



Berlin Township Mayor and Council *proudly present the*
Berlin Township Municipal Hall
A Shared Services Center
135 Route 73 South, West Berlin, NJ 08091
(856) 767-1854 www.berlintwp.com
Located on State Highway 73 at Day Avenue
Township of Berlin, New Jersey

On November 7, 2006 our Municipal Building sustained severe structural damage that forced the closure of the building permanently. As a result, the municipal offices were located in a series of temporary housing consisting of trailers, the senior building and a neighboring house to the old building. These offices were spread around the town at three locations. The Clerk's, Tax, Construction, Zoning, Finance, and Mayor's office were located at 170 Bate Avenue, the Police and Court were located at 240 Pine Avenue, and Public Works at 200 Edgewood Avenue. As of April 12, 2010 the Township began moving into our new building and combining all township offices under one roof (excluding Public Works) in what is now the new **Municipal Hall** located at 135 Route 73 South. Congratulations to all officials, professionals and contractors for an on-time, on-budget project.

Exterior view of new Berlin Township Municipal Hall



Highlights of our New Municipal Building Conversion / Renovation Project are as follows:

- Formerly owned and occupied by Gordon's Furniture Store, this 30,800 SF, 1-story fully accessible building sits on a 3.46 acre property purchased in the Spring of 2009 for \$2.2 million dollars, well under the listed price.
- Prior to our purchase, the building sat vacant for 3 ½ years and was becoming an eyesore and an attractive nuisance in the community.
- The site is located directly on State Highway 73 at Day Ave., providing excellent vehicular and public safety access. It's centrally located in Berlin Township and adjoins an existing township park facility making any future expansion easy to achieve.



Site & Floor Plan at Rt. 73 & Day Ave.

- Berlin Township publicly engaged **Garrison Architects** of Marlton, in a competitive procurement of professional services, to provide architectural design and related services. Services also included an exhaustive study of multiple sites, a shared relationship with the school district, and adaptive reuse of existing buildings.
- A public construction / renovation bid was awarded to **MJJ Construction Company** from Atco, NJ. Their bid of \$4,546,600 million dollars was the lowest responsible bid of 11 bids received on July 2, 2009 and was subject to a Project Labor Agreement.

- Front building facade (partially made with an economic “thin brick” product) and grounds have been enhanced to provide a clean, modern, professional and welcoming exterior / front door to our new facility.



“Thin Brick” Exterior Wall

- Additional windows and a sky light in the lobby were added to enable more natural light to enter the building enhancing the interior environment and reducing lighting costs when possible.



Lobby atrium looking toward entrance



Before as Gordon's Furniture

- New sustainable design concepts and energy efficient systems (including motion sensors on most light fixtures) have been installed providing a fully compliant facility designed to save energy costs and consume fewer tax dollars. Other LEED features include low consumption water closets and faucets, use of recycled products and careful waste management, and building envelope improvements such as roofing, windows, doors and wall cavity.

- MJJ achieved Substantial Completion and released the building to the Township on March 31, 2010. The new Municipal Hall was **FINISHED ON TIME and UNDER THE BUDGET!!**

- Public Safety / Emergency Management / Police Department operations are now State of the Art which enabling Berlin Township's Finest to meet all required security protocols for Sally Port, Holding Cells and Armory.
- Community benefits include consolidation of all township functions under one roof including Police Headquarters, Emergency Management Operations Center with alternate fuel source emergency generator, Court Administration, Land Use / Construction / Planning and Zoning Offices, Township Clerk, Mayor's Office, Tax Collector's Office with Drive-up window, Tax Assessor's Office, Chief Financial Officer as well as a new 180 seat Court / Public Meeting Room.

- Interior building materials consist of less costly building products finished to look more expensive (i.e. doors throughout the building are made of Lauan with a mahogany veneer, wood / wood trim in Court / Meeting Room is white pine wood stained to look like mahogany, wall behind dais is made with a “thin brick” product, office furniture is metal with wood veneer tops, etc).

Our Project Team did an excellent job selecting colors and finishes that look top notch but are actually very common products well within our budget and that can be maintained by our township staff.



Raised Dias in Court/Meeting Room is economically designed

Where do we go from here?

- Once all offices are completely moved into the new building – we will begin to decommission each of the four temporary trailers as well as the yellow house on Bate Avenue. This will provide immediate relief to the township budget as the rental and utility bill payments will no longer be necessary. All existing telephone lines have been consolidated / transferred into one new telephone system in the new building making it less costly and more efficient. Tele/data system will be covered by one maintenance agreement.
- We will work on converting the Senior Citizen Building back to the way it was before the Police Department took it over for their headquarters. Berlin Township Senior Citizens will regain use of their building.



Decommissioned, temporary municipal facilities on Bate Ave.

- We will continue working on a marketing plan for the yellow house to possibly lease the building until the property is sold. Our hope is to sell the building and property as a package to a developer interested in creating a small grouping of residential homes. The proceeds of the lease and eventual sale of this property will provide relief to our township budget and assist with paying down the bond.
- We will continue discussing our desire to consolidate the Berlin Township John McPeak Library into the existing library on the campus of the Berlin Township School District. This shared services agreement will enable both parties to create a more efficient and less costly facility for our residents.
- We will work on a marketing plan for the library building to possibly lease the building until the property is sold. Our hope is to sell the building / property for use as a professional office with little or no impact on the surrounding homes. The proceeds of the lease and eventual sale of this property will provide relief to our township budget and assist with paying down the bond.



John McPeak Library to be consolidated with the school library

- Shared Services Center – Mayor and Council included this in the name to reflect our strong desire to not only consolidate all township functions and facilities under one roof but also make it known that we will continue to seek new and creative partnerships with other towns to achieve our goal of delivering top notch services at an affordable cost for our residents. Our new building is ideally suited to make this goal a reality as we have extra space available to accommodate any number of worthwhile shared service agreements. To this end, we have been actively discussing our desire to share services with most of the communities surrounding our town (i.e. Municipal Court, Construction Code / Inspections, Administrative (back end) Services like payroll, purchasing, etc). As always, we gladly welcome any suggestions or ideas from our residents.
- A building dedication is being planned for September 2010 in conjunction with the township's **100th Anniversary**.

Watch for more information on this once in one hundred years event in the mail and on our township web site; and plan to volunteer to make this celebration a great success.



Congratulations to the citizens of Berlin Township and the planning, design and construction team for a job well done.

Our new Municipal Hall was delivered on-time, and under the budget! We can be proud of our efficient new offices, of our below the average construction cost for similar municipal space, and of the adaptive reuse of what was an eyesore on Route 73.



◀ **BEFORE:** An abandoned retail store prominently on Route 73, vacant and deteriorating.

NEED MEETS
VISION: ▶



Architect's Conceptual
Elevation

AFTER: ▶
A new Municipal Hall and Shared
Services Center at a reduced cost
while enhancing the Route 73
neighborhood.



Berlin Township
135 Route 73 South
West Berlin, NJ 08091

Phyllis Jeffries-Magazzu, Mayor
Christopher T. Morris, Council President
Joseph Batten, Councilman
Thomas DiGangi, Councilman
Jerome McIntosh, Councilman

TO: