

V. COMMUNITY FACILITIES PLAN

INTRODUCTION

The quality and adequacy of community facilities and services play a significant role in making a community a desirable place to live. The Community Facilities Plan provides an evaluation of the public service and facility needs of Mendham Borough as set forth in the Municipal Land Use Law (MLUL) to include: educational facilities, cultural facilities, libraries, fire houses, police stations, and other municipal facilities including their relation to the surrounding areas.

The purpose of this plan is in general:

- ◆ To inventory existing Borough community facilities and assess their adequacy or inadequacy
- ◆ To make recommendations for future improvement to Borough community facilities

BACKGROUND AND ASSUMPTIONS

The Borough has a historical track record of investing in the facilities needed to support this community. Over the years, we have reaped the benefits of these early investment decisions, providing for the ownership of buildings and/or land to house our municipal services. As the Borough is nearing “build-out”, our focus is now placed on cost effective maintenance of our community facilities, insuring the adequacy of our older facilities in light of changing needs and technology and the mutual sharing of all major facilities within the Borough regardless of ownership to the benefit of all Borough residents.

Major factors affecting community facilities and the need for investing in their maintenance include:

- ◆ **Sense of community.** Our goal is to preserve the sense that Mendham Borough is a community of good neighbors. Facilities that enable our residents to come together foster this sense of community.
- ◆ **Commitment to our historical heritage.** Mendham is highly regarded for its streetscape and historical character. Our community facilities should contribute to sustaining our rich historical roots and the village character.
- ◆ **Volunteers.** The Borough has been built on the contributions of its residents who have committed themselves to our community as volunteers over the course of our history. The Borough depends on its citizens to provide many of the services on which Borough residents depend. Quality facilities for the provision of these services and acknowledged as well as public support for our citizen volunteers all play an integral role in maintaining our cost structure and our sense of community.

- ◆ **Inter-municipal services.** The Borough has established with adjacent municipalities mutual service agreements from informal sharing of equipment to formal mutual assistance agreements for fire fighting, police and first aid services and a combined municipal court.

Our community facilities are located from the eastern end of town (the Police Department) to the west (Department of Public Works). Our schools and library are centrally located along with our other major municipal services.

OUR COMMUNITY FACILITIES

Exhibit #4, *Community Facilities*, shows each of the facilities listed below. This section provides an in-depth description of these listed facilities:

Municipal Services

- Administrative Offices: Phoenix House and Bowers Building
- Police Department
- Fire Department
- First Aid Squad
- Department of Public Works
- Water Reclamation Facility

Garabrant Center

Carriage House

Mendham CO-OP Building

Library

Schools

The description of our parks is in the Recreation element of this report.

MAP REPLACES THIS PAGE – exhibit #4

MUNICIPAL SERVICES

Mendham’s community facilities include several Borough offices, the Police and Fire Departments, the Department of Public Works compound, a Wastewater Reclamation Facility, and a Senior Citizens Center/Meeting Facility. The Borough also owns a recreation facility and a building that currently houses the Mendham CO-OP.

ADMINISTRATIVE OFFICES

Mendham Borough’s Administrative Offices are located in the Phoenix House at 2 West Main Street and the Bowers Building at 6 West Main Street. The site contains 0.7 acres of land. The Phoenix House is a historical, two-story building built in 1801 containing a total of 3800 square feet. The Bowers Building is a two-story structure built in 1900 contains 2434 square feet.

Phoenix House



Current Use

The Phoenix House contains municipal office space (for five (5) full-time employees and three (3) part-time employees) and meeting rooms. This building houses the offices of the Borough Administrator, the Administrative Assistant, the Zoning Officer and the Borough Engineer, the Land Use Coordinator, the Borough Clerk, the Chief Financial Officer, the Welfare Director, and one administrative support person. The building also serves as meeting room space for a variety of governmental and quasi-governmental groups. The second floor meeting room, often referred to as the “Mayor’s Meeting Room”, holds approximately 10 people. The first floor “parlor” can hold up to 25 people.

The building layout is typical of a private home, built in the early 1800s. At one time, the building's attic was used to store a number of old and unused items and furniture. During the major building renovation (2003-2004), the attic was cleaned out to make way for air conditioning equipment. The project architect, structural engineer, and contractor strongly advised against using the attic for storage in the future. The second floor contains four (4) rooms: Borough Administrator, Administrative Assistant, Land Use Coordinator, and the "Mayor's Meeting Room". There is a very small storage room, which also serves as the access to the second floor porch. In addition to storage space, this room has a computer workstation and is used by the occasional college intern. The first floor contains two (2) rooms, which serve as the Borough Clerk and Chief Financial Officer's offices. The aforementioned "parlor" runs the depth of the building and contains a medium sized table, chairs, and couch. A small room off of the parlor serves as the copy room and supply storage. The basement of the building contains a kitchenette, restroom facilities, boiler and related mechanical equipment, janitorial and record storage, a vault, and two (2) additional rooms. The Zoning Officer and administrative support employee, both of whom are part-time, use the first room. The second room is used for record storage and as a temporary workspace for the Borough's audit team once a year. This room is small, cramped, poorly ventilated, and should not be considered as potential, permanent office space.

The groups and organizations that use the Phoenix House for meetings include: Borough Council Standing and Ad Hoc Committees, the Mendham Women's Garden Club, the Mendham Borough Historical Society, and various employee staff meetings.

