



WARREN TOWNSHIP  
OPEN PUBLIC RECORDS ACT REQUEST FORM  
Warren Township

Date Received: 7/23/2024  
Tracking Number: \_\_\_\_\_  
OPRA-Req-24-0433

**Important Notice**

The last page of this form contains important information related to your rights concerning government records. Please read it carefully.

**Requestor Information**

Name: Heather Trumpore  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: NJ Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: opra+request-63905-3e4127cd@requests.opramachine.com  
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**Payment Information**

Maximum Authorized Cost 0

Letter size pages - \$0.05 per page  
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☐ If you are requesting records containing personal information: Under penalty of N.J.S.A. 2C:28-3, I certify that I HAVE NOT been convicted of any indictable offense under the laws of New Jersey, any other state, or the United States.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*due 8/1/2024*  
*Joe/Amanda*

**Record Request Information:**

Location: \_\_\_\_\_

☐ Includes Common Law Request

The following information cited in Resolution 2024-166

- 1) The Recreation Department's long range plan documents for the Township's recreational needs.
- 2) The Recreation Department's recommendations for the construction of a Community Center.
- 3) The draft plans of the recommended community center the committee was referencing. (Both the approximately 36,000 sq foot and previous approximately 56,000 sq foot building)

**AGENCY USE ONLY:**

Est. Document Cost: \_\_\_\_\_  
Est. Delivery Cost: \_\_\_\_\_  
Est. Extras Cost: \_\_\_\_\_  
Total Est. Cost: \_\_\_\_\_  
Deposit Amount: \_\_\_\_\_  
Estimated Balance: \_\_\_\_\_  
Deposit Date: \_\_\_\_\_

**AGENCY USE ONLY:**

**Disposition Notes:**

Custodian: If any part of request cannot be delivered in seven business days, detail reason here.

In Progress - Open \_\_\_\_\_  
Denied - Closed \_\_\_\_\_  
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Partial - Closed \_\_\_\_\_

**AGENCY USE ONLY:**

**Tracking Information:**

|             |       |           |       |
|-------------|-------|-----------|-------|
| Tracking #  | _____ | Total     | _____ |
| Rec'd Date  | _____ | Deposit   | _____ |
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| Total Pages | _____ | Bal. Paid | _____ |

**Final Cost:**

**Records Provided:**

\_\_\_\_\_  
**Custodian Signature:**

\_\_\_\_\_  
**Date:**

This Resolution requests that pursuant to N.J.S.A. 19:37-1 the Somerset County Clerk print upon the Official Ballots to be used at the November 5, 2024, General Election, a non-binding Referendum question seeking the sentiment of the legal voters of the Township of Warren, Somerset County, New Jersey, as to whether the Township should construct a Community Center for the Township.

**Resolution No. 2024-166 – Revised**

**WHEREAS**, N.J.S.A. 19:37-1 authorizes a governing body of a municipality to ascertain the sentiment of the legal voters of the municipality on any question or policy pertaining to the government or internal affairs thereof, by adoption of an ordinance or resolution requesting the clerk of the county to print upon the official ballots to be used at the next ensuing general election a certain proposition formulated and expressed in the ordinance or resolution in concise form; and

**WHEREAS**, the Warren Township Recreation Department prepared a long range plan for the Township's recreation needs which included a recommendation for the construction of a Community Center for the Township; and

**WHEREAS**, the recommended Community Center would be approximately 36,000 square feet and include meeting rooms, a basketball court, exercise room, a stage, and kitchen facilities for use by Township residents, youth groups and seniors; and

**WHEREAS**, the Community Center would be constructed on Township owned land identified as 56 Mountain Boulevard, Block 89, Lot 2.01, consisting of approximately 5.89 acres, and located adjacent to the Municipal Complex; and

**WHEREAS**, the estimated cost of the Community Center is \$19,500,000.00 and would be financed via the appropriation of Township funds and debt service; and

**WHEREAS**, the Warren Township Committee desires to obtain the sentiment of the legal voters of the Township as whether the Township should undertake the construction of the Community Center and appropriate Township funds and incur debt service for such purpose.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Warren, County of Somerset, State of New Jersey, as follows:

The Somerset County Clerk is hereby requested to place the following non-binding public question on the Ballot at the next General Election to be held on Tuesday, November 5, 2025:

**Public Question**

Should the Township Committee of the Township of Warren construct a Community Center consisting of meeting rooms, a basketball court, exercise room, a stage, and kitchen facilities for use by Township residents, youth groups and seniors and appropriate Township funds and incur debt service for such purpose?

YES

NO

## **Interpretative Statement**

The Warren Township Recreation Department prepared a long-range plan for the Township's recreation needs, which included a recommendation for the construction of a Community Center for the Township. The recommended Community Center would be approximately 36,000 square feet and include meeting rooms, a basketball court, exercise room, a theatre stage, and kitchen facilities for use by Township residents, youth groups and seniors. The Community Center would be constructed on Township owned land identified as 56 Mountain Boulevard, Block 89, Lot 2.01, consisting of approximately 5.89 acres, and located adjacent to the Municipal Complex. The estimated cost of the Community Center is \$19,500,000.00 and would be financed via the appropriation of Township funds and debt service. The estimated cost of the Community Center project would increase the municipal portion of the property taxes paid by the average residential household with an assessed valuation of \$891,628.00 by \$227.00 per year assuming a 20-year bond issue.

This is a non-binding Referendum. A YES vote on this non-binding Referendum would indicate to the Township Committee that you are IN favor of the Township constructing the Community Center and appropriating Township funds and incurring debt service to do so. A NO vote on this non-binding Referendum would indicate to the Township Committee that you are NOT IN favor of the Township constructing the Community Center and appropriating Township funds and incurring debt service to do so. Your vote will influence, but not bind the Township Committee to the majority vote.

