

# TOWNSHIP OF WASHINGTON, WARREN COUNTY

## WORKSHOP MEETING

February 7, 2008

The Work Shop Meeting of the Township Committee was held this date at the Municipal/Police Building located on Little Philadelphia Road. The meeting was called to order at 7:00 p.m. by Mayor David Dempski.

SUNSHINE LAW COMPLIANCE - The Mayor noted that this meeting was being held in compliance with the Open Public Meetings Law of 1975 in as much as a notice had been published in the Star Gazette and transmitted to the Express Times and posted at the municipal building.

ROLL CALL: Dempski, present; Elbassiouny, present; Horensky, present; Strunk, present. Mary Ann O'Neil, Township Clerk and Peter de Boer, Public Works Manager were present. Also present was Alex Soffiantini, Township Architect and Barry Coopersmith, Contractor on new building.

### SALUTE TO FLAG

### DISCUSSION ON NEW MUNICIPAL BUILDING

The Mayor said they would be breaking this discussion down into following categories: (1) Review of the Completion Date, (2) Major Items Complete, (3) What is next on the Agenda for major parts of the building being constructed, (4) Any Risk Areas (things where they do not have funding, there are no plans, reviews, permits, etc. (5) Interaction with professionals, (6) Discussion to determine what the Auditor says about a feasible means to fund completion costs, (7) Cooperation, Discuss RFP's to get finishing costs, (8) General discussion on what is on Architect and Contractor's minds.

Coopersmith said, contractionally, he has until approximately May 8, 2008 to reach substantial completion. That is based on starting the job 10 days after issuance of building permit, which took him two and a half months to receive. So, because of the late date in getting it, his personal opinion of the progress schedule is that they are doing great. Coopersmith said if everybody works together from here on it, they should be close to making the May 8<sup>th</sup> date. He now needs decisions to be made by the Committee on everything from vinyl wall covering to the color aluminum that is going in aluminum window storefronts, EIFS colors, any and all alternates that they may want to think about and approve. Just a few weeks ago he got the approval of wood door veneer colors and that takes 8 to 9 weeks to get a wooden door once chosen. Coopersmith gave the Committee a sheet of projected completed work as of the week of January 7<sup>th</sup> - bottom would say 11<sup>th</sup> through 15<sup>th</sup>. Coopersmith said the roof top units would be delivered sometime next week.

Coopersmith said from Change Order Number One, the carpet base and stair treads were pulled from the contract. So, he needs to know if they are going to contract that or have somebody else contract that to do it. That would have to go back in.

On Change Order Two, the exterior painting was taken out. In the processing department in the Police Department, there was toilet partition type dividers, that was deleted from the contract, as was the horizontal blinds pulled from contract. Additional windows were added, so it was a wash.

Coopersmith said, on level three, material costs increase from manufacturers. This is due to items not being chosen, even though he submitted in June and July, color samples. To date, he has nothing chosen. The manufacturers have increased their prices to the subcontractors. There are four items that increased their cost to him (toilet partition, toilet accessories, floor wall tile from Dow Tile and cabinets and millwork). Elbassiouny asked, if, for example the cabinets are pulled off, can they do this on their own? Coopersmith said the Township has always, according to the contract, had the ability to hire their own subcontractors for certain phases of the work. He thought it would be foolish at this late date, but they had the option if they wanted to pursue it. Soffiantini said this amount is for increase in cost of materials, it does not reflect labor or anything else. Coopersmith said the Committee has to make decisions tonight.

de Boer said there are some areas they can cut back on. There are some change orders that they should work through with the contractor right now, that would give the Township some deduct in some areas. Soffiantini said on some items that had been deleted, the Committee needs to decide whether Coopersmith is going to be doing the work or decide who is going to be doing that work. For example, carpet, it is going to take three weeks to get it, no matter who does it and getting into the building will be impacted unless a decision is made. Soffiantini said there are alternates in the contract that initially were not selected and Coopersmith needs to know whether any of the alternates are going to be done or not. Right now, the building is going to look as it looks right now, the painting has been taken out and the EIFS has been taken out of it. These are the decisions that must be made to let Coopersmith know what is going on, because it will impact his schedule as well.

On the issue with the security system that is going to be installed in the building, right now his electrician is doing

all the rough electrical conduits and any need to be added, now is the time to have it done. Also, there is the issue of the colors and they would be glad to help the Committee with this. The colors must be released so the materials can be ordered.

Soffiantini asked the Committee if they are going to be adding any of the alternates to the contract, especially regarding the outside of the building, which will impact windows, colors, etc. A decision must be made on this. He said colors must be chosen and they would be glad to do this, which would be flooring material and walls. There is the issue of the security system and additions must be made to that. On the cost increase, who would be doing the work? He said, Coopersmith is getting ready to sheet rock the downstairs, so he needs decisions.

The Mayor asked about the Township Professionals. The Township does not have a budget for the Township Engineer because they are in the process of doing the budget. So, if they talk to the engineer and he bills the Township, they would have to pay for this, because there is no money. They were not to talk with Finelli or Medina without going through the Mayor or Elbassiouny. They cannot ask the professionals for help, because they will bill the Township and there is no money at this time, because they are working on the budget. de Boer said he had talked with both engineer and they both understood. The Mayor said that de Boer is Clerk of the Works, so they should look to him for leadership, he is the eyes and ears of the project.

The Mayor had talked with the auditor and CFO and other professionals. If they are successful in auctioning off the building, they could recognize those proceeds through a Capital Ordinance, which require a three person vote and the ordinance could then fund the finishing costs. The finishing costs need to be full defined. The Mayor said he intends to release RFP's at the February meeting.

