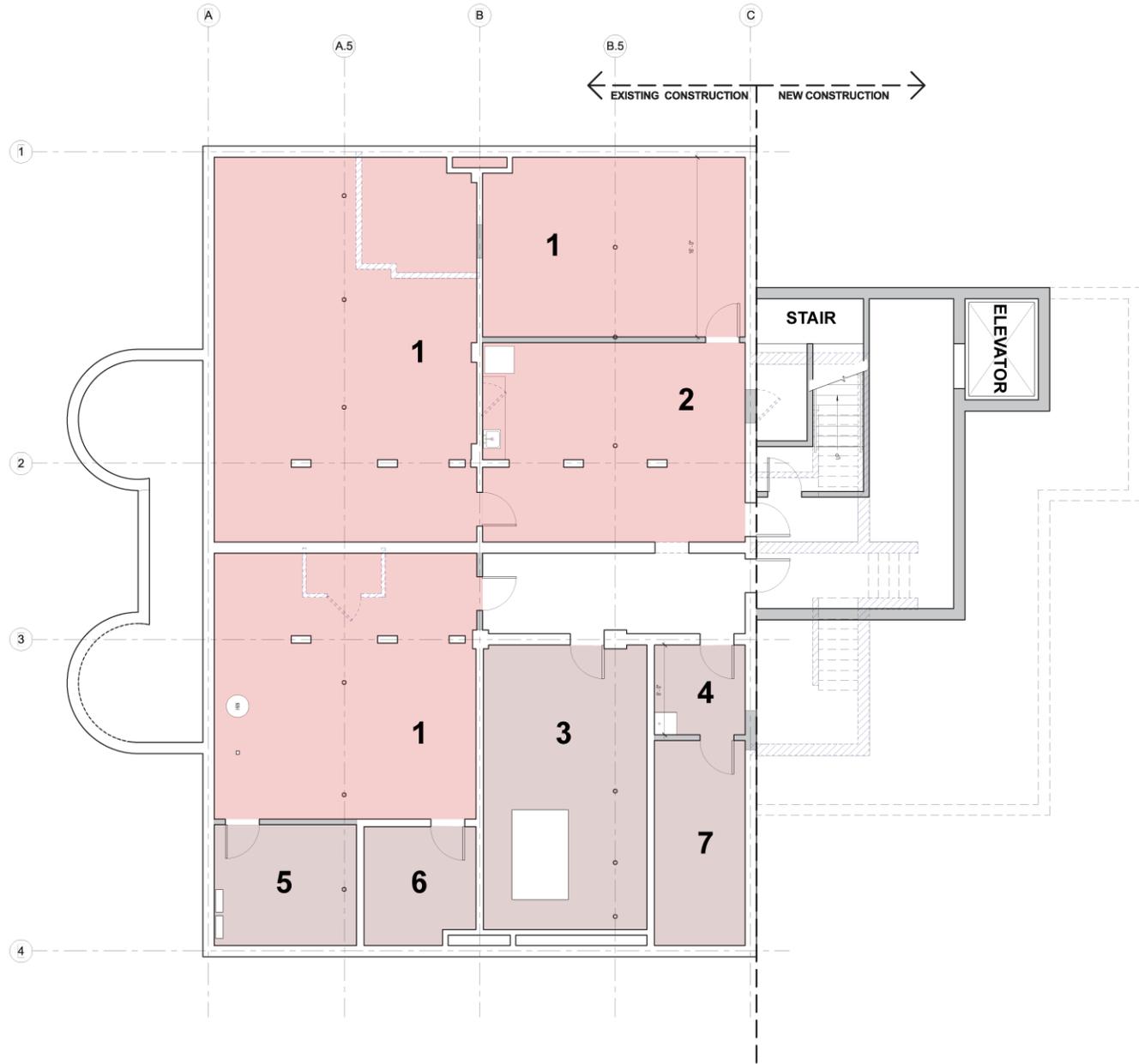
MUNICIPAL BUILDING – SECOND FLOOR PLAN



FLOOR PLANS

1. RECORDS
2. BREAKROOM
3. MECHANICAL
4. CUSTODIAL
5. ELECTRICAL
6. UTILITY
7. I.T.

- ADMINISTRATION
- CONSTRUCTION/CODE ENFORCEMENT/PLANNING/FIRE/ANIMAL CONTROL/ZONING
- COURTS AND COURT ADMINISTRATION
- MUNICIPAL CLERK
- TAX DEPARTMENT
- SUPPORT SPACE
- UTILITY SPACE



