



*THE*  
*Borough of Emerson*

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Municipal Building Study January 2014 - Draft  
146 Linwood Avenue, Borough of Emerson, NJ 07630



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## Executive Summary



*Aerial Image of Site*

### Project

Arcari + Iovino was engaged by the Borough of Emerson to explore the re-use of the existing municipal structure as well as investigate the ideal size of a new municipal complex.



## Executive Summary

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The investigation began with visits to the municipal building to gain familiarity with its workspaces, meeting areas, and overall flows. This was followed by the interviews with Borough staff, a critical aspect of the discovery period. The team met with department representatives to discuss various attributes of their spaces as well as the pros and cons of how they function within the limits of those spaces. Notes from these interviews are contained within this booklet. This initial part of the investigation allowed us to better understand the current environment of each department, how their services are delivered, and the perspective from which the staff offered comment.

To determine a recommended square foot area for each department, the team extracted data from the interviews regarding quantity of workspaces, files, storage, and public interaction. A listing of room 'net' square footages organized by department can be found later in the document.

The list of spaces and departments is then analyzed to identify how the building's 'gross' floor area can be organized into floors with the site limits in mind. The suggested assignment of floor position for these departments is based on their public interaction (.i.e. number of daily visits) building security criteria (i.e. police and court or vital document needs), and how the departments themselves interact.

Once the ideal internal configuration is found, the program is flexed to best fit the site constraints. Site considerations such as pedestrian access, vehicular access, parking need, and orientation inform the site plan layout.



## Executive Summary

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The existing borough hall has a footprint of approximately 4,000sf and is located near to the downtown business district along Linwood Avenue, just one block east of the Emerson Train Station. The approximately 40,900sf site has a parking lot along Locust Avenue and lot access along Municipal Plaza. The site's topography slopes gently upward from Linwood Avenue. While the property is exempt from local zoning, the code does allow Essential Services as conditional uses. Refer to the graphics in the next section of the booklet for a greater familiarity.



## Reference Material

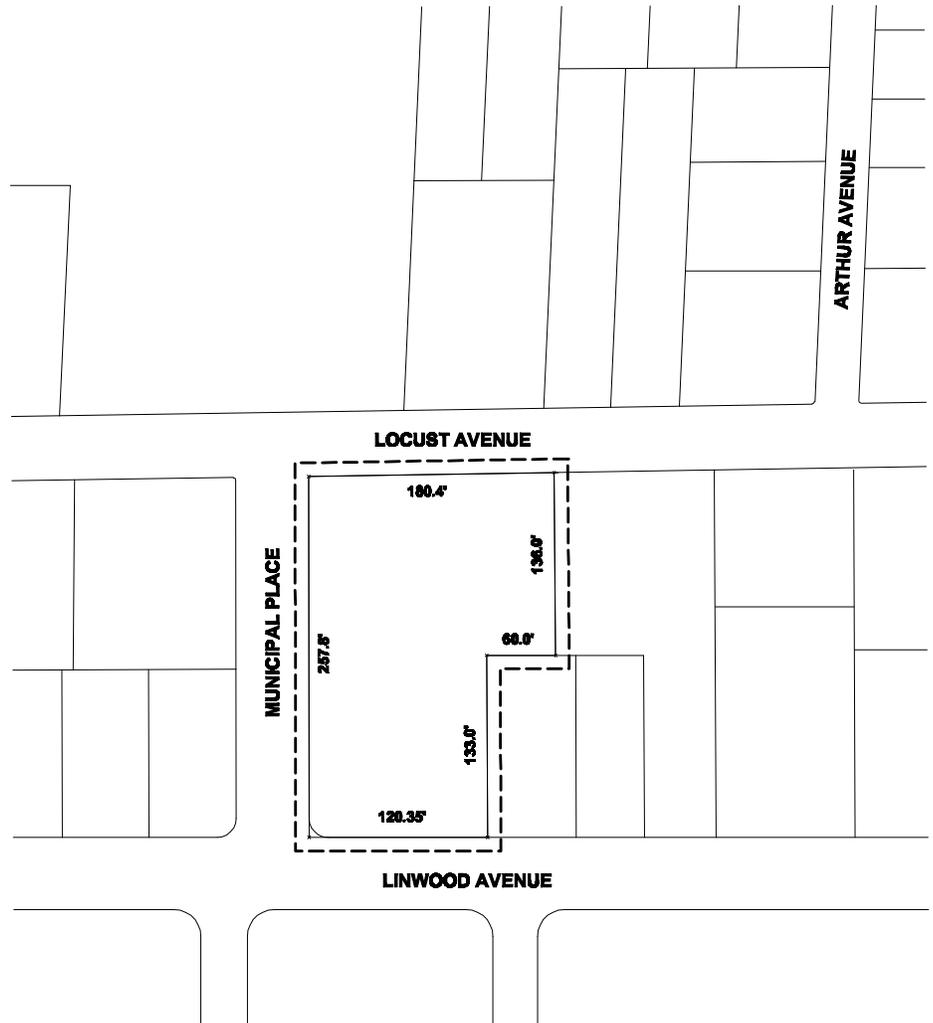


*Aerial Image of Site*

The goal of this section is to familiarize the reader with the project context. Herein you will find site photographs, lot diagrams, floor plans and the existing building summary.



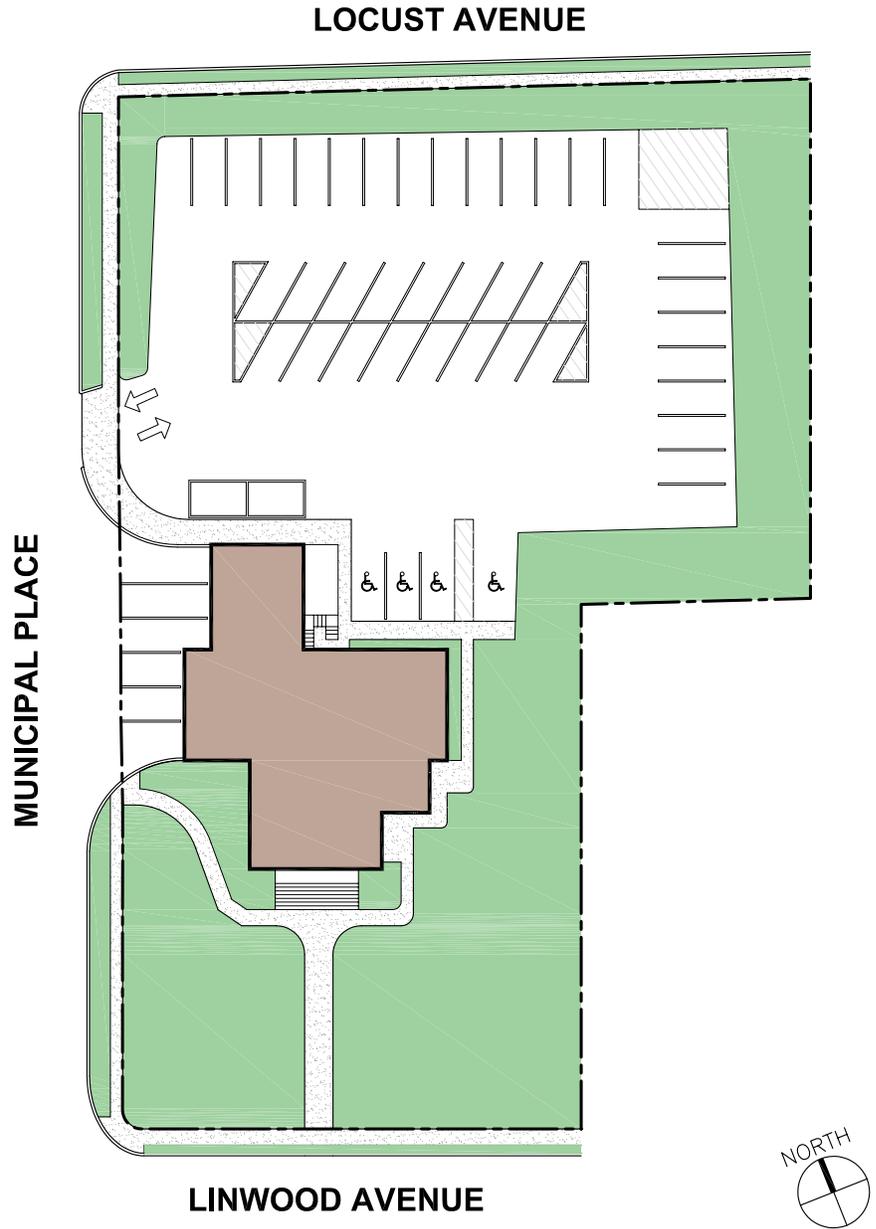
## Reference Material



Scale: 1/140" = 1'-0"