# **Parks and Recreation Master Plan 2024**

Prepared by:  
Joseph Passaro, Recreation Director  
Amanda Frech, Recreation Program Coordinator

March 6, 2024

## **PARKS AND RECREATION MASTER PLAN 2023**

### **INTRODUCTION**

#### **Purpose of the Plan**

The Township of Warren is in a unique position to provide public open space and recreation opportunities for its residents. The ability to effectively deliver recreation services requires a focused and on-going effort to acquire, develop, and maintain recreation facilities, and a trail and open space system. Parks, recreation programs, cultural activities, and sports programs are considered important for maintaining the quality of life in Warren Township.

Recreation Director, Joseph Passaro is to develop a Parks and Recreation Master Plan

The Warren Township Parks and Recreation Master Plan has six (6) primary purposes:

- To serve as a decision-making guide for the Recreation Department and Township Committee
- To develop an inventory of current recreation and park facilities and programs offered to residents
- To recommend and prioritize action or implementation strategies
- To identify recreation and park needs within the area
- To be used as a guide for obtaining funding and assistance to develop park and recreation opportunities for the community
- To serve as a guide for communicating with residents in regard to park and recreation issues and opportunities in the area

This document is to be used for both short-range and long-range decision-making situations. The information provided details program and facility needs. This is useful for prioritizing current recreation program and service offerings. Additionally, this plan identifies important trail linkages that connect neighborhoods and recreation resources in the region.

#### **Organization of the Plan**

The Warren Township Parks and Recreation Master Plan contains seven (7) sections:

- 1) Purpose and Organization of the Plan
- 2) Recreation Vision
- 3) Existing Physical Conditions and Demographics
- 4) Inventory of Recreational Resources
- 5) Identification of Need for Recreation Services and Facilities
- 6) Recommendation for Action
- 7) Implementation of Plan

### **RECREATION DEPARTMENT VISION**

#### **Mission Statement**

The mission of the Warren Township Recreation Department is to enhance the quality of life in Warren Township by providing the best possible recreational facilities, open natural spaces and programs for its citizens.

#### **Statement of Philosophy**

The primary service of the Warren Township Recreation Department is to provide opportunities that enrich the lives and meet the recreational needs of Warren Township residents. The expressed purpose

of the Recreation Department is to maintain and develop facilities and programs to provide a well-rounded, wholesome program of leisure time activities for the people residing in the community.

The Recreation Department will continually strive to make public property with recreational value accessible to the citizens of Warren Township. The Recreation Department also recognizes and strives to implement the joint use of public property for the multi-purpose and financial advantages it has for residents of the community.

### Goals and Objectives

- Promote community involvement and actively seek input in the planning, operation and participation of the Recreation Advisory Committee.
- Allow for an orderly growth, acquisition and development of the physical and natural resources, and to utilize the natural characteristics of the land when evaluating its potential for parks and recreation purposes.
- Provide training and development courses for volunteer coaches to help maximize the sports experience and to ensure the safety of participants, parents, and coaches.
- Effectively coordinate the Recreation Department with other Township departments, organizations, and schools to improve the overall service to the community.
- Offer comprehensive, quality recreational programming aimed at satisfying the needs of varying age levels, physical abilities and special interests.
- Act as a community resource for residents seeking information regarding all recreation and park related programs within Warren Township and the surrounding area.
- Maintain and improve the appearance and safety of our parks and facilities at the highest level of available resources.
- Provide efficient and effective leadership and coordination for quality recreational and leisure activities for the community.

### Roles and Responsibilities of the Recreation Department

- Encourage and promote community awareness by conducting interest surveys, meetings, distribution of publicity and other appropriate communication opportunities
- Assist and promote efforts for fundraising campaigns as well as identifying and acquiring state and federal grants
- Prepare an annual budget and a capital improvement program
- Assist in the recruitment of volunteers for recreation programs and park development
- Encourage the maintenance of park and recreation facilities including the development of maintenance standards with the Department of Public Works
- Advise the Township Committee on actions potentially affecting parks and recreation within Warren Township and the surrounding area
- Cooperate with other governmental agencies with regard to the advancement of park and recreation opportunities
- Interpret the needs of the community served

### **EXISTING PHYSICAL CONDITIONS AND DEMOGRAPHICS**

#### Demographics

The recreation department utilized the most recent information from the U.S. Census Bureau (2020) to identify current Township demographics. The census indicates a current population of 15,923 with an even distribution of male and female residents. The census indicates the population under 18 is 23.3%

and 17.9% residents ages 65 years and older. While there are a significant number of families with young children, there are also a significant number of older adults in the community, two age groups that require very different types of facilities and programs. This point was critical throughout the entire process.

### History and Physical Setting

One of the most attractive communities in New Jersey, Warren Township, has a great history and an even greater future. Originally, Warren Township was inhabited by the Lenape Indians. European farmers settled the territory in the early 1700's; and in 1806 Warren was carved from part of surrounding towns and incorporated. The town was named after General Joseph Warren who was a hero of the Battle of Bunker Hill during the American Revolution.

Warren Township has 19.3 square miles. It is nestled in the Watchung Mountains. Once described as "the greenest place in New Jersey," Warren Township residents and elected officials are working to keep its rural character and charm while recognizing that there will be growth due to the town's beauty, favorable property taxes and strategic location.

Less than 35 miles to Manhattan makes Warren Township a favorite suburb for commuters to New York City. Businesses and residents alike chose Warren as their home because of the access to major roads and resources. Warren is positioned between Route 78, Route 22 and Route 287. It is also close to major shopping centers and great restaurants.

Warren Township is the location of over 350 businesses. These include restaurants, retail, and manufacturing & office occupancies. The Township's Master Plan has kept commercial and industrial growth to only a few main streets. Most of the commercial property is found on Mountain Boulevard, Mount Bethel Road, and Stirling Road.

