



**Mendham Township**  
**2017 Equipment and Facilities Report**

**Prepared by:**  
**The Mendham Township Ad Hoc Committee**  
**June 27, 2017**

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# 2017 Equipment and Facilities Report

## Introduction

In early 2017, the Township Committee appointed a group of residents – assisted by a professional consultant, the Township Administrator and the Township CFO – to an Ad Hoc Committee to examine facilities, equipment and buildings owned by the Township of Mendham with the purpose of evaluating assets, replacement schedules, budgetary impacts, potential shared services and other relevant aspects of the operations of the town.

The Ad Hoc Committee was asked to evaluate the current assets and resources needed by the Township over the next 10 years and to provide recommendations to the Mendham Township Committee.

The committee met biweekly for 90 days from March 30 to June 21, 2017, and spent scores of hours visiting facilities, touring properties, interviewing employees and volunteers, meeting with officials from contiguous and nearby communities, engaging in internet research, and writing and editing their individual reports.

The Township Committee wholeheartedly thanks the members of the Ad Hoc Committee (listed below), many of whom are volunteers with Township organizations, and all the individuals connected with the Police, Fire and Public Works departments for the time, energy, and commitment that they brought to accomplishing this task. Special acknowledgement goes to Ross Johnson, Mendham Township police chief; David Read, Mendham Township DPW superintendent; and the members of the Brookside and Ralston fire companies and the Mendham Township First Aid Squad.

### Ad Hoc Committee Members

- Rick Blood, Chair
- Diana Orban Brown, Mayor
- Richard Diegnan Jr., Deputy Mayor
- Peter Dumovic
- Ryan Guthrie
- Scott Mortensen
- Nick Witzcak
- Dan Wood
- Patricia Zimmerman
- Deborah Bonanno, Township Administrator
- Karen Fornaro, Township CFO
- Donald Huber, PSI Group consultants

# **2017 Equipment and Facilities Report**

## **Executive Summary**

This Executive Summary focuses on the recommendations from the individual reports of the Ad Hoc Committee members. Please read the full reports for the analysis of facilities and equipment supporting these recommendations.

### **Police Equipment and Facilities**

The Mendham Township Police Department, considered to be at full strength with its 15 officers, maintains a regular schedule of equipment acquisition and replacement that seems sufficient for its needs. Since patrol and administrative vehicles are now being purchased, rather than leased, the department should develop a consistent, repeating replacement schedule

The agency's most pressing need by far is for the extensive repair or, preferably, replacement of the police headquarters on Cherry Lane. Both the Police report and the Buildings report agree that the current facility is unsuitable for police operations. The police report recommends that a plan and timetable for the replacement be put into place before the end of 2017, and that the township engineer review as soon as possible the current site for potential wetlands constraints.

### **Fire Equipment and Facilities**

The Mendham Township Fire Department, composed of two companies (Brookside Engine Company No. 1 and Ralston Engine Company No. 1), has pressing needs in both the area of apparatus and, in the case of Ralston, buildings. Out of seven pieces of firefighting apparatus, two are permanently out of service, one needs major repairs, and all but one are "aging out." With regard to the Ralston Firehouse, its capacity is inadequate to handle both the housing and the maintenance/repairs of the apparatus as well as storage of support equipment, plus there are serious HVAC and ventilation issues that must be addressed. In addition, the second floor of the Ralston facility needs upgrades and is not ADA compliant.

This report recommends a 10-year replacement schedule for the apparatus (in the context of apparatus in service in surrounding communities). In addition, the Municipal Buildings report suggests that an addition to the Ralston Firehouse be considered; the addition would include another full bay, would allow for an elevator to the second floor to comply with accessibility requirements, and would relieve other problems described in the report.

## **Department of Public Works**

The Department of Public Works report focuses on three areas: Streets and Roads, Fleet and Equipment Replacement and Shared Services. With Streets and Roads, it calculates the respective expenditures if the Township were to adopt resurfacing schedules of 20, 25 or 30 years. In the area of Fleet and Equipment, the report addresses the considerations that go into assessing the need to replace vehicles and equipment, but does not make specific recommendations regarding which vehicles should be replaced. Further analysis is required. The report does relate replacement needs to the opportunity for Shared Services on a regional basis.

Recommendations include a goal of resurfacing on a 20-year schedule, which would increase the proposed capital outlay for Streets and Roads; considering improved road equipment (such as combined mowers and sweepers) when replacement for current equipment becomes necessary; joint-purchasing certain equipment with another municipality; using rental equipment for seasonal and specialty work; and contracting for certain services.

The Public Works report also makes several suggestions regarding the organization and addition of budget categories in the Township capital and operating budgets to better track, for example, capital allocations for major vehicle and equipment purchases that are authorized but not spent in a particular budget year. In addition, the Township Committee should increase its capital funding as debt is retired.

## **Municipal Buildings**

The Municipal Buildings report conveys the estimated useful life and condition of key municipal buildings housing the Police Department, the Fire Department and the Department of Public Works. It excludes buildings on parkland and open space. Where there are repairs or replacement anticipated, the report, for the most part, offers an estimate of the cost.

High priority recommendations include moving ahead with the roof resurfacing and boiler replacement for Town Hall, replacement of the police headquarters, and significant improvements to the Ralston Firehouse. Other lesser repairs are recommended for the Old Ralston Firehouse, the Emergency Services Building, the house at 4 West Main Street and the DPW pole building.

In addition, the Township Committee, along with staff and professionals (engineer and architect) should develop an annual plan to address facilities. A list of projects should be created, funded and completed each year.

## **General Observations - Budget**

In reviewing the past Township budgets, the line between operating and capital is often blurred.

With the Fire Department, vehicle maintenance costs are routinely billed to capital; with roads, chip seal work, with its limited useful life, is charged to capital, and there is no asphalt funded in the operating budget. It is recommended that a review of the capital/operating history of the various departments be done to accurately forecast the budgetary needs of each department. The bonding period for these types of purchases often exceeds the useful life of the item or service purchased. In some cases, operating expenses have been charged to capital accounts so as to remain under the levy cap. It is recommended that as the financial picture of the Township improves that the budgets are adjusted so that purchases are charged to the proper account. This will allow the budget to clearly demonstrate where tax dollars are being spent.

### **Capital**

Maintaining capital budgets over several years is a difficult undertaking. Many times, a single capital line item is used to fund multiple purchases, sometimes over multiple years. This can create confusion to all but the finance officer as to what balances remain from a previously authorized purchase/ordinance. It is recommended that the Township adopt a system of unique capital line items for each purchase or related purchases authorized each year. The line items can be grouped by department or project.

For instance, fire department purchases would be grouped; however, the purchase of a fire truck would have a different account number than turnout gear. Another example is in the area of Buildings & Grounds, combining a variety of projects can allow for overruns to go undetected. Clearly separating projects can allow for unexpended funds to be reallocated even within the same budget year if necessary. That way any department head or Township Committee member could clearly see what was spent on an authorized project and what was not.

The Township should specifically define capital purchases as an item or service that has a value of at least \$5,000 and a life expectancy of greater than 5 years.

### **Operating Budgets**

#### **General**

The description of operating line items provides guidance and intent of the funds provided. Some line items are overly broad and blur the types of expenses charged to the line item. It is suggested that purchases in all departments be reviewed and grouped to reflect related expenditures. This will assist the Township Committee in evaluating where tax dollars are spent. Some line item examples include:

Fire Companies – Vehicle Repairs, Pump Work & Testing, Protective Equipment

Public Works – Track subdivisions

Buildings & Grounds – Contracted Services (plumbing, electrical), HVAC, Materials & Supplies

Fleet Maintenance– Police Repairs, Fire Repairs, First Aid Repairs, Road Equip. Repairs, Park Equip. Repairs, Lubricants, Materials & Supplies

Parks Maintenance – Turf Maintenance, Infield Maintenance, Fencing & Backstops, Playground Maintenance, Irrigation

### **Fleet Maintenance**

The total Township fleet is valued at over \$4,500,000 including Public Works, Fire, Police and First Aid. The maintenance budgets are spread out over four different departments with no one individual responsible for making sure the maintenance needs are met and money is being spent wisely. The superintendent of the DPW has done an outstanding job of maintaining what he and one mechanic can do. However, someone should be tasked with ensuring that the Township's entire fleet is maintained.