## Reference Material

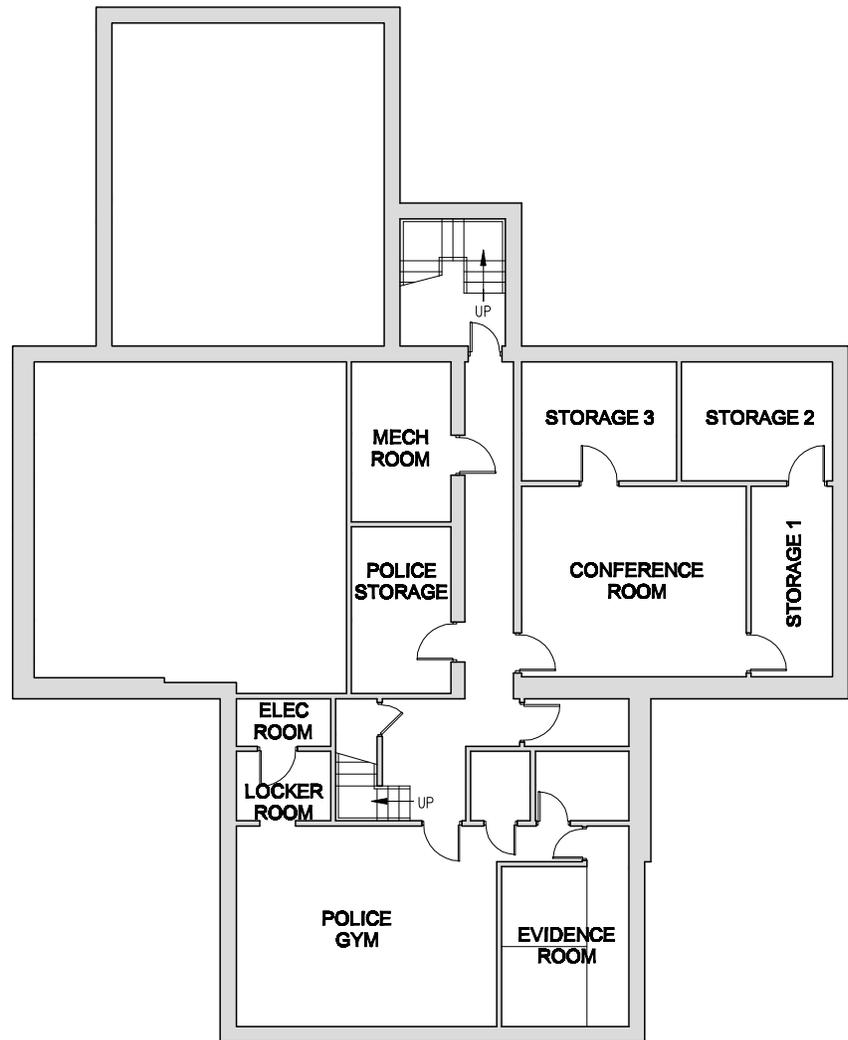


Scale: 1/50" = 1'-0"  
Parking Count: 49 Spaces



## Reference Material

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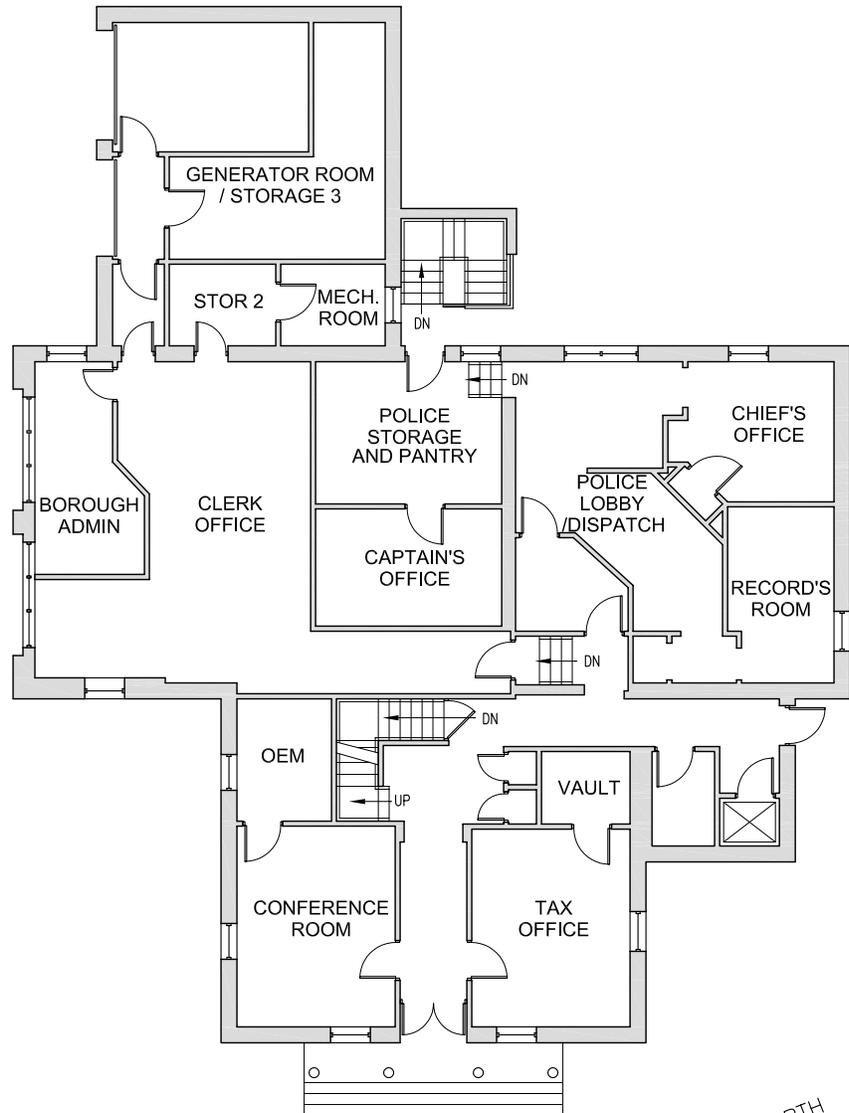


Scale: 1/16" = 1'-0"



## Reference Material

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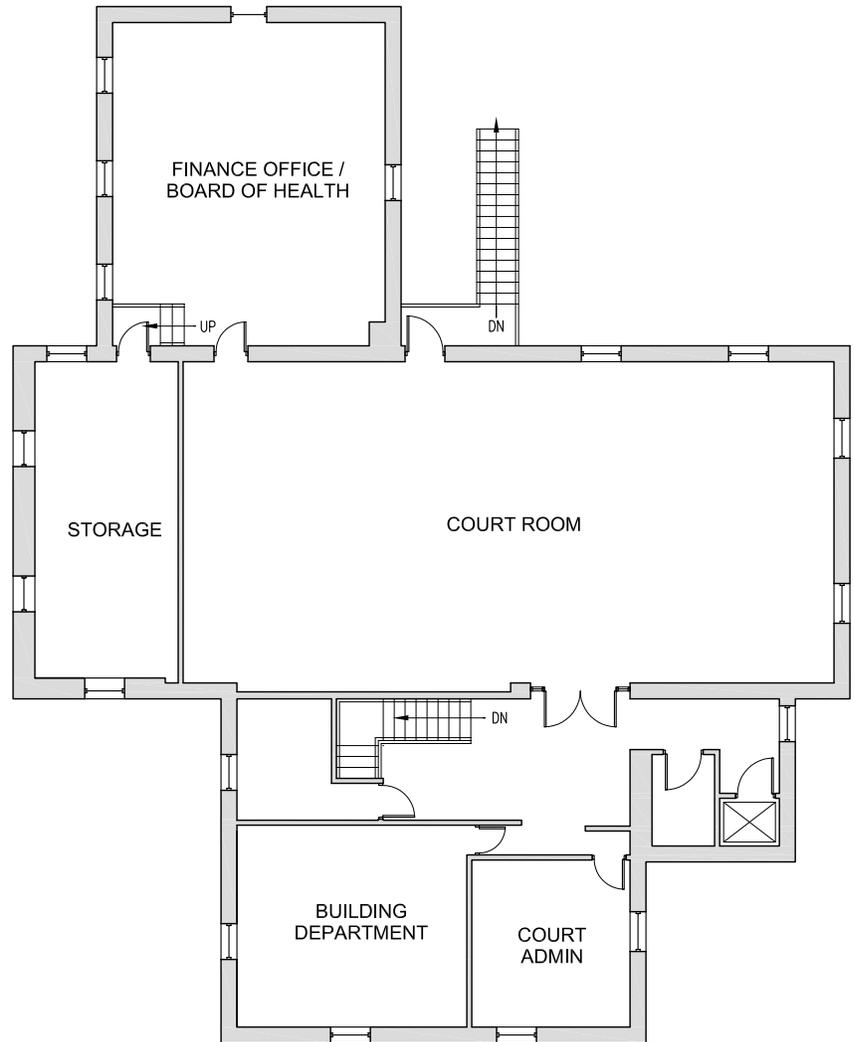