## **INVENTORY OF RECREATIONAL RESOURCES**

### ***Township Parks and Trails***

#### Town Hall Recreation Area

The Town Hall Recreation area is located adjacent to and behind the Town Hall Building, Library and Police Station at 46 Mountain Boulevard. Comprising approximately 25 acres, the grounds include 6-lighted multi-purpose fields. A covered pavilion with rest rooms and a water fountain is available for use. Part of the area is used for youth sports, summer concerts, summer camps and large community events. There are also three basketball courts with one being full size, a tot and two 5-12 age playgrounds, asphalt walking trail, gazebo, a one (1) mile hiking trail, and three tennis courts available to the public.

#### Greenwood Meadows Park

Greenwood Meadows Park is located off of Liberty Corner Road and offers a playground area, recreational ball field, sledding slopes, tennis courts, 2 gazebos, 9 hole Frisbee golf and two playgrounds for ages 2-5 and 5-12.

#### Elm Avenue Park

Elm Avenue Park is a neighborhood park located on Elm Avenue that includes two age-appropriate play areas for children ages 2 – 12.

#### Recreation Open Space and Trails – SEE Trail Brochure

Warren is full of opportunity for walking, running, biking, and hiking on several recreational trails over

hundreds of acres of open space throughout the Township. A brief description of each open space site is available in the online under TRAILS. The same detailed brochure with maps and narratives of each site is also available at the Recreation Department office.

### ***Township Fields and Facilities***

#### **Duderstadt - Dubois Road Fields**

The Dubois Road site offers two soccer fields for use by various community sports groups. One is a synthetic soccer turf field. This is also part of East County Park

#### **East County Park Pop Warner Fields**

The East County Park Pop Warner Fields is located on Old Stirling Road, across from the Warren Middle School, and includes a synthetic turf multipurpose field, grass practice field, a field house and barn.

#### **Town Hall Park Athletic Complex**

The Town Hall Grounds include a multi-purpose field behind the Warren Public Library. In addition, behind the municipal complex there are five lighted ball fields for organized play and public use. Three lighted tennis courts, two Jr. sized basketball courts and one full size basketball courts are also available to the public.

#### **Greenwood Meadows Park Ball Field and Courts**

Greenwood Meadows houses one softball, multipurpose field, two tennis courts and 9 hole Frisbee golf that are available to the public.

### ***Township Programs and Activities***

#### **Adult Pickup Basketball**

Adult Basketball Open Gym program at the Warren Middle School throughout the school year. The program is offered on Monday nights from 6pm – 9:45pm. Please see the program supervisor upon arrival to register for the season.

#### **Adult Coed Volleyball**

Adult Coed Volleyball on Monday Nights Central School from 7pm – 9:45pm throughout the school year. Please see the program supervisor upon arrival to register for the season.

#### **Fishing Derby**

The Recreation Department, in cooperation with the Warren Blue Ridge Sportsman Club sponsors a community-wide fishing derby each spring. Information on this annual event is available online.

#### **Tennis Lessons and Adult Cardio Tennis**

Tennis Lessons are offered at the Municipal Tennis Courts in the spring and fall. 55 minute lessons are held once a week for six weeks. There are two sessions in the spring and one in the fall. This is a recreational program servicing beginners to intermediate for ages 4-adult. In the spring and fall the Recreation Department offers Adult Cardio Tennis which is held for 55 minutes held once a week for six weeks.

#### **Summer Playground Program**

The Summer Playground Program is held at the Municipal Grounds, which runs 5 weeks each summer beginning the end of June after school closes for the summer. This is a drop off program whereby you may drop off and pick up your child at any time during the camp day. The program is open to all Warren

children entering grades 1 – 5 and is held weekdays from 9:00am until 3:00pm. There are a variety of offerings daily, which includes arts and crafts and numerous board games, library reading program and special themed days. The playground staff supervises various games such as soccer, baseball, tennis, basketball, with emphasis placed on participation and a good learning experience. Each week also offers a half-day swim day at Warrenbrook Pool on Mondays. The program concludes with a family picnic (weather permitting).

#### Teen Camp

The Teen Camp is for Warren children entering grades 6-8. The teen camp travels 4 days a week with a half-day swim on Mondays at the Warrenbrook Pool. The Teen Camp runs for 5 weeks along with the Summer Playground Program but you register per week. Teen Camp is held weekdays approximately 9:00am-3:00pm

#### Summer Concerts

The Recreation Department sponsors free concerts on the municipal grounds on Wednesday nights in June - August. Recent concerts include Epic Soul Band, The 180's, Best of the Eagles, Bob Marino and local talents.

#### Letters to Santa

Warren Township Recreation has been approved by Santa to gather mail from Township children and deliver it to the North Pole. Mail is collected from the middle of November to about the first week of December. This event requires volunteers.

#### Toys for Tots

The Recreation Department collects Toys for Tots from the middle of November to about the second week of December.

#### Holiday Festival

All age groups can enjoy this event due to various activities such as horse and carriage rides, petting zoo and ice carver. Carnival games provided by the Recognized Sport Groups, hot chocolate and much more! Food will be for sale by a variety of food trucks! The event will take place at the Municipal Complex from 4:00-7:00pm with the lighting of the bonfire at 4:20pm and fireworks at 7:00pm. A tree lighting and a special visit from Santa will happen at 6:45pm.

#### Therapeutic Recreation

The Recreation Department offers a Therapeutic Recreation program through a cooperative effort with the Somerset County Parks Commission.

The program is dedicated to providing year round recreation and leisure opportunities for people with developmental disabilities. The goal of the program is to promote an active leisure lifestyle that improves social, physical, cognitive and emotional functioning and to enhance participants' abilities. With highly qualified staff at programs, participants can register for many types of programs. By providing a variety of social, cultural, artistic, culinary, sports, fitness, community outings, horticulture, and special events, participants can recreate in the day, evening, or weekends.

Benefits to participation may include improving social skills, enhancing self-esteem, improving overall health and well-being, enhancing communication skills, constructive use of leisure time, and the reduction of stress and anxiety.