### **Parks, Buildings and Grounds**

The Township mows 50 acres each week. The Township's park equipment and facilities require inspection and maintenance. It is recommended that an individual assume the responsibilities of managing the park lands and open space of the Township. Contract mowing should also be considered, thereby enabling staff to concentrate on other responsibilities as well as reducing the need for some equipment replacement.

### **Final Thoughts**

In reviewing the cost projections for future capital spending and the desire to reduce the Township's debt and stabilize future tax rates, the Township Committee has difficult choices ahead. The need to maintain the buildings and roadway systems of the Township, while providing vital administrative, police and emergency services to its taxpayers, needs to be constantly balanced.

With a relatively fixed pool of residential properties and ratables, the Township must find ways to reduce debt while funding infrastructure and services. Wherever possible, the Township administration should review and justify the need for in-house services as well as the size and type of equipment purchased. This must be balanced with any change in the level of service from the cycle time it takes to repeatedly treat/plow a road to the effectiveness of first responders arriving at a house fire to the successful resolution of a crime or conflict. The taxpayers of Mendham expect and deserve a high level of service without higher taxes. A difficult job to do.

Department	2017 Capital Projects				Current Capital Plan		Ad Hoc Rec.	
	2017				2017-2023		2017 - 2023	
	Dept Request	Req %	Total 2017 Projects	Projects %	Capital Plan	Cap Plan %	Ad Hoc Rec.	Ad Hoc %
Fire Companies (1)	\$ 366,000	13.1%	\$137,500	15.4%	\$ 250,000	24.6%	\$ 275,000	19.3%
Police	\$ 47,000	1.7%	\$ 46,000	5.2%	\$ 50,000	4.9%	\$ 55,000	3.9%
Parks & Recreation (2)	\$ 33,000	1.2%	\$ 13,000	1.5%	\$ 15,000	1.5%	\$ 30,000	2.1%
Buildings & Grounds (3)	\$ 195,000	7.0%	\$ 62,500	7.0%	\$ 62,500	6.1%	\$ 50,000	3.5%
Public Works Equip (4)	\$ 505,000	18.1%	\$119,000	13.4%	\$ 125,000	12.3%	\$ 300,000	21.1%
Streets & Roads	\$1,629,571	58.4%	\$500,000	56.1%	\$ 500,000	49.1%	\$ 710,000	49.8%
Administration (5)	\$ 13,500	0.5%	\$ 12,500	1.4%	\$ 15,600	1.5%	\$ 5,000	0.4%
<b>Total Projects</b>	<b>\$2,789,071</b>		<b>\$890,500</b>		<b>\$1,018,100</b>		<b>\$ 1,425,000</b>	

% represents department share of each budget

Notes

(1) Brookside & Ralston Fire Budgets

(2) New cat. - Includes improvements to existing facilities, equipment & future improvements/upgrades

(3) Capital improvements to Municipal owned facilities. Previously included maintenance equipment also referred to as Township Buildings Infrastructure in Capital Plan

(4) Includes Roads, Parks and B&G equipment purchases and replacement

(5) Includes Administrative Capital equipment, technology and furnishings such as computers & software

Recommendation Summary

Fire Companies

10 yr. replacement plan as proposed by PSI Group Consultants. The plan provides a long-term plan to provide equipment purchases to meet the needs of the community.

\$275,000

First Aid

Ambulance replacement due in 2020 - 2022. Estimate + EMS Contribution. Funds could be offset by an NJDOT grant award

Estimate \$150,000

Police

Replacement plan of 4 cars per yr. @ \$40,000 per car 4 cars every 3 years (1-1-2 or \$40K - \$40K - \$80K). This would allow the rotation of patrol cars every 5 years while replacing lower use vehicles less frequently.

\$40,000 - \$ 80,000

Parks & Recreation

This area requires a thorough needs assessment and asset replacement plan. Some facilities require work. Mosle Fields need additional parking and demolition of house, barn & pool. Consider the use of user fees to fund future borrowing for capital improvements.

\$30,000

Buildings & Grounds

Dedicate these funds for facility improvements to all Township structures. A long-term plan needs to be created and implemented each year.

\$50,000

Public Works Equipment

Combine all equipment purchases including Buildings & Grounds and audit the future equipment needs of the Township.

\$250,000 - 300,000

Streets & Roads

Decrease resurfacing cycle from 40+ yrs. to 25-30 and ultimately to <25yrs. Amount to be reduced annually with NJDOT grants (\$100,000 - \$200,000 per yr.)

\$600,000 - \$800,000

Administration

Budget a flat amount per yr. adjustments will be needed to replace outdated equipment.

\$5,000

Total Recommendation Range \$1,250,000-\$1,540,000

## **Police Equipment and Facilities**

### **Overview**

The Mendham Township Police Department currently is composed of 15 duty personnel, including nine patrol officers, one detective, four sergeants and a chief. The 15-person roster is viewed as full strength for Mendham Township. The patrol officers and the sergeants are members of the PBA Local 402 union; their contract is current through December 31, 2019.

As of June 2017, a promotional process took place to designate a lieutenant, who came from the ranks of the sergeants, and a replacement for the promoted sergeant, who will come from the ranks of the patrol officers. The chief, Ross Johnson, had been the lieutenant prior to April 2016 and was named officer in charge after the departure of the former chief. He went through the competitive promotional process for the chief's position in 2017 and was sworn in as chief in March 2017.

Other personnel in the police department include a full time administrative assistant and a half time clerk. Matrons are called in on an as-needed basis when, for example, a female suspect is detained. The consensus is that the department is fully staffed with officers and administrative support.

The headquarters of the police department is located on the "municipal campus" in a converted residence facing Cherry Lane. Two trailers behind the police headquarters serve as annexes for break areas, record storage, locker room facilities and equipment storage. The area in which the police station is located is adjacent to the Whippany River and is subject to flooding. In addition, its location also raises possible implications or restrictions with regard to New Jersey DEP regulations. The police facility is in urgent need of extensive refurbishment or replacement. (See "Recommended Replacement Plan – Building" below.)

In addition to what would be considered "usual" law enforcement activities, Mendham Township police interact with the elementary and middle schools and, increasingly, engage in community involvement such as the successful "Cops, Kids and K9s" event in October 2016 and visits to sports meets. Chief Johnson has declared increased community interaction as an important goal of his administration.

### **Present Replacement Plan – Vehicles**

The Police Department has a sufficient number of vehicles in the following categories:

- Six patrol cars, with a useful life of 4 to 5 years at a cost of approximately \$38K fitted with patrol equipment (car cost= \$28K, fittings = \$10K); model years range from 2013 to 2016
- One specialty patrol vehicle pick-up truck/traffic unit, with a useful life of 10-15 years; model year 2007
- Three administration vehicles, with a useful life of 10 years; model years 2009 to 2012
- One additional vehicle, a 2005 model year Ford Explorer

Patrol vehicles are currently purchased (prior to 2016 they were leased) at the rate of about one per year. There is now the opportunity to sell or auction the used vehicles when they are taken out of service and to apply the proceeds to the new vehicle or to the reserve. The PD plans to replace one patrol car this year and the pick-up truck in 2018. Administration vehicles are due to be replaced in 2020, 2024 and 2026. The 2017 replacement vehicle was approved at the May 23, 2017 Township Committee meeting (Ordinance 2017-7) to be paid for from the Capital Improvement Fund in cash.