Scale: 1/16" = 1'-0"



## Reference Material

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Scale: 1/16" = 1'-0"



## Reference Material

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*View looking North on Linwood Ave.*



*Front View of Existing Municipal Building*



## Reference Material

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*View of Court / Council Chambers*



*View of Violations / Court Lobby*



## Reference Material

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*View of Clerk's Office*



*View of Finance Office*



## Reference Material

|                               | Occupancy (or<br>Work Spaces) | Floor | Floor Area (nsf) |
|-------------------------------|-------------------------------|-------|------------------|
| <b>Violations</b>             |                               |       | <b>128</b>       |
| Court Administrator           |                               | 2     | 128              |
| <b>Court</b>                  |                               |       | <b>1540</b>      |
| Court Room / Council Chambers | 70 Seats                      | 2     | 1540             |
| <b>Finance</b>                |                               |       | <b>814</b>       |
| Finance Office                | 2                             | 2     | 310              |
| Storage                       |                               | 2     | 504              |
| <b>Health</b>                 |                               |       | <b>310</b>       |
| Board of Health Office        | 2                             | 2     | 310              |
| <b>Building</b>               |                               |       | <b>340</b>       |
| Building Department           | 3                             | 2     | 340              |
| <b>Tax</b>                    |                               |       | <b>237</b>       |
| Tax Office                    | 2                             | 1     | 195              |
| Vault                         |                               | 1     | 42               |
| <b>OEM</b>                    |                               |       | <b>80</b>        |
| Crisis Response Room          | 1                             | 1     | 80               |
| <b>Clerk</b>                  |                               |       | <b>460</b>       |
| Clerks Office                 | 3                             | 1     | 460              |
| <b>Administration</b>         |                               |       | <b>150</b>       |
| Borough Administrator         | 1                             | 1     | 150              |



## Reference Material

Floor Floor Area (nsf)

| <b>Police</b>               |   | <b>1530</b> |
|-----------------------------|---|-------------|
| Police - Lobby / Dispatch   | 1 | 224         |
| Police - Chief's Office     | 1 | 114         |
| Police - Storage and Pantry | 1 | 192         |
| Police - Captain's Office   | 1 | 160         |
| Police - Record's Room      | 1 | 135         |
| Police - Storage            | B | 352         |
| Police - Locker Room        | B | 49          |
| Police - Evidence           | B | 192         |
| Police - Records            | B | 112         |

| <b>Common</b>              |   | <b>1588</b> |
|----------------------------|---|-------------|
| Conference Room (1st FL)   | 1 | 221         |
| Storage 1 (1st FL)         | 1 | 18          |
| Storage 2 (1st FL)         | 1 | 63          |
| Mechanical Room (1st FL)   | 1 | 63          |
| Generator Room / Storage   | 1 | 440         |
| Electrical Room            | B | 21          |
| Conference Room (Basement) | B | 285         |
| Mechanical Room (Basement) | B | 112         |
| Storage 1 (Basement)       | B | 105         |
| Storage 2 (Basement)       | B | 130         |
| Storage 3 (Basement)       | B | 130         |

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**Total Assignable SF** **7177**



# ENGINEERING EVALUATION

Mechanical, Electrical, Plumbing, and Fire Alarm Technical Report

*Grant Engineering Consultants, LLC*

*James F. Ghaemi, PE*

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Grant Engineering Consultants staff visited the site on July 24, 2013 to visually inspect existing Electrical, HVAC, Plumbing and Fire Alarm systems and equipment.

*a. Electrical:*

Existing electric service is 120/240VAC, 400A, 1-Phase, 3-Wire. Metering equipment is located on the exterior of the building (see Photo E-1). Main Electric Service Disconnect, Main Distribution Panel (MDP) and Automatic Transfer Switch (ATS) are located in the basement Locker Room Closet (see Photos E-2 & E-3). Telephone board and security system control panel are located in a back closet/room in the basement (see Photo E-4). Other electrical panelboards are located throughout the building.

There are sub-panels and equipment disconnects located throughout the building, including the Boiler Room (see Photo E-5) and Administrative offices/spaces. There are HVAC and other electro-mechanical equipment with their own disconnects (see Photo E-6).

There is an existing indoor 45kVA, 225A, 1-Phase, 120/240VAC Natural Gas Generator that provides emergency power to the entire building. At the time of this inspection, the generator had 1040 hours of operation logged on it.



## Engineering Evaluation

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Existing Fire Alarm control panel is a conventional fire alarm system (see Photo E-7). It does not cover the entire building. For example, Police & Clerk/Administrative Departments don't have any fire alarm devices monitoring those spaces.

Interior lighting mostly consists of Fluorescent lighting fixtures (see Photo E-8) with high efficient fluorescent lamps. Battery backed up combination Emergency Lighting & Exit Signs are located throughout building's points of egress.

### b. HVAC:

The building is heated via hot water system which consists of three hot water boilers with the capacity of 250,000 BTUH each and floor mounted fan coil units. Based on the information provided during the site visit the boilers were installed more than 12 years ago (see Photo M-1). The building is equipped with Trane hot water free standing fan coil units (see Photo M-2).

There are two hot water circulation pumps located in the boiler room. The mechanical room walls and equipment maintenance concrete pads are damaged by water leakage (see Photos M-3, M-3A).

Building is cooled via local window air conditioning units. Only the Court Room (Counselor Chamber Room) is equipped with a Central Air Conditioning Split System. The Court room (Counselor Chamber Room) is served by a dedicated Air Conditioning Split System which consists of a 10-ton indoor Air Handling Unit (AHU) located in the storage room adjacent to the court room (see Photo M-4). This AHU is equipped with duct mounted hot water coil, a dedicated outdoor air-cooled condensing unit, and an evaporator



## Engineering Evaluation

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fan which provides conditioned air required for the Heating, Cooling and Ventilation. This A/C unit refrigeration system utilizes R22 refrigerant. A system ductwork from AHU unit distributes air to the space via sets of ductwork and ceiling diffusers/grilles. The system is controlled via wall mounted thermostat located in the court room. An outdoor air cooled condensing unit is connected to AHU unit via refrigerant lines which run along the exterior wall all the way up from the condensing unit to the AHU (see Photo M-5). The outside air intake ductwork is equipped with motorized damper and it is connected to an external louver located below the window in the closet adjacent to Court Room where AHU is located (see Photos M-6 & M-11). This outside air is required for ventilation.

There is an abandoned air cooled condensing unit located outside next to condensing unit serving court room (see Photo M-7).

There is a dedicated Air Handling Unit serving part of clerk offices and administration offices. This unit is a heating unit only (no cooling). It is located in property equipment room (see Photo M-8). The heat from this unit is supplied into the space via ductwork distribution and ceiling mounted diffusers/grilles. Cooling in clerk and administration offices is provided via multiple A/C windows units (picture M-9). Communications office is equipped with ductless split system which consists of a wall-mounted ductless Air handling Unit and a dedicated outdoor condensing unit (see Photo M-10).

### c. Plumbing:

There is a domestic 50 gallon hot water heater located in the boiler room. There are public bathrooms on the first and second floor. They are equipped with ADA plumbing fixtures.



## Engineering Evaluation

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The items below were noted during our technical site visit:

### a. Electrical:

- The electric service and associated main and sub-panels are sized properly for this size and type (occupancy type) of building and they are generally in good condition and should be salvageable.
- Existing Natural Gas Generator is in a good condition. By continue scheduled servicing, and based on 1040 hours of generator operation, this generator should be able to provide emergency power to the entire building without any issues.
- All exterior electrical boxes and disconnects show signs of corrosion and they are not salvageable.
- There are areas in the building where lighting is insufficient, such as the attic and records room.
- There is an ADA lift that was not operational at the time of this inspection.
- Fire alarm system is antiquated and needs to be replaced. The proposed fire alarm system should be of “Addressable” type and should monitor the entire building, not just parts of it.