Location

The Phoenix House is located at the corner of West Main Street and Hilltop Road in the center of the Borough. The location is appropriate for its use, being a highly recognizable location, with parking that is adequate, albeit limited. As municipal offices, the Borough has adapted the building to suit its present needs, although because of size limitations, it does not hold all municipal administrative functions (see assessment of the Bowers Building for more details). In considering future needs, thought should be given to the cost/benefit of housing all Borough administrative functions in one location/building.

Size

The Phoenix House's size is adequate for its current use. However, two (2) areas of concern are employee growth and records storage. If additional full-time employees were needed, it would be necessary to rotate their workspace from location to location in the building. For example, the Zoning Officer is present in the building on Monday afternoons and Wednesday mornings. The part-time secretarial support staff member also shares his workspace. This part-time support staff member also performs some of her work (filing and some typing) in the Municipal Clerk's office, which does result in cramped conditions. If a decision were made to make either employee full-time, an issue of workspace availability would need to be addressed. Furthermore, record storage is a chronic problem for all municipalities. In addition to record storage space in individual offices, records are stored in the small room on the second floor, the small workspace in the basement, and in the vault, located off of the kitchenette. The vault also contains some records from other municipal operations.

The Phoenix House's layout does meet the need for current uses. The offices are a good size and allow for private meetings with several people if necessary. The Municipal Clerk's office is an exception as noted above.

As previously mentioned, record retention and employee expansion potential are the two (2) uses that are required but are not adequately being met.

Perhaps the most significant need that is not being met and would be desired is the lack of a formal lunch or break room for employees. The basement kitchenette is too small and the two (2) meeting rooms are not conducive for employee lunches. Most employees in the Phoenix House eat lunch at their desks.

Condition

The Phoenix House is generally in very good shape, primarily due to the exterior and structural work completed in 2004. The interior of the building will need attention in the next five (5) years; primarily the windows, carpeting, painting, and wallpaper will need to be updated. The Public Works Department, with landscaping assistance by the Mendham Garden Club, maintains the grounds around the building in good order.

With the addition of a first floor ramp to a renovated exterior door, The Phoenix House currently is handicap accessible. Wheelchair bound visitors are able to access the parlor via this arrangement and can meet with officials in the parlor. If privacy is needed, the parlor can be segregated from the rest of the building.

Site Amenities

The garden adjacent to the Phoenix House was originally built in 1938 and has been maintained by the Mendham Garden Club since its inception. Given its central location, it is a welcoming space for both the Borough employees who work in the Phoenix House and Bowers Buildings and strolling pedestrians.

The recent renovation of the Phoenix House caused some damage to this 5200 square foot garden. The Garden Club is working to replace selected specimen plants, recondition the soil, and patch areas where heavy foot traffic and equipment damaged the garden. The Mendham Garden Club has been funding this work. Additional needs include irrigation, grading improvements, additional plantings, and new fencing.

The future vision for the garden is to have its design reflect the "New American Garden Period" which would make it historically consistent with the period of the Phoenix House. A landscape architect has been commissioned to develop a new layout that, when implemented, will foster the garden's use as a community facility where visitors may relax and enjoy historic Mendham.

Forty-five (45) parking spaces are provided on-site to accommodate the needs of the Administrative Offices. This includes the spaces located to the rear of the Phoenix House and the Bowers Building. Separate driveways from Main Street provide access to these two (2) parking areas. While the parking lot is adequate to serve the Phoenix House, it leaves little room for expansion. Plans for expanding the Bowers Building lot will improve this situation.

Future

This historical building, gifted to the Borough by Arthur Whitney in 1938, is an icon of the Borough. Its place is cherished as part of our past and should always remain a Borough owned landmark in our future.

Bowers Building



Current Use

The Bowers Building contains municipal office space for two (2) full-time and five (5) part-time employees. This municipal building houses the offices of the major revenue collection functions of the Borough, as well as the Construction Code office, the Recreation Department, and health related functions. The building receives the bulk of visits from the public and is the location of the phone receptionist for all administrative (Bowers Building & Phoenix House) functions. The building also contains a drive-up window, a remnant of its past life as a bank. All manner of business takes place at the drive-up window, including issuance of dog and cat licenses, sewer utility and tax payments. The Bowers Building also houses the main server for the Borough's computer network. Ideally this equipment should be located in a more secure environment.

The first floor of the building contains a foyer where informational pamphlets are displayed and a large open office with two work stations (Board of Health Secretary/Recreation & Sewer Utility Payment/Pre-Closing Inspections/Receptionist). Also off of this large room are the Tax Collector's office, a kitchenette, copy room, restroom, and a storage closet. From the foyer, a set of stairs to the second floor lead to four (4) offices and a second rest room. The largest office on the second floor is used by the part-time Tax Assessor and his assistant. The next two (2) offices are used by the part-time Construction Office Technical Assistant and the part-time Construction Official. A small opening in the wall connects the rooms. The part-time Recreation Director uses the last room on the second floor. The basement of the Bowers Building stored records at one time. In the 1980s, a flood in the basement resulted in the destruction of a number of records and it has ceased to be used for that purpose. Storage of records is at a premium in the building. For example, the tax records are stored in several locations throughout the building, as well as in the Phoenix House.

Another concern is the physical distance between related or associate functions, such as zoning and building activities. Since the Zoning Officer's workstation is in the Phoenix House, the public and staff often have to travel back and forth between the Construction Code offices in the Bowers Building and the Phoenix House.

Because many employees have multiple responsibilities, the limitation of space and the layout of the building result in them having multiple workstations. One employee in particular splits her days between two (2) workstations located on two (2) different floors. Opportunities for creating efficiencies between these two (2) buildings should be sought.

Location

The Bowers Building is located next to the Phoenix House. It is a convenient location for the public and the drive-up window is heavily used. Employees and some members of the public use the parking lot in the rear of the building. Many members of the public use the Phoenix House parking lot when accessing the Bowers Building.

Size

While the size of the Bowers Building generally meets the current needs of the staff and public, it is lacking in some areas, and this building could not accommodate any increase in staff. The size of the Tax Collector's office limits the ability to hold confidential discussions, which are sometimes necessary with residents. There is no break or lunchroom, which currently is not a significant problem since most employees go home for lunch. The second floor is particularly cramped, limiting the ability of officials to review plans with members of the public. Space to review building plans with the Construction Official is limited.

The size of the building does significantly impact on record keeping. Ideally a more suitable method of centralized records keeping should be developed. Many municipal buildings maintain a central "lot and block" file where each property has a file folder that contains all activity relative to that property, including building permits, board approvals, health and environmental issues, and sometimes property tax assessment information.

Condition

The Bowers Building is in moderately good condition. Some exterior maintenance work needs to be addressed and the turning radius around the building as drivers approach the drive-up window should be reviewed along with the parking configuration.

The Bowers Building is not handicap accessible. The second floor has multiple levels, which require the public and staff to navigate several levels of steps.

The interior of the building needs to be addressed, including painting, wallpaper, and new carpet. The first floor, stairs, and Construction Code office on the second floor get significant use by the public.

Security is another issue, since the building is often staffed with one person during the day. This is due to the number of part-time employees who use the building.

Site Amenities

(Same as Phoenix House) Parking at the Phoenix House is shared with the adjoining Bowers Building. Parking in municipalities such as Mendham Borough is often an issue in commercial or downtown districts. While the parking lot is adequate to serve the Phoenix House, it leaves little room for expansion. Plans for expanding the Bowers Building lot will improve this situation.

The Public Works Department maintains the grounds of the Bowers Building.

POLICE DEPARTMENT

Police Headquarters



Police Headquarters is located at 3 Cold Hill Road South on 0.75 acres of land. The building was completed in 1984 and contains 5804 square feet. The one-story building includes five (5) offices, one conference room, and two (2) locker rooms: 1-male, 1-female. The building includes a sallyport- private entrance and exit for prisoners, a security area that includes two (2) cells, one processing room, and an alcohol testing room. Other rooms include: an armory, evidence room, command area, dark room, utility closet, and two (2) public restrooms. The building is handicap accessible.

The building is designed to accommodate a full-time force of 20 officers and is considered adequate for the present and future needs of the Borough. Currently, there are 12 full-time officers who are supported by two (2) full-time secretaries, five (5) part-time crossing guards, and four (4) part-time matrons. Currently the Department utilizes four (4) marked patrol cars, one unmarked car, one marked SUV, and one marked traffic detail car. There are also two (2) bicycles for bike patrols.

Police Department Building Assessment

The size and location of the building are appropriate for its current and future use. The overall condition of the building is good. There would be no anticipated alternate use for the building. Site amenities are all good.

Future needs for the building include an interview room. Morris County will supply all the recording equipment, but the room must be a dedicated room. Additional parking will also be necessary, and a storage shed will be required for the storage of patrol bikes and other equipment.

FIRE DEPARTMENT

Fire & First Aid Building



The Fire Department building is located on a 1-acre parcel on the northern side of Main Street between Mountain Avenue and Orchard Street. The building was completed in 1984. The one-story brick structure contains 9900 square feet. In 2000 a 1300 square foot garage was built behind the Fire House to house a 1955 OREN pumper, an antique fire truck owned by the Mendham Independent Hook & Ladder Company.

The building is shared with the Mendham First Aid Squad. After being part of the Fire Department for over 60 years, the First Aid Squad became an independent organization in January 2004. Approximately 2000 square feet of the building is utilized by the squad.

The Mendham Fire Department is a completely voluntary organization. A total of 53 volunteers currently serve the fire company. Approximately 18 respond to a typical alarm. The Department answers approximately 150 calls a year.

The firehouse is a one-story brick structure with a capacity to store five (5) pieces of fire apparatus and two (2) ambulances. The fire company currently keeps the following pieces of equipment on site in the firehouse:

1 – 75 foot aerial ladder
2 – Class A pumpers

1 – Heavy Rescue truck
1 – Incident Command vehicle

The Department anticipates replacing the 1986 Pumper in the near future at a cost of \$460,000. The Department also is anticipating the replacement of the 1992 Aerial ladder truck in 2012.

A total of 40 on-site spaces accommodate the parking needs of the fire-fighters and first-aiders.

Fire Department Standards

National standards for fire stations are set by the American Insurance Association. They pertain to fire station locations, service area coverage, and the coordination of facilities with the type of land use to be protected.

The Association standards recommend that a “high value” (defined as an area composed predominately of commercial, industrial, and apartment uses) be served by an engine company within a 1-mile radius. Areas composed predominately of medium-density single and two-family dwellings should be served by an engine company within a 1.5 mile radius and a ladder company within a 3-mile radius. For low-density residential areas response distance may be increased to two (2) miles for engine companies.

Nearly all of Mendham Borough falls within the recommended service area for engine and ladder companies. The only portion of the community which does not lie within the recommended service area radius is the southernmost section of the Borough. This includes the Pleasant Valley/Bernardsville Road and Bliss Road sections.

