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May 16, 2022

Planning Board  
Township of Berkeley Heights  
29 Park Avenue  
Berkeley Heights, New Jersey 07922

Attn.: Connie Valenti, Planning Board Secretary (via e-mail: [cvalenti@bhtwp.com](mailto:cvalenti@bhtwp.com))

Re: **Site Plan Review – Front Entrance Expansion**  
100 Connell Drive  
Block 4301, Lot 1.02  
Applicant: Connell Corporate Center I, LLC  
Township of Berkeley Heights, Union County, New Jersey  
NEA File No.: BERKSPL22.014

Honorable Board Members:

Neglia Engineering Associates (“NEA”) has reviewed the application and supporting documents for the above-referenced development. Specifically, we have reviewed the following:

- A transmittal letter addressed to Connie Valenti, Planning Board Secretary prepared by Amy E. Beri and Bryan Waisnor, P.E., of Langan Engineering and Environmental Services, Inc., dated March 22, 2022;
- A signed and sealed memorandum summarizing the site drainage improvements addressed to Mr. Thomas Solfaro, P.E., C.M.E., Township Engineer, prepared by Amy E. Beri and Bryan Waisnor, P.E., of Langan Engineering and Environmental Services, Inc., dated March 22, 2022;
- Township of Berkeley Heights Application for Site Plan Approval, prepared by Adam Barback of Fiserv, Inc., dated March 8, 2022;
- Township of Berkeley Heights Planning Board Site Plan Checklist, Design Standards Checklist, General Construction and Design & Grounds and Landscaping Consideration, Storm Water Management Considerations, Energy & Lighting Considerations, Heating and Cooling Considerations, and Water Usage Considerations, prepared by Bryan Waisnor, P.E., of Langan Engineering and Environmental Services, Inc., undated;
- A letter from the Township of Berkeley Heights entitled “Certification of Taxes,” Prepared by Rachele San Filippo, dated February 24, 2022;
- Signed and sealed plan set consisting of two (2) sheets, entitled “Fiserv, 100 Connell Drive, Berkeley Heights, N.J. 07922,” prepared by Ted Moudis, R.A., of Ted Moudis Associates, dated March 2, 2022, last revised March 18, 2022;
- Signed and sealed plan set consisting of eight (8) sheets, entitled “100 Connell Drive Tenant Improvements, Preliminary and Final Site Plan Application, Block No. 4301, Lot No. 1.02, Township of Berkeley Heights, Union County, New Jersey,” prepared by Bryan Waisnor, P.E., of Langan Engineering and Environmental Services, Inc., dated February 10, 2022, last revised March 22, 2022;

**LYNDHURST**

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PO Box 426  
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- Signed and sealed landscaping plans consisting of three (3) sheets, entitled “100 Connell Drive Tenant Improvements, Updated Entry Pavilion, Filing,” prepared by David I. Lustberg, L.L.A., of Arterial, dated March 18, 2022; and
- Signed but unsealed survey plan set consisting of seven (7) sheets, entitled, “Partial Boundary & Topographic Survey,” prepared by David R. Avery, P.L.S, of Langan Engineering and Environmental Services, Inc., dated May 22, 2018, last revised November 20, 2020.

## **Project Description**

The property in question is identified as Lot 1.02 in Block 4301, per the Township of Berkeley Heights Tax Map. The site is further identified as 100 Connell Drive, located within the ‘MU’ Zone (Mixed Use), per the Township of Berkeley Heights Zoning Map. The subject property is on the north side of Connell Drive and on the east side of Oak Way. The existing site currently contains one office building and is surrounded with asphalt parking lots, concrete walkways, and various landscaping throughout the property. There is currently a site improvement project under construction at the site location, consisting of solar panel carport canopy installation and roof solar panel installation.

The Applicant is proposing to construct an entry pavilion expansion on the southeast side of the existing building at the main entrance to the building. The Applicant also proposes to make improvements to the existing hardscaping and landscape that will be in the proximity of the proposed building entrance.

NEA defers to the Board’s Planner regarding zoning reviews for variances and waivers.

### **1. Site Engineering Comments**

- 1.1 At such time as a hearing is scheduled regarding this matter, a representative or owner of the project site shall be present to address questions from the Board.
- 1.2 The Applicant shall confirm that the proposed access doors and sidewalk/walkway clearance comply with current ADA requirements. Testimony addressing the same shall be provided.
- 1.3 The Applicant shall ensure that the HVAC units and the like are adequately screened and shall provide construction details for the proposed method of screening (i.e., landscaping, fencing, etc.). The Applicant shall provide testimony regarding the adequacy of the screening proposed for the HVAC equipment.
- 1.4 The Applicant has indicated on the site plan to “see MEP plans for details” of the proposed HVAC equipment to be installed. However, no details of the HVAC equipment and associated pads, conduit, piping, etc. have been submitted. The Applicant shall submit details of the aforementioned items for review.
- 1.5 The Applicant shall provide testimony in regard to the proposed concrete curb matching into the existing retaining walls and the functionality of the impacted walls.
- 1.6 The Applicant shall ensure that all disturbed work areas are stabilized. The Applicant shall topsoil, seed, hay, and straw mulch to ensure lawn growth, where appropriate.
- 1.7 The Applicant shall be responsible for the repair and reconstruction of pavement, curb, sidewalk, or other public property damaged during construction. A note stating the same shall be provided on the Site Plan.
- 1.8 The Applicant shall provide temporary construction fencing or equivalent measures around the impacted project site to adequately protect the building tenants and general public. Same can be reviewed and discussed at the time of the preconstruction meeting.