Further information regarding the Therapeutic Recreation program can be obtained by contacting Somerset County's Therapeutic Recreation office at (908) 526-5650 or online at

[www.somersetcountyparks.org](http://www.somersetcountyparks.org).

To add to our offerings surrounding towns such as Watchung, Green Brook and Long Hill allows Warren residents to register for certain programs that are offered.

### ***Other Facilities and Recreational Opportunities***

#### **Warrenbrook Golf Course (Somerset County)**

Located at 500 Warrentown Road, Warrenbrook Golf Course is a facility operated by the Somerset County Park Commission. The public facility includes an 18-hole golf course, pro shop and clubhouse, swimming pools for adults and children, cross-country skiing, and is the location for the Warrenbrook Senior Wellness Center.

#### **Warrenbrook Senior Wellness Center**

Located at 500 Warrentown Road, (on the Warrenbrook Golf Course) the Warrenbrook Senior Wellness Center is a public facility operated by the Somerset County Office on Aging and Disability Services. Open Monday-Friday, 9 a.m. – 3 p.m. The center offers challenge, inspiring events, recreation, community service opportunities and wellness programs for lifelong enrichment for active people age 60 and above. Programs include exercise, dance, the arts, wellness, health screenings, educational and special themed events. Enjoy a choice of four delicious and healthy lunches with or without meat. For further information, please contact (908) 753-9440 or visit our website at:  
<https://www.co.somerset.nj.us/government/human-services/aging-disability-services/senior-centers>

#### **Warren Township Board of Education Schools**

- Middle School – includes three (3) soccer fields, two (2) ball fields, two (2) gymnasiums, and a multi-purpose room
- Woodland School – includes two (1) ball fields, one (1) gymnasium, one (1) outdoor basketball court, one (1) gaga pit
- Central School – includes two (2) ball fields, one (1) soccer field, one (1) gymnasium, a multi-purpose room, three (3) outdoor basketball hoops, an outdoor cement backboard, one (1) gaga pit and one playground area
- ALT School – includes three (3) soccer fields, one (1) ball field, a multi-purpose room, playground and one (1) gymnasium
- Mount Horeb School – includes one (1) baseball field, two (2) outdoor basketball hoops, one (1) outdoor cement backboard, one (1) gymnasium and two (2) playgrounds

#### **Watchung Hills Regional High School**

Includes four (4) gymnasiums, a wrestling room, one (1) Turf Field, a track, four (2) baseball fields, two (2) softball fields, four (3) multipurpose fields, and five (5) lighted tennis courts.

### **IDENTIFICATION OF NEED FOR RECREATION SERVICES AND FACILITIES**

#### **Recreation and Parks Needs Assessments**

In 2018 the recreation department developed a survey which was distributed by electronic methods to survey to the community. It provided residents with the opportunity to respond to specific recreation and park questions, as well as an opportunity to respond with their own ideas for additional opportunities.

#### **Results**

1. 571 families responded.

2. The top five important future outdoor parks and recreation facility improvements to be completed immediately were an Indoor Recreation Facility, bike paths, walking paths, comfort facilities (restrooms, benches, etc.) and shade trees.
3. 43.6% responded that Warren Township should develop an indoor recreation center.

## **RECOMMENDATIONS FOR ACTION**

### **Program and Activity Development Priorities**

Priorities identified through survey instruments and committee feedback include a community center, bike path, after school activities, community pool and tennis lessons. The concern with the decline of certain sports attendance seems to not be a concern any more due to upgrades of facilities starting in 2018. Recent data has shown significant growth in participation of all township recognized sport organizations.

### **Passive Recreation Development Priorities**

Previous master plans identified the importance of developing a “community” park that is centrally located in the community as well as making use of some existing facilities/properties that currently do not serve members of the community. And the need to continue the improvement of the various open space and trail sites via signage and general maintenance. Another area of need is for ongoing additional improvements and amenities made to already existing parks and open space.

### **Facility and Field Development Priorities**

Priorities identified through survey instruments and committee feedback include Indoor Recreation Facility, bike paths, walking paths, comfort facilities (restrooms, benches, etc.) and shade trees.

## **CONCLUSION**

The main goal of the Parks and Recreation Master Plan and this document is to identify the “state of the union” for Warren Township’s leisure-service delivery system. A second important goal is to make key decision-makers aware of the current parks and recreation needs of our community so that collectively, action can be taken to address these needs. Although specific needs were identified and placed in a priority order, the committee realizes that the plan is a “work in progress” that may need to be updated and revised according to changing trends and other factors. Next time we do a recreation survey we may want to drill down a little deeper into specifics of passive vs. organized recreation events and also specifics on how many people are using passive like trails.

The Recreation Department would like to thank in advance the Recreation Advisory Committee, Planning Board and Township Committee for reviewing this plan as they move forward in developing the Township’s Master Plan.

## **5-Year Plan 2023**

### **New Facilities/Property and Program Development**

#### **New Facilities/Properties**

- Create a study committee to look at a Warren Recreation Center for Development
  - Arts and crafts for seniors and youth
  - Meeting rooms
  - Indoor activities (yoga, ping-pong, small camps, dance etc)
- Wagner Farm new facility
  - Indoor recreation activities
- Acquire additional open space for recreational use (17-25 acres when available)
  - Full size basketball courts
  - Tennis courts
  - Pickleball courts
  - Playgrounds

#### **Program Development**

- Cultural/Community Events
  - More outdoor hiking / geocaching events
- Pickleball Lessons
- Robotics Class

### **Enhancement of Existing Facilities & Programs**

#### **Facilities**

##### **Trails - Improve trail labeling and signs**

- Hofheimer Trail
  - Install Fiberglass or on and a smaller wood bridge
- Warren Nature Trail (Previously Dealaman Pond and Stransky Property)
  - Connect the Warren Nature Trail Property to the property purchased on King George Road
  - Close driveway of old Stransky Property or expand upon the entrance
  - Pond area:
    - Construct boardwalk over sharp boulders
    - Construct 30 ft. dock from bank towards center of pond.
- Glenhurst Nature Preserve
  - Install wood boardwalks in wet areas of the trail
  - Install more signs in the danger wet areas
  - Install fencing or posts at different entrances where four wheelers are getting in