MUNICIPAL BUILDING – BASEMENT FLOOR PLAN



FLOOR PLANS

1. CHIEF
2. DETECTIVE
3. PATROL
4. SERGEANT
5. MECHANICAL ROOM
6. STORAGE
7. BREAKROOM
8. COUNSEL
9. CONFERENCE ROOM
10. ADMIN
11. MENS LOCKER ROOM
12. ARMORY
13. WOMENS LOCKER ROOM
14. DAY ROOM
15. PROCESSING
16. SALLY PORT
17. ELECTRICAL CLOSET
18. IT CLOSET
19. EVIDENCE
20. HOLDING
21. INTEROGATION
22. TOILET
23. STORAGE

POLICE DEPARTMENT
 SUPPORT SPACE
 UTILITY SPACE



CODE	DESCRIPTION	COST
	Phase 1 - Renovation	\$1,560,000
	Phase 1 - Addition	\$1,477,000
	Phase 2 - Police Station	\$2,690,000
	Phase 3 - Renovation	\$498,000
	Phase 4 - Exterior Envelope	\$347,000
	Site	\$1,070,000
	Total	\$7,642,000

Notes

Costs are current for Spring 2017; escalation is not included

Hazardous Materials Removal/Remediation is not included

Rock Excavation is not included

Dewatering not included

Pricing assumes Competitive Bid; Minimum 3 Bidders

Loose Furniture is not included

See Transmittal For Basis of Estimate & Additional Conditions

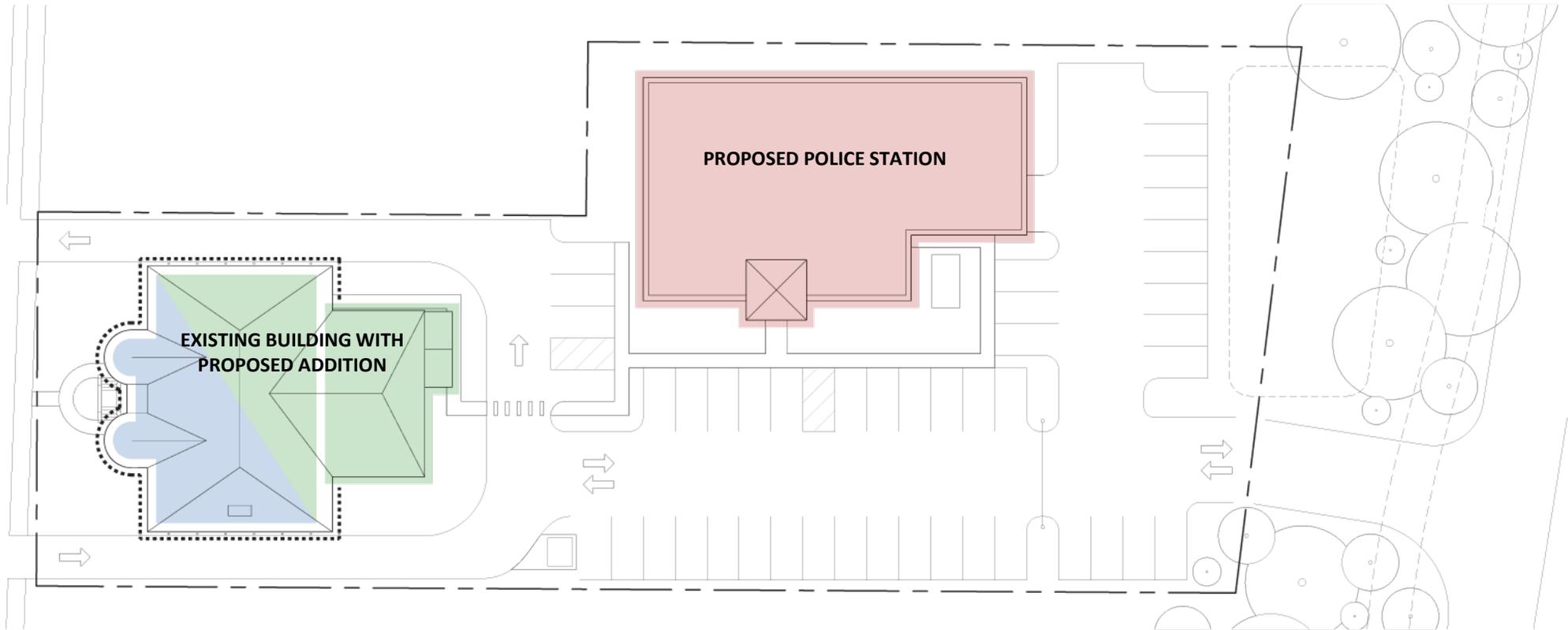


VE ITEMS

1.	Reduce Police Station Footprint	1	LS		\$278,000
2.	Access Drive as One Way ILO 2 Ways	1	LS	Deduct	\$5,000
3.	No Repaving @ Railroad Ave	1	LS	Deduct	\$267,000
4.	No Fitout @ Court Offices	1	LS	Deduct	\$56,000
5.	No Bollards	1	LS	Deduct	\$16,000
6.	No Vehicular Swing Gate	1	LS	Deduct	\$7,000



PHASING



-  PHASE 1:
CONSTRUCT THE ADDITION TO THE EXISTING BUILDING,
RENOVATE THE FIRST FLOOR AND REPLACE/REPAIR THE
EXISTING GUTTERS AND DOWNSPOUTS
-  PHASE 2:
CONSTRUCT THE NEW POLICE STATION

-  PHASE 3:
RENOVATE THE BASEMENT AND SECOND FLOOR OF THE
EXISTING BUILDING
-  PHASE 4:
RENOVATE THE EXTERIOR OF THE EXISTING BUILDING.
I.E. REPLACE INDICATED WINDOWS, MASONRY REPAIR,
PAINT, ETC.

SITE PHASING DIAGRAM





PROS

- The property is already off the Borough tax rolls
- The current Borough Hall is being sold to RBG and being placed back on the tax rolls
- The building and site are not in or near an existing flood zone, thus ensuring access to and from critical Borough functions in times of emergency
- The site does not impede any economic redevelopment currently planned for the Borough
- The site is close to the geographic center of the Borough

CONS

- The existing electrical service is not adequate for the proposed use and needs to be upgraded
- The existing heating and cooling systems are not able to adjust at times of increased occupant load demand (Court/Council)