## Engineering Evaluation

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### b. HVAC:

The hot water boilers serving the entire building are old. Based on the information received from the maintenance personnel during the site visit, all three boilers are constantly working during the heating season and they need to be manually controlled. The automatic boiler controls are not functioning properly. Two hot water pumps, expansion tank and piping are old and rusty and at the end of their useful lives. Pipe insulation is damaged (see Photos M-12). Hot water heating system and equipment in the mechanical room need to be replaced; pipe insulation in the boiler room needs to be replaced. Boiler concrete pads need to be repaired.

The free standing fan coil units appear to be in good working condition.

There is no mechanical ventilation in the building, and during the heating season very little ventilation is provided by manually opening the windows. All interior areas without the windows do not have proper ventilation, if any at all. The exercise room located in the basement level has no mechanical or natural ventilation during both heating and cooling seasons. Based on the information received during the site visit from the building occupants, the air in the exercise room gets very humid. This is mainly due to lack of ventilation, air conditioning and humidity control in this area.

It is required by code to have natural or mechanical ventilation for each space. It is recommended to provide exterior wall louver connected to each fan coil unit located at the exterior wall to achieve proper ventilation in the building during the winter season.



## Engineering Evaluation

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During the cooling season the ventilation is achieved via the window Air Conditioning units installed in some offices/rooms. The split HVAC system serving Court room appears to be in good working condition. The indoor air handling unit and outdoor condensing unit are working properly. The fresh air is supplied via the exterior louver located below the window.

### c. Plumbing:

The 50 gallon domestic hot water heater located in the boiler room is in good working condition along with associated hot and cold water pipes (see Photo P-2).

There are public bathrooms on the first and second floors. They are equipped with ADA plumbing fixtures. It was not possible to observe the plumbing pipes during the site visit, but the plumbing fixtures are in good condition (see Photos P-1).

It was noted that the hot water circulation pump is not installed in the building; therefore the occupants are complaining that it takes a very long time for the hot water to reach the sinks. It is recommended to install hot water circulation pump along with hot water return pipe to achieve proper domestic hot water circulation in the space.



## Engineering Evaluation

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*E-1 – Main Electric Service Meter*



*E-2 – Main Electric Service Disconnect*



*E-3 – Main Distribution Panel & ATS*



*E-4 – Telephone Board & Security System Panel*



*E-5 – Boiler Room Sub-panels*



*E-6 – HVAC Disconnects*



## Engineering Evaluation

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*E-7 – Fire Alarm Control Panel*



*E-8 – Fluorescent Lighting Fixtures*



*M-1 - Hot Water Boilers*



*M-2 - Fan Coil Units*



*M-3 - Hot Water Circulation Pump & Evidence of Water Damage*



*M-3A - Hot Water Circulation Pump & Evidence of Concrete Pad Water Damage*



## Engineering Evaluation

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*M-4 - 10 Ton Air Handling Unit*



*M-5 -Refrigerant Piping Serving Air Handling Unit*



*M-6 - Outside Air Motorized Damper Under the Window*



*M-7 - Abandoned Air Cooled Condensing Unit*



*M-8 - Heating Only Air Handling Unit*

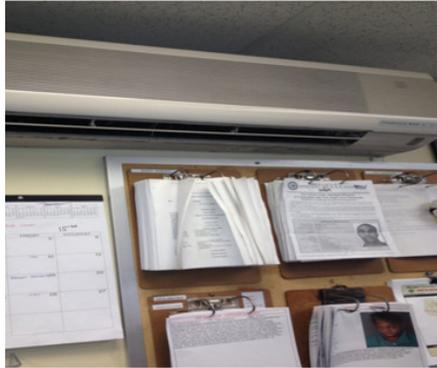


*M-9 - A/C Window Units*



## Engineering Evaluation

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*M-10 - Ductless Split System*



*M-11 - Outside Air Motorized Damper*



*M-12- Old/Damaged Hot water Pumps, Expansion Tank and Pipe Insulation*



*P-2 - Domestic Hot Water Heater*



*P-1 - Plumbing Fixture*



## Program Matrix

This section lists, and quantifies in square-foot area, the spatial requirements of all departments. This breakdown of future requirements was produced by combining the data collected during the project interviews with our knowledge of county court recommendations, NJ Department of Corrections requirements, and Homeland Security requirements.

| Space Needs Summary           | Department     | Area (GSF) |
|-------------------------------|----------------|------------|
|                               | Administration | 320        |
|                               | Clerk          | 3,170      |
|                               | CFO            | 724        |
|                               | Assessor       | 490        |
|                               | Building       | 760        |
|                               | Health         | 120        |
|                               | DPW            | 112        |
|                               | Court          | 654        |
|                               | Police         | 7,982      |
|                               | Common         | 2,200      |
| Total assigned space          |                | 16,532     |
| 25% Grossing Factor           |                | 4,133      |
| Total Projected Building Area |                | 20,665     |



## Program Matrix

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|   |              |
|---|--------------|
| <b>Police</b>   | <b>7,982</b> |
| <b>Lobby</b>  |              |
| Lobby (no vestibule)                                      | 300          |
| Lobby restroom  | 50           |
| Soft interview room                                       | 100          |
| <b>Dispatch</b>   |              |
| Dispatch room   | 200          |
| Supervisor's office                                       | 100          |
| <b>Administration</b>                                     |              |
| Chief's office  | 180          |
| Administrative asst/records clerk                         | 120          |
| Captain's office  | 120          |
| Records file room   | 200          |
| Small meeting room - 4 persons                            | 140          |
| <b>Common</b>   |              |
| Conference room - 14 persons                              | 392          |
| Briefing/training room - 24 persons                       | 513          |
| Ammo/weapons cleaning & storage                           | 200          |
| Restrooms - at corridor (m/w)                             | 100          |
| Storage (located throughout)                              | 400          |
| Server room   | 100          |
| Radio room, phone & recording eq.                         | 100          |
| File room – archive                                       | 300          |
| Lockers/showers/restroom – mens (20-25 lockers, 1 shower) | 650          |
| Lockers/shower/restroom – women's (6 lockers, 1 shower)   | 260          |
| Break room  | 250          |
| Janitorial / supplies                                     | 100          |
| Garage bay  | 500          |
| Storage at garage bays                                    | 200          |
| Fitness room  | 400          |
| <b>Prisoner handling</b>                                  |              |
| Sally port  | 375          |
| Processing area   | 240          |
| Interview room at processing                              | 100          |
| Cells – 1 M/ 1 F  | 200          |
| Evidence room   | 192          |
| Detective / Det. Sgt (2 workstations)                     | 240          |
| Juvenile detectives (2 workstations)                      | 240          |
| Interview room (at juvenile det.)                         | 80           |
| <b>Patrol</b>   |              |
| Sergeants office (2 workstations)                         | 240          |
| Reports writing   | 100          |



## Program Matrix

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|   |              |
|---|--------------|
| <b>Administration</b>                                   | <b>320</b>   |
| Small conference space (shared)                         | 140          |
| Office for full time administrator                      | 180          |
| <b>Clerk</b>  | <b>3,170</b> |
| Borough Clerk's office                                  | 180          |
| Deputy Clerk's office                                   | 120          |
| Mayor's office  | 180          |
| Lobby with display area, welcome desk, restrooms        | 500          |
| Council Chambers / Court                                | 1,800        |
| Council Meeting Room                                    | 390          |
| <b>CFO</b>  | <b>724</b>   |
| CFO office  | 180          |
| Finance office  | 120          |
| Tax office and service windows                          | 200          |
| Vault / secured files                                   | 64           |
| Supply room and current files                           | 80           |
| Storage room - archives                                 | 80           |
| <b>Assessor</b>   | <b>490</b>   |
| Main office with public counter                         | 350          |
| Small conference space (shared)                         | 140          |
| <b>Building</b>   | <b>760</b>   |
| Open office area (4 desks incl. Land Use/Planning desk) | 380          |
| Plan review area  | 140          |
| Storage room (Building/Land Use)                        | 140          |
| Shared small conference room                            | 100          |



## Program Matrix

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|  |              |
|--|--------------|
| <b>Health</b>  | <b>120</b>   |
| Health office  | 120          |
| <b>DPW</b>   | <b>112</b>   |
| Janitorial closet  | 48           |
| Supply/equipment closet                                  | 64           |
| <b>Court</b>   | <b>654</b>   |
| Court room (see Clerk)                                   |              |
| Judge's chambers   | 120          |
| Violations office  | 280          |
| File room  | 80           |
| Unisex lav   | 50           |
| Kitchenette  | 24           |
| Prosecutor's room  | 100          |
| <b>Common</b>  | <b>2,200</b> |
| stairs - 2 sets at 200sf each per floor, assume 3 floors | 1,200        |
| elevator and machine room                                | 400          |
| mechanical/electrical rooms                              | 600          |



## Programming Notes



*Aerial Image of Site*

This section filters and formats data collected through interviews with heads of all departments and is the base of the program matrix in the previous section. It clearly outlines items such as staffing levels, primary department interactions, hours of operation, public interaction rate, public interaction type/ concerns, parking requirements, storage needs, special equipment needs, and required spaces.