##### **Town Hall Park**

- Walking path connecting top of M7 path to playground, benches around new playground, additional handicap parking below the pavilion
- Fitness stations along walking path
- Lights for basketball courts

##### **Greenwood Meadows Park**

- Replace water fountain
- Upgrade current Playground Equipment
- Resurface tennis courts and add pickleball

#### Elm Avenue Park

- Add gate to entrance fence so that a car cannot fit into the play area

#### Duderstadt Fields

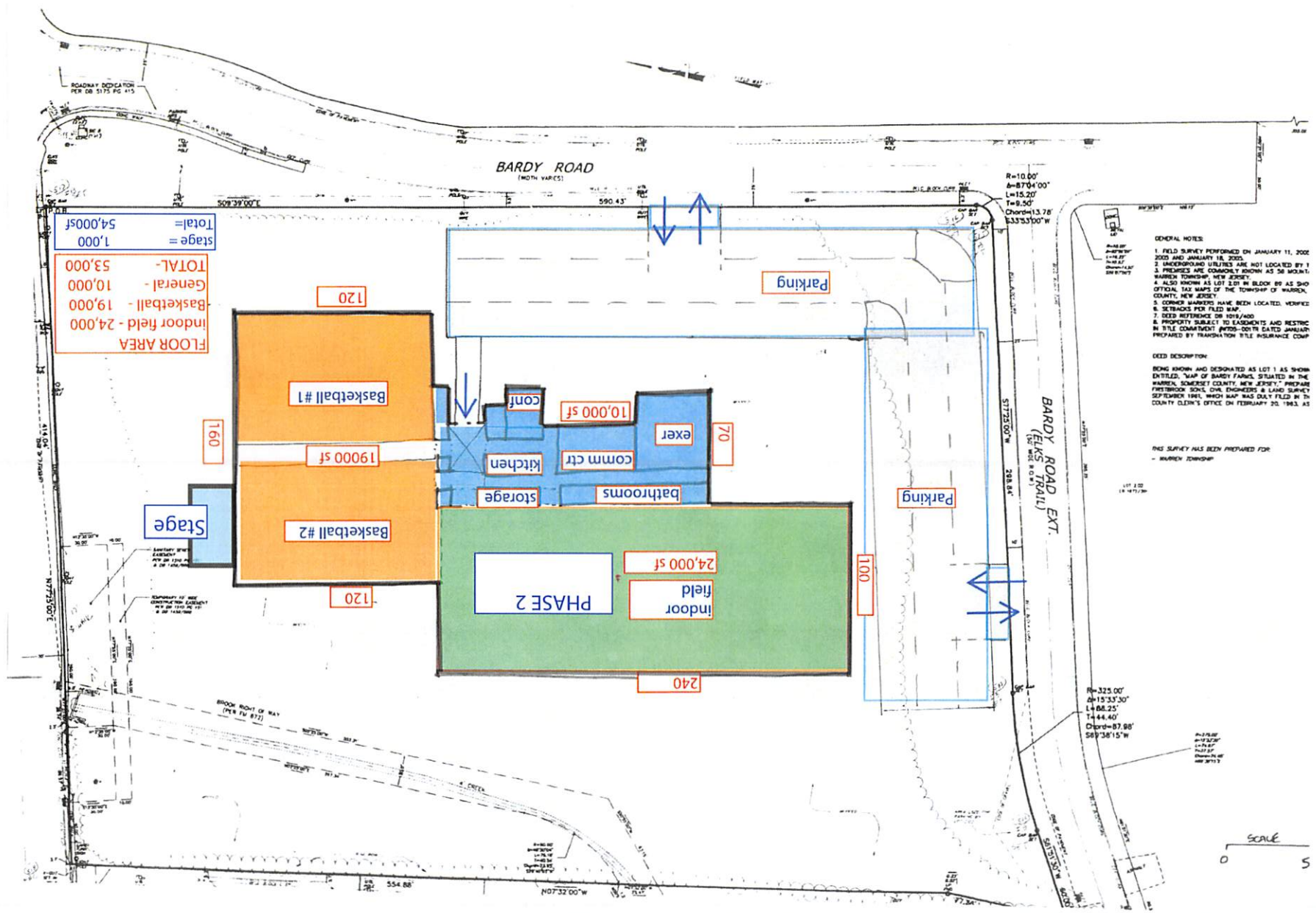
- Restroom Facilities
- Water fountain
- Snack facility
- Replace the turf on D2 by 2032
- New Turf field – front field
- Increase parking area
- Increase security

#### Pop Warner Fields

- Replace the turf by 2028
- Additional fencing around the sod and turf field
- Expand Practice Fields
- Increase security

#### Programs & Procedures

- Recreation continues to focus on issues related to the safety and enjoyment of all participants in Warren Recreational Programs. Fingerprinting, Rutgers training, CPR/AED training, AED's on three complexes.
- Continue per Megan's Law - Fingerprinting required of all coaches and adult volunteers dealing with children, added online background checks every 3 years.
- Sports Recognition Policy review and update as needed.
- Increased and improved events, camps and programs
- Rules for use of tennis courts and updated ordinance
- Online concussion and safety training for summer camp staff
- Policy and procedures and fees for field usage



**FLOOR AREA**

Indoor field - 24,000

Basketball - 19,000

General - 10,000

TOTAL - 53,000

stage = 1,000

Total = 54,000sf

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112 TOWN CENTER DR. WARREN, N.J. 07059