- Existing ventilation is mostly provided by operable windows and window AC units. Increase occupant load of new use will require a mechanical ventilation system
- Due to a change of use, the existing basement will need to be sprinklered which will require its own water service from the street



PROS

- The site is large enough to fit Municipal Offices, Police and Courts at one location again
- Overall, the building is structurally sound and in good shape
- The property provides the capability to phase the project as the Borough sees fit
- The available space and layout offer the opportunity for Borough Commissions and community groups to hold meetings. Council and Planning Board would have a permanent location again allowing recording equipment to remain onsite

CONS

- The building is not ADA compliant and requires the installation of an elevator
- The parking entrance is currently 'shared' with a neighbor and will require some expense to improve ingress and egress off/onto Mercer Street
- Onsite parking is currently limited and will require expansion for Borough needs
- Building envelope needs eventual upgrades to meet energy codes



PROS

- The central 'corridor' on each floor offers the opportunity for the Cultural Arts Commission to maintain a small art gallery
- The site is within walking distance of downtown so employees can continue to support local businesses during lunch.
- The rear of the site is adjacent to Dawes Park which may allow future opportunities for events
- The building is marketable as office space should future circumstances change and the Borough decides to sell the property

AND...

- The money we currently spend on leasing police and court spaces can instead be applied to real property owned by the Borough
- The historic nature of the building offers a great opportunity to strengthen the Borough's image while also opening us up to additional funding sources
- Adaptive reuse of an existing building is sensitive to the character of the community and the environment



Sale of old Borough Hall	\$1,050,000.00
Insurance (estimated)	\$2,000,000.00
FEMA	TBD
Historic Preservation Grant(s)	\$150,000.00 (estimated)
Other Grants as Available	TBD

- Borough did not have flood insurance on property in the flood zone; FEMA support is still undetermined
- Balance would be dedicated through the Municipal bonding process





QUESTIONS?