### **Present Replacement Plan – Equipment**

Equipment replacement is as follows:

- Office computers – 11 total currently, costing \$1K each, with a useful life of 3-4 years; the PD typically replaces two per year from the operating budget
- Patrol vehicle laptops – 7 total currently, costing about \$2.3K each, with a useful life of 7-9 years. The PD is researching a possible trade-in program with Panasonic to upgrade to new units and extend replacement for another seven years
- Stalker radar units – 7 total currently, costing about \$3K each, with a useful life of 10-15 years. Three will be replaced this year from the Capital Improvement Fund with the balance to be determined later.
- Patrol rifles – 10 rifles currently, costing approximately \$1.5K each, with a useful life of 12-18 years. Replacement will be spread over 12 years, starting in 2019
- Alcotest machine – 1 unit awaiting state authorization; predicted cost \$15-20K, with a useful life of 15-20 years
- Portable radios – 17 units currently, costing \$3K each, with a useful life of 12-15 years; staggered replacement is anticipated beginning in 2022

### **Recommended Replacement Plan – Vehicles and Equipment**

The current schedule for vehicles and equipment replacement appears to be working well. The Ad Hoc Committee has no new recommendations. However, the proposed capital plan does not completely address vehicle replacement. The Ad Hoc Committee recommends a 1, 1, 2 replacement schedule (one vehicle in 2017, one in 2018, two in 2019). This will allow for the replacement of four front-line vehicles every five years and four others every 10 years.

### **Recommended Replacement Plan – Building**

The police facility is in urgent need of extensive refurbishment or replacement. The basement, where evidence, patrol equipment and weapons are stored, floods; there is no holding cell for individuals who must be detained; the area designated for the sergeants is cramped, with no room to expand; there is no sally port from which to transfer prisoners from patrol cars; lockers and changing areas are in the same trailer as record storage and traffic and other equipment; and there is no separate facility for female officers. In 2017, the Township Committee determined that refurbishment or replacement of police headquarters is a very high priority. If the solution is to keep the headquarters in its current location, the township engineer will have to determine right away whether there are environmental

constraints on the site. Please see the “Municipal Buildings” section of this report for further information about the police headquarters.

### **Budgetary Impact**

As is typical in many municipalities, police salaries and wages are the highest cost personnel item in the municipal operating budget. In Mendham Township police wages of \$1,571,180 account for just under 50 percent of total wages. Operating expenses for the police department in 2017 were set at \$74,250 or 2 percent of the total operating budget. The police department generally comes in on budget.

In 2017, the projected capital plan for the Mendham Township Police Department was set at \$50,000 per year through 2030. This was to include a set-aside for the replacement of the police headquarters. Also included in the capital plan is the replacement of vehicles and equipment, as outlined above. Given that the estimated annual cost of replacing vehicles and equipment will essentially deplete the modest capital allocation of \$50,000 per year, the Township Committee will need to seriously address the financing of the new or refurbished police headquarters.

### **General Observations**

The highest priority with regard to the Mendham Township Police Department – after, of course, the hiring, training and retention of highly qualified officers – is the refurbishment or replacement of the police headquarters. It is the intention of the Mendham Township Committee to diligently pursue a plan for new quarters for the Mendham Township Police Department. Ideally, the timeline will be in place before the end of 2017.

While the subject of merging the Mendham Township and Mendham Borough police departments is outside the scope of the Ad Hoc Committee report, from time to time for two decades or more, the question is raised about the feasibility and desirability of combining the departments. There are obvious commonalities that validate this question, such as the fact that the Township is a “horseshoe” with the Borough at the center, requiring Mendham Township officers to drive through parts of the Borough to reach the eastern and western sides of the Township. In addition, officers of the Township and the Borough back each other up on patrol, particularly at night when the Borough has one officer on duty and the Township has two, or when there is a major police incident that requires manpower from more than one jurisdiction.

Discussions currently are focusing on three alternatives: merger of the agencies, contract for services by one agency with the other, and a new concept called “shared patrols.” There are pros and cons of each approach; the chief officers of both agencies, along with the two town mayors, the administrators and designated members of the Township Committee and the Borough Council intend to continue exploring the possibility of shared services of some kind in order to achieve cost-savings for both towns while providing optimum service and protection for both communities. The Ad Hoc Committee recommends hiring a qualified consultant to investigate and evaluate all three alternatives.

## Fire Equipment and Facilities

### Overview

The Mendham Township Fire Department was officially established by Municipal Ordinance in 1976, even though the companies were founded 101 years ago in the case of Brookside Engine Company No. 1 and 75 years ago in the case of Ralston Engine Company No. 1. The Township Code states: “The Fire Department of the Township shall consist of the Brookside Engine Company and the Ralston Engine Company and additional companies or units that may hereafter be authorized by the Township Committee. The specific companies shall operate in districts corresponding to the Township election districts as constituted immediately prior to 1970.” Hence, the election district locations determine the locations of the two all-volunteer fire companies.

The **Brookside Engine Company No. 1** is located on the east side or “Brookside” section of the Township in a five-bay fire station constructed in 2010. While the building is relatively new and well-maintained, it has some design issues, which should eventually be addressed.



**BROOKSIDE FIRE STATION AT 1 CHERRY LANE LOCATED BETWEEN TOWN HALL & POLICE HQ**  
 Bay to far left is reserved for use by the Mendham Township First Aid Squad

Serving out of the one fire station at 1 Cherry Lane, Brookside currently operates under the command of Fire Chief Eric Cooper, maintains approximately 26 active members and responded to 295 calls for service in 2016. The Brookside Fire Company 2016 OE budget was \$23,750.00.

**Table 1. Brookside Motorized Fleet**

UNIT TYPE	YEAR	MAKE	MODEL	DESIGNATION	PURCHASE PRICE	STATUS
Class A Pumper	1990	Pierce	Arrow	Engine #2	\$100,000	Out of Service
Class A Pumper	2010	Pierce	PUC	Engine #3	\$652,514	In Service
Mini Pumper	1996	Ford	CFS	Engine #4	\$137,413	Out of Service
Utility Truck	2016	Dodge	Ram	Utility #5	\$120,138	In Service
*Command Unit	2000	Ford	Excursion	Command #6	---	In Service

\*Command Unit acquired and owned (held in public trust) by Brookside Fire Company; all other units owned by Township

The **Ralston Engine Company No. 1** is located on the west side or “Ralston” section of the Township in a four-bay fire station constructed in 1974. The building is well-maintained but is in need of numerous repairs and renovations. The structure lacks the proper square footage for the basic purpose of housing



**RALSTON FIRE STATION AT 322 MENDHAM ROAD (COUNTY ROAD 510, FORMERLY ROUTE 24)**

Bay to far left is reserved for use by the Mendham Township First Aid Squad

necessary fire apparatus and accommodating the occupancy of the firefighters. Capital plans for this facility should provide for the needed repairs, renovations and expansion of the structure, ideally to include the construction of fifth bay area on the D side (to one’s right facing the building) and rendering the structure compliant with the Americans with Disabilities Act (ADA).

Serving out of the one fire station at 322 Mendham Road, Ralston currently operates under the command of Fire Chief Tom Montgomery, maintains approximately 16 active members and responded to 162 calls for service in 2016. The Ralston Fire Company 2016 OE budget was \$19,000.00.

**Table 2. Ralston Motorized Fleet**

UNIT TYPE	YEAR	MAKE	MODEL	DESIGNATION	PURCHASE PRICE	STATUS
Class A Pumper	1991	Pierce	Lance	Engine #11	\$220,000	In Service
Water Tender	2001	Pierce	Kenworth	Tender #12	\$262,147	In Service
Rescue Truck	1998	Internat’l	Rescue	Rescue #14	\$314,000	In Service
Support Unit	2015	Dodge	Ram 3500	Car #17	---	In Service

\*Support Unit acquired and owned (held in public trust) by Ralston Fire Company; all other units owned by Township

In addition to its current Fire Station at 322 Mendham Road, there is also an “Old Ralston Fire House” located just east of the “newer” fire station immediately adjacent to the Ralston Baseball Field.