(908)-737-1807 FAX: (908)-737-7920

6-10-24

**WARREN COMMUNITY CENTER**

## Proposed Operating Budget for Warren Twp. Recreation Center

### 1. Staffing:

- Recreation Director - on call for hours of Operation \$25,000 to existing Compensation
- Front Desk - rotating 4 part time employees, hourly
- Buildings and Facilities staff 1 on duty on all hours of Operation, total of 4 split part time/ full time, hourly.
- Recreation Staff at least 2 on duty during hours of Operation, total of 6, part time, hourly.  
-working off a \$15/ hr wage

### 2. Supplies:

Recreation: startup for equipment \$15,000  
Kitchen: startup for equipment \$20,000  
Office: start up \$10,000  
Furniture/chairs/receptacles: \$40,000  
Restrooms: \$10,000  
Arts and crafts: \$5,000  
Audio/visual equipment: \$35,000  
Exercise Equipment: \$30,000  
Security system : \$30,000

### 3. Utilities: TBD

### 4. Maintenance: TBD



**Warren Community Center**  
**New Construction**  
**Bardy Road Warren, NJ**

Conceptual Estimate  
 July 12, 2024

**TRADE ESTIMATE SUMMARY**

| Spec.<br>Section                    | Building Trade | 53,000 GSF        |                 |
|-------------------------------------|----------------|-------------------|-----------------|
|                                     |                | Total cost        | Cost/SF         |
| SITEWORK                            |                | 1,097,425         | \$ 20.71        |
| FOUNDATIONS                         |                | 2,937,956         | \$ 55.43        |
| SUPERSTRUCTURE                      |                | 2,064,360         | \$ 38.95        |
| ROOF                                |                | 1,386,335         | \$ 26.16        |
| EXTERIOR ENCLOSURE                  |                | 4,417,603         | \$ 83.35        |
| INTERIOR CONSTRUCTION & FINISHES    |                |                   |                 |
| 09270 Ceilings                      |                | 199,000           | \$ 3.75         |
| 09600 Floor finishes                |                | 1,770,000         | \$ 33.40        |
| 09900 Wall Finishes                 |                | 370,000           | \$ 6.98         |
| 08110 Doors/Frames/Hardware         |                | 400,000           | \$ 7.55         |
| 06400 Finish Carpentry              |                | 50,000            | \$ 0.94         |
| 09250 Gypsum Drywall                |                | 250,000           | \$ 4.72         |
| SPECIAL REQUIREMENTS                |                |                   | \$ -            |
| 10000 Specialties & Equipment       |                | 1,110,000         | \$ 20.94        |
| FIRE PROTECTION                     |                |                   | \$ -            |
| 15300 Fire Protection               |                | 397,500           | \$ 7.50         |
| PLUMBING                            |                |                   | \$ -            |
| 15400 Plumbing                      |                | 993,750           | \$ 18.75        |
| HVAC                                |                |                   | \$ -            |
| 15500 HVAC                          |                | 2,199,500         | \$ 41.50        |
| ELECTRICAL                          |                |                   | \$ -            |
| 16000 Electrical                    |                | 2,544,000         | \$ 48.00        |
| 16500 Telephone/Data                |                | 106,000           | \$ 2.00         |
| GENERAL CONDITIONS                  |                | 185,000           | \$ 3.49         |
| SUBTOTAL DIRECT COST                |                | <b>22,478,429</b> | <b>\$424.12</b> |
| Building Permit (By Owner)          |                | 0                 | \$0.00          |
| Est/Design Dev Contingency @ 10.00% |                | 2,247,800         | \$42.41         |
| Construction Contingency @ 10.00%   |                | 2,472,600         | \$46.65         |
| GLI Insurance                       |                | 362,200           | \$6.83          |
| Builders' Risk Insurance (By Owner) |                | 0                 | \$0.00          |
| Bond @ 0.50%                        |                | 137,800           | \$2.60          |
| CM Fee @ 3.5%                       |                | 969,459           | \$18.29         |
| Escalation                          |                | 0                 | \$0.00          |
| TOTAL CONSTRUCTION COST             |                | <b>28,668,288</b> | <b>\$540.91</b> |



**Warren Community Center**  
**New Construction**  
**Bardy Road Warren, NJ**

Conceptual Estimate

July 12, 2024

**TRADE ESTIMATE SUMMARY**

| Spec.<br>Section                    | Building Trade | 53,000 GSF |          |
|-------------------------------------|----------------|------------|----------|
|                                     |                | Total cost | Cost/SF  |
| SITEWORK                            |                | 1,097,425  | \$ 20.71 |
| FOUNDATIONS                         |                | 2,937,956  | \$ 55.43 |
| SUPERSTRUCTURE                      |                | 2,064,360  | \$ 38.95 |
| ROOF                                |                | 1,386,335  | \$ 26.16 |
| EXTERIOR ENCLOSURE                  |                | 4,417,603  | \$ 83.35 |
| INTERIOR CONSTRUCTION & FINISHES    |                |            |          |
| 09270 Ceilings                      |                | 199,000    | \$ 3.75  |
| 09600 Floor finishes                |                | 1,770,000  | \$ 33.40 |
| 09900 Wall Finishes                 |                | 370,000    | \$ 6.98  |
| 08110 Doors/Frames/Hardware         |                | 400,000    | \$ 7.55  |
| 06400 Finish Carpentry              |                | 50,000     | \$ 0.94  |
| 09250 Gypsum Drywall                |                | 250,000    | \$ 4.72  |
| SPECIAL REQUIREMENTS                |                |            | \$ -     |
| 10000 Specialties & Equipment       |                | 1,110,000  | \$ 20.94 |
| FIRE PROTECTION                     |                |            | \$ -     |
| 15300 Fire Protection               |                | 397,500    | \$ 7.50  |
| PLUMBING                            |                |            | \$ -     |
| 15400 Plumbing                      |                | 993,750    | \$ 18.75 |
| HVAC                                |                |            | \$ -     |
| 15500 HVAC                          |                | 2,199,500  | \$ 41.50 |
| ELECTRICAL                          |                |            | \$ -     |
| 16000 Electrical                    |                | 2,544,000  | \$ 48.00 |
| 16500 Telephone/Data                |                | 106,000    | \$ 2.00  |
| GENERAL CONDITIONS                  |                | 185,000    | \$ 3.49  |
| SUBTOTAL DIRECT COST                |                | 22,478,429 | \$424.12 |
| Building Permit (By Owner)          |                | 0          | \$0.00   |
| Est/Design Dev Contingency @ 10.00% |                | 2,247,800  | \$42.41  |
| Construction Contingency @ 10.00%   |                | 2,472,600  | \$46.65  |
| GLI Insurance                       |                | 362,200    | \$6.83   |
| Builders' Risk Insurance (By Owner) |                | 0          | \$0.00   |
| Bond @ 0.50%                        |                | 137,800    | \$2.60   |
| CM Fee @ 3.5%                       |                | 969,459    | \$18.29  |
| Escalation                          |                | 0          | \$0.00   |
| TOTAL CONSTRUCTION COST             |                | 28,668,288 | \$540.91 |