# Programming Notes

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Borough of Emerson – Needs Assessment

Department: **Court/Violations**  
Representative: **Craig Ferdinand**  
Date of Interview: **9/11/2013**



### Staffing Level

Current: 3 (1 FT administrator, 1 PT asst., and PT Judge)  
Previous 5 years: same as current  
Future 1- 5 years: same as current  
Future 10 to 20 years: same as current except PT becomes FT asst.

Primary Dept. Interaction: Building Dept. and Police Dept. – these don't need to be directly adjacent to Court

Hours of Operation: 9:00am – 5:00pm M-F

Public Interaction Rate: 5-15 daily, 80 on court days

### Public Interaction Type and Concerns:

Aside from court activities, the public visits the Violations Office to address fines/tickets. Transactions take place through a ballistic teller window. Safety of the staff and security of the documentation is paramount in this department. The public can be irate when being assessed fines. Ballistic protection should be extended to the wall below the teller window at a minimum per Court Requirements and ideally adjacent to the window for protection.

The courtroom and support spaces should be arranged to allow for emergency egress and separate access for the judge. The support spaces should be directly accessed from the dais and should have basic facilities that allow the judge and staff access to their offices and a restroom.

Prisoner access to the court is currently through the public pathway. This should be avoided in a new layout.

Meeting Schedules Now and Projected: Court is held twice monthly 3pm – 6:30pm

### Parking

Department Vehicles: 0



## Programming Notes

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|  |   |
|--|---|
| Staff Vehicles:                          | 2 daily, 3 during court days  |
| Public:                                  | 1 daily, 80 during court days   |
| Storage Needs                            | Small file room for long term files<br>(6) 4-drawer Lateral for misc.   |
| Special Equipment:                       | State's printer for transactions, other printers  |
| Rooms/Spaces Required and Estimated Area |   |
|  | Court room (see Clerk for Council Chambers)   |
|  | Judge's chambers 120sf  |
|  | Violations office 280sf   |
|  | File room 80sf  |
|  | Unisex lav 50sf   |
|  | Kitchenette 24sf  |
|  | Prosecutor's room 100sf (doubles as a<br>shared mtg rm when court is not in session)  |
| Miscellaneous:                           | Key card access preferred for security<br>All rooms in department should interconnect so as not<br>to travel into the public zone to communicate. |





## Programming Notes

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Borough of Emerson – Needs Assessment

Department: **Health Department**  
Representative: Peggy DiLello  
Date of Interview: 7/24/2013

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### Staffing Level

Current: 1 FT  
Previous 5 years: Same  
Future 1 to 5 years: Same  
Future 10 to 20 years: Same

Primary Dept. Interaction: Building Department

Hours of Operation: 9:00am – 5:00pm M-F

Public Interaction Rate: Peak January dog license renewal and for food handling issues mostly June/July. Minimal traffic otherwise.

### Public Interaction Type and Concerns:

Public comes to the workspace.

### Parking

Department Vehicles: 0  
Staff Vehicles: 1  
Public Vehicles: 0

### Storage Needs:

Active (daily access): (2) 4 drawer files

Special Equipment: None

### Rooms/Spaces Required and Estimated Area:

Health office 120sf

### Miscellaneous:

Office is inside of CFO office now as a workspace. Should be a separate small office.



## Programming Notes

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Borough of Emerson – Needs Assessment

Department: **Building Department**  
Representative: Michael Sartori  
Date of Interview: July 24, 2013

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### Staffing Level

Current: 2 FT / 1 PT daily at office  
4 PT inspectors mostly in afternoons  
Previous 5 years: Has increased by 1 pt. in recent years  
Future 1 to 5 years: Same as current  
Future 10 to 20 years: Same as current

Primary Dept. Interaction: Fire prevention (located at firehouse)

Hours of Operation: 7:00am – 5:00pm public; closed between 1-2 lunch

Public Interaction Rate: 10-15 p/day at counter with about 800 permits (bldg & zoning) per year

### Public Interaction Type and Concerns:

Larger main counter is needed for public interaction. Typically building plans are laid open and forms are filled out. A second smaller counter or table for applicants would keep the main counter clear for service and offer some privacy.

### Parking:

Department Vehicles: 1 car (1 pool car for all depts.)  
Staff Vehicles: 3  
Public Vehicles: 1-2

### Storage Needs:

(8) 4-drawer file cabinets now  
They keep 10 years of records on-site with older records held at the DPW building.  
A small file room for both Building and Land Use/Planning files would be helpful.

### Special Needs:

Regular copy machine ok – no oversize printing  
Private office area not required, open layout ok



## Programming Notes

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### Rooms/Spaces Required and Estimated Area:

|   |       |
|---|-------|
| Open office area (4 desks incl. Land Use/Planning desk) | 380sf |
| Plan review area  | 140sf |
| Storage room (Building/Land Use)                        | 140sf |
| Shared small conference room                            | 100sf |

### Miscellaneous:

Fire prevention office is now at firehouse but would be more efficient if located within a suite of rooms with the Building Dept.  
Incorporate Land Use/Planning workspace into office area.



## Programming Notes

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Borough of Emerson – Needs Assessment

Department: **Planning**  
Representative: Mark Orecchio  
Date of Interview: September 12, 2013

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### Staffing Level

Current: 1 PT professional, 1 PT secretary  
Previous 5 years: 1 PT professional, 1 PT secretary  
Future 1 to 5 years: 1 PT professional, 1 PT secretary  
Future 10 to 20 years: 1 PT professional, 1 PT secretary

Primary Dept. Interaction: Building Department

Hours of Operation: Staff works from home and attends two public meetings per month.

Public Interaction Rate: Served by Building Department

Public Interaction Type and Concerns:  
Public meetings typically are attended by 15 persons unless a larger application is heard.

Meeting Schedules Now and Projected:  
Two public meetings per month at 1<sup>st</sup> and 3<sup>rd</sup> Thursdays at council chambers

### Parking

Department Vehicles: N/A  
Staff Vehicles: 14 at meeting dates  
Public Vehicles: 10 typically – 20 for larger applications

Storage Needs: Small file room for archives. Active files are distributed to members with 1 set kept on file.

Special Needs: Panic button to be installed at Dias. Ideally 14 seats needed at dais (12 member combined board plus secretary and attorney). Engineer and planner sit at side tables.

### Rooms/Spaces Required and Estimated Area

Workspace (see Building Dept)  
Storage room (see Building Dept)



## Programming Notes

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Borough of Emerson – Needs Assessment

Department: **Tax Assessor**  
Representative: Claire Psota  
Date of Interview: September 27, 2013

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### Staffing Level

Current: 1 (PT evenings and weekends)  
Previous 5 years: 1 PT assistant, 1 PT assessor  
Future 1 to 5 years: 1 FT assistant, 1 PT assessor  
Future 10 to 20 years: 1 FT assistant, 1 PT assessor

Primary Dept. Interaction: Tax Collector, Building Department

Hours of Operation: Currently Assessor – 5:30pm – 7:00pm every Wednesday plus appointments when needed. Ideally there would be a full-time assistant for regular business hours M-F.

Public Interaction Rate: Minimal public traffic during non-peak/appeal periods.  
Peak periods: March/April - Tax Appeals are filed. April - June work on the appeals. June is usually when scheduled for the hearings.

June - September: Added Assessment Time - review all permits to see if an added assessment is warranted. Go on inspections and calculate the values. Enter all the added assessments to the County.

October - December: Make all end of the year changes (subdivisions, corrections, demolitions, etc.)

### Public Interaction Type and Concerns:

Residents come into office to discuss assessments and appeals. Privacy, security, and accessibility are needed. A small conference table for 4 persons within the office would be ideal to review plans



## Programming Notes

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and to meet with taxpayers. Public counter to limit access by public and for interaction.