**OLD RALSTON FIRE HOUSE**

**Currently used to house a State Forest Service Brush Truck**

The Old Ralston Fire House is for the most part utilized as a modest storage facility but also houses a State Forest Service brush truck presently assigned to Ralston Fire Company member Scott Mortensen in his capacity as a State Forest Service District Fire Warden. While this unit is not consigned to the Ralston Fire Company, it is staffed by Fire Warden Mortensen and is made available around the clock for regional service in response to brush or wild land fires or as otherwise needed at emergency incidents or for fire patrol during heightened periods of potential wild land fires (i.e., excessively dry, hot atmospheric conditions, camping season or other fire-related human activities, severe weather, heavy winds, lightning, etc.). It is a valuable supplemental resource to have on hand.

**Mutual Aid:** For supplemental fire protection aid and pursuant to regulations promulgated in the NJ Fire Service Resource Deployment Act, **N.J.S.A. 52:14E-14**, the Township Committee has also adopted **Resolution 2016-116** authorizing the Township Fire Department to participate in a regional fire mutual aid agreement among participating municipalities, fire districts, county, state and federal agencies as facilitated by the Office of the Morris County Fire Coordinator in cooperation with the Morris County Alliance of Active Fire Chiefs. Among other things, this agreement provides for the rendering of outside mutual aid and assistance directly to the scene of emergencies or to serve as reserve supplemental protection in situations where a requesting jurisdiction has sent its available unit(s) out on an emergency call and/or is otherwise unable to provide for emergency response needs in its jurisdiction (i.e., units out of service for mechanical breakdown, service or repair). Each fire company (either paid or volunteer) must participate in the County Fire Mutual Aid Plan and must submit to their County Fire Coordinator the following:

- A compiled inventory of personnel and equipment
- A local Fire Mutual Aid Plan (chart form or narrative)
- A listing of fire companies and departments involved in the plan

The process of requesting mutual aid is progressive and functions as follows: The township fire chief or other authorized incident commander at a fire scene shall first call upon members of the local Fire Mutual Aid Plan if additional assistance at a fire scene or other emergency is required. The primary local fire mutual aid partners of the township include the nearby Morris County communities of Mendham Borough, Morris Township, Harding, Randolph, and Chester as well as Somerset County communities of

Bernardsville and Peapack-Gladstone. **Table 3** provides a snapshot of available fire units from the surrounding local fire mutual aid partners of Mendham Township.

**Table 3. Local Mutual Aid Apparatus Roster (not including command and staff vehicles)**

Municipality	Population	Sq. Mi.	Engines	Ladders	Rescues	Tenders	Attack Eng.	Utilities	Other	Total
Mendham Twp	5,873	18.1	3	0	1	1	1	1	0	7
Mendham Boro	5,001	6	2	1 Quint	1	0	0	0	0	4
Bernardsville	7,707	12.98	3	0	1	1	0	0	1 Brush	6
Chester Boro &	1,675	1.59								
Chester Twp	7,838	29.46	5	1	2	1	0	2	0	11
Harding Twp*	3,838	20.44	2	0	2	1	2	1	1 Brush	9
Morris Twp	22,633	15.76	5	2	1	0	0	6	4**	18
Peapack	2,602	5.85	2	0	1	0	0	0	1 Brush	4
Randolph	25,734	21.07	8	1	1	0	0	0	1 RIC	11
<b>Totals</b>	<b>82,901</b>	<b>131.25</b>	<b>30</b>	<b>5</b>	<b>10</b>	<b>4</b>	<b>3</b>	<b>10</b>	<b>8</b>	<b>70</b>

\*Harding Twp fire apparatus listed above are provided out of the New Vernon Volunteer Fire Company and the Green Village Volunteer Fire Company, both located in Chatham

\*\*Morris Twp Other: 1 Decon, 1 Ironman, 1 Off-road and 1 Rehab

The table above illustrates the available number of fire units (70 including Mendham Township) in the Mendham Township local fire mutual aid plan. The region accommodates a total population of 82,901 in an area of 131.21 square miles. While this inventory reflects a valuable body of resources, it is important to remember that except for Morris Township, the remaining fire companies are largely, if not exclusively, volunteer departments, meaning that much of this equipment is not staffed and ready around the clock. Another observation made in reviewing the actual inventories of these fire companies is similar in nature to our findings in Mendham Township in that much of the rolling stock has exceeded its recommended useful service life.

Additional resources are available through the Morris County Mutual Aid system pursuant to the County Mutual Aid Agreement endorsed by the Township. Should further firefighting aid be necessary, the fire chief/incident commander will request the County Fire Coordinator to place the County Fire Mutual Aid Plan into effect. The Municipal Emergency Management Coordinator will be notified to alert his/her staff should additional emergency resources other than fire be needed.

The County Emergency Management Coordinator provides additional resources as necessary and available from throughout Morris County and parts of Somerset and Union Counties. If deemed necessary by the local fire chief, additional resources may be requested from the Office of the State Fire Coordinator (State Division of Fire Safety) and/or State Office of Emergency Management (Division of State Police) through the County Office of Emergency Management. By law (P.L. 1937, Chapter 9, Title 13) the State Forest Fire Service has the responsibility of directing major forest fire efforts throughout the State, and may request municipal assistance as needed. When buildings are involved, the responsibility shall rest with the local fire chief.

While the County Mutual Aid agreement provides a wealth of resources throughout the region, it is incumbent upon all participating members to maintain an adequate level of local assets to contribute to the county pool and to adequately control and mitigate first alarm incidents in their respective jurisdictions without the need for mutual aid assistance.

## Present Replacement Plan – Fire Apparatus and Equipment

Currently the Mendham Fire Department maintains a total of seven pieces of fire equipment consisting of three Class A fire pumpers, one Compressed Air Foam System (CAFS) mini-pumper, one 4,000 gallon water tender, one light rescue truck, and one equipment/utility truck.

In addition, both Brookside and Ralston have each acquired separate command/support vehicles with fire company funds (donations) for a total of nine fire units township wide.

An illustrative look at the current fleet is provided in the appendix of this report.

Before the Township Finance Committee proposed an annual fire department capital appropriation of \$250,000 per year for fiscal years 2017 through 2022, there was a six-year \$2,697,000 fire company capital request that had been previously proposed for fire apparatus, equipment repairs and replacements. The average annual cost for such a plan would be \$499,500. A ten-year plan on this track would require a total appropriation of \$4,995,000 in principal.

In contrast, a much leaner fire department capital appropriation plan (\$125K for Brookside and \$125K for Ralston) for FY 2017 is illustrated below in **Table 4** (Brookside) and **Table 5** (Ralston):

**Table 4. Brookside Capital Projects**

PROJECT DESCRIPTION	CIF	AUTHORIZED DEBT	PROJECT COST	APPROPRIATION	BANK
PPE Gear	\$825	\$15,675	\$16,500		
Equip. Replacement	\$750	\$14,250	\$15,000		
Apparatus Repair	\$750	\$14,250	\$15,000		
<b>TOTAL</b>	<b>\$2,325</b>	<b>\$44,175</b>	<b>\$46,500</b>	<b>\$125,000</b>	<b>\$78,500</b>

**Table 5. Ralston Capital Projects**

PROJECT DESCRIPTION	CIF	AUTHORIZED DEBT	PROJECT COST	APPROPRIATION	BANK
PPE Gear	\$ 375	\$ 7,125	\$ 7,500		
Tender Repairs	\$2,500	\$47,500	\$50,000		
Equip. Replacement	\$ 600	\$11,400	\$12,000		
Communication Equip.	\$3,000	---	\$ 3,000		
Apparatus Repair	\$ 750	\$14,250	\$15,000		
Port. Gas Detectors	\$3,500	---	\$ 3,500		
<b>TOTAL</b>	<b>\$10,725</b>	<b>\$80,275</b>	<b>\$91,000</b>	<b>\$125,000</b>	<b>\$34,000</b>

This proposed capital plan would cost \$1,500,000 in principal over a six-year period; the average annual cost for such a plan would be \$250,000. A ten-year plan on this track would require a total appropriation of \$2,500,000 in principal.