ENVIRONMENTAL  
TECHNOLOGY  
INC.

Environmental Consultants



June 19, 2024

SENT VIA EMAIL: ckastrud@warrennj.org

Mr. Christian M. Kastrud, P.E., C.M.E.  
Warren Township Engineer and Sewer Department Director  
46 Mountain Boulevard  
Warren, NJ 07059

Re: Proposal for Preliminary Wetlands/Transition Area/Riparian Zone Review  
56 Mountain Blvd.  
Block 89, Lot 2.01  
Township of Warren, Somerset County, New Jersey

Dear Chris:

Pursuant to your request, Environmental Technology Inc. (ETI) is pleased to provide the following proposal to conduct a wetlands/riparian zone investigation for the purposes of determining the limits of any wetlands, transition areas, or riparian zones that impact the site.

Our review will be pursuant to the Freshwater Wetlands Protection Act Rules (N.J.A.C. 7:7A) and the riparian zone portion of the Flood Hazard Area Control Act Rules (N.J.A.C. 7:13).

***Preliminary Wetlands and Riparian Zone Evaluation***

Services include a preliminary wetlands evaluation to assess approximate location of any wetlands, determination of wetlands resource value which determines transition area size and evaluation of likely riparian zones required adjacent to any watercourse. Please note that ETI is not performing any detailed flood hazard area review, and such would require a civil engineer, however we will provide commentary regarding same based on our review of available data. A preliminary exhibit and letter report of our findings will be provided.

The presence or absence of any freshwater wetlands occurring on the property will be determined utilizing the methodology which is accepted by the State of New Jersey Department of Environmental Protection (NJDEP), specifically the "Federal Manual for Delineating and Identifying Jurisdictional Wetlands, January, 1989 and supplements." The determination of wetlands is a somewhat subjective science and in some cases is subject to interpretation by the field investigator based on field conditions encountered at the time of the investigation. Review of potential transition areas would be performed by a review of NJDEP data sources and our best professional judgment.

Please note that future additional field work may be required i.e. physical staking of the wetlands limits and survey along with ultimate review and approval by the NJDEP in order to perform any regulated activities on the property. This could also include NJDEP permitting in regard to wetlands, transition areas, flood hazard areas or riparian zones.

Mr. Christian M. Kastrud  
Re: Proposal for Preliminary Wetlands/Transition Area/Riparian Zone Review  
56 Mountain Blvd.  
Block 89, Lot 2.01  
Township of Warren, Somerset County, New Jersey

June 19, 2024

### ***Meetings***

Since they are normally not necessary, any meetings, i.e. local, state, and/or federal are beyond the scope of this proposal.

### ***Project Cost and Payments***

The services contained herein will be provided for a fixed fee of **\$1,750.00**.

An invoice will be provided at the completion of the study and is due within 30 days. Additionally, by ordering services from Environmental Technology Inc., the client agrees that he shall be responsible for all costs of collection, including reasonable attorney fees and court costs. In addition, a one and one-half percent (1.5%) per month administrative charge will begin accruing after the 30 days has elapsed. Any account, which is delinquent past sixty (60) days, may necessitate the stopping of all work.

Any additional work performed by ETI, which is not part of this proposal will be billed per the attached fee schedule.

### ***Plan Preparation and Surveying***

No surveying or plan preparation is included with this proposal other than those specifically noted. All plans required for NJDEP submission or for any other agencies are to be prepared by others.

### ***Cancellation of Contract***

If during any point of the engagement, the client decides to cancel services, they will do so in writing or via email. Based on the cancellation, an invoice will be submitted to the client based on the percentage completed for payment. If the client has overpaid, a refund will be issued based on the percentage completed. All deliverables of the project are the property of the client and will not be shared with any other parties without the written/email approval of the client.

### ***Proposal Modification***

In certain situations, such as additional meetings, changes in construction plans, the occurrence of unexpected subsurface conditions, or other conditions beyond our control, a modification in the services and costs as stated in this proposal may be necessary. If modification is necessary, we will notify you immediately of the situation, and prepare an estimate of the costs for any additional work required. We will not proceed with any additional work until your authorization has been received.

### ***Contract Limitations***

This proposal is valid for a period of 60 days, and assumes we will be allowed to begin work within 60 days of the date of this proposal. If acceptance of this proposal is after 60 days we may have to reassess our proposed time schedule and costs.

Mr. Christian M. Kastrud  
Re: Proposal for Preliminary Wetlands/Transition Area/Riparian Zone Review  
56 Mountain Blvd.  
Block 89, Lot 2.01  
Township of Warren, Somerset County, New Jersey

June 19, 2024

Upon receipt of your authorization, we anticipate completion of the inspection within 7-10 days. Please note that any mapping provided is preliminary and will not result in any approved wetlands boundary. Such information is provided for planning purposes only and should not be construed to be a final approval of wetlands, wetlands transition areas, stream locations, riparian zones or any other information which may be provided on any exhibits.