FIRST AID SQUAD

The Mendham First Aid Squad is responsible for providing emergency medical services in basic life support to the residents and visitors to the Borough. The entirely volunteer Squad serves the community 24 hours a day, 7 days a week. In addition, it provides and receives assistance from neighboring communities through mutual aid agreements. The squad serves an area of six (6) square miles, containing over 5100 residents and 125 businesses. The Borough provides operating and capital funds to the squad. The remainder of their budget comes from donations.

Calls

The squad has seen increases in the number of residents and visitors over the last 10 years, as well as dramatic changes in school enrollment, school sports activities, recreational activities, and traffic. Our senior population including the severity of critical care patients at the nursing home facility has resulted in drastically increased call volumes over the last few years. The squad responded to 420 calls in 2004 and 470 in 2005.

Staffing

Currently, the squad consists of 40 members. Thirty-five (35) members are certified as EMTs and eligible to respond to calls for basic life support. Ten (10) members are Special Members, belonging to other organizations or first aid squads. There are two (2) Cadet members, under the age of 18. Approximately 20 of the members respond on a regular basis. Approximately 10 are college students who respond during school breaks and summer vacation. The Borough is fortunate to have three (3) police officers trained as EMTs. In 2006 at least two (2) additional police officers will receive EMT training. In addition, all police officers are CPR and AED trained. They are frequently the “first responders” to EMS calls, where they provide care until the squad arrives. Because of this, all police officers hired in the Borough should be required to be trained EMTs.

In addition, having some DPW workers trained as EMTs would raise the level of service available to our residents particularly during the day, when a number of our volunteers are not available. With increased call volume, volunteerism decreasing, and a dwindling number of consistent responders, future considerations include:

- ◆ Dual membership with Mendham Township
- ◆ Completely joint operations with Mendham Township
- ◆ Contract services with a private ambulance (daytime/weekday only)
- ◆ Total paid responders (7 days a week)
- ◆ The developer/owner of any senior assisted living housing/facility be required to provide his/her own medical transportation

Recruitment & Retention

Recruitment and retention of volunteers continue to be a top priority. Due to the limited number of jobs in the immediate area, more commuting, and increased training hours, there is a significant loss of available volunteers. Some municipalities have offered incentives for emergency service volunteers. These have included affordable housing, property tax credits, and discounts open to municipal employees.

Training

Several years ago, the squad building was certified as an official State training site. This has enabled the squad to not only provide convenient local training to squad members, but also has allowed the squad to coordinate most of its training with the Mendham Township First Aid Squad at this location. In addition, the classes are available to neighboring mutual aid towns. After 9/11, the Department of Health and the Department of Homeland Security instituted more regulations, increased training, data collection/reporting, county/state/federal expectations of local resources for deployment, and the need to have training that first responders never have had before. There are currently state proposals to increase the number of hours of EMT training to over 150 hours. There are continuing education requirements, special training for state and national requirements, and an EMT must become recertified every three (3) years. The personal commitment that a volunteer must make has never been more demanding.

State Regulations

In addition to the new training regulations, new requirements for State reporting of call data were instituted on January 1, 2006. Squads will be required to provide monthly reporting of the demographics, call response times, types of calls, and other items to the State. Failure to comply will carry serious consequences.

Vehicles

The squad currently has two (2) Ford ambulances and anticipates replacing the 1996 ambulance in the near future at a cost of approximately \$175,000. Replacement of the 2001 ambulance is expected around the year 2011.

County/State/Federal Deployments

As previously mentioned, the squad is a resource to the county, state, and federal governments. In the past few years, the squad has deployed for 9/11, decontamination drills, the Republican National Convention, and other various standbys.

Community Resource

The squad provides many community services beyond responding to emergency medical calls. These include:

CPR/AED classes	Community education
EMS Day activities	Mendham HS Football Game standbys
Fire Prevention Day presentations	Mendham HS Humanities Festivals
Mendham HS Graduation standby	Labor Day Weekend Carnival standbys
Borough School presentations	Mendham Commons Lifeguard drill
Senior Citizen File of Life presentations	
Youth presentations (Boy Scouts, Girl Scouts, Cub Scouts and Brownies)	
Mendham Fire Department support on <u>all</u> calls	

Vision

The members of the Mendham First Aid Squad continue to strive to provide the best in emergency medical services for basic life support to our community and our neighbors. However, drastic changes in the EMS system, changing demographics, increased call volume, and new regulations and expectations for emergency services on the local, state, and federal levels have had a dramatic impact on an already dwindling number of volunteers. Recommendations for police officer/EMTs and other municipal employees, such as DPW employees becoming EMTs, to support the squad are the easiest, fastest, and most cost effective way to increase the number of responders for the community.

In the near future, an expanded facility for the squad will be a necessity in order to provide for the additional training requirements to meet state reporting demands, for instructor training, and to house required equipment. The ability to have proper radio communication with other agencies within or outside the community is required in order to adapt to a changing country and world.

Fire Department Building Assessment

This building is currently used by both the Fire Department and the First Aid Squad. On the Fire Department side of the building there are four (4) bays for the indoor parking of the fire apparatus. There is an office for the Fire Chief and a utility room called the Engineer's Room for the storage of tools, equipment, and other items necessary to maintain and service the apparatus.