## Recommended Replacement Plan – Fire Apparatus, Equipment and Facilities

The Mendham Township Fire Department is largely aging out beyond the recommended service life for fire apparatus (NFPA 1901 and 1912 Standards for Automotive Fire Apparatus). No fewer than seven of the nine fire units owned by the Township are over 15 years old, one of which (2001 Pierce/Kenworth Water Tender out of Ralston) is in need of major repairs and two of which (1990 Pierce Arrow Pumper

and 1996 Ford Mini-Pumper, both out of Brookside) are permanently out of service and in need of replacement. Significant equipment needs must be addressed over time to replace aging self-contained breathing- apparatus (SCBA) equipment, firefighter protective gear and other equipment essential to personnel safety and effectiveness. Building repairs and renovations are also in order (see the Municipal Buildings section of this report).

In summary, the age and condition of the existing motorized fleet, facilities and equipment of the fire department have been carefully reviewed and evaluated. In conjunction, a community risk analysis has revealed significant logistical and operational challenges including lack of water supply in many locations throughout the township, a large distribution of set-back or otherwise inaccessible residential estates, and a growing struggle to recruit and retain volunteer members.

In response to these critical factors, a very basic ten-year capital plan for the fire department is being proposed for consideration by the Township Committee. As with any capital plan it should represent the Township's commitment to reasonable and necessary capital improvements in the interests of the public good and should be subject to constant monitoring and evaluation to measure progress and make any necessary adjustments to the plan along the way brought about by changing priorities or demands for services as determined by the ever-evolving needs of the community. (See the following page for proposed, revised capital plan details.)

**MENDHAM TOWNSHIP FIRE DEPARTMENT  
PROPOSED 2018-2027 TEN-YEAR SUMMARY CAPITAL PLAN**

TIME FRAME	APPROPRIATION	ACQUISITIONS	
Years 1-2 (2 years)	\$550,000 (\$275K/Year)	Brookside Class A Pumper (used)	\$100K
		Brookside CAFS Mini-Pumper (new)	\$330K
		Ralston Water Tanker (repairs)	\$70K
		<u>Brookside/Ralston equipment</u>	<u>\$50K</u>
		TOTAL	\$550K
Years 3-5 (3 years)	\$825,000 (\$275K/Year)	Ralston CAFS Mini-Pumper (new)	\$330K
		Ralston Water Tanker (new)	\$170K
		Ralston Fire Station Renovations	\$250K
		<u>Brookside/Ralston equipment</u>	<u>\$75K</u>
		TOTAL	\$825K
Years 6-7 (2 years)	\$550,000 (\$275K/Year)	Ralston Class A Pumper (new)	\$500K
		<u>Brookside/Ralston equipment</u>	<u>\$50K</u>
		TOTAL	\$550K
Years 8-10 (3 years)	\$825,000 (\$275K/Year)	Brookside Class A Pumper (new)	\$600K
		Brookside/Ralston station repairs	\$150K
		<u>Brookside/Ralston equipment</u>	<u>\$75K</u>
		TOTAL	\$825K
		<b>Grand Total</b>	<b>\$2.75M</b>

This proposed capital plan would cost \$1,650,000 in principal over a six year period; the average annual cost for such a plan would be \$275,000. A ten-year plan on this track would require a total appropriation of \$2,750,000 in principal -- \$1,745,000 less than the ten-year track of the previously proposed fire companies' capital plan. In addition, the above spending plan has the desired result of keeping the outlay consistent year to year.

BUDGETARY IMPACT (principal only) = \$2,750,000. Compared to existing cap projections (Table 4 and Table 5 on previous pages) this figure represents an increase of \$25,000 per year or a \$250,000 over ten years.

## General Observations

The Brookside and Ralston Fire Companies are providing essential volunteer fire protection services designed to protect lives, preserve property and otherwise come to the aid of the residents and visitors of Mendham Township. Supporting the efforts of both fire companies is a robust and well-managed local, county and regional mutual aid system that provides additional resources for larger or more complex fires and other calls for assistance that necessitate manpower and equipment beyond the capacity available at the township level. As with any properly balanced mutual aid arrangement, it is important that all recipients are willing and able to reciprocate on some reasonable and consistent level.

With these facts in mind, it is incumbent upon the Township through its relationship with the Brookside and Ralston fire companies as its service providers, to identify and support an appropriate long-term capital plan for the replacement of fire apparatus, acquisition of capital equipment and other capital needs (i.e. building improvements) to sufficiently and cost-effectively serve the fire protection needs of the community. This report has provided recommendations for such a plan to serve as a guideline for present planning and future action. While the framers of this report focused great attention to developing economically sound, fiscally sustainable and effective equipment and facility plans, the recommended fire department capital plan ultimately came in slightly higher (\$275,000/year) than the current level of projected capital spending for fire (\$250,000/year). It is nonetheless the findings of this report that the additional \$25,000/year is necessary to provide basic fire department equipment and facility capital improvements over the next several years. It may be of some notable consolation that the annual savings of having a fully volunteer fire service has saved (and continues to save) the township a considerable amount of money (tax dollars), estimated at the minimum level to be \$800,000 per year.

In addition to the findings and recommendations made regarding the fire department capital plan, a number of other relevant observations have been made during the research and assembly of this report that bear mentioning here for the good of the fire companies, their mutual aid partners, the local governing body and the Township residents:

1. Maintenance and expansion of strategically located cisterns in remote areas lacking water supplies
2. To the extent possible, extension of existing water mains and fire hydrants to areas lacking same
3. On-going education and information to all homeowners, planners and contractors as to the benefits of residential fire sprinkler systems and the voluntary installation of such systems and/or additional cisterns particularly in remote access areas lacking available water supplies
4. Creation of formal written annual agreements between Mendham Township and the Brookside and Ralston fire companies defining and memorializing the rights, responsibilities, obligations and duties of the parties as well as making provisions for grievance procedures and conflict resolution
5. Support and updating of standardized operating guidelines, enhanced business and social interaction in non-emergency environments, coordinated planning/purchasing/disaster

preparedness and regularly scheduled, mandatory joint training exercises between the Brookside and Ralston fire companies

6. Improved formal and informal lines of communication between the local code officials and the township fire chief and an effective process to provide timely safety bulletins and serious code violation notices to the local fire companies
7. Recognition, coordination and cooperation of the two companies as one unit under the banner:  
**The Mendham Township Fire Department**

## Department of Public Works

### Overview

The Department of Public Works is responsible for the maintenance of 84 miles of roads, 50 acres of active and passive parklands, and 18 buildings. They maintain these Township assets with a fleet of 18 trucks, other assorted equipment, a staff of 10 full time employees and 2 summer help.

The organizational chart of the department is flat with the superintendent overseeing all operations including buildings, parks, roads and fleet maintenance.

The capital demands of the DPW vary from buildings and road improvements to parks equipment and fleet replacement. As such they make up a largest percentage (47%) of the annual capital needs of the Township.

Members of the Ad Hoc Committee met extensively with Superintendent Dave Read. He provided vital information for the committee to review and evaluate. He was open and honest about the needs of the Township and the opportunities for consolidation and shared services with neighboring municipalities.

### Streets and Roads

As stated above the Township is responsible for approximately 84 miles of "centerline" roadway. Over the years, the Township has utilized both chip seal and overlays as resurfacing techniques. Both methods have differing costs and life spans. Chip seal usually requires reapplication every 5-7 years, while asphalt can last anywhere from 8-20 years depending on factors such as traffic volume, drainage and sub-base construction. A poorly constructed road with heavy traffic and little drainage will need resurfacing at 8 years but will realistically be overlaid in year 10. A properly constructed "development" street with curbing, drainage and little traffic can last 20+ years with some maintenance such as crack sealing and chip seal.

