

**Borough of Ho-Ho-Kus  
Bergen County, New Jersey  
Planning Board Minutes  
February 16, 2023  
Regular Meeting**

**Meeting Called to Order at 7:00PM by Chairman Hanlon**

**Open Public Meeting's Act Statement: Read into the record by the Board Secretary.**

**Salute to the Flag**

**Roll Call:** Messrs. Jones (absent), Madden, Ms. Willkomm (absent), Messrs. Thomas (absent at time of roll call; arrived at 7:10PM), Hart, Councilman Policastro, Chairman Hanlon, Mayor Randall

**Also in Attendance:** Gary J. Cucchiara, Esq., Board Attorney; Ms. JoAnn Carroll, Board Secretary

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**New Business:**

**Ho-Ho-Kus Board of Education, 70 Lloyd Road, Block 705, Lots 6 & 8, R3 Zone:** review of proposed addition to the Ho-Ho-Kus Public School per N.J.S. 40:55D-31a and N.J.S. 18A:18A-16

**Chairman Hanlon:** reviewed the meeting protocol; documents have been on file for the public; not a public hearing.

**The following exhibits were marked:**

<b>Exhibit #</b>	<b>Document</b>
<b>A1; marked 2/16/2023</b>	Cover letter from LAN Associates, dated 12/21/2022
<b>A3; marked 2/16/2023</b>	Set of plans entitled "Ho-Ho-Kus Board of Education, Addition at Ho-Ho-Kus School"; prepared by Matthew Fink, consisting of 21 pages, dated 7/15/2022
<b>A2; marked 2/16/2023</b>	State of NJ DOE letter re: long range facilities plan, major amendment approval, dated 9/7/2022
<b>B1; marked 2/16/2023</b>	D. Hals Review, dated 2/15/2023
<b>B2; marked 2/16/2023</b>	E. Snieckus Review, dated 2/15/2023

**Please note: a brief recess was taken at this time, 7:10PM.  
Meeting called to order at 7:18PM.**

**Rodney T. Hara, Esq., attorney for the school:** thanked the Board for their time; presenting the long-range facilities plan; scope of plans and specifications; answer any questions; presenting testimony of three individuals: BOE President, architect and School Superintendent.

**Ms. Mary Ellen Nye, BOE President:** gave background of how this project came to fruition; David Duffield, a former student of the Ho-Ho-Kus School and successful businessman, is funding the project; his mother was also a teacher at the school; Mr. Duffield wants to be involved in all phases of the project.

**Ms. Diane Mardy, School Superintendent:** stated the thread of community is important to Ho-Ho-Kus; two physical education teachers were involved with what should be included in the gymnasium; those teachers have since left the school; there are new State physical and wellness standards; the project includes a wellness center; looking to weave together health and physical education; the health classroom will be located in the gym area; part of the hallway will honor Mr. Duffield, student accomplishments and community events; wellness center will integrate yoga and dance; students can meet with a counselor during the day; kids are excited about the new gym.

**Mr. Matt Fink, R.A., architect for the school:** gave his educational and professional background; has been with LAN Associates for fourteen years; license in good standing; accepted as an expert in the field of architecture.

**Mr. Fink:** identified the areas of improvement; areas of the school are being renovated and expanded; reviewed A2; feels the long-range facilities plan is consistent with the Borough's Master Plan.

**Please note:** at this time, the Board left the dais and gathered at the side table to review the plans with Mr. Fink.

**Please note:** Mr. Hart left the meeting at 7:35PM.

**Mr. Fink:** stated he prepared the schematic design for the BOE; reviewed each page.

**C.201: Renovation and addition;** addition of gym within existing asphalt basketball court; new lobby; secondary and after-hours entrance; new connection to the existing parking lot; providing a new plaza; outdoor learning space and line up area; new landscaping and fencing; redoing most of the asphalt pavement.

**Chairman Hanlon:** referred to Mr. Hals' review of the stormwater runoff; the existing gym's catch drain is collecting a lot of water; it goes onto the ground and there are stones everywhere; a detention system is needed in the ground; the Borough Planner referenced this in his report as well; briefly discussed the State's new climate control law.

**Mr. Fink:** stated he is aware of the current stormwater issues, and they will be addressed.

**Chairman Hanlon:** asked if the parking area would be ADA compliant.

**Mr. Fink:** stated yes; adding an additional ADA parking spot; restriping; picking up an extra ADA spot; barrier free requirements will be met.

**Chairman Hanlon:** asked about the proposed lighting.

**Mr. Fink:** stated there will be new egress lighting.

**Chairman Hanlon:** stated the lights must have shading devices; partially in residential district; no spillage of light onto homes.



**Mr. Fink:** stated they are mindful of this.

**EX.01: Interior Of Building;** no mechanical drawings; egress plan; provides egress throughout the building with the existing and the addition; building code compliant.

**A1.01: Demolition Plan;** main school demolition; removing old locker rooms, bathrooms and bleachers in the gym to be removed to create the new renovation.

**Chairman Hanlon:** stated, per the Borough Engineer's letter, it is suggested the applicant work with the Police Department to determine the route for the debris from the site; it is suggested to use the road behind the pump house which goes out to Hollywood Avenue to Route 17; does not want to have trucks on Lloyd Road or on side roads.

**Mr. Fink:** stated they are not at that phase yet, but he will work with the Borough's Police Department on the best route to use.