On the First Aid Squad side of the building, there are two (2) bays for indoor parking of two (2) ambulances currently in use by the Squad. In addition, there is an office for the First Aid Captain and a storage room behind the bays for the storage of equipment, oxygen, and supplies. There are two (2) restrooms and a utility room located in the entrance hallway that separates the Fire Department from the First Aid Squad. The Fire Department and First Aid Squad share in the use of two (2) other rooms located in the rear of the building: a meeting room/classroom and a large recreation room that is also used for drills and social functions.

The building is located in the center of the Borough on the main east – west roadway. It is, therefore, an ideal location for the Fire Department and First Aid Squad to respond to calls in the Borough. It also provides easy access to volunteer members responding to the firehouse from all parts of the Borough. There does not appear to be any preferred alternate use for this building due to its location and size. The building is handicap accessible with wheelchair access through the main entrance and with handicapped facilities in the restrooms.

The building interior and exterior structure are in good condition and are well maintained. A new emergency generator was installed in 2005 to provide electrical service to the entire building in the event of a power failure in the Borough.

The size of the building is currently adequate to meet the Fire Department needs if it was solely used to house this department. It is, however, likely to require an expansion in the future to accommodate longer fire trucks and the First Aid Squad and its changing needs. The Fire Department bays will need to accommodate new and larger equipment and provide more storage space for equipment. There will also be a need for added space on the First Aid Squad side of the building for storage, office space, and increased training space. The Fire Department building could also be renovated to accommodate a second story if warranted for meeting space for the Borough.

A possible solution to the size problem of the existing building would be to re-locate the First Aid Squad to a building of its own that is centrally located in the Borough. If an existing building centrally located in the Borough were to be found, it would need to be renovated to accommodate the First Aid Squad and its ambulances and equipment.

DEPARTMENT OF PUBLIC WORKS COMPOUND

The DPW Compound is located off Ironia Road in the Borough. In addition to the DPW buildings, the compound also serves as a drop off location for residents' leaves, grass clippings, and brush. A large compactor is used to collect the leaves and grass, while the brush is temporarily stored at the compound and chipped twice a year. The compacted leaves and grass are hauled away by a contractor and composted.

The entire compound needs to be covered by an emergency power system. Currently, portable generators are used throughout the compound on a limited basis. Additionally, it has been recommended by the Superintendent that a storage lean-to be constructed to the rear of the main garage to store salt spreaders.

The location of the compound is appropriate. The Borough remains cognizant of the resident issues and works to minimize impact.

DPW Main Garage



Current Use

The Main Garage stores the DPW's vehicles and equipment. It also serves as the service bay for all vehicle and equipment repairs. The building houses the DPW Superintendent's office as well as a break room and lockers for employees.

Location

The location of the building at the compound is appropriate and access is good.

Size

The building is too small for its current uses and the layout is poor. Specifically, additional room is needed for employee amenities, such as an appropriate locker room, break room, and bathroom facilities. A dedicated area for repairs of medium to small equipment is also needed. A small meeting room and expanded office space would also improve the efficiency and effectiveness of the Department.

Condition

Structurally the building is in good to fair condition. During heavy rain, water leaks through the back wall of the building which is built into a slope. The electrical system is outdated and over loaded and should be completely upgraded. The building currently lacks a fire alarm system. Storage space in the building is limited, which causes overcrowding in the vehicle bays.

The building is currently handicap accessible.

Site Amenities

Parking is adequate for the facility. Other than employees and vendors, the building is not used by the public. Periodically, there are noise and lighting issues with several residential neighbors adjacent to the property. Thus, lighting is less than adequate due to concerns of neighbors. Landscaping is also poor.

Future

To address the storage and space issues, the possibility of adding a second floor to the building has been considered. Preliminary plans have been developed, and the second floor could also house an ancillary meeting room for small, Borough government meetings as well as document storage.

DPW Storage Barn



Current Use

The storage barn is used for the storage of vehicles and equipment. The building is also used for preparing equipment for use, and installation of snowplows and frames on trucks. Minor or incidental maintenance of equipment and vehicles also takes place in the barn.

Size

The size is adequate for the current equipment inventory.

Condition

Condition is good.

Site Amenities

Interior lighting is fair and could be improved. Exterior light is poor and improvement is constrained due to issues with the two (2) residential homes adjacent to the DPW compound. There is no heat in the building, but it does have electrical service. The building should have emergency backup power.

DPW Fuel Tank Shelter

Current Use

The shelter is used for fuel storage tanks and dispensing units.

Location

Location on the DPW compound is appropriate and access is very good.

Size

Size is adequate.

Condition

Condition is good. Some consideration should be given to upgrading the pumps to an automatic recording system. Currently the amount of fuel distributed in each vehicle is recorded in a logbook kept at the shelter.

Site Amenities

Lighting is good and a spill kit is on-site as per regulations.

DPW Salt Dome

Current Use

The salt dome stores road de-icing material (rock salt).

Location

Location is adequate.

Size

Size is more than adequate.

Condition

Condition is good. The facing and the roof were repaired in 2005.

Site Amenities

Exterior lighting could be improved. Additional lighting is needed in interior of the dome.

WATER RECLAMATION FACILITY

Sewer Plant



Current Use

The facility provides treatment of the Borough's wastewater and contains several buildings along with above, in the ground, and under ground tanks. In addition to the wastewater treatment works and equipment, the facility houses the plant Superintendent's office. The office was completed in 2004 and was built as a second floor to the existing main building.

Location

Location is appropriate for the facility.

Size

The property size is more than adequate for its current use.

Condition

The condition of most structures at the facility is very good. One control shed needs to be replaced. Most of the facility is not handicap accessible, but residents are not expected on-site.