Budgeting for road resurfacing is a challenge for all local and state governments. Based on a 20-year resurfacing plan, Mendham would need to pave 4.2 miles per year, on a 25-year plan 3.4 miles and a 30-year plan would require 2.8 miles of road to be paved each year. An average mile of Township road receiving a simple 2" mill and 2" pave costs approximately \$211,500 per mile. This would require annual capital spending of between \$710,000 (3.4 mi./yr.), \$888,000 (4.2 mi./yr.) and \$592,000 (2.8 mi./yr.) depending on the funding level. Over the past 10 years the Township paved an average of 1.9 miles each year at an average cost of \$219,000 per mile. At this rate, the paving cycle for all Township roads equates to a 40-year paving cycle. Maintenance techniques such as crack sealing and chip seal can extend the life of some roads before an overlay or base repairs will be required. It should be noted that the Township has a good history of receiving NJDOT grants (6 over the past 10 years) with an average award of \$194,000.

## **Recommendations**

Consider increasing annual road paving dollars to a financially sustainable level with a goal of \$800,000 per year, which would result in paving nearly four miles each year. The recent gas tax increase is expected to increase the annual New Jersey state aid to municipalities to \$200,000-\$250,000 per year going forward; however, the 2017 grant awards have not shown the benefits of the tax increase.

The use of chip seal can be used to extend the life of road surfaces but it should be funded through the operating budget or with cash from the Capital Improvement Fund as it is likely any borrowing will extend beyond the useful life of the treatment. Also, the 2017 operating budget does not fund asphalt expenditures, resulting in capital funds (i.e., borrowing) for asphalt repairs and pothole patching, a practice that is not recommended.

## **Fleet and Equipment Replacement**

Based on the Township's fiscal situation the purchase and replacement of all vehicles and equipment should be reviewed. The need and life span of each piece of equipment needs to be assessed. The American Public Works Association (APWA) provides recommended replacement schedules for various classes of equipment based on age and mileage. Many times, however, municipalities project replacement intervals based on annual repair vs. replacement costs especially in cases where the equipment is not used on a constant basis. Public works departments typically have equipment that is used seasonally. All of the dump trucks, large and small, are used during year-round operations. Other equipment is used seasonally such as street sweepers, chippers, backhoes and mowers. Certain equipment needs to be available for emergencies, such as flooding and downed trees.

## **Recommendations**

In order to maintain the fleet at its present size, the annual replacement cost would be \$250,000 – \$300,000 per year. Postponing replacements would reduce the reliability of the fleet and drive up the repair budget. The cost of repairs and the availability of replacement parts should be considered when extending the life of equipment beyond its useful life.

Options to reduce replacement costs should include:

1. Combine the replacement of certain types of equipment such as sweepers and roadside mowers. Advancements in equipment design have increased the number of tasks that can be accomplished by a single piece of equipment, in many cases eliminating duplications.
2. Review the annual use/cost/benefit of certain types of equipment. Consider the joint purchasing of new equipment with neighboring townships and entering into shared agreements for the use of existing equipment. Examples of this include dozers, excavators, large asphalt rollers and other specialized equipment such as curbing machines, brine makers and Jet Vacs.
3. Expand the use of rental equipment for seasonal use and special projects.

4. Review the effect of contracting services on the need for equipment replacement and staffing demands. The combination of shared and contracted services may allow for the downsizing of certain types of trucks and equipment. It should be noted that an appropriate level of service must be considered when determining the sufficient number of certain types of equipment (i.e., reducing the number of sweepers increases the length of time to sweep the roads).

## **Shared Services**

The sharing of services, manpower and equipment is both used and sought after by many departments throughout the Township. The Police Department routinely works together with Mendham Borough and to back up patrols and assist with other operations. The Public Works Department shares equipment with neighboring municipalities including a bucket truck, dump trailer and low boy services. To increase shared services, area municipalities need to encourage annual get-togethers with their regional partners. These events will need to be supported by the administrations and governing bodies in order to generate an open discussion of needs, wants and opportunities. Some services/equipment can be easily arranged with a phone call. Others, where an imbalance is perceived, may need to be balanced by benefits to another department or in a paid-for-service arrangement. Still others may require a capital investment by one or more partners.

## **Recommendations**

1. Centralized salt storage with the Borough. This would reduce the cycle time in treating Township roadways. This will reduce overtime and may reduce the number and size of salting equipment required.
2. Centralized fuel storage with the Borough and Board of Education. This would allow all users to take advantage of better bulk fuel pricing, increase the capacity of fuel available to the Mendhams and reduce the operating costs of managing 3 separate systems. This would require cost sharing with the host community; however, there is software available to ensure proper billing and tracking of fuel usage.
3. Review the border roads between the Mendhams and other municipalities to ensure the responsibilities are equally distributed, such as road repairs, snow removal and resurfacing.
4. Continue to explore opportunities with the Borough. The Township has space, which the Borough does not. Sharing some land could free up space within the Borough public works yard creating an opportunity to explore joint services such as recycling, tub grinding and brush storage.
5. Consider the joint purchase of a Jet Vac with the DPW, Mendham Sewer East and West, and the Borough DPW and sewer utility.

# Municipal Buildings

## Overview

Due in part to the economic slowdown, in recent years there have been serious constraints on discretionary spending affecting non-essential repairs and upgrades to Township-owned buildings. The current Township Committee has tasked this Ad Hoc Committee with assessing the most important buildings, from ordinary repairs to major upgrades. Details are listed on spreadsheets following this portion of the report. (Note: Parkland buildings and facilities are not included.)

The useful life for buildings is difficult to project because it depends on a variety of factors and the fact that buildings can be expanded, remodeled and repurposed. Among the factors are:

- Township goals and objectives
- Residents' resistance to change
- Finances
- Contractual constraints – such as Green Acres
- Environmental issues - NJDEP
- Historic preservation considerations
- Condition
- Maintenance costs

In reviewing the current situation regarding Township buildings, the most urgent need for repair and/or replacement exists for the police station.

## Plans - Present and Recommended

### Department of Public Works (DPW)

Starting with discussion of the DPW, the useful life for DPW buildings is estimated to be 50 years. Following are the principal buildings with year built and the remaining useful life: main garage (1979, 12 years remaining), maintenance garage (2003, 36 years remaining), pole barn (1983, 16 years remaining). Related facilities in the DPW yard having a useful life are the fuel tanks (25 years; useful life is currently expiring) and generator (2009, 25 years useful life, 17 remaining). Driveway and parking lots will need resurfacing. The useful life in this case will depend upon the choice of material.

DPW buildings appear to function well and are adequate for needs. The main garage houses vehicles and equipment, but also has a welding bay and a wash bay. The maintenance garage includes offices, lunch room, small engine and vehicle repair room and storage. It is heated by natural gas with temperature set at 60 degrees. Replacement insulated doors have reduced heat loss. The pole barn has

a structural problem which is being assessed by a local architect who says the problem may require evaluation by a structural engineer.

Minor repairs of DPW buildings are taken care of in-house on a regular basis, generally out of the operating budget. It is difficult to predict costs for future high-ticket projects which depend upon decisions to be made relative to the type of repair, for example, resurfacing the road-top. In the case of the pole barn, cost is dependent upon diagnosis of the problem and whether it will require a structural engineer.

Immediate repairs estimated: \$40,000. Next few years estimated: \$300,000.  
(See spreadsheet for details.)

Also to be noted: The Mendham Township schools have a 1991 diesel fuel tank in the DPW yard as a central fueling station for the schools. They pay the supplier directly for the fuel.

#### **Police Headquarters - Built 1956**

This residential bi-level is unsuitable for a modern police station. For example, a bench with handcuffs acts as a holding cell. Locker room, lunch room and records storage are now in two backyard trailers that are in need of major upgrades. Replacing or rebuilding the trailers would be very expensive and no more than a band aid solution. The Township Committee is currently looking to relocate the police department. The exact cost has not been determined; however, it is estimated at \$450,000 to \$500,000.

