

**Public Safety Building Advisory Committee
Meeting Minutes
July 23 at 9:00 AM –Cape May City Hall**

Roll Call Committee Board Members

- Jerry Gaffney, Chair - Y
- Wister “Barney” Dougherty, Vice-Chair - Y
- Fire Chief Alexander Coulter - Y
- Police Chief Anthony Marino - Y
- Rick Lundholm, OEM Coordinator - Y
- Louis Belasco, Cape May City Tax Assessor - Y
- James Matthews, Cape May Volunteer Fire Department President - Y
- Scott Griffith, Citizen - Y
- Robert Lamendola, Citizen – Y
- Rosanne Traficante, Citizen and Secretary - Y
- Kathleen Wyatt, Citizen and Secretary - Y
- Deputy Mayor Shaine Meier, Council Liaison – N
- Mayor Chuck Lear – Y
- Jerry Inderweis, Jr – Deputy City Manager - Y
- Neil Young – City Manager - N
- Tom Thornton – City Engineer – Y

In addition:

- Robert Fritz, MottMac
- Dan Shustack, City of Cape May Purchasing Agent
- Patricia Hendricks. City of Cape May Council Member
- Bev Yanich, Office of the Mayor

Purpose: Review RFP Draft Document (Second)

Chairman's Remarks – Jerry Gaffney

- Opened meeting with discussion lead by Bob Fritz

Status: see Schedule in RFP Document

Action Items:

- Cancel Friday, July 27 meeting - Kate
- Bonding Question for Leon – Jerry Gaffney
- Revise RFP; Solicitation and Project schedule – Bob Fritz
- Council Meeting to Release RFP Advertising – Tricia, Jerry Inderweis
- Revise Background: City Historical Landmark City – Text Bev Yanich (Kate to send to Bob)
- Pictures of Old Firehouse, Historical Design – Kate to send to Bob - completed
- Master Plan text – Energy Conservation – Kate to send to Bob - completed

- Contract Review: Terms and Conditions – in process- Determination by July 31, Jerry Inderweis
- Reserve Convention Hall “Green” Room – September 27 and 28 for Interviews of Short Listed Firms – Tony Marino to Laurie Taylor
- Scoring Spreadsheet and criteria – Bob Fritz

Discussion:

- Historical Landmark City- convey importance in RFP
- Fire Department – Alex, Barney - Apparatus Room space; overall space allocation
- Police Department – Tony, overall space allocation
- Move OEM 9.8 and 9.9 from Police to Fire Operations 3.6 and 3.7
- Cape May Fire Station (1973); Cape May Fire Museum (1984)

Selection Committee and Procedure:

- Scoring spreadsheet and instructions- all committee members must follow the criteria
- Interviews - PSBAC Committee Members in audience; Council Member observation only; no comment allowed during the interview process
- What are you going to do for us? Not so much what have you done.
- Interviews – at least 1 hour on average; four per day possible
- Selection Committee:
 1. Tony Marino, City of Cape May Police Chief
 2. Alex Coulter, City of Cape May Fire Chief
 3. Dan Shustack, City of Cape May Purchasing Agent
 4. Lou Belasco, City of Cape May Tax Assessor
 5. Rick Lundholm, City of Cape May OEM Coordinator
 6. Neil Young, City of Cape May Administrator
 7. Kathleen Wyatt (Rosanne Traficante), Citizen and Secretary

Background: Historical Landmark City

Background: *The soul of a city, county, town, region, or state is often visually defined by its architecture, its landscapes, streetscapes, unique business and interesting attractions.* (Cultural Heritage Tourism, Cheryl M. Hargrove)

- Consider expanding the introduction with strong emphasis on the Historical Landmark City and the surrounding streetscapes. The new Public Safety Building will be the “key building” for the ½ block. We cannot underestimate how important this new building design will compliment or “detract” from the surrounding neighborhood. The City of Cape May grew outward from the center of town. The surrounding historic places, homes and streets are the “soul” of Cape May.