### Parking

Department Vehicles: N/A  
Staff Vehicles: 1  
Public Vehicles: 1

Storage Needs: (4) 4 Drawer Lateral files

Special Needs: Scanner/fax, printer

### Rooms/Spaces Required and Estimated Area

|                                 |       |
|---------------------------------|-------|
| Main office with public counter | 350sf |
| Small conference space (shared) | 140sf |

### Miscellaneous:

Main office to have 2 workstations for staff. A public counter or service window is needed for public interaction. A private office for Assessor is not required. The shared conference room should be near to office. a vault is not required for this department.



## Programming Notes

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Borough of Emerson – Needs Assessment

Department: **Finance/Tax Office**  
Representative: Catherine Henderson, CFO  
Date of Interview: July 24, 2013

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Staffing Level  
Current: 4  
Previous 5 years: 4  
Future 1 to 5 years: 4  
Future 10 to 20 years: 4

Primary Dept. Interaction: All Departments

Hours of Operation: 9:00am – 5PM daily  
5:30pm – 7:00pm 2 Tues/Thurs each Quarter  
Assessor – 5:30pm – 7:00pm every Wednesday

Public Interaction Rate: 1-3 persons daily at non-peak; peak is 2 wks each quarter; during peak 50 persons from 9-1pm and evening hours

Public Interaction Type and Concerns:  
Residents come up to office to pay taxes, no pay window/security.

Parking  
Department Vehicles: N/A  
Staff Vehicles: 3 (4 staff but 3 max at one time)  
Public Vehicles: Non-peak 1, 4-6 at peak

Storage Needs: (3) 4 Drawer Lateral files or (4) 4-drawer reg. Vault with safe is located at tax assessor currently. Room is adequate in size.

Special Needs: Two service windows with full counter space on each side (in office w/lobby space or into main lobby with lock down shutters at night.) Enclosed office for CFO with window to staff & counter (glass with blind) needs privacy.



## Programming Notes

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### Rooms/Spaces Required and Estimated Area:

|                                |       |
|--------------------------------|-------|
| CFO office                     | 180sf |
| Finance office                 | 120sf |
| Tax office and service windows | 200sf |
| Vault / secured files          | 64sf  |
| Supply room and current files  | 80sf  |
| Storage room - archives        | 80sf  |

### Miscellaneous:

Tax collection merged into CFO  
Tax Assessor is downstairs at Tax Office  
Ideal – CFO / Tax Collector & Assessor are located next to each other.  
Privacy needed for CFO  
Conference room not critical but a shared room nearby would be helpful.  
4 desk/computer setups (all have printers)  
Assessor printer has County hook-up  
1 stand alone printer – Purchasing uses for PO's  
Room to hold supplies & prior year files for immediate access; currently has cabinets & in attic.  
Small area for coffee/water cooler & small refrigerator – if lunch/break room nearby may not be critical.  
Entrance should not be near court security set-up.  
Files: Finance in attic  
Some tax records in basement  
+/- 10 file boxes at long term storage  
Items are held for the following periods  
6 yrs: PO's, invoices, receipts, timesheets  
60 yrs: payroll documents  
Permanent: Tax duplicates, budgets, audits



# Programming Notes

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Borough of Emerson – Needs Assessment

Department: **Borough Clerk**  
Representative: Carol Dray, Borough Clerk  
Jane Dietsche, Deputy Clerk  
Date of Interview: 7/24/2013

Staffing Level  
Current: 2  
Previous 5 years: 2  
Future 1- 5 years: 2      Short term: 1 add'l FT  
Future 10 to 20 years: 3      Long term: 1 add'l FT

Primary Dept. Interaction: Mayor & Council, Administrator, Financial Officer, DPW

Hours of Operation: 9:00am – 5:00pm

Public Interaction Rate: 8-10 daily, 20-30 per wkly, heavy phones contact

Public Interaction Type and Concerns:  
Public information officers are first line of contact. No protection exists between public and employees, office security minimal/outdated. Deliveries should be in separate area such as a receptionist/greeter serving all departments.

Currently the inner office area has heavy foot traffic in the confidential office space by non-key / non-confidential employees. Privacy is an issue.

Mail Room interruptions, postal meter and general mailboxes and general use copier should be in separate room with key pad entry codes or key fob for entitled employees/volunteers.

Separate Clerk's office for interaction with Governing Body and Borough Professionals/Dept.

Heads and accessibility to current VIP/ confidential records.



## Programming Notes

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|                      |  |
|----------------------|--|
|                      | Mayor's Office for same as above and to meet with residents separated from general public.   |
|                      | Historical records display / showcase at lobby, cabinets/shelving  |
| Parking              |  |
| Department Vehicles: | 0  |
| Staff Vehicles:      | 3  |
| Public:              | 1-2 for visitors, if the parking area allows provide commuter spaces, residents use stickers now   |
| Storage Needs        | Small room at basement currently larger area needed for records<br>(1) 4-drawer Lateral for misc.<br>Cabinets for binders with minutes, agendas, maps, applications, etc.<br>(1) 4-drawer for bids<br>(1)4-drawer for ordinances (10 yrs nearby)<br>Climate control and fireproof suppression for archival records<br>Above ground level storage ideal<br>Security key pad entry<br>Vital records<br>Greater on-line storage capabilities  |
| Special Equipment:   | Multi-purpose scanners for large and small documents<br>Filing / storage cabinets<br>Fire-proof filing cabinets-archiving<br>Vault for vital records   |
| Miscellaneous:       | Greeter/greeter for public (protection from public).<br>Visitors don't know where to go when entering bldg.<br>Tax window is first seen and sometimes the visitors wander around the building.<br><br>Council Chambers – currently has 70 seats with a posted 125 person occupancy capacity including the dais. Need an adjacent meeting room for closed sessions and work sessions. Compliance for court use, upgrades to sound, technical improvements such as smart boards, cameras for video-taping, Wi-Fi |



## Programming Notes

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connection, multi-use room, Land Use easels, pull down projection screen.

Elevators, all uniform code upgrades for ADA accessibility codes including door knobs, rail heights, lavatories, etc.

Capability to have election polling sites inside Borough Hall. Shelter for residents during emergencies, cooling/warming.

Lobby to have a display area for historical materials, public restrooms and a welcome desk.

### Rooms/Spaces Required and Estimated Area

|  |        |
|--|--------|
| Borough Clerk's office                               | 180sf  |
| Deputy Clerk's office                                | 120sf  |
| Mayor's office                                       | 180sf  |
| Lobby with display area, welcome desk, and restrooms | 500sf  |
| Council Chambers / Court                             | 1800sf |
| Council Meeting Room                                 | 390sf  |



## Programming Notes

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Borough of Emerson – Needs Assessment

Department: **Administration**  
Representative: Joseph Scarpa  
Date of Interview: July 24, 2013

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### Staffing Level

Current: 1  
Previous 5 years: 1  
Future 1 to 5 years: 1  
Future 10 to 20 years: 1

Primary Dept. Interaction: Clerk, Police, (DPW) offsite

Hours of Operation: 9:00am – 5:00pm daily

Public Interaction Rate: 1-2 daily plus appointments for business

### Public Interaction Type and Concerns:

Public currently comes to counter that is manned by the Clerk's office. Conferences are held in the private office at the desk. Need buffer to public such as a 'welcome desk' or reception point.

### Meeting Schedules Now and Projected:

2 Council meetings per month

### Parking

Department Vehicles: N/A  
Staff Vehicles: 1  
Public Vehicles: N/A (combined with other Dept. needs)

### Storage Needs:

(4) 4 Drawer files  
(1) Lateral file at desk  
Clerk deals with long term files

### Special Needs:

Panic button to be installed at all depts. & Council  
Dias

### Rooms/Spaces Required and Estimated Area

|                                    |       |
|------------------------------------|-------|
| Small conference space (shared)    | 140sf |
| Office for full time administrator | 180sf |



## Programming Notes

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Borough of Emerson – Needs Assessment

Department: **Police Department**  
 Representative: Chief Donald Rossi  
 Captain George Buono  
 Date of Interview: July 24, 2013

| Staffing Level         | Officers               | Civilians              |
|------------------------|------------------------|------------------------|
| Current:               | 18 (17male / 1 female) | 8 (5pt / 3ft) (7m/ 1f) |
| Previous 5 years:      | 21                     | 4-5 pt / 3 ft          |
| Future 1 to 5 years:   | 21                     | 10                     |
| Future 10 to 20 years: | 21                     | 10                     |

Primary Dept. Interaction: Court / Violations (daily), Health Bldg. (occasionally), CFO (daily), Administration (daily)

Hours of Operation: Dispatch is staffed 24 hours / day

Public Interaction Rate: Dispatch, Records, Secretarial function, 25-35 p/day

**Public Interaction Type and Concerns:**

Separation of flow between visitors, police staff and prisoners is essential in the design of a safe and efficient police department. Prisoners must enter/exit securely via a sally port garage that is directly connected to the processing/cell area. The public lobby must have ballistic protection for the police staff at the command desk and records service points. A separate records window is required. Records is currently handled by the administrative asst but there should be space for a future records clerk.