Assuming the police move, the building can be re-purposed for Township use with little more than cosmetic repairs. The exterior has been well maintained and septic is in good working order. The existing generator will make the building useful in emergency situations. However, located as it is on flood plain, basement flooding during hurricanes and other significant storms will be an ongoing problem unless a solution is found.

#### **Municipal Building - Administration & Library - Built in the 1920s, addition 1981**

The most pressing need within Township offices and the library is storage space and improved space for personnel, a problem that will most likely be alleviated when and if the court is relocated and/or the present police building becomes available for other uses. In the meantime, Administration stores its infrequently-used records at India Brook Park. The library board and staff have been creative in adapting limited space to meet user expectations. Top on their wish list is a quiet area for studying.

The two priority projects for the municipal building are: 1) a new boiler and 2) resurfacing the roof. Total cost is estimated at \$110,000. It is recommended that the building have a generator to provide residents aid in an emergency. Estimated cost \$45,000. (See the spreadsheet for details and other projected repairs.)

### **Emergency Services Building (ESB) - Completed 2010**

The 2012 "Lessons Learned" report points to design flaws which, in the future should be addressed. Most notable is the lack of an emergency exit for half of the second floor. In general, the building appears to be in good condition, the only question being very fine cracks, running floor to ceiling, in and near the antique firetruck bay, suggesting settling. The DPW will be monitoring the cracks for expansion. Despite the size of the building, storage is a problem. The fire department, at its own expense, has a large temporary container in the south parking lot for storage. The department plans to replace the container with a permanent storage shed.

Because the exterior siding is Hardyboard, the cost of maintaining the building should be minimal and within the operating budget. The generator, bought in 2010, has a useful life of 25 years, with an estimated 18 years remaining.

### **4 West Main Street - Built 1961**

This building has been used to house firefighter volunteers. It would be prudent to continue to maintain this building as a residence for firefighters in anticipation of a future when firefighters would need to be housed overnight. Structurally, and as a result of recent repairs, the building seems to be in good condition. However, both bathrooms and the kitchen need renovation. This would most easily be accomplished between tenants. Estimated cost: \$14,000. (See spreadsheet for details.)

### **Old Ralston Firehouse - Built 1942**

The ground floor, with restroom and kitchenette, is used by Mendham TV as an operations center and broadcast studio. The second floor provides heated space for the NJ State Forest Service brush truck on one side and storage for Little League and the First Aid Squad equipment on the other. The unused attic is difficult to access and is generally unused.

Interior renovation could be expensive, depending upon the design of the project. Exterior stucco and windows need repair and painting. Estimated cost: \$16,000.

### **New Ralston Firehouse - Built 1974**

The firehouse has four bays for fire apparatus and an ambulance. The second floor has meeting rooms, kitchen and restrooms. Members of the Ralston Fire Department have contributed considerable "sweat-equity" into improvements to the building, especially on the second floor. However, there is an accumulation of needs for the efficient use of the building and, more importantly, for the health and safety of the firefighters; these needs are described in the accompanying spreadsheet. In addition, it has been suggested that the building should be made ADA accessible, providing useful meeting space for residents living on the western side of town.

The recommended improvements will be expensive in total and will best be budgeted in stages, beginning with priority items. It may be concluded that the best solution, and perhaps the least expensive, will be to construct a new bay, with work space and additional storage, on the western side of the building.

It is noted, members of the fire company prefer having the two fuel tanks at the firehouse for convenience and quick access in times of emergency. The generator, bought in 2006, has a useful life of 25 years, with an estimated 14 years remaining.

## **General Comments and Special Considerations**

### **Registered Historic Districts**

The Brookside Municipal Complex and both Ralston firehouses are located in national and New Jersey state registered historic districts.

In 2008, the Township Committee hired Cultural Resource Consulting Group to study restrictions that might apply if the municipal building was altered or demolished. Essentially, the report suggests a “gut renovation”, keeping the exterior intact.

*Note: Because the municipal building is considered a “contributing resource” in the Brookside historic district and because it was a school house, there might be a chance it could qualify for a preservation grant from either the state or the county. Perhaps CRCG would know.*

Neither Ralston firehouse is a contributing structure in the historic district. However, they are within district boundaries and changes to building exteriors would be subject to state review.

### **Stream Encroachment and Wetlands**

Both Brookside and Ralston are impacted by stream and wetland restrictions. Since state regulations change periodically, it is recommended the Township consult an engineer to determine to what extent these buildings are affected. Incidentally, in getting permission to build the Emergency Services Building, certain restrictions may have been agreed to with NJDEP regarding limits on impervious surfaces.

**2017 Mendham Township Facilities Report**

*Building: Municipal Building  
Year Built: 1920's, Addition 1981*

Time Frame	Item	Repair/Replace	Cost Estimate	Comments
Priority	Roof	Resurface	\$80,000.00	2017 Budget \$63,000 (1)
Priority	Boiler	Replace with 4	\$30,000.00	Current boiler is 33 years old (2)
3-5 Years	Exterior Stucco and Entrance Door	Repair and Paint	\$10,700.00	Stucco cracked and chipped - Entrance door and frame rusted
	Courtroom Ceiling	Replace	\$5,000.00	Ceiling tiles deteriorated and abandoned electric wires above (3)
6-8 Years	Generator	Purchase	\$45,000.00	Possibly - grant money from OEM (4)

**FOOTNOTES:**

- 1. Roof:** Roof is bubbling, some wood beneath rotting. Will cover with rubber membrane because of its reduced weight.
- 2. Boiler Replacement:** It is recommended that the 33 year old boiler be replaced with four smaller boilers with thermostats so that heat can be delivered equally. Last year the old boiler broke down and restarting was difficult. (In winter, some offices require space heaters, others too hot)
- 3. Courtroom Ceiling:** The tiles in the ceiling have been loose for a number of years. And above the tiles reportedly are abandoned electrical wires which should be removed. Estimating the cost of repair is difficult because of unknowns, possibly including asbestos.
- 4. Generator:** The Municipal Building is not connected to a generator because of expense. The emergency siren requires a 3-phase generator, costing between \$70,000 and \$80,000. If the siren was removed from the generator, a phase 2-generator could be installed, costing \$40,000-\$50,000. This makes sense - if there is no electricity, there is no siren anyway. The library was a great asset during Sandy.

**UPGRADES AND GENERAL INFORMATION**

Air Conditioning - the top floor (Administrative Offices) has central air. The bottom floor (library) is not included and uses window air conditioning. Electric was upgraded in 1984. In 2016 there were repairs made to the septic system and, at the same time, a new water line was installed. There is a dry sprinkler system in the attic and a wet one in the rest of the building.

2017 Mendham Township Facilities Report

Building: Old Ralston Firehouse  
 Year Built: 1942

Time Frame	Item	Repair/Replace	Cost Estimate	Comments
3-5 Years	Exterior Maintenance	Shingle Roof	\$12,000.00	Exterior Surface
	Windows & Siding	Re-glaze & Paint	\$4,000.00	Exterior Surface Deteriorating

CONDITION:

The interior is shabby but useful

GENERAL COMMENTS:

Both Ralston firehouses are near wetlands and both are located in the Ralston Historic District, but are not themselves historic structures.

Building: New Ralston Firehouse  
 Year Built: 1974

Time Frame	Item	Repair/Replace	Cost Estimate	Comments
Priority	Vehicle Exhaust System - 3 Vehicles	Install	\$22,000.00	(1)
Priority	Noise Suppressant in Heaters	Install	\$30,000.00	(2)
1-2 Years	Insulated Bay Doors - 3 Doors	Replace	\$12,000.00	To prevent heat loss
	Eye Wash - portable	Purchase	\$500.00	
3-5 Years	Bay Ceiling - Water Leak	Repair	\$3,200.00	
	Shower in Upstairs Men's Restroom	Install	\$10,000.00	(3)
	Upgrade Women's Restroom	Repair	\$7,000.00	

FOOTNOTES

1. Ceilings are too low for conventional exhaust systems. Chester Township F.D. is employing a device attached to apparatus exhaust pipes which significantly reduce fumes in firehouse bays. Cost TBD
2. New heaters are too noisy for normal conversation. Solution Uncertain.
3. Returning from a fire, fire fighters are hot from protective clothing and want to wash down and change clothes. A shower could be installed in upstairs men's restroom.