Building	Year	Status
Macedonia Baptist Church	1914	Key (HPC)
Macedonia Baptist Church Parsonage and Gathering Space	1860's	Contributing (HPC)

Franklin Street School (currently undergoing a feasibility study/design for the local county library system) The “8” parking spaces currently downtown- no off street parking	1927	Not Rated (HPC)
Colonial House (Greater Cape May Historical Society)	1775 (circa 1730)	Key Contributing
Keating’s Blue Rose Inn Bed and Breakfast	1883	Contributing
City of Cape May City Hall and Police Department	1915	Key Contributing
Cape May First United Methodist Church	1885	Contributing
*US Post Office (circa 1938)	Circa 1938	Built by New Deal Works Projects Administration
Cape May Fire Station 1973 and Museum (1984)	revised	Not Rated (HPC)
All the connecting streetscapes, historic homes, churches, and restaurants.		

Source: Determination of Need Report – Washington Street Redevelopment Area (Hurless)

Parking Objectives:

- Preserve or grow to the greatest extent possible without impact to efficiency for Public Safety Building
 - **Maintain 60 spaces**
 - Consider Franklin Street School Project Parking; current library has **8 parking spaces**
- Consider the existing tree and green space. The City of Cape May is a Tree City USA. The Tree City USA program has been greening up cities and towns across America since 1976. It is a nationwide movement that provides the framework necessary for communities to manage and expand their public trees.

Police Station

The Cape May Police Department’s history records date to the mid-19th century. The first mention of a police department was in 1848 when the City was incorporated as the Borough of Cape Island. The first recorded member of the department was Thomas B. Hughes who held the title of Constable. In 1878, records indicate a Chief of Police and an unspecified number of officers. In 1889, the City Council stirred controversy by appointing 5 special summer police officers. In May of 1926, a City Manager’s Report listed that the force consisted of a Chief, Sergeant, seven patrol officers and a motorcycle officer.

- The current physical plant of the police department is separated into **two buildings**.
 - **Main station** is located in the rear of City Hall and comprises:
 - Administrative staff office and space,
 - Dispatch center,
 - Holding cells and processing;
 - Patrol squad areas for fulltime officers to do paperwork
 - Locker facilities for seasonal officers.
 - **Substation** located at the rear of West Cape May Borough Hall comprises:
 - Detectives offices
 - Evidence storage,
 - Patrol squad room
 - Locker facilities
 - Department armory
 - Interview room
- The **two** facilities impede a more unified and common operating building. One building would increase the efficiency of the Cape May Police Department as a whole.

- Communications- VOIP issue

The jurisdiction of the Cape May Police Department consists of:

- City of Cape May and Boroughs of West Cape May and Cape May Point. The shared services agreement with West Cape May and Cape May Point began in 2001. These three towns are located in the southernmost tip of New Jersey, bordering the Atlantic Ocean and the Delaware Bay.
- The geographical jurisdiction of the Cape May Police Department is approximately 4.3 square miles. According to the latest census information completed in 2000, there are 5,370 year round residents and 5,569 housing units. The population in the jurisdiction swells into the tens of thousands during the summer season. As a result, the department depends on seasonal officers to address the increased workload.
- Today, when fully staffed, the department consists of 22 sworn officers, 4 civilian communications operators and 1 civilian administrative assistant. In addition, the department employs up to (15) seasonal officers to supplement the full-time staff in any given season.

High Level Document Discussion items:

- Building approximately 30,000 square foot building within budget
- Use preliminary numbers as foundation for Preliminary Program
 - Fire
 - Police
- Solicitation and Project Schedule
 - Who changed dates?
 - Why did the dates change?
 - Move date to send RFP to August 6
- Project Schedule
 - Completion of Construction Documents – explain 165 days
- Scope of Services
- Project Objective:
- Performance Bonding Question – Jerry
- Construction Administration Close Out Phase
 - Clarify action for Items C through M