#### **A1.02: Demolition Reflected Ceiling Plan**

**A2.01: Proposed Floor Plan;** actual renovation and additions for Duffield Hall; creating a separate entrance; removing a few doors; not a direct access into the locker room and bathroom; providing a gender neutral bathroom; creating larger volume and more natural light in the gym; air conditioning; new backboards; motorized bleachers; can lock certain portions of the building so the community can use it and it can be closed off to the children at the same time; physical education classes nestled in one area; 2 hour fire wall; own independent structure; not part of the overall school; new lobby; main entrance off of the parking lot; large celebratory wall; provide larger than life graphics; recessed TV displays; large display case for trophies, etc.; new wellness center; create large open flexible space for the school and future community; large windows for natural light; storage areas; TV display for various presentations; ballet bar; foldable glass partition; secondary egress.

**Councilman Policastro:** asked about the building construction and fire suppression system.

**Mr. Fink:** stated in the school itself there are additions; all fire separated by 2-hour fire walls; independent structures; has removed the need to require fire suppression systems; rendering currently on the school website.

**Chairman Hanlon:** asked why the egress/ingress in the wellness center and health class is larger than other areas.

**Mr. Fink:** stated all doors are ADA compliant; the double doors are to be installed in anticipation of larger equipment being placed in that area.

**A2.02: Proposed Roof Plan;** schematic design; several higher roofs; removing slope; providing more natural light.

**A2.03: Finish Plan:** new finishes; tile; wood-like finish; resilient; large graphics; including school imagery; other graphics on wall in wellness center.

**A3.01: Building Elevations:** main front entry of school; new sign; mimic style of the front entry; continuing sign around the corner; 1 side on the north side

and 2 in the front, facing west; 2 new windows in lobby; bringing in diffused natural light.

**Chairman Hanlon:** stated a sign application will have to be made to the Board for approval.

**Councilman Policastro:** stated the signs must be made of wood per the Borough Code; suggested a comprehensive signage plan be submitted; will determine if any exemptions can be allowed.

**Mr. Fink:** understood and agreed.

**Chairman Hanlon:** asked if structurally, the outside of the new building will match the current building.

**Mr. Fink:** stated yes.

**Chairman Hanlon:** stated the lightning detection and alarm system is currently located on the south end of the school; the alarm should also be located at the north end of the new building.

**Mr. Fink:** agreed.

**A4.01 & A4.02: Building Section;** volume of space; wall sections.

**A5.01: Reflected Ceiling Plan/Interior Locker Rooms;** new lighting and HVAC equipment location; gym lighting; new projectors and a new scoreboard; new ceilings; locker room and bathrooms.

#### **Door Schedule**

**A7.01: Enlarged Plans and Elevations;** preliminary enlarged plans for restroom areas; new ADA compliant fixtures are needed.

**A7.02 – A7.06: Interior Elevations including the Gym;** main elevations of primary corridor; removed sloped ceiling of the former space.

**Chairman Hanlon:** asked if the old dedication plaque is still located on the property.

**Mr. Fink:** stated it is within the main lobby and will not be touched.

**A9.01: Proposed Furniture Plan;** early layout of some furniture ideas; DOE compliant.

**Chairman Hanlon:** suggested installing a fire hydrant on the east side of Lloyd Road at the corner of Rich Court on the school side; only fire hydrant on site at this time is on the south end; installed in 1937 when the school was built; the additional hydrant suggested would allow the fire department and mutual aid assistance to properly hook up and approach off Lloyd Road; the Fire Department operates by water to fire; this process allows emergency services to avoid children exiting the building; the town's water department's water main line can be tapped into on Lloyd Road.

**Mr. Fink:** agreed to the addition of the fire hydrant and to mutual aid and assistance; additionally, stated all comments/recommendations in both Mr. Hals' and Mr. Snieckus' review letters would be complied with also.



**Chairman Hanlon:** stated the Borough Planner is concerned about the trees; are not going to grow overnight; Mr. Snieckus is particularly good with selecting the appropriate trees to plant; asked for Mr. Fink to work with Mr. Snieckus; the Police Department will be reaching out regarding school security; will contact the school's IT person and ensure systems are technically compatible.

**Councilman Policastro:** thanked the BOE for their presentation; thanked Mr. Duffield for his generous contribution.

**Mayor Randall:** stated this project is good for the town; excited about it; good work in finding a benefactor.

**Mr. Hara:** stated the school's position is the plans are consistent with the Master Plan and respectfully asked the Planning Board to adopt a resolution confirming this.

**Mr. Cucchiara:** stated Mr. Snieckus echoed Mr. Hara's statement; the language is such that the project is *not* inconsistent with the Master Plan; entering a collaboration with the BOE with what this project encompasses as well as helps and enhances the Borough; not a formal application; can entertain a motion.

**Motion to recommend the project proceed and request the Board of Education take into consideration the Board's comments; additionally, the Board finds the project is not inconsistent with the Master Plan:**

Madden

**Seconded by:** Thomas

**Ayes:** Madden, Thomas, Councilman Policastro, Chairman Hanlon, Mayor Randall

**Nays:** None

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**Motion to Adjourn:** Councilman Policastro

**Seconded by:** Madden

**All in Favor**

**None Opposed**

**Meeting adjourned at 8:21PM.**

Respectfully submitted by:

  
JoAnn Carroll

Planning Board Secretary

**APPROVED ON APRIL 13, 2023**