Site Amenities

Exterior lighting at the facility has recently been improved. However, the entrance driveway needs to be rebuilt with proper drainage. A storage barn will be built to satisfy current and additional equipment needs. The landscaping is good except in the construction area.

GARABRANT CENTER



Current Use

The Garabrant Center serves as the main meeting venue for municipal and community based organizations. Its original and continuing purpose is to serve as a senior center. In addition to the senior center activities, the building serves as the main meeting room for the Borough Council, Planning Board, Board of Adjustment, and several ad hoc committees. During the day, the building is used by various Borough based community organizations and clubs as a meeting and event location. The building also serves as polling place for two (2) of the Borough's election districts. The building is a one-story, cinderblock building with a large meeting room, a kitchen, restrooms, and entry hallway. With the increasing demand for meeting room space, there is constant pressure on the Borough to allow groups to use the building.

Location

The Garabrant Center is located on Wilson Street in the middle of a residential section of the Borough. Due to its residential location, there are often issues arising relative to late night meetings, street parking, and occasional noise. The building, for its current uses, is not located in an ideal location. If the building's use were strictly limited to senior citizen functions, which take place primarily during the day, its location would be less of an issue.

Size

As a senior citizen center, the size is adequate; however, the lack of storage areas for equipment limits the types of programs that could be held for seniors. Some of the uses, such as meetings of the governing body, should have a dedicated room/space for permanent set-up (meetings).

Having dedicated meeting space would eliminate the need for Public Works employees to set up and break down the main room. The kitchen is sized appropriately; however, if there were a need to upgrade equipment (e.g. more professional cook surfaces, larger refrigerator, larger dishwasher, better food prep areas), space limitations would be encountered.

Condition

The building is structurally in good shape. However, the windows and the roof will need to be replaced in the near future. The air conditioning and heating system need to be replaced now. The building is handicap accessible.

Site Amenities

The buildings interior and exterior lighting is fair. Thought should be given to replacing interior lighting and replacing exterior lighting, keeping in mind the building is located in a residential neighborhood. Landscaping around the building is adequate for its use. A major issue is parking. Parking in the rear of the building is limited to approximately 10 spaces including a handicap parking space. There is on-street parking, which impacts the residential neighborhood when an event is held that attracts a lot of attendees.

Future

Consideration should be given in coming years to moving some or all of the uses located at the center. If all of the uses could be relocated, the building could be sold as a residential building lot or could be used for other Borough uses.

CARRIAGE HOUSE



Current Use

The Carriage House, the most recent addition to the community, is an excellent example of a new facility contributing to the character of our Borough. It is divided into two (2) sections: (1) a small meeting room which also serves as a limited storage area and refreshment stand and (2) a men's restroom and a women's restroom. The restrooms are accessed by a hallway that has doors to the exterior of the building and the first half of the building. The building is used as a small meeting room for different recreation, scout, and social groups and serves as the only public restrooms for the Borough Park.

Location

The building is located in the western section of Borough Park in between athletic fields. The location is generally appropriate; however, when feasible, some consideration should be given to additional restroom facilities closer to the playground located on the southwestern side of the park.

Size

The size and layout of the Carriage House is appropriate for its current use.

Condition

The building is structurally sound and the exterior was painted in 2005. The building is handicap accessible.

Site Amenities

The light and landscaping are appropriate for the building use and location. Due to reoccurring vandalism to the restrooms, a surveillance/security system is being contemplated.

MENDHAM CO-OP



Current Use

The Daycare building is located at 8 Orchard Street behind the Mendham Fire Department and adjacent to Mendham Borough Park. Built in 1994, it is a one-story wood-sided building with a finished basement. The building is owned by the Borough of Mendham and leased to the Mendham CO-OP Nursery on a 10-year lease which was renewed in 2004.

Currently the building has three (3) classrooms of differing size. The largest is in the basement and the other two (2) are on the main floor. In addition, there are two (2) art rooms, which are smaller than the classrooms. The classrooms are considered all-purpose rooms and the floors are half carpeted and half covered with linoleum. There are three (3) restrooms in the building: one (1) for adults and two (2) for children. There is a completely fenced-in playground outside of the building on its property.

There are currently 80 children enrolled in the CO-OP. However, no more than 37 children can be in the building at one time by State regulation.

Condition

The Mendham CO-OP Nursery is responsible for the interior (decorating) maintenance of this building per the lease agreement. The building is in good condition. The Borough is responsible for the exterior maintenance of the building, heating, plumbing, and grounds. Some potential future improvements are replacement of windows and paving of walkways on the property. The main floor is handicap accessible, but the classroom in the basement is not.

Future

Given its ideal central location, its accessibility from Main and Orchard Streets, and the fact that this property adjoins other Borough owned property, there are a number of alternative uses for the building/site that could benefit the Borough.

LIBRARY

The Mendham Borough Library, located at 10 Hilltop Road, was incorporated as a nonprofit association in 1927. The historic brick structure of approximately 4000 square feet, which is owned by the library, houses a number of collections on two (2) floors. The Reading Room on the ground floor holds the fiction and large-type collections as well as periodicals and newspapers. The Circulation Room, also on the ground floor, houses the non-fiction, reference, cookbook, and media collections. The media collection includes DVDs, videotapes, and audio books. Seven computers are located on the ground floor and lower floor. Five computers offer Internet access to patrons and an additional two (2) are for children's use. In addition, patrons can access the Internet anywhere in the library via their own laptops and the Library's WIFI connection.