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**2. Grading, Drainage, and Utility Comments**

- 2.1 The Applicant proposes to disturb an area of approximately 0.35 acres (15,107 sf). As such, should the Board act favorably upon this application, and prior to construction, the Applicant shall apply for and obtain the required Soil Erosion and Sediment Control Plan Certification from the Somerset-Union Soil Conservation District. The Applicant shall provide copies of the approved permit to the Township for review prior to commencing construction on-site.
- 2.2 Testimony shall be provided regarding conformance of the proposed development with current ADA requirements. ADA ramp construction shall be certified by the Applicant to the Township as meeting ADA standards, including, but not limited to, dimensions, slopes, orientation, etc.
- 2.3 The Applicant has provided stormwater conveyance calculations to demonstrate that the proposed conveyance systems can safely convey the 25-year design storm. The Applicant has indicated that the proposed improvements will not increase the previously approved impervious coverage, and as such the peak flow rates from the site will not be increased as a result of these improvements. NEA takes no objection to the proposed drainage improvements.
- 2.4 The Applicant is proposing to install 12" HDPE pipe and a stormwater manhole within the existing asphalt parking lot, leading to an existing catch basin in the parking lot, which ties into the existing stormwater basin. It appears that the pipe installation will impact the existing parking lot, curbs, concrete walkways, and grass areas on site. The Applicant shall be responsible for the repair and reconstruction of any areas impacted by the proposed drainage work. The Applicant shall provide a detail of the proposed HDPE trench, including restoration details as applicable (grass areas, pavement areas, concrete areas, etc.).
- 2.5 The Applicant shall ensure the plans provide additional topographic data at the following locations: all building corners, top and bottom of walls, top and bottom of stairs, as well as all high and low points, and grade breaks throughout the site to confirm appropriate grades and slopes.
- 2.6 The Applicant shall prepare a Demolition Plan to clearly define what is to be removed, and what is to remain.

**3. Landscaping and Lighting Comments**

- 3.1 The Applicant has indicated that there are no trees to be removed from the site in order to construct the improvements. However, based on available aerial imagery, it appears that the proposed HDPE pipe will be installed in close proximity to an existing tree near the catch basin where the HDPE pipe is to be tied in. The Applicant shall ensure the plans indicate which trees are to be removed. Additionally, the Applicant shall revise the plans to indicate which trees are to remain either within or in close proximity to the limit of disturbance, and shall depict tree protection fencing, and provide an associated construction detail. Finally, the Applicant shall revise the plans to demonstrate compliance with the requirements cited in Township Ordinance §12.16.050, related to tree removals, replacements, and potential Tree Fund contributions if required. The Applicant shall provide testimony regarding the same.
- 3.2 The Applicant shall ensure the provided Landscaping Plan is in accordance with §10.6.3.F2 of the Township of Berkeley Heights Ordinance. Additionally, the Applicant shall refer to the Township's Preferred Tree Species list and incorporate the same to the maximum extent practical. Same must be reviewed and approved by the Township Zoning Officer, Mr. Thomas Bocko.
- 3.3 NEA recommends that the Applicant provide an irrigation system to ensure that all proposed landscaping thrives. Conversely, if such is not provided, the Applicant shall provide adequate means of ensuring adequate watering

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for the proposed landscaping, including, but not limited to, tree watering bags, and regular watering schedules. The Applicant shall provide testimony regarding such.

3.4 Applicant shall provide testimony regarding any proposed site lighting associated with this application, including the determination of sufficient lighting for building ingress and egress, and stair use.

3.5 The Applicant shall provide applicable foundation details for any proposed lighting.

**4. Final Comments**

4.1 Should the Board look favorably upon this application, a performance bond and inspection escrow will be required for any site improvements. The Board Engineer will prepare this estimate to address the cost of all site improvements in accordance with the Municipal Land Use Law.

4.2 The Applicant shall obtain all approvals required by outside agencies, including but not limited to NJDOT, NJDEP, Union County, and Somerset-Union Soil Conservation District, as well as the Berkeley Height Police Department, Fire Department, Emergency Services and Department of Public Works. It is the applicant's responsibility to determine what outside agency permits are required. Copies of said approvals shall be provided upon receipt.

4.3 Any new or revised materials shall be filed with the Township and shall not be sent directly to the Board's professionals. The Township will forward the application and related materials to the Board's professionals when they are finished with their review. Materials submitted directly to NEA will not be reviewed.

4.4 Revised reports, plans and exhibits, which are to be considered at the hearing, should be submitted ten days prior to the scheduled hearing.

4.5 The Applicant is responsible for the payment of all applicable fees, including but not limited to application, escrow, COAH, tax map revisions, permits, sewer, and the like.

4.6 The above comments are based on a review of materials submitted and/or testimony provided to date. NEA reserves the right to provided new or updated comments as additional information becomes available.

We trust you will find the above in order. Should you have any questions or required additional information, please do not hesitate to contact the undersigned.

Very truly yours,  
**Neglia Engineering Associates**



Thomas R. Solfaro, P.E., C.M.E., C.P.W.M.  
Planning Board Engineer  
Township of Berkeley Heights

TRS/ko

cc: William Robertson, Esq. – Planning Board Attorney (via e-mail)  
Keenan Hughes, A.I.C.P., P.P. – Planning Board Planner (via e-mail, [khughes@phillipspreiss.com](mailto:khughes@phillipspreiss.com))  
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