The Mayor told de Boer that they need an inventory of the furniture that the Township has at this time. de Boer said there are 13 work stations, but he thought they would only work in the Code and Construction Area and perhaps in the Police Department Patrol Unit.

de Boer said the EIFS on the both sides and rear of the building is critical. The color is critical in this sense, because they have to start ordering things for the exterior of the building, trim work, etc. They must know the base color, what the EIFS is going to be. He said Coopersmith needs an immediate decision on this. They need to prepare now for what is down the road.

Coopersmith said that after May there will be a prevailing wage increase across the board, which is mandated by the State and said the Committee has to move on this. The Mayor said, even if they would pass a bond tonight, it would take two months, plus 20 days to approve, so they cannot get the money quicker.

Soffiantini said that Coopersmith needs decisions from the Township and their intent on finishing the building so he can prep for it. For example, if they intent to use VCT on floor instead of porcelain there is a change in thickness, so when they cut the doors, they will not be impacted by this decision. With the EIFS, if they intend to put it the way he finishes the coping on the roof, he needs to accommodate for that now. Otherwise, he will do it as it is in contract, without EIFS, then if you tell him later you want the EIFS, he is going to have to rip this out, extend it and it will cost more. He needs to know their either intend to do the work or not so he can continue without getting delayed in work being done right now.

Soffiantini said he realized the Township does not have money and cannot make decisions tonight, but they really need to keep the project moving. They must decide whether they are going to do something outside the building, are they going to keep the porcelain, etc., because ultimately this will delay Coopersmith from keeping on working on the project. Then, they will pay more money for him to do the work that he is under contract to do. He needs to know what they plan on doing when they get the money. Same thing with the colors, they do not need to decide, they could do it, but he needs to know so he can order material.

Horensky was in favor of putting on the EIFS on the two sides and rear and made a motion to that effect, based on the availability of funds, or for future deduct Elbassiouny seconded. Soffiantini said there would be costs involved in doing the extra work to prepare for it and if they don't get they money they would have to deduct something out of building. There was further discussion and de Boer said the Committee could authorize him to come back to the next meeting with a zero deduct for EIFS, pending approval from the Township Attorney. After discussion, Horensky withdrew his motion and Elbassiouny his second.

Horensky made a motion to authorize Peter de Boer to work with the architect to develop a zero deduct to fund the EIFS for the building, to be presented at the next meeting, Elbassiouny seconded.

ROLL CALL: Horensky, yes; Elbassiouny, yes; Mueller, yes; Strunk, yes; Dempski, yes.

de Boer, Elbassiouny and Dempski will pick out color scheme on Saturday.

Coopersmith asked when he should present his next bill to the project architect. de Boer said they were back on the same schedule as before and next week they could get it on bill list.

The Mayor said, under New Business, use of DPW Budget for engineer transition costs. He has been working with Medina and Finelli to have a concrete transition plan. He was told by Tom Quinn that he would do it for \$500 for preparation materials and meeting time to sit down and transition things properly, which would allow them to proceed on the building more efficiently. This is being considered pending CFO approval.

Coopersmith and Soffiantini left the meeting at 8:50 p.m.

#### RESOLUTION

Mueller made a motion to approve Resolution 08-42, Resolution to Amend the 2008 Temporary Budget to reflect two NJDOT Grants awarded to the Township, Horensky seconded.

ROLL CALL: Mueller, yes; Horensky, yes; Elbassiouny, yes; Strunk, yes; Dempski, yes.

There was discussion about approving Resolution 08-43, Auction for Administration Building, but it will be revised and approved at the budget meeting.

There was discussion about going out with an auction of the building, with an auctioneer, if there are not bids on March 5<sup>th</sup>. Strunk made a motion to authorize the Mayor to solicit RFP Bids, pending conversations with the Township Attorney to clarify the logistics of it to develop RFPs for auctioneer to be released next week, Elbassiouny seconded.

ROLL CALL: Strunk, yes; Elbassiouny, yes; Horensky, yes; Mueller, yes; Dempski, yes.

#### OLD BUSINESS

The Mayor said, on the NJDOT Grants, he checked with the CFO on availability of funds. They are working on New Hampton Road Traffic Calming and Bowerstown/Dale/Castle projects. They plan on doing the Castle Street sidewalks first, then New Hampton Road. They have received the \$67,500, which is the 75% contribution from the State for Bowerstown. This is a bid that has already been awarded, but was not started. The total fee to complete this contract would be \$141,000 and the Township would be getting \$90,000 from the State and they have already issued a debt to pay for the local share. Strunk made a motion to authorize the Mayor to amend the contract to \$130,000 and \$11,000 construction administration, which is certified available and New Hampton Road will be done in the spring, Mueller seconded.

ROLL CALL: Strunk, yes; Mueller, yes; Elbassiouny, yes; Horensky, yes; Dempski, yes.

#### NEW BUSINESS

Strunk made a motion to approve the Clerk attending the class on E-Mail and Internet on February 22, 2008 in Bethlehem Township, NJ, Elbassiouny seconded. All were in favor.

Strunk made a motion to approve the Clerk attending a Certified Registrars Class on March 14, 2008 in Bethlehem Township, NJ for credits, Mueller seconded. All were in favor.

#### PUBLIC QUESTIONS & CONCERNS

Frank Cregan, 66 Merlin Drive, said he heard the architect say on the colors, that he would be happy to make a recommendation on colors, he always took the recommendations that they had, but he made his decisions on what they said. He suggested that the ladies in the office make the color selections.

There being nothing further to come before the Committee, Horensky made a motion to adjourn at 9:25 p.m., Elbassiouny seconded. All were in favor.

Respectfully submitted,

Mary Ann O'Neil MMC