The Children's and Young Adult collections are located on the lower floor, along with an Archive Room and the Andrew Fletcher Gallery. The Archive Room holds memorabilia from the Mendhams such as ledgers, photographs, and newspaper articles. The Andrew Fletcher Gallery has a number of uses: various art exhibits, public meetings, library programs, etc.

The library is open Mondays through Saturdays, with the exception of approximately 12 holidays. The library closes at 8:00 p.m. on Monday through Thursday, at 5:00 p.m. on Friday, and at 4:00 p.m. on Saturday. At the end of 2005, the library had 23,000 items catalogued (including all types of items for loan) and over 2000 patrons in its database. Books and audio books are generally loaned for a period of 14 days, periodicals for 7 days, and movies for 2 days.

The library offers a variety of programs for children and adults. Programs for children include: story times, crafts, book clubs for various age groups, sing-a-longs, Spanish lessons, book buddies, and "Read to a Dog," where children practice reading aloud to a dog. For adults, there are both daytime and evening book discussion groups, knitting lessons, yoga, and special programs. Special programs vary widely in subject and have included a diverse offerings ranging from doing medical research on the computer to visits from local authors.

The library operates on an annual budget of approximately \$280,000. More than two-thirds of that amount pays employees' salaries, over one-tenth is used to purchase materials, and the remainder covers general operating expenses including insurance, utilities, maintenance, computer, and auditing fees.

When compared to similar libraries, in Morris and Somerset Counties (i.e. libraries with a single branch, as defined by the National Center for Education Statistics), the Mendham Borough Library lags behind the average in the amount of local revenue received on a per capita basis. In 2003 (the most recent year for which data are available), the statistics show:

GROUP	LOCAL REVENUE PER CAPITA
Mendham Borough Library	\$32.47
Similar Libraries in Morris & Somerset Counties	\$46.98
New Jersey State Average for All Libraries	\$43.02

The amount of revenue received affects many aspects of the library, including the staffing, materials available for loan and reference, and the quality and quantity of programs offered.

For a variety of reasons, the Borough of Mendham and Mendham Township are in the process of considering and moving toward a joint library. A piece of land has been donated (contingent upon a number of other steps taking place), the individual library boards have agreed to merge, and both towns have made inroads toward an agreement on a joint library. In order for a joint library to be realized, however, a number of state approvals must be obtained and a substantial amount of capital must be raised.

However, until such time as the joint library becomes a reality, the trustees of the Mendham Borough Library are charged with the continued maintenance of an institution that meets the needs of the community. Toward that end, there will be a continued need to maintain the physical plant and to ensure that sufficient materials and programs are available to the community. Thus, adequate funding is now and will remain for the foreseeable future, a major concern for the trustees.

SCHOOLS

Mendham Borough is home to three (3) public schools. Hilltop School provides Kindergarten through Grade 4 instruction. Mountain View School serves children in Grades 5-8. West Morris Mendham High School (WMMHS) is a regional high school serving Mendham Borough, Mendham Township, Chester Borough, and Chester Township. In total, approximately 1900 students attend school in Mendham Borough.

The elementary and middle schools of Mendham Borough have grown from a combined population of 548 in 1997/1998, to approximately 640 students in 2005/2006 (+16.8%). West Morris Mendham High School, with a significantly expanding enrollment of approximately 1250 students, is populated largely by students from outside of Mendham Borough. In fact, only approximately 30% of the WMMHS students are residents of Mendham Borough.

MENDHAM BOROUGH SCHOOLS

Hilltop School

Located on Hilltop Road in the Historic District of Mendham Borough, Hilltop School occupies 67,300 square feet and is comprised of 26 classrooms (including a media center/library), multi-purpose room/gymnasium, cafeteria, student service and teacher service rooms, and administrative offices. Hilltop also houses the Office of the Superintendent of Mendham Borough Schools. The school was completely renovated and expanded in 2001/2002, retaining the historical front façade only.

Hilltop School, although renovated and expanded, faces continued challenges over the next 10 years. Owing to its location, increases in student enrollment will exacerbate an already difficult traffic situation. Further, parking is now at a premium on the school grounds and it is likely that an additional parking facility will be required. There are virtually no building expansion opportunities for Hilltop School as it is bordered on both sides by other structures. Parking aside, the school could likely accommodate an enrollment increase of approximately 10% after which the only alternative to accommodate greater growth would be to expand Mountain View School and transfer one grade to the other school location.

Issues Related to Hilltop School

Of particular concern to the Borough are two (2) issues:

- ◆ The peak traffic volumes that occur at the start and the end of the Hilltop school day create serious traffic problems for the Borough at the key intersection of Hilltop and Main Street. Every effort should be made by the administration of the school to minimize the volume of cars accessing the school by encouraging alternative forms of transportation, altering start and end times of the school day, and finding ways to continue to improve the efficiency of drop-offs and pick-ups.
- ◆ The 2002 renovation of Hilltop School was completed consistent with guidelines provided by the Historic Review Commission. Any future acquisition or renovation of buildings in the Historic District by the School Board should be made in keeping with the historic designation of this area.

Mountain View School

Students in Grades 5-8 attend Mountain View School on Dean Road. Occupying approximately 59,000 square feet, the school was built in 1966 and underwent significant renovation immediately following the renovation at Hilltop School. The school is comprised of 27 classrooms (including a media center/library, science labs, computer labs, industrial arts shop, and home economics center), gymnasium, cafeteria/auditorium, and student service and teacher service rooms. The business office of the Mendham Borough School Board is located at Mountain View School.