The information provided in this proposal is based on the most current information available and our best professional judgment. This proposal does not consider pending or future legislation or regulations that may change the opinions that may be provided. This proposal also does not address other potential environmental or land use issues that are beyond the scope of this proposal and are not specifically noted.

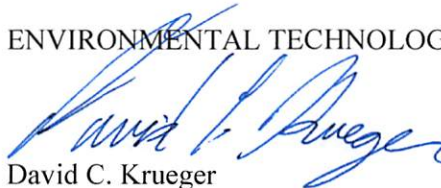
***Authorization***

If this proposal and cost of \$1,750.00 meets with your approval, please execute this contract by signing below and completing all other information requested. Please return the signed proposal to our office.

Thank you for considering Environmental Technology Inc. and allowing us to submit this proposal. Please do not hesitate to contact us if you have any questions or require additional information.

Very truly,

ENVIRONMENTAL TECHNOLOGY INC.



David C. Krueger  
President

RECEIPT OF THIS PROPOSAL IS ACKNOWLEDGED AND THE CONDITIONS CONTAINED  
HEREIN ARE ACCEPTED BY THE CLIENT

APPROVED BY \_\_\_\_\_ DATE \_\_\_\_\_  
(party responsible for payment - please sign)

NAME \_\_\_\_\_ ENTITY: \_\_\_\_\_  
(please print)

|               |                     |
|---------------|---------------------|
| ADDRESS _____ | MOBILE NO. _____    |
| _____         | TELEPHONE NO. _____ |
| _____         | FAX NO. _____       |
| _____         | E-MAIL _____        |

Mr. Christian M. Kastrud  
Re: Proposal for Preliminary Wetlands/Transition Area/Riparian Zone Review  
56 Mountain Blvd.  
Block 89, Lot 2.01  
Township of Warren, Somerset County, New Jersey

June 19, 2024

**Attachment A**

**ENVIRONMENTAL TECHNOLOGY INC.  
FEE SCHEDULE FOR PROFESSIONAL SERVICES,  
MATERIALS AND EXPENSES**

Effective January 1, 2024 the following fees for labor and materials will be charged for the calendar year of 2024.

**Professional Services**

| <u>Service</u>                                | <u>Hourly Rate</u> |
|-----------------------------------------------|--------------------|
| <i>Expert Testimony and Official Meetings</i> | \$275.00           |
| <i>Planning Board Meeting Attendance</i>      | \$800.00/meeting   |
| <i>Principal</i>                              | \$225.00           |
| <i>Senior Environmental Consultant</i>        | \$175.00           |
| <i>Field Technician</i>                       | \$125.00           |
| <i>Clerical</i>                               | \$ 60.00           |

**Materials & Expenses**

|                      |                                      |
|----------------------|--------------------------------------|
| <i>Copies</i>        | \$0.15/copy B/W<br>\$0.25/copy Color |
| <i>Disbursements</i> | 115% of expenditure                  |



Environmental Consulting Services, L.L.C.

5 Mountain Boulevard, Suite 12  
Warren, NJ 07059  
(908) 755-2240  
Fax (908) 755-2263

July 12, 2024

Mr. Christian M. Kastrud, PE, CME  
Warren Township Engineer & Sewer Department Director  
46 Mountain Blvd.  
Warren, NJ 07059

Re: Proposal for Environmental Services  
Freshwater Wetlands and Flood Hazard Area Evaluation  
Block 89, Lot 2.01

Dear Mr. Kastrud:

Atlantic Environmental Consulting Services LLC (Atlantic) is pleased to provide you with this proposal to perform work associated with the status of freshwater wetlands and a potential flood hazard area on the Warren Township property noted above. The following scope outlines our proposed activities, schedule and costs.

### **SCOPE OF WORK**

Atlantic has prepared this proposal in response to your request for professional services for a Fresh Wetlands and Flood Hazard Area determination. Atlantic will perform an on-site reconnaissance of the property consisting of the +/- 5.9 acres encompassing Block 89, Lot 2.01 located at 56 Mountain Blvd. The entire property will be assessed for State Open Waters and Wetlands that would be under the jurisdiction of NJDEP. Atlantic will provide Warren Township with a sketch of the approximate extent of waters and/or wetlands identified on the property. The sketch will be drawn on an aerial photograph depicting the approximate property boundaries. The scope of work does not include delineating boundaries of Waters or wetlands or marking them in the field. We will also assess the probable extent of riparian buffer restricted land and the wetland transition area restricted land and make that part of the sketch. A brief letter will be prepared by a certified Senior Professional Wetland Scientist accompanying the findings

### **COST ESTIMATE**

Atlantic proposes to provide the services described above on a lump sum basis with an estimated budget of \$2,900.00 to complete the above-referenced services.

## SCHEDULE

If this proposal is acceptable, please sign and email a copy to me at our office. We will begin work on this project shortly after we receive your authorization. A separate Agreement of Services will be provided if the proposal is accepted.

## ASSUMPTIONS

Atlantic's general assumptions associated with the scope of work for this project include the following:

- Atlantic will be given unrestricted access to the areas described in the Scope of Work. Atlantic will have access to those areas in a timely manner so that it will not delay or inhibit the progress of our work;
- Atlantic will not enter upon neighboring properties without receiving permission from those landowner(s), any assessment of adjacent property will be made visually while remaining on the property we have permission to enter;
- The Scope of Work is based on the State and Federal regulations in effect as of the date of this proposal. A change in program affected by agencies, the client, or unforeseen conditions will form the basis for change orders; and,
- This Scope of Work does not include delineating and marking any boundaries on or adjacent to the property or applying for or obtaining any environmental permits. While those activities are not included in this scope of work, they are services that Atlantic can provide for an additional fee.

Sincerely,



Thomas R. Hundt, Ph.D., LSRP  
President

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Authorized Representative