**Parking**

Department Vehicles: 13 including misc. vehicles/equipment  
 Staff Vehicles: 8 at max shift  
 Public Vehicles: 3-4

**Storage Needs:**

Active (daily access): File cabinets within workspaces, plus a Records file room,  
 Inactive (long term): File room(s) needed



## Programming Notes

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Special Equipment: Administrative spaces: copier, fax  
 Prisoner handling: processing / testing equipment  
 Ballistic protection at dispatch/lobby  
 Firearms records 2 5-drawer lateral needed

### Rooms/Spaces Required and Estimated Area:

|                          |  |       |
|--------------------------|--|-------|
| <i>Lobby</i>             | Lobby (no vestibule)   | 300sf |
|                          | Lobby restroom   | 50sf  |
|                          | Soft interview room  | 100sf |
| <i>Dispatch</i>          | Dispatch room  | 200sf |
|                          | Supervisor's office  | 100sf |
| <i>Administration</i>    | Chief's office   | 180sf |
|                          | Administrative asst/records clerk                            | 120sf |
|                          | Captain's office   | 120sf |
|                          | Records file room  | 200sf |
|                          | Small meeting room - 4 persons                               | 140sf |
| <i>Common</i>            | Conference room - 14 persons                                 | 392sf |
|                          | Briefing/training room - 24 persons                          | 513sf |
|                          | Ammo/weapons cleaning & storage                              | 200sf |
|                          | Restrooms - at corridor (m/w)                                | 100sf |
|                          | Storage (located throughout)                                 | 400sf |
|                          | Server room  | 100sf |
|                          | Radio room, phone & recording eq.                            | 100sf |
|                          | File room - archive  | 300sf |
|                          | Lockers/showers/restroom - mens<br>(20-25 lockers, 1 shower) | 650sf |
|                          | Lockers/shower/restroom -<br>women's (6 lockers, 1 shower)   | 260sf |
|                          | Break room   | 250sf |
|                          | Janitorial / supplies  | 100sf |
|                          | Garage bay   | 500sf |
|                          | Storage at garage bays                                       | 200sf |
|                          | Fitness room   | 400sf |
| <i>Prisoner handling</i> | Sally port   | 375sf |
|                          | Processing area  | 240sf |
|                          | Interview room at processing                                 | 100sf |
|                          | Cells - 1 M/ 1 F   | 200sf |
|                          | Evidence room  | 192sf |
|                          | Detective / Det. Sgt (2 workstations)                        | 240sf |



## Programming Notes

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|               |                                      |       |
|---------------|--------------------------------------|-------|
| <i>Patrol</i> | Juvenile detectives (2 workstations) | 240sf |
|               | Interview room (at juvenile det.)    | 80sf  |
|               | Sergeants office (2 workstations)    | 240sf |
|               | Reports writing                      | 100sf |

### Miscellaneous:

Garage bay is also used for oversized evidence.  
Bay should be 12 – 14' high for truck use  
Sally port – 12' high  
Evidence with refrigerator & gun locker  
Ammo/weapons need to be held in more secure location and cabinet/room.  
Storage of first aid, community service materials held in former garage bays and should be located at new garage bays to enable car/truck loading.  
Restroom and kitchenette to be located near dispatch and administration areas.



## Design Proposal



*Aerial Image of Site*

Two distinct concepts were developed for this report. The first concept is a reuse of the existing structure and the second is a new building on the existing site. Descriptions and graphics of these options are found in this section.



## Design Proposal

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The option to expand the existing municipal building was investigated so as to preserve the original and familiar street front façade. The columned portico and bulk of the existing building would remain while the interior spaces are repurposed and improved. The concept shown here assumes that the rear portion of the existing building, which contains former garage space and the Finance office above, would be removed to allow a more efficient layout for the new addition.

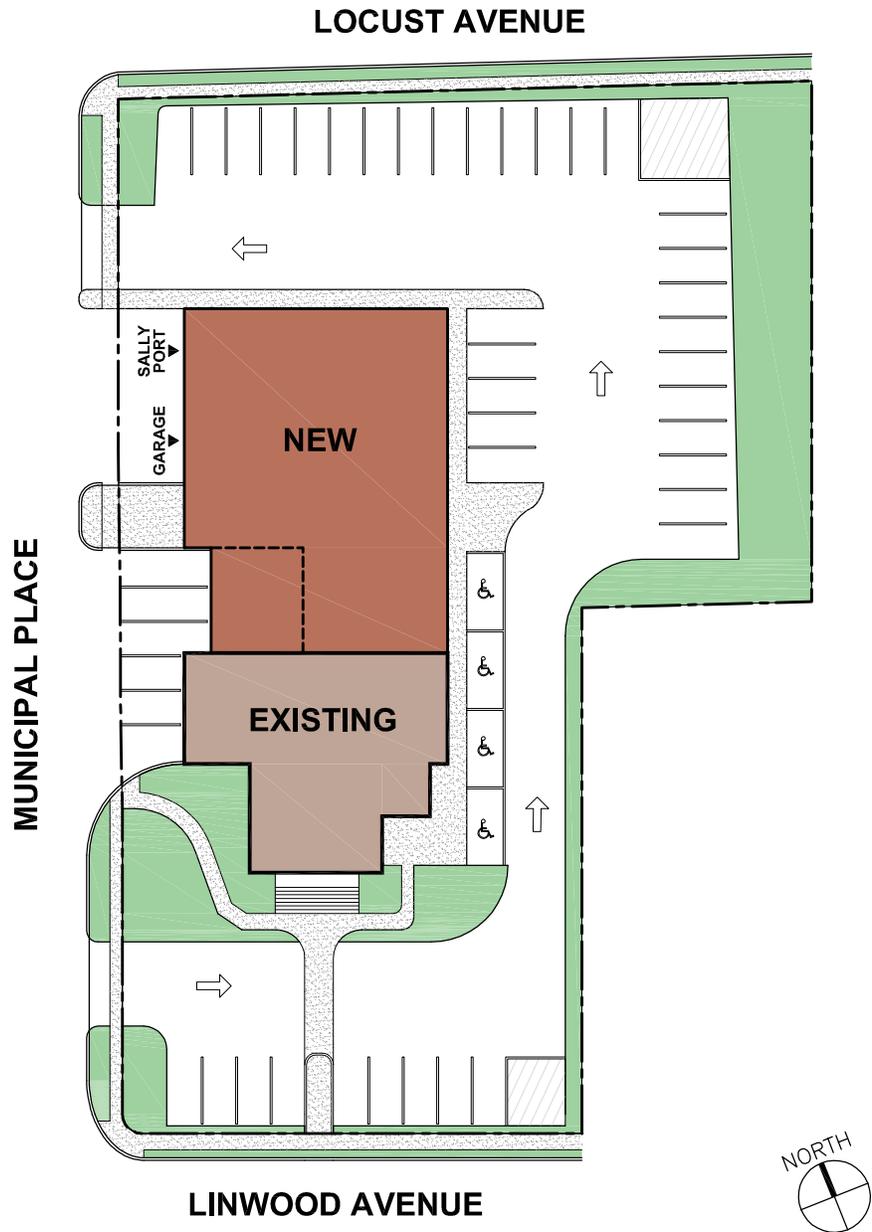
The new addition would be two-stories and have a footprint of approximately 6,000 gross square feet per floor along with basement space as needed for mechanical equipment and storage. The remaining existing building would have 3,270 gross square feet (GSF) of space per floor for a total new combined building area of 23,882 GSF. This is a larger total than a whole new structure due to the inefficient layout of the existing.

Conceptually, the new addition would house much of the police department at the ground floor including the traditional garage and the sally port (prisoner handling garage). The upper floor would likely accommodate a new council chambers/courtroom and support spaces. The existing upper floor assembly room would be bisected by a corridor for access from the elevator and main entrance. The remaining spaces at the former assembly room would become offices for various departments.

The site improvements would include a new parking configuration to reflect the useable area around the entire building. Parking is proposed at the front of the building with a single direction path wrapping around the structure. The Barrier-Free entrance for the Administration areas of the building would be at the current side entrance for the elevator. A separate ground level police entrance would be provided along the side street.



# Design Proposal



Scale: 1/50" = 1'-0"  
Parking Count: 49 Spaces



## Design Proposal

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The option to create a wholly new municipal building was considered for its minimal impact to the daily operations of the municipal departments and the efficiency of the new layout. The existing building would be removed after the new building was completed and could be occupied. The parking area would then be created.

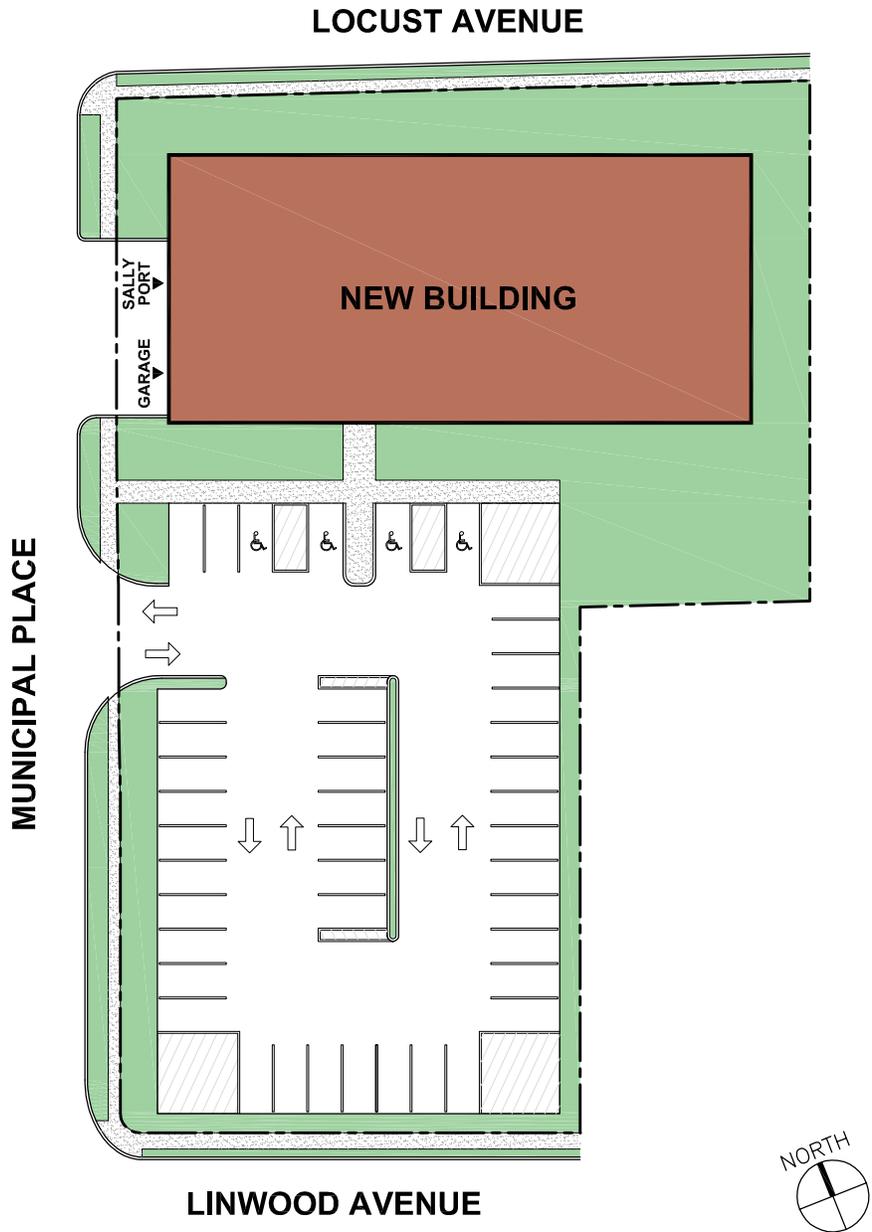
The new building would be two-stories and 20,665 gross square feet in total. This concept does not include a basement space but one can be considered as the project moves forward. As a new structure, the aesthetic of the future building is free to reflect the traditional appearance of the current Borough Hall or a more contemporary image.

Conceptually, the new building would house the police department at the ground floor including the traditional garage and the sally port (prisoner handling garage). The upper floor would accommodate all of the borough administration spaces on a single level. This configuration allows for a layout that promotes more efficient work space and better public service. This is achieved by arranging certain workspaces in a suite of rooms whereas the staff can interact within a 'private' zone while the public can be served through a 'welcome' point and a series of department service points. Internal communication between the police department and Administrative functions is envisioned via a common two-story lobby. This lobby would house local history displays and be arranged to accommodate the courtroom traffic.

The site improvements would include a new parking configuration to reflect the useable area toward the front of the building. The new main entrance would be Barrier-Free and contain a new elevator for a fully ADA compliant building.



# Design Proposal



Scale: 1/50" = 1'-0"  
Parking Count: 43 Spaces



## Costs



*Aerial Image of Site*

The projected costs prepared on the following pages are an opinion of the likely construction and project values. These are preliminary numbers based on the concepts depicted in this report and are tempered by the teams professional experience with municipal projects.

Unknowns exist as to site conditions, utilities, and demolition specifically with regard to hazardous materials. The numbers do not account for escalation and miscellaneous building equipment but we do include a modest 5% contingency. Once more detailed drawings and investigation is performed in later phases of professional services, a more refined opinion of costs can be achieved.



## Costs

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| <b>Renovation</b> | <b>SF</b>    | <b>\$/SF</b> | <b>Subtotal</b>    |
|-------------------|--------------|--------------|--------------------|
| Upper Level       | 3,270        | \$125        | \$408,750          |
| Ground Level      | 3,270        | \$125        | \$408,750          |
| Basement          | 2,282        | \$100        | \$228,200          |
| <b>Sub totals</b> | <b>8,822</b> |              | <b>\$1,045,700</b> |

| <b>Addition</b>   | <b>SF</b> | <b>\$/SF</b> | <b>Subtotal</b>    |
|-------------------|-----------|--------------|--------------------|
| Upper Level       | 6,000     | \$265        | \$1,590,000        |
| Ground Level      | 6,000     | \$300        | \$1,800,000        |
| Basement          | 3,000     | \$215        | \$645,000          |
| <b>Sub totals</b> |           |              | <b>\$4,035,000</b> |

| <b>Unique Items</b> |                   |
|---------------------|-------------------|
| Site Work           | \$ 300,000        |
| Demolition          | \$ 40,000         |
| <b>Total</b>        | <b>\$ 340,000</b> |

|  |                    |
|--|--------------------|
| <b>Total Construction (Bldg. &amp; Site)</b> | <b>\$5,420,700</b> |
|--|--------------------|

| <b>Soft Costs</b> |                   |
|-------------------|-------------------|
| A/E Fees          | \$ 379,449        |
| Legal             | \$ 50,000         |
| Bonding Costs     | \$ 162,621        |
| Furniture         | \$ 200,000        |
| <b>Total</b>      | <b>\$ 792,070</b> |

|                            |                     |
|----------------------------|---------------------|
| Sub-Total Project Value    | \$ 6,212,770        |
| 5% Project Contingency     | \$ 310,639          |
| <b>Total Project Value</b> | <b>\$ 6,523,409</b> |



## Costs

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| <b>New</b>   | <b>SF</b>     | <b>\$/SF</b> | <b>Subtotal</b>    |
|--------------|---------------|--------------|--------------------|
| Upper Level  | 10,300        | \$265        | \$2,729,500        |
| Ground Level | 10,365        | \$300        | \$3,109,500        |
| <b>Total</b> | <b>20,665</b> |              | <b>\$5,839,000</b> |

| <b>Unique Items</b> |                   |
|---------------------|-------------------|
| Site Work           | \$ 300,000        |
| Demolition          | \$ 100,000        |
| Elevator            | \$ 125,000        |
| <b>Total</b>        | <b>\$ 525,000</b> |

|  |                    |
|--|--------------------|
| <b>Total Construction (Bldg. &amp; Site)</b> | <b>\$6,364,000</b> |
|--|--------------------|

| <b>Soft Costs</b> |                   |
|-------------------|-------------------|
| A/E Fees          | \$ 445,480        |
| Legal             | \$ 50,000         |
| Bonding Costs     | \$ 190,920        |
| Furniture         | \$ 300,000        |
| <b>Total</b>      | <b>\$ 986,400</b> |

|                            |                     |
|----------------------------|---------------------|
| Sub-Total Project Value    | \$ 7,350,400        |
| 5% Project Contingency     | \$ 367,520          |
| <b>Total Project Value</b> | <b>\$ 7,717,920</b> |