Mountain View, like its elementary counterpart, Hilltop, can accommodate modest enrollment growth. Any growth beyond 10%, however, would likely require renovation/addition to the existing structure, and space is available for such expansion should it become necessary. Parking is not a significant problem at Mountain View as the school added a permanent second parking lot in August 2003. Traffic is also not a significant issue for Mountain View.

Mendham Borough Schools' Enrollment

1998	548 (A)
1999	561 (A)
2000	596 (A)
2001	604 (A)
2002	640 (A)
2003	672 (A)
2004	672 (A)
2005	693 (A)
2006	640 (A) 718 (P)
2007	721 (P)
2008	724 (P)
2009	731 (P)

(A) Actual number of students enrolled 1998 – 2006

(P) Projected number of students 2006 – 2009

SOURCE: Mendham Borough Board of Education

Issues Facing Borough Owned Schools

While the existing facilities are adequate to accommodate the current enrollment, the School Board believes that Hilltop and Mountain View Schools lack the space for classroom expansion, enrichment, and additional special services.

Expansion

Neither school has the space needed to construct additional classrooms without extending the footprint of their respective building. This would be particularly difficult for Hilltop School, located in the Historic District of Mendham Borough. The lack of space forces the Office of the Superintendent to be located in one school and the School Business Office to be located in the other. The School Board has expressed interest in pursuing opportunities to consolidate administrative offices near one of the schools, the likely location being Hilltop given its location.

In the event that the Mendham Borough Library building, which is adjacent to the Hilltop School driveway, becomes available, the School Board would consider this opportunity for expansion. Such an expansion would also have the benefit of providing additional space for enrichment programs, currently lacking in the Borough schools.

Enrichment

The lack of space in the existing school buildings precludes the ability to offer significant enrichment programming during school hours. In the event that the Mendham Borough Library building becomes available, the size of that building would likely be sufficient to accommodate enrichment programs in addition to the Administrative Offices.

Additional Special Services

At present, Mendham Borough does not offer a pre-school handicapped program, requiring the Borough to pay Mendham Township to meet the needs of some Mendham Borough students. The School Board has discussed, and hopes to affect, the opening of a pre-school handicapped program in Mendham Borough, although discussions regarding the most desired versus most available location for this program are still ongoing. Logic would suggest that the best location for this program would be the elementary school, Hilltop, but the only available space at the moment is at the middle school, Mountain View. If this program comes to fruition, consideration should be given to water and sewer issues, and to traffic issues at and around Hilltop School.

Shared Services

Mendham Borough Schools continue to pursue efficiencies and educational opportunities for the students. The Mendham Borough schools already share some services with The Chesters, allowing both communities to retain higher qualified, full-time services through a shared program. It is likely that this practice will continue until such time as full-time services are required in either community. At that time, budget and space implications will need to be addressed.

WEST MORRIS MENDHAM HIGH SCHOOL

Located on 46 acres in Mendham Borough, West Morris Mendham High School (WMMHS) is a part of the West Morris Regional High School System and serves the educational needs of students in Mendham Borough, Mendham Township, and The Chesters. Approximately 70% of the students attending WMMHS are from outside of Mendham Borough.

The school property, located in the Historic Corridor of Mendham Borough, includes a 167,454 square foot multi-story instructional building that was erected in 1972, and a 15,530 square foot athletic field house that was erected in 1990. A music wing was added to the school in 2004, and new parking facilities were added in 2005. In 2006, a 21,000 square foot freshman wing comprised of 10 classrooms (including two (2) science labs) and a cafeteria/study room/testing center is being added. In addition, the school property includes several ball fields, including a regulation football field and a running track.

The changes referenced above were all made to a building/site projected to accommodate a maximum student population of 800 and were necessitated by a steady increase in enrollment that now stands at 1251 students. As shown in Table V-2, the population is expected to grow to 1381 students by 2010. Owing to roadway, water, and sewer issues, the Planning Board does not

believe that Mendham Borough can accommodate any further expansion of the student population or facilities at WMMHS.

TABLE V-2 SCHOOL ENROLLMENT PROJECTIONS 2005-2010 WEST MORRIS MENDHAM REGIONAL HIGH SCHOOL	
2005	1219 (A)
2006	1251 (P)
2007	1296 (P)
2008	1337 (P)
2009	1357 (P)
2010	1381 (P)

(A) Actual number of students enrolled

(P) Projected number of students 2006 – 2010

SOURCE: West Morris Regional High School District

Issues Related to West Morris Mendham High School

Of particular concern to the Borough are three (3) issues:

- ◆ Based on demographics, Mendham Borough will not be the significant contributor to the student population growth, yet will be the community impacted by the growth.
- ◆ With the majority of growth coming from outside of Mendham Borough, the roadway infrastructure of Mendham Borough is increasingly impacted by traffic. While parking has been expanded at the school, alternatives to one person/one car driving have yet to be employed. From mandatory busing, to car-pooling, to use of the Park & Ride west of Mendham Borough, the Planning Board of Mendham Borough encourages the school district to explore transportation options.
- ◆ The high school accounts for a significant percentage of the wastewater volume in Mendham Borough. Analysis of usage trends show that the amount of wastewater directed to the treatment plant drops dramatically when the high school is not in session. In light of wastewater restrictions, Mendham Borough residents and businesses are impacted negatively, limiting residential growth opportunities as well as the types of businesses that can find a home in Mendham Borough.