RECENT UPGRADES

2015 New furnace and A/C purchased with grant money

GENERAL COMMENTS:

Addition to Building - There are a number of problems and deficiencies in the current structure that cannot be resolved and may argue in favor of an addition to the side of the building. They are :

- \* (Most Important) Insufficient room between parked trucks in the back wall of the building, leaving little space in which to work and no work bench.
- \* (Most Important) Aisles between trucks are narrow making it difficult to maneuver when dressed in full gear.
- \* The exterior emergency exit from the second floor ices over in the winter. An interior emergency exit would be safer.
- \* Gear cubbies are too small for storing change of clothing and personal items.
- \* General storage space is needed - especially heated space. (Furnace room is unsuitable for storage.)
- \* Automatic sprinkler system.
- \* Elevator and other improvements to make the building ADA compliant.

NOTE: Certain listed above under Item or Additions to Building, may be OSHA required. Both Ralston Firehouses are near wetlands and both are located in the Ralston Historic District, but are not themselves historic structures.

**2017 Mendham Township Facilities Report**

*Building: Emergency Services Building - Brookside Engine Co # 1 & First Aid*  
*Year Built: Construction Completed 2010*

Time Frame	Item	Repair/Replace	Cost Estimate	Comments
5+ Years	Exterior Trim	Paint	\$1,500 (1)	Hardyboard Siding Warranted - 15 Years (1)
Ongoing	Antique Fire truck Bay	Masonry Cracks	TBD	Thin cracks, primarily in corners, extending from floor to ceiling (2)

**FOOTNOTE:**

1. Siding on the building is Hardyboard - 15 year warrantee. For now, only trim will need to be painted.
2. There are very thin cracks in the masonry in and near the antique fire truck bay. These cracks, primarily in the corners of the bay, extend floor to ceiling, suggesting the bay might be "settling" slightly, relative to the main building. There will be monitoring for expansion of the cracks by the DPW. At this point, to our layman's eyes, there appears to be no cause for alarm.

**GENERAL COMMENTS:**

In terms of useful life, the ESB is expected to be with us for many years - probably outlasting all of us. Therefore, basic design flaws described in the 2012 "Lessons Learned" report should eventually be addressed, including ways to reduce high energy costs.

**2017 Mendham Township Facilities Report**

*Building: Police Department*

*Year Built: 1956*

Time Frame	Item	Repair/Replace	Cost Estimate	Comments
1-2 Years	Interior Cosmetic Repairs:	Repair	\$2,100.00	General Maintenance
	Walls/Blinds	Repair		
	Back Door			
	New Police Building	Replace	\$500,000.00	Subject to further evaluation - See General Comments below

**ASSUMPTIONS**

Department will remain in current location for 2 years.

**RECENT UPGRADES AND CONDITION:**

1. 2016 repairs to septic - pumped every 2 years at \$250.00
  2. New sump pump installed after Hurricane Sandy in evidence room, still futile if presented with similar event
  3. Carpeting and new flooring 2016 - Donated by local resident
  4. Building Exterior, Septic, Heat, and A/C all satisfactory (Heat and AC replaced with grant money)
- (The building appears to be in fairly good condition and could continue to serve the Township in other capacities, although hurricane flooding in the basement can be expected.)

**GENERAL COMMENTS**

New Police Department - Same Location  
 Several years ago, the superintendent of public works, Dave Read, contacted LTS Builders, a Pennsylvania company specializing in pre-fabricated buildings. They designed a police station to be built on the present foundation that Chief Crawford endorsed as being adequate for all departments, including eliminating the two trailers. Estimated cost : \$460,000 (new building & foundation installed price -permits added expense)

**RELOCATION**

If it is found impossible to rebuild at the present location, perhaps a similar pre-fab building could be constructed elsewhere on Township property. The best location, in terms of ready access to a major road and least impact on residential properties, would be the firehouse section in Ralston. Qualified professionals should be consulted relative to wetland boundaries and the necessity for an historic district review.

**2017 Mendham Township Facilities Report**

*Building:* 4 West Main Street ("The Pad")  
*Year Built:* 1961

Time Frame	Item	Repair/Replace	Cost Estimate	Comments
3-5 Years	Kitchen and Bathroom Upgrades	Paint/ Repair/ Update	\$14,000.00	Kitchen and Bathroom in poor condition

**RECENT UPGRADES**

- 2013 New Gable Roof Re-shingled
- 2015 Vinyl siding, new windows, closed balcony door
- 2015 Replaced Bilco Door and Repaired Stairs
- Lolly Columns in basement to support floor above - some replaced recently
- Septic System, shared with ESB, pumped every 2 years

**GENERAL COMMENTS**

The work would be least disruptive performed between tenant occupancies. Considering there is uncertainty as to the future of all-volunteer fire companies, and the possible necessity for providing housing for professional firefighters as suitable 4- bedroom residences, it would be prudent to retain 4 West Main Street as a 4-bedroom residence.

**2017 Mendham Township Facilities Report**

*Building: Department of Public Works (DPW)  
 Year Built: Maintenance Building, Built 2003, U.L. 50 Years  
 Main Garage, Built 1979, U.L. 50 Years  
 Pole Barn, Built 1983, U.L. 50 Years  
 Generator, Bought 2009, U.L. 25 Years*

Time Frame	Item	Repair/Replace	Cost Estimate	Comments
1-2 Years	4,000 Gallon Fuel Tanks (2)	Replace	\$160,000.00	(1)
	Pole Barn Roof and Floor	Repair	\$15,000.00	Roof on right side sagging and corresponding crack in the floor (2)
	Maintenance Garage - Doors (4)	Replace	\$12,700.00	Insulated doors to prevent heat loss (3)
	Tennis Courts	Repair	\$7,000.00	2017 Budget
3-5 Years	DPW Parking Lot and Driveway	Resurface	\$285,000.00	(4)
	Salt Bins	Repair	\$8,000.00	Install cable to hold walls together
6-8 Years	Pole Barn Roof	Re-roof	\$14,000.00	

FOOTNOTES:

1. Fuel Tanks - The superintendent is concerned about accountability in the use of fuel. Having the tanks in one location and equipped with monitoring devices, which can be checked on a regular basis, will assure accountability. (It should be noted that Township schools also have a tank in the DPW yard). All tanks are at U.L. limit - 25 years. Ralston fire department prefers to have tanks remain at their firehouse for ease of use and emergency situations. They are 250 gallon capacity - one diesel and one gasoline.
2. Pole Barn Roof & Floor: The right side of the building is sloping down and there is a corresponding crack in the floor, believed to be caused by "settling". Bob Sciala, local architect, has agreed to consult with the superintendent (free) to try to identify the cause of the problem and work out a solution. If he cannot, a structural engineer will have to be called in at an additional cost - estimated \$20,000.
3. Insulated Doors: One by one, the superintendent has been replacing the old doors with new, insulated doors. There are four more to go. He reports that in a recent wind storm, almost no wind came into the part of the garage with insulated doors
4. DPW Parking Lot and Driveways: The question was raised regarding the wisdom of using 3" milling and overlay when 2" is cheaper. It was explained that the 3" includes superior grade material. The material used in 2" overlay is recycled. Also, with the lesser grade, the heavy trucks make "ponds" in the surface which fill with water and, in the winter, combine with salt to erode the overlay. Under these conditions, the lesser grade will last 10 years as opposed to the better grade that lasts 20 years. The material on the driveway now has been